

Brooklyn Board of Education  
Regular Meeting  
October 26, 2016

0. Group photo for website
1. Attendance, Establishment of a Quorum, Call to Order
2. Public Comments
3. Approval of Minutes
4. Correspondence and Communications
  - a) Board Member Recognition
5. Educational Presentation
  - a) School Improvement Plans
6. Consent Agenda Items - Policies
7. Administrative Reports
8. Public Comments
9. Board of Education Committee Reports
10. Board Representatives to Other Committees
11. Old Business
  - Policy 1324
12. New Business
  - a) School Roof Briefing
  - b) Appoint Search Committee
  - c) Review Mission Statement
  - d) Finance Report
  - e) Discussion of Food Services
13. Other
14. Public Comments
15. Adjournment

**Suggested Motion: That the Brooklyn Board of Education approve the minutes from the meetings of September 28, 2016, October 12, 2016 and October 12, 2016**

September 28, 2016

The Brooklyn Board of Education held its regular monthly meeting on September 28, 2016 in the middle school library. In attendance were: Mrs. Genna, Mrs. Lyons, Mr. Atchinson, Mrs. Coddling and Mrs. Trivella. Dr. Conway, Superintendent, Mr. Yanku, Middle School Principal, Mrs. Michaud, Elementary School Principal, Mr. Weaver, Elementary School Assistant Principal, Mr. Otto, Board of Finance and Mrs. Holmes, Business Manager were also in attendance. Members of the teaching staff and public were in the audience.

Absent: Mr. Anderson

Mrs. Coddling arrived at 7:06

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

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

2. Public Comments

None

3. Approval of Minutes

- August 24, 2016 Meeting Minutes

Amend page 1, item 2e to read Mr. Tusia

- August 31, 2016 Special Meeting
- September 2, 2016 Special Meeting

Motion to approve the minutes of August 24, 2016 as amended as well as the Special Meeting Minutes of August 31, 2016 and the Special Meeting Minutes of September 2, 2016.

(Trivella / Lyons)

Unanimous vote to approve

4. Correspondence and Communications

The Board of Education received a letter from a parent in Killingly. The Board of Education members have not had a chance to review the letter at this time.

a. Introduction of new Superintendent

Dr. Conway, Interim Superintendent, introduced herself.

b. Introduction of new Brooklyn Elementary Assistant Principal

Mrs. Michaud introduced Mr. Weaver, Elementary School Assistant Principal.

5. Educational Presentation

a. 2016 Science CMT results

Mr. Yanku presented the 2016 Science CMT results. Seventy-five percent of grade 5 students scored at or above goal. Eighty-three percent of grade 8 students scores at or above goal.

b. Climate Survey Results

Mr. Yanku presented an overview of the Middle School student, parent and staff Climate Surveys. While the school had many strengths, an area for improvement noticed in all three surveys is regarding groups of students who exclude others.

Mrs. Michaud presented an overview of the Elementary School student, parent and staff Climate Surveys. Brooklyn Elementary School had many strengths in all three surveys. The school will be working on developing a good public image and lowering mean-spirited behavior in students. There was a very low parent survey response (BMS – 50% of families; BES – 41% of families). Both schools will try to increase parent participation in the surveys.

c. Standards-based report card implementation

Due to difficulties aligning the student database information software with the report card strands, the Standards Based report card will not be implemented until the 2017-2018 school year. The elementary school administrators and the Report Card Committee continue to work on the layout of the report card and the development of the report card rubric.

The school calendar will be amended to reflect new dates that report cards will be issued.

## 6. Consent Agenda Items

There were no items on the consent agenda.

Mr. Yanku, Mrs. Michaud and Mr. Weaver were dismissed at 7:50 pm.

## 7. Administrative Reports

Mrs. Trivella informed that bus routes for high schools continue to be worked out for optimization.

A parent has requested a bus hearing. A possible date for the hearing is October 12<sup>th</sup> or 19<sup>th</sup> at 5:30.

## 8. Public Comments

Mrs. Arends requested parental notification from the bus garage if a situation arises where the bus is unable to pick up a student. She also asked for a copy of the climate surveys.

Mrs. Patricia Morrison asked if the administrators have considered sending the surveys to all community members for their input.

Mrs. St. Laurent expressed concern about high school students sitting three to a seat on the buses.

Mrs. Wimmer stated that the Conservation & Development Committee sends surveys to community members.

## 9. Board of Education Committee Reports

The Board of Finance voted in Heather Allen as its newest member.

## 10. Board Representatives to Other Committees

Mrs. Trivella and Dr. Conway attended a retreat for Woodstock Academy. Mrs. Trivella also attended a convocation at Woodstock Academy.

Mr. Atchinson will send out a link to watch the Board of Education meetings as they are streamed. The school website continues to be a work in progress.

Dr. Conway distributed a packet of policies to be reviewed by board members for the October board meeting. A fourth and final packet of updates from CAFE will be reviewed next.

#### 11. Old Business

Nothing to discuss

#### 12. New Business

##### a. Finance Report

Mrs. Holmes explained the finance reports.

##### b. Superintendent Search

Dr. Conway recommended that the Board of Education members begin their search, utilizing firms to help in the search for a new superintendent.

There will be a meeting on October 12, 2016 at 5:30 pm for a transportation hearing, followed by a meeting with search firms beginning at 6:00 pm.

Mrs. Genna stated that she and Dr. Conway attended a CAFE meeting on running an effective Board of Education meeting.

#### 13. Other

Nothing to discuss

#### 14. Public Comments

Mrs. Sallum asked about the new format of meeting agenda.

Mrs. Arends stated that she appreciated receiving the climate survey results so quickly. She would like to see them made available online. She expressed concern about the condition of the cross-country trails, in that they could pose a safety issue.

15. Adjournment

Motion to adjourn at 9:04 pm.  
(Trivella / Coddling)  
Unanimous vote to approve

Respectfully submitted

Joann M. Engel  
Recording Secretary

October 12, 2016

A transportation hearing was held in the Brooklyn Middle School library media center on Wednesday, October 12, 2016 at 5:30 pm. In attendance were the Brooklyn Board of Education members: Mrs. Genna, Mrs. Coddling, Mr. Atchinson, Mrs. Lyons and Mrs. Trivella. Also in attendance were Dr. Mary Conway, Superintendent, and Mr. Alex Gill, Complainant. Also present were Mr. Gill's witnesses, Mr. Jean Paul Bernier and Mrs. Dawna Bernier.

Mrs. Genna called the meeting to order at 5:35 pm.

Mr. Gill stated that he was representing his children, Ethan Masse and Abigail Gill. He stated that at present his children are not picked up by the bus at their home. They are required to walk one-quarter mile down Grant Hill Road carrying heavy backpacks in all types of weather. He expressed concerns about the potential dangers of his children waiting alone, and inconsistencies in the bus schedule. He feels it is irresponsible to ask his children to wait alone at the bus stop. This has been an ongoing problem for about one year.

Mr. Gill called Mr. Bernier as his witness. Mr. Bernier (116 Grant Hill Road) stated that Grant Hill Road is the highest point in the Town of Brooklyn. He stated that buses did traverse the hill in the 1970's. He also expressed concerns about the potentially dangerous people who walk around the area of Grant Hill Road. He stated that he spoke with the bus garage that told him the reason the buses did not go up Grant Hill Road was due to a routing problem. Mr. Bernier informed that he drives a logging truck up and down the road daily without a problem. There is a fence at the top of the hill, which can be moved if needed, and a drainage ditch, which hasn't been cleaned in 25-30 years, which can also be fixed to accommodate buses.

