

Board of Education Regular Meeting
Tuesday, November 1, 2011 7:30 PM Eastern

Town Campus Hammonasset Room
10 Campus Drive
Madison, CT 06443

- I. Call to Order / Attendance
- II. School / Community Session - 7:30 p.m.
 - II.A. Recognition:
 - II.A.1. Retiring Board of Education Member: Becky Coffey
 - II.B. Public Participation
- III. Board of Education Student Representatives' Report
- IV. Superintendent's Report
 - IV.A. Update: Class of 2011
 - IV.B. Discussion: Burden of Proof as it related to Special Education
 - IV.C. Update: Safe Schools Climate Plan
 - IV.D. Other
- V. Board Members' Comments
- VI. Board Committees / Liaison Updates
 - VI.A. Planning Committee
 - VI.B. Personnel Committee
 - VI.C. Policy Committee
 - VI.C.1. Revised Policies for First Reading
 - VI.C.1.a. #4118.1, Nondiscrimination (Personnel); #5020.1, Nondiscrimination (Students)
 - VI.D. Finance Committee
 - VI.E. LEARN Liaison
- VII. Audience Reponse to Information Presented
- VIII. Consent Agenda (8.1 - 8.4) Ref. Bylaw #9540.2 and #9540.8
 - VIII.A. Bills Payable: \$19,953.69 (10-11); \$868,209.00 (11-12)
 - VIII.B. Line Transfers:
 - VIII.C. Budget Expenditure Report
 - VIII.D. Donation: \$6,640 to J. Milton Jeffrey Elementary School to fund classroom field trips from the Jeffrey School PTO
- IX. Action Item: Minutes of the October 18, 2011 Board of Education Meeting
- X. Action Item: To waive the second and third readings to revised policies.
- XI. Action Item: Approval of Revised Policies
- XII. Action Item: Resolution to support changing the Burden of Proof
- XIII. Old Business
- XIV. New Business
- XV. Future Agenda Items
 - XV.A. Board of Educational Organizational Meeting: November 15, 2011
 - XV.B. Presentation of the DHHS Proposed Program of Studies: December 6, 2011
- XVI. Meetings of Importance
 - XVI.A. November 2, 2011: Planning Committee Meeting; 7:30 a.m., Central Office Room B

XVI.B. November 8, 2011: Facilities Employee Recognition; 3:30 p.m., Town
Campus Hammonasset Room

XVI.C. November 15, 2011: Policy Committee Meeting; 6:30 p.m., Central
Office Room B

XVI.D. November 15, 2011: Board of Education Meeting; 7:30 p.m., Town
Campus Hammonasset Room

XVI.E. November 18-19, 2011: 2011 CAFE/CAPSS Convention; Mystic
Marriot, Groton, CT

XVII. Executive Session

XVII.A. Discussion: Personnel Issue

XVIII. Adjournment

Public Participation Guidelines:

Members of the community are invited to speak on topics of interest and / or topics to be addressed in the agenda. The Board of Education may choose to interact with participants, but will not act upon topics that require further study before action is taken. The participation time will be limited to three (3) minutes per person and fifteen (15) minutes overall to guarantee efficient operation of the entire meeting.

Board of Education Meeting
October 18, 2011
Meeting Minutes

1. The public meeting of the Board of Education was called to order by Chairperson Coffey at 7:32 p.m. Ms. Coffey led the Pledge of Allegiance.

Present: Bill Clorite, Becky Coffey; John Dean; Jean Fitzgerald; Debra Frey; Seth Klaskin; Pam Meier; Robert Ruggiero; Cindy Wood

Also present: Anita Rutlin, Interim Superintendent and Assistant Superintendent for Curriculum, Instruction and Assessment; district administrators; faculty; staff; community members.

2. School / Community Session

2.1. Recognition:

*Daniel Hand High School
Michael's Achievement Cup, Class L, First Place
Brooke Baumgartel
Victor Buchetto
Erin Healey
Matthew Walsh*

Ms. Coffey stated that she was happy for the opportunity to recognize Daniel Hand High School once again for this award that is the result of hard fought competitions and excellent scholarship and service work by our student athletes.

