

TO: Members of the Brooklyn Board of Education  
FROM: Louise S. Berry, Superintendent of Schools  
RE: MEETING AGENDA  
DATE: Wednesday, August 24, 2016

NOTES: Board Meeting @ 7:00 PM – Middle School Library

SCHOOL EVENTS: First day of school: August 31<sup>st</sup>

*Please be aware that the Board of Education will hear comments related to The Brooklyn School and its programs and activities during the Public Comments periods listed on the agenda, but reserves the right to respond at a later date following review, research and investigation if necessary. The chairperson has the right to limit or suspend public comments when a speaker is disruptive or otherwise when permitted by law.*

1. Call to Order at 7:00 p.m. – Establishment of a Quorum
2. Comments by:
  - a. BEA
  - b. Local 1303
  - c. PTO
  - d. PAC – (Parent Advisory Committee)
  - e. Public
3. Minutes of
  - July 27, 2016 Regular Meeting Minutes (Action Needed)
  - July 28, 2016 Rose Wing Committee Minutes (Action Needed)
4. Administrative Reports:
  - a. Elementary School Acting Principal:
    - Assistant Principal Status
    - New Teacher Assignments
    - NAEYC Accreditation
  - b. Middle School Principal:  
Report Enclosed
  - c. Assistant Principal:  
No Report
  - d. Special Education Director:  
Report Enclosed
  - e. Finance Director
    - 2015-2016 End of Year Report – available at meeting
    - 2016-2017 New Accounting Report – Payback to Town ?



f. Superintendent:

- Payment of Bills – *available at meeting* (Action Needed)
- Enrollment Report – *enclosed*
- Teacher Vacancies Update – assignments update if not done by principal
- Facilities Calendar
- Resignation Letter (Action Needed)

5. Public Comments

6. Committee Reports:

Chairs

- |                                |                                |
|--------------------------------|--------------------------------|
| a. Budget                      | Full Board                     |
| b. Curriculum                  | Full Board                     |
| c. Policy                      | Joan Trivella                  |
| d. Communications              | Keith Atchinson                |
| e. Capital / Facilities        | Aimee Genna                    |
| f. EASTCONN                    | Joan Trivella                  |
| g. High School Relations – WA  | Kelly Coddington/Joan Trivella |
| h. High School Relations – KHS | Keith Atchinson                |
| i. Recreation Committee        | Mae Lyons                      |
| j. Transportation              | Mae Lyons/Joan Trivella        |
| • Bus Routes Update            |                                |
| k. Board of Selectmen Liaison  | Eric Anderson                  |
| l. Board of Finance Liaison    | Aimee Genna                    |
| • Chair Resignation            |                                |

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:

8. Old Business: Climate Surveys will be presented at the September BOE meeting

9. Public Comments

10. Adjournment



July 27, 2016

The Brooklyn Board of Education held its regular monthly meeting on July 27, 2016 in the middle school library. In attendance were: Mrs. Genna, Mr. Anderson, Mr. Atchinson, and Mrs. Trivella. Dr. Berry, Superintendent, Mrs. Michaud, Elementary School Principal, Mr. Otto, Board of Finance and Mr. Voccio, Board of Selectman, were also in attendance. Members of the teaching staff and public were in the audience.

Absent: Mrs. Coddling – excused

Mrs. Lyons

1. Call to Order

Mrs. Genna called the meeting to order at 7:05 pm.

