

**Brooklyn Board of Education
Special Meeting Agenda
Virtual & BMS Auditorium**

October 26, 2022

7:00PM

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

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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.

1. Attendance, Establishment of a Quorum, Call to Order
2. Public Comment
3. Approval of Minutes
 - a. September 28, 2022
4. Correspondence and Communication
 - a. Introduction of BOE New Finance Director, Charles Carey
 - b. Thank you - Walmart Brooklyn
 - c. Thank you - Northeastern CT Chamber of Commerce
5. Administrative Reports
 - a. Brooklyn Enrollment Report
 - b. FY23 Financial Reports
 - c. Data Dashboard
 - d. Brooklyn's Best
6. Board of Education Committee Reports
7. Board Representatives to other Committees
8. Old Business
 - a. Policies:
 - i. 9321.2 (a): Bylaws of the Board
 - ii. P5145.511(a): Sexual Abuse Prevention and Education Program
 - iii. P5141.4(a): Reporting of Child Abuse Neglect and Sexual Assault

- iv. P5141.213(a): Opioid Overdose Prevention
- v. P5144.4(a): Physical Exercise and Discipline of Students
- vi. P5113.2 (a): Truancy
- vii. P1250: School Visitors
- viii. P1330: Use of School Facilities
- b. Update regarding HVAC School Construction
- c. Boiler Replacement Update

9. New Business

- a. Discussion regarding letter from the Brooklyn Democratic Town Committee
- b. Discussion regarding substitute pay rate
- c. Discussion regarding 2023-2024 Regional Professional Development Days and Proposed Calendar
- d. Brooklyn Board of Education 2023 Meeting Dates
- e. 2023-2024 Proposed Budget Workshop Dates

10. Public Comment

11. Adjournment

The Board of Education

Town of Brooklyn
119 Gorman Road
Brooklyn, CT 06234

Mae Lyons, Board Chair
Justin Phaiah, Secretary
Isaias Sostre

Melissa Perkins-Banas, Vice-Chair
Kayla Burgess
Rick Ives

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 a special meeting in the Brooklyn Middle School Auditorium and virtually on September 28, 2022 via Zoom. In attendance were Mrs. Lyons, Dr. Perkins-Banas, Mr. Phaiah, Mrs. Burgess, Mr. Ives, and Mr. Sostre. Mrs. Buell, Superintendent, was also present.

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

Mrs. Lyons stated that all six Board members were present: Melissa Perkins-Banas, Justin Phaiah, Kayla Burgess, Rick Ives, Isaias Sostre, and herself, Mae Lyons. Quorum established. Mrs. Lyons called the meeting to order at 7:00 p.m.

2. Public Comment

No Public Comment

3. Approval of Minutes

a. August 24, 2022 BOE Regular Meeting Minutes

Motion to approve the Regular Meeting Minutes for August 24, 2022.
(Perkins-Banas/Burgess)

No discussion

Vote Count: 6, 0

Unanimous vote to approve

4. Correspondence and Communication

a. EASTCONN presentation by Executive Director Eric Protolis

Mrs. Buell introduced Eric Protolis, Executive Director with EASTCONN. She stated that Brooklyn Schools has a lot of collaboration with EASTCONN and he will be sharing information about himself.

Mr. Propolis thanked the Board for having him to share information about himself as well as EASTCONN. He stated that he has been in the field of education for approximately 22 years. He started out at a middle school and high school for Region 8 as a school Psychologist. He then was a Director of Special Education. Mr. Propolis stated that he was looking for placement for students at a meeting with EASTCONN and an opportunity came for him to apply as a Program Director. He then was an Assistant Director of People Services for EASTCONN and then became the Director of People Services. From there he became the Director of Special Services with ACES. Mr. Propolis wanted to return to North East Connecticut and to EASTCONN, which brought him to his current position of Executive Director at EASTCONN.

Mr. Propolis stated that his entry to EASTCONN has revealed some challenges. He stated that EASTCONN has inherited financial struggles in the past couple years. Operations of the agency were stressed during the pandemic and to maintain the programs and services EASTCONN provided, resulting in financial challenges. Mr. Propolis stated that EASTCONN remains committed to the programs and services they have been providing, especially with the contracts they have in place. He stated that they are seeking support in different ways by talking to districts and letting them know what has been happening with EASTCONN. They are working with the State, and with other representatives so that they are aware that EASTCONN is having some struggles and they are looking for solutions. He stated the mission of the agency is to be a responsible agent and provide efficient resolution and solutions for the districts that EASTCONN serves. Mr. Propolis stated that EASTCONN is looking for opportunities to help them get through this difficult time. What is helpful and they have been communicating with districts is that prompt payments are helpful. He stated that some services may not be available that may have been before. EASTCONN provides services in special education, transportation, food services, professional learning, and early childhood and believe these services are value added to the region and would be committed to providing these services.

Mrs. Buell stated that she wanted to share with the Board and publicly that when she heard that EASTCONN was having a challenge, she asked if there were risks to any of the services going to discontinue and she was told no. She stated that she asked if there was anything that Brooklyn Schools might be able to do to help. They had discussed invoicing in advance for transportation. Mrs. Buell stated that Brooklyn Schools values the collaboration they have with EASTCONN and it would be in the districts best interest to support EASTCONN, to help them be successful and get through this challenging time.

b. Administrator Presentation of District Advancement Plan

Mrs. Buell stated that the District Advancement Plan is that Brooklyn provides a solid Tier I instruction, which means all students have high quality instruction. She stated that improvement of SRBI and Tier II and Tier III interventions will lead to improved progress monitoring and adjustment to focus on student outcomes. She stated that both the elementary and middle school will discuss their plan of action for the year. The goal is to improve instruction and closing the achievement gaps for students.

Mrs. Graef discussed the Reading plan for the elementary school. They will be continuing with the work they have done for the past few years with the reading and writing workshops. She stated that they will be adding some new things and there have been some changes that impact the elementary school. The universal screening with Star for kindergarten through grade 3 is no longer an assessment recommended by the State. They will be using the DRA for screening. They have restructured the data team meetings to embed calibration of student work to identify strengths and weaknesses of students and areas to strategically address the needs of learners through the SRBI process. They will also be looking at the foundational reading skills that are needed for students.

Mrs. Tamsin discussed Reading for the middle school. She stated that one of the challenges at the middle school is collecting data for students. They are looking to make improvements in the data collection and meeting process along with documentation in order to inform instruction in the FLEX intervention model. The Lexile level that they can retrieve from the Star assessment that they give three times per year. They will be looking at the 2021-22 SBAC results and incorporating interim Assessment Blocks (7 per grade level). They will continue to use Freckle for reading intervention during FLEX times and will also incorporate IXL, which they have used in the past as well.

Mrs. Toth discussed the Special Education support. She stated that they have been very busy this year with the State launching a new data system called CT-SEDS. It is a new IEP format that is different from what they are used to. She stated that all the special education teachers have done a great job with the new system. They will be focusing on writing quality IEPs through professional development, coaching and collaboration. They will measure usage and effectiveness of specialized programs with Orton Gillingham, Co-Writer, Snap and Read, REad Naturally Live, and TeachTown. She stated that they will be collaborating with both the elementary and middle school and improve the special education referral process through general education and special education within the SRBI/MTSS process.

Mr. Weaver discussed mathematics for the elementary school. He stated that they are looking at piloting two new math programs. IM (Illustrative Math) and i-Ready Math. They will be creating a list of mathematical vocabulary and

terminology that includes preferred words and alternatives for each grade level. They will continue with math fact fluency and calculation assessments administered at all grade-level to identify strengths and weaknesses of students and address the needs of learners through the SRBI process.

Mr. Bender discussed mathematics at the middle school. They are starting the IM (Illustrative Math) this year. They will make improvements in the data collection process and documentation in order to inform instruction in the FLEX intervention model. They will be using checkpoint formative assessments, end of unit summative assessments, Star Math, 2021-22 SBAC results, Freckle, IXL, and Moby Max.

Mrs. Graef discussed Science at the elementary school. There have been changes with the STEAM program. Mr. Maloney will be developing the STEAM pacing guides which includes a progression of the NGSS standards.

Mrs. Tamsin discussed Science in the middle school. She stated they will be making improvements in the data collection process and documentation in order to inform instruction. There will be an implementation of four interim assessment blocks, development of unit assessments, GIZMO, and Science Tech Book.

Mr. Weaver discussed Social Emotional Learning at the elementary school. He stated that social emotional learning remains a priority. They do use the SRBI process to identify students and appropriate supports to meet the individual needs. The Social Worker will help with grade level lessons. They will continue to track and celebrate student and staff attendance. They will be implementing a Tier 1 positive behavior support system that includes recognition of positive, pro-social behaviors and schoolwide social emotional instruction.

Mr. Bender discussed Social Emotional Learning at the middle school. He stated that staff will use PowerSchool to track student discipline data. They will use the DESSA-mini universal screen three times per year. They will be having a weekly agenda raffle and chromebook spot checks. They will continue the Good Cookie Award recognizing student behavior monthly; Lions Club Award recognizing student effort for Q1, Q2, Q3; Academic Achievement Awards. They will track and celebrate student and staff attendance and “Start with Hello” week to support SEL needs.

Mrs. Graef discussed Communication and Parental Involvement at the elementary school. She stated that the goal is to have parents back in the building. She stated they will develop a positive perception of the school through direct publication to showcase successes using Podcast, opening up the PowerSchool Portal, and encouraging parent volunteers for interventions/school-wide activities. They want more parent involvement and getting people back in the building.

Mrs. Tamsin discussed Communication and Parental Involvement at the middle

school. She stated that people were missing the opportunities of being involved. The middle school had a ribbon cutting ceremony earlier today to celebrate the first phase of the Fitness Course. Parent involvement looks different at the middle school. They can get parents involved through Podcasts, PowerSchool Portal for progress reports, Principal's advisory group, grade level family newsletters, school messenger family updates, two parent conference events, yearly drama production, band/chorus concerts, family engagement nights and starting to utilize the Teen Center again.

Mrs. Buell stated that the administrators discussed curriculum, assessments, and incentives. These are challenges and hard work ahead. She stated that they are all proud of our students. We want them to be as successful as they can.

Mrs. Buell thanked administrators for a great start to the year and for all their hard work in putting this presentation together.

c. NFA Brooklyn Town Profile SY22

Mrs. Buell shared NFA's presentation and it is also on the Town's website. She stated that there are currently eleven students enrolled at NFA, which is not a designated high school. Brooklyn students have better attendance than other towns that attend NFA. She stated that eight of our students earned high honors and three earned honors. All eleven students are on track to graduate. Brooklyn students are participating in fifteen co-curricular activities. There were fourteen scholarships and awards that were given to Brooklyn students. Brooklyn students outperformed in both the PSAT and the SAT.

Mrs. Lyons asked if NFA makes a presentation to our 8th grade students. Mrs. Buell stated that they do not. She stated that Brooklyn holds a High School Choice Fair where any high school can attend. She stated that our designated high schools, Killingly High School and Woodstock Academy, the Magnet Schools, Ellis Tech, and Parish Hill attended. A few private schools, Pomfret and Marianapolis, also attended.

d. Thank You Letter - Brooklyn PTO

Mrs. Buell stated that she sent a thank you letter to the Brooklyn PTO for their continued support of the Brooklyn Schools. She stated that the Welcome Back to School BBQ was amazing and she recognized the time and effort that is put forth for the event. Mrs. Buell stated that Robert Chenail, PE Teacher at the elementary school, is the President of the PTO.

e. Thank You Letter - Mortlake Fire Department

Mrs. Buell stated that she sent a thank you letter to Mortlake Fire Department for cooking for Brooklyn students, families, and staff at the PTO Welcome Back BBQ. She stated that everything was delicious.

f. Thank You Letter - Brooklyn Cub Scouts Pack 44

Mrs. Buell stated that she sent a thank you letter to Brooklyn Cub Scouts Pack 44 for their continued support of the Brooklyn Public Schools and for the many hours that the scouts helped to serve food at the PTO Welcome Back BBQ.

5. Administrative Reports

a. Brooklyn Enrollment Report

Mrs. Buell discussed the enrollment projection report. Brooklyn Elementary school enrollment is at 534 students; Brooklyn Middle school enrollment is 358 students; High school enrollment is 396 students and 17 students out of district. Total Brooklyn enrollment is 1,305 students.

b. FY23 Financial Reports

Mrs. Buell discussed the financial reports. Staffing is slightly over budget. This is due to when a teacher resigns their position and filling the position is sometimes at a higher rate.

c. Budget Transfer Request

Mrs. Buell discussed the amended budget transfer request line items totaling \$42,873.00 with the Board and asked that they approve the amended budget transfer.

