

# Brooklyn Board of Education

Town of Brooklyn  
119 Gorman Road  
Brooklyn, CT 06234

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Aimee Genna, Chair  
Joan Trivella, Vice Chair  
Keith Atchinson, Secretary

Mae Lyons  
Nathan Richards  
Melissa Perkins-Banas

**Mission:** The Brooklyn Schools will foster a drive for learning within each student to reach his/her greatest potential. To achieve this mission, the school will continually improve its educational programs and services to meet this community's expectations for a quality education for all.

The Brooklyn Board of Education held its regular monthly meeting on November 28, 2018 in the Central Office Community Room. In attendance were: Mrs. Genna, Mrs. Trivella, Mrs. Lyons, Mr. Richards, Dr. Perkins-Banas, Mrs. Lyons (arrived at 7:23PM), Superintendent Buell, and Mr. Atchinson was absent excused. Also in attendance was Mrs. Heather Plourde, EASTCONN's cafeteria consultant to Brooklyn Public Schools and Mr. AJ Kerouac.

1. Attendance, Establishment of a Quorum, Call to Order at 7:05PM by Mrs. Genna.

Motion to add Agenda item 5.b Communication; 5.c Communication/Introduction; 5.d Communications Regarding Superintendent Award Winners; and 11.e New Business (Trivella / Richards)  
Unanimous vote to approve

2. Pledge of Allegiance

3. Public Comment

Mr. Kerouac asked if the information session about the Solar and property off of Louise Berry Drive was posted by the Board of Education or the Town.

4. Approval of Minutes of The Board of Education Regular Meeting 10/24/2018

Mrs. Genna suggested the following corrections to the meeting minutes: Page 6: correct the name EASTCONN to have all capitals and correct a typo on item 11a.  
Motion made by to approve the minutes as amended. (Trivella / Richards)  
Unanimous vote to approve

5. Correspondence and Communication

- a. Mrs. Buell shared a thank you note received from Ella A., Stella A., Avery J., Isabel S. for listening and helping them, Girl Scouts.
- b. Mrs. Buell also shared communication from a member of the community regarding a \$1,000 donation made in honor of Robert Granger to be applied to insufficient funds in the School Lunch Program account. She gratefully accepted this donation and indicated that the same donor made a donation in last year for \$1,000.

- c. Introduction of Heather Plourde, Director of Food and Hospitality Services for EASTCONN who has assumed management and consultative role to guide the provision of all food services and direct efforts to meet and/or exceed expectations for upcoming NSLP Administrative Review in March 2019. Mrs. Plourde shared that she now works with 7 different schools and this model has been successful. She indicated that she will be supporting Brooklyn with the Healthy Food Certification, verification of the ED009 and support us with the Administrative Review from the State of Connecticut. She has met with the staff who are eager and doing well. She also indicated that she will be supporting the summer lunch program.
- d. Mrs. Buell announced the Superintendent Award Winners who will be recognized on December 4: Grade 4: Aubrey Butler, Ronan Curran. Grade 8: Angela Newell, Kamden Meyer. From Woodstock Academy Grade 12: Ashleigh Angle.

#### 6. Brooklyn's Best:

Mrs. Buell shared Brooklyn's Best reports from: **BES**

- 1. Some classes have had reading celebrations for the end of their reading units
- 2. Veterans came and talked with classes on Veterans Day
- 3. Grade 4 held a math night
- 4. Generator project was completed
- 5. Paras were invited to attend Restorative Practice PD
- 6. Second round with Linda Kauffmann was a success
- 7. SRBI committee met with Janet Zarchen from SERC to make some adjustments to the SRBI process

Brooklyn's Best from **BMS**

- 1. Dimes for a Cause- Veterans by Student Council
- 2. Food Drive- National Junior Honor Society
- 3. Successful Veteran's Day Assembly by NJHS included song by chorus
- 4. 28 Band/Chorus students attended the Music MiniFest at Woodstock Academy on November 16
- 5. Schoolwide panoramic photo was taken
- 6. 8th grade went to Providence to see A Christmas Carol
- 7. 7th grade visited new Museum of Jewish Civilization in Hartford
- 8. ELA teachers collaborated with Pomfret Community School teachers regarding Units of Study instruction
- 9. Board Game Club on Mondays for Grade 7 students
- 10. Drama Club has started their rehearsals for Into the Woods
- 11. Homework Club has been meeting on Tuesdays and student from WA have been collaborating with NJHS students to develop a Writing Center to support students during HW club with their writing

7. Administrative Reports:

a. Current budget balance

The budget was reviewed by Mrs. Buell. She reviewed some of the items that are encumbered and how that is determined. The Board discussed their ability to move funds from one line to another to correct negative balances and reallocate funds as needed. They authorized the Superintendent to do this and not wait for a monthly Board of Education meeting to discuss it. The budget appears to be in good shape and is on track to end the year with a slight surplus.

b. Current Grant Report

The grant report was reviewed. The Brooklyn Board of Education receives over \$780,000 in grant funds through IDEA, School Readiness, Title I, II and IV.

c. High School Tuition Report

The High School Tuition Report was reviewed. The Board discuss how they are billed by Killingly Public Schools and Mrs. Buell will clarify. Tuition is based on the October 1st count from the previous school year. At this time the overall budget for high school tuition is less than budgeted by approximately \$50,000.

d. Enrollment Report

The enrollment report was reviewed by Mrs. Buell. There was a decrease of 9 students since last month but is greater than last year at this time. This will continue to be tracked in this manner.