2. Comments by:

- a. BEA - none
- b. Local 1303 - none
- c. PTO – none
- d. PAC – none
- e. Public – none

3. Minutes of

- June 20, 2016 Special Meeting Minutes

Motion to approve the special meeting minutes of June 20, 2016  
(Anderson / Trivella)  
Unanimous vote to approve

- June 21, 2016 Special Meeting Minutes

Motion to approve the special meeting minutes of June 21, 2016  
(Anderson / Trivella)  
Unanimous vote to approve

- June 22, 2016 Regular Meeting Minutes

Motion to approve the meeting minutes of June 22, 2016  
(Anderson / Atchinson)  
Unanimous vote to approve



- July 20, 2016 Special Meeting Minutes

Motion to approve the special meeting minutes of July 20, 2016  
(Anderson / Atchinson)  
Unanimous vote to approve

4. Administrative Reports:

a. Elementary School Principal

Mrs. Genna welcomed the new elementary school principal, Mrs. Shelley Michaud.

b. Middle School Principal:

No Report

c. Assistant Principal:

- ERR Report

Report was enclosed in the Board of Education members' packets.

d. Special Education Director:

No Report

e. Finance Director:

No Report

f. Superintendent:

- Payment of Bills

Motion to approve payment of the bills as presented  
(Anderson / Atchinson)  
Unanimous vote to approve

- Enrollment Report

Report was enclosed in the Board of Education members' packets.

- Teacher Vacancies Update





There are interviews being done for the middle school positions and an internal posting has been done for the vacancies in the elementary school.

- Facilities Calendar

The calendar for the new school year has not been completed. Mrs. Genna has given a list of the Board of Education meeting dates to Mrs. Corvello to ensure there are no conflicts with school functions for the 2016 / 2017 school year.

5. Public Comments:

An audience member asked if there were any new retirees. Mrs. Genna informed that there have been no new retirees.

6. Committee Reports:

- a. Budget – Mrs. Genna stated that the budget passed.
- b. Curriculum – nothing to report at this time.
- c. Policy – Mrs. Trivella stated that she has received the latest revisions and is in the process of going through them.
- d. Communications – Mr. Atchinson stated that he would like to stream the meetings on YouTube Live, but is having trouble with the internet connection.
- e. Capital / Facilities – Mrs. Genna asked if Mr. Anderson would like to be on the roof committee if necessary. He agreed.
- f. EASTCONN – no meeting to report on
- g. High School Relations – WA – nothing to report at this time
- h. High School Relations – KHS – nothing to report at this time



- i. Recreation Committee – Mrs. Lyons was not in attendance to report
- j. Transportation – Mrs. Trivella informed that M&J has completed the bus routes. She stated it is necessary for someone in the office to review the routes for accuracy and efficiency.
- k. Board of Selectmen Liaison – Mr. Voccio stated that there is a meeting tomorrow.
- l. Board of Finance Liaison – Mr. Otto stated that there is nothing new to report at this time.

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.

PTO – none

BEA – none

BOF – none

## 7. New Business

\*\*See below

## 8. Old Business:

Mrs. Genna stated that the climate surveys have been completed. She has spoken to Mr. Yanku who informed that the building administrators will review them first then present them to teachers to review at the professional developments days at the start of the school year. At the September Board of Education meeting, building administrators will present the survey results to the Board of Education members with an action plan for any results that are unfavorable.

## 9. Public Comments



An audience member asked if there have been discussions regarding safety concerns surrounding public access to the Rose Wing during the after school program.

Mrs. Genna informed that she hasn't heard anything about it, and she will ask Bucky to speak with Tony regarding access to that part of the building.

An audience member asked about the bus transportation route schedules and how they will be printed in the Turnpike Buyer. She had a concern that street addresses would be included in the ad.

Dr. Berry stated that although that happened in the past, she would ensure that it would not happen again.

An audience member stated that she would like pick-up times to be posted with the routes.

Mr. Kerouac asked if the Board of Education members have had any input on the proposed high density housing off of School Street.

Mrs. Genna stated the Board of Education has not had any input at this point, but she has spoken to Rick Ives about it and it is her understanding that there are many variances, etc, that need to be approved first, and it may not be a feasible project.

Mrs. Wimmer suggested posting bus routes on the doors of the school buildings in addition to public advertisement as another way for families to be informed.