Motion to approve the AMENDED transfer of funds as outlined on the Budget Transfer Request in the amount of \$42,873.00.

(Perkins-Banas/Ives)

No discussion

Vote Count: 6, 0

Unanimous vote to approve

d. Data Dashboard

Mrs. Buell discussed the attendance for staff and wants to look at it on a monthly basis. She is looking at an incentive/acknowledgement for perfect attendance to have staff in the buildings. Full day attendance is slightly better this year than in 2021 in both schools. Partial attendance is also better this year than in the last school year in both schools.

e. Brooklyn's Best

BES

- We had wonderful participation at the Back to School BBQ and Open House. Thank you to our PTO for hosting such an amazing night!
- Implementation of new PBIS system (PD for all staff, expectation stations, voice levels, give me 5, staff handing out tickets for BEAR behavior, first shopping day & monthly drawing at the end of month).
- Kinder Camp was well attended by our incoming Kindergarten students and families. This year we had 13 community organizations attend to share information about how their organizations can assist families and students. The organizations that attended were the Brooklyn Public Library, Brooklyn Little League/KBMF, Brooklyn PTO, Brooklyn Soccer, Carelot, Brooklyn Cub Scouts, ELL Program Eastconn, Green Valley Girl Scout Service Unit, Jewett City Bank, Northeast District Department of Health, Northeast Early Childhood Council, United Services, and Village Green.
- Mrs. Gatlin created a wonderful display for Dot Day. The children and staff loved seeing the student art work throughout the hallways.

BMS

- We had a successful Principal Advisory meeting with 6 parents and 5 staff members in attendance.
- Thank you to Mrs. Kerr for planning and organizing a High School Choice Fair, which was well attended by families and schools.
- Great start to our fall athletic season.
- We are looking forward to the Ribbon Cutting event on Wednesday, September 28th.
- It has been a smooth start to the new school year and our new staff has done a nice job getting to know students, staff and families. We celebrated "Start With Hello Week" with activities during lunches for students to interact and recognize peers and staff for positive support.

6. Board of Education Committee Reports

Mrs. Burgess stated the Policy committee met yesterday, Tuesday, September 27, 2022. She will be discussing the policies under Old Business.

7. Board Representatives to Other Committees

Mrs. Burgess stated that the Early Childhood council met last Monday, September 19, 2022 and the focus was on mental health. Taking care of yourself first before helping others.

Mrs. Burgess stated that the School Readiness council met afterwards, she was not sure if she was supposed to take part and thinks she was. She will attend the next meeting.

8. Old Business

a. Policies: 2nd Reading

Mrs. Burgess stated that the Policy Committee met yesterday, Tuesday, September 27, 2022, and stated that there are several policies they have recommendations to pass or to not take action, as well as some that will be tabled until next month for the committee to review further.

The following Policy Committee's recommendations are below for the each policy and motions will be held after Mrs. Burgess goes through the committee's recommendations:

- P6111(a): School Calendar - The committee's recommendation is to approve and to update with the newest State law.
- P9321.2(a): Bylaws of the Board - Needs further review by the committee and to table until the next meeting.
- P5145.511(a): Sexual Abuse Prevention and Education Program - Needs further review by the committee and to table until the next meeting.
- P5141.4(a): Reporting of Child Abuse Neglect and Sexual Assault - Needs further review by the committee and to table until the next meeting.
- P5141.213(a): Opioid Overdose Prevention - The committee's recommendation is to update to the newest state law and clean up some of the language.
- P6140(a): Curriculum - The committee's recommendation is to approve and update to the newest state law, minor updates.
- P6172.6(a): Distance Education - The committee's recommendation is to not to take action at this time.

Mr. Ives stated that he was not sure what this policy was, is there any background? Mrs. Buell stated it had to do with dual teaching, which is teaching on computer and teaching in the classroom at the same time. Brooklyn does not do dual instruction.

- P7230.2(a): Indoor Air Quality- The committee's recommendation is not to take action at this time.

- P4113.12: Minimum Duty-Free Lunch Periods for Teachers - This has been already discussed at a previous meeting. The committee's recommendation is to approve this policy due to it being a State law.
- P5144.4(a): Physical Exercise and Discipline of Students - Needs further review by the committee and to table until the next meeting.
- P5113.2(a): Truancy - Needs further review by the committee and to table until the next meeting.

Dr. Perkins-Banas made a motion to approve the following four policies as edited on the documents:

P6111: School Calendar

P5141.213: Opioid Overdose Prevention

P6140: Curriculum

P4113.12: Minimum Duty-Free Lunch Periods for Teachers

(Perkins-Banas/Burgess)

Vote: Mrs. Lyons: Yes

Dr. Perkins-Banas: Yes

Mr. Phaiah: Yes

Mrs. Burgess: Yes

Mr. Ives: Yes

Mr. Sostre: Abstention on P6140: Curriculum

Dr. Perkins-Banas made a motion to table the following policies to next month's meeting, October 26, 2022:

P5113.2: Truancy

P5141.4: Reporting of Child Abuse Prevention and Education Program

P5145.511: Sexual Abuse Prevention and Education Program

P9321.2: Bylaws of the Board

P5144.4: Physical Exercise and Discipline of Students

(Perkins-Banas/Sostre)

No discussion

Vote Count: 6, 0

Unanimous vote to approve

Dr. Perkins-Banas made a motion to not take action on the following policies:

P6172.6: Distance Education

P7230.2: Indoor Air Quality

(Perkins-Banas/Sostre)

No Discussion

Vote Count: 6,0

Unanimous vote to approve

b. Climate Survey Questions/Answers

Mrs. Buell stated that she shared the Climate Survey data with the Board at last month's meeting. The results were posted online and the Board was given a copy to review. Mrs. Buell asked the Board if they had any questions or feedback that they may be able to address.

Mrs. Lyons stated that it looked like administrators incorporated some of the feedback into the Advancement Plan. She stated that it was nice to see the administrators doing that and it is helpful.

9. New Business

a. Policies: 1st Reading

The following policies are a first reading for the Board:

- P1250: School Visitors
- P1330: Use of School Facilities

Mrs. Burgess stated that the policy committee will be discussing these policies for the next Board meeting. She stated that visitors being on the grounds when they shouldn't be, such as a fire drill or walking their dog on school grounds during school hours when students are at recess, should not be allowed. It can be concerning to have unknown adults walking on school grounds during school hours. The committee will be looking into these policies for the next meeting.

Mrs. Buell stated with all the school events that have happened, she stated it is a little contradictory to what the administrators had discussed earlier in regards to having parents in the building. Mrs. Buell stated that they want parents there for a reason, not for unknown adults walking through the parking lot. The building could be put in lock down. Mrs. Buell stated that walking a dog or just going for a walk should not be during school hours on school property. She stated that this policy needs to be looked at by the committee and changes need to be made.

b. 8th Grade End of school Year Trip

Mrs. Buell discussed the 8th grade trip and being able to attend the DC trip. The administration put out a survey to families and there were three options:

Option 1 - Nature's Classroom 3 Days, 2 Nights

Price: \$400.00

Option 2 - Nature's Classroom 4 Days, 3 Nights with Whale Watch Excursion

Price: \$530.00

Received the most response from families

Option 3: Washington D.C. & Morning in Philadelphia 3 Days, 2 Nights
Price: 650.00

Mrs. Buell stated that Option 2 to Nature's Classroom with the Whale Watch Excursion had the highest turnout on the survey. There will be fundraising to help offset the cost of the trip for every student.

c. Discussion about HVAC School Construction Grant

Mrs. Buell stated that she wanted to give the Board an update on the HVAC School Construction Grant. There is a handout posted on the Town's website. The State has released funding to apply for a grant through the Office of School Construction. She stated that it would work similarly to the Solar Project. If the Brooklyn Schools were to approve the grant, the State would reimburse the Town of Brooklyn 72.86% and the local portion is 27.14%. She stated that she has discussed this with the Board, the Board of Selectmen, The Board of Finance and the Esser committee about the possibility if they were to take on this project. The Town ARP/ESSER committee were supportive of moving forward and the offset of the project. Mrs. Buell stated that the State will not commit. She stated that she would need to go back to the Town and the Board of Selectmen make some resolutions permitting the school move forward with the project and put a building committee in place. The Board of Selectmen has a meeting scheduled for tomorrow, Thursday, September 29, 2022. Mrs. Buell stated that this project could cost approximately \$2,000,000 and would replace the HVAC system in both buildings and add air handlers and air conditioning in places that currently do not have it. If some parts are in good condition, they will remove parts of the air conditioning that are no longer compliant and update/upgrade the system. This project is about air exchange, air quality, and safety to improve the work environment and increase efficiency. It is not just about adding air conditioning in the classrooms.

Mrs. Buell stated that ARP/ESSER funds can not be used for the local portion and the taxpayers would have to vote on the project and go out for a bond. The Town would have to commit to the full cost of the \$2,000,000 project with the reimbursement funds going back to the Town to offset the bond. Town financial responsibility would be \$542,800 for the project and the reimbursement from DAS would be \$1,457,200.

Mrs. Buell would like the Board to make a motion on moving forward with the RFQ and the project.

Mr. Ives made a motion to move forward with the RFQ and the HVAC project.
(Ives/Phaiah)

No discussion

Vote Count: 6, 0

Unanimous vote to approve

d. Update on the School Business Manager Vacancy

Mrs. Buell stated that our current Business Manager, Rushie Bean, resigned her position. She stated that Rushie has a great opportunity and has done a great job for the school. There are currently three applicants for the school Business Manager vacancy.

Mrs. Buell stated that she also received a resignation from the new Financial Assistant with the school and will be posting this position right away. She also has a great opportunity that will impact her for many years and her children's education down the road.

e. Legislative Updates

Mrs. Buell stated that there are numerous legislative impacts to the district. These include impacting policies, unexpected expenditures as well as increased areas of required instructional development.

f. SBAC Scores

Mrs. Buell discussed the SBAC scores and data with the Board and they are posted on the Town's website as well. Data from 2017 through 2022. Mrs. Buell stated that 2020 there was no testing; 2021 was a challenging year; 2022 was somewhat back to a normal year.

10. Public Comment

Austin Tanner, First Selectman, stated that he is hopeful with the school construction grant. The State has not said the bottom line and stated that we need to jump on it and maybe all the schools will not get their applications in. He believes the state will continue it another year and we will have everything done. Mr. Tanner also stated that there is a new Parks and Recreation Director, Renee Sangermano. She was a Parks and Recreation director in New Hampshire and is very enthusiastic and excited for her new position. She will be starting next week, October 5, 2022. He will be introducing her to staff. Mr. Tanner stated that he also wanted to mention the opioid policy on the agenda this evening, the Town gets funding from the State opioid settlement. He stated that there are only certain things the Town can spend it on. He would like to discuss further with the school and see if he can provide funds for the opioid.

11. Executive Session

- a. Superintendent Goals
- b. Brooklyn Public School Safety Plans

Dr. Perkins-Banas made a motion to enter into executive session at 9:20 p.m. to discuss the superintendent's goals as well as to discuss Brooklyn Public School Safety Plans. We would invite the superintendent.

(Perkins-Banas/Phaiah)

No discussion

Vote Count: 6, 0

Unanimous vote to approve

Mr. Ives left the meeting at 9:52 p.m.

Dr. Perkins-Banas made a motion to come out of executive session at 9:52 p.m.

(Perkins-Banas/Phaiah)

No discussion

Vote Count: 5, 0

Unanimous vote to approve

12. Adjournment

Motion to adjourn at 9:53 p.m.

(Perkins-Banas/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) 774-9153
Fax: (860) 774-6938

Patricia L. Buell
Superintendent
buell@brooklynschools.org

October 26, 2022

Ms. Betti Kuszaj
Northeastern Connecticut Chamber of Commerce
210 Westcott Road
Danielson, CT 06239

Dear Ms. Kuszaj,

I wanted to take a moment to thank you and the Northeastern Connecticut Chamber of Commerce for loaning us the special scissors for our new Community Fitness Course ribbon cutting ceremony on September 28, 2022.

We appreciate your support of the Brooklyn Public Schools and the Brooklyn community.

Sincerely,



Patricia L. Buell
Superintendent, Brooklyn Public Schools

PB/tm

cc: Justin Phaiah, Brooklyn Board of Education Secretary



The Brooklyn School

119 Gorman Road
Brooklyn, CT 06234
Phone: (860) 774-9153
Fax: (860) 774-6938

Patricia L. Buell
Superintendent
buell@brooklynschools.org

October 6, 2022

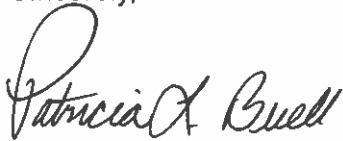
Walmart Supercenter #5777
% Marchelle Savage
450 Providence Road
Brooklyn, CT 06234

Dear Marchelle,

On behalf of the Brooklyn Board of Education and the Brooklyn Public Schools I would like to thank you very much for the donations made to the Brooklyn Public Schools. The three pallets of assorted school supplies that we received were very thoughtful of you and will greatly benefit our students and staff. We were amazed by your generosity. Thank you!

