

May 25, 2016

The Brooklyn Board of Education held its regular monthly meeting on May 25, 2016 in the middle school library. In attendance were: Mrs. Genna, Mrs. Coddling, Mr. Atchinson, Mr. Anderson, Mrs. Lyons and Mrs. Trivella. Also present were Dr. Berry, Superintendent, Mr. Otto, Board of Finance and Mr. Voccio, Board of Selectman. Members of the teaching staff and public were also in the audience.

1. Call to Order at 7:00 p.m. – Establishment of a Quorum

Mrs. Genna called the meeting to order at 7:13 pm

2. Comments by:

a. BEA - none

b. Local 1303 - none

c. PTO - none

d. PAC – (Parent Advisory Committee)

Mrs. Sallum informed that the committee is not working on any new programs. They are still working on their first newsletter, which should go out by the end of the school year.

e. Public

Mrs. Arends complimented the Board of Education members on their presentation at the Board of Finance meeting.

Mrs. Arends also inquired about the climate surveys. She asked when they would be available to the public, and that anything negative on the surveys should be viewed as an opportunity for change.

Motion to move agenda item #7j, Transportation Contract, to be discussed after agenda item #3.

(Lyons / Trivella)

Unanimous vote to approve

3. Minutes of

- May 3, 2016 Board Minutes

Mrs. Genna stated that Mr. Anderson's absence was excused.

Page 2 under PAC add the word "are" which is missing from the narrative

Motion to approve the minutes of May 3, 2016  
(Coddling / Lyons)  
Unanimous vote to approve

7.

j. Transportation Contract

Mrs. Lyons reviewed changes to the new proposed transportation contract. She stated that there were three contractors who submitted bids, and the committee recommends that the Board of Education members approve the contract with M&J Transportation. This is a four-year contract for regular and special education. This contract covers budget line items 519A and 519B and incurs a savings of \$66,240.

Mr. Otto states that the budgeted cost for 519A & B is \$1,194,192. The current projected cost is \$1,134,197. This is a reduction of \$55,995.

Mrs. Lyons also stated that there is a potential need for additional personnel to handle daily bus communication and contract adherence with the new company.

Motion to approve the new bus contract with M&J Bus Company  
(Coddling / Anderson)  
Unanimous vote to approve

4. Administrative Reports:

- a. Elementary School Acting Principal:
- Report on May & June activities

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

- b. Middle School Principal:
- Woodstock Academy, Chris Sanford and Mike Harten

Mr. Chris Sanford, Headmaster of Woodstock Academy, and Dr. Mike Harten, Academic Dean of Woodstock Academy, presented an update from the Academy. They discussed Woodstock Academy's mission, anything new happening, athletics, investment, successes of Brooklyn students, test scores, course enrollment, Smarter Balanced and SAT testing, and Woodstock's annual test day.

They also informed Woodstock would be hosting Move-Up Night on both June 9, 2016 and June 22, 2016 beginning at 6:00 pm.

Kara Heilemann, a senior at Woodstock Academy, spoke to the Board of Education members about her experiences and successes at Woodstock Academy. She spoke about the academics, sports, arts, and leadership opportunities that Woodstock offers. Kara is the 2016 CAS-CIAC Scholar Athlete and will be attending UConn in the fall.

The Board of Education presented Kara with a gift from the PTO.

Dr. Harten informed that they are currently working on a regional professional development day to be held on Election Day. More information regarding the same will be forthcoming.

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.

d. Special Education Director:

- Special Education Enrollment Report

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

e. Food Service Director

- Summer Meal Program Update

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

f. Property Services Manager

- Rose Wing Roof update

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

g. Superintendent:

- Payment of Bills

Mrs. Coddington inquired about the bill from New England Center for Children, a monthly access fee. She stated that it is a bill that she has never seen on prior monthly bills.

Dr. Berry stated that she will look into what the bill is for and get back to her.

- Enrollment Report

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

- Graduation Donation

Dr. Berry informed the Board of Education members that it has been a tradition in the past that the Board of Education contributes two \$25.00 scholarship donations for a graduating male and female.