#### **\*\*7. New Business**

Motion to go into executive session for a discussion regarding the Superintendent's evaluation and employment (7:58 pm)  
(Genna / Anderson)  
Unanimous vote to approve

Mrs. Genna stated that the Board of Education members would be having a discussion, and there would not be a vote as a result of the executive session. The Board of Education members would not be inviting Dr. Berry in to the executive session in that it is a meeting for Board of Education members only.

Motion to come out of executive session (8:40 pm)  
(Atchinson / Trivella)  
Unanimous vote to approve



10. Adjournment

Motion to adjourn (8:41)  
(Genna / Anderson)  
Unanimous vote to approve

Respectfully submitted

Joann M. Engel  
Recording Secretary





MINUTES OF SPECIAL MEETING  
Thursday July 28, 2016  
Rose Wing Roof Replacement Building Committee

Attending: Robert Kelleher and Lenny Bissonett Members

The meeting was called to order at 4:10 P.M.

The Committee reviewed the Architects recommendation that the Project be awarded to the lowest bidder, JHS Restoration, Inc. The architect indicated he had been able to reach five of the six references provided by JHS. All five gave sterling recommendations indicating that JHS was ethical, fair and finished the job on time and within budget. The architect spoke with JHS and confirmed that he contractor understood the parameters of the project and specifically acknowledged the need to remove a small amount of HAZMAT. A check of the State of Connecticut Judicial Website indicated no pending or previous litigation involving JHS.

Mr. Kelleher reported he had spoken to the Building Inspector. He did not know JHS personally but he was not aware of any complaints. He indicated he would be happy to speak to the owner of JHS and review the construction process with him.

The committee saw no reason, legal or practical, not to award the job to the lowest bidder.

Mr. Bissonett made a motion to award the contract for the Rose Wing Roof Replacement at the Brooklyn elementary school in Brooklyn to JHS Restoration Inc. of South Windsor Connecticut. Seconded by Mr. Kelleher. Motion passed unanimously.

Mr. Kelleher said he would make arrangements to have the contract drawn up by the architect and executed.



A call was placed to the contractor and they were informed of the bid award. Plans will be made for execution of the contract, submission of shop drawings and a schedule of materials and a pre construction meeting.

There being no further business, the meeting was adjourned at 4:40 PM.

Respectfully Submitted

Robert J. Kelleher



## BES Board of Education Report

### 8/24/16

- ✎ Our PTO barbecue is scheduled for September 8th at 5:30PM followed by our Open House from 6:30PM-8:00PM.
- ✎ Preliminary Smarter Balanced Assessment Scores have been reviewed with the full report due out next week. Once the full data is published, reviewed, and analyzed a report will be presented to the Board.
- ✎ BES has hired three new staff members and hope to finalize the hiring of the final two of five open positions by the 8/26. The assistant principal finalists have been selected, and we to bring the new assistant principal on next week.
- ✎ The professional development agenda has been set for Aug. 29th & 30th. Sessions include: State mandated trainings, CPR/First Aid for those who teach PK/K students, PMT (crisis intervention) training, curriculum work with Jane Cook (EASTCONN), NAEYC work for PK/K with Sheri Lambert (EASTCONN), school climate survey results, and team building Activities.
- ✎ PK/K staff continue to prepare for our NAEYC accreditation visit that is scheduled to occur between October 1st and March 30th.
- ✎ The building is looking fabulous and ready for students due to the hard work of our super custodial staff. Thank you!



Brooklyn Middle School  
August 2016 BOE Report  
Alan Yanku

### **Preparations 2016-17**

It has been a very busy and productive summer preparing for the 2016-17 school year. I want to thank Kerry Corvello and Marybeth Sweet for all of their effort and production this summer. The opening of the school year and the day-to-day functions appear to run effortlessly due to all the hard work performed during the summer months. Additionally, I want to thank Tony Tusia and the custodial staff for the impressive job performed in readying the building for the opening of school.

We are very pleased this year to welcome to BMS Denise Nault, who moves over from BES to the sixth grade; as well as two teachers new to Brooklyn: Matthew Kieffer, seventh grade language arts, and Sarah Gilpatrick, eighth grade math.

