

Board of Education  
Darien, Connecticut

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**REVISED**

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, OCTOBER 23, 2018**

**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. Elliott Landon   |           |
| 5. Approval of Minutes.....       | Board of Education   |           |
| 6. Board Committee Reports.....   | Mrs. Tara Ochman   |           |
| 7. Presentations/Discussions      |  |           |
| a. Presentation of Student.....   | Ms. Ellen Dunn/<br>Distribution (Class Size)<br>Reports for the High School<br>and Middlesex |           |
| b. Presentation and Possible..... | Dr. Susie DaSilva/<br>Action on Proposed Darien<br>High School China Trip                    |           |
| c. Discussion and Possible.....   | Dr. Susie DaSilva<br>Action on 2019-20 Consolidated<br>Grant (includes Title 1)              |           |

\*Public Comments are limited to three minutes per individual and are designed to allow community members to inform the Darien Board of Education of their opinions and/or concerns. Where appropriate, community members are also encouraged to reach out to the school administration during regular school hours. There should be no expectation for dialogue on such public comments to take place at a regular public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

**REGULAR MEETING OF THE BOARD OF EDUCATION  
TUESDAY, OCTOBER 23, 2018**

- 7. Presentations/Discussions (cont.)
  - d. Presentation of October 1<sup>st</sup>... Mr. Michael Feeney  
District Enrollment Report  
and Projections
- 8. Action Items
  - a. Personnel Items..... Ms. Marjorie Cion
    - i. Appointments
    - ii. Resignations/Retirements
- 9. Public Comment\*..... Mrs. Tara Ochman
- 10. Adjournment to Executive Session... Mrs. Tara Ochman  
(2<sup>nd</sup> Floor Conference Room) for the  
purpose of discussion of a confidential  
attorney-client communication regarding  
issues related to a parent complaint  
(proposed for executive session)

EL:nv

\*Public Comments are limited to three minutes per individual and are designed to allow community members to inform the Darien Board of Education of their opinions and/or concerns. Where appropriate, community members are also encouraged to reach out to the school administration during regular school hours. There should be no expectation for dialogue on such public comments to take place at a regular public meeting, given that by law the Board may only discuss matters that are set forth on its agenda.

**APPROVED**  
**REGULAR MEETING OF THE BOARD OF EDUCATION**  
**Tuesday, September 25, 2018**

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

**BOARD MEMBERS PRESENT:**

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Present	X		X	X	X	X	X		X
Absent		X						X	

**ADMINISTRATION PRESENT:**

Dr. Landon, Dr. Da Silva, Ms. Klein, Ms. Cion and Mr. Feeney

**AUDIENCE:** Approximately 10

- |                                     |  |
|-------------------------------------|--|
| 1. Call to Order                    | Mrs. Tara B. Ochman, Chair,<br>at 7:45 p.m. (0:00) |
| 2. Chairperson's Report             | Mrs. Ochman, Chair,<br>at 7:45 p.m. (0:00)         |
| 3. Public Comment                   | Mrs. Ochman, Chair,<br>at 7:45 p.m. (0:00)         |
| 4. Superintendent's Report          | Dr. Elliott Landon<br>at 7:45 p.m. (0:00)          |
| 5. Approval of Minutes (attachment) | Board of Education<br>at 7:46 p.m. (0:01)          |

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING AND EXECUTIVE SESSION OF THE BOARD OF EDUCATION HELD ON WEDNESDAY, SEPTEMBER 12, 2018:**

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

**2<sup>ND</sup> Ms. McCammon**

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X		X	X	X	X	X		X
No									
Abstain									

**RESULT - MOTION PASSED (7-0-0)**

**MOTION TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION HELD ON WEDNESDAY, SEPTEMBER 12, 2018:**

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

**2<sup>ND</sup> Mr. Maroney**

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X		X	X	X	X	X		X
No									
Abstain									

**RESULT - MOTION PASSED (7-0-0)**

6. Board Committee Reports

Mrs. Ochman, Chair,  
at 7:46 p.m. (0:01)

**PRESENTATIONS AND DISCUSSIONS**

7. Presentations/Discussions:

a. Discussion and Possible  
Action on 2017-2018  
Year End Financial Report

Mr. Michael Feeney  
at 7:48 p.m. (0:03)