Mr. Gill stated that town dump trucks, plows and FedEx trucks travel the road on a regular basis in all weather conditions. He offered a possible solution being the use of a van or alternate vehicle from the primary bus company or a secondary transportation company, or an employee working for the school.

Mrs. Genna clarified that the children are picked up at the bottom of the hill and not at the driveway. She stated that many children are picked up at locations that are out of the sight of their parents and guardians.

Mr. Gill stated that this issue has affected his children's education due to absences. He called a witness; Mrs. Dawna Bernier (116 Grant Hill Road) stated that she drives her children to the bottom of the hill every morning. She, too, has concerns about the safety and well being of children waiting alone at the bottom of the hill. She stated that sending a bus up the hill is not a convenience; it's a safety issue. She informed that she is aware of a child molester living on Grant



Hill Road who has not reported his whereabouts to the state. She stated that the town is obligated to provide safe transportation.

Mrs. Trivella has spoken to the bus company about Grant Hill Road. The bus company has concerns about the pitch of the hill and road conditions during inclement weather. The bus company looks at the risk to all children on the bus.

Motion for the Board of Education to uphold the decision of the Brooklyn School Administration.

(Trivella / Lyons)

Abstained: Atchinson

Motion Passed

Motion to adjourn at 6:25 pm

(Coddling / Lyons)

Unanimous vote to approve

Respectfully Submitted

Joann M. Engel

Recording Secretary

**The Board of Education  
Town of Brooklyn**

116 Gorman Road  
Brooklyn, CT 06234

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

Eric Anderson  
Mae Lyons  
Joan Trivella

October 12, 2016

**DRAFT MINUTES  
BOARD OF EDUCATION MEETING**

A special meeting of the Brooklyn Board of Education was held in the middle school on Wednesday, October 12, 2016.

Chairperson Genna called the meeting to order at 6:30 p.m.

Present when the meeting was called to order were Mrs. Coddling, Mr. Atchison, Mrs. Lyons, and Mrs. Trivella. Mr. Anderson was absent.

Also present was Superintendent Conway.

The Board heard presentations from and asked questions of two executive search consultant firms, CES (Cooperative Educational Services) and CABA (Connecticut Association of Boards of Education).

**MOTION:** Mrs. Lyons moved to adjourn at 8:29 p.m.  
**SECOND:** Mrs. Coddling  
**VOTE:** Unanimous

Respectfully Submitted,

Keith Atchison, Secretary

5a

**To: Brooklyn Board of Education**  
**From: Alan Yanku**  
**Subject: October 2016 Report**

### **Brooklyn Middle School Goals**

#### **Goal 1**

The goal for student growth for the 2016-17 school year is 100% of BMS students will meet or exceed 35 SGP (Student Growth Percentile) in Mathematics as measured by Renaissance STAR Mathematics.

66% of students will have at least a 35 SGP as measured by Renaissance STAR Math.

52.6 % of our current 5th grade students scored goal or above on the 2016 SBAC Math (when they were 4th graders). We expect 60% of our 5th graders to score goal or above on the 2017 SBAC Math.

33.7 % of our current 6th grade students scored goal or above on the 2016 SBAC Math (when they were 5th graders). We expect 45% of 6th graders to score goal or above on the 2017 SBAC Math.

50.6 % of our current 7th grade students scored goal or above on the 2016 SBAC Math (when they were 6th graders). We expect 60% of 7th graders to score goal or above on the 2017 SBAC Math.

35.4 % of our current 8th grade students scored goal or above on the 2016 SBAC Math (when they were 7th graders). We expect 45% of 8th graders to score goal or above on the 2017 SBAC Math.

#### **Goal 2**

66% of parents, grades 5-8, surveyed in 15/16 report that they agree or strongly agree with the statement: "My child's teachers help me to help my child learn at home". Based on the 16/17 school year survey, our goal is for 80% of our parents, who submit a survey, will respond with: agree or strongly agree with the statement: "My child's teachers help me to help my child learn at home". Only 50 parents responded to the 2015-16 Parent Survey. Although we want all of our parents to complete and submit the survey, we expect to increase the response rate of parents who complete the parent survey by 75%.

**BES SCHOOL IMPROVEMENT PLAN  
2016-2017**

**Literacy Goal: All students will demonstrate vertical growth in the area of literacy from fall to spring as evidenced by end of year benchmark assessments.**

Indicators	Actions/Strategies
<p>PK: 80% of kindergarten eligible students will master 7 of 10 PK literacy standards (teacher created-based on CTElds). All prekindergarten students will advance a minimum of 1 level (e.g. not yet to emerging; emerging to mastered) in 15 of 35 PK standards, a minimum of 5, of which, will be in literacy.</p> <p>K: 75% of kindergarten students will score a Level 4 or higher on the spring DRA2. Those who score below level 4 will improve by at least 1 reading level from fall to spring.</p> <p>Gr. 1-4: A minimum of 70% of grades 1-4 will score at or above the grade level proficiency scaled score in literacy (gr. 1- 166, gr. 2- 338, gr. 3- 455, gr. 4- 531). Those who do not score at their grade level proficiency will increase their scaled score by at least 25 points from fall to spring.</p>	<ul style="list-style-type: none"> <li>● Collaboration time with teaching teams/PLC's</li> <li>● STAR coaching/support</li> <li>● Collegial sharing on Edmodo</li> <li>● Daily Tier 1 reading interventions.</li> <li>● Review Bloom's Taxonomy</li> <li>● Develop &amp; utilize formative assessments.</li> <li>● Regular progress monitoring and data analysis.</li> <li>● Implement a variety of technological resources to promote literacy.</li> </ul>

**Numeracy Goal: All students will demonstrate vertical growth in the area of numeracy from fall to spring as evidenced by end of year benchmark assessments.**

Indicators	Actions/Strategies
<p>PK: 80% of kindergarten eligible students will master 4 of 7 PK numeracy standards (teacher created-based on CTElds). All prekindergarten students will advance a minimum of 1 level (e.g. not yet to emerging; emerging to mastered) in 15 of 35 PK standards, a minimum of 3, of which, will be in numeracy.</p> <p>K: 80% of K students will score at least an 80% on the end-of-year My Math assessment. Students who do not score at least an 80% will increase their score by at least 10 percentage points from fall to spring.</p> <p>Gr. 1-4: A minimum of 70% of grades 1-4 will score at or above the grade level proficiency scaled score in mathematics (gr. 1- 418, gr. 2- 529 , gr. 3- 621, gr. 4- 696). Those who do not score at their grade level proficiency will increase their scaled score by 25 points from fall to spring.</p>	<ul style="list-style-type: none"> <li>● Collaboration time with teaching teams/PLC's</li> <li>● STAR coaching/support</li> <li>● Collegial sharing on Edmodo</li> <li>● Daily Tier 1 math interventions.</li> <li>● Math Enrichment Program</li> <li>● Develop &amp; utilize formative assessments.</li> <li>● Regular progress monitoring and data analysis.</li> <li>● Implement a variety of technological resources to promote numeracy.</li> </ul>

**Parent Feedback Goal: The number of families who participate in the end of year school climate survey will increase a minimum of 25%.**

Indicators	Actions/Strategies
<p>At least 100 of 385 families will complete the end of year school climate surveys (59 families more than the 2015-2016 surveys) .</p>	<ul style="list-style-type: none"> <li>● Use of computer lab during conferences.</li> <li>● Improved communication to families.</li> <li>● Emphasize the importance of parent feedback.</li> <li>● Assistance from PTO &amp; PAC members.</li> </ul>