### **Open House/High School Choice Fair**

Our Open House and High School Choice Fair is scheduled for Wednesday, September 7<sup>th</sup>. Representatives from Arts at the Capitol Theater (ACT), Ellis Tech, Killingly HS and VoAg, Marianapolis Prep, Norwich Free Academy, Parish Hill HS, Pomfret School, Putnam HS, Quinebaug Middle College, and Woodstock Academy will be in our gym to provide information to families of eighth graders, but families from all grades are welcome to visit the High School Choice Fair.

### **CMT and SBAC, School Climate Surveys**

As of the writing of this report the CMT science assessment results and the Smarter Balanced English Language Arts and Math results have not been made available by the Connecticut SDE. We anticipate that the results will be released soon, and we plan to review/analyze the data during our professional development days. Test data and School Climate Survey data will be presented to the Board of Education at the September 27<sup>th</sup> meeting.

### **Professional Development**

The agenda for our August 29<sup>th</sup> and 30<sup>th</sup> professional development days is attached to this report.





Jane Cook will continue working with BPS in her capacity as a consultant for curriculum, data, and technology.

**Key Calendar Items**

**August**

29 & 30      Professional Development Days  
31              First Day of School for Students

**September**

5                Labor Day  
7                BMS Open House/High School Choice Fair  
8                PTO Cookout  
12               Pictures



## **BMS Professional Development Agenda**

### **Monday, August 29, 2016**

8:00 – 8:30	Optional - Coffee & (BMS auditorium foyer)
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8:30 – 9:00	Superintendent opens the school year (BMS auditorium)
9:00 – 10:00	DCF Mandated Reporting Training (BMS Auditorium)
10:00 – 12:00	BMS faculty meeting (BMS Library) Handbook Unkind behavior - Harassment and Bullying Data Surveys Teacher Evaluation Review
12:00 – 1:00	Lunch (on your own)
1:00 – 3:30	Data Teams Surveys, SBAC, CMT, STAR, 504, IEP and Grade level meetings (Nurse)

Breaks based on the adult rule

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### **Tuesday, August 30, 2016**

7:30 – 8:00	Optional - Coffee & (BMS auditorium foyer)
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8:00 – 8:05	Faculty Meeting (BMS Library)
8:05 – 11:30	Jane Cook (BMS Library) Curriculum, Data (STAR, CMT, SBAC, Surveys) Goal Setting
11:30 – 12:00	Lunch (on your own)
12:00 - 1:00	Google Suite Training (BMS Library)
1:00 – 2:30	Team meetings, data review, and Goal setting (BMS Library or team areas) (Nurse)

Breaks based on the adult rule



**SPECIAL EDUCATION ENROLLMENT**  
August 17, 2016

DISABILITY	PK- 8 Aug. '16	PK- 8 Breakdown Grade and (# of students)	9-12 Aug. '16	Outplaced Aug. '16	District % June '16	District % Aug. '16
Autism	7	K(1) 1(2) 2(1) 3(1) 6(2)	WA-3 PHS 1 4	PK(1) 9(1) 10(1) 12(2) 5	10.0 %	10.7 %
Dev. Delay	2	PK (1) K(1)	0	0	1.3 %	1.3 %
Emotional Disturbance	1	8(1)	WA-3 KHS - 1 4	1(1) 7(1) 10(1) 11(1) 12(2) 6	8.0 %	7.4 %
Hearing Impaired	2	PK (1) 5(1)	0	0	1.3 %	1.3 %
Intellectual Disability	2	5(1) 7(1)	WA 2	1	3.4 %	3.3 %
Learning Disabilities/LD Dyslexia	38	PK(0) K(1) 1(8) 2(5) 3(3) 4(6) 5(4) 6(4) 7(3) 8(2) LDX: 3(1) 6(1)	WA-8 KHS-9 17	1(1) 5(1) 7(1) 3	40.7%	38.7 %
Multiple Disabilities	2	6(1) 8(1)	WA-1 1	4(1) 7(1) 12(1) 3	4.0 %	4.0 %
OHI-ADD/ADHD	3	1(1) 3(1) 7(1)	KHS-2 2	7 (1) 1	2.0 %	4.0 %
OHI	5	PK(1) K(1) 1(1) 5(1) 6(1)	WA-1 1	0	4.0 %	4.0 %
Speech & Lang.	36	PK(9) K(8) 1(5) 2(2) 5(3) 6(3)	KHS-2 2	0	25.3%	25.3 %
Visual Impairment	0		0	0	.0 %	.0 %
<b>TOTAL: 150</b>	<b>98</b>		<b>33</b>	<b>19</b>	<b>100 %</b>	<b>100 %</b>



