

May 3, 2016

The Brooklyn Board of Education held a special meeting on May 3, 2016 in the middle school library. In attendance were: Mrs. Genna, Mrs. Lyons, Mr. Atchinson, and Mrs. Coddling, and Mrs. Trivella. Also present were Dr. Berry, Superintendent, Mrs. Nault, acting Elementary School Principal and, Mrs. Holmes, Finance Director. Mr. Otto, Board of Finance and Mr. Voccio, Board of Selectman, were in also in attendance. Members of the teaching staff and public were in the audience.

Absent: Mr. Anderson

Mrs. Coddling arrived at 7:20 pm.

Mr. Voccio left at 10:16

1. Mrs. Genna called the meeting to order at 7:12 pm.
2. Comments by:
  - a. BEA - none
  - b. Local 1303 - none
  - c. PTO - none
  - d. PAC – (Parent Advisory Committee)

Mrs. Sallum stated that the committee is working on creating their own set of bylaws. They would also like to send out a quarterly newsletter about who they, what they are doing, and how they are different from the PTO.

She stated that the parent / teacher surveys are being analyzed. She asked who she can direct concerns to regarding school lunch choices. Mrs. Genna informed that Mrs. Marquis is the contact person for questions and concerns regarding school lunches.

- e. Public – none

3. Minutes of
  - March 23, 2016 Special Meeting
  - March 23, 2016 Board Minutes

Amend page 2 to read “six families withdrew students in January”

Amend page 5 to reflect that Attorney Mills was invited into the executive session to discuss the attorney client privileged information for addressing the personnel matter.

- April 11, 2016 Special Meeting

Motion to approve meeting minutes of March 23, 2016 – Special Meeting, March 23, 2016 – Board Meeting, and April 11, 2016 – Special Meeting  
(Trivella / Lyons)  
Unanimous vote to approve

#### 4. Administrative Reports:

##### a. Elementary School Acting Principal

Mrs. Nault answered questions concerning the standards based report card. The report cards at the elementary school will be issued on the following dates:

December 9, 2016

March 17, 2017

June 14, 2017 (tentative last day of school)

There will be parent sessions to explain how to interpret the new standards based report cards.

Mrs. Genna stated that the dates in which grades will close for report cards would be as follows:

December 2, 2016

March 9, 2017

June 7, 2017

Motion to approve the standards based report card

(Trivella / Coddling)

Unanimous vote to approve

##### b. Middle School Principal:

- Report – *enclosed*

The report was enclosed in the Board of Education members' packets.

Mrs. Trivella stated that she has spoken to representatives from Woodstock Academy and Killingly High School. They plan on attending a Board of Education meeting to discuss how Brooklyn students are excelling at the high schools.

c. Assistant Principal

- Sports Report

The report was enclosed in the Board of Education members' packets.

- ERR Report

The report was enclosed in the Board of Education members' packets.

- Elementary School Principal Search Report

The report was enclosed in the Board of Education members' packets.

d. Special Education Director:

- Special Education Enrollment Report

The report was enclosed in the Board of Education members' packets.

e. Finance Director

- Budget Spreadsheet
- Budget Line Items Explained
- Board of Finance waiting for State final revenue numbers. 5/9/16 Board of Finance Special meeting planned. Mrs. Holmes to present budget at 5/11/16 Town Hearing.

Mrs. Holmes handed out a budget spreadsheet. A question and answer session ensued regarding particular line items.

Mrs. Holmes explained that there would be new software that will create a uniform chart of accounts.

The next Board of Finance meeting is scheduled for May 9, 2016.

f. Superintendent:

- Payment of Bills

Motion to pay the bills as presented  
(Lyons / Coddington)  
Unanimous vote to accept

- Enrollment Report

The report was enclosed in the Board of Education members' packets.

- Facilities Calendar

Mrs. Genna will contact the Brooklyn Middle School main office to discuss conflicts on facilities calendar.

- Proposed dates for Graduation and last day of school

Graduation will be on Tuesday, June 21, 2016, and the last day of school will be Wednesday, June 22, 2016.