Ms. Rutlin introduced Director of Athletics Craig Semple, and asked him to speak about the award and introduce the students at the meeting. Mr. Semple explained that The Michael's Cup recognizes outstanding achievement in critical areas of Connecticut high school athletics including win/loss record, level of student participation, and support of student athletes in the area of sportsmanship, leadership, community service and chemical free activities.

Mr. Semple further explained that he was able to invite four students to attend the Statewide Sportsmanship Conference at the Aqua Turf on September 22nd. He invited two juniors, Erin Healey and Matthew Walsh, and two seniors, Brooke Baumgartel and Victor Buchetto to attend the conference to represent Daniel Hand High School. The students were congratulated and presented with a certificate signed by Ms. Coffey.

2.2. Public Participation

3. Student Representatives' Report
(Jessica Buller and John Ovia)

The Board welcomed back Senior Jessica Buller and welcomed John Ovia as the Junior Class Representative to the Board.

Ms. Buller reported on the following:

- It has been a busy fall so far; though the school year started six days late. The year started off with the students meeting in their PAW Groups to review the handbook and sign the Code of Conduct.
- A successful senior picnic and pep rally have taken place.
- The program, "Rachel's Challenge", which promotes respect and tolerance with the idea that "a little good goes a long way" was well received by students and parents. Follow up activities are being planned.
- Colleges have been visiting the College Planning / Career Center daily.

- The PSAT was given this past Saturday.
- The NEASC visit is underway. The visiting team was welcomed on Sunday afternoon, October 16th and they will be here through Wednesday, October 19th. Over 200 students have roles in the NEASC visit, whether monitoring the room, being shadowed, talking with team members, or participating in Sunday's activities.

Mr. Ovia next reported on the following:

- Random Acts of Kindness is selling bracelets with profits going to make holiday baskets for a food related random act of kindness for the school.
- Our football team is undefeated.
- Our Unified Soccer team did well, winning medals at the SCC Game Day in Amity.
- There is a new Girls' Soccer Coach this year, and the team is doing well.
- The fall sports captains of the Captain's Council met with other SCC captains to promote good sportsmanship, with a focus on positive leadership and sportsmanship.
- Playoffs will start soon.
- Our play this year is "It's a Wonderful Life"; rehearsals are underway and the crew is hard at work.

4. Superintendent's Report

Ms. Coffey asked if agenda items 4.1 and 4.2 could be reversed; the Board complied.

4.1. Results of Targeted Focus Group Sessions and Online Survey related to Superintendent Search *Tom Jokubaitis and Jim Ritchie, Cooperative Educational Services*

Ms. Coffey welcomed Mr. Jokubaitis and Mr. Ritchie. She commented that she was impressed with the way the Focus Group sessions were conducted and that they have done an excellent job distilling the data collected at the Focus Groups as well as from the online survey.

Ms. Wood noted that she liked the methodology used in the Focus Groups. She was impressed by their initial presentation but even more so after the meetings actually took place.

Mr. Jokubaitis thanked the community for their input and stated that the impressive turnout is a testament to the fact that people in Madison are invested in the school district and the quality of public education.

Mr. Jokubaitis distributed to the Board a cover letter summarizing their results, a narrative that distills the Focus Group discussions and integrates the results of the online survey, and also a copy of the online survey results, including the answers to the open ended questions. Mr. Jokubaitis commented that there were great insights that could be drawn from the results, and once the Board has had a chance to review and approve the information; it would be posted on the website.

Mr. Ritchie next shared with the Board a draft copy of what the posting will look like, and recommended that the closing date for applications be set for December 5, 2011. He asked that the Board review the document so it could be posted online soon. It was the consensus of the Board that they would review the document and forward any comments to Ms. Coffey by the end of the week. She will then communicate with Mr. Jokubaitis and Mr. Ritchie.

Discussion also took place regarding a workshop in which the Board could simulate the interview process. Mr. Jokubaitis suggested this take place in early November. The Board Clerk will poll members of the Board regarding their availability for this workshop.

4.2. Discussion: Burden of Proof as it relates to Special Education
Cindy Twiss, Director of Special Education and Student Services
Attorney Michelle Laubin of Berchem, Moses and Devlin, P.C.

