

The Board of Education Town of Brooklyn

119 Gorman Road
Brooklyn, CT 06234

Aimee Genna, Chair
Kelly Coddling, Vice Chair
Keith Atchinson, Secretary

Eric Anderson
Mae Lyons
Joan Trivella

June 28, 2017

The Brooklyn Board of Education held its regular monthly meeting on June 28, 2017 in the Central Office Community Room. In attendance were: Mrs. Genna, Mrs. Coddling, Mr. Atchinson, Mr. Anderson, Mrs. Lyons, Mrs. Trivella, and Dr. Conway, Superintendent. Patricia Buell, Superintendent-Elect, and Mr. Otto, Board of Finance, were also in attendance. Members of the teaching staff and public were in the audience.

1. Attendance, Establishment of a Quorum, Call to Order

Mrs. Genna called the meeting to order at 7:04 pm

2. Public Comments

None

A moment of silence was observed in remembrance of Patricia Ryan, a Brooklyn Elementary School teacher who passed away.

Motion to add three items to the agenda and move item 12g Approval of AFCME Local 1303 Contract to item 12i

12g. Executive Session to Discuss the Property Services Manager Contract

12h. Executive Session to Discuss the Food Services Director Contract

12j. Discussion and Possible Action Regarding the 2016/17 Board of Education Estimate of Expenditures
(Trivella / Coddling)
Unanimous vote to approve

3. Approval of Minutes

a) May 24, 2017

Motion to approve the minutes of the May 24, 2017 Board of Education meeting
(Coddling / Trivella)

Unanimous vote to approve

4. Correspondence and Communications

a) EASTCONN Presentation

EASTCONN Executive Director, Paula Colen, gave an overview of the services offered by EASTCONN. Eric Protulis discussed the two magnet high schools, Quinebaug Middle College (QMC) and Arts at the Capitol Theater (ACT). Cindi Wells informed the Board about the interdistrict grants offered through EASTCONN and highlighted Brooklyn's participation.

Mrs. Trivella, also a member of the EASTCONN Board, thanked Mrs. Colen for her 37 years of service to Northeast Connecticut on behalf of the Brooklyn Board of Education.

Mr. Anderson left at 7:37 pm.

5. Set aside Bylaw 9311

Motion to set aside Bylaw 9311 Formulations, Adoption, Amendment of Policies to approve the policies as presented and listed on the June 28, 2017 Consent Agenda at one regular meeting.

(Coddling / Trivella)

Unanimous vote to approve

6. Consent Agenda Items – Policies

9100 Organization and 9110 Number of Members - replace with CABE & 9110 Number of Members, Terms of Office, Oath of Office; adopt

9121 Chairperson, 9122 Vice-Chairperson, and 9123 Secretary/Treasurer – replace with CABE 9121; adopt

9125 Attorney – re-number from 9124 to 9125; replace with CABE; adopt

9130 Committees – replace with CABE

- 9132 Committees of the Board/Representation to Other Committees and 9133 Special Committees/Advisory Committees – replace with CABE 9132/9133 Committees and Advisory Committees
- 9230 Orientation of Board Members – suggested revision of BES Bylaw
- 9250 Remuneration and Reimbursement - adopt
- 9271 Code of Ethics – replace with CABE; adopt
- 9311 Policies – replace with CABE
- 9313 Formulation, Adoption, Amendment of Administrative Regulations – replace with CABE
- 9322 Public and Executive Sessions – replace with CABE as revised
- 9323 Agenda Construction/Meeting Materials – replace with CABE
- 9325 Meeting Conduct – replace with CABE Version 1
- 9325.1 Quorum – replace with CABE as revised; adopt
- 9325.2 Order of Business – suggested revision of BES Bylaw
- 9325.4 Voting and 9325.41 Vote Recording – combine as Bylaw
- 9325.4 Voting and Vote Recording as revised (9325.4)
- 9340 Membership in Associations - adopt

Mrs. Genna pulled the following policies for discussion:

- 9110 Number of Members, Terms of Office, Oath of Office; adopt
- 9121 Chairperson, 9122 Vice-Chairperson, and 9123 Secretary/Treasurer – replace with CABE 9121; adopt
- 9323 Agenda Construction/Meeting Materials – replace with CABE
- 9325 Meeting Conduct - Replace with CABE Version 1