This donation will be recognized at the Board of Education meeting on October 26, 2022 at 7:00pm. Thank you for your continued support of the Brooklyn Public Schools and our community!

Sincerely,



Patricia L. Buell

PB/tm

cc: Justin Phaiah, Board of Education Secretary

Acct	Account Name	Adopted		Adjusted			Adj. v Expense		
		Budget 22-23	Transfers	Budget 22-23	Ytd Expended	Encumbered	Total Exp/Encum	Balance	% Exp/Encum
1100	ADMINISTRATORS SALARY	\$821,699	\$0	\$821,699	\$254,423	\$548,569	\$802,992	\$18,707	97.72%
1103	SUBSTITUTE TEACHERS	\$95,000	\$0	\$95,000	\$3,241	\$16,493	\$19,734	\$75,266	20.77%
1104	SUBSTITUTE PARAPROFESSIONALS	\$20,000	\$0	\$20,000	\$2,565	\$0	\$2,565	\$17,435	12.83%
1105	SALARIES- INTERN SUPPORT STAFF	\$0	\$0	\$0	\$3,152	\$0	\$3,152	(\$3,152)	
1110	SUPPORT STAFF (SEC., CUST., NURSE)	\$1,128,075	\$0	\$1,128,075	\$286,442	\$816,219	\$1,102,661	\$25,414	97.75%
1111	TEACHERS	\$5,485,358	\$0	\$5,485,358	\$1,060,389	\$4,515,283	\$5,575,672	(\$90,314)	101.65%
1112	PARAPROFESSIONALS	\$1,110,808	\$0	\$1,110,808	\$164,588	\$863,604	\$1,028,192	\$82,616	92.56%
1119	ESY TEACHERS	\$5,760	\$0	\$5,760	\$5,793	\$0	\$5,793	(\$33)	100.57%
1129	ESY PARAPROFESSIONALS	\$17,280	\$0	\$17,280	\$16,364	\$0	\$16,364	\$916	94.70%
1130	CUSTODIAL OVERTIME	\$2,000	\$0	\$2,000	\$2,185	\$0	\$2,185	(\$185)	109.25%
1151	STIPENDS	\$53,690	\$0	\$53,690	\$0	\$0	\$0	\$53,690	0.00%
1152	TECHNOLOGY (SUMMER)	\$7,500	\$0	\$7,500	\$2,659	\$0	\$2,659	\$4,841	35.45%
1000	Total Salaries	\$8,747,170	\$0	\$8,747,170	\$1,801,801	\$6,760,168	\$8,561,969	\$185,201	97.88%
2110	HEALTH INSURANCE	\$1,774,190	\$0	\$1,774,190	\$686,366	\$1,268,386	\$1,954,752	(\$180,562)	110.18%
2115	DENTAL INSURANCE	\$104,410	\$0	\$104,410	\$35,332	\$65,149	\$100,481	\$3,929	96.24%
2120	H.S.A. CONTRIBUTIONS	\$193,750	\$0	\$193,750	\$80,521	\$77,990	\$158,511	\$35,239	81.81%
2200	FICA/MEDICARE	\$286,086	\$0	\$286,086	\$58,448	\$200,876	\$259,324	\$26,762	90.65%
2300	PENSION/RETIREMENT	\$266,828	\$0	\$266,828	\$256,828	\$0	\$256,828	\$10,000	96.25%
2510	TUITION REIMBURSEMENT	\$15,000	\$0	\$15,000	\$4,799	\$0	\$4,799	\$10,201	31.99%
2600	UNEMPLOYMENT COMPENSATION	\$35,000	\$0	\$35,000	\$0	\$0	\$0	\$35,000	0.00%
2700	WORKERS COMPENSATION	\$85,943	\$0	\$85,943	\$42,964	\$42,965	\$85,929	\$14	99.98%
2800	LIFE INSURANCE	\$19,293	\$0	\$19,293	\$6,296	\$12,323	\$18,619	\$674	96.51%
2000	Total Benefits	\$2,780,500	\$0	\$2,780,500	\$1,171,554	\$1,667,689	\$2,839,243	(\$58,743)	102.11%
3000	INS CLAIM - LIGHTNING STRIKE	\$0	\$0	\$0	\$3,858	\$0	\$3,858	(\$3,858)	
3020	BOARD OF ED - LEGAL	\$25,000	\$0	\$25,000	\$7,519	\$12,482	\$20,000	\$5,000	80.00%
3200	PROFESSIONAL ED SERVICES	\$189,585	\$0	\$189,585	\$69,756	\$1,298	\$71,054	\$118,531	37.48%
3230	PUPIL SERVICES	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$2,500	0.00%
3400	OTHER PROFESSIONAL SERVICES	\$45,800	\$0	\$45,800	\$12,102	\$8,446	\$20,548	\$25,252	44.86%
3410	AUDIT	\$28,465	\$0	\$28,465	\$4,000	\$11,965	\$15,965	\$12,500	56.09%
3500	TECHNICAL SERVICES	\$32,800	\$0	\$32,800	\$14,968	\$8,667	\$23,635	\$9,165	0.00%
3520	OTHER TECHNICAL SERVICES	\$5,475	\$0	\$5,475	\$5,200	\$0	\$5,200	\$275	94.98%
3540	SPORTS OFFICIALS	\$5,000	\$0	\$5,000	\$540	\$0	\$540	\$4,460	10.80%
3000	Total Prof. Services	\$334,625	\$0	\$334,625	\$117,942	\$42,858	\$160,800	\$173,826	48.05%
4101	REFUSE REMOVAL	\$15,000	\$0	\$15,000	\$3,922	\$8,186	\$12,108	\$2,892	80.72%
4300	EQUIPMENT REPAIRS	\$22,000	\$0	\$22,000	\$999	\$861	\$1,860	\$20,140	8.45%
4301	BUILDING MAINTENANCE	\$40,000	\$0	\$40,000	\$9,335	\$9,269	\$18,604	\$21,396	46.51%

Acct	Account Name	Adopted		Adjusted		Ytd Expended	Encumbered	Total Exp/Encum	Adj. v Expense	
		Budget 22-23	Transfers	Budget 22-23					Balance	% Exp/Encum
4302	FIRE/SECURITY MAINTENANCE	\$16,500	\$0	\$16,500	\$10,393	\$4,760	\$15,153	\$1,347	91.83%	
4303	GROUNDS MAINTENANCE	\$17,000	\$0	\$17,000	\$6,206	\$2,359	\$8,565	\$8,435	50.38%	
4320	TECHNOLOGY RELATED REPAIRS	\$6,000	\$0	\$6,000	\$528	\$0	\$528	\$5,472	8.81%	
4411	WATER/SEWER	\$27,836	\$0	\$27,836	\$2,130	\$7,690	\$9,820	\$18,016	35.28%	
4430	RENTAL OF EQUIPMENT - COPIERS	\$58,000	\$0	\$58,000	\$9,920	\$30,906	\$40,826	\$17,174	70.39%	
4000	Total Contracted Services	\$202,336	\$0	\$202,336	\$43,433	\$64,031	\$107,464	\$94,872	53.11%	
5100	TRANSPORTATION-REGULAR	\$781,333	\$0	\$781,333	\$101,572	\$655,200	\$756,772	\$24,561	96.86%	
5110	TRANSPORTATION-SPECIAL ED	\$227,424	\$0	\$227,424	\$45,206	\$175,560	\$220,766	\$6,658	97.07%	
5130	TRANSPORTATION-ESY	\$39,661	\$0	\$39,661	\$27,556	\$0	\$27,556	\$12,105	69.48%	
5150	TRANSPORTATION-FIELD TRIPS/ATHLETIC	\$26,400	\$0	\$26,400	\$483	\$0	\$483	\$25,917	1.83%	
5200	LIABILITY INSURANCE	\$74,753	\$0	\$74,753	\$37,374	\$37,378	\$74,752	\$1	100.00%	
5300	COMMUNICATIONS	\$12,440	\$0	\$12,440	\$2,938	\$9,898	\$12,836	(\$396)	103.18%	
5301	POSTAGE	\$3,300	\$0	\$3,300	\$2,234	\$246	\$2,480	\$820	75.16%	
5400	ADVERTISING	\$6,950	\$0	\$6,950	\$7,064	\$0	\$7,064	(\$114)	101.64%	
5600	TUITION-HIGH SCHOOL	\$4,682,351	\$0	\$4,682,351	\$1,276,050	\$1,910,032	\$3,186,082	\$1,496,269	68.04%	
5610	TUITION-VO AG	\$28,960	\$0	\$28,960	\$0	\$0	\$0	\$28,960	0.00%	
5630	TUITION-SPECIAL ED PRIVATE	\$921,151	\$0	\$921,151	\$152,770	\$654,368	\$807,138	\$114,013	87.62%	
5640	TUITION-SPECIAL ED PUBLIC IN STATE	\$892,148	\$0	\$892,148	\$270,169	\$536,733	\$806,902	\$85,246	90.44%	
5650	TUITION-SPECIAL ED PRIVATE OUT OF STATE	\$68,014	\$0	\$68,014	\$0	\$0	\$0	\$0	0.00%	
5800	TRAVEL	\$14,500	\$0	\$14,500	\$615	\$1,385	\$2,000	\$12,500	13.79%	
5910	ADULT EDUCATION	\$28,000	\$0	\$28,000	\$29,593	\$0	\$29,593	(\$1,593)	105.69%	
5000	Total Other Services	\$7,807,385	\$0	\$7,807,385	\$1,953,624	\$3,980,800	\$5,934,424	\$1,804,947	76.01%	
6100	GENERAL SUPPLIES	\$62,645	\$0	\$62,645	\$41,357	\$1,848	\$43,205	\$19,440	68.97%	
6110	INSTRUCTIONAL SUPPLIES	\$66,940	\$0	\$66,940	\$49,081	\$2,745	\$51,826	\$15,114	77.42%	
6120	ADMIN SUPPLIES	\$25,135	\$0	\$25,135	\$12,374	\$96	\$12,470	\$12,665	49.61%	
6220	ELECTRICITY	\$89,547	\$0	\$89,547	\$12,445	\$64,595	\$77,040	\$12,507	86.03%	
6230	PROPANE GAS	\$1,500	\$0	\$1,500	\$0	\$0	\$0	\$1,500	0.00%	
6240	FUEL OIL	\$96,663	\$0	\$96,663	\$2,053	\$94,610	\$96,663	\$0	100.00%	
6260	GASOLINE/DIESEL	\$93,176	\$0	\$93,176	\$16,386	\$62,145	\$78,531	\$14,645	84.28%	
6400	BOOKS	\$5,500	\$0	\$5,500	\$2,057	\$888	\$2,945	\$2,555	53.55%	
6410	TEXTBOOKS	\$46,125	\$0	\$46,125	\$25,328	\$525	\$25,328	\$20,797	54.91%	
6420	LIBRARY BOOKS	\$6,635	\$0	\$6,635	\$888	\$104	\$992	\$5,643	14.95%	
6430	PERIODICALS	\$2,723	\$0	\$2,723	\$77	\$206	\$283	\$2,440	10.39%	
6500	TECHNOLOGY SUPPLIES	\$5,000	\$0	\$5,000	\$81	\$0	\$81	\$4,919	0.00%	
6900	OTHER SUPPLIES	\$20,580	\$0	\$20,580	\$429	\$134	\$563	\$20,017	2.74%	
6000	Total Supplies	\$522,169	\$0	\$522,169	\$162,556	\$227,896	\$389,927	\$132,242	74.67%	

Acct	Account Name	Adopted		Adjusted		Ytd Expended	Encumbered	Total Exp/Encum	Adj. v Expense	
		Budget 22-23	Transfers	Budget 22-23					Balance	% Exp/Encum
7345	INSTRUCTIONAL EQUIPMENT	\$68,452	\$0	\$68,452	\$2,455	\$12,879	\$15,334	\$53,118	0.00%	
7350	TECHNOLOGY SOFTWARE	\$31,340		\$31,340	\$0	\$0				
7000	Total Equipment	\$99,792	\$0	\$99,792	\$2,455	\$12,879	\$15,334	\$53,118	\$0	
8100	DUES & FEES	\$34,195	\$0	\$34,195	\$18,869	\$772	\$19,641	\$14,554	57.44%	
8000	Total Dues & Fees	\$34,195	\$0	\$34,195	\$18,869	\$772	\$19,641	\$14,554	57.44%	
9140	CONTINGENCY	\$12,604	\$0	\$12,604	\$0	\$0	\$0	\$12,604	0.00%	
9000	Total Other	\$12,604	\$0	\$12,604	\$0	\$0	\$0	\$12,604	0.00%	
1010	Total General Fund	\$20,540,776	\$0	\$20,540,776	\$5,272,234	\$12,757,093	\$18,028,802	\$2,412,620	87.77%	