Mrs. Twiss and Atty. Laubin next addressed the Board and asked that they consider adopting a resolution to support changing the burden of proof in due process hearings regarding special education matters to the party requesting the hearing. Atty. Laubin explained that while Connecticut does not have a law on the books, the State Board of Education has issued regulations which in all cases place the burden of proof on the school district. Mrs. Twiss noted this is cause for concern, as it could result in an increase in special education costs. The federal Individuals with Disabilities Education Act (IDEA) has been interpreted to place the burden of proof on the party requesting the hearing. The State is not proposing change at this time, but the Legislature has asked the State Department of Education to study the issue as it pertains to Connecticut law. The Connecticut Association of Boards of Education (CABE) has suggested that local boards of education pass a resolution supporting this change.

Atty. Laubin recently provided testimony on behalf of CABE asking that the Connecticut State Board of Education amend the language of the legislation, bringing it in line with IDEA practices and placing the burden of proof on the party requesting the hearing. As a general rule, the party bringing the action should bear responsibility of the burden of proof. Lengthy discussion ensued.

Atty. Klaskin and Mr. Ruggiero were both of the opinion that this change must be considered carefully to ensure equity.

Ms. Meier, Ms. Wood and Ms. Frey all agreed that they were not in a position at this time to make a decision, and they need more time for due diligence. It was decided that Mrs. Twiss would come back to a future Board of Education meeting for further discussion and clarification. It was the consensus of the Board to table the Action Item on the agenda for the time being. Mrs. Twiss and Atty. Laubin noted that the decision of the State was not imminent.

It was the consensus of the Board to take a brief recess at 8:44 p.m.

The meeting reconvened at 8:50 p.m.

4.3. Update: Data Teams

The following administrators came forward to present Instructional Data Teams:

Mona Goodman, Principal, J. Milton Jeffrey Elementary School
Jill Hale, Assistant Principal, Walter C. Polson Middle School
Julie Phelps, Principal, Dr. Robert H. Brown Middle School
Rachel Weiss, Assistant Principal, J. Milton Jeffrey Elementary School

They introduced a presentation in Prezi (on file). Mrs. Goodman explained that the district was already very focused on data with SRBI and RtI, but felt that a more formalized, comprehensive process was needed. Mrs. Goodman stated that she had attended a workshop facilitated by Dr. Mike Wasta, a Professional Development Associate for the Leadership and Learning Center. Mrs. Goodman noted that a hallmark of a good professional development activity is one that is tailored to the district, and the group is very fortunate that Ms. Rutlin was able to secure Dr. Wasta to work with them on this initiative.

Mrs. Goodman explained that Instructional Data Teams analyze student data and students performances. Goals are then developed, through a collaborative team approach, for improved instructional strategies. Mrs. Goodman noted that she has received positive feedback from the elementary teachers in that they are having broader discussions and working collectively and collaboratively to improve instruction for students at all levels.

The Professional Development schedule is as follows:

Elementary – August training with Dr. Wasta with follow up training in November and throughout the year.

Middle School – Dr. Wasta will complete trainings with department coordinators this year and is scheduled to train all faculty starting in August 2012.

High School – discussions will begin this year with training to follow next year.

Ms. Coffey thanked the administrators on behalf of the Board for an interesting presentation, and it was suggested that they come back to the Board at the end of the year with another update.

4.4. Other

Ms. Rutlin had nothing further to report.

5. Board Members' Comments

Ms. Coffey read the following statement:

As Board members already know, I had proposed earlier this fall that we schedule a Board workshop to review Board roles and responsibilities. The timing was intended to make sure that all Board members would share a common understanding of these issues before beginning the interview process for a new Superintendent of Schools.

One goal of the session was to review the legal and Board policy provisions that define the role and authority of the Board and of its individual members. The other goal was to have Board members become familiar with Board policy provisions that describe and define the appropriate Board-Superintendent relationship.

But the busy fall Board schedule of planning meetings, labor negotiations sessions, and Superintendent Search process meetings interrupted this plan.

So instead, tonight, I ask for your patience. In my next to last meeting as Board Chairman, I would like to take a few minutes to review legal and Board policy provisions that will inform our relationship with a next Superintendent, with the community, and with each other.