**MOTION TO APPROVE THE 2017-2018 YEAR END FINANCIAL REPORT:**

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

**2<sup>ND</sup> Mr. Maroney**

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X		X	X	X	X	X		X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

**MOTION TO RETURN TO THE TOWN OF DARIEN \$729,230.00:**

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

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

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X		X	X	X	X	X		X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

b. Proposal and Possible Action  
for Upgrading Electrical  
Systems in the Schools

Dr. Elliott Landon  
at 8:03 p.m. (0:18)

**MOTION TO GO TO THE RTM TO REQUEST AN UPGRADE TO THE ELECTRICAL SYSTEMS AT HINDLEY, HOLMES AND ROYLE SCHOOLS:**

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

**2<sup>ND</sup> Ms. McNamara**

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X		X	X	X	X	X		X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

c. Discussion on 2018-2019  
Financial Report and  
Possible Action on Proposed  
Budget Transfers

Mr. Michael Feeney  
at 8:15 p.m. (0:30)

**MOTION TO APPROVE THE PROPOSED BUDGET TRANSFERS:**

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

**2<sup>ND</sup> Mr. Burke**

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X		X	X	X	X	X		X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

d. Further Discussion and  
Possible Action on Board  
Master Agenda – August 2018  
to January 2019

Dr. Elliott Landon/  
at 8:21 p.m. (0:36)

**MOTION TO APPROVE THE REVISED BOARD MASTER AGENDA FROM AUGUST 2018 - JANUARY 2019:**

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

**2<sup>ND</sup> Ms. Hagerty-ross**

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X		X	X	X	X	X		X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

**ACTION ITEMS**

8. Action Items:

a. Personnel Items

- i. Appointments
- ii. Resignations/Retirements

Ms. Cion  
at 8:23 p.m. (0:38)

**MOTION TO APPROVE PERSONNEL ITEMS AS OUTLINED IN THE MEMO DATED SEPTEMBER 25, 2018:**

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

**2<sup>ND</sup> Mr. Maroney**

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X		X	X	X	X	X		X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

9. Public Comment

Jack Davis 197 Hoyt Street, RTM

Ms. Ochman  
at 8:24 p.m. (0:39)

10. Adjournment

Ms. Ochman  
at 8:28 p.m. (0:43)

**MOTION TO ADJOURN:**

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

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

	Burke	Dineen	Hagerty-Ross	McCammon	McNamara	Maroney	Ochman	Ritchie	Stein
Yes	X		X	X	X	X	X		X
No									
Abstain									

**RESULT - MOTION PASSED UNANIMOUSLY (7-0-0)**

Meeting adjourned at 8:28 p.m. (0:43)

Respectfully Submitted,

Kathrine Stein,  
Secretary

# Darien High School

Table #1 Class Size Guidelines

The following chart depicts the class size guidelines, established by the Board of Education in Policy 6510, that are used by the high school to make section enrollment decisions.

## Series 6500: Instructional Arrangements Policy R - 6510

### Class Size Administrative Guidelines

<u>Grade Levels</u>	<u>K-1</u>	<u>2-3</u>	<u>4-5</u>	<u>6-12</u>
Recommended Range	18	19	20	Below 18
	19	20	21	18
	21	22	23	22
	22	23	24	23-24

Optimal  
Range

**Table #2 -- Mean Class Sizes**

(Includes data for special education and academic support programs)

	# Sections	# Enrolled	<10	10-14	15-19	20-24	>24	12-13F	13-14F	14-15F	15-16F	16-17F	17-18F	18-19F	F-F
English	79	1426	6	8	26	39	0	17	18	18	18	17	18	18	0
Foreign Language	66	1199	3	10	23	29	1	17	18	18	17	17	17	18	1
Mathematics	74	1451	4	5	19	45	1	19	19	19	19	19	20	20	0
Science	70	1415	1	3	23	43	0	19	19	19	18	19	20	20	0
Social Studies	77	1487	6	6	17	48	0	18	19	19	19	19	19	19	0
<b>Average</b>								<b>18</b>	<b>19</b>	<b>19</b>	<b>18</b>	<b>18</b>	<b>19</b>	<b>19</b>	
Art	27	445	2	7	10	8	0	17	18	17	17	17	17	17	0
Music	8	292	0	2	0	0	6	26	24	33	27	30	32	37	5
Tech Ed/Video	13	192	0	5	7	1	0	16	17	15	16	15	15	15	0
Comp/Business	10	214	0	0	3	6	1	13	13	17	21	22	22	21	-1
Physical Education	58	1392	0	0	5	25	28	23	24	24	23	23	23	24	1
Special Education**	65	407	55	9	0	1	0	6	7	6	5	6	6	6	0
Academic Support*	6	64	2	2	2	0	0	12	13	12	12	7	8	11	3
**Includes special ed/adaptive / and IDEA									* Includes Reading/ESL						

