

**Brooklyn Board of Education
Meeting Agenda
Virtual & in the BMS Auditorium**

January 26, 2022

7:00PM

Please click the link [HERE](#) to join the webinar:

Passcode: 846746

Webinar ID: 824 2992 9098

Or One tap mobile : US: +13126266799,,82429929098# or +16465588656,,82429929098#

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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.

To support public participation the documents will be posted on the [Town of Brooklyn Website](#) as well as the [Brooklyn Public Schools Website](#). You are encouraged to send questions or comments to buell@brooklynschools.org prior to the meeting.

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1. Attendance, Establishment of a Quorum, Call to Order
 2. Public Comment
 3. Approval of Minutes
 - a. December 15, 2021
 4. Correspondence and Communication
 - a. Thank you - Alumni Sportswear
 - b. Thank you letter from Project P.I.N (People in Need)
 - c. Thank you - Sara Sutherland
 - d. Thank you - Beagary Charitable Trust
 - e. Resignation Board of Finance - Jeffrey Otto
 - f. Retirement - Linda Jung
 - g. Resignation - Lori Sullivan
 5. Administrative Reports
 - a. Brooklyn Enrollment
 - b. FY22 Financial Reports
 - c. BOE Transfer Request
 - d. December Data Dashboard
 - e. Brooklyn's Best
 6. Board of Education Committee Reports
 7. Board Representatives to other Committees

8. Old Business
 - a. Draft 4: 2022-2023 Calendar
 - b. RFP's for Boiler Replacement
 - i. Multi Fuel Fired Condensing Boiler/Burner Replacement
 - ii. Oil Fired Boiler/Burner Replacement
 - c. TiCoat Application begins on Friday, February 18, 2022
 - d. Town ARP Request - July 26, 2021

9. New Business
 - a. Math pilot presentation by BMS
 - b. Discussion/interview for the BOE vacancy position
 - c. Board Policies - 1st Reading
 - i. 6172.1(a): Gifted and Talented Students Program
 - d. SwabTek Narcotics Test Kits (NTK)

10. Public Comment

11. Adjournment

The Board of Education

Town of Brooklyn
119 Gorman Road
Brooklyn, CT 06234

Mae Lyons, Board Chair
Justin Phaiiah, Secretary
Kayla Burgess

Melissa Perkins-Banas, Vice-Chair
Keith Atchinson
Isaias Sostre

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 their monthly meeting in the Brooklyn Middle School Auditorium and virtually on December 15, 2021 via Zoom. In attendance were Mrs. Lyons, Mrs. Perkins-Banas, Mr. Phaiiah, Ms. Burgess, and Mr. Sostre. Mr. Atchinson was absent. Mrs. Buell, Superintendent, was also present.

Due to the COVID-19 Pandemic, the Brooklyn Board of Education will conduct a virtual meeting in accordance with Governor Lamont's Executive Order 7B.

To support public participation the documents will be posted on the
Town of Brooklyn Website as well as the Brooklyn Public
Schools Website.

You are encouraged to send questions or comments to buell@brooklynschools.org prior to the meeting.

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

Dr. Perkins-Banas started with roll call: Isaias Sostre, Kayle Burgess, Justin Phaiiah, Kayla Burgess, and herself were present. Mrs. Buell stated that Mae Lyons joined virtually as well. Keith Atchinson was absent.

Quorum established. Dr. Perkins-Banas called the meeting to order at 7:00 p.m.

Mrs. Buell read the following Executive Order:

This is a reminder to members of the Board of Education and the Public:

Under Governor Lamont's Executive Order 13A, the Commissioner of Public Health created a list of venues where masks are required. It states, "All people, vaccinated or unvaccinated, need to wear a mask when they are inside a school building or childcare facility."

2. Public Comment

Louise Morrison, 78 Christian Hill Rd, stated that she would like the Board to consider Alice training, active shooter training. She stated the "stay put" in lockdowns was

designed in the 1990's for gangs in Los Angeles that were shooting outside of schools. She stated that it is not designed for active shooters. Mrs. Morrison stated that she teaches in Thompson and they use it, Woodstock Academy uses it as well. She stated that it saved many lives in Michigan last week and believes that the Board needs to look into training students and staff on how to get out in case there is an active shooter. Mrs. Morrison stated she would like the Board to consider this and is aware that it is an expensive program, but believes kids' lives are worth it.

3. Approval of Minutes

- a. November 23, 2021 BOE Regular Meeting Minutes

Motion to approve the Regular Meeting Minutes for November 23, 2021.
(Burgess/Phaiah)

Vote Count: 4, 0 (Mrs. Lyons was virtual and the Board could not hear her vote)
Unanimous vote to approve

4. Correspondence and Communication

- a. Retirement Letter - William Briere

Mrs. Buell stated she received a retirement letter from William Briere and she read it to the Board. Mr. Briere will be retiring at the end of the school year after 41 years of being an educator. In his letter, he stated that he feels it is time to end this chapter of his life and he looks forward to the next chapter with excitement and a bit of trepidation. Mr. Briere thanked the Brooklyn community for the opportunity to teach the children of Brooklyn since 1985. Mrs. Buell and the Board thank him for his years of service to Brooklyn students and wish him well.

- b. Thank you letter - Jeff Larrow

Mrs. Buell stated she sent a thank you letter to Jeff Larrow for his donation of \$100.00 from Horace Mann. The donation is to be used for our Community Fitness Course.

Mrs. Buell stated that the construction of the Community Fitness Course is scheduled to begin in the spring.

- c. Thank You Letter - Allen Hill Tree Farm

Mrs. Buell stated she sent a thank you letter to Allen Hill Tree Farm for their generous donation of fifteen (15) gift certificates for Christmas trees, which will go to Brooklyn families in need to make their holidays a special one. Mrs. Buell stated that this donation is in honor of our very own Brooklyn native, Trooper Patrick Dragon and makes the donation even more meaningful.

d. Thank You Letter - Bob & Ann Marie Dragon

Mrs. Buell stated she sent a thank you letter to Bob and Ann Marie Dragon for their monetary donation to Allen Hill Tree Farm, which their donation in turn was donated to Brooklyn Public Schools in the form of fifteen (15) gift certificates for Christmas trees. The gift certificates will go to Brooklyn families in need in honor of their son, Patrick Dragon. Mrs. Buell expressed gratitude for Patrick's service to the Brooklyn community and deepest condolences to them and their family for their loss.

e. Thank You Letter - Brooklyn Town Library

Mrs. Buell stated that she sent a thank you letter to the Brooklyn Town Library for their donation of books to the Brooklyn Elementary School. Mrs. Buell stated that the following books will be greatly used and appreciated by the Brooklyn Elementary students:

Ban this Book by Alan Gratz
The Fourth Stall Part III by Chris Rylander
Ramona Quimby, Age 8 by Beverly Cleary
Albert's Alphabet by Leslie Tryon

Mrs. Buell quoted Stephen Hawking, "Nothing is better than reading and gaining more and more knowledge." She expressed gratitude for giving the gift of knowledge to Brooklyn Elementary students' young minds.

Dr. Perkins-Banas stated that Keith Atchinson handed in his resignation letter to the Brooklyn Board of Education. She read Mr. Atchinson's resignation letter to the Board of Education stating that the time has come for him to step down from the Board of Education. He wrote that it's been a pleasure to serve the parents, students, staff and administrators for the past six years. Mr. Atchinson wished he had more time to devote to the Board of Education. Dr. Perkins-Banas thanked Keith Atchinson for his six years of service.

5. Administrative Reports

a. Brooklyn Enrollment

Mrs. Buell discussed the November enrollment report. She stated that there was no change in enrollment at the Brooklyn Middle School and the Brooklyn Elementary School is up by 8 students. The total enrollment is up by 8 students.

b. FY22 Financial Reports

Mrs. Buell shared the Budget Expense Summary by Object. She stated that there are some negatives that she and the Business Manager are monitoring. Mrs. Buell stated that there have been unexpected expenditures with additional overtime with custodians, additional substitute teachers, and more staff taking the insurance. She stated that there is some savings in the special education tuition line items and in the transportation line since the number of buses have been reduced. The insurance line looked to be too high last month and is now showing in the negative, more where it should be. Expenditures are higher than normal. There will be some savings in special education and transportation. Mrs. Buell stated that she will continue to monitor spending.

c. Transfer Request

Mrs. Buell discussed the budget transfer requests that reflect some of the expenditures in the maintenance department in the amount of \$8,192.86. She would like the Board to approve to move \$8,192.86 from three maintenance line items to three maintenance line items to offset the deficit.

Motion to approve the transfer of \$8,192.86 as detailed in the transfer request.
(Phaiah/Burgess)

No Discussion

Vote Count: 4, 0 (Mrs. Lyons was virtual and the Board could not hear her vote)

Unanimous vote to approve

d. November Data Dashboard

Mrs. Buell discussed the Data Dashboard for November with the Board. She stated the purpose of reviewing the Data Dashboard on a monthly basis is to focus on maintaining student outcomes. Mrs. Buell stated that administrators are in classrooms everyday and is not always showing on this report.

Brooklyn Elementary School Data for the month of November:

- Assessment completed on time: NA
- At or above expectations: Math - 40%; ELA - 44%
- % of students in intervention Tier II: 114; 21.84%
- % of students in intervention Tier III: 91; 17.43%
- 12 observations reviewed
- Instructional pacing on track: 91.70%
- Learning objectives: 100%

Brooklyn Middle School Data for the month of November:

- Assessment completed on time: NA
- At or above expectations: Math - 20%; ELA - 59%
- % of students in intervention Tier II: 128; 37.10%
- Student intervention Tier III: 62; 17.97%
- observations reviewed: Data not available

Dr. Perkins-Banas stated she attended the Brooklyn Parks and Recreation meeting on Tuesday, December 14, 2021. She wanted to acknowledge how hard the Brooklyn Parks and Recreation staff work helping the community. There is a toy drive this week and Dr. Perkins-Banas stated that there are 120 kids in need of toys this year. She stated it was wonderful to see everyone collaborating, trying to make the holiday season happy for so many children.

8. Old Business

a. 2022-2023 School Calendar

Mrs. Buell stated that there are three options for the 2022-2023 school calendar and she shared it with staff and to the Board as a follow-up from the last meeting.

- Option 1:
Mrs. Buell stated that this is the calendar from the last meeting and similar to what we currently have.
- Option 2 - Mrs. Buell discussed the differences:
Changed election day to be a parent conference day;
No school on veterans day;
January 3, 2023 as no student day (PD for teachers);
February 21, 2023 as an additional day off instead of a PD day;
The last day of school would be June 15, 2023
- Option 3:
Mrs. Buell stated that if they change election day to a work day from a PD day, teachers are losing a PD day. She stated that there used to be six PD days and it would bring it down to five if election day is changed to a work day for conferences. There are four early release days for PD.

Dr. Perkins-Banas asked if they retain the February 21, 2023 PD day, would that make for the loss in November. Mrs. Buell stated that the February PD day was moved to January 3, 2023. She explained that the teachers work 188 days and election day is a work day for holding conferences, an additional PD day is not needed and the requirement of 188 days is met.

Dr. Perkins-Banas asked what the teachers thought about the conference on election day. Mrs. Buell stated that she did not receive a lot of comments on the calendar options.

Dr. Perkins-Banas stated that the February date for teachers to have off does not affect the student days or continuity of instruction. She is concerned about the gaps in the calendar of non-instructional days. She thinks after the winter break off and not returning to school for an

additional two days in January, makes it hard to get the students back into a structured routine.

Mrs. Burgess thinks the half days are more disruptive for working parents. She suggests having a full PD day when there is a half day later on.

Mrs. Buell stated that she can draft another calendar and bring it back for the Board to review at the next meeting.

Mrs. Burgess suggested keeping January 3, 2023 as a regular school day and moving the PD day to May. Mrs. Buell stated that she would prefer to have full PD days closer to the beginning of the school year and March may be a better time than in May.

Mrs. Buell will amend the calendar for the next meeting for the Board to review.

b. 2022-2023 Adjusted BOE Meeting Dates

Mrs. Buell stated the proposed BOE meeting dates from the last meeting needed to be adjusted.