First and foremost, it is the Constitution of the State of Connecticut that assigns to locally elected school boards the control of the district's public schools. And it is from the state's General Assembly (refer to BOE By-law and policy #9200) that laws were passed with respect to the organization of school districts, the composition of district Boards, and the election of school Board members. Boards of Education in summary are therefore legal instruments of the state and derive their powers from the state constitution and from acts of the general assembly.

Board of Education members have no authority to act individually: they only have specific authority that may be granted to them as a result of a vote of the majority of the school board.

Our Board policies restate this principle. In Board of Education by-law and policy #9210, it reads, "Board members have no individual authority. Members of the Board shall have authority only when acting as a legally convened Board. Individually, the Board member may not commit the district to any policy, act, or expenditure, except when such action is in pursuance of specific instructions of the Board of Education which has been approved by a majority vote of the entire Board." And continuing to quote from Policy #9210:

"No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools....The Board member does not represent a factional segment of the community, but is rather a part of the body which represents and acts for the community as a whole. The Board member shall respect

confidentiality as well as abide by the Freedom of Information Act when communicating with the public and the media.”

Board by-law and policy #9450.1 reiterates this point when it states, “The Board of Education shall act as a committee of the whole in final consideration of all matters.”

The next important issue as we move forward with the Superintendent search is to understand the elements of the Board-Superintendent Relationship.

This relationship and the appropriate division of responsibilities between the Board and the Superintendent of Schools is described in several policies including Board policy #8110, Purpose and Role of the Board, and in Board by-law and policy #9440.

“The Board holds the Superintendent responsible for the administration of its policies and regulations, the execution of Board actions and decisions, the operation of schools, and for keeping the Board informed about school system activities, operations, and concerns.”

Of the Board’s responsibility, the policy states: “The Board as a whole, and individual members, will give the Superintendent complete administrative authority for properly discharging all professional and legal responsibilities and duties” and will “refer all concerns to the Superintendent for appropriate investigation and actions.” This latter statement is reinforced in Board policy #8110: the Board will, “recognize the superintendent as the person through whom it acts in matters pertaining to school operation,”...and it further states that “the Board will refer problems and complaints, whether originating with the public or internally.... to the superintendent.”

Members of the public and the school community will naturally contact members of the School Board about their concerns from time to time. But, as policy #9440 reminds us, it is our obligation to “refer concerns to the Superintendent for investigation and action.”

That dictate does not mean that the Board or its members cannot respond to letters voicing school community concerns; what it requires, however, is that a Board response reflects the Board’s role and authority and does not encroach on or substitute for the Superintendent’s authority.

Board by-law and policy #9700, School Board Communications, states “All communications received by the district which are addressed to the Board will be copied and distributed to all Board members, whether in agenda materials for the next meeting or at the beginning of the meeting. Significant complaints or communications from teachers, parents, or patrons to individual Board members or to the Board as a whole will be conveyed to the office of the Superintendent.”

*“The Chairperson or appropriate administrative officer of the Board will **acknowledge** expeditiously any letter, if appropriate, other than letters of acknowledgement, circular letters, or letters terminating a correspondence. Communications to individual Board members requesting action or a statement of view may be **acknowledged**. It is recommended that an answer which commits the Board member should be avoided until the full Board has reviewed the issue. Statements of a Board member’s opinion to any citizen will be clearly identified as an individual opinion which does not necessarily reflect the thinking of the entire Board.”*

Webster’s dictionary states that the word acknowledge has several meanings, among them are the following: “...3. to recognize and answer (as in a greeting or greeter, an introduction, etc.) 4. to express thanks for; and 5. to state that one has received.” The choice of the word “acknowledge” in this Board of Education policy is significant and reflects the Board’s appropriate role in responding to citizen concerns.

In addition, Board by-law and policy 9540.1 states that “Public statements in the name of the Board will be issued by the Board Chairperson, or if appropriate, by the Superintendent, at the direction of the Board Chairperson. The Board supports the use of established channels of communication and members must recognize that only the Board has authority and that Board action is corporate action. It is inappropriate for an individual Board member to make public statements in the name of the Board.”

One exception to this rule, as noted in by-law and policy #9740, Board-Community Relations, is that the Board Chairperson may designate another Board member to speak in his/her behalf. The rationale behind speaking with a common voice through the Chair or his/her designee is that communications from the Board must reflect the actions and views of a Board majority, that is, the views of the whole body, not of one member.