Brooklyn Board of Education

FY23 Budget Expense Summary by Object

From Date: 10/1/2022

To Date: 10/31/2022

Fiscal Year: 2022-2023

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	\$821,699.00	\$0.00	\$821,699.00	\$31,246.40	\$254,423.44	\$567,275.56	\$548,569.12	\$18,706.44	2.28%
1010.00000.0000.000.51103	Salaries- Substitute Teachers	\$95,000.00	\$0.00	\$95,000.00	\$1,201.27	\$3,240.60	\$91,759.40	\$16,493.40	\$75,266.00	79.23%
1010.00000.0000.000.51104	Salaries-Substitute Instructional Aides	\$20,000.00	\$0.00	\$20,000.00	\$1,160.95	\$2,565.43	\$17,434.57	\$0.00	\$17,434.57	87.17%
1010.00000.0000.000.51105	Salaries-Intern Support Staff	\$0.00	\$23,373.00	\$23,373.00	\$887.25	\$3,151.68	\$20,221.32	\$0.00	\$20,221.32	86.52%
1010.00000.0000.000.51110	Salaries-Support Staff	\$1,128,075.00	\$0.00	\$1,128,075.00	\$48,248.17	\$286,441.71	\$841,633.29	\$816,219.09	\$25,414.20	2.25%
1010.00000.0000.000.51111	Salaries-Teachers	\$5,485,358.00	(\$23,373.00)	\$5,461,985.00	\$216,783.14	\$1,060,389.39	\$4,401,595.61	\$4,515,283.21	(\$113,687.60)	-2.08%
1010.00000.0000.000.51112	Salaries-Instructional Aides	\$1,110,808.00	\$0.00	\$1,110,808.00	\$52,949.57	\$164,588.06	\$946,219.94	\$863,603.57	\$82,616.37	7.44%
1010.00000.0000.000.51119	ESY Teacher	\$5,760.00	\$0.00	\$5,760.00	\$0.00	\$5,792.52	(\$32.52)	\$0.00	(\$32.52)	-0.56%
1010.00000.0000.000.51129	ESY Paraprofessional	\$17,280.00	\$0.00	\$17,280.00	\$0.00	\$16,364.03	\$915.97	\$0.00	\$915.97	5.30%
1010.00000.0000.000.51130	Salaries-Custodial O/T	\$2,000.00	\$0.00	\$2,000.00	\$682.75	\$2,185.16	(\$185.16)	\$0.00	(\$185.16)	-9.26%
1010.00000.0000.000.51151	Additional Compensation-Teachers	\$53,690.00	\$0.00	\$53,690.00	\$0.00	\$0.00	\$53,690.00	\$0.00	\$53,690.00	100.00%
1010.00000.0000.000.51152	IT Summer Salaries	\$7,500.00	\$0.00	\$7,500.00	\$0.00	\$2,658.75	\$4,841.25	\$0.00	\$4,841.25	64.55%
1010.00000.0000.000.52110	Health Ins Employer	\$1,774,190.00	\$0.00	\$1,774,190.00	\$137,982.78	\$686,365.96	\$1,087,824.04	\$1,268,386.24	(\$180,562.20)	-10.18%
1010.00000.0000.000.52115	Dental Ins. Employer	\$104,410.00	\$0.00	\$104,410.00	\$6,885.68	\$35,331.55	\$69,078.45	\$65,149.01	\$3,929.44	3.76%
1010.00000.0000.000.52120	HSA	\$193,750.00	\$0.00	\$193,750.00	\$0.00	\$80,520.83	\$113,229.17	\$77,989.76	\$35,239.41	18.19%
1010.00000.0000.000.52200	Fica/Medicare Employer portion	\$286,086.00	\$0.00	\$286,086.00	\$11,546.61	\$58,447.47	\$227,638.53	\$200,876.13	\$26,762.40	9.35%
1010.00000.0000.000.52300	Pension/Retirement Expenses	\$266,828.00	\$0.00	\$266,828.00	\$0.00	\$256,828.00	\$10,000.00	\$0.00	\$10,000.00	3.75%
1010.00000.0000.000.52510	Tuition Reimbursement	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$4,799.00	\$10,201.00	\$0.00	\$10,201.00	68.01%
1010.00000.0000.000.52600	Unemployment	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$35,000.00	\$0.00	\$35,000.00	100.00%
1010.00000.0000.000.52700	Workers Compensation	\$85,943.00	\$0.00	\$85,943.00	\$0.00	\$42,963.69	\$42,979.31	\$42,964.67	\$14.64	0.02%
1010.00000.0000.000.52800	Life Insurance	\$19,293.00	\$0.00	\$19,293.00	\$361.22	\$6,296.04	\$12,996.96	\$12,323.49	\$673.47	3.49%
1010.00000.0000.000.53000	Purchased Services	\$0.00	\$0.00	\$0.00	\$0.00	\$3,857.50	(\$3,857.50)	\$0.00	(\$3,857.50)	0.00%
1010.00000.0000.000.53020	Legal Services	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$7,518.50	\$17,481.50	\$12,481.50	\$5,000.00	20.00%
1010.00000.0000.000.53200	Professional Educational Services	\$189,585.00	(\$18,000.00)	\$171,585.00	\$786.01	\$69,756.20	\$101,828.80	\$1,298.00	\$100,530.80	58.59%
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	\$45,800.00	\$10,000.00	\$55,800.00	\$7,554.00	\$12,102.00	\$43,698.00	\$8,445.90	\$35,252.10	63.18%
1010.00000.0000.000.53410	Audit	\$28,465.00	\$0.00	\$28,465.00	\$0.00	\$4,000.00	\$24,465.00	\$11,965.00	\$12,500.00	43.91%
1010.00000.0000.000.53500	Technical Services	\$32,800.00	\$0.00	\$32,800.00	\$963.00	\$14,968.34	\$17,831.66	\$8,667.00	\$9,164.66	27.94%
1010.00000.0000.000.53520	Other Technical Services	\$5,475.00	\$8,000.00	\$13,475.00	\$5,200.00	\$5,200.00	\$8,275.00	\$0.00	\$8,275.00	61.41%
1010.00000.0000.000.53540	Sports Officials	\$5,000.00	\$0.00	\$5,000.00	\$540.00	\$540.00	\$4,460.00	\$0.00	\$4,460.00	89.20%
1010.00000.0000.000.54101	Refuse Removal	\$15,000.00	\$0.00	\$15,000.00	\$977.54	\$3,921.75	\$11,078.25	\$8,186.25	\$2,892.00	19.28%
1010.00000.0000.000.54300	Equipment Repairs	\$22,000.00	\$0.00	\$22,000.00	\$999.25	\$999.25	\$21,000.75	\$861.00	\$20,139.75	91.54%
1010.00000.0000.000.54301	Building Maintenance	\$40,000.00	\$0.00	\$40,000.00	\$3,792.22	\$9,334.72	\$30,665.28	\$6,269.00	\$24,396.28	60.99%
1010.00000.0000.000.54302	Fire/Security Maintenance	\$16,500.00	\$0.00	\$16,500.00	\$0.00	\$10,392.64	\$6,107.36	\$4,760.00	\$1,347.36	8.17%

Brooklyn Board of Education

FY23 Budget Expense Summary by Object

Fiscal Year: 2022-2023

From Date: 10/1/2022 To Date: 10/31/2022

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	\$0.00	\$17,000.00	\$3,387.10	\$6,205.61	\$10,794.39	\$2,359.17	\$8,435.22	49.62%
1010.00000.0000.000.54320	Technology Related Repairs	\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$528.40	\$5,471.60	\$0.00	\$5,471.60	91.19%
1010.00000.0000.000.54411	Water/Sewer	\$27,836.00	\$0.00	\$27,836.00	\$1,870.14	\$2,130.14	\$25,705.86	\$7,689.86	\$18,016.00	64.72%
1010.00000.0000.000.54430	Rental of Equipment - Copiers	\$58,000.00	\$0.00	\$58,000.00	\$3,065.75	\$9,920.08	\$48,079.92	\$30,905.84	\$17,174.08	29.61%
1010.00000.0000.000.55100	Pupil Transportation-Local/High	\$781,333.00	\$0.00	\$781,333.00	\$92,966.00	\$101,572.00	\$679,761.00	\$655,200.00	\$24,561.00	3.14%
1010.00000.0000.000.55110	Student Transportation-Spec. Ed In-State	\$227,424.00	\$0.00	\$227,424.00	\$42,246.00	\$45,206.00	\$182,218.00	\$175,560.00	\$6,658.00	2.93%
1010.00000.0000.000.55130	TRANS. SPECIAL ED - ESY	\$39,661.00	\$0.00	\$39,661.00	\$0.00	\$27,556.25	\$12,104.75	\$0.00	\$12,104.75	30.52%
1010.00000.0000.000.55150	Transportation-Athletics/Field Trips	\$26,400.00	\$0.00	\$26,400.00	\$483.00	\$483.00	\$25,917.00	\$0.00	\$25,917.00	98.17%
1010.00000.0000.000.55200	Property & Liability Insurance	\$74,753.00	\$0.00	\$74,753.00	\$0.00	\$37,373.96	\$37,379.04	\$37,377.80	\$1.24	0.00%
1010.00000.0000.000.55300	Communications	\$12,440.00	\$0.00	\$12,440.00	\$724.23	\$2,938.29	\$9,501.71	\$9,897.95	(\$396.24)	-3.19%
1010.00000.0000.000.55301	Postage	\$3,300.00	\$0.00	\$3,300.00	\$0.00	\$2,234.06	\$1,065.94	\$246.24	\$819.70	24.84%
1010.00000.0000.000.55400	Advertising	\$6,950.00	\$0.00	\$6,950.00	\$0.00	\$7,063.92	(\$113.92)	\$0.00	(\$113.92)	-1.64%
1010.00000.0000.000.55600	Tuition-High School	\$4,682,351.00	\$0.00	\$4,682,351.00	\$241,052.13	\$1,276,049.54	\$3,406,301.46	\$1,910,032.06	\$1,496,269.40	31.96%
1010.00000.0000.000.55610	Tuition-Vo Ag	\$28,960.00	\$0.00	\$28,960.00	\$0.00	\$0.00	\$28,960.00	\$0.00	\$28,960.00	100.00%
1010.00000.0000.000.55630	Tuition-Spec. Ed Private	\$921,151.00	\$0.00	\$921,151.00	\$70,723.22	\$152,770.22	\$768,380.78	\$654,368.29	\$114,012.49	12.38%
1010.00000.0000.000.55640	Tuition-Spec. Ed-In State LEA	\$892,148.00	\$0.00	\$892,148.00	\$61,840.00	\$270,168.50	\$621,979.50	\$536,733.09	\$85,246.41	9.56%
1010.00000.0000.000.55650	Tuition-Spec. Ed-Private Out of State	\$68,014.00	\$0.00	\$68,014.00	\$0.00	\$0.00	\$68,014.00	\$0.00	\$68,014.00	100.00%
1010.00000.0000.000.55800	Travel Reimbursement	\$14,500.00	\$0.00	\$14,500.00	\$76.92	\$615.36	\$13,884.64	\$1,384.64	\$12,500.00	86.21%
1010.00000.0000.000.55910	ADULT EDUCATION	\$28,000.00	\$0.00	\$28,000.00	\$0.00	\$29,593.00	(\$1,593.00)	\$0.00	(\$1,593.00)	-5.69%
1010.00000.0000.000.56100	General Supplies	\$62,645.00	\$0.00	\$62,645.00	\$4,304.78	\$41,356.73	\$21,288.27	\$1,848.25	\$19,440.02	31.03%
1010.00000.0000.000.56110	Instructional Supplies	\$66,940.00	\$0.00	\$66,940.00	\$4,981.34	\$49,081.40	\$17,858.60	\$2,744.99	\$15,113.61	22.58%
1010.00000.0000.000.56120	Admin Supplies	\$25,135.00	\$0.00	\$25,135.00	\$4,164.47	\$12,373.93	\$12,761.07	\$96.44	\$12,664.63	50.39%
1010.00000.0000.000.56220	Electricity	\$89,547.00	\$0.00	\$89,547.00	\$4,397.49	\$12,445.16	\$77,101.84	\$64,594.84	\$12,507.00	13.97%
1010.00000.0000.000.56230	Propane Gas	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
1010.00000.0000.000.56240	Fuel Oil	\$96,663.00	\$0.00	\$96,663.00	\$2,053.11	\$2,053.11	\$94,609.89	\$94,609.89	\$0.00	0.00%
1010.00000.0000.000.56260	Gasoline/Diesel	\$93,176.00	\$0.00	\$93,176.00	\$10,163.32	\$16,386.43	\$76,789.57	\$62,145.49	\$14,644.08	15.72%
1010.00000.0000.000.56400	Books	\$5,500.00	\$0.00	\$5,500.00	\$1,571.95	\$2,057.01	\$3,442.99	\$888.45	\$2,554.54	46.45%
1010.00000.0000.000.56410	Textbooks	\$46,125.00	\$0.00	\$46,125.00	\$1,426.26	\$25,328.38	\$20,796.62	\$525.25	\$20,271.37	43.95%
1010.00000.0000.000.56420	Library Books	\$6,635.00	\$0.00	\$6,635.00	\$316.00	\$882.20	\$5,752.80	\$104.17	\$5,648.63	85.13%
1010.00000.0000.000.56430	Periodicals	\$2,723.00	\$0.00	\$2,723.00	\$76.50	\$76.50	\$2,646.50	\$205.98	\$2,440.52	89.63%
1010.00000.0000.000.56500	Supplies - Technology Related	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$81.30	\$4,918.70	\$0.00	\$4,918.70	98.37%
1010.00000.0000.000.56900	Other Supplies	\$20,580.00	\$0.00	\$20,580.00	\$30.02	\$428.74	\$20,151.26	\$134.08	\$20,017.18	97.27%
1010.00000.0000.000.57345	Instructional Equipment	\$68,452.00	\$0.00	\$68,452.00	\$458.23	\$2,454.58	\$65,997.42	\$12,878.94	\$53,118.48	77.60%
1010.00000.0000.000.57350	Technology Software	\$31,340.00	\$0.00	\$31,340.00	\$0.00	\$0.00	\$31,340.00	\$0.00	\$31,340.00	100.00%