Proposed Board of Education 2022 Meeting Dates:

January 26, 2022 at 7:00 PM
February 23, 2022 at 7:00 PM
March 23, 2022 at 7:00 PM
April 27, 2022 at 7:00 PM
May 25, 2022 at 7:00 PM
June 22, 2022 at 7:00 PM
July 27, 2022 at 7:00 PM
August 24, 2022 at 7:00 PM
September 28, 2022 at 7:00 PM
October 26, 2022 at 7:00 PM
November 22, 2022 at 7:00 PM
December 21, 2022 at 7:00 PM

Mrs. Buell recommends that the Board of Education meetings continue to be held in the Brooklyn Middle School Auditorium, due to the continued risk of COVID and the mitigation strategy of maintaining physical distancing.

Motion to accept the 2022 Board of Education meeting dates proposed tonight. Meetings will be held in the Brooklyn Middle School Auditorium, due to the continued risk of COVID and the mitigation strategy of maintaining physical distancing.

(Justin/Sostre)

No Discussion

Vote Count: 4, 0 (Mrs. Lyons was virtual and the Board could not hear her vote)
 Unanimous vote to approve

Reminder, Budget workshops for the 2021-22 school year are scheduled for:

- January 12, 2022 from 5:00 - 7:00 PM
- January 26, 2022 from 6:00 - 7:00 PM (prior to BOE Meeting)
- March 23, 2022 from 6:00 - 7:00 PM (prior to BOE Meeting)
- April 27, 2022 6:00 - 7:00 PM (prior to BOE Meeting)

c. Fall STAR Assessment Comparison Data

Mrs. Buell discussed the STAR Assessment Data as requested from the last meeting.

STAR Fall Reading Assessment % On or Above Grade Level:

Grade	Proficiency Fall 2018	Proficiency Fall 2019	Proficiency Fall 2020	Proficiency Fall 2021	% Change from 20 - >21	% Change from 19 - >21
1	EL	NA	62%	52%	-10%	NA
2	50%	EL	41%	28%	-13%	NA
3	50%	63%	55%	35%	-20%	-28%
4	47%	42%	48%	53%	5%	11%
5	67%	49%	49%	59%	10%	10%
6	63%	68%	51%	58%	7%	-10%
7	73%	60%	63%	60%	-3%	0%
8	79%	72%	64%	66%	2%	-6%
Growth in data over last fall, grade over grade						
Cohort growth from last year						

STAR Fall Math Assessment % On or Above Grade Level:

Grade	Proficiency Fall 2018	Proficiency Fall 2019	Proficiency Fall 2020	Proficiency Fall 2021	% Change from 20 - >21	% Change from 19 - >21
1	56%	NA	56%	40%	-16%	NA
2	55%	42%	39%	49%	10%	7%
3	41%	57%	48%	36%	-12%	-21%
4	52%	48%	32%	35%	3%	-13%
5	23%	5%	24%	11%	-13%	6%
6	37%	28%	23%	18%	-5%	-10%
7	53%	52%	26%	28%	2%	-24%
8	52%	50%	46%	20%	-26%	-30%
Growth in data over last fall, grad over grade						
Cohort growth from last year						

March 2020 to June 2020: District was in remote learning 32% of the year
September 2020-June 2021: 55% in person instruction, 21% full remote instruction and 24% hybrid instruction. During this year 26%-18% students opted to be in full remote which was an option. Numbers changed based on the spread of COVID.

Impressions: Reading was much “easier” to teach remotely. Keeping the pace of instruction was easier and helping students read at home was easier for families.

Math instruction, monitoring and adjusting instruction was significantly more challenging remotely. It was very challenging to “see” work/errors in progress and more challenging for some families to support children at home during remote learning and hybrid learning. The pace was off and it was significantly MORE difficult to differentiate instruction.

Mrs. Buell stated that the focus is to monitor the data. The percent (%) change in the last columns did show some growth. She stated that teachers are working very hard on math and reading.

9. New Business

a. Ratification of the BEA Teachers Contract

Mr. Phaiah stated he and Mrs. Lyons served on the negotiations committee. Mr. Otto was also present for the negotiations.

- Negotiations ended with mediation.
- The role of the mediator is to assist both parties to find the middle ground based on what each party was hoping to achieve with knowledge of where teacher contracts have been settled across Connecticut, which is the information that arbiters will use if arbitration is required.
- Overall 9.6% increase over three years, which includes steps and 1.77%; 2%; 2% for top step employees.
- 1.5% increase in employee share of insurance, .5% in each of three years.

Mr. Phaiah recommends that the Brooklyn Board of Education approves the contract.

Mrs. Burgess asked if there were any other changes made to the contract or just what Mr. Phaiah had mentioned. Mr. Phaiah stated that mainly language needed to be cleaned up.

Motion to approve the contract as presented by the negotiations committee.

(Burgess/Sostre)

No Discussion

Vote Count: 4, 0 (Mrs. Lyons was virtual and the Board could not hear her vote)

Unanimous vote to approve

b. Discussion of the Continuity of Services Plan

Mrs. Buell stated that she had a consultation with the medical advisor. The medical advisor suggested we NOT use the Screen and Stay due to the transmissibility of the virus, Delta is more transmissible and the Omicron is even more transmissible. She stated she also had consultation with the local Health Department and they suggested “pausing” the Screen and Stay at this time due to the increased cases in and around Brooklyn. They have been working closely with CT DPH to analyze the transmission of the virus and have recommended a pause in area schools. At this time Pomfret, Eastford and Canterbury still have Screen and Stay in place. Killingly, Woodstock Academy, Woodstock, Thompson, Plainfield, Putnam (modified S/S), Windham, Sterling are NOT using Screen and Stay based on the same recommendations. Mrs. Buell believes it will be in Brooklyns’ best interest to pause screen and stay and will continue to track and communicate with parents. She will reassess in the middle of January.

Mrs. Buell stated that we will continue to follow the quarantine flow chart:

- If you test positive: quarantine 10 days regardless of vaccination
- Vaccinated individuals are NOT considered close contacts
- Unvaccinated close contacts need to be quarantined. Can test on day 5-7 days after exposure. Can return with documentation of a negative PCR test taken no earlier than day 5. Continue to monitor symptoms until day 14.
- “Close contact”: within 6 feet for 15 minutes or more.
- After a documented positive case, an individual does not need to test again for 90 days.

Mrs. Buell stated that no motion is required as the Board of Education has asked that she, the Superintendent, to continue to consult with the medical experts regarding the virus and next steps.

Mrs. Buell will communicate this information out to families, administrators and nurses tomorrow.

10. Public Comment

None

11. Adjournment

Motion to adjourn at 7:58 p.m.

(Phaiah/Burgess)

No Discussion

Vote Count: 5, 0

Unanimous vote to approve

Respectfully Submitted,

Donna L. DiBenedetto

Donna L. DiBenedetto
Board Clerk

Justin Phaiah, Board of Education Secretary

Date

The Brooklyn School

119 Gorman Road
Brooklyn, CT 06234
Phone: (860) 774-9732
Fax: (860) 774-6938

Patricia L. Buell
Superintendent
buell@brooklynschools.org

December 13, 2021

Alumni Sportswear
21 Wilson Street
Suite 1
Willimantic, CT 06226

To Whom It May Concern:

On behalf of the Brooklyn Public Schools I would like to thank you for your donation of sixteen (16) personalized long sleeve shirts to our Brooklyn Middle School Boys Basketball Team.

We appreciate your generosity and support of the Brooklyn Public Schools and our students!

This donation will be recognized at the Board of Education meeting held on January 26, 2022. Thank you again for your generous donation and for your support of our student athletes.

Sincerely,



Patricia L. Buell
Superintendent of Schools

/tm

cc: Justin Phaiah, Brooklyn Board of Education Secretary

12-18-21



Project P.I.N.
(People in Need)
Assisting Families in Plainfield & Sterling
P. O. Box 936
Moosup, CT 06354

Dear staff and students of The Brooklyn Middle School,

Thank you for your generous food donation and for your support of Project Pin. Your donation will go a long way in helping us to fill the food boxes that we assemble to give out to families. It will also help to ease the stress and worry that many people have about providing food for their families, especially during these difficult and trying times.

Please know that all donations provide help for families in the Plainfield and the surrounding communities.

Thank you again for your thoughtfulness and for your support of Project Pin.

Sincerely,

Marlene Barry

Marlene Barry
Secretary

The Brooklyn School

119 Gorman Road
Brooklyn, CT 06234
Phone: (860) 774-9732
Fax: (860) 774-6938

Patricia L. Buell
Superintendent
buell@brooklynschools.org

January 5, 2022

Sara Sutherland
19 Pleasant View Drive
Brooklyn, CT 06234

Dear Ms. Sutherland,

On behalf of the Brooklyn Public Schools I would like to thank you for the very generous donation in the amount of \$480.00 to Brooklyn Elementary School. We are very pleased to accept this gift to be used for the Brooklyn Elementary School Activity Fund to assist students that need additional monetary support for activities!

The Mile a Minute Afghan is such a creative idea and I'm sure the one you created was gorgeous with the different colored strips of color. Whomever won the raffle was sure to have a beautiful, handcrafted keepsake to last for years to come. Your generosity of donating 100% of the funds raised to help others does not go unnoticed. We are thankful to people like you in our community who are willing to assist others and appreciate your support of Brooklyn Public Schools and our students.

Your donation will be recognized at the Board of Education meeting held on January 26, 2022. Thank you again for your generous donation.

Sincerely,



Patricia L. Buell
Superintendent of Schools

PB/tm

cc: Justin Phaiah, Brooklyn Board of Education Secretary

The Brooklyn School

119 Gorman Road
Brooklyn, CT 06234
Phone: (860) 774-9732
Fax: (860) 774-6938

Patricia L. Buell
Superintendent
buell@brooklynschools.org

January 12, 2022

Beagary Charitable Trust
Patricia Morgan, Trustee
49 Westview Drive
Brooklyn, CT 06234

Dear Patricia A. Morgan and Board of Trustees,

On behalf of the Brooklyn Public Schools I would like to thank the Beagary Charitable Trust for your continued support of the Brooklyn Public Schools. Your kindness is overwhelming and there are so many who will appreciate and benefit from these donations made to the Brooklyn Public Schools.

Through this donation to the Student Enrichment Fund, the Brooklyn Elementary and Middle School students that need financial assistance towards field trips and other enrichment programs will benefit from your continued generosity.

We appreciate your continued support of the Brooklyn Public Schools! This donation will be announced at the January 26, 2022 Board of Education meeting. The Beagary Charitable Trust continues to impact students in our community and we truly can not express our appreciation enough.

Sincerely,



Patricia L. Buell

cc: Justin Phaiah, Brooklyn Board of Education Secretary

----- Forwarded message -----

From: **JEFFREY OTTO** <jotto@snet.net>

Date: Thu, Jan 20, 2022 at 9:57 AM

Subject: BoF Liaison to BoE

To: Patricia Buell <buell@brooklynschools.org>

Cc: Jeff Otto <jotto@snet.net>, Mae Lyons <lyons@brooklynschools.org>

Hello Mrs. Buell,

This e-mail is to inform you that last night, after over twenty-two years of service, I resigned from the Brooklyn Board of Finance. I have enjoyed the service and had planned to serve a couple of additional years, but rehabilitation from a knee replacement operation has pointed out to me how much my public activities interfere with potential travel and other "retirement" activities with my wife, who is now also mostly retired.

The BoF will hold a special meeting in the weeks to come to name, following the statutes, a replacement member. Following that the appointment of a new liaison to the BoE will be conducted.

I have enjoyed serving as a liaison to the BoE and wish the Board, and you, all the best in continuing the important work of the Education Department of Brooklyn.

Jeff Otto

January 20.2022

Re: retirement from Brooklyn School District

Dear Mrs. Buell,

This is to inform you that I will not be returning to Brooklyn Elementary School next school year as I am planning on starting my retirement.

Thank you

A handwritten signature in blue ink, appearing to read "Linda J. Jung". The signature is written in a cursive style with a large, stylized initial "L".

Linda J. Jung
Remedial Reading Teacher

RECEIVED
1/21/22

Lori Sullivan
264 Prospect Street
Willimantic, CT 06226

Heather Tamsin
Principal, Brooklyn Middle School
119 Gorman Road
Brooklyn, CT 06234

January 19, 2022

Dear Heather,

This letter is to inform you of my decision not to return to Brooklyn Middle School next fall. I will resign this position at the end of this academic school year in June 2022.