Motion to approve the graduation date and date for the last day of school.

(Trivella / Atchinson)

Unanimous vote to approve

- 2016-2017 School Calendar

The calendar should reflect November 17, 2016 and April 6, 2017 as early release days.

The calendar should also reflect the dates that grades close for the elementary school and the dates that report cards are issued at the elementary.

Motion to approve the 2016 - 2017 school calendar as amended (Lyons / Trivella)

Unanimous vote to approve

- NFA transportation status

Mrs. Genna stated that they would wait until the transportation contract is finalized / accepted before discussing the NFA transportation status.

## 5. Public Comments

Mrs. Loughlin stated that Killingly school's substitute rates are \$75 for non-certified with a Bachelor's degree, \$85 for certified, and \$9.88 per hour for instructional assistants. These rates are less than the current rate paid by the Brooklyn School District.

Mrs. Wimmer stated that the dates for the concerts are scheduled in August. The commissions set their dates for meetings in January. There is not a conflict on the facilities calendar in that there are multiple rooms within the building to be utilized.

Mrs. Johnson stated that the excess legal costs are due to an FOI lawsuit brought on by a teacher, and a legal issue with a principal. She stated that budgets are constructed to account for legal funds for negotiations, not the recent circumstances.

6. Committee Reports:

a. Budget

Discussed earlier in the meeting

b. Curriculum

Nothing to discuss at this time

c. Policy

Mrs. Trivella handed out the following packet of policies for the Board of Education members' review.

**Policies & Regulations for 1<sup>st</sup> reading**

0050	Code of Ethics (Policy)
0521.2 (Policy)	Commitment to Religious Neutrality (Prayer in the Schools)
1110.3	Communications with the Public (Policy)
1112.5	Media Access to Students (Policy)
2000.1	Board-Superintendent Relations (Policy)
2000.1	Board-Superintendent Relations (Regulation)
2300	Statement of Ethics for Administrators (Regulation)
3240	Tuition Fees (Policy)

**Policies & Regulations for 1<sup>st</sup> reading – continued**

3435	Fraud Prevention and Investigation (Policy)
3435	Fraud Prevention and Investigation (Regulation) and Form
3511	Compliance with 504 Regulations (Policy)
3511 (Regulation)	Compliance with Section 504 of Rehabilitation Act of 1973
3516.12	Asbestos Control (Policy)
3516.4	Sex Offender Notification (Policy)
3516.4	Sex Offender Notification (Regulation)
3516.5	Sexual Offenders on School Property (Policy)

3542.43	Charging Policy (Policy)
4112.51/4212.51	Reference Checks (Policy)
4112.51/4212.51	Reference Checks (Regulation)
4112.61/4212.61	Use and Disclosure of Employee Medical Information (HIPAA) (Policy) w/Forms
4118.14/4218.14	Nondiscrimination of the Basis of Disabilities (Policy)
4118.14/4218.14	Nondiscrimination of the Basis of Disabilities (Regulation)
4118.211/4218.211	Retaliation and Whistle Blowing (Policy)
4134	Tutoring (Policy)
4222	Teacher Aides/Paraprofessionals (Policy)
4222.1	Title I Paraprofessionals (Policy) w/ Form
5112.4	Disenrollment (Policy) w/ Letters and Forms
5112.4	Disenrollment (Regulation)
5131.11	Video Cameras on School Buses (Policy)
5131.11	Video Cameras on School Buses (Regulation)
5131.81	Electronic Devices (Policy)
5132	Dress and Grooming (Policy)
6120	Objectives/Priorities of the Instructional Program (Policy)
6141.21	Religion in the Public Schools (Policy)
6141.311	Limited English Proficiency Program (Policy)
6142.1	Family Life and Sex Education (Policy)
6142.1	Family Life and Sex Education (Regulation)
6145.3	Publications (Policy)
6145.8	Activities Funds Management (Policy)
6161.2	Care of Instructional Materials (Policy)
6161.2	Care of Instructional Materials (Regulation)
6162.7	Educational Software (Policy)
6162.7	Backup Copies of © Computer Software/Educational Software Review & Acquisition
6177 (Policy)	Use of Commercially Produced Video Recordings/DVDs
6177 (Regulation)	Use of Commercially Produced Video Recordings/DVDs
6200	Adult Continuing Education (Policy)
7100	New Construction (Policy)
7115	Developing Educational Specifications (Policy)
7221	Construction of Physical Facilities (Policy)
7230.3	Acoustics (Policy)
7551	Naming of Facilities (Policy)
9000 (Bylaw)	Role of the Board and Member (Powers, Purposes, Duties)
9010	Limits of Authority (Bylaw)