Brooklyn Board of Education

FY23 Budget Expense Summary by Object

From Date: 10/1/2022

To Date: 10/31/2022

Fiscal Year: 2022-2023

Include pre encumbrance

Print accounts with zero balance

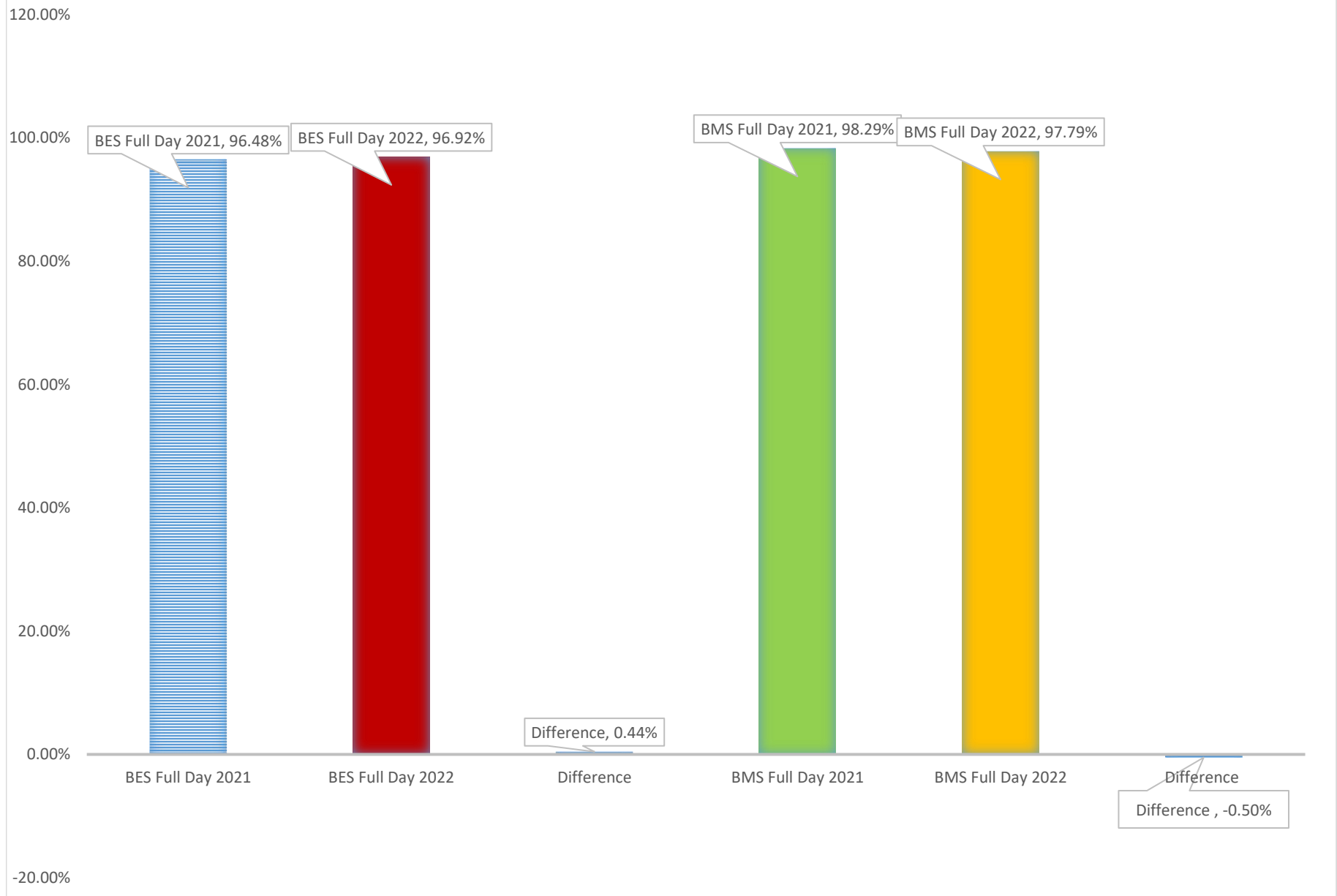
Filter Encumbrance Detail by Date Range

Exclude inactive accounts with zero balance

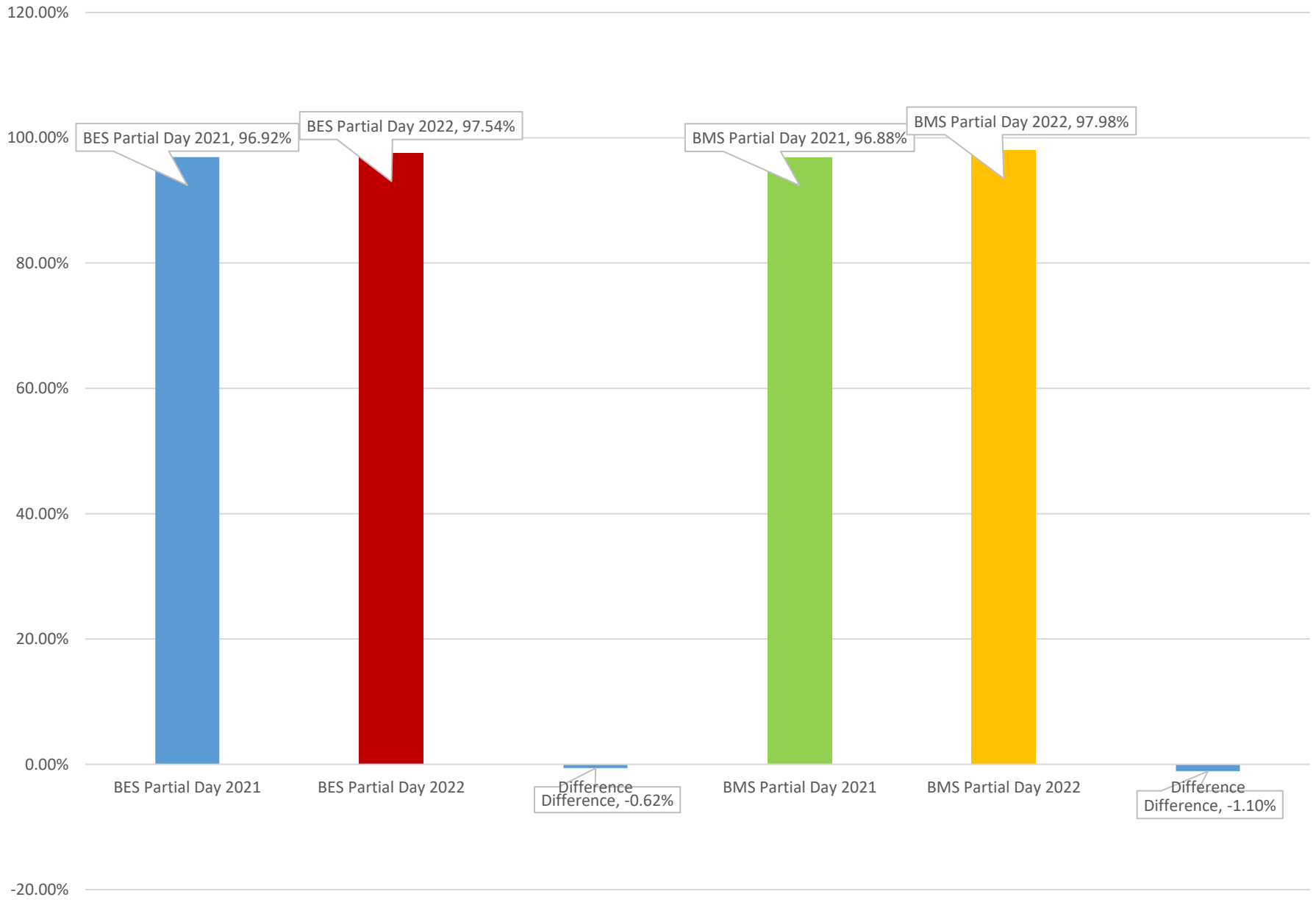
Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
1010.00000.0000.000.58100	Dues and Fees	\$34,195.00	\$0.00	\$34,195.00	\$4,555.30	\$18,868.72	\$15,326.28	\$772.00	\$14,554.28	42.56%
1010.00000.0000.000.59140	Contingency	\$12,604.00	\$0.00	\$12,604.00	\$0.00	\$0.00	\$12,604.00	\$0.00	\$12,604.00	100.00%
Grand Total:		\$20,540,776.00	\$0.00	\$20,540,776.00	\$1,087,681.07	\$5,272,226.73	\$15,268,549.27	\$12,754,095.05	\$2,514,454.22	12.24%

End of Report

STAFF ATTENDANCE SEPTEMBER 2021 COMPARED TO 2022



STAFF ATTENDANCE PARTIAL DAY 2021 COMPARED TO 2022



Suggested and recommended bylaw to consider, which has been updated to reflect PA 22-3.

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Board of Education Meetings

Definitions

~~“Meeting” This means any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power. This definition includes “hybrid” in-person meetings with Board members being able to attend the meeting in-person or participate remotely, and with the public largely attending remotely.~~

“Meeting” is defined as a hearing or other proceeding of the Board, any convening or assembly of a quorum of the Board and any communication by or to a quorum of the Board, whether in person or by means of electronic equipment to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction, or ~~advocacy~~ advisory power. Communications between and among a quorum of members convening on electronically linked personal computers or by telephone conference call are subject to the Freedom of Information Act. This definition includes hybrid, remote and in-person meetings. ~~with Board members being able to attend the meeting in-person or participate remotely, and with the public largely attending remotely.~~

“Public Notice” Each Board member and each person who has duly requested such notification shall be notified no later than twenty-four hours in advance of the meeting of the time, date, location, and the agenda of any regular or special meeting. The twenty-four hour notice shall also be posted in the Board office, delivered to newspapers designated by the Board, and filed with the Town Clerk, except that such notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board and filed with the Town Clerk not later than January 31 of each year in accordance with law. The meeting agenda must be filed at least twenty-four hours before the meeting convenes. (In an emergency meeting, the Board may proceed to conduct business if and to the extent required by the emergency.) The expectation shall also be adhered to in the event of a Board meeting held through electronic means as described in this bylaw. When hybrid in-person meetings are held, the meeting notice should suggest that the public participate by remote means in order to avoid a situation where demand for space at the meeting by the public exceeds the in-person capacity limit.

“Voting” All Board actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member is recorded in the minutes of the meeting. Proxy voting shall not be permitted. Voice voting must occur in the event of a BOE meeting held through electronic means as described in this bylaw. Votes will be verbalized into the record by the Board Secretary. Abstentions shall not be counted as votes but shall be recorded.