This has not been an easy decision and yet I know it is the correct one. My heart has been torn for quite a while and the calling to take a different path can no longer be ignored.

I would like to express my deep and profound gratitude for having had the opportunity to work here in the Brooklyn school district at the middle school level. I have great respect for all the staff and administrators who work here, and I am honored to have worked among so many talented, caring, and creative people. I cannot recall working at a place where so many gave so much of themselves for the sake of making this world a better place, especially for children.

I will carry with me the many lessons I have learned while employed here and will hold close to my heart the many children who have come through the art room door and the invaluable friendships I have made with staff.

Thank you again and I wish you all the best, always.

Most sincerely,



Lori Sullivan

Brooklyn Board of Education

*Budget Expense Summary by Object

From Date: 1/1/2022

To Date: 1/31/2022

Fiscal Year: 2021-2022

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
1010.00000.0000.000.51100	Salaries-Administration	\$820,019.00	(\$9,000.00)	\$811,019.00	\$66,086.72	\$488,163.42	\$322,855.58	\$363,708.98	(\$40,853.40)	-5.04%
1010.00000.0000.000.51103	Salaries- Substitute Teachers	\$90,000.00	\$0.00	\$90,000.00	\$8,767.82	\$31,353.24	\$58,646.76	\$22,538.79	\$36,107.97	40.12%
1010.00000.0000.000.51104	Salaries-Substitute Instructional Aides	\$21,000.00	\$0.00	\$21,000.00	\$4,549.26	\$16,993.49	\$4,006.51	\$0.00	\$4,006.51	19.08%
1010.00000.0000.000.51110	Salaries-Support Staff	\$979,008.00	\$9,500.00	\$988,508.00	\$76,390.71	\$523,699.48	\$464,808.52	\$492,292.01	(\$27,483.49)	-2.78%
1010.00000.0000.000.51111	Salaries-Teachers	\$5,414,664.00	\$0.00	\$5,414,664.00	\$429,434.06	\$2,617,628.76	\$2,797,035.24	\$2,899,273.69	(\$102,238.45)	-1.89%
1010.00000.0000.000.51112	Salaries-Instructional Aides	\$939,727.00	\$22,500.00	\$962,227.00	\$88,118.00	\$522,638.25	\$439,588.75	\$567,355.97	(\$127,767.22)	-13.28%
1010.00000.0000.000.51119	ESY Teacher	\$11,292.00	\$0.00	\$11,292.00	\$0.00	\$9,447.35	\$1,844.65	\$0.00	\$1,844.65	16.34%
1010.00000.0000.000.51129	ESY Paraprofessional	\$16,474.00	\$0.00	\$16,474.00	\$1,905.23	\$27,680.29	(\$11,206.29)	\$0.00	(\$11,206.29)	-68.02%
1010.00000.0000.000.51130	Salaries-Custodial O/T	\$2,000.00	\$6,500.00	\$8,500.00	\$1,361.59	\$9,476.24	(\$976.24)	\$0.00	(\$976.24)	-11.49%
1010.00000.0000.000.51131	Salaries Cafe Overtime	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
1010.00000.0000.000.51151	Additional Compensation-Teachers	\$51,253.00	\$0.00	\$51,253.00	\$0.00	\$14,444.00	\$36,809.00	\$7,888.25	\$28,920.75	56.43%
1010.00000.0000.000.51152	IT Summer Salaries	\$14,500.00	(\$9,500.00)	\$5,000.00	\$0.00	\$2,253.75	\$2,746.25	\$0.00	\$2,746.25	54.93%
1010.00000.0000.000.52110	Cigna health employer	\$1,619,305.00	\$0.00	\$1,619,305.00	\$134,844.40	\$1,189,996.83	\$429,308.17	\$685,078.20	(\$255,770.03)	-15.80%
1010.00000.0000.000.52115	cigna dental employer	\$83,306.00	\$0.00	\$83,306.00	\$6,983.50	\$44,370.27	\$38,935.73	\$36,666.72	\$2,269.01	2.72%
1010.00000.0000.000.52120	HSA	\$185,000.00	\$0.00	\$185,000.00	\$90,625.00	\$187,708.32	(\$2,708.32)	\$0.00	(\$2,708.32)	-1.46%
1010.00000.0000.000.52200	Fica/Medicare Employer portion	\$220,000.00	\$0.00	\$220,000.00	\$20,974.96	\$136,469.43	\$83,530.57	\$127,035.70	(\$43,505.13)	-19.78%
1010.00000.0000.000.52300	Pension/Retirement Expenses	\$241,153.00	\$0.00	\$241,153.00	\$0.00	\$241,153.00	\$0.00	\$0.00	\$0.00	0.00%
1010.00000.0000.000.52510	Tuition Reimbursement	\$15,000.00	\$0.00	\$15,000.00	\$10,666.00	\$13,864.00	\$1,136.00	\$0.00	\$1,136.00	7.57%
1010.00000.0000.000.52600	Unemployment	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$920.05	\$34,079.95	\$29,079.95	\$5,000.00	14.29%
1010.00000.0000.000.52700	Workers Compensation	\$81,850.00	\$0.00	\$81,850.00	\$0.00	\$61,376.61	\$20,473.39	\$20,462.79	\$10.60	0.01%
1010.00000.0000.000.52800	Life Insurance	\$18,731.00	\$0.00	\$18,731.00	\$1,542.65	\$13,029.32	\$5,701.68	\$9,538.06	(\$3,836.38)	-20.48%
1010.00000.0000.000.53020	Legal Services	\$40,000.00	\$0.00	\$40,000.00	\$0.00	\$18,704.50	\$21,295.50	\$5,295.50	\$16,000.00	40.00%
1010.00000.0000.000.53040	Nursing Services	\$76,440.00	(\$51,515.00)	\$24,925.00	\$0.00	\$0.00	\$24,925.00	\$0.00	\$24,925.00	100.00%
1010.00000.0000.000.53200	Professional Educational Services	\$173,763.00	\$13,515.00	\$187,278.00	\$11,815.97	\$95,994.22	\$91,283.78	\$54,241.00	\$37,042.78	19.78%
1010.00000.0000.000.53230	Pupil Services	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
1010.00000.0000.000.53400	Other Professional Services	\$17,700.00	\$19,000.00	\$36,700.00	\$2,420.00	\$15,194.00	\$21,506.00	\$6,237.50	\$15,268.50	41.60%
1010.00000.0000.000.53410	Audit	\$20,000.00	\$0.00	\$20,000.00	\$0.00	\$7,300.00	\$12,700.00	\$3,375.00	\$9,325.00	46.63%
1010.00000.0000.000.53500	Technical Services	\$41,186.00	\$0.00	\$41,186.00	\$963.00	\$15,397.78	\$25,788.22	\$19,596.74	\$6,191.48	15.03%
1010.00000.0000.000.53520	Other Technical Services	\$2,400.00	\$0.00	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00	100.00%
1010.00000.0000.000.53540	Sports Officials	\$5,000.00	\$0.00	\$5,000.00	\$369.14	\$1,387.84	\$3,612.16	\$202.18	\$3,409.98	68.20%
1010.00000.0000.000.54101	Refuse Removal	\$15,000.00	(\$4,500.00)	\$10,500.00	\$760.00	\$6,115.00	\$4,385.00	\$3,000.00	\$1,385.00	13.19%
1010.00000.0000.000.54300	Equipment Repairs	\$22,775.00	(\$1,692.86)	\$21,082.14	\$2,017.00	\$12,709.56	\$8,372.58	\$0.00	\$8,372.58	39.71%
1010.00000.0000.000.54301	Building Maintenance	\$55,000.00	\$0.00	\$55,000.00	\$0.00	\$12,208.11	\$42,791.89	\$14,032.00	\$28,759.89	52.29%
1010.00000.0000.000.54302	Fire/Security Maintenance	\$16,000.00	\$0.00	\$16,000.00	\$0.00	\$7,304.32	\$8,695.68	\$4,127.83	\$4,567.85	28.55%

Brooklyn Board of Education

*Budget Expense Summary by Object

From Date: 1/1/2022

To Date: 1/31/2022

Fiscal Year: 2021-2022

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
1010.00000.0000.000.54303	Grounds Maintenance	\$17,000.00	\$1,692.10	\$18,692.10	\$262.13	\$16,719.32	\$1,972.78	\$1,972.78	\$0.00	0.00%
1010.00000.0000.000.54320	Technology Related Repairs	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	100.00%
1010.00000.0000.000.54411	Water/Sewer	\$24,205.00	\$0.00	\$24,205.00	\$9,734.60	\$14,545.89	\$9,659.11	\$15,167.02	(\$5,507.91)	-22.76%
1010.00000.0000.000.54430	Rental of Computer Related Equipment	\$58,000.00	\$0.00	\$58,000.00	\$453.77	\$11,378.96	\$46,621.04	\$29,467.52	\$17,153.52	29.58%
1010.00000.0000.000.55100	Pupil Transportation-Local/High	\$848,161.00	\$0.00	\$848,161.00	\$82,515.00	\$260,909.00	\$587,252.00	\$558,408.00	\$28,844.00	3.40%
1010.00000.0000.000.55110	Student Transportation-Spec. Ed In-State	\$150,464.00	(\$24,995.00)	\$125,469.00	\$0.00	\$68,040.00	\$57,429.00	\$101,220.00	(\$43,791.00)	-34.90%
1010.00000.0000.000.55130	TRANS. SPECIAL ED - ESY	\$6,875.00	\$24,995.00	\$31,870.00	\$0.00	\$32,947.50	(\$1,077.50)	\$0.00	(\$1,077.50)	-3.38%
1010.00000.0000.000.55150	Transportation-Athletics/Field Trips	\$23,900.00	\$0.00	\$23,900.00	\$377.00	\$2,356.00	\$21,544.00	\$0.00	\$21,544.00	90.14%
1010.00000.0000.000.55200	Property & Liability Insurance	\$72,576.00	\$0.76	\$72,576.76	\$0.00	\$54,428.73	\$18,148.03	\$18,148.03	\$0.00	0.00%
1010.00000.0000.000.55300	Communications	\$13,400.00	\$0.00	\$13,400.00	\$961.89	\$5,977.38	\$7,422.62	\$5,241.74	\$2,180.88	16.28%
1010.00000.0000.000.55301	Postage	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$1,614.16	\$885.84	\$214.16	\$671.68	26.87%
1010.00000.0000.000.55400	Advertising	\$6,850.00	\$0.00	\$6,850.00	\$0.00	\$615.00	\$6,235.00	\$0.00	\$6,235.00	91.02%
1010.00000.0000.000.55600	Tuition-High School	\$4,487,268.00	\$0.00	\$4,487,268.00	\$238,838.34	\$2,511,657.16	\$1,975,610.84	\$2,033,074.68	(\$57,463.84)	-1.28%
1010.00000.0000.000.55610	Tuition-Vo Ag	\$70,982.00	\$0.00	\$70,982.00	\$0.00	\$16,375.20	\$54,606.80	\$24,562.80	\$30,044.00	42.33%
1010.00000.0000.000.55630	Tuition-Spec. Ed Private	\$915,136.00	\$0.00	\$915,136.00	\$18,462.79	\$342,956.25	\$572,179.75	\$438,576.57	\$133,603.18	14.60%
1010.00000.0000.000.55640	Tuition-Spec. Ed-In State LEA	\$1,075,159.00	\$0.00	\$1,075,159.00	\$22,066.84	\$367,213.12	\$707,945.88	\$355,848.92	\$352,096.96	32.75%
1010.00000.0000.000.55800	Travel Reimbursement	\$7,000.00	\$0.00	\$7,000.00	\$153.84	\$1,279.24	\$5,720.76	\$846.20	\$4,874.56	69.64%
1010.00000.0000.000.55910	ADULT EDUCATION	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$30,596.00	(\$2,596.00)	\$0.00	(\$2,596.00)	-9.27%
1010.00000.0000.000.56100	General Supplies	\$68,346.00	\$0.00	\$68,346.00	\$2,652.21	\$43,294.62	\$25,051.38	\$5,835.47	\$19,215.91	28.12%
1010.00000.0000.000.56110	Instructional Supplies	\$34,410.00	\$0.00	\$34,410.00	\$0.00	\$24,071.54	\$10,338.46	\$2,380.05	\$7,958.41	23.13%
1010.00000.0000.000.56120	Admin Supplies	\$17,696.00	\$0.00	\$17,696.00	\$1,015.87	\$6,767.25	\$10,928.75	\$2,040.78	\$8,887.97	50.23%
1010.00000.0000.000.56220	Electricity	\$85,000.00	\$0.00	\$85,000.00	\$0.00	\$29,250.06	\$55,749.94	\$32,121.42	\$23,628.52	27.80%
1010.00000.0000.000.56230	Propane Gas	\$3,000.00	(\$2,000.00)	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
1010.00000.0000.000.56240	Fuel Oil	\$80,287.00	\$0.00	\$80,287.00	\$13,595.97	\$28,215.34	\$52,071.66	\$51,784.66	\$287.00	0.36%
1010.00000.0000.000.56260	Gasoline/Diesel	\$73,948.00	\$0.00	\$73,948.00	\$5,659.85	\$22,500.16	\$51,447.84	\$42,265.57	\$9,182.27	12.42%
1010.00000.0000.000.56400	Books	\$5,500.00	\$0.00	\$5,500.00	\$304.48	\$3,639.69	\$1,860.31	\$661.11	\$1,199.20	21.80%
1010.00000.0000.000.56410	Textbooks	\$7,486.00	\$0.00	\$7,486.00	\$0.00	\$1,848.61	\$5,637.39	\$382.80	\$5,254.59	70.19%
1010.00000.0000.000.56420	Library Books	\$4,635.00	\$0.00	\$4,635.00	\$385.55	\$2,604.29	\$2,030.71	\$410.36	\$1,620.35	34.96%
1010.00000.0000.000.56430	Periodicals	\$3,123.00	\$0.00	\$3,123.00	\$0.00	\$0.00	\$3,123.00	\$0.00	\$3,123.00	100.00%
1010.00000.0000.000.56500	Supplies - Technology Related	\$900.00	\$0.00	\$900.00	\$0.00	\$60.40	\$839.60	\$0.00	\$839.60	93.29%
1010.00000.0000.000.56900	Other Supplies	\$9,520.00	\$0.00	\$9,520.00	\$234.00	\$761.04	\$8,758.96	\$4,224.51	\$4,534.45	47.63%
1010.00000.0000.000.57345	Instructional Equipment	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$11,931.03	\$3,068.97	\$639.49	\$2,429.48	16.20%
1010.00000.0000.000.58100	Dues and Fees	\$28,201.00	\$5,500.00	\$33,701.00	\$715.95	\$17,299.27	\$16,401.73	\$4,899.17	\$11,502.56	34.13%
1010.00000.0000.000.59140	Contingency	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$900.00	\$34,100.00	97.43%