**Suggested motion: That the Brooklyn Board of Education approve the consent agenda**

- 0100 Mission Statement – Delete current language; add new language
- 0210 Goals/Objectives for Student Performance – Delete current language; replace with CABE p.1
- 0300 Policies for the Brooklyn School – Rescind (policy covered in by-laws)
- 0521 Nondiscrimination – Revise to include “gender identity or expression”
- 0522 Educational Evaluation and Remedial Assistance Plan – Rescind, no longer needed
- 1100 Communication with the Public – Delete current Language; replace with CABE language; renumber to 1110
- 1221 Citizens’ Advisory Committees for the Board of Education – Rescind – covered in 1220
- 1240 Citizens’ Assistance to School Personnel – Rescind – covered in 1212
- 1315 Distribution of Materials – Rescind – covered in 1140
- ~~1324 Student Fund Raising Activities – Delete current language, replace with CABE language~~
- \*1325 Posting Notice of Non-School Activities – Delete current language, replace with CABE language
- 1413 A memo, not a policy – Rescind
- 2111 Renumber to 2112
- \*2131 Superintendent of Schools – Delete current language, replace with CABE language
- 2141 Recruitment and Appointment – Paragraph 2 remove parentheses and the words “the majority or”

#### Mandatory Policy Updates

- 4111/  
4211 Recruitment and Selection – Revise current policy language to include new CABE language
- 4112.51/  
4212.51 Reference Checks – Delete current language, replace with new CABE language
- 5141.4 Reporting of Child Abuse – Revise current language to include new CABE language
- 5131.6 Alcohol Use, Drugs, and Tobacco (including Performance Enhancing Substances) -  
Revise to include new CABE language
- 5144 Use of Physical Force – Delete current language, replace with CABE language

\*See Attached

## Community Relations

### Advertising and Promotion

Students must be protected from possible exploitation in advertising or promoting interests of any non-school agency or organization. Within that context:

1. Schools may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or impair the educational program of the schools.
2. The schools may use films or other media materials which include commercial messages providing such materials can be justified on the basis of their educational values.
3. The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, play, film, or other community activity with educational value.
4. The schools may, upon approval of the Board of Education, cooperate with any agency in promoting activities in the general public interest, and which promote the education and the best interests of students.
5. No advertising material may be posted or distributed to students which, in the opinion of school ~~authorities~~ *administrators*, would contribute to the personal gain of an individual, business, or company except as follows:
  - a. Educational material used by staff for educational purposes.
  - b. Samples, calendars, supply catalogs, etc., distributed to staff for examination, testing or review or routine classroom use.

Policy adopted:



## **Administration**

### **Superintendent of Schools**

The Superintendent of Schools is the chief executive officer of the Board of Education.

The Superintendent takes the initiative in presenting to the Board policy and planning issues for the Board's attention and advises the Board of policies and plans that the Board takes under consideration. The Superintendent shall prepare and submit to the Board recommendations relative to all matters requiring Board action and shall provide the Board such necessary and helpful information and reports that may assist the Board on making informed decisions.

The Superintendent or his/her designee as approved by the Board of Education shall attend all meetings of the Board of Education and shall participate in all Board deliberations, except when matters relating to the Superintendent's own employment are under consideration. The Superintendent shall receive notice of all Board and Board Committee meetings, and the Superintendent or his/her designee may attend all such meetings.

### **Relationship Within the School Organization**

In harmony with the policies of the Board of Education, State Laws, and State Board of Education Regulations, the Superintendent has executive authority over the school district and responsibility for its supervision and direction.

The Superintendent has the general authority to act at his/her discretion upon all emergency matters and all other matters as to which his/her powers and duties are not expressly limited or are not particularly set forth.

The Superintendent shall be responsible to the Board as a body and not to the individual members of the Board.

The Superintendent will provide leadership, guidance, and direction to all members of the administrative, instructional, and support staffs in setting and achieving high standards of excellence and will serve as a professional example of dedicated service committed to providing meaningful and appropriate educational programs and services for all children in the district.

The Superintendent will oversee and administer the use of all district facilities, property, and funds so as to achieve maximum efficiency and effectiveness in accomplishing the goals of the school district.

## **Specific Responsibilities**

### **Personnel and Staffing**

The Superintendent will administer all personnel policies and procedures and ensure adherence to all legal and contractual requirements regarding personnel. The Superintendent will select and employ the best qualified and most competent personnel available to serve the district. The Superintendent will direct the employment, assignment, and utilization of all personnel within policy guidelines of the Board of Education. The Superintendent will implement district-wide staff development and evaluation programs consistent with State guidelines and Board goals. The Superintendent will discipline and suspend personnel from duty for serious misconduct and behavior to detrimental to the welfare of the schools.

### **Curriculum and Program**

The Superintendent will implement and evaluate a planned, ongoing, and systematic program of instruction consistent with State mandates and local requirements. The Superintendent will ensure the consideration of the

latest research and developments in the fields of learning theory and curriculum development. The Superintendent will assist the Board in setting curriculum and program priorities.

### **Budgeting and Fiscal Operations**

The Superintendent will provide a system for the effective implementation, management, control, and analysis of the budget. The Superintendent will establish procedures to maintain the integrity of financial services and achieve fiscal accountability.

The Superintendent will implement budget development systems that will consider all areas of program and service needs, provide for broad staff participation in identifying and evaluating budget needs, and lead to a carefully considered budget proposal.

### **Facilities and Transportation**

The Superintendent will implement procedures and programs for the efficient care of school buildings and equipment. The Superintendent will evaluate buildings and equipment and for their maintenance, improvement, and replacement.

The Superintendent will provide adequate and safe transportation for students within the district as well as for those students for whom the district is responsible who are assigned to programs beyond the district.

### **Planning**

The Superintendent will anticipate future district needs through collaborative efforts with the school staff and community. The Superintendent will develop long and short range plans to prepare the district to meet such needs in curriculum, pupil services, facilities, and staffing. Planning efforts will consider emerging changes and developments in community demographics, curriculum research, learning theory, and resources and facilities management.

### **Parents and Community Relations**

The Superintendent will maintain a program of public information to keep parents and the general public well-informed regarding educational policy, school curriculum, pupil progress, school needs, school successes, and emerging educational programs and services to effect a cooperative working relationship between the schools and the community. The Superintendent will maintain effective working relationships with all agencies of the municipal government.

Policy adopted:

Suggested motion: That the Brooklyn Board of Education approve the revisions to Policy 1324 as discussed.

1324 Student Fund Raising Activities – Delete current language, replace with CAFE language

STUDENT FUND RAISING ACTIVITIES

In general, the Board discourages fund raising in the school.

No fund raising shall be permitted without prior written application to and approval by the Superintendent.

To be approved the fund-raising activity must be:

- a. Educationally sound and contributory to the attainment of educational objectives.
- b. Appropriate to the age(s) or grade level(s) of students to be involved.
- c. One in which schools may appropriately engage.
- d. Conducted under the supervision of teachers and administrators.
- e. Conducted in such a manner and at such times as not to encroach upon instructional time or interfere with class time.
- f. Not unduly demanding of teacher time.
- g. Periodically evaluated by teacher, administrators and students.

An annual report will be submitted at the end of each school term which will permit Board appraisal of these activities.

Approved: April 30, 1984

## Community Relations

### Soliciting Funds from and by Students

Fund-raising activities may be approved by the Superintendent of Schools consistent with the following guidelines:

1. Fund-raising is in connection with school-sponsored projects. Requests for approval of fund raisers shall be made and approved, in writing, ~~on the form provided.~~
2. There are sufficient educational or financial benefits which will accrue to the school and/or students, either directly or indirectly, from the activity.
3. The mechanics or procedures of fund-raising will neither be an unacceptable burden to teachers or other school staff members nor subject the school to inappropriate risks or responsibilities in handling funds.