Motion to approve the following policies:

- 9100 Organization and 9110 Number of Members - replace with CABE
- 9125 Attorney – re-number from 9124 to 9125; replace with CABE; adopt
- 9130 Committees – replace with CABE
- 9132 Committees of the Board/Representation to Other Committees and
9133 Special Committees/Advisory Committees – replace with CABE
9132/9133 Committees and Advisory Committees
- 9230 Orientation of Board Members – suggested revision of BES Bylaw
- 9250 Remuneration and Reimbursement - adopt
- 9271 Code of Ethics – replace with CABE; adopt
- 9311 Policies – replace with CABE
- 9313 Formulation, Adoption, Amendment of Administrative Regulations –
replace with CABE
- 9322 Public and Executive Sessions – replace with CABE as revised
- 9325.1 Quorum – replace with CABE as revised; adopt
- 9325.2 Order of Business – suggested revision of BES Bylaw
- 9325.4 Voting and 9325.41 Vote Recording – combine as Bylaw
9325.4 Voting and Vote Recording as revised (9325.4)
- 9340 Membership in Associations - adopt

(Coddling / Trivella)

Unanimous vote to approve

Amend the following policies as noted:

- 9110 - Number of Members, Terms of Office, Oath of Office; adopt / **fix typographical error - add an s**
- 9121 - Chairperson, 9122 Vice-Chairperson, and 9123 Secretary/Treasurer –
replace with CABE 9121; adopt / **amend 2nd paragraph**
- 9323 - Agenda Construction/Meeting Materials – replace with CABE / **clarify new language**

Replace “boisterous” with “inappropriate / disrespectful”

Motion to approve the above policies as amended

(Coddling / Lyons)

Unanimous vote to approve

7. Administrative Reports
 - a) Monthly Budget Status Report

Dr. Conway presented the monthly budget status report to the Board of Education members.

8. Public Comments

None

9. Board of Education Committee Reports

Mrs. Genna stated that the Town, the Board of Education budget, and the Capital budget passed.

Mrs. Trivella informed that EASTCONN is in the process of appointing a new executive director.

10. Board Representatives to Other Committees

Mrs. Coddling stated that Woodstock Academy recently adopted new graduation requirements.

Mrs. Lyons stated that the Building Committee met and work will be done on the roofs of both buildings this summer.

The Democratic Town Committee caucus will be July 18, 2017.
The Republican Town Committee caucus will be July 24, 2017.

11. Old Business
 - a) New Policies – 2nd Reading
 - 1) 9020 Public Statements (p.1)
 - 2) 9030 Board-Staff Communications (p. 2-3)

- 3) 9040 Board-Related Responsibilities (p. 4)
- 4) 9222 Resignation/Removal from Office/Censure (p. 5)
- 5) 9300 Methods of Operation (p. 6)
- 6) 9324 Meeting Conduct & Parliamentary Procedures (p. 7-8)
- 7) 9327 Electronic Mail Communications – CABE recommended bylaw lacking (p. 9-10)
- 8) 9400 Monitoring Products and Processes (p. 11)

Mrs. Genna pulled the following policy for discussion:

9222 Resignation/Removal from Office/Censure (p. 5)

Motion to approve the following policies:

9020 Public Statements (p.1)
9030 Board-Staff Communications (p. 2-3)
9040 Board-Related Responsibilities (p. 4)
9300 Methods of Operation (p. 6)
9324 Meeting Conduct & Parliamentary Procedures (p. 7-8)
9327 Electronic Mail Communications – CABE recommended bylaw lacking (p. 9-10)
9400 Monitoring Products and Processes (p. 11)
(Trivella / Codding)
Unanimous vote to approve

Amend the following policy as noted:

9222 - Resignation / Removal from Office / Censure
Remove the informational only paragraph

Motion to approve the above policy as amended
(Codding / Atchinson)
Unanimous vote to approve

b) Climate Survey Results

Dr. Conway presented the aggregate results of the climate survey. These results will be posted on the website.

c) Substitute Teacher Rate

Motion to approve the increase in substitute pay rates to \$85.00 per day for certified staff, and \$75.00 per day for non-certified staff
(Codding / Trivella)

Unanimous vote to approve

12. New Business

a) Policy 1330 – Community Use of School Facilities

An appeals process has been added to this policy. If someone is denied a use of facility, they can appeal it first to the superintendent, and then to the Board of Education.