Brooklyn Board of Education

*Budget Expense Summary by Object

From Date: 1/1/2022

To Date: 1/31/2022

Fiscal Year: 2021-2022

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
Grand Total:		\$19,629,374.00	\$0.00	\$19,629,374.00	\$1,358,985.09	\$10,276,833.64	\$9,352,540.36	\$9,102,320.67	\$250,219.69	1.27%

End of Report

1010 General Fund BROOKLYN BOE EXPENDITURE REPORT Fiscal Year 2021-2022 YTD Through January 20, 2022

Acct	Account Name	Adopted		Adjusted		Ytd Expended	Encumbered	Total Exp/Encum	Adj. v Expense	
		Budget 21-22	Transfers	Budget 21-22					Balance	% Exp/Encum
1100	ADMINISTRATORS SALARY	\$820,019	-\$9,000	\$811,019	\$488,163	\$363,709	\$851,872	(\$40,853)	105.04%	
1103	SUBSTITUTE TEACHERS	\$90,000	\$0	\$90,000	\$31,353	\$22,539	\$53,892	\$36,108	59.88%	
1104	SUBSTITUTE PARAPROFESSIONALS	\$21,000	\$0	\$21,000	\$16,993	\$0	\$16,993	\$4,007	80.92%	
1110	SUPPORT STAFF (SEC., CUST., NURSE)	\$979,008	\$9,500	\$988,508	\$523,699	\$492,292	\$1,015,991	(\$27,483)	102.78%	
1111	TEACHERS	\$5,414,664	\$0	\$5,414,664	\$2,617,629	\$2,899,274	\$5,516,902	(\$102,238)	101.89%	
1112	PARAPROFESSIONALS	\$939,727	\$22,500	\$962,227	\$522,638	\$567,356	\$1,089,994	(\$127,767)	113.28%	
1119	ESY TEACHERS	\$11,292	\$0	\$11,292	\$9,447	\$0	\$9,447	\$1,845	83.66%	
1129	ESY PARAPROFESSIONALS	\$16,474	\$0	\$16,474	\$27,680	\$0	\$27,680	(\$11,206)	168.02%	
1130	CUSTODIAL OVERTIME	\$2,000	\$6,500	\$8,500	\$9,476	\$0	\$9,476	(\$976)	111.49%	
1131	CAFETERIA OVERTIME	\$300	\$0	\$300	\$0	\$0	\$0	\$300	0.00%	
1151	STIPENDS	\$51,253	\$0	\$51,253	\$14,444	\$7,888	\$22,332	\$28,921	43.57%	
1152	TECHNOLOGY (SUMMER)	\$14,500	-\$9,500	\$5,000	\$2,254	\$0	\$2,254	\$2,746	45.08%	
1000	Total Salaries	\$8,360,237	\$20,000	\$8,380,237	\$4,263,778	\$4,353,058	\$8,616,836	(\$236,599)	102.82%	
2110	HEALTH INSURANCE	\$1,619,305	\$0	\$1,619,305	\$1,189,997	\$685,078	\$1,875,075	(\$255,770)	115.80%	
2115	DENTAL INSURANCE	\$83,306	\$0	\$83,306	\$44,370	\$36,667	\$81,037	\$2,269	97.26%	
2120	H.S.A. CONTRIBUTIONS	\$185,000	\$0	\$185,000	\$187,708	\$0	\$187,708	(\$2,708)	101.46%	
2200	FICA/MEDICARE	\$220,000	\$0	\$220,000	\$136,469	\$127,036	\$263,505	(\$43,505)	119.78%	
2300	PENSION/RETIREMENT	\$241,153	\$0	\$241,153	\$241,153	\$0	\$241,153	\$0	100.00%	
2510	TUITION REIMBURSEMENT	\$15,000	\$0	\$15,000	\$13,864	\$0	\$13,864	\$1,136	92.43%	
2600	UNEMPLOYMENT COMPENSATION	\$35,000	\$0	\$35,000	\$920	\$29,080	\$30,000	\$5,000	85.71%	
2700	WORKERS COMPENSATION	\$81,850	\$0	\$81,850	\$61,377	\$20,463	\$81,839	\$11	99.99%	
2800	LIFE INSURANCE	\$18,731	\$0	\$18,731	\$13,029	\$9,538	\$22,567	(\$3,836)	120.48%	
2000	Total Benefits	\$2,499,345	\$0	\$2,499,345	\$1,888,888	\$907,861	\$2,796,749	(\$297,404)	111.90%	
3020	BOARD OF ED - LEGAL	\$40,000	\$0	\$40,000	\$18,705	\$5,296	\$24,000	\$16,000	60.00%	
3040	NURSING SERVICES	\$76,440	-\$51,515	\$24,925	\$0	\$0	\$0	\$24,925	0.00%	
3200	PROFESSIONAL ED SERVICES	\$173,763	\$13,515	\$187,278	\$95,994	\$54,241	\$150,235	\$37,043	80.22%	
3230	PUPIL SERVICES	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$2,500	0.00%	
3400	OTHER PROFESSIONAL SERVICES	\$17,700	\$19,000	\$36,700	\$15,194	\$6,238	\$21,432	\$15,269	58.40%	
3410	AUDIT	\$20,000	\$0	\$20,000	\$7,300	\$3,375	\$10,675	\$9,325	53.38%	
3500	TECHNICAL SERVICES	\$41,186	\$0	\$41,186	\$15,398	\$19,597	\$34,995	\$6,191	84.97%	
3520	OTHER TECHNICAL SERVICES	\$2,400	\$0	\$2,400	\$0	\$0	\$0	\$2,400	0.00%	
3540	SPORTS OFFICIALS	\$5,000	\$0	\$5,000	\$1,388	\$202	\$1,590	\$3,410	31.80%	
3000	Total Prof. Services	\$378,989	-\$19,000	\$359,989	\$153,978	\$88,948	\$242,926	\$117,063	67.48%	

1010 General Fund BROOKLYN BOE EXPENDITURE REPORT Fiscal Year 2021-2022 YTD Through January 20, 2022

4101	REFUSE REMOVAL	\$15,000	-\$4,500	\$10,500	\$6,115	\$3,000	\$9,115	\$1,385	86.81%
4300	EQUIPMENT REPAIRS	\$22,775	-\$1,693	\$21,082	\$12,710	\$0	\$12,710	\$8,373	60.29%
4301	BUILDING MAINTENANCE	\$55,000	\$0	\$55,000	\$12,208	\$14,032	\$26,240	\$28,760	47.71%
4302	FIRE/SECURITY MAINTENANCE	\$16,000	\$0	\$16,000	\$7,304	\$4,128	\$11,432	\$4,568	71.45%
4303	GROUNDNS MAINTENANCE	\$17,000	\$1,693	\$18,693	\$16,719	\$1,973	\$18,692	\$1	100.00%
4320	TECHNOLOGY RELATED REPAIRS	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$2,500	0.00%
4411	WATER/SEWER	\$24,205	\$0	\$24,205	\$14,546	\$15,167	\$29,713	(\$5,508)	122.76%
4430	RENTAL OF COMPUTER RELATED EQUIP	\$58,000	\$0	\$58,000	\$11,379	\$29,468	\$40,846	\$17,154	70.42%
4000	Total Contracted Services	\$210,480	-\$4,500	\$205,980	\$80,981	\$67,767	\$148,748	\$57,232	72.21%
5100	TRANSPORTATION-REGULAR	\$848,161	\$0	\$848,161	\$260,909	\$558,408	\$819,317	\$28,844	96.60%
5110	TRANSPORTATION-SPECIAL ED	\$150,464	-\$24,995	\$125,469	\$68,040	\$101,220	\$169,260	(\$43,791)	134.90%
5130	TRANSPORTATION-ESY	\$6,875	\$24,995	\$31,870	\$32,948	\$0	\$32,948	(\$1,078)	103.38%
5150	TRANSPORTATION-FIELD TRIPS/ATHLETIC	\$23,900	\$0	\$23,900	\$2,356	\$0	\$2,356	\$21,544	9.86%
5200	LIABILITY INSURANCE	\$72,576	\$0	\$72,576	\$54,429	\$18,148	\$72,577	(\$1)	100.00%
5300	COMMUNICATIONS	\$13,400	\$0	\$13,400	\$5,977	\$5,242	\$11,219	\$2,181	83.72%
5301	POSTAGE	\$2,500	\$0	\$2,500	\$1,614	\$214	\$1,828	\$672	73.13%
5400	ADVERTISING	\$6,850	\$0	\$6,850	\$615	\$0	\$615	\$6,235	8.98%
5600	TUITION-HIGH SCHOOL	\$4,487,268	\$0	\$4,487,268	\$2,511,657	\$2,033,075	\$4,544,732	(\$57,464)	101.28%
5610	TUITION-VO AG	\$70,982	\$0	\$70,982	\$16,375	\$24,563	\$40,938	\$30,044	57.67%
5630	TUITION-SPECIAL ED PRIVATE	\$915,136	\$0	\$915,136	\$342,956	\$438,577	\$781,533	\$133,603	85.40%
5640	TUITION-SPECIAL ED PUBLIC IN STATE	\$1,075,159	\$0	\$1,075,159	\$367,213	\$355,849	\$723,062	\$352,097	67.25%
5800	TRAVEL	\$7,000	\$0	\$7,000	\$1,279	\$846	\$2,125	\$4,875	30.36%
5910	ADULT EDUCATION	\$28,000	\$0	\$28,000	\$30,596	\$0	\$30,596	(\$2,596)	109.27%
5000	Total Other Services	\$7,708,271	\$0	\$7,708,271	\$3,696,965	\$3,536,141	\$7,233,106	\$475,165	93.84%
6100	GENERAL SUPPLIES	\$68,346	\$0	\$68,346	\$43,295	\$5,835	\$49,130	\$19,216	71.88%
6110	INSTRUCTIONAL SUPPLIES	\$34,410	\$0	\$34,410	\$24,072	\$2,380	\$26,452	\$7,958	76.87%
6120	ADMIN SUPPLIES	\$17,696	\$0	\$17,696	\$6,767	\$2,041	\$8,808	\$8,888	49.77%
6220	ELECTRICITY	\$85,000	\$0	\$85,000	\$29,250	\$32,121	\$61,371	\$23,629	72.20%
6230	PROPANE GAS	\$3,000	-\$2,000	\$1,000	\$0	\$0	\$0	\$1,000	0.00%
6240	FUEL OIL	\$80,287	\$0	\$80,287	\$28,215	\$51,785	\$80,000	\$287	99.64%
6260	GASOLINE/DIESEL	\$73,948	\$0	\$73,948	\$22,500	\$42,266	\$64,766	\$9,182	87.58%
6400	BOOKS	\$5,500	\$0	\$5,500	\$3,640	\$661	\$4,301	\$1,199	78.20%
6410	TEXTBOOKS	\$7,486	\$0	\$7,486	\$1,849	\$383	\$2,231	\$5,255	29.81%
6420	LIBRARY BOOKS	\$4,635	\$0	\$4,635	\$2,604	\$410	\$3,015	\$1,620	65.04%
6430	PERIODICALS	\$3,123	\$0	\$3,123	\$0	\$0	\$0	\$3,123	0.00%
6500	TECHNOLOGY SUPPLIES	\$900	\$0	\$900	\$60	\$0	\$60	\$840	6.71%
6900	OTHER SUPPLIES	\$9,520	\$0	\$9,520	\$761	\$4,225	\$4,986	\$4,534	52.37%
6000	Total Supplies	\$393,851	-\$2,000	\$391,851	\$163,013	\$142,107	\$305,120	\$86,731	77.87%