SPECIAL EDUCATION ENROLLMENT  
August 17, 2016

Referrals to Special Education: 11	BES - 504 35 students (June 2016)	BMS - 504 43 students (June 2016)						





THE BROOKLYN SCHOOL  
ENROLLMENT REPORT  
2016 - 2017

GRADE	June 17, 2016				July 22, 2016				August 17, 2016									
Preschool - 3/4 yr. olds	119				99				104									
Kindergarten	88				86				86									
Grade 1	66				85				86									
Grade 2	96				64				67									
Grade 3	67				95				94									
Grade 4	80				65				66									
<b>Total Elementary</b>	<b>516</b>				<b>494</b>				<b>503</b>									
Grade 5	105				81				80									
Grade 6	79				105				103									
Grade 7	80				83				79									
Grade 8	109				77				77									
<b>Total M.S.</b>	<b>373</b>				<b>346</b>				<b>339</b>									
<b>High School</b>	<b>KHS</b>	<b>WA</b>	<b>O/P</b>	<b>KHS</b>	<b>WA</b>	<b>O/P</b>	<b>KHS</b>	<b>WA</b>	<b>O/P</b>	<b>KHS</b>	<b>WA</b>	<b>O/P</b>	<b>KHS</b>	<b>WA</b>	<b>O/P</b>	<b>KHS</b>	<b>WA</b>	<b>O/P</b>
Grade 9	32	54	4	22	59	4	26	58	4									
Grade 10	28	38	3	32	55	4	34	52	5									
Grade 11	27	40	5	28	38	3	28	36	11									
Grade 12	28	36	2	27	40	5	29	38	4									
<b>Total Reg. Tuition Students</b>	<b>297</b>				<b>317</b>				<b>325</b>				<b>0</b>				<b>0</b>	
QMC	14				12				12									
ACT	4				3				3									
Ellis Tech	57				64				67									
Norwich Tech	2				1				2									
Windham Tech	1				1				1									
KHS Vo-Ag	9				11				11									
KHS ALPS	9				6				6									
WAE-CONN	2				1				2									

\* O/P = Other Public (NFA, Plainfield and Parish Hill)



# September 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			BES PTO Pre-School Orientation 8:30-3pm	1	2	3
4	5 NO SCHOOL	6	7 BMS School-wide Open House 7pm-9:00	8 BES Grounds/Cafe PTO Back to School 3:30-8:30	9	10
11	12 BMS Auditorium Picture Day 6:30am-2:30-pm BES GYM Rec Fitness 5-6pm	13 BES GYM Rec Fitness 5-6pm		15	16	17 Pitching Clinic BMS Baseball Field 10am-1pm
18	19 BES GYM Rec Fitness 5-6pm	20	21 BES GYM Rec Fitness 5-6pm	22	23	24
25 REC Bike Rodeo BMS Parking Lot 11am-1pm	26 BES GYM Rec Fitness 5-6pm	27	28 BES GYM Rec Fitness 5-6pm BMS LIB BOE MEETING 7pm	29	30 BMS Café 7&8th gr Dance 6:30-9:30	