Upon approval by the Superintendent, information from recognized charitable and other organizations which could eventually result in voluntary student and/or parental activities, contributions, or memberships of benefit to the organization may be distributed through the schools. In these instances, the distribution of material would be the only school involvement on behalf of the organizations.

There shall be no direct solicitation of funds by outside organizations from students except on specific approval of the Board of Education.

(cf. 1311 Participation in Community Life)

(cf. 1321 Public Performances by Students)

(cf. 1322 Student Contests)

(cf. 1325 Advertising and Promotion)

Policy adopted:

12b

Suggested motion: That the Brooklyn Board of Education designate the following people to serve as the personnel search committee: Aimee Genna, Kelly Coddling, Keith Atchinson, Joan Trivella, Mae Lyons, Eric Anderson, \_\_\_\_\_

**Part II**  
**Superintendents and Supervising Agents**

**Sec. 10-157. Superintendents: Relationship to local or regional board of education; verification of certification status; waiver of certification; written contract of employment; evaluation of superintendent by board of education.** (a) Any local or regional board of education shall provide for the supervision of the schools under its control by a superintendent who shall serve as the chief executive officer of the board. The superintendent shall have executive authority over the school system and the responsibility for its supervision. Employment of a superintendent shall be by election of the board of education. Except as provided in subsection (b) of this section, no person shall assume the duties and responsibilities of the superintendent until the board receives written confirmation from the Commissioner of Education that the person to be employed is properly certified or has had such certification waived by the commissioner pursuant to subsection (c) of this section. The commissioner shall inform any such board, in writing, of the proper certification, waiver of certification or lack of certification or waiver of any such person not later than fourteen days after the name of such person is submitted to the commissioner pursuant to section 10-226. A majority vote of all members of the board shall be necessary to an election, and the board shall fix the salary of the superintendent and the term of office, which shall not exceed three years. Upon election and notification of employment or reemployment, the superintendent may request and the board shall provide a written contract of employment which includes, but is not limited to, the salary, employment benefits and term of office of such superintendent. Such superintendent shall, at least three weeks before the annual town or regional school district meeting, submit to the board a full written report of the proceedings of such board and of the condition of the several schools during the school year preceding, with plans and suggestions for their improvement. The board of education shall evaluate the performance of the superintendent annually in accordance with guidelines and criteria mutually determined and agreed to by such board and such superintendent.

(b) A local or regional board of education may appoint as acting superintendent a person who is or is not properly certified for a probationary period, not to exceed one school year, with the approval of the Commissioner of Education. During such probationary period such acting superintendent shall assume all duties of the superintendent for the time specified and shall successfully complete a school leadership program, approved by the State Board of Education, offered at a public or private institution of higher education in the state. At the conclusion of such probationary period, such appointing local or regional board of education may request the commissioner to grant a waiver of certification for such acting superintendent pursuant to subsection (c) of this section.

(c) The commissioner may, upon request of an employing local or regional board of education, grant a waiver of certification to a person (1) who has successfully completed at least three years of experience as a certified administrator with a superintendent certificate issued by another state in a public school in another state during the ten-year period prior to the date of application, or (2) who has successfully completed a probationary period as an acting superintendent pursuant to subsection (b) of this section, and who the commissioner deems to be exceptionally qualified for the position of superintendent.



regardless of how many members are present), *he usually can make motions and usually votes on all questions.*

Section 48 (emphasis added). While whether to vote remains the prerogative of the chairperson, these provisions of Robert's Rules and the public policy behind it demonstrate that it is perfectly appropriate for the chairperson of a board of education to vote on all matters pending before the board.

Two other responsibilities warrant brief mention. Robert's Rules, Section 49, describes appointment by the chairperson as the "ordinary procedure." Absent a provision to the contrary, therefore, the chairperson of a board of education that operates pursuant to Robert's Rules has the authority to appoint members to committees. Significantly, Robert's Rules also provides that, where the chairperson has the authority to appoint members to committee, he/she also has the authority to remove or replace committee members. *Id.*

Finally, while not strictly an issue of parliamentary procedure, it is customary that a board of education will speak through its chairperson. While all board members retain their First Amendment rights, when a board of education speaks with one voice, communication is clear.

#### 5. Point of order

When the chairperson presides over a meeting, he or she does so on behalf of all members, and Robert's Rules assures that the will of the majority will prevail on matters of parliamentary procedure. If a board member believes that the chairperson has erred in action taken (or not taken, such as calling for a second), the board member should immediately raise a "point of order." The chairperson must immediately recognize the member raising the point of order. The member should state his or her objection to the procedures, and the chairperson must then rule on the objection. The matter is resolved if there is no further disagreement. If the member disagrees with the ruling of the chair, however, he or she may challenge the ruling by stating, "I appeal." If another member of the board seconds the appeal, the issue is submitted to the entire board for decision.

Procedural issues must be raised promptly when they occur. Robert's Rules is designed to assist deliberative bodies in making decisions in an efficient and final manner. If a point of order is not raised promptly, as for example the lack of a second before voting on a motion, it is deemed waived, and action taken will be valid notwithstanding the procedural flaw. This

requirement prevents members from holding procedural objections in reserve for later use in attacking action taken by the body.

Points of order are not limited to situations of disagreement, and board members may assist the chair by raising points of order. If, for example, a member of the public is speaking and becomes abusive, any board member can raise a point of order to remind the chair of the need for order and decorum.

#### 6. Parliamentarian

These issues are the most common issues that arise under Robert's Rules, but other potential issues are limited only by the human imagination. Boards of education are well-advised to adopt Robert's Rules to govern procedures. Also, it may be helpful to appoint a board member with a good mind for detail to serve the board as the parliamentarian. Armed with Robert's Rules and some study beforehand, that board member may be able to provide prompt guidance as issues of procedure arise from time to time.

#### C. The Superintendent

School boards in Connecticut act through the superintendent of schools. The statutes expressly provide that the superintendent is the "chief executive officer" of the board of education, and "shall have executive authority over the school system and the responsibility for its supervision." Conn. Gen. Stat. § 10-157(a). As such, he or she has the responsibility for the day-to-day operation of the school district. By contrast, board of education members possess no authority when away from a duly-called meeting, unless they are fulfilling a responsibility that the full board of education has delegated to them. A helpful guide to sorting out the respective responsibilities of the board of education, on the one hand, and the superintendent, on the other, is found in a joint CABE/CAPSS School Governance Position Statement, dated March 2004.

Given the central role superintendents of schools play in Connecticut, the statutes regulate their employment and authority. School districts are required to employ a superintendent of schools to supervise their schools. Accordingly, when the superintendent has left the board's employment or is incapable of performing his or her duties, the board of education must appoint an acting superintendent. While appropriate certification is essential for the superintendent, as discussed below, with the approval of the Commissioner of Education an acting superintendent may be appointed with

or without proper certification for up to one year. However, such appointments are described as being subject to a probationary period, and the statute further provides that during said probationary period acting superintendents "shall assume all duties of the superintendent for the time specified and shall successfully complete a school leadership program, approved by the State Board of Education, offered at a public or private institution of higher education in the state." Conn. Gen. Stat. § 10-157(b). At the end of the probationary period, the employing board of education may request that the Commissioner waive certification, as described below. In such cases, it is clear that the acting superintendent must successfully complete the school leadership program.