1010 General Fund BROOKLYN BOE EXPENDITURE REPORT Fiscal Year 2021-2022 YTD Through January 20, 2022

7000	EQUIPMENT	\$15,000	\$0	\$15,000	\$11,931	\$639	\$12,571	\$2,429	83.80%
7000	Total Equipment	\$15,000	\$0	\$15,000	\$11,931	\$639	\$12,571	\$2,429	83.80%
8100	DUES & FEES	\$28,201	\$5,500	\$33,701	\$17,299	\$4,899	\$22,198	\$11,503	65.87%
8000	Total Dues & Fees	\$28,201	\$5,500	\$33,701	\$17,299	\$4,899	\$22,198	\$11,503	65.87%
9140	CONTINGENCY	\$35,000	\$0	\$35,000	\$0	\$900	\$900	\$34,100	2.57%
9000	Total Other	\$35,000	\$0	\$35,000	\$0	\$900	\$900	\$34,100	2.57%
1010	Total General Fund	\$19,629,374	\$0	\$19,629,374	\$10,276,834	\$9,102,321	\$19,379,154	\$250,220	98.73%

Brooklyn Elementary School

District Advancement Plan Monitoring: 12/01/2021-12/31/2021

Assessment: % completed on time	udent Intervention: % of students in intervention		Observations: Short classroom observations will occur montly specifically to track pacing of instruction. 6 Observations Reviewed	Learning Objectives: Observations included data on clearly stated learning objectives.
NA	Tier II	Tier III		
% At or above expectation	213			
NA	40.73%			
			Instructional Pacing On Track	100.00%

Brooklyn Middle School

Assessment: % completed on time	udent Intervention: % of students in intervention		Observations: Short classroom observations will occur montly specifically to track pacing of instruction. 8 Observations Reviewed	Learning Objectives: Observations included data on clearly stated learning objectives.
100.00%	Tier II	Tier III		
% At or above expectation	128	62		
Math	ELA			
20%	59%	36.90%	19.00%	75.00%
			Instructional Pacing On Track	75.00%

District Attendance: Student Attendance. Staff Attendance 17 Student Days and 17 Staff Days

539 BES Student Attendance	88 BES Staff Attendance		347 BMS Student Attendance	64 BMS Staff Attendance	
	Full Day	Partial Day		Full Day	Partial Day
86.52%	94.92%	96.19%	88.75%	94.30%	96.69%

Data Team Meeting Dates

Meeting Minutes. BES. BMS

Data Trends

	BES	BMS	District		
September				September	
October				October	
November				November	
December				December	
January				January	
February				February	
March				March	
April				April	
May				May	
June				June	



BROOKLYN PUBLIC SCHOOLS
Brooklyn, Connecticut 06234

Brooklyn's Best

BES

- Our early childhood staff is currently in the NAEYC assessor visit. They have done a tremendous job preparing for this.
- Our office staff has begun the process of enrolling preschool children for next year.
- Teachers are administering the winter universal screens and there has been excitement over the growth happening in the classrooms.
- The pacing and timing of mini lessons have been very strong across all grade levels.
- Mr. Osborn's 1st grade class celebrates together every time someone levels up on Lexia.
- We have had many new staff members pass their first module of TEAM. This is due to their hard work and the support of their mentors.

BMS

Good Cookie		
5th	King/DS: Aliviah Menor	Carson/Nault: Aiden Black
6th	Brody LaVallee	Makenna Faucher
7th	Reagan Scheck	Josh Couture
8th	Tiernan Curran	Emily Mumford

- Received two (2) grants from Walmart:
 - \$3000 towards athletic uniforms
 - \$1000 towards our Community Fitness Course
- Athletics:
 - Girls Basketball: The Girls Basketball team are in the finals
 - Boys Basketball currently 4-2
- We had a very successful Food Drive for Project P.I.N.

CENTRAL OFFICE

A very special and sincere thank you to Mr. Jeff Otto. I want to wish Jeff the best in his retirement. I hope that he will enjoy many adventures with his wife as they travel. I am very grateful to Jeff for his dedication to the Town of Brooklyn. I have appreciated his questions and guidance as the Chairperson for the Board of Finance and the liaison to the Board of Education. His questions and comments have helped me to think about the district from a different perspective, one that I am grateful for. I am aware that he also stepped down from the QV dispatch after well over 40 years! He has been a staple in Brooklyn and his presence will be missed on the Boards!

Brooklyn Public Schools 2022-2023

URPTX42

First Day of School: August 31, 2022

Tentative Last Day: June 15, 2023

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 student day/ 3 staff days

August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 student/ 4 staff days

September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21 student days/21 staff days
22 student/ 24 staff days

October 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

19 student days/ 20 staff days
41 student/ 44 staff days

November 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 student days/19 staff days
59 student/ 63 staff days

December 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17 student days/17 staff days
76 student/ 80 staff days

Brooklyn Elementary School:	860-774-7577
Brooklyn Elementary Nurse:	860-774-4618
Brooklyn Middle School:	860-774-9153
Brooklyn Middle Nurse:	860-774-1498
Special Education:	860-774-1843
Central Office:	860-774-9732
Finance Office:	860-774-5925
EASTCONN Bus Garage:	860-412-0466

Aug 29-30	Professional Development Days
Aug 31	First Day of School for Students
Sep 5	Labor Day
Oct 7	Regional Professional Development Day
Oct 10	Columbus Day
Nov 8	Election Day
Nov 8	Conferences-No School
Nov 11	Veterans Day - No School
Nov 23	Early Dismissal 12:45
Nov 24-25	Thanksgiving Break
Dec 24-Jan 2	Winter Break
Jan 16	Martin Luther King, Jr. Day
Feb 17	Early Dismissal 12:45
Feb 20, 21	Presidents' Day/ Feb Break
Mar 2	Professional Development Day
Mar 3	Regional Professional Development Day
Mar 23	Early Dismissal for Conferences 12:45
April 7	Good Friday
Apr 10-14	Spring Break
May 17	Early Dismissal 12:45
May 29	Memorial Day
June 15	Tentative Last Day

Snow Days: 6 or more snow days by Jan 31st will result in school being held on the following days

6th snow day: School on Feb 21
7th snow day: School on Mar 3
8th snow day: School on April 14
9th snow day: School on April 13
10th snow day: School on April 12

Early Dismissal Days

Nov 23 - Thanksgiving Break

Mar 23 - Conferences

June 15 - Tentative Last Day

Early Dismissal Days - PD

Feb 17

May 17

Professional Development (PD)

Aug 26 Oct 7

Aug 29 Mar 2

Aug 30 Mar 3

Conferences - No School for Students

Early Dismissal - Conferences

First and last day of School

January 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 student days/20 staff days
96 student/ 100 staff days

February 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

18 student days/18 staff days
114 student/ 118 staff days

March 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

21 student days/23 staff days
135 student/ 141 staff days

April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

14 student days/14 staff days
149 student/155 staff days

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 student days/22 staff days
171 student/ 177 staff days

June 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11 student days/ 11 staff days
183 student/ 182 staff days

DRAFT OPTION 4 - 12.21.21

The Brooklyn Public Schools

119 Gorman Road
Brooklyn, CT 06234
Phone: (860) 774-9732
Fax: (860) 774-6938

Patricia L. Buell
Superintendent
buell@brooklynschools.org

Boiler/Mechanicals Replacement Request for Proposal

Location:

Brooklyn Public Schools
119 Gorman Rd.
Brooklyn, CT 06234

Contact:

James Graef
Director of Facilities
860-457-8341
jgraef@brooklynschools.org

Brooklyn Public Schools is located in a small northeastern town in Connecticut. We are looking for not only a reliable company to complete our project but to also create an efficient plan along with continued guidance for our district moving into the future. We welcome all companies to submit proposals who are interested in meeting this criteria.

Brooklyn Public Schools is looking for companies to bid on a full design/build PE certified project for our Early Childhood Development Center, Elementary and Middle Schools:

1. Multi Fuel Fired Condensing Boiler/burner replacement (qty 2) for each school (6 boilers 6 burners in total)
2. Boiler water pump replacement for Middle school (qty 2) and Early Childhood Development (qty 2) (qty 4 total and please match set to Elementary)
3. Appropriate propane tanks for each set of boilers (3 tanks total)
4. Domestic electric hot water heaters for kitchens, classrooms, bathrooms, and lounges for non heating season use (qty 3). Boiler heat accommodations for this use during the heating season.
5. Expansion tank (qty 1) for Elementary school
6. Venting louver set (qty 2) for Elementary and Middle schools
7. All Contractor costs for both schools (Electric, Plumbing, HVAC including controls for BMS)
8. All permits and engineering costs (PE certified drawings)
9. Removal of existing equipment, including all existing oil tanks
10. Possible asbestos abatement for existing boilers
11. Provide an alternative bid for same equipment and labor (installation and removal) for Elementary and Middle school excluding Early Childhood Development wing.

The Brooklyn Public Schools

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Patricia L. Buell
Superintendent
buell@brooklynschools.org

Brooklyn Public Schools would like to have work completed during the summer recess of 2022. This timeframe would be June 15th to August 15th. This timeline is crucial in keeping to our school's summer schedule so there is little to no work being done during teaching/learning sessions.

Brooklyn Public Schools would also require a list of references and the availability to see previous work done by bidding candidates. We would also need proof of credentials from all Contractors involved in the project including all licensing, proof of insurance/bonding and company proof of business.

We appreciate everyone who chooses to bid on our project. If you are interested in our project please have your bid completed by **February 28th, 2022 3:30PM**. Submittals can be made via mail or email. Submissions by mail must be sealed, clearly marked with the project name, include a digital copy and sent to the attention of Tammy McManaway. Email submissions can be sent to the attention of Tammy McManaway at mcmanaway@brooklynschools.org with the project name in the subject line.

Bid Opening: February 28, 2022 4:00 PM Central Administration Office Brooklyn Public Schools 119 Gorman Road Brooklyn, CT 06234

Brooklyn reserves the right to accept or reject any bids that it deems is in the best interest of the Town of Brooklyn.