**Table #3 - Teacher Average Class Load**

(Does not include special education or academic support programs)

	12-13F	13-14F	14-15F	15-16F	16-17F	17-18F	18-19F	F-F
English	86	91	89	88	86	88	90	2
Foreign Language	85	89	90	86	85	88	91	3
Mathematics	93	96	94	94	93	99	98	-1
Science	74	73	75	74	76	81	81	0
Social Studies	90	96	96	94	94	97	97	0
<b>Average</b>	<b>85.7</b>	<b>89.0</b>	<b>88.9</b>	<b>87.2</b>	<b>86.8</b>	<b>90.6</b>	<b>91.3</b>	
Comp/Bus/Tech	74	72	79	89	92	93	93	0
Art/Music	89	98	100	103	104	102	105	3



**Table #4 - Distribution of Class Sizes**

(Does not include special education or academic support)

	<u>12-13F</u>		<u>12-13S</u>		<u>13-14F</u>		<u>13-14S</u>		<u>14-15F</u>		<u>14-15S</u>		<u>15-16F</u>		<u>16-17F</u>		<u>17-18F</u>		<u>18-19F</u>	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
< 16	138	28	138	32	110	22	119	24	118	24	118	24	98	20	115	23	103	22	95	20
16 - 20	175	35	162	37	193	39	196	40	174	36	180	37	205	42	160	32	145	30	150	31
> 20	180	36	133	31	188	38	176	36	197	40	193	39	185	38	220	44	232	48	237	49

**Table #5 - Number of Small Classes (under 10)**

(Does not include special education or academic support)

	<u>12-13F</u>	<u>12-13S</u>	<u>13-14F</u>	<u>13-14S</u>	<u>14-15F</u>	<u>14-15S</u>	<u>15-16F</u>	<u>15-16S</u>	<u>16-17F</u>	<u>16-17S</u>	<u>17-18F</u>	<u>17-18S</u>	<u>18-19F</u>
English	8	7	3	1	5	4	5	3	6	1	6	6	6
Foreign Lang	3	7	4	4	2	2	2	3	4	3	5	4	3
Mathematic	5	4	6	6	1	2	3	2	7	2	4	4	4
Science	4	5	2	2	3	2	2	3	3	1	1	1	1
Social Studie	4	2	0	0	1	2	3	2	4	2	6	6	6
Art/Music	1	3	2	4	3	2	3	2	4	3	2	2	2
Bus/Com/Te	3	4	3	2	1	1	0	0	2	0	2	2	0
<b>Total</b>	<b>28</b>	<b>32</b>	<b>20</b>	<b>19</b>	<b>16</b>	<b>15</b>	<b>18</b>	<b>15</b>	<b>30</b>	<b>12</b>	<b>26</b>	<b>25</b>	<b>22</b>

**Table #6 - Number of Large Classes (25 or more)**

	2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		2018-19
<b>By Size</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>
25 students	15	19	19	19	19	13	2	2	0	2	2	3	2
26 students	0	0	3	2	2	3	0	0	1	2	1	0	0
27 students	0	0	0	0	0	0	0	0	0	0	0	0	0
28 students	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>15</b>	<b>19</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>

  

	2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		2018-19
<b>By Dept.</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>	<b>SPR</b>	<b>Fall</b>
English	0	1	4	4	6	5	0	0	0	0	0	1	0
Foreign Lan	3	1	6	4	6	2	0	0	0	0	1	0	1
Math	7	10	9	12	3	2	2	2	1	2	1	1	1
Science	0	0	1	0	0	0	0	0	0	1	1	1	0
Social Std	5	7	2	1	6	7	0	0	0	1	0	0	0
<b>Totals</b>	<b>15</b>	<b>19</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>16</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>2</b>