Some appointments of an acting superintendent are for short periods of time and are clearly intended to bridge the gap until a permanent superintendent is appointed. In what appears to be sloppy drafting in the 2012 amendments to Conn. Gen. Stat. § 10-157, the statute does not differentiate between that situation and one in which an acting superintendent is seeking a waiver of certification; the statute simply provides that an acting superintendent must complete a "school leadership program." As soon as the acting superintendent stops serving in that capacity, however, the matter of such participation appears to be moot. Thus, when an acting superintendent is appointed for a limited period of time and will not be seeking waiver of certification requirements, his or her participation in a school leadership program may well be irrelevant.

The board of education is responsible for interviewing candidates and employing the superintendent. Sometimes this process gets more attention in the press than either the board of education or the superintendent candidates would wish. This concern is addressed in the Freedom of Information Act (the FOIA).

Generally, the FOIA requires public disclosure of board of education business. However, there are specific provisions regarding job interviews and related meetings for the purpose of filling the position of superintendent and other "executive-level employment position[s]." While the names of persons attending an executive session must generally be included in the minutes, the law excludes from this requirement job applicants who attend for the purpose of an interview. Conn. Gen. Stat. § 1-231.

Alternatively, boards of education may choose to designate the board members (and others as the board may wish) to serve as the "personnel search committee." See *Hackett and Norwich Bulletin v. Norwich City*

Council, Docket #FIC 92-340 (June 23, 1993); *Steinmetz and The News-Times v. Danbury Board of Education*, Docket #FIC 2003-109 (September 24, 2003); *Wardle v. Mistretta et al.*, Docket #FIC 2004-529 (November 9, 2005) (confirming that such action is permissible under the FOIA). Meetings of a "personnel search committee" for executive level positions are excluded from the definition of a public "meeting" under the FOIA. Conn. Gen. Stat. § 1-200(2). Therefore, when a board of education operates as a personnel search committee, its meetings are exempt from the posting and public access requirements that normally apply to its meetings. Conn. Gen. Stat. § 1-200(7). Moreover, under Conn. Gen. Stat. § 1-213(b)(2), records of a personnel search committee are exempt from disclosure if they would reveal the identity of a candidate for an executive level position.

After making a decision, the board of education must vote to elect a new superintendent. A majority of all of the members of the board of education is required for the election of a superintendent of schools. Upon the request of the superintendent, the board of education must provide him or her with a written contract of employment. CAGE and CAPPS have collaborated on a model contract, which can be found here: Model Superintendent Contract. At a minimum, that contract must include salary, employment benefits and the term of office of the superintendent. Conn. Gen. Stat. § 10-157(a).

Within seven days of the decision of the new superintendent to accept an offer of employment, the board of education must notify the Commissioner of Education of the name and address of the new superintendent. Conn. Gen. Stat. § 10-226. Then, within fourteen days of receiving such notification, the Commissioner of Education must inform the employing board of education whether the candidate is properly certified for the position, and such confirmation from the Commissioner of Education is required before the superintendent may begin his or her duties. Conn. Gen. Stat. § 10-157(a). Notably, certain residents of Bridgeport challenged the credentials of Paul Vallas to serve there as Superintendent, but after their claim was upheld by the trial court, in 2013 the Connecticut Supreme Court reversed, ruling that in the first instance the Commissioner of Education, not a court, is responsible for determining the qualifications of a superintendent. *Lopez v. Bridgeport Board of Education*, 310 Conn 576 (2013). Once the Commissioner has ruled, however, on a proper appeal the courts will review the Commissioner's decision in this regard.

As noted in the *Lopez* case, upon the request of a local or regional board of education, the Commissioner has the authority to waive Connecticut

superintendent certification in certain cases. Such waiver is expressly permitted when (1) the candidate has served successfully in a public school as a certified administrator in another state for at least three years under a superintendent certificate issued by another state within the ten years prior to the application, or when (2) the candidate has successfully completed a probationary period as acting superintendent as described above (including successful completion of a school leadership program) and the Commissioner finds that the candidate is "exceptionally qualified." Conn. Gen. Stat. § 10-157(c). However, when certification is waived, the superintendent may not participate in the Teacher Retirement System, because he/she is not a "teacher" under the Teacher Retirement Act. Letter to Perez, (Opinions of the Attorney General, May 16, 2011).

The statutes also authorize boards of education to collaborate in the hiring of the superintendent. The statutes expressly authorize two or more towns, or a regional school district and one or more towns, jointly to form a committee to employ a superintendent. Such agreements must provide for the term of office for the superintendent, how he or she will be evaluated, how expenses (including salary) will be shared, how the joint committee will act to supervise the employment of the superintendent, and how his or her contract may be terminated. Once so employed, such a superintendent has statutory authority and responsibility over all districts participating in the cooperative arrangement. Conn. Gen. Stat. § 10-157a.

The statutes provide that superintendents may not be employed for a term of more than three years at any one time. Some superintendents have proposed a roll-over or "evergreen" provision in the board/superintendent contract. Such provisions state that, absent board of education action by a specific date, the contract will be automatically renewed for another year. Such provisions conflict with the requirement that a majority of all members of the board of education vote to elect the superintendent. As such, they are illegal and unenforceable. *But see Damerow v. City of Waterbury*, 2005 WL 885771 (Conn. Super. 2005) (denying motion for summary judgment in light of provision for automatic renewal of contract absent timely notification from Civil Service Commission). An appropriate way in which to address the legitimate concerns of a superintendent over his or her employment security is to make provision in the contract that the board of education must vote by a specific date on whether to extend the board/superintendent contract. Such a provision may require that, in effect, the board provide the superintendent at least one year's notice before the contract will expire.

The statute also requires that the board of education evaluate the superintendent at least annually. This provision is the only responsibility the board of education has for the direct evaluation of personnel. As the chief executive officer of the school district, the superintendent, not the board of education, is responsible for supervising and evaluating all other staff members. See Conn. Gen. Stat. § 10-151b (the superintendent is required to evaluate teachers, or to delegate that responsibility to others, in accordance with the provisions of the local teacher evaluation and support plan).

Boards of education are required "to evaluate the performance of the superintendent annually in accordance with guidelines and criteria mutually determined and agreed to by such board and such superintendent." Conn. Gen. Stat. § 10-157(a). The statutes do not tell us how to resolve any disputes between a board of education and a superintendent over the guidelines and criteria for evaluation. As a practical matter, however, the parties generally have little or no difficulty coming up with a mutually acceptable plan. Indeed, difficulty over the format of the evaluation does not bode well for the future relationship between board and superintendent.

The lack of confidentiality of the superintendent's evaluation is an issue of concern. The General Assembly has provided that evaluations of "teachers" (all certified staff below the rank of superintendent) are confidential (except for records of "personal misconduct," as described in Section D, below). Conn. Gen. Stat. § 10-151c. However, there is no similar statute expressly protecting the evaluation of the superintendent from public disclosure. As described in Section D(4)(c)(2) below, evaluations other than exempt teacher evaluations are subject to public disclosure, and the evaluation of the superintendent may not be maintained as confidential.

In addition to the concern over the disclosure of the formal evaluation document, boards of education must also be aware of the possibility that the individual evaluations of the superintendent conducted by board members as part of the evaluation process may be subject to public disclosure. The Freedom of Information Commission has ruled on several occasions that such individual reports are part of the evaluation process and are therefore subject to public disclosure in the same manner as are the overall evaluation reports. See, e.g., *Conrad v. Hamden Board of Education*, Docket #FIC 94-154 (February 22, 1995); *Casey v. Darien Board of Education*, Docket #FIC 1997-068 (October 22, 1997), *reversed and remanded in Chairman, Board of Education of the Town of Darien v. Freedom of Information Commission*, 60 Conn. App. 584 (2000). Consequently, unless

and until the law changes in this area, even interim evaluation documents may be subject to public disclosure as they engage in the evaluation process.