Two other Board of Education by-laws, policy 9300, and policy 9310, speak to the responsibilities of all Board members when considering decisions in their role as Board of Education member.

*“Members of the Madison Board of Education will strive to improve public education and to that end they will (first)...render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups”; (second) will “strive to avoid being placed in a position of conflict of interest, and refrain from using a Board position for personal or **partisan** gain,” and (third) will “take no private actions that will compromise the Board of Education or the administration, and [will] respect the confidentiality of information that is privileged under applicable law.”*

Further, the policy also warns about Board member actions that could appear, to some, to present a conflict of interest between private and public actions: “The Board desires its members not only to adhere to all laws regarding conflict of interest but to be alert to situations which have the appearance of a conflict of interest and to avoid actions that might embarrass themselves or the Board.”

As I end this review of Board roles and responsibilities, I want to leave you with a quote that I hope will guide you as you weigh the choices that will help determine the future success of Madison Public Schools and of its students.

This quote comes from Board by-law and policy #9300, Ethical Standards for Board Members: “Members of the Madison Board of Education will strive to improve public education, and to that end they will...remember always that the first and greatest concern of a Board member must be the educational welfare of the students attending the public schools.”

And with that, I end my impromptu review of policies and by-laws concerning Board member roles and responsibilities.

Ms. Meier thanked Ms. Coffey for her statement and commented that it was very helpful.

Ms. Frey stated that she thought it was still important to schedule a retreat in the near future.

Ms. Coffey remarked that her comments were taken from the Board’s Bylaws and urged all Board members to read the full Bylaws.

Ms. Wood echoed that she thought a retreat would be very helpful.

6. Reports from Board Committees / Liaisons

6.1. Planning Committee

Ms. Frey reported that the Committee met last week. They discussed two major projects originally scheduled for next summer (2012) that will result in the buildings being closed to the community. The first is the replacement of the boilers at Walter C. Polson Middle School, and the second is the completion of the HVAC system at Robert H. Brown Middle School. This is cause for concern as both gyms are regularly used throughout the summer months. Director of Facilities Bill McMinn suggested, and the committee members agreed, that the projects will be staggered over two summers so only one building will have to be closed each year.

The Committee also discussed the district Technology Plan. The Board recently approved the extension of the current plan and are still waiting to hear from the state when the new plan is due.

Finally, the Committee continued their ongoing discussion of elementary facilities usage. Ms. Frey noted that a study on full day kindergarten was conducted in 2008, and while the Board and Administration support the initiative in theory, it has not been feasible due to high enrollment, crowded buildings and financial constraints. Ms. Frey stated that the Planning Committee will continue to review the feasibility of a full day kindergarten program.

6.2. Personnel Committee

Mr. Dean reported that an agreement had been reached with the AMA (Association of Madison Administrators) and the contract is on tonight's agenda for approval. He noted some of the highlights of the new contract, including wages (5.5% increase over three years) and concessions in areas of health and dental insurance. He stated that the net impact over three years is about \$46,000.

Mr. Dean noted that five other members of the Board participated with him on the Negotiations Team, and he thought the sessions were conducted in a very positive manner. He thanked the Administrators for recognizing the difficult economic times and reaching a fair, equitable agreement.

Ms. Wood also thanked the Administrators for the excellent negotiations sessions and said she felt that both parties were instrumental in reaching a successful outcome.

Atty. Klaskin stated that while he had not served on the Negotiations Team, based on Mr. Dean's report he felt comfortable supporting the contract on the recommendation of the Committee.

Ms. Fitzgerald stated that she thought it was a very good contract and offered kudos to the Administrators and the Negotiations Team.

Mr. Clorite stated that as he had not had time to review the contract, he would abstain from voting on the contract.

6.3. Policy Committee

Atty. Klaskin reported that the Committee met prior to the Public Session and discussed the following:

- Revised policy on the Administration of Medication by School Personnel. This must be reviewed biannually by the Board as it pertains to the school day, and an annual review is required for before and after school programs. It was suggested that the Board review it annually in its entirety, when they review the Code of Conduct. Atty. Klaskin also noted that Ms. Rutlin will provide copies of the regulations and procedures will then need to be developed.
- Pursuant to Public Act 11-55, our non-discrimination policies (4118.1 for staff and 5020.1 for students) will be revised with the addition of the language "gender identity or expression".
- The Committee discussed a policy drafted by Ms. Meier on Animals in the Classroom. The draft policy will be sent for legal review.