**Table #7 -- Guidance Counselor Student Load**

<b>DHS Analysis</b>	2012-2013		2013-2014		2014-2015		2015-2016		2016-2017		2017-2018		2018-2019	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
1	31	32	38	37	44	43	37	39	35	36	30	32	0	
2									184	196	178	175	178	
3					181	181	193	193	195	192	181	180	175	
4	185	185	190	189	193	195	200	197	193	186	180	176	179	
5	189	187	186	185	188	188	186	188	189	189	170	170	176	
6					192	194	193	193	187	186	174	173	178	
7									184	182	168	169	179	
8	192	192	188	190	187	187	182	181	185	185	170	170	178	
9											127	125	177	
<b>Total</b>	<b>1328</b>	<b>1325</b>	<b>1355</b>	<b>1345</b>	<b>1371</b>	<b>1368</b>	<b>1362</b>	<b>1356</b>	<b>1354</b>	<b>1352</b>	<b>1378</b>	<b>1370</b>	<b>1420</b>	
<b>Average</b>	<b>185</b>	<b>185</b>	<b>188</b>	<b>187</b>	<b>188</b>	<b>189</b>	<b>191</b>	<b>188</b>	<b>189</b>	<b>188</b>	<b>172</b>	<b>171</b>	<b>178</b>	

Darien High School  
Darien, Connecticut

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To: Dr. Elliott Landon, Superintendent of Schools  
From: Ellen Dunn, Principal, Darien High School  
Re: Proposed China Exchange Field Trip  
Date: October 19, 2018

As a result of the problems our sister school in Qingdao faced obtaining the appropriate visas for travel to the United States, our China Exchange program has been impacted. Our students registered for the course with the expectation that the cultural exchange would be defined by a culminating trip to China. We are proposing an amended trip that will provide a rich experience for our students in spite of the fact that a home stay is not possible this year. The trip proposal includes visits to significant sites as well as visits to schools where students will interact with peers and be exposed to a variety of school settings and cultures in China. The trip is proposed to take place over 11 days from April 10, 2019 to April 20, 2019. The detailed proposal and itinerary are attached.

**Special Field Trip Request Form**  
**Trips Beyond 500 Miles, Overnight, or Outside the U.S.**  
(Board of Education Policy 6710)

**Planning Requirements:** Written application must be submitted to the school Principal then to the Assistant Superintendent, according to administrative procedures. **This form MUST be submitted to Central Office for approval before final plans or commitments are begun.** All such trips must be approved by the Board of Education. Formal announcement of special trips can be made only after Board approval has been obtained.

- **Special Trips** (beyond 500 mile radius, overnight, or outside Continental U.S.) - the request must be submitted at least 60 days in advance of the departure date and no later the October 15<sup>th</sup>. It must contain detailed written information about arrangements, which at a minimum, must specify the following:

- a. Names of the Darien Public School staff initiating the proposal and responsible for the trip.

*Ann Armiger, DHS-China Exchange Coordinator*  
*Nick Banas, China Exchange teacher*  
*Jennifer Murphy, China Exchange teacher*

- b. Exact Dates, and times, destination(s) of the trip, and what instructional time will be impacted, as well as potential conflicts with major school event or standardized testing.

*Date: approximately April 10 – April 20, 2019*

*Destination: Beijing, Xi'an, Chengdu, and Shanghai, China*

*Affected school time: one week of school vacation, 5 school days would be missed.*

- c. A description of the rationale for the trip, with special emphasis on the educational value of the experience.

*The trip is one part of the Darien-China Exchange Program. The goal of the program is to advance mutual understanding between the youth of the United States and the People's Republic of China. It provides experiential learning about another culture and is one component of the China Exchange Program at DHS. In addition the experience meets several of the Learning Expectations in Darien High School's Statement of Core Values, particularly Learning Expectations 1 – 5.*

- d. An outline of the pre-trip and post-trip activities, which will be conducted to enhance the value of the trip for students. This must also include a description of

what students are eligible for the trip and how students will be selected to participate.