8. Board of Education Committee Reports

There were no committee reports.

9. Board Representatives to other Committees

Mrs. Genna reported on the Board of Finance. They are working on their end of year report and reviewing procedures between the Town and the Board. They approved their meeting dates for 2019 along with extra meetings for budget planning.

Mrs. Trivella noted that she was not at the EASTCONN meeting and that Woodstock Academy did not meet. She indicated that she did attend an expulsion hearing.

Mrs. Genna indicated that the Capital Budget Committee has not met but will be in 2019 for budget planning.

Mrs. Trivella and Mrs. Genna shared comments about the CABA/CAPSS Convention. They both reported that it was very helpful and informative. Some of the conferences they attended were on the ISTE Standards, Student Data Privacy Laws, Legislative issues and that the keynote speakers were excellent. They shared that the students who performed were wonderful and on the last day the student panel was excellent.

They reminded everyone that the Day on the Hill is March 20, 2019 and encourage as many to attend as possible to be heard about education issues.

The CABA Region 4 Legislative Breakfast save the date cards were handed out to the Board members. Once again Brooklyn will host this. The date is January 23, 2019, 7:30am at the Brooklyn Middle School cafeteria.

#### 10. Old Business

##### a. Approval of Policy changes:

The Board discussed all of the policies being reviewed and determined that they would table policies 5144.1, 5144.2, 5141.21 until next meeting. Motion was made and approved unanimously. (Trivella/Perkins-Banas)

A motion was made and approved unanimously to accept policy 4212.42 as discussed. (Trivella/Richards)

- a. Food Services Contract: Brooklyn did sign a contract with EASTCONN to provide consultative services for Food Services. The current Brooklyn Public School Employees will remain under contract with the Board of Education. The contract with EASTCONN will be in effect until June 2020. Parents who have any questions or concerns about food services are encouraged to call their child's school or EASTCONN's Heather Plourde at [hplourde@eastconn.org](mailto:hplourde@eastconn.org) or (860) 455-0707.

Mrs. Buell reviewed the contract was signed and new staff are being hired for two vacancies in the cafeterias. Mrs. Plourde has already started as of 11/15/18 and will be critical to assisting Brooklyn with the Administrative Review process from the State of CT.

#### 11. New Business

##### a. Board of Education Meetings for 2019

The Board discussed the meeting dates for next year as: 1/23, 2/27, 3/27, 4/24, 5/22, 6/26, 7/24, 8/28, 9/25, 10/23, 11/26, and 12/17 and a motion was made

and approved unanimously to accept these dates. (Trivella/Lyons)

b. Recruiting & Hiring Solution Services

Mrs. Buell shared a proposal to purchase a service through Frontline, formerly known as Applitrack, to increase efficiency, compliance and to modernize the recruiting and hiring practices in Brooklyn. The software allows candidates to apply online for vacancies, allows efficiencies of time, paper, filing and improves recruitment by reaching more candidates who use technology to apply and submit required hiring documentation. The interviewing process is made much easier through this process as well. The Board discussed this option and weighed the one year contract or multiple year contracts benefits. They also asked if EASTCONN offers this type of service to districts. Mrs. Buell will explore this further and report back in December.

c. Board of Education Clerk Vacancy

The Board discussed the current vacancy and the rate that they pay for the clerk. They agreed that they would maintain the same rate and post the vacancy. They agreed that the pay for the clerk should be for the time at the meeting plus an additional 30 minutes if needed to complete the minutes. Mrs. Buell will post this position.

d. Possible Budget Workshop Dates

Mrs. Buell suggested the following dates to discuss the 2019-20 school budget: 1/23, 2/6, 2/27, 3/6 from 5:30-6:30, this meeting is before the Board of Education meetings in the Community Room at Central Office. A motion was made and approved unanimously to accept these workshop dates. (Trivella/Richards)

e. Review of authorized signers for The Agreement For Child Nutrition Programs

Mrs. Buell asked the Board of Education to approve herself and Mrs. Geeza as signers for the Agreement which needs to be on file with the State of Connecticut. Motion made and approved unanimously. (Lyons/Perkins-Banas)

12. Other

Mrs. Genna reviewed the discussion of the Town Informational Meeting regarding the solar options being considered by the Board of Education. Two presentations were made, one about a power purchase agreement option and a second option of purchasing the solar system. The Board discussed the benefit of moving forward with purchasing a solar system.

A discussion was held about purchasing the property at the end of the Louise Berry Drive. The discussion about purchasing property would reduce future problems.

#### 13. Public Comment

Mr. Kerouac shared a comment about the hourly rate for the Board Clerk. He agrees that the hourly rate should be consistent with other Boards. He also commented that we should get on line with the application process to reach more applicants, that is how the new hires apply, on their phones or electronically. He also asked if under the contract with EASTCONN if we would continue to have the Seamless Summer Programs, and who will facilitate that at the multiple sites. He also inquired about how the conversation about the land turned out. There are free options that could be considered. Mr. Kerouac also indicated that the purchase of that property was rejected multiple times in the past.

#### 14. Adjournment

Motion was made and unanimously approved to adjourn at 21:36.  
(Trivella/Lyons)