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Board of Education Meetings

Definitions (continued)

“Internet (Chat) Discussions” In the event of a Board meeting held through electronic means as described in this bylaw, under no circumstances are members of the Board to have private chats while engaged in the public session of the meeting. All comments, inquiries, and votes must occur in the public forum for all to hear. All Board member(s) are expected to comply with the guidance of this bylaw.

Policy Statement

~~In accordance with applicable Executive Orders by the Governor of Connecticut, the Board of Education Board (Board) acknowledges, that in the event of a prohibition on public meetings for health & safety reasons, business of the Board may still need to occur. In this event where pressing business of the Board is required such as, but not limited to, personnel issues, budget hearings, approval of bills payments, policies etc., a meeting through electronic means will be permitted. The Board, responding to improved public health conditions, may return to in-person meetings, or in the alternate, a “hybrid” in-person meeting as defined in this policy.~~

The Board of Education may hold a public meeting that is accessible to the public by means of electronic equipment or by means of electronic equipment in conjunction with an in-person meeting.

In accordance with Connecticut’s Freedom of Information Act (FOIA) the following provisions will be implemented so that a remote or “hybrid” meeting can occur:

1. Board of Education members shall make every attempt to participate through a technology portal where they can be viewable, or at a minimum heard, for each other and members of the public. The Board of Education will accomplish this through use of an electronic videoconferencing program, such as, but not limited to, ZOOM, GoToMeeting, WebEx, OnBoard, where members of the public can call and/or submit comments or questions electronically. ~~When the Board transitions to a return of in-person meetings, a hybrid approach may be utilized until such time as full in-person meetings resume.~~
2. Notice of the Board meeting’s virtual or in-person location, when a hybrid approach is utilized, shall be published through the traditional means and outlets as well as being noticed on the District website and in the Board of Education Office no less than ~~24~~ 48 hours in advance.
3. The District shall post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will also be posted on the District website. Such notice and agenda shall include instructions for the public, to attend and provide comment or otherwise participate in the meeting, by means of electronic equipment or in person.

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Board of Education Meeting

Policy Statement (continued)

- ~~4. Members of the public will be provided an opportunity to make comments in the place so designated in the agenda for the meeting. These comments will be submitted through the means allowed by the videoconferencing software used by the District to host the meeting. [All comments will be read into the record by the Board Chairperson or designee announcing both the member of the public and his/her address as is customary to provide with comments.] In the event that additional information can be provided by a member of the Board or the Superintendent, it will/may be provided.~~
4. When the Board conducts a meeting, other than an executive session or special meeting, solely by means of electronic equipment, it shall (1) provide any member of the public (A) upon a written request submitted not less than twenty-four hours prior to such meeting, with a physical location and any electronic equipment necessary to attend such meeting in real-time, and (B) the same opportunities to provide comment or testimony and otherwise participate in such meeting that such member of the public would be accorded if such meeting were held in person; (2) ensure that such meeting is recorded or transcribed, excluding any portion of the meeting that is an executive session, and such transcription or recording is posted on the Board's Internet website and made available to the public to view, listen to and copy in the Board's office or regular place of business not later than seven days after the meeting and for not less than forty-five days thereafter; and (3) if a quorum of the members of the Board attend a meeting by means of electronic equipment from the same physical location, permit members of the public to attend such meeting in such physical location.
5. The Board, when conducting hybrid meetings, will make provisions to allow at least some members of the public and press to attend in the same location as the Board members conducting the meeting in a manner consistent with any public health guidance. ~~for limiting the transmission of COVID-19.~~ The number of the public allowed to attend the in-person or hybrid meeting will be limited to capacity limits put in place consistent with public health and social distancing guidance, determined by local health officials.
- ~~6. Under these circumstances when a Board of Education meeting needs to be held under the circumstances described above, a recording of the meeting with video, in addition to minutes, will be posted in the same way that the audio is posted for traditional, in-person meetings of the Board. These recordings will not stand as the minutes, only the written record as approved will do so.~~
6. If the Board conducts a special meeting it shall include in the notice of such meeting whether the meeting will be conducted solely or in part by means of electronic equipment and, not less than twenty-four hours prior to such meeting, shall post such notice and an agenda of the meeting. If such special meeting is to be conducted by means of electronic equipment, such notice and agenda shall include instructions for the public, by means of electronic equipment or in person, to attend and provide comment or otherwise participate in the meeting.

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Board of Education Meeting

Policy Statement (continued)

7. Any vote taken at a meeting during which any member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous. The minutes of the meeting shall record a list of members that attended such meeting in person and a list of members that attended such meeting by means of electronic equipment.
8. Any member of the Board or the public who participates orally in a meeting of the Board conducted by means of electronic equipment shall make a good faith effort to state such member's name and title, if applicable at the outset of each occasion that such member participates orally.
9. Executive session will ~~still~~ be held, when necessary and for the statutorily allowed reasons, in a second videoconferencing meeting open only to Board of Education members, and those individuals determined by the Board to be necessary to participate in such executive session.
- ~~10. Under no circumstances other than an Executive order prohibiting in person gatherings due to public health and safety concerns, does the Board of Education approve of holding its meetings electronically. The Board recognizes that there may be times when a Board member, for good reason, is unable to be physically present at a Board Meeting. In conformity with Board Bylaw #9325.43, a Board member may participate in the meeting electronically, subject to the conditions in the aforementioned bylaw.~~
10. Pursuant to PA 22-3 a Board member shall not be denied the opportunity to participate and vote in any meeting or proceeding using remote technology if such member requests to do so.

When public health conditions improve, the Board may initiate a return to in-person meetings, or in the alternative, hybrid in-person meetings in which Board members may either attend in person or participate remotely. In hybrid meetings, members of the public and the press will be allowed to attend, up to the capacity limits in place to comply with social distancing guidance and local public health department determination.

Options and instructions on how to access Board of Education virtual meetings will be posted on the District's website. A recording of Board meetings shall be made available within seven (7) days on the Board's Website and/or town

- (cf. 1120 - Public Participation at Board of Education Meeting)
- (cf. 9321 - Time, Place, Notification of Meetings)
- (cf. 9322 - Public and Executive Sessions)
- (cf. 9323 - Construction of the Agenda)
- (cf. 9324 - Advance Delivery of Meeting Materials)
- (cf. 9325 - Meeting Conduct)

Bylaws of the Board

Time, Place and Notification of Meetings

Electronic Board of Education Meetings (continued)

- (cf. 9325.1 - Quorum)
- (cf. 9325.2 - Order of Business)
- (cf. 9325.4 - Vote Recording)
- (cf. 9325.43 - Attendance at Meetings via Electronic Communications)
- (cf. 9326 - Minutes/Taping/Broadcasting)
- (cf. 9326.1 - Taping/Recording Board Meetings)
- (cf. 9327 - Electronic Mail Communications)
- (cf. 9327.1 - Board Member Use of Social Networks)

- Legal Reference:
- Connecticut General Statutes
 - 1-200 (2) Definitions. "Meeting."
 - 1-206 Denial of access to public records or meetings.
 - 1-225 Meetings of government agencies to be public. ~~as amended by June 11 Special Session, PA 08-3.~~
 - 1-226 Broadcasting or photographing meetings.
 - 1-227 Mailing of notice of meetings to persons filing written request.
 - 1-228 Adjournment of meetings. Notice.
 - 1-229 Continued hearings. Notice.
 - 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
 - 1-232 Conduct of meetings.
 - 10-218 Officers. Meetings.
 - 10-238 Petition for hearing by board of education.
 - ~~Executive Order No. 7B - Protection of Public Health and Safety During COVID-19 Pandemic and Response. Further Suspension and Modification of Statutes. (issued 3/14/20)~~
 - ~~Executive Order No. 7N - Protection of Public Health and Safety During COVID-19 Pandemic and Response. Increased Distancing, Expanded Family Assistance and Academic Assessment Suspension (issued 3/26/20)~~
 - ~~Executive Order No. 9H - Protection of Public Health and Safety During COVID-19 Pandemic and Response. Participation in Municipal Meetings, Technical Correction to Extension of Eviction Moratorium in Executive Order No. 9H (issued 10/10/20)~~
 - PA 22-3 An Act Concerning Public Meetings Pursuant to the Freedom of Information Act.

Bylaw adopted by the Board:

cps 6/20
rev 10/20
rev 7/22

A sample of this mandated policy to consider with update reflecting PA 22-87.

(updated training)

Students

Exploitation; Sexual Harassment

Sexual Abuse Prevention and Education Program

Definitions

Sexual violence is a multi-layered oppression that occurs at the societal and individual level and is connected to and influenced by other forms of oppression, in particular, sexism, racism and heterosexism. On the societal level, it is the preponderance of attitudes, actions, social norms that perpetuate and sustain environments and behaviors that promote a cultural tolerance, acceptance, and denial of sexual assault and abuse. On an individual level, sexual violence is a wide range of sexual acts and behaviors that are unwanted, coerced, committed without consent, or forced either by physical means or through threats.

Sexual abuse refers to coerced or forced sexual contact or activity that may be ongoing or occurs over time, often within a trusting relationship. Most victims know their perpetrators. Perpetrators are usually older than their victims and may trick or force them into gradually doing the sexual behavior. The sexual behavior may not be violent and may even be pleasurable to the child, who doesn't necessarily know it is wrong. Perpetrators of ongoing sexual abuse control the child/youth through secrecy, shame, or threats. Children cannot consent to sexual contact with adults or older youth, and sexual contact is considered abuse, regardless of whether it includes touching or not.

Sexual assault usually refers to forced or unwanted sexual contact or activity that occurs as a single incident, as opposed to ongoing sexual abuse that may continue over time. It may also involve verbal or visual behaviors, or any type of pressure designed to coerce or force someone to join in the unwanted sexual contact or activity. The assault may involve a similar range of behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation or pressure. The offender usually takes advantage of the victim's vulnerability. Anyone can perpetrate this type of abuse – a trusted friend or family member, a stranger, a casual acquaintance, or an intimate partner.

Alternate Definition

Sexual assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. This includes sexual activity such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

Students

Exploitation; Sexual Harassment

Sexual Abuse Prevention and Education Program (continued)

Program

The Brooklyn Public Schools shall implement the Sexual Abuse and Assault Awareness and Prevention Program identified or developed, in compliance with C.G.S 17a-101q, by the Department of Children and Families, in collaboration with the Department of Education and other assisting entities, with the goal of informing students and staff about child sexual abuse and assault awareness and available resources. The District's implementation of the Sexual Abuse and Assault Awareness and Prevention Program, per statute, shall be not later than October 1, 2016. The program, for students in Grades K-12, inclusive, shall include, but not be limited to:

- ~~T. Providing teachers instructional modules that may include, but not be limited to:

 - a. Training regarding the prevention and identification of, and response to, child sexual abuse and assault, and
 - b. Resources to further student, teacher and parental awareness regarding child sexual abuse and the prevention of such abuse and assault.~~

Alternate Language:

1. Providing mandatory training to all District staff to ensure they are fully informed on:
 - a. The warning signs of sexual abuse and sexual misconduct involving a child, including recognizing and reporting child sexual abuse,
 - b. Mandatory reporting requirements,
 - c. Prevention and identification of, and response to, child sexual abuse and assault,
 - d. Bystander and appropriate interaction with children training programs,
 - e. School District policies pertaining to sexual abuse and sexual misconduct,
 - f. Establishing and maintaining professional relationships with students,
 - g. Available resources for children affected by sexual abuse or misconduct, and
 - h. Appropriate follow-up and care for abused students as they return to the classroom setting.
2. Providing students age-appropriate educational materials designed for children in grades kindergarten to ⁸twelve, inclusive, regarding child sexual abuse and assault awareness and prevention that may include, but not be limited to:
 - a. The skills to recognize:
 - i. Child sexual abuse and assault,
 - ii. Boundary violations and unwanted forms of touching and contact, and
 - iii. Ways offenders groom or desensitize victims.

Students

Exploitation; Sexual Harassment

Sexual Abuse Prevention and Education Program (continued)

Alternate Language: (continued)

- b. Strategies to promote disclosure, reduce self-blame and mobilize bystanders.
- c. Actions that child victims of sexual abuse and assault may take to obtain assistance.
- d. Intervention and counseling options for child victims of sexual abuse and assault.
- e. Access to educational resources to enable child victims of sexual abuse and assault to succeed in school.
- f. Uniform procedures for reporting instances of child sexual abuse and assault to school staff members.

The lessons should be evidence-informed, developmentally and age appropriate and informed by the required curricula standards and performance indicators contained in the SDE Guidelines (Section Three).

[Note: Above items a, b, c, d, e, and f are required per P.A. 14-196.]

3. Implementing a child sexual abuse curriculum to provide age-appropriate information to teach students the difference between appropriate and inappropriate conduct in situations where child sexual abuse or sexual assault could occur, and to identify actions a child may take to prevent and report sexual abuse or sexual assault. Students will be:
 - a. Provided with resources and referrals to handle these potentially dangerous situations.
 - b. Provided access to available counseling and educational support.