*All students who will be in grades 10, 11 or 12 at time of travel are eligible to apply to be a part of the China Exchange. In the spring of 2018, the China Exchange coordinators interviewed applicants and selected 12 students. Selection was made on the basis of a written application and individual interviews as well as school record and teacher references.*

*Selected students are enrolled in a yearlong independent study course that explores an understanding of China from multiple perspectives. This year, because we will not be hosting a delegation from China, the course will emphasize other experiential activities. We plan field trips to Chinatown in Manhattan and Flushing; we have begun online interaction and collaboration between our students and students at our partner schools, Qingdao No. 58 and Shanghai No. 3; we plan to get together with Brien McMahon's Global Studies China group and to meet with Model UN representatives from Beijing 101 when they are here. In addition, films and guest speakers will supplement reading and research about China.*

*Two evening pre-trip orientation meetings will be held with parents to go over travel information and trip preparation details. As follow up, students will continue work on an independent study project. Upon return from China, students will continue in the course and will be responsible for making visual, oral and written presentations to their class, school and community about their trip and their individual and collaborative projects.*

- e. The exact modes and times of travel, as well as the exact housing arrangements.

*Travel arrangements will be made with the assistance of Zhen Peng of Sunlight Travel, the travel consultant we have used for the last several China trips. (He has worked with State of CT Dept. of Ed. to organize trips to China.) Students will depart from New York and fly to Beijing. After spending time touring and visiting schools in Beijing, DHS students will take the train to Xi'an where they will spend two days before taking a train to Chengdu. The group will fly from Chengdu to Shanghai and will depart from Shanghai for home. Housing will be in hotels in Beijing, Xi'an, Chengdu..*

- f. Detailed daily time schedules of the agenda of activities.

*Students combine days of sightseeing with visits to schools in China. We will visit the Beijing 101 High School and are making arrangements to visit a high school in Chengdu. These school visits will allow our students to interact directly with English speaking Chinese high school students.*

*Also while in Beijing we plan to spend two days volunteering at the Dandelion School, a school for migrant workers. We have an established connection at this school. Groups have spent a day volunteering there for the past eight years; we*

*hosted teachers from the school for a few days in 2012; this past summer a group of 6 alumni of the 2017 China Exchange spent 10 days volunteering at the school. To prepare for their visit, our class will work online with Dandelion School teachers to develop lessons they will deliver during their time at the Dandelion School.*

- g. Precise overall financial information with a break down by categories of expenses. Include any staffing, transportation, accommodations or unique modifications for students with disabilities.

*Staffing—substitutes for 2 teachers*

*Transportation, airfare to China, tourism, accommodations, meals, transportation within China Transportation to and from airports*

*Cost of Chaperones*

*Visas, Passports, Insurance, Shots*

*Gifts to schools and individuals*

*Sightseeing in Beijing, Xi'an, Chengdu, Sichuan and Shanghai*

*Hotel security expenses*

*Tutoring—for students as needed upon return*

- h. Precise explanation of the sources of funding as it will be apportioned to the students, district funds, grants, fund raising, etc.

*Student: Transportation to and from China and within China; cost of teacher/chaperones; visa, passport, shots; expenses for touring, accommodations, meals and sightseeing; transportation to and from NY airport; gifts, expense of hotel security, tutoring as needed*

*District: Gift from school to school, substitute teachers at DHS for 3 school days, medical emergency, group travel insurance*

*Fundraising: materials for Dandelion School activities and gifts to Dandelion School*

Precise explanation of any related cost for the Darien Public Schools, including teacher substitutes, teacher release time, special education supports, follow-up tutoring, special materials, or any other items or services.

*Teacher substitutes; may be occasional teacher released time for field trips, presentations to community organizations; costs of Fed-Ex, mailing, telephone, exhibit supplies.*

- Organizers must be aware that school budget development occurs a year in advance, so requests for funding must be made during budget development in the fall preceding the school year in which the event is to occur.
- The submission of a trip request, does not, in-and-of-itself, constitute any explicit or implied approval.
- No trip is considered authorized until formally approved in writing in accordance with the aforementioned procedures.