The statutes do not regulate the termination of the superintendent's contract. It is clear that superintendents do not achieve tenure in their positions. The Teacher Tenure Act covers certified staff below the rank of superintendent, but not the superintendent. See *Cimochowski v. Hartford Public Schools*, 261 Conn. 287 (2002). Superintendents and boards of education therefore typically include in their written agreements a section governing termination of the contract.

Superintendent contracts generally include a provision requiring that the superintendent provide a specified period of notice if he or she wishes to resign. Also, there is usually a provision for a board vote prior to contract expiration so that the superintendent knows whether the contract will be extended. Finally, such contracts generally include provision for termination prior to contract expiration in specific circumstances, as they should. Often provision is made for termination for any of the grounds set out in the Tenure Act for terminating the contract of a teacher, except for elimination of position (which would not typically apply to the superintendent of schools). Such provisions must be negotiated between the board and the superintendent. Typically they include provision for notification that contract termination is under consideration, the right to a hearing before the board of education, the right to be represented by counsel (at the superintendent's expense) in any such hearing, and the right to a written decision. It is also possible for the parties to provide for arbitration over whether cause exists for contract termination. *Kadri v. Groton Board of Education*, 2014 U.S. Dist. LEXIS 55510 (D. Conn. 2014). Happily, however, boards and superintendents are generally able to resolve differences without resort to such provisions, and superintendent contract termination hearings are almost unheard of in Connecticut.

#### **D. Freedom of Information**

Given the high level of public interest in the work of local or regional boards of education, freedom of information issues confront boards of education in Connecticut almost every day. Here, we will not attempt to review all provisions of the Freedom of Information Act, but rather will provide an overview of the law and identify the areas of particular concern.

The Freedom of Information Act, Conn. Gen. Stat. § 1-200 *et seq.*, (FOIA) provides for public access into the workings of public agencies. The

law provides this access in two basic ways. First, the law states that the public shall have access to the meetings of public agencies, including boards of education, subject to narrow exceptions that are strictly construed. Second, the law provides that the public shall have access to records that are developed and/or maintained by public agencies.

Board of education members and school district personnel must understand both aspects of the freedom of information law. The requirements of the law are enforced by the Freedom of Information Commission, the responsible state agency. The Commission publishes its decisions, relevant legislation and other matters of interest on its website, <http://www.ct.gov/foi/site/default.asp>. When a member of the public feels that he or she has been denied his or her rights under the FOIA, he or she may file a complaint with the Commission. After four business days without receiving a response, for example, a requesting party may presume that the agency is denying the request and file a complaint. More generally, complaints must be filed within thirty days of the denial of access to documents or to a public meeting. This time limitation is extended to thirty days from the time the complainant learned of a meeting, if it was not properly posted. Conn. Gen. Stat. § 1-206(b)(1). Once a complaint has been filed, a hearing is generally held (unless it is settled, as described below). The law provides, however, that the Commission may review the complaint, and even construing it in favor of the complainant, dismiss the complaint because it does not allege a violation of the law, or the violation alleged is a harmless technical error that does not infringe on the complainant's rights. Conn. Gen. Stat. § 1-206(b)(4).

If the complaint is set down for hearing, it will be heard by a hearing officer, who will be either a member of the Commission or a staff attorney. After hearing the complaint, the hearing officer will propose a decision for the consideration of the full Commission. A public agency has the right to be heard at both proceedings, but the only opportunity to present evidence is at the initial hearing before the hearing officer. In making a decision on a complaint, the Commission has the right to order "relief that the commission, in its discretion, believes appropriate to rectify the denial of any right conferred by the Freedom of Information Act." Conn. Gen. Stat. § 1-206(b)(2). Such orders include the ability to rule agency actions null and void, to impose fines, and even to require disclosure of discussion held in an improper executive session. See *Dalena v. Board of Police Commissioners, Borough of Naugatuck*, Docket #FIC 2003-385 (September 22, 2004); *Ethics Commission, Town of Glastonbury v. Freedom of Information Commission*, Docket No. CV07 401 27 08 (Conn. Super. 2007) (agency ordered to tape-record executive



**THE  
BROOKLYN  
SCHOOL**

**MISSION STATEMENT**

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— The Brooklyn School will foster a drive for learning within each student that will allow that student to reach his/her greatest potential. To achieve this mission, the school will continually improve its educational programs and services to meet the needs of all students and to meet this community's expectations for a quality education for all.

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**BOARD OF EDUCATION**



# Brooklyn Board of Education

From Date: 9/1/2016

To Date: 9/30/2016

Filter Encumbrance Detail by Date Range

Subtotal by Collapse Mask    
 Exclude pre encumbrance    
 Exclude Inactive Accounts with zero balance    
 Print accounts with zero balance