REQUEST FOR PROPOSAL TEMPLATE

Date:

RFP: Multi Fuel Fire Condensing Boiler/Mechanicals Replacement Request for Proposal

Proposal Due Date: February 28, 2022 by 3:30PM

To: Brooklyn Public Schools
Central Office - Tammy McManaway
119 Gorman Road
Brooklyn, CT 06234

From:

- Primary Contact Name:
- Title:
- Address:
- Phone Number:
- Email Address:

Additional Instructions for Responding to this RFP:

Please limit contact to individuals identified above. Submit your response via mail or electronically. Submissions by mail must be sealed, clearly marked with the project name and include a digital copy. Email submissions can be sent to mcmanaway@brooklynschools.org with the project name listed in the subject line.

Table of Contents:

- Background and Information
- Request for Information:
 - Vendor Information
 - Customer Information and References
 - Implementation Plan
 - Ongoing Support and Maintenance
 - Contract Requirements
 - Project timeline
- Price Proposal
- Acknowledgement upon bid award
 - Proof of Insurance
 - Agreement to meet all contractual state and local guidelines

The Brooklyn Public Schools

119 Gorman Road
Brooklyn, CT 06234
Phone: (860) 774-9732
Fax: (860) 774-6938

Patricia L. Buell
Superintendent
buell@brooklynschools.org

Boiler/Mechanicals Replacement Request for Proposal

Location:

Brooklyn Public Schools
119 Gorman Rd.
Brooklyn, CT 06234

Contact:

James Graef
Director of Facilities
860-457-8341
jgraef@brooklynschools.org

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Brooklyn Public Schools is looking for companies to bid on a full design/build PE certified project for our Elementary and Middle Schools:

1. Oil Fired Boiler/burner replacement for each school (4 boilers 4 burners in total)
2. Boiler water pump replacement for middle school (qty 2 and please match set to Elementary)
3. Oil pump replacement (qty 2) for each school (4 in total)
4. Domestic electric hot water heaters for kitchens, classrooms, bathrooms, and lounges for non heating season use. Boiler heat accommodations for this use during the heating season.
5. Expansion tank (qty 1) for Elementary school
6. Venting louver set (qty 2) for Elementary and Middle schools
7. All Contractor costs for both schools (Electric, Plumbing, HVAC including controls for BMS)
8. All permits and engineering costs(PE certified drawings)
9. Removal of existing equipment
10. Possible asbestos abatement for existing boilers

The Brooklyn Public Schools

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Brooklyn, CT 06234
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buell@brooklynschools.org

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Brooklyn Public Schools would also require a list of references and the availability to see previous work done by bidding candidates. We would also need proof of credentials from all Contractors working on this project including all licensing, proof of insurance and company proof of business.

We appreciate everyone who chooses to bid on our project. If you are interested in our project please have your bid completed by **February 28th, 2022 3:30PM**. Submittals can be made via mail or email. Submissions by mail must be sealed, clearly marked with the project name, include a digital copy and sent to the attention of Tammy McManaway. Email submissions can be sent to the attention of Tammy McManaway at mcmanaway@brooklynschools.org with the project name in the subject line.

Bid Opening: February 28, 2022 4:00 PM Central Administration Office Brooklyn Public Schools 119 Gorman Road Brooklyn, CT 06234

Brooklyn reserves the right to accept or reject any bids that it deems is in the best interest of the Town of Brooklyn.

REQUEST FOR PROPOSAL TEMPLATE

Date:

RFP: Oil Fired Boiler/Mechanicals Replacement Request for Proposal

Proposal Due Date: February 28, 2022 by 3:30PM

To: Brooklyn Public Schools
Central Office - Tammy McManaway
119 Gorman Road
Brooklyn, CT 06234

From:

- Primary Contact Name:
- Title:
- Address:
- Phone Number:
- Email Address:

Additional Instructions for Responding to this RFP:

Please limit contact to individuals identified above. Submit your response via mail or electronically. Submissions by mail must be sealed, clearly marked with the project name and include a digital copy. Email submissions can be sent to mcmanaway@brooklynschools.org with the project name listed in the subject line.

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 - Agreement to meet all contractual state and local guidelines

The Board of Education Town of Brooklyn

119 Gorman Road
Brooklyn, CT 06234

Mae Lyons, Chair
Melissa Perkins-Banas, Vice Chair
Keith Atchinson, Secretary

Justin Phaiah
Nathan Richards
Tana Jolley

Board of Selectmen
Board of Finance
Town of Brooklyn

July 26, 2021

Memo: HVAC Improvements, Brooklyn Public Schools

Dear Members of the Brooklyn Board of Selectman and Board of Finance,

I have been asked to write to the Board of Selectmen and Board of Finance on behalf of the Board of Education. The purpose of this memo is to request that when you are considering expenditures that you will approve with the ARP funds that you consider using some of the funds to upgrade the HVAC systems at Brooklyn Elementary and Brooklyn Middle Schools.

My review of the allowable expenditures for this funding could include funding projects that would address an issue that COVID-19 could have a harmful effect on.

Brooklyn Public Schools has undergone multiple additions and changes over the life of the buildings and there are different ventilation systems and limited air conditioning in the schools. During the 2020-21 school year, we increased air exchange and opened windows in every classroom to increase the negative air pressure in classrooms to force better air exchange. We will continue with this practice as we begin the 2021-2022 school year. New HVAC systems would also allow us to offer air conditioned classrooms across the district for students. During the last year we had three early release days due to extreme heat and our inability to cool down the buildings.

We would like to continue to explore this but we did seek quotes to have air conditioning installed in both schools. Initial estimates were approximately \$1,500,000 to install updated HVAC systems in the schools.

We hoped that we could apply for a Department of Administrative Services (DAS) School Construction Grant to offset the cost of HVAC upgrades. To date, this funding was not approved through the legislators and we are unsure of when that might happen.

This may be a project that the Town of Brooklyn wishes to invest in with ARP funding.

We would be happy to discuss this further with you should you request more information or explanation.

Respectfully,



Patricia L. Buell
Superintendent

BMS Math Program Committee 2021-2022

Illustrative Math, CPM, Envisions, Bridges Mathematics (K-5)

Illustrative Mathematics (K-8) (Non-Profit)

Pros

- * Compatible with Assistments
- * Rich Mathematical Tasks
- * Curriculum is available online
- * PD offered/CREC Support
- * Assessments: Check for readiness, mid, and end
- * Compatible with Open Up Resources
- * Three Certified Partners: Kendall Hunt (online curriculum printed into book), Learnzillion (black and white printed book and digital platform), McGraw Hill (Color printed book and intervention resources- Aleks)
- * K-12 Curriculum (K-5, 6-8)
- * Lessons designed for 45 minutes grades 6-8 and 60 minutes K-5

Cons

- * No built in interventions
- * Manipulatives purchased separately

CPM(6-8)

Pros

- * Homework: Skills review built in
- * CPM: Collaborative Problem based Mastery over time
- * 8th Grade Intervention
- * Extension of Bridges Mathematics

Cons

- * Not compatible with Assisments
- * No built in interventions

Envisions (K-8)

Pros

- * K-8
- * Consumables and online platform
- * Savvas Realize: Video tutorials
- * Combination of everyday problems and student choice projects
- * Built-in Interventions: differentiation and enrichment
- * Intervention kits
- * My Savvas Training 24/7

Cons

- * Not compatible with Assistentments
- * Intervention Kit is an additional cost

Bridges Mathematics (K-5)

Pros

- * Builds number sense (number corner)
- * Online component-looks very engaging
- * Nice combinations of direct instruction and hands-on investigation
- * Fluency Component
- * Aligns with AVMR-subitizing, bundles, beadtracks, etc.

Cons

- * Layout/directions/text not appealing
- * Too many supplies and bulletin boards to manage
- * Extra 20 minutes needed in schedule for Number Corner (80 minutes total)
- * Online reviews say it requires A LOT of teacher time and material prep
- * A lot of storage space needed for materials
- * K-5

Optional policy.

Instruction

Gifted and Talented Students Program

Gifted students are those with outstanding learning abilities or outstanding talent in the creative arts.

The school district shall provide educational programs for the gifted and talented, within budgetary constraints that include a broad spectrum of learning experiences which increase knowledge and develop skills necessary for the student to function successfully in society while encouraging students to excel in areas of special competence and interest.

Though early identification of the gifted and talented is important, it is essential that the identification of these students be recognized as a continuing process in that special abilities and skills appear at different times in the lives of many children and new children are regularly being enrolled in the system.

Upon the identification of a student as gifted and talented, the District shall provide electronic notice of such identification to the parent/guardian of such student. Such notice shall include, but need not be limited to:

1. an explanation of how such student was identified as gifted and talented,
2. the contact information for the District's employee in charge of the provision of services to gifted and talented students, or, if there is no such employee, the District's employee in charge of the provision of special education and related services,
3. the employee at the State Department of Education who has been designated as responsible for providing information and assistance to boards of education and parents or guardians of students related to gifted and talented students, pursuant to section 10-3e of the General Statutes, and
4. any associations in the state that provide support to gifted and talented students.

The school district shall utilize the guidelines, developed and promulgated by the State Department of Education (SDE), for providing services to those students. The guidelines include best practices for the district to consider for (1) addressing the intellectual, social and emotional needs of gifted and talented students in schools and (2) providing teacher training and professional development on gifted and talented students.

Another version:

The _____ Public Schools are committed to recognizing and promoting the individual strengths, gifts, and talents of all children.

The _____ Public Schools, in conjunction with State of Connecticut regulations and requirements, will identify students demonstrating extraordinary ability academically, creatively and artistically.

Instruction

Gifted and Talented Students Program

Another version (continued):

The identification process is based on a multi-criteria assessment process, typically including both subjective and objective data. It is recognized that identified students may be accommodated in a variety of ways, such as, but not limited to, the provision for supplementary materials, extensions to the curriculum and accelerated placement options.

Upon the identification of a student as gifted and talented, the District shall provide electronic notice of such identification to the parent/guardian of such student. Such notice shall include, but need not be limited to:

1. an explanation of how such student was identified as gifted and talented,
2. the contact information for the District's employee in charge of the provision of services to gifted and talented students, or, if there is no such employee, the District's employee in charge of the provision of special education and related services,
3. the employee at the State Department of Education who has been designated as responsible for providing information and assistance to Boards of Education and parents or guardians of students related to gifted and talented students, pursuant to section 10-3e of the General Statutes, and
4. any associations in the state that provide support to gifted and talented students.

Legal Reference: Connecticut General Statutes

10-76a-(e) Definitions.

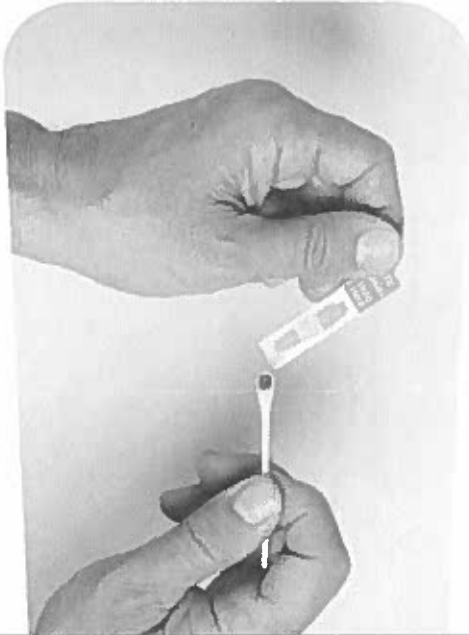
10-76d-(e) Duties and powers of Boards of Education to provide special education programs and services.

P.A. 19-184 An Act Concerning the Provision of Special Education.

Policy adopted:

rev 6/17

rev 7/19



SwabTek
Veriteque USA, Inc.

NARCOTICS TEST KITS (NTK)
Generation 1
User Manual

Document • NTK-MANUAL
Version • 1.2

Document • NTK-MANUAL / Version • 1.2



CONTENTS

NTK - MANUAL

- | Liability Notice & Terms of Use 2
- | SwabTek Test Kit Certifications 3
- | Background 4
- | NTK Strip 5
- | NTK Swab 6
- | NTK Reference Cards 7
- | General Testing Process 8
- | Sample Collection 9
- | Reagent Testing 10
- | Test Analysis 11
- | Troubleshooting 12
- | Cannabis Test Kit 13
- | Cannabis Test Color Chart 14
- | Cocaine Test Kit 20
- | Cocaine Test Color Chart 21
- | Amphetamine Test Kit 24
- | Amphetamine Test Color Chart 25
- | Heroin Test Kit 30
- | Heroin Test Color Chart 31
- | Contact SwabTek 37

Document - NTK-MANUAL / Version - 1.2

Liability Notice & Terms of Use

Notice to Users

Veriteque USA Inc. (SwabTek) field tests are presumptive only and, as such, they indicate the presumed presence of chemical groups and precursors which may be present in a given sample. ALL SWABTEK TEST RESULTS SHOULD BE CONFIRMED BY AN APPROVED ANALYTICAL LABORATORY. All SwabTek tests must be administered in strict accordance with the specific instruction and reference materials that accompany the products for best results.