The Board of Education directs the Superintendent develop administrative regulations to address the issues of students obtaining assistance, intervention and counseling options, access to educational resources and procedures for reporting instances of child sexual abuse and assault.

A student shall be excused from participating in the sexual abuse, assault awareness and prevention program offered within the school, in its entirety or any part thereof, upon receipt by the Principal or his/her designee, of a written request from the student's parent/guardian.

(Alternate language: A student shall be excused from participating in classroom instruction regarding sexual abuse and sexual assault upon receipt by the Principal of a written request from the student's parent or guardian.)

Any student exempted from the sexual abuse and assault awareness and prevention program shall be provided, during the period of time in which the student would otherwise be participating in such program, an opportunity for other study or academic work.

Students

Exploitation; Sexual Harassment

Sexual Abuse Prevention and Education Program (continued)

Reporting Child Sexual Abuse and Assault

Students shall be encouraged to disclose abuse to a trusted adult member of the staff, including, but not limited to, teachers, administrators, nurses, coaches, and counselors. Child abuse reporting procedures will be followed for all acts of violence and sexual abuse against children as delineated in policy #5141.4, "Reporting of Suspected Child Abuse," and its accompanying regulations.

Connecticut General Statutes §17a-101, as amended, requires all school employees including the Superintendent of Schools, school teachers, substitute teachers, administrators, school guidance counselors, school paraprofessionals, licensed nurses, physicians, psychologists, social workers, coaches of intramural or interscholastic athletics, or any other person, who in the performance of his/her duties, has regular contact with students and who provides services to District students, who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report such abuse and/or neglect in compliance with applicable state statutes.

An oral report by telephone or in person shall be made as soon as possible but no later than 12 hours to the Commissioner of Children and Families and to the Superintendent of Schools or his/her designee followed within 48 hours by a written report to the Department of Children and Families.

Reporting suspected abuse and/or neglect of children, in addition to the requirements pertaining to staff training, record keeping and dissemination of this policy, shall be in accordance with the procedures established and set forth in the Administrative Regulation #5141.4.

(cf. 5131.911 – Bullying)

(cf. 5141.4 – Reporting of Suspected Child Abuse)

(cf. 5145.5 – Sexual Harassment)

Legal Reference: Connecticut General Statutes
17a-101q Statewide sexual abuse and assault awareness and prevention program. ~~(as amended by Section 415 of the June 2015 Special Session Public Act 15-5)~~
A Statewide K-12 Sexual Assault and Abuse Prevention and Awareness Program developed by DCF, SDE, and Connecticut Alliance (The Alliance) to End Sexual Violence.
PA 22-87 An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children.

Policy adopted:

cps 4/15
rev 7/15
rev 8/16
rev 7/22

A sample of this mandated policy to consider with update reflecting PA 22-87.

Students

Reporting of Child Abuse, Neglect and Sexual Assault

The Board of Education (Board) recognizes its legal and ethical obligations in the reporting of suspected child abuse, neglect and sexual assault. Any person applying for employment with the Board shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired. Mandated reporters include all school employees, specifically Superintendent, administrators, teachers, substitute teachers, guidance counselors, school counselors, paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists and social workers and licensed behavior analysts either employed by the Board or working in one of the District schools, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in District schools. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected, placed in imminent risk of serious harm, or sexually assaulted by a school employee is required to report such abuse, neglect or risk and/or sexual assault.

Add

The Board shall annually distribute the mandated reporter policy electronically to all school employees. The Board shall annually distribute electronically, to all school employees, Board members, and parents and guardians of enrolled students, (1) guidelines on identifying and reporting child sexual abuse, starting in the 2022-23 school year, and (2) information on DCF's sexual abuse and assault awareness and prevention program.

A mandated reporter's suspicions may be based on factors including, but not limited to, observations, allegations, facts by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

Use

Alternate Language: In furtherance of CGS 17a-101 et. seq., and its purpose, it is the policy of the Board of Education to require ALL EMPLOYEES of the Board of Education to report suspected abuse and/or neglect, or imminent risk of serious harm, in accordance with the procedures set forth in this policy.

Remove

Furthermore, the Board of Education requires all personnel who have reasonable cause to suspect or believe that a child, under the age of eighteen (18), except in the case of sexual assault by a school employee, has been abused, neglected, has had non-accidental physical injury, or injury which is at variance with the history given of such injury, is placed in imminent danger of serious harm or has been sexually abused by a school employee to report such cases in accordance with the law, Board policy and administrative regulations. The mandatory reporting requirement regarding the sexual assault of a student by a school employee applies based on the person's status as a student, rather than his or her age.

A mandated reporter shall make an oral report, by telephone or in person, to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but not later than twelve (12) hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent risk of serious harm.

Students

Reporting of Child Abuse, Neglect and Sexual Assault (continued)

In addition, the mandated reporter shall inform the building principal or his/her designee that he/she will be making such a report. Not later than forty-eight hours of making the oral report, the mandated reporter shall file a written or electronic report with the Commissioner of Children and Families or his/her designee. (The Department of Children and Families has established a 24-hour Child Abuse and Neglect Hotline, "Careline" at 1-800-842-2288 for the purpose of making such oral reports.)

A mandated reporter may make the required oral report electronically in the manner prescribed by the Commissioner of Children and Families. An employee making an electronic report shall respond to further inquiries from the Commissioner of Children and Families or designee made within twenty-four hours. Such employee shall inform the Superintendent or his/her designee as soon as possible as to the nature of the further communication with the Commissioner or designee.

Online reports may be made to the Careline by mandated reporters if the report is of a non-emergent nature. A non-emergent situation is one in which a report is mandated but the child is not in immediate risk. *(Note: Mandated reporters reporting electronically when they reasonably suspect that a child has been abused, neglected or placed at risk of imminent harm in a "non-emergent" situation, can do so without risk that they will be subject to a failure to report finding and subsequent penalties.)*

The oral and written reports shall include, if known: (1) the names and addresses of the child and his/her parents/guardians or other persons responsible for his/her care; (2) the child's age; (3) the child's gender; (4) the nature and extent of the child's injury or injuries, maltreatment or neglect; (5) the approximate date and time the injury or injuries, maltreatment or neglect occurred; (6) information concerning any previous injury or injuries to, or maltreatment or neglect of, the child or his/her siblings; (7) the circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter; (8) the name of the person(s) suspected to be responsible for causing such injury or injuries, maltreatment or neglect; (9) the reasons such person or persons are suspected of causing such injury or injuries, maltreatment or neglect; (10) any information concerning any prior cases in which such person or persons have been suspected of causing an injury, maltreatment or neglect of a child; and (11) whatever action, if any, was taken to treat, provide shelter or otherwise assist the child. (For purposes of this section pertaining to the required reporting, a child includes any victim under eighteen years of age educated in a technical high school or District school. Any person who intentionally and unreasonably interferes with or prevents the making of the required report or attempts to conspire to do so shall be guilty of a class D felony, unless such individual is under eighteen years of age or educated in the technical high school system or in a District school, other than part of an adult education program.)

If the report of abuse, neglect or sexual assault involves an employee of the District as the perpetrator, the District may conduct its own investigation into the allegation, provided that such investigation shall not interfere with or impede any investigation conducted by the Department of Children and Families or by a law enforcement agency.

Students

Reporting of Child Abuse, Neglect and Sexual Assault (continued)

The Board recognizes that the Department of Children and Families is required to disclose records to the Superintendent of Schools in response to a mandated reporter's written or oral report of abuse or neglect or if the Commissioner of Children and Families has reasonable belief that a school employee abused or neglected a student. Not later than five (5) working days after an investigation of child abuse or neglect by a school employee has been completed, DCF is required to notify the school employee and the Superintendent and the Commissioner of Education of the investigation's results. If DCF has reasonable cause, and recommends the employee be placed on DCF's Child Abuse and Neglect Registry, the Superintendent shall suspend such employee.

The Board, recognizing its responsibilities to protect children and in compliance with its statutory obligations, shall provide to each employee in-service training regarding the requirements and obligations of mandated reporters. District employees shall also participate in training offered by the Department of Children and Families. Each school employee is required to complete a refresher training program, not later than three years after completion of the initial training program and shall thereafter retake such refresher training course at least once every three years.

The Principal of each school in the district shall annually certify to the Superintendent that each school employee working at such school has completed the required initial training and the refresher training.

State law prohibits retaliation against a mandated reporter for fulfilling his/her obligations to report suspected child abuse or neglect. The Board shall not retaliate against any mandated reporter for his/her compliance with the law and Board policy pertaining to the reporting of suspected child abuse and neglect.

(This paragraph is optional) It is mandated that policy and procedure development include three major components: Education, Intervention and Evaluation. The Education component requires that school personnel be provided with ongoing education (staff development) related to the recognition and reporting of suspected child abuse, neglect and sexual assault. Intervention requires that "at risk" students be identified and that suspected child abuse, neglect and sexual assault be reported. Evaluation is essential in order to determine whether policy and procedures are effective and appropriately updated to incorporate changes in knowledge, personnel, student and family needs, community resources and law. Such evaluation should take place annually, or more frequently as needed.

In accordance with the mandates of the law and consistent with its philosophy, the Board in establishing this policy directs the Superintendent of Schools to develop and formalize the necessary rules and regulations to comply fully with the intent of the law.

ok to add

Students

Reporting of Child Abuse, Neglect, and Sexual Assault (continued)

This policy will be distributed annually to all employees. Documentation shall be maintained that all employees have, in fact, received the written policy and completed the required initial and refresher training related to mandated reporting of child abuse and neglect as required by law.

The Board of Education will post the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the Internet web address that provides information about the Careline in each District school in a conspicuous location frequented by students. Such posting shall be in various languages most appropriate for the students enrolled in the school.

Establishment of the Confidential Rapid Response Team

The Board of Education shall establish a confidential rapid response team to coordinate with DCF to (1) ensure prompt reporting of suspected child abuse or neglect; or 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student not enrolled in adult education by a school employee and (2) provide immediate access to information and individuals relevant to DCF's investigation of such cases.

The confidential rapid response team shall consist of (1) a local teacher and the Superintendent, (2) a local police officer, and (3) any other person the Board of Education deems appropriate.

DCF, along with a multidisciplinary team, is required to take immediate action to investigate and address each report of child abuse, neglect or sexual abuse in any school.

Hiring Prohibitions

The Board of Education will not employ anyone who was terminated or resigned after a suspension based on DCF's investigation, if he or she has been convicted of (1) child abuse or neglect or (2) 1st, 2nd, 3rd, or 4th degree sexual assault; 1st degree aggravated sexual assault; or 3rd degree sexual assault with a firearm of a student who is not enrolled in adult education.

The Board of Education will not employ an individual who was terminated or resigned, if he or she (1) failed to report the suspicion of such crimes when required to do so or (2) intentionally and unreasonably interfered with or prevented a mandated reporter from carrying out this obligation or conspired or attempted to do so. This applies regardless of whether an allegation of abuse, neglect, or sexual assault has been substantiated.

(cf. 4112.6/4212.6 – Personnel Records)

(cf. 5145.511 – Sexual Abuse Prevention and Education Program)

Students

Reporting of Child Abuse, Neglect, and Sexual Assault

Legal Reference: Connecticut General Statutes

10-220a Inservice training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations. ~~(as amended by PA 11-93)~~

10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal. ~~(as amended by PA 11-93)~~

10-221s Investigations of child abuse and neglect. Disciplinary action. ~~(as amended by PA 16-188)~~

17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations. ~~(as amended by PA 11-93 and PA 14-186)~~

17a-101 Protection of children from abuse. Mandated reporters. Educational and training program. Model mandated reporting policy. ~~(as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93, PA 15-205, PA 18-15 and PA 18-17)~~

17a-101a Report of abuse, neglect by or injury of child or imminent risk of serious harm to the child. Penalty for failure to report. Notification of Chief State's Attorney. ~~(as amended by PA 02-106, PA 11-93, and PA 15-205, PA 18-15 and PA 18-17)~~

17a-101b Report by mandated reporters. Notification of law enforcement agency when allegation of sexual abuse or serious physical abuse. Notification of person in charge of institution, facility or school when a staff member suspected of abuse or neglect.

17a-101c Written or electronic report by mandated reporter.

17a-101d Contents of reports.

17a-101e Employer prohibited from discriminating or retaliating against employee who makes a good faith report or testifies re child abuse or neglect. Immunity from civil or criminal liability. False report of child abuse. Referral to Office of the Chief State's Attorney. Penalty.