6.4. Finance Committee

The Committee has not met. Mr. Clorite did note that he last reported to the Board two weeks ago that the district was in the black with Special Education accounts. The accounts are now in the red but will be closely monitored by Ms. Rutlin and the Administration.

6.5. LEARN Liaison

Mr. Ruggiero reported that there was a meeting on October 13th. CMT results were discussed which he noted can be related to the earlier discussion on Data Teams. There was also a presentation on a mathematics program called TERC which he found very interesting.

7. Audience Response to Information Presented

Mr. Gus Horvath of 34 Aylesbury Circle addressed the Board. He noted that in looking at current enrollment numbers and projections, the Board may have its hands full and in his opinion, they may need to look at redistricting in the future. He also commented that there will be extraordinary scrutiny on the budget for next year.

Ms. Coffey thanked Mr. Horvath for his comments.

Ms. Diane Stadterman, 29 Joshua Trail stated that she is now the Board of Selectmen Liaison to the Board of Education and will attend as many meetings as she can. She further stated that she will do her best to be responsive and take pertinent information from the Board of Education back to the Board of Selectmen.

Ms. Coffey remarked that it was nice to see Ms. Stadterman in the audience and thanked her for coming.

8. Consent Agenda

8.1 Bills Payable: \$13,263.26 (10-11); \$987,639.16 (11-12)

8.2 Line Transfers: \$69,395.91

8.3 Donation: \$1,737.54 to J. Milton Jeffrey Elementary School for the purchase of classroom books, from the Stop & Shop A+ Bonus Bucks Program (form amended to include use)

8.4. Donation: \$1,850 to Daniel Hand High School to go toward funding the Rachel's Challenge program, from the DHHS PTO.

8.5. Donation: \$1,245 to the Kathleen H. Ryerson Elementary School to fund classroom field trips, from the Ryerson School PTO.

MOTION: by Frey, seconded by Wood to approve the Consent Agenda.

Atty. Klaskin called out the very generous donations from the Jeffrey, Ryerson and Daniel Hand PTOs as well as from the Stop & Shop company.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Wood

NAYS: None

MOTION CARRIED: 9-0

9. Action Item: Minutes of the October 18, 2011 Board of Education Special Meeting.

MOTION: by Klaskin, seconded by Frey to approve the minutes of the October 18, 2011 Board of Education Special Meeting.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Meier
NAYS: None
ABSTENTION: Ruggiero, Wood
MOTION CARRIED: 7-0

10. Action Item: Agreement between the Madison Public Schools and AMA (Association of Madison Administrators) July 1, 2012 – June 30, 2015.

Ms. Coffey also moved that the Board approve the Draft Press Release as a Board document; Atty. Klaskin seconded the motion.

MOTION: by the Personnel Committee to ratify the agreement between the Madison Public Schools and AMA (Association of Madison Administrators) for the period July 1, 2012 – June 30, 2015 and also to approve the draft Press Release as a Board document.

AYES: Coffey, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Wood
NAYS: None
ABSTENTION: Clorite
MOTION CARRIED: 8-0

11. Action Item: Resolution to support changing the Burden of Proof in Due Process Hearings

This item was tabled.

12. Old Business

No old business was discussed.

13. New Business

No new business was discussed.

14. Future Agenda Items

14.1 Update: Safe Schools Climate Plan: November 1, 2011

14.2 Update: Class of 2011: November 1, 2011

15. Meetings of Importance

Ms. Coffey referred to the list of upcoming meetings on the agenda.

16. Meeting Adjournment

MOTION: by Dean, seconded by Klaskin to adjourn the meeting at 9:59 p.m.

AYES: Clorite, Coffey, Dean, Fitzgerald, Frey, Klaskin, Meier, Ruggiero, Wood

NAYS: None

MOTION CARRIED: 9-0

Submitted for approval at the November 1, 2011 Board of Education Meeting
dmd