The order of preference for facilities use are:

- 1) School functions
- 2) Parks & Recreation
- 3) Brooklyn Non-Profit Organizations
- 4) Private Organizations in Brooklyn
- 5) Profit Organizations and Out of Town Requests

Motion to approve Policy 1330 as revised

(Trivella / Lyons)

Unanimous vote to approve

b) Policy 3515 – Use of School Facilities

The new language aligns with the language in policy 1330. Activities not permitted are highlighted, and some fees apply. School functions and Parks and Recreation are not subject to a fee. Brooklyn non-profit organizations are subject to associated cost only fees, and private organizations are subject to rental and associated fees.

Motion to approve Policy 3515 with revisions

(Coddling / Atchinson)

Unanimous vote to approve

c) Use of Facilities Fees

Dr. Conway went over the new Use of Facilities Form

Motion to approve the Use of Facilities Form with amendments

(Trivella / Coddling)

Unanimous vote to approve

d) Woodstock Academy Contract

Motion to approve the new 10 year Woodstock Academy Contract as amended

(Coddling / Trivella)

Unanimous vote to approve

e) Teacher Leave Request

Mrs. Berker is requesting a one-year unpaid leave of absence, and for the Board of Education to continuing paying their contribution to her health insurance.

Motion to approve Mrs. Berker's request for a one-year unpaid leave of absence and return for the 2018/2019 school year, and deny her request for the Board of Education to contribute to her health insurance premium. Mrs. Berker will be responsible for 100% of the premium cost.
(Coddling / Lyons)

Unanimous vote to approve

f) Teacher Use of Benefit Time Request

Mrs. Hyatt requested to use paid sick time for an additional 12 days of maternity leave.

Motion to deny Mrs. Hyatt's use of paid sick time for the childrearing portion of her leave
(Coddling / Trivella)

Unanimous vote to approve

Motion to add a Public Comment at this time
(Lyons / Coddling)

Unanimous vote to approve

Public Comment

A member of the audience stated that parents of students in Mrs. Ryan's class should have been notified directly of her passing, so they could have addressed it with their children. She also stated that her child did not have a permanent bus driver until May of this school year.

Mrs. Wimmer recognized Mrs. Corvello for her work on making graduation a success.

Recess at 8:42 pm

Mr. Anderson returned at 8:44 pm

Mr. Atchinson left at 8:49 pm

Motion to go into executive session to discuss the contracts of the Property Services Manager and the Food Services Director and invite Mrs. Buell (8:49 pm) (Trivella / Coddling)

Unanimous vote to approve

The Board of Education members came out of executive session at 9:03 pm and conducted a non-meeting to discuss strategy with respect to negotiations of the Local 1303 Collective Bargaining Agreement.

g) Property Services Manager Contract

Motion to approve the Contract of the Property Services Manager (Coddling / Anderson)

Unanimous vote to approve

h) Food Services Director Contract

Motion to approve the Contract of the Food Services Director (Lyons / Anderson)

Unanimous vote to approve

i) Approve of the AFSCME Local 1303 Collective Bargaining Agreement

No action taken.

j) Discussion and Possible Action Regarding the 2016/17 Board of Education Estimate of Expenditures

Dr. Conway presented the Estimate of Expenditures and recommended that the Board of Education members ask the Board of Finance for funds to cover the current deficit.

Motion that the Brooklyn Board of Education, under Connecticut General Statute 10-222, submit a request for additional funds to cover unanticipated special education expenses in an amount to be determined when the 2016/2017 estimate of expenditures is finalized not to exceed the year end deficit caused by these expenses.

(Lyons / Coddling)

Unanimous vote to approve

13. Other

Nothing to discuss at this time.

14. Public Comments

Mr. Otto informed the Board of the proposed state cuts for this year and next year.

15. Adjournment

Motion to adjourn at 9:58 pm
(Coddling / Anderson)
Unanimous vote to approve

Respectfully Submitted

Joann M. Engel
Recording Secretary