Policies & Regulations for 1<sup>st</sup> reading – continued

9221	Filling Vacancies (Bylaw)
9240	Board Member Professional Development (Bylaw)
9312	Formulation, Adoption, Amendment of Bylaws (Bylaw)
9327	Meetings (Bylaw)

d. Communications

Mr. Atchinson stated that there would be a general mailbox created for the Board of Education members. If anyone had a comment or an issue they would like to share with the members, it would go to one mailbox that they all could access.

Mrs. Genna asked Mr. Atchinson if he would be in charge of the mailbox, and directing any correspondence to the appropriate member.

Mr. Atchinson inquired as to the status of the exit interview questionnaire. He would like to see an exit interview for families who leave the Brooklyn Schools. He stated it can be offered to families to complete, but it would not be required. He feels it would be a good way to collect data on why families withdraw their children from the Brooklyn Schools.

Discussion about an exit interview process ensued.

Mrs. Genna feels that there are confidentiality concerns regarding conducting exit interviews, and stated she would like to table this issue.

Mrs. Sallum stated that other schools conduct exit interviews. She will research how it is done, and report back at the next Board of Education meeting.

e. Capital / Facilities

Mrs. Genna stated that she has presented to the Capital Committee and is waiting on the Board of Finance.

f. EASTCONN

Mrs. Trivella stated that EastConn gave a presentation on the Head Start program, areas to improve, funding restrictions, adult education, and budget information.

g. High School Relations – WA

The minutes were included in the Board of Education members' packets.

h. High School Relations – KHS

The Board of Education members received invitations to Killingly High School's graduation.

i. Recreation Committee

Mrs. Lyons attended the meeting and stated the ball field is close to being ready.

j. Transportation

The committee is currently working on transportation.

k. Board of Selectmen Liaison

Nothing to report at this time.

l. Board of Finance Liaison

Mrs. Genna stated that they are currently working on the budget.

Representatives from PTO, BEA, BOF, and other committees that have issues to bring to the Board will be asked to present these issues to the Board of Education or appropriate committee as necessary.

7. New Business

- Weekly updates from Superintendent, BMS & BES administration.

Mr. Atchinson suggested that the Brooklyn Middle School and Brooklyn Elementary School administrators send weekly updates to the Board of Education members concerning what is going on at the schools.



Mrs. Coddling stated that the updates should not be about items the Board Members would take action on. The updates would be strictly to make the members aware of what is going on in the buildings.

Mrs. Coddling stated that she gets numerous informational emails a week from Woodstock Academy. She also stated that she does not get prompt responses from email communications she sends.

- Request for sexual harassment training for professional development day.

Mrs. Genna mentioned possible sexual harassment training for staff.

#### 8. Board Chair:

Motion to go into executive session for discussion of attorney client privileged written communication. (Advice concerning procedures for consideration of appeal) and discussion of attorney client privileged communication. (Advice concerning procedures for consideration of evaluation/performance issues of Superintendent) and invite the Board of Education members and Attorney Mills to attend (at 9:35 pm)

(Genna / Coddling)

Unanimous vote to approve

Motion to come out of executive session (at 12:28 am)

(Genna / Coddling)

Unanimous vote to approve

#### 9. Public Comments - none

#### 10. Adjournment

Motion to adjourn at 12:28 am

(Coddling / Atchinson)

Unanimous vote to approve

Respectfully Submitted

Joann M. Engel  
Recording Secretary