Veriteque USA, Inc. cannot anticipate all conditions for use of this product and cannot accept responsibility for use or misuse in any particular application. This product has been designed for a variety of applications, under a variety of conditions, but was neither designed nor manufactured as a product for lethal or harmful purposes. Veriteque USA, Inc. recommends the user exercise their judgement to determine product suitability for any specific use-case, and application of the tests' presumptive analysis for their particular purposes. Use of this product for unlawful purposes is expressly prohibited under the terms and conditions of its use.

Warranty

Veriteque USA, Inc. warrants its products to be free from defects in materials and workmanship under normal use or service for one (1) year from date of purchase. This is a LIMITED WARRANTY and is the sole and exclusive warranty of this product by the Company. This LIMITED WARRANTY applies only where the Products have been properly maintained in accordance with the manufacturer's instructions and have not been subject to misuse, neglect, negligence or accident, as solely determined by Company. No returns are to be made directly to the Company unless authorized by the Returns Authorization (RA) Department.

If you believe your product has any defects in materials or workmanship, cease use immediately and contact Veriteque USA, Inc. for a remedy. If a product proves to be defective in materials or workmanship, we will repair or replace the defective product and send it to you at our expense.

THE COMPANY MAKES NO OTHER WARRANTIES EXPRESSED, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR MERCHANTABILITY.

The information in Veriteque USA, Inc's reference materials is believed to be accurate and represents the best information currently available to the manufacturer. However, the company makes no warranty of merchantability or any other warranty, express or implied, with respect to such information, its correctness or accuracy. Veriteque USA, Inc. employees' or representatives' ORAL OR OTHER WRITTEN STATEMENTS DO NOT CONSTITUTE WARRANTIES and shall not be relied upon by buyer.

Limitation of Liability

IN NO EVENT SHALL VERITEQUE USA, INC. BE LIABLE FOR ANY PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES, ANTICIPATED OR LOST PROFITS, INCIDENTAL DAMAGES, LOSS OF TIME, OR OTHER INDIRECT LOSSES OR EXPENSES THAT ARISE FROM ANY CAUSE RELATING TO OR ARISING FROM THE USE OR MISUSE OF THE PRODUCT, REGARDLESS OF THE FORM OF THE ACTION, WHETHER IN TORT (INCLUDING NEGLIGENCE), CONTRACT, STRICT LIABILITY OR OTHERWISE, AND REGARDLESS OF WHETHER THE COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Procedure

If SwabTek's test swabs are used to collect a sample from a consumable good — i.e. plant material, cookies, gummies, candies, etc. — said item should NOT be consumed, regardless of outcome of the test, and should be disposed of in accordance with local regulation. If SwabTek's test swabs are used to collect a sample from a reusable product that users come into direct contact with — i.e. vape pens, pipes, bongs, etc. — said items should be cleaned thoroughly with soap and wiped dry prior to use.

SwabTek Test Kit Certification

SwabTek test kits meet or exceed the testing standards established by:



National Institute of Justice



**Standards Council of Canada
Conseil canadien des normes**

Standards Council of Canada



United Kingdom Home Office Scientific Development Branch



European Civil Aviation Conference

SwabTek's tests are validated against these standards by third-party testing authorities. Independently prepared reports from this third-party testing are available upon request.

As presumptive color tests, SwabTek Test Kits are classified as a Category C analytical technique for analysis of seized drugs under the guidelines outlined by SWGDRUG. As Category C forensics tools, SwabTek's tests are admissible in court for determining selectivity through General/Class chemical identification.

SwabTek Kit	Relevant Standard	Testing Authority
Dry Explosives Test Kit	ASTM E2677-20 SCC	UK-HOSDB UK-MPS DfT
Liquid Explosives Test Kit	ECAC SCC	Armasuisse
Narcotics Test Kits: Amphetamine, Cannabis, Cocaine, Fentanyl, Heroin, Nicotine+	ASTM E2329-17 ASTM E2548-16 ASTM E2882-19 NIJ Standard-0604.01 SWGDRUG SCC	MRI Global

NTK | Background

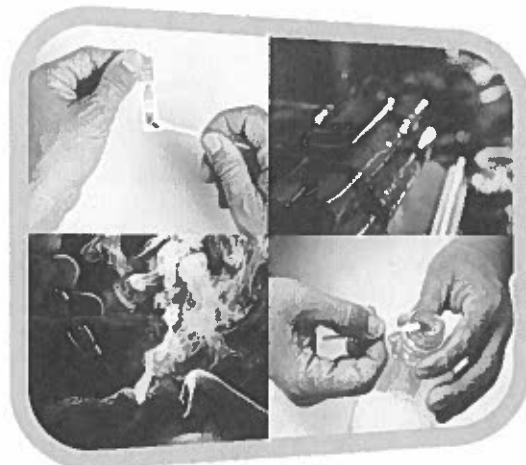
Veriteque USA, Inc.'s SwabTek Narcotics Test Kit (NTK) is a simple, intuitive identification test that can be used to screen for various types of narcotics. Currently, SwabTek's first generation NTK is available in four different varieties, capable of detecting Amphetamines, Cannabis, Heroin, Cocaine and some Cathinones.

The NTK is a single use, dry reagent-based spot test that can be used to test liquid and solid samples and residue from nearly any surface for the presence of drugs of abuse. The test consists of two separate pieces, a test swab and a test strip, that come individually sealed in air- and water-proof sachets.

The use of a test swab and test strip helps simplify sample collection and analysis to a single step, and the entire process takes less than 20 seconds.

Unlike the industry standard tests that are dangerous and overly complex, the NTK test does not require any hazardous liquid chemicals, dropper bottles, or pressurized spray cans. The test also avoids any multi-stage testing that often includes procedures like breaking glass ampoules, or scooping, mixing and pouring samples.

Since the NTK test kits are lightweight, durable, and non-hazardous, they can easily be stored in wallets, pockets, or glove compartments for easy access and use on the go.

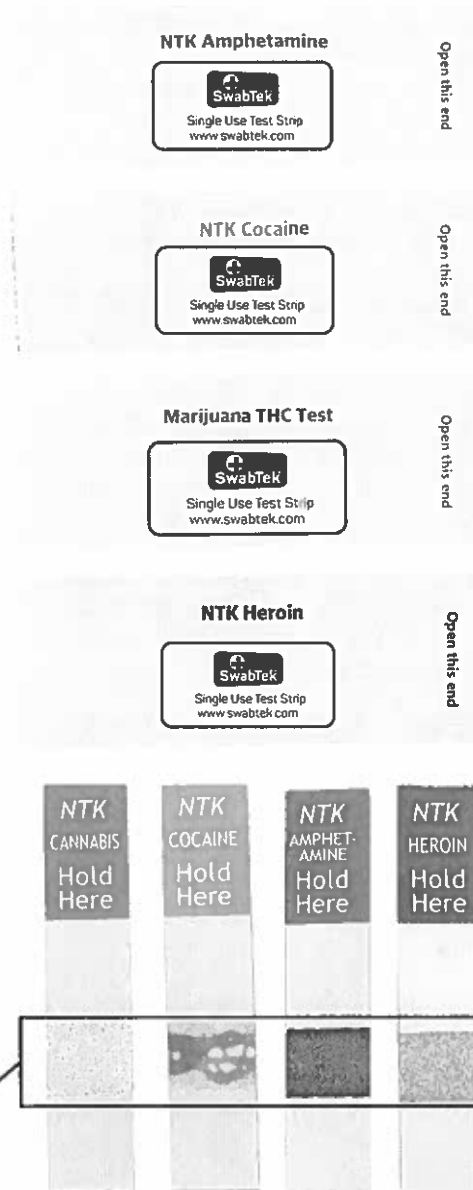


NTK | Strip

The NTK test strip is a paper strip with a dry test zone printed onto the surface. This zone contains the reagents necessary to conduct the test for the narcotic in question. When combined with the sample from a test swab, these reagents will be responsible for the color change that will indicate the presumed presence of a narcotic.

Each test strip is delivered individually in a single, sealed sachet that protects the test zone from exposure to air, water, and other possible contaminants. The sealed sachet is printed with descriptive information about the test strip, including the particular narcotic that the test is designed for and the end of the sachet that should be torn open to extract the test strip.

The test strip itself is a 2" x 0.5" strip of reinforced paper, with a 0.5" x 0.5" test zone in the middle. The test zone can be identified by the dark colored powder found approximately halfway down the strip. Since the reagent is printed onto the test zone in a powder form, it may be inadvertently removed from the paper strip by physical abrasion or rubbing or contaminated by contact with another object. To avoid abrasion or contamination, the test strip should only be held by the top end, which is labelled with the name of the test kit, and a message indicating to "Hold Here".



Reagent Zones

NTK | Swab

The NTK test swab is provided to help isolate and collect suspect residues and transfer the samples to the test strip's reagent test zone for analysis. Each test swab is pre-wetted with a solvent to assist in the collection of the sample.

The test swabs are delivered individually in a single, sealed sachet that protects it from exposure. The sealed sachet helps to ensure that the solvent remains on the swab tip and does not evaporate. The sachet is printed with information about the swab, including the specific narcotic that the test is designed for, and the end that should be opened to extract the swab.

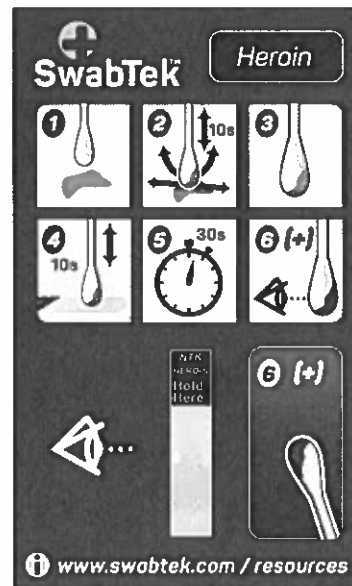
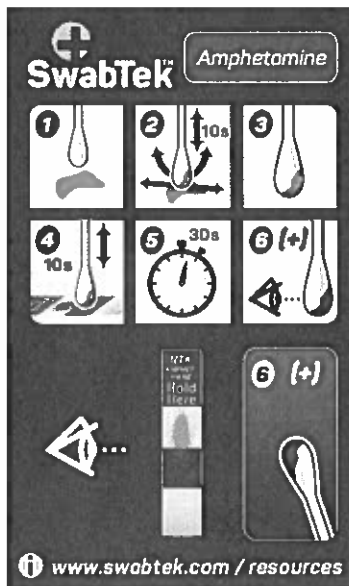
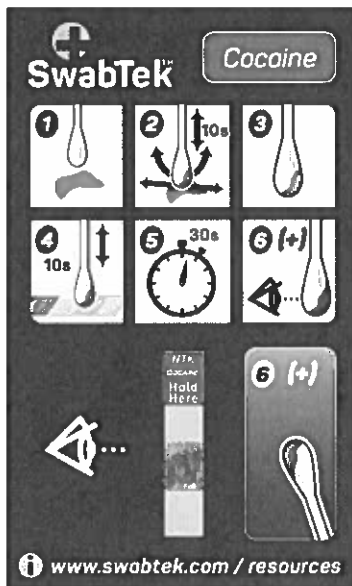
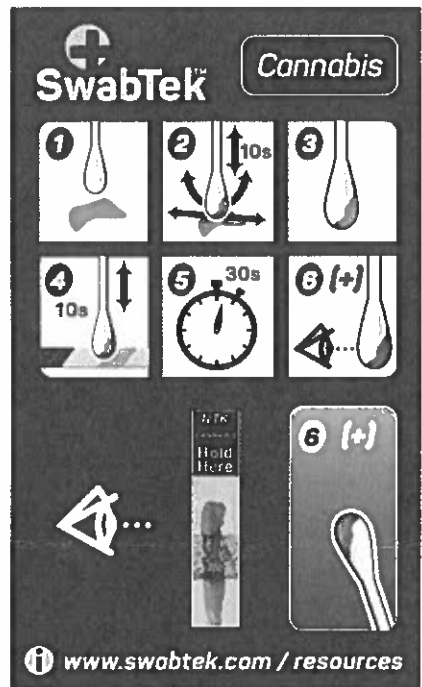


NTK Swab tip is pre-wetted with a solvent to help collect dry samples



NTK | Reference Card

All NTK tests should be used in conjunction with the corresponding NTK reference cards that are distributed to accompany each specific test. The NTK reference cards will provide a quick summary of the testing procedure required for the test in question and will provide a color guide as a reference-point for the color reactions indicative of positive and negative test results. SwabTek advises that the NTK reference card should be reviewed in advance of conducting a test in the field and should always be used to accompany the analysis of test outcomes. Although the reference cards give a reasonable summary of the testing procedure, they are not a sufficient replacement for this manual, and should not be used as the primary reference material in training for use of the product.