Object Summary for Brooklyn Schools   
 Fiscal Year: 2016-2017

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1010.00000.0000.000.51100	Salaries-Administration	\$693,738.00	\$48,083.67	\$157,247.34	\$535,490.66	\$716,221.11	(\$179,730.45)	-25.91%
1010.00000.0000.000.51103	Salaries-Substitute Teachers	\$140,000.00	\$1,151.52	\$1,151.52	\$136,848.38	\$1,849.23	\$136,989.15	97.66%
1010.00000.0000.000.51104	Salaries-Substitute Instructors	\$73,000.00	\$753.50	\$1,099.20	\$71,900.80	\$1,735.20	\$70,165.60	96.12%
1010.00000.0000.000.51110	Salaries-Support Staff	\$841,933.00	\$64,630.05	\$171,546.27	\$670,386.73	\$633,493.75	\$36,892.98	4.38%
1010.00000.0000.000.51111	Salaries-Teachers	\$4,922,236.00	\$211,945.08	\$431,344.20	\$4,490,891.80	\$4,670,299.65	(\$179,407.85)	-3.64%
1010.00000.0000.000.51112	Salaries-Instructional Aides	\$674,485.00	\$62,522.64	\$68,326.13	\$606,158.87	\$723,137.49	(\$116,978.62)	-17.34%
1010.00000.0000.000.51130	Salaries-Custodial O/T	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
1010.00000.0000.000.51131	Salaries Cafe Overtime	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
1010.00000.0000.000.51151	Additional Compensation-Teache	\$53,359.00	\$1,153.26	\$4,872.73	\$48,486.27	\$0.00	\$48,486.27	90.87%
1010.00000.0000.000.52100	Health/Dental Insurance	\$7,405,251.00	\$380,239.92	\$835,587.49	\$6,569,663.51	\$6,746,736.43	-\$177,072.92	-2.39%
1010.00000.0000.000.52200	Fica/Medicaid Employer portion	\$1,731,876.00	\$251,502.93	\$668,450.29	\$1,163,425.71	\$1,145,925.71	\$17,500.00	1.01%
1010.00000.0000.000.52300	Pension/Retirement Expenses	\$204,070.00	\$15,397.01	\$29,870.16	\$174,198.84	\$10,868.74	\$163,311.10	80.03%
1010.00000.0000.000.52510	Tuition Reimbursement	\$237,449.00	\$4,665.10	\$4,665.10	\$232,783.90	\$2,250.00	\$230,533.90	97.09%
1010.00000.0000.000.52600	Unemployment	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
1010.00000.0000.000.52700	Workers Compensation	\$76,607.00	\$38,301.50	\$38,301.50	\$38,305.50	\$38,301.50	\$4.00	0.01%
1010.00000.0000.000.53020	Legal Services	\$2,267,502.00	\$309,366.54	\$641,287.05	\$1,626,214.95	\$1,187,365.95	\$428,849.00	18.91%
1010.00000.0000.000.53200	Professional Educational Servi	\$15,000.00	\$3,341.50	\$3,341.50	\$11,658.50	\$6,658.50	\$5,000.00	33.33%
1010.00000.0000.000.53200	Pupil Services	\$135,000.00	\$7,460.00	\$51,467.00	\$83,533.00	\$35,130.00	\$50,403.00	37.34%
1010.00000.0000.000.53400	Other Professional Services	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00	100.00%
1010.00000.0000.000.53410	Audit	\$165,000.00	\$7,450.00	\$7,450.00	\$157,550.00	\$0.00	\$157,550.00	95.48%
1010.00000.0000.000.53520	Other Technical Services	\$35,000.00	\$8,790.00	\$21,300.89	\$13,689.11	\$1,228.00	\$12,461.11	35.63%
1010.00000.0000.000.53540	Sports Officials	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00	100.00%
1010.00000.0000.000.54101	Refuse Removal	\$403,600.00	\$67,041.50	\$83,559.39	\$320,040.61	\$41,017.50	\$279,023.11	69.13%
1010.00000.0000.000.54300	Equipment Repairs	\$26,000.00	\$2,390.96	\$8,106.24	\$17,893.76	\$19,118.76	(\$1,225.00)	-4.71%
1010.00000.0000.000.54300	Building Maintenance	\$15,000.00	\$15.86	\$5,709.86	\$9,290.14	\$1,228.27	\$8,061.87	53.75%
1010.00000.0000.000.54301	Fire/Security Maintenance	\$35,000.00	\$374.05	\$374.05	\$34,625.95	\$0.00	\$34,625.95	98.93%
1010.00000.0000.000.54302	Grounds Maintenance	\$14,300.00	\$0.00	\$0.00	\$14,300.00	\$0.00	\$14,300.00	100.00%
1010.00000.0000.000.54303	Technology Related Repairs	\$4,000.00	\$3,279.69	\$3,279.69	\$720.31	\$71.44	\$648.87	16.22%
1010.00000.0000.000.54320	Water/Sewer	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
1010.00000.0000.000.54411	Rental of Computer Related Equ	\$20,500.00	\$1,111.15	\$1,111.15	\$19,388.85	\$9,888.85	\$10,500.00	51.22%
1010.00000.0000.000.54430	Purchased Property	\$7,000.00	\$8,132.71	\$8,132.71	\$18,867.29	\$18,867.29	\$0.00	0.00%
1010.00000.0000.000.55100	Pupil Transportation-Local/Hiq	\$144,300.00	\$ 7,171.71	\$26,713.70	\$117,586.30	\$48,174.61	\$69,411.69	48.10%
1010.00000.0000.000.55110	Student Transportation-Spec. E	\$692,406.00	\$0.00	\$0.00	\$692,406.00	\$0.00	\$692,406.00	100.00%
1010.00000.0000.000.55150	Transportation-Athletes/Field	\$391,786.00	\$50,873.49	\$50,873.49	\$340,912.51	\$340,912.51	\$0.00	0.00%
1010.00000.0000.000.55200	Property & Liability Insurance	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	100.00%
1010.00000.0000.000.55300	Communications	\$71,947.00	\$16,346.21	\$32,693.58	\$39,253.42	\$32,693.58	\$6,559.84	9.11%
1010.00000.0000.000.55301	Postage	\$9,500.00	\$901.53	\$1,683.26	\$6,816.74	\$9,558.82	(\$2,742.08)	-32.26%
1010.00000.0000.000.55400	Advertising	\$3,000.00	(\$5,437.13)	\$1,346.52	\$1,653.48	\$1,500.00	\$1,153.48	50.00%
1010.00000.0000.000.55600	Tuition-High School	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	100.00%
1010.00000.0000.000.55610	Tuition-Vo Ag	\$4,099,473.00	\$0.00	\$193,502.50	\$3,905,970.50	\$387,005.00	\$3,518,965.50	85.84%
1010.00000.0000.000.55610	Tuition-Spec. Ed Private	\$76,549.00	\$0.00	\$0.00	\$76,549.00	\$0.00	\$76,549.00	100.00%
1010.00000.0000.000.55630	Tuition-Spec. Ed Private LEA	\$776,368.00	\$172,697.06	\$186,498.56	\$589,869.44	\$297,949.44	\$291,920.00	37.60%
1010.00000.0000.000.55650	Tuition-Spec. Ed-Private Out o	\$171,357.00	\$42,552.50	\$42,552.50	\$128,804.50	\$528,190.00	(\$399,385.50)	-233.07%
1010.00000.0000.000.55800	Travel Reimbursement	\$131,071.00	\$11,945.22	\$44,525.88	\$86,545.12	\$207,223.17	(\$120,678.05)	-92.07%
1010.00000.0000.000.55910	Services Purchased From Another	\$10,000.00	\$0.00	\$78.48	\$9,921.52	\$521.52	\$9,400.00	94.00%
1010.00000.0000.000.56100	General Supplies	\$27,108.00	\$0.00	\$27,016.00	\$0.00	\$0.00	\$27,016.00	0.33%
1010.00000.0000.000.56110	Instructional Supplies	\$6,489,565.00	\$289,878.88	\$560,772.77	\$5,908,792.23	\$2,486,615.84	\$3,412,176.39	52.58%
1010.00000.0000.000.56110	Admin Supplies	\$50,636.00	\$10,973.84	\$17,398.83	\$33,237.17	\$49,257.54	\$4,981.63	54.35%
1010.00000.0000.000.56120	Electricity	\$63,500.00	\$17,197.01	\$48,894.34	\$14,605.66	\$25,029.65	(\$10,423.98)	-16.42%
1010.00000.0000.000.56220	Propane Gas	\$10,000.00	\$8,111.27	\$10,922.22	(\$822.22)	\$1,307.51	(\$2,129.73)	-21.30%
1010.00000.0000.000.56230	Fuel Oil	\$180,700.00	\$30,032.78	\$44,276.26	\$136,423.74	\$136,423.74	\$0.00	0.00%
1010.00000.0000.000.56240		\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
1010.00000.0000.000.56240		\$57,733.00	\$0.00	\$0.00	\$57,733.00	\$0.00	\$57,733.00	0.00%