Ann Armiger

10/17/2018

Ann Armiger  
Signature of Trip Organizer      Date  
Date

Ellen Dusan  
Signature of Principal

\_\_\_\_ Approved      \_\_\_\_ Not Approved  
Superintendent/Designee      Date

Signature of

## 2019 China Trip 11 Day Itinerary Proposal

### *Beijing, Xi'an, Chengdu, and Shanghai*

- Day One Depart from NYC or BDL to Beijing, China
- Day Two **Beijing** (Meals: D)  
Arrive in Beijing in the early afternoon  
Transfer to hotel after the dinner  
Hotel in Beijing
- Day Three **Beijing** (Meals: B/L/D)  
Temple of Heaven: watch Taichi practicing and fan dance of the local people in the morning  
Tian'an'men Square, Forbidden City, Nanluoguxiang Hutong (street)  
Hutong Local Family Tour with Rickshaw Car  
Dinner at Peking Duck Restaurant  
Hotel in Beijing
- Day Four **Beijing** (Meals: B/L/D)  
Excursion to the Great Wall, See Olympic Venues (outside View route), Summer Palace  
Evening: Chinese Acrobats Show or Kongfu Show  
Hotel in Beijing
- Day Five **Beijing** (Meals: B/L/D)  
*VOLUNTEER AT DANDELION SCHOOL*  
Hotel in Beijing
- Day Six **Beijing** (Meals: B/L/D)  
*VOLUNTEER AT DANDELION SCHOOL*  
Hotel in Beijing
- Day Seven **Beijing/Xi'an** (Meals: B/L/D)  
*VISIT TO BEIJING 101 SCHOOL*—morning and early afternoon  
High-speed Bullet Train to Xi'an (about 4.5 hours train)  
Evening: Dumpling Banquet Dinner  
Evening: City Wall at night  
Hotel in Xi'an



- Day Eight**                    **Xi'an (Meals: B/L/D)**  
Terra Cotta Warrior Museum; City Tour in Xi'an: Beilin Temple & Calligraphy Street & Calligraphy class, Big Goose Pagoda, Bike ride atop City Wall, Grand Mosque, Old City Area with free markets.  
Hotel in Xi'an
- Day Nine**                    **Xi'an/Chengdu, Sichuan (Meals: B/L/D)**  
Take the high-speed train to Chengdu (about 4 hours)  
*VISIT A LOCAL HIGH SCHOOL IN CHENGDU* (a village school nearby the City for the American students to see a village school in China)  
Hotel in Chengdu
- Day Ten**                    **Chengdu, Sichuan (Meals: B/L/D)**  
Visit Wuhou Ci Temple and Jingli Old-style Street  
Visit National Panda Research Center and see Giant Pandas  
Visit One of World's most ancient irrigation system-Dujiangyan  
Hotel in Chengdu
- Day Eleven**                **Chengdu- Shanghai (Meals: B/L/D)**  
Fly to Shanghai in the early morning
- Depart for NYC or BDL  
Arrive the US on the same day

**Names of the Tentative Hotels in China:**

Beijing – Beijing Rosedale Hotel or similar (北京柏丽大酒店)

Xi'an –Xi'an New World Hotel or similar (西安新世界大酒店)

Chengdu – Chengdu Holiday Inn Express or similar (成都上层名人大酒店)

**Cost Estimate Per Person:**

US \$2500 for Spring travel in 2019 per person. Price is based on a minimum of 12 paying participants in the group.

The price is based on taking United Airlines from EWR airport non-stop to Beijing and return from Shanghai.

**The price includes:**

- 1.) Economy-class international flights from NYC area or from BDL airport to Beijing and return from Shanghai to NYC area or BDL airport.
- 2.) 4/3 star hotels based on double occupancy in China;
- 3.) All China domestic intra-city trains fares, airfares, and chartered buses costs;
- 4.) All entrance fees, meals, tour guides as specified in the itinerary;
- 5.) Emergency medical & evacuation insurance up to \$100,000.00 per person.

**The price does NOT include:**

- 1) Single hotel room supplement charge if extra single room is requested (\$500 per room);
- 2) All personal expenses such as: excess baggage charges, extra meals and beverages, laundry, telephone calls, insurance and expenses not specified in the itinerary.
- 3) China Visa fees (\$170 per person if service is needed)

**Payment schedules and refund policies:**

1. US\$300 non-refundable deposits for the trip per person needs to be received by December 1st, 2018 to secure the travel spot.
2. US\$1,500.00 per person for airfare (both international and in-China flights) needs to be received by January 1st, 2019. Once the international ticket is purchased, the ticket is non-refundable or changeable. A penalty of \$400 handling fees will be applied to the refund for the cancellation of international air ticket if only the traveler has to withdraw due to a medical reason which has to be verified in written by a medical professional.
3. The final balance of US\$1,000.00 per person is due by February 1st, 2019. This portion of payment is refundable with 50% penalty if notice is given 14 days prior to the trip; 70% penalty if cancellation notice is given 13-4 days prior to the trip; No refund will be available if the cancellation notice is received within 72 hours of the departure day.