Motion to donate a \$50.00 scholarship to be split between two graduating 8<sup>th</sup> graders  
(Trivella / Lyons)  
Unanimous vote to approve

- Graduation Attendance by Board

Mrs. Trivella, Mrs. Lyons and Mr. Atchinson will be attending graduation.

Mr. Atchinson expressed concern about designated parking areas at the schools. He stated that he has noticed cars parked in fire lanes and on grassy areas. In case of an emergency, responders would have a hard time gaining access to and potentially into the building. He would like to see parking lines painted in the appropriate areas as well as designated parking areas for school events.

Mr. Anderson will speak to Tony Tusia about improving the parking situation.

- Teacher Retirements

Mrs. Genna received two letters of retirement. Dorothe Dougal, elementary school art teacher, whose retirement date is July 1, 2016. Kathleen Backes, 7<sup>th</sup> grade language arts teacher, whose retirement date is June 30, 2016.

Motion to accept the retirements of Dorothe Dougal and Kathleen Backes will great appreciation for their years of service and dedication.

(Coddling / Lyons)

Unanimous vote to accept

- Facilities Calendar

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

- Awards in Grade 5

Mrs. Desabota informed that her class submitted essays to Connecticut Higher Education Trust. Denise Napier, State Treasurer, gives the awards for winning essays. A Brooklyn Middle School 5<sup>th</sup> grader, Matthew Myslenski, was one of four grand prize winners of a \$1,000.00 scholarship.

Mrs. Desabota also stated that Senator Mae Flexer gave an opportunity to write an essay for a reward. Carly Mink, a Brooklyn Middle School 5<sup>th</sup> grader, also won an award which will be presented to her sometime in early June.

Mrs. Desabota stated that the 6<sup>th</sup> grade Invention Convention also deserves recognition for the students who went to the state and national level for their inventions.

She also informed that Mrs. Ferragatta and Mr. Gadomski have done great things with their drug awareness program.

Mrs. Genna would like to encourage building administrators to send this type of information to the Board of Education members so these achievements can be recognized.

5. BEMHS Director, Kevin Filchak presentation

Kevin Filchak, Director of Emergency Management and Homeland Security, encouraged the Board of Education to form a school safety committee to improve security plans at the Brooklyn Schools. He encouraged the members to form a committee consisting of Board of Education members, school administrators, facilities personnel, emergency management, state police and fire personnel. He stated that the committee is private and not public due to the fact that it is about

school security. He suggested meeting monthly once the committee is formed.

Mrs. Coddling volunteered to be on the committee in that she has safety concerns.

Mr. Otto suggested that Mr. Filchak send a letter to the Board of Education members stating the number of people he would like to see on the committee.

## 6. Public Comments

Mrs. Wimmer asked the Board of Education members to approve a BEA Scholarship award in the amount of \$500.00 to be given out at graduation.

Motion to approve a \$500.00 BEA Scholarship Award in the amount of \$500.00

(Trivella / Anderson)

Unanimous vote to approve

Motion to amend the previous motion - increase the two \$25.00 scholarships previously voted on to \$50.00 each

(Lyons / Coddling)

Unanimous vote to approve

## 7. Committee Reports:

### a. Budget

Will be discussed later in the meeting

### b. Curriculum

Nothing to discuss at this time

### c. Policy

Mrs. Trivella handed out a packet of policies for approval. She recommended 24 policies for approval, and 24 that need further review. The policies for approval are:

0050	Code of Ethics (Policy)
0521.2	Commitment to Religious Neutrality (Prayer in the Schools)
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)
3435	Fraud Prevention and Investigation (Policy)
3511	Compliance with 504 Regulations (Policy)
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)
4118.14/4218.14	Nondiscrimination of the Basis of Disabilities (Policy)
4118.211/4218.211	Retaliation and Whistle Blowing (Policy)
4134	Tutoring (Policy)
4222	Teacher Aides/Paraprofessionals (Policy)
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)
6145.3	Publications (Policy)
6161.2	Care of Instructional Materials (Policy)
6200	Adult Continuing Education (Policy)
9000	Role of the Board and Member (Powers, Purposes, Duties)
(Bylaw)	
9010	Limits of Authority (Bylaw)
9221	Filling Vacancies (Bylaw)
9240	Board Member Professional Development (Bylaw)
9312	Formulation, Adoption, Amendment of Bylaws (Bylaw)