**Brooklyn Board of Education**

From Date: 9/1/2016

To Date: 9/30/2016

Filler Encumbrance Detail by Date Range

Subtotal by Collapse Mask

Include pre encumbrance

Print accounts with zero balance

Exclude Inactive Accounts with zero balance

Exclude Inactive Accounts with zero balance

Exclude Inactive Accounts with zero balance

Exclude Inactive Accounts with zero balance

Exclude Inactive Accounts with zero balance

Exclude Inactive Accounts with zero balance

Exclude Inactive Accounts with zero balance

Exclude Inactive Accounts with zero balance

Exclude Inactive Accounts with zero balance

Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
1010.00000.0000.000.56260	Gasoline/Diesel	\$94,734.00	\$5,343.05	\$5,343.05	\$89,390.95	\$101,390.95	(\$12,000.00)	-12.87%
1010.00000.0000.000.56410	Textbooks	\$50,000.00	\$238.00	\$923.42	\$49,176.58	\$0.00	\$49,176.58	98.35%
1010.00000.0000.000.56420	Library Books	\$10,500.00	\$1,203.58	\$3,800.27	\$6,699.73	\$2,061.65	\$4,638.08	44.17%
1010.00000.0000.000.56430	Periodicals	\$5,750.00	\$2,188.27	\$3,041.86	\$2,708.14	\$1,286.15	\$1,421.99	24.73%
1010.00000.0000.000.56500	Supplies - Technology Related	\$52,000.00	\$27,895.96	\$41,005.21	\$10,994.79	\$3,719.51	\$7,275.28	13.99%
1010.00000.0000.000.56900	Other Supplies	\$3,000.00	\$58.36	\$485.28	\$2,514.72	\$537.56	\$1,977.16	65.91%
	<b>Supplies &amp; Materials</b>	<b>\$619,553.00</b>	<b>\$103,242.12</b>	<b>\$175,890.74</b>	<b>\$443,662.26</b>	<b>\$353,469.26</b>	<b>\$90,193.00</b>	<b>14.56%</b>
1010.00000.0000.000.57345	Instructional Equipment	\$37,000.00	\$3,999.86	\$4,035.80	\$32,964.20	\$299.99	\$32,664.21	88.28%
1010.00000.0000.000.57350	Technology Software	\$1,250.00	\$0.00	\$652.30	\$397.70	\$1,039.48	(\$641.78)	-51.34%
	<b>Property</b>	<b>\$38,250.00</b>	<b>\$3,999.86</b>	<b>\$4,688.10</b>	<b>\$33,361.90</b>	<b>\$1,339.47</b>	<b>\$32,022.43</b>	<b>83.72%</b>
1010.00000.0000.000.58100	Dues and Fees	\$50,000.00	\$8,061.29	\$15,962.01	\$34,037.99	\$4,369.49	\$29,668.50	59.34%
	<b>Dues and Fees</b>	<b>\$50,000.00</b>	<b>\$8,061.29</b>	<b>\$15,962.01</b>	<b>\$34,037.99</b>	<b>\$4,369.49</b>	<b>\$29,668.50</b>	<b>59.34%</b>
<b>Grand Total:</b>		<b>\$17,419,021.00</b>	<b>\$1,169,001.82</b>	<b>\$2,364,681.25</b>	<b>\$15,063,359.75</b>	<b>\$10,869,088.55</b>	<b>\$4,164,271.20</b>	<b>23.91%</b>

Information

THE BROOKLYN SCHOOL  
ENROLLMENT REPORT  
2016-2017

GRADE	June 17, 2016		July 22, 2016		August 17, 2016		September 23, 2016		October 20, 2016			
	KHS	WA	KHS	WA	KHS	WA	KHS	WA	KHS	WA	KHS	WA
Preschool - 3/4 yr. olds	119		99		104		103		101			
Kindergarten	88		86		86		87		88			
Grade 1	66		85		86		87		92			
Grade 2	96		64		67		68		69			
Grade 3	67		95		94		93		96			
Grade 4	80		65		66		67		66			
<b>Total Elementary</b>	<b>516</b>		<b>494</b>		<b>503</b>		<b>505</b>		<b>512</b>			
Grade 5	105		81		80		85		85			
Grade 6	79		105		103		112		111			
Grade 7	80		83		79		80		80			
Grade 8	109		77		77		77		77			
<b>Total M.S.</b>	<b>373</b>		<b>346</b>		<b>339</b>		<b>350</b>		<b>353</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>
Grade 9	32	54	4	22	59	4	26	58	4	25	61	5
Grade 10	28	38	3	32	55	4	34	52	5	35	57	5
Grade 11	27	40	5	28	38	3	28	36	11	28	38	5
Grade 12	28	36	2	27	40	5	29	38	4	29	39	8
<b>Total Reg. Tuition Students</b>	<b>297</b>		<b>317</b>		<b>325</b>		<b>335</b>		<b>326</b>		<b>0</b>	<b>0</b>
OMC	14		12		12		12		16			
ACT	4		3		3		3		3			
Ellis Tech	57		64		67		65		65			
Norwich Tech	2		1		2		1		1			
Windham Tech	1		1		1		1		1			
KHS Vo-Ag	9		11		11		11		12			
KHS ALPS	9		6		6		6		5			
WA/E-CONN	2		1		2		1		1			

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

## **BES BOARD OF EDUCATION REPORT**

**October 26, 2016**

- Staff have begun collaborating to build our new “Vision, Mission, Philosophy” statement.
- Fourth grade staff will be hosting a Family Math Night on Wednesday, November 2, 2016 from 6:00-7:00PM for fourth graders and their families.
- Our first school spirit assembly is scheduled for November 3rd.
- School will be closed on November 8th for Staff Professional Development.
- A BES parent who is a veteran will be speaking to fourth grade students in recognition of Veteran’s Day. This presentation will be on November 9th.
- Parent-teacher conferences will take place on Thursday, November 17th. School will dismiss early that day for conferences.
- School will dismiss early on Wednesday, November 23rd and will be closed on November 24th & 25th for Thanksgiving.

To: Brooklyn Board of Education  
From: Marybeth Sweet  
Re.: Brooklyn Athletic Report  
Date: October 19, 2016

### Fall Sports

Boys' Soccer	The boys' team record at this time is 5 wins and 4 losses. They have a home game against Putnam on Thursday, October 20 <sup>th</sup> .
Girls' Soccer	The girls' team record at this time is 2 wins and 7 losses. They will play an away game against Putnam on Oct. 20 <sup>th</sup> .

### **Cross Country Summary** 10-17-16

Mr. Partyka and Mrs. Ferragatta state: "When cross country began at BMS in the last century (1999), mid to late October practices were sometimes occasions for jackets, hats, and gloves. Runners complaining of hands and arms becoming numb, or having difficulty speaking because facial muscles were so chilled was considered simply part of practice. In 2016, mid-October practice calls for discussion of sufficient hydration and signs of heat exhaustion. At this rate some of our young runners will watch their grandchildren race at Prince Hill in the skimpy shade of palm trees. Our season's end is rapidly approaching. We've had 54 cross country runners competing all season. The girls remain unbeaten and have not lost a conference meet since 2014. Stella DiPippo has won every conference meet she has entered over the last 2 years. Linsey Arends has placed second overall in every meet this year except the one Stella did not enter. Linsey placed first at that meet. The girls are greatly balanced with top five runners including members of grades 5 through 8. The girls have won the large school, regular season championship and have high hopes for the conference championship.

The boys have been led, surprisingly, by a fifth grader, Hayden Ferland and a sixth grader, Owen Tracy. This is very unusual for boys' cross country as the added musculature of older boys provides a great advantage. However, Hayden and Owen have more than held their own with several second place and top five finishes. Officially the boys are .500 in the large school division. They are actually above .500 but only the first meetings between teams counts in the standing. The boys have gotten better each week and hope to finish in the top five at the conference championship.

We'd, once again, like to acknowledge the support of many faculty members who came out to help at our home meet of the season. Brooklyn staff support our meet in FAR LARGER numbers than any other school with which we compete. On the first Saturday in October five Brooklyn girls and one boy competed in the Wickham Invitational attended by teams from CT, MA and RI. The girls finished twelfth and were led by Stella

and Linsey, 15<sup>th</sup> and 17<sup>th</sup> overall. Our lone boy, Hayden finished 68<sup>th</sup> out of more than 300 older runners. The middle school championships will be held on the first Saturday of November at Wickham and we hope to bring our largest contingent of runners.

Without attempting to be sappy we believe that cross country runners embody the best aspects of today's youth: energy, enthusiasm, a capacity for hard work, concern for others and unending laughter. Coaching Brooklyn students remains a supreme joy and we are grateful to the town and school for the opportunity to coach our children."