All payment should made out to:

**Sunlight International Travel Inc.**  
36-40 Main St. Suite 304  
Flushing, NY 11354  
Tel:718-762-1800 or 1866-838-6898  
Fax: 718-762-2683  
Email: info@travelsunlight.com

Darien-China Exchange  
Estimated Cost of Trip for Participants  
Travel to China 2019—11 day plan

	\$ per person
International airfare (NYC to Shanghai) and In China flights and train fare	
Tour package and chartered bus, English-speaking tour guide, entrance fees, all meals, hotels, tips	2500
Costs for Two Chaperones	487
Chinese Visa application and handling fees	173
Airport Transportation (DHS-JFK or Newark)	120
Hotel Security (nights)	110
Miscellaneous fees, supplies	20

Total per person at this point is \$3410

Costs can shift slightly if dates change, for example, or if for some reason the number of students going on the trip changes. This year we will ask parents to pay \$3410 in three separate payments—the first at the parent meeting in early November (\$1200) the second in January (\$1200) and the balance (\$1010) at the end of February. If costs change, we will adjust February payment. The \$3410 cost does not allow for unforeseen charges.

Darien Public Schools • Administrative Offices

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Tel. 203-656-7414 • e-mail: sdasilva@darienps.org

October 16, 2018

**To:** Elliott Landon, Ed.D., Superintendent of Schools  
**From:** Susie Da Silva, Ed.D., Assistant Superintendent for Curriculum and Instruction, K-12  
**Re:** Title I, II, III, and IV, Grant Applications

Dear Dr. Landon,

On October 17th, the *Title I, II, III and IV* Consolidated Grant Applications were electronically submitted to the Connecticut State Department of Education (CSDE) for approval. While we continue to receive guidance throughout the application process, it is not uncommon for CSDE to ask school districts to make small revisions. At this time, we do not expect any significant changes to our proposals.

The **2018-2019** school year allocations are as follows:

- Title I: \$191, 831
- Title II: \$ 78,234
- Title III: \$ 3,126
- Title IV: \$ 24,380

The **2017-2018** school year allocations were as follows:

- Title I: \$359, 875
- Title II: \$ 86,707
- Title III: \$ 1,515
- Title IV: \$ 10,000

The most significant change is in the Title I grant. Darien Public Schools has seen a reduction in funds over the past several years. Determination for the eligibility of schools is determined by the federal government. Schools determined to be eligible for Targeted Assistance are based on Darien's annual census poverty estimates. Additionally, funds can be decreased based on allocations made to the State of CT.

This school year's Eligible "Targeted Assistance Schools" for Title I are:

- Darien High School
- Middlesex Middle School
- Royle Elementary School
- Tokeneke Elementary School

Hindley, Holmes, and Ox Ridge are not eligible to receive funding in the 2018-2019 school year due to their not meeting the annual census poverty estimate.

While we have some flexibility in how we allocate funding, each grant does have a specific priority or objective of which it supports. For example, the Title I Grant requires eligible districts to support targeted at-risk students with supplemental services, which includes English Learners. This year's proposal for the use of these funds may include:

- The staffing of one support interventionist
- An increase in support for EL's/Professional Development for general education and reading teachers
- Allocations for students who are determined to be homeless
- Training in the area of early literacy and math intervention for staff
- Providing staff development and training in Social/Emotional learning (Responsive Classroom)
- Purchasing of Scientifically Research-Based Programs for Mathematics and English Language Arts
- Support the implementation of a universal screener and/or a data warehouse; and,
- Staff development in differentiation and small group/strategy groups.

Funding of the Title II Grant is required to support Principal and Teacher Training. Darien Public Schools continues to propose funding be used for:

- Professional development in collaboration with Columbia University Teachers College Reading and Writing Project, to include Social Studies;
- Professional development in the area of Social Emotional Learning

Title III focuses on the support of English Language Learners- therefore, it is intended to be used for resources and/or professional learning for staff.

Title IV is a new grant for which Darien is eligible. DPS applied for this grant last year to support the health education curriculum mapping and was allocated \$10,000. This year, the allocation has increased and will be written with the same focus-curriculum writing and professional development for health and wellness.

I look forward to answering any questions regarding the application made to the Connecticut State Department of Education on behalf of the Darien Public Schools.

Respectfully,

Susie Da Silva