NTK | General Testing Process

When residue containing a detectable narcotic is transferred to, and mixed with, the dry reagent zone on the NTK strip, the presumptive identification of the narcotic in question is indicated by an intense and rapid color change in the reagent. Depending on the nature of the sample, this color change may occur on the swab, on the strip, or on both surfaces. For this reason, it is essential that the user check both the swab and strip for indication of color change.

The color development for a positive result should be rapid and will often be permanent. Due to the variance in purity that may be present in any given sample, the intensity of the color development could range from weak to very strong. It is advised that users familiarize themselves with the expected color development of a positive result prior to conducting tests in the field in order to help assess test outcomes. Users can become familiar with test outcomes through use of this manual, studying the reference cards that correspond with each test and, if a safe and viable option, through secure and controlled first-hand practice on known positive samples.

Following the testing procedure, it is recommended that users take photographic record of the test result, both the NTK strip and NTK swab, as well as the sample itself, and note the date, time, and conditions of the test (location, lighting, temperature, etc.). Although the color change present in a positive test result is permanent, the hue and intensity of the color may change over time with continued exposure to air, even if the test components are sealed, so a test result that is more than a few minutes old can no longer be considered valid for visual analysis. If a proper reading or a well-lit and color-balanced photograph is not captured in this timeframe, the user may be required to re-do the test.

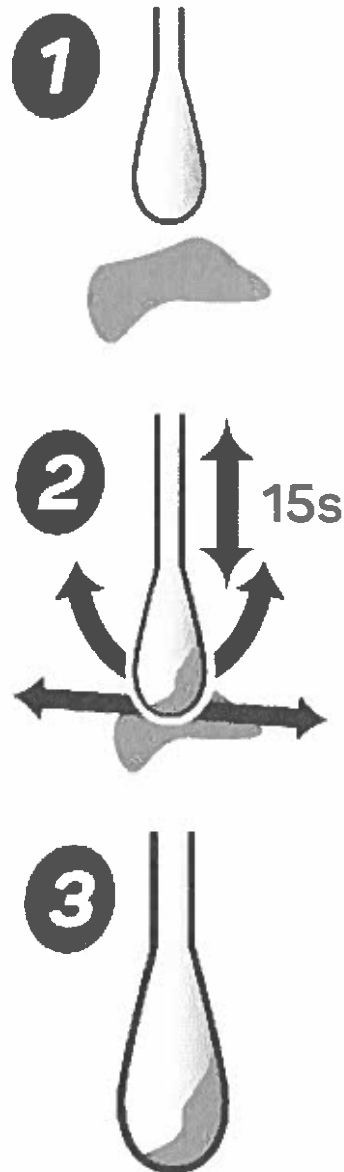
Following the completion of this procedure, the NTK strip, NTK swab, and sample in question should be sealed in separate, secure, dry and air-tight storage if required for evidence. Otherwise, the test can be disposed of via recycling, or in accordance with local waste regulations. The NTK strip and NTK swab do not contain any dangerous or hazardous materials, and do not require any special disposal procedures (acid neutralization, HAZMAT disposal, etc.)

NTK | Sample Collection

Once the user has identified the suspect substance, residue, or surface, the first step of the test is to gather the sample. The user should open the NTK swab sachet from the correct end and withdraw the swab from the packaging. The swab should be held perpendicular to the test substance to ensure that the sample collection is concentrated on the tip. The user should then dab on and around the sample for a minimum of 15 seconds. The swab should be dabbed with enough pressure to embed the test substance into the tip of the swab, but not so vigorously that the substance is disturbed or that the sample is knocked off of the swab's tip.

The user should aim to collect as much test substance as possible directly on the tip of the swab and avoid tilting or swiping the swab across the test surface. A more highly concentrated sample collection will help to ensure that any potential positive result creates a strong and definitive color change. If the test substance is visible to the naked eye, the user may inspect the tip of the swab to ensure that the substance is being collected properly.

Once a reasonable amount of test substance has been collected, the user should proceed immediately to the next phase of the testing procedure.

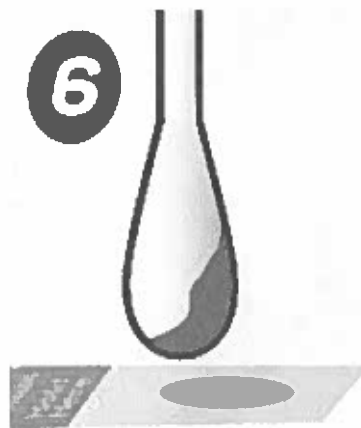
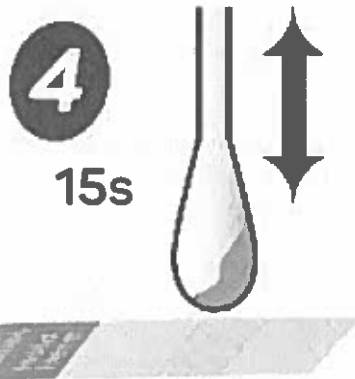


NTK | Conducting the Test

Directly following sample collection, the user should begin the sample testing procedure. The user should start by removing the NTK strip from its sachet by tearing the appropriate end of the packet and withdrawing the strip by the correct end.

The user should then stabilize the strip against a firm surface (tabletop, counter, notebook, palm of gloved hand, etc.) to prepare for testing. The user should take the NTK swab with the collected sample (see NTK | Sample Collection Instructions) and press firmly down against the NTK strip test dry reagent zone (see NTK | Strip). The NTK swab should be pressed down perpendicularly to the NTK strip and held for 2-3 seconds.

Once this is completed, the user should continue to dab around the reagent test zone for another 5-10 seconds to ensure that the sample has ample opportunity to interact with the reagent. The user should then withdraw the NTK swab from the NTK strip and prepare to analyze the results to form. Results may form instantaneously, or over the course of 20 or more seconds.



NTK | Analyzing Test Results

Prior to testing, the user should be familiar with the primary color that indicates a positive result. The user can refer to the reference cards, as well as the corresponding color indication table at the back of this manual as a reference guide for the color analysis.

Following the sample testing phase, the user should immediately look for evidence of a color change that would indicate a positive test result. The color development may occur on either or both of the NTK strip and NTK swab, and the user should carefully inspect both for evidence of this result. An absence of color on either the NTK strip or NTK swab does not in itself constitute a negative result, as the color change could be present on the other.

The color change of a positive result should be very rapid and permanent, and though the color may vary in intensity and hue due to the potential varied nature of sample compounds, it should contain the primary color expected of a positive result. The development of this primary color indicates a positive result for the presumed presence of the narcotic in question in the sample.

For example, the primary color indicative of a positive result for the Amphetamine variety of the NTK is RED. Any indication of the development of the color red suggests a positive test result, even if the color that develops varies in hue and intensity.

The absence of any color change, or a color change that is not consistent with the primary color expected of a positive result is classified as a negative result for the presumed presence of the narcotic in question in the sample.



**No Clear Red
Color Change on
Swab or Strip =
Negative Result**



**Distinct Red
Color Change
on Swab or
Strip =
Positive Result**

NTK | Troubleshooting

The SwabTek NTK test kits are designed to detect the presumed presence of drugs of abuse in samples. The results of the test are presumptive only, indicating to the best of the test's capability a presumption that the target compound is or is not likely to be present in a given sample. Presumptive tests should not be used to determine the legitimacy or legality of the presence of narcotics.

As SwabTek's tests are a color change test that rely on the user to draw conclusions about the results, there are a number of factors to consider about the use of the test. The following can result in mistaken readings that are based on human or procedural error, rather than an error with the color chemistry:

- Improper/non-white lighting used in the test procedure
- Partial to full color blindness of the operator
- Highly colored/color-producing samples used in testing (wet or dry paints, dyes, tea leaves, etc.)
- Highly viscous or thick samples used in testing (candle wax, silicone oil, engineering grease, etc.)
- Testing conditions where the NTK strip, NTK swab, or sample may have been compromised (heavy rain, smoke, extreme temperatures, etc.)

For certain NTK varieties, there are known False Positive compounds that will produce similar test results to the target compound. These False Positive compounds are typical of all presumptive color change tests and are detailed in the Color Reference Charts at the end of this manual. It is important that users be cognizant of the known False Positives and use their best judgment in applying this knowledge in the context of their testing.

If the user is ever unsure about the procedure or result of a test, the test should be re-done. If the user is uncertain about an element of conducting or analyzing the test, and cannot find answers in the reference materials, they should contact a member of SwabTek's team with relevant support (photographs, descriptions, test information) if applicable.

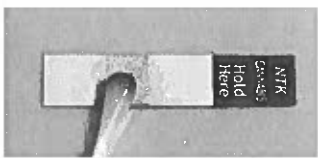


NTK | Cannabis Test Zone

The NTK-Cannabis test zone is indicated by a square of reagent that is white/grey in color. If the test zone on your NTK strip does not contain the square of reagent, or the reagent square is not as expected, try using a different NTK strip. If the issue persists, contact a member of the SwabTek team and be prepared to submit pictures.

The presence of the white/grey color of the reagent, or a water-diluted hue of this color, does not indicate a positive result during testing. The color development indicative of a positive result will be distinct and separate from the color present in the reagent. It is recommended that users trial a negative result using a blank swab in order to assess the color effects of the reagent during testing.

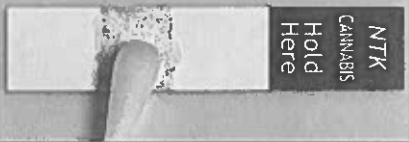



The NTK-Cannabis test produces the following results, based on third-party testing of the tests to the standards established by the National Institute of Justice (NIJ):

Test Target	Level of Detection	NIJ False Positive Rate	Known False Positives
Cannabichromene	7 µg	0.0%	None
CBD	12 µg		
THC	6 µg		

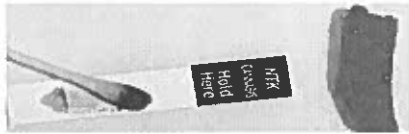



Compound Group	Primary Color Reaction for Positive Result	
Cannabis Compounds: <ul style="list-style-type: none"> Tetrahydrocannabinol (THC), Cannabidiol (CBD), Cannabichromene, Synthetic Cannabinoids, etc. 	Instant Development of Red Color/Hue	
Cannabis Plant Material: <ul style="list-style-type: none"> Cannabis Leaves, Stem, Seeds, etc. 	Instant Development of Red Color/Hue	
Cannabis Extracts: <ul style="list-style-type: none"> Cannabis Oils, Resins, Plant Extract, Including Those Found in Consumables (Candies, Brownies, Cookies, etc.) 	Instant Development of Red Color/Hue	

Document - NTK-MANUAL / Version - 1.2

NTK | Cannabis Color Chart - True Positives - Cannabis Plant & Extracts

Substance	Color Reaction	
Control		NEGATIVE
Cannabis Plant Residue		POSITIVE
THC/CBD Cannabis Oil		POSITIVE
Cannabis Concentrate from Vape Cartridge		POSITIVE

NTK | Cannabis Color Chart - True Positives - Cannabis Edibles

Substance	Color Reaction	
Cannabis Edible - Candy		POSITIVE
Cannabis Edible - Candy		POSITIVE
Cannabis Edible - Candy		POSITIVE
Cannabis Edible - Cookie		POSITIVE