Motion to approve policies and regulations as discussed  
(Trivella / Lyons)

Unanimous vote to approve

d. Communications

Mr. Atchinson reminded people of the general Board of Education mailbox. He stated that he would like to continue seeing weekly updates from building principals and Dr. Berry.

e. Capital / Facilities

Nothing to discuss at this time.

f. EASTCONN

Mrs. Trivella stated that the meeting was last night and they voted on their budget. There was also a presentation from the CEO as well as from students from the ACT School.

g. High School Relations – WA

Mrs. Trivella stated that the Headmaster's Award went to Allison Kelleher, Mr. Kelleher's daughter.

h. High School Relations – KHS

Killingly High School's graduation is June 17, 2016 at 6:00 pm.

i. Recreation Committee

Nothing to report at this time.

j. Transportation

- Transportation Contract

Agenda item moved. Discussed earlier in the meeting.

k. Board of Selectmen Liaison

Nothing to report at this time.

l. Board of Finance Liaison

Mr. Otto stated that the Board of Finance cannot directly tell the Board of Education what to cut from their budget. The Board of Finance can only tell the Board of Education how much to cut from their budget. At this time, the Board of Education should cut \$175,000 from their budget, however, the Board of Finance is not "requiring" a dollar amount.

Discussion ensued as to where potential cuts can be made to the proposed budget.

M&J Bus Contract	\$59,995	savings
Performance Bond Contract with M&J	\$25,331	cut
Transportation Coordinator	\$54,938	cut
Health Insurance Savings	\$35,000	savings

**\$175,264 total savings**



Motion to approve budget cuts as presented  
(Anderson / Coddington)  
Unanimous vote to approve

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

8. New Business:

- Contract for Elementary School Nurse
- Contract for Middle School Nurse
- Contract for Cafeteria Manager
- Contract for Assistant Cafeteria Manager

Motion to approve contracts for Elementary School Nurse, Middle School Nurse, Cafeteria Manager and Assistant Cafeteria Manager  
(Coddington / Genna)  
Unanimous vote to approve

9. Old Business:

Policies & Regulations for 2nd reading – (*action needed*)

0050	Code of Ethics (Policy)
0521.2	Commitment to Religious Neutrality (Prayer in the Schools)
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)
3435	Fraud Prevention and Investigation (Policy)
3511	Compliance with 504 Regulations (Policy)
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)
4118.14/4218.14	Nondiscrimination of the Basis of Disabilities (Policy)
4118.211/4218.211	Retaliation and Whistle Blowing (Policy)
4134	Tutoring (Policy)
4222	Teacher Aides/Paraprofessionals (Policy)

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)
6145.3	Publications (Policy)
6161.2	Care of Instructional Materials (Policy)
6200	Adult Continuing Education (Policy)
9000	Role of the Board and Member (Powers, Purposes, Duties)
(Bylaw)	
9010	Limits of Authority (Bylaw)
9221	Filling Vacancies (Bylaw)
9240	Board Member Professional Development (Bylaw)
9312	Formulation, Adoption, Amendment of Bylaws (Bylaw)

The Elementary School Principal Search Committee has narrowed down the search to two potential candidates. The Board of Education members will interview the two candidates then meet with the search committee. Mrs. Genna will call the candidates and schedule a time for either Tuesday afternoon, or Wednesday morning to interview the finalists.

Mr. Anderson stated he would re-check the references of the candidates.

Discussion ensued regarding how the interviews will be conducted and the protocols for the same.

#### 10. Public Comments

None

#### 11. Adjournment

Motion to adjourn at 11:15 pm.  
(Coddling / Lyons)  
Unanimous vote to approve

Respectfully Submitted

Joann M. Engel  
Recording Secretary