Students

Reporting of Child Abuse, Neglect, and Sexual Assault

Legal Reference: Connecticut General Statutes (continued)

17a-101g Classification and evaluation of reports. Determination of abuse or neglect of child. Investigation. Notice, entry of recommended finding. Referral to local law enforcement authority. Home visit. Removal of child in imminent risk of harm. Family assessment response program. Development of service plans and plans of care. Monitoring. Disclosure of information to community providers. Annual report.

17a-101i Abuse or neglect by school employees or staff member of public or private institution or facility providing care for children. Notice. Adoption of policy. Employee training program.

17a-101o School employee failure or delay in reporting child abuse or neglect. Policy re delayed report by mandated reporters.

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.

10-151 Teacher Tenure Act.

DCF Policy 22-1-3 Mandated Reporter's Failure to Report.

PA 22-87 An Act Concerning the Identification and Prevention of and Response to Adult Sexual Misconduct Against Children.

Policy adopted:

rev 7/18
rev 6/18
rev 5/19
rev 4/20
rev 7/22

An optional policy to consider.

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone)

The Board of Education (Board) recognizes that many factors, including the use and misuse of prescription painkillers, can lead to the dependence on and addiction to opioids, and that such dependence and addiction can lead to overdose and death among the general public, including District students and staff. The Board wants to minimize these deaths by the use of opioid overdose prevention measures.

Alternate Language:

The Board of Education (Board) is committed to enhancing the health and safety of individuals within the school environment. The District will identify specific locations for the storage of Naloxone and protocols for its administration in emergency situations to assist individuals suspected to be experiencing an opioid overdose.

DONE ✓

Definitions

Drug overdose means an acute medical condition, including, but not limited to, severe physical illness, coma, mania, hysteria or death, which is the result of consumption or use of one or more controlled substances causing an adverse reaction. The signs of opioid overdose include unresponsiveness; nonconsciousness; shallow breathing with rate less than 10 breaths per minute or not breathing at all; blue or gray face, especially fingernails and lips; and loud, uneven snoring or gurgling noises.

Naloxone (Narcan) means a medication that can reverse an overdose caused by an opioid drug. As a narcotic antagonist, Naloxone displaces opiates from receptor sites in the brain and reverses respiratory depression that usually is the cause of overdose deaths.

Opioid means illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone (OxyContin, Percodan, Percocet), hydrocodone (Vicodin), fentanyl, hydromorphone (Dilaudid), and buprenorphine.

Delegation of Responsibility

The Superintendent or his/her designee, in consultation with the school nurse(s) and the school physician/School Medical Advisor shall establish appropriate internal procedures for the acquisition, stocking and administration of Naloxone (Narcan) and related emergency response procedures pursuant to this policy.

The school physician/School Medical Advisor shall be the prescribing and supervising medical professional for the District's stocking and use of Naloxone (Narcan). The Superintendent or his/her designee shall obtain a standing order from the school physician/School Medical Advisor for the administration of Naloxone (Narcan).

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone)

Delegation of Responsibility (continued)

Alternate Language:

The school physician/School Medical Advisor shall provide and annually renew a standing order for the administration of Naloxone to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose on school grounds or at a school-sponsored activity. The standing order shall include at least the following information:

1. Type of Naloxone (intranasal and auto-injector)
2. Date of issuance
3. Dosage
4. Signature of the school physician/School Medical Advisor

The standing order shall be maintained in the Superintendent's office and copies of the standing order shall be kept in each location where Naloxone is stored.

The school nurse shall be responsible for building-level administration and management of Naloxone and management of Naloxone stocks. Each school nurse and any other individual(s) authorized by the Superintendent shall be trained in the administration of Naloxone.

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Alternate Language:

The Board directs the school physician/School Medical Advisor to issue a non-patient specific order to District school nurses to administer (*select as per the medical order: intranasal or intramuscular*) Naloxone (also known as Narcan, among other names) for the purpose of emergency first aid to students or staff who do not have a prior written order from a qualified medical professional for the administration of Naloxone. The non-patient specific order shall include a written protocol containing the elements required by the regulations of the Department of Consumer Protection.

The Board permits school nurses to administer Naloxone to any person at school or a school event displaying symptoms of an opioid overdose. The District will store the Naloxone kits in a secure but accessible location consistent with the district's emergency response plan, such as the nurse's office. Naloxone shall be accessible during school hours and during on-site school-sponsored activities.

Students

Administering Medication

Opioid Overdose Prevention (Emergency Administration of Naloxone) (continued)

Acquisition, Storage and Disposal

Naloxone shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

The school nurse shall obtain sufficient supplies of Naloxone pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh Naloxone stocks, and maintain records thereof. In accordance with internal procedures, manufacturer's recommendations and any applicable Department of Public Health guidelines.

(cf. 5141.21 – Administering Medications)

- Legal Reference: Connecticut General Statutes
- 10-212 School nurses and nurse practitioners. Administration of medications by parents or guardians on school grounds. Criminal history; records check.
 - 10-212a Administration of medications in schools. ~~(as amended by PA 99-2, and June Special Session and PA 03-211, PA 04-181, PA 07-241, PA 07-252, PA 09-155, PA 12-198, PA 14-176 and PA 15-215)~~
 - 17a-714 Immunity for prescribing, dispensing or administering an opioid antagonist to treat or prevent a drug overdose.
 - 21a-279(g) Penalty for illegal possession. Alternate sentences. Immunity.
 - 52-557b Immunity from liability for emergency medical assistance first aid or medication by injection. School personnel not required to administer or render. ~~(as amended by PA 05-144, An Act Concerning the Emergency Use of Cartridge Injectors)~~
 - Connecticut Regulations of State Agencies 10-212a-1 through 10-212a-10, inclusive, as amended.
 - ~~PA 15-198: An Act Concerning Substance Abuse and Opioid Overdose Prevention~~
 - ~~PA 16-43: An Act Concerning Opioids and Access to Overdose Reversal Drugs~~
 - PA 22-80 An Act Concerning Childhood Mental and Physical Health Services in School.

Update this section only.

Policy adopted:

cps 11/16
rev 7/22

A mandated policy to consider which has been updated to reflect PA 22-80.

Students

Discipline

Physical Exercise and Discipline of Students

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. The Board requires that each student in elementary school shall have not less than twenty minutes daily in total devoted to physical exercise, except that a Planning and Placement Team may alter such schedule for a child requiring special education and related services. Further, the Board permits, in its elementary schools, including an additional amount of time, beyond the required twenty minutes for physical exercise, devoted to undirected play during the regular school day, subject to the approval of the building administration.

All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity. Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

1. Loss of Recess as Disciplinary Consequence

Except as provided below, school employees may NOT prevent a student in elementary school from participating in the entire time devoted to physical exercise or undirected play in the regular school day as a form of discipline. Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

~~Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved in writing by the building administration prior to the imposition of the discipline. Such approval may be granted for safety reasons, as a last resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective.~~

~~This restriction shall not apply to students who are receiving in-school suspension.~~

School employees may prevent or restrict recess when:

- a. a student poses a danger to the health or safety of other students or school personnel
or
- b. it is limited to the shorter recess period if there are two or more recess periods in the school day, so long as the student is allowed to participate in at least 20 minutes of physical activity during the school day.

Students

Discipline

Physical Exercise and Discipline of Students (continued)

Recess prevention or restriction may be imposed only once during a school week, unless the student is a danger to the health or safety of other students or school personnel. Recess prevention or restriction is not allowed for a student's failure to complete their work on time or for the student's academic performance. Discipline may be imposed before recess begins and/or imposed during recess. Appropriate interventions shall be used to redirect a student's behavior during recess.

2. Physical Activity as Punishment

School employees may NOT require students enrolled in grades K-12, inclusive, to engage in physical activity as a form of discipline during the school day.

3. Wellness Instruction

School employees shall not prevent students from participating in physical exercise or undirected play during wellness instruction as a form of discipline.

This restriction does not apply to brief periods of respite/time-outs, referrals to the building administrator, or for safety reasons.

At no time shall an entire class be prevented from participating in wellness instruction or physical exercise activity as a disciplinary consequence.

The Superintendent of Schools is authorized to develop guidelines to implement this policy.

Nothing in this policy shall prevent a school employee from acting in accordance with an Individualized Education Plan (IEP) developed by the student's Planning and Placement Team (PPT).

For the purpose of this policy, "school employee" means a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by the Board or working in a public elementary, middle or high school; or any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to, or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the Board.

Any employee who fails to comply with this policy will be subject to discipline, up to and including termination of employment. Any contracted individual who provides services to or on behalf of District students and who fails to comply with the requirements of this policy may be subject to having his/her contract for services suspended by the District.

Students

Discipline

Physical Exercise and Discipline of Students (continued)

(cf. 6142.10 – Health Education Program)

(cf. 6142.101 – Wellness)

(cf. 6142.61 – Physical Activity)

(cf. 6142.6 – Physical Education)

Legal Reference: Connecticut General Statutes

10-221o Lunch periods. Recess ~~(as amended by P.A. 12-116, An Act Concerning Educational Reform, P.A. 13-173, An Act Concerning Childhood Obesity and Physical Exercise in Schools and P.A. 19-173 An Act Concerning the Improvement of Child Development Through Play)~~

10-221u Boards to adopt policies addressing the use of physical activity as discipline. ~~(as amended by PA 18-15)~~

PA 22-81 An Act Expanding Preschool and Mental and Behavioral Services for Children.

Policy adopted:

rev 7/18

rev 7/19

rev 7/22

A sample policy to consider with updates due to legislation.

Students

Truancy

Introduction and Definitions

The District's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students. Referral to legal authorities normally shall be made only when local resources are exhausted. For purposes of implementing this policy and for reporting purposes regarding truancy, the District will utilize the State Board of Education approved definitions of "excused," "unexcused," and "disciplinary" absences.

"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"In attendance" shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

"Chronically absent child" is an enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

"Absence" means an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to C.G.S. 10-198b.

"Mental health wellness day" means a school day during which a student attends to his/her emotional and psychological well-being in lieu of attending school. Such days must be nonconsecutive.

"District chronic absenteeism rate" means the total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

"School chronic absenteeism rate" means the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Remediation of Truancy

School personnel shall seek cooperation from parents or other persons having control of such child and assist them in remedying and preventing truancy. The Superintendent of Schools shall develop regulations which will detail the following school district obligations under the district's truancy policy.

Students

Truancy

Remediation of Truancy (continued)

1. Notify parents annually of their obligations under the attendance policy.
2. Obtain telephone numbers for emergency record cards or other means of contacting parents or other persons having control of the child during the school day.
3. Establish a system to monitor student attendance.
4. Make a reasonable effort by telephone and by mail to notify parents or other persons having control of the child, enrolled in grades one through eight, inclusive, when a child does not arrive at school and there has been no previously approval or other indication which indicates parents are aware of the absence. *(Note: Persons who in good faith give or fail to give notice pursuant to this section shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which results from such notice or failure to give notice.)*
5. Identify a student as “truant” when the student accumulates four unexcused absences in any month or ten in a school year.
6. Identify a student as “chronically absent” when the student accumulates a total number of absences at any time during a school year that is equal to or greater than ten percent of the total number of days that such student has been enrolled at the school during the school year.
7. Appropriate school staff meet with parents of a child identified as truant or chronically absent to review and evaluate the situation, within ten days of such designation. Such meeting may involve the school or District Attendance Team.

Students so identified may be subject to:

- (a) retention in the same grade to acquire necessary skills for promotion or retention.
- (b) a requirement to complete a summer school program successfully before being promoted to the next grade.

Students

Truancy (continued)

Remediation of Truancy (continued)

8. When a petition is filed, an educational evaluation of the truant student shall be done by appropriate school personnel if no such evaluation has been performed within the preceding year.
9. Provide coordination of services and refer "truants" to community agencies which provide child and family services.
10. If in existence, refer the child to the children's probate court truancy clinic.
11. Provide notice to the parents/guardian the information concerning the 2-1-1 Infoline and other pediatric mental and behavioral health screening sources and tools provided by the State Department of Education.

The Board shall implement a truancy intervention model identified by the Connecticut State Department of Education (SDE) for any school within the District that has a disproportionately high rate of truancy, as identified by the Commissioner of Education. The intervention models must also address the needs of students with disabilities. Parents or other persons having control of each child shall be notified of such truancy model.

Chronic Absenteeism

The Board of Education, in compliance with statute, requires the establishment of attendance review teams when chronic absenteeism rates in the District or at individual schools in the District meet the following circumstances:

1. A District team must be established when the District's chronic absenteeism rate is 10 percent or higher.
2. A school team must be established when the school chronic absenteeism rate is 15 percent or higher.
3. A team for either the District or each school must be established when (a) more than one school in the District has a school chronic absenteeism rate of 15 percent or higher or (b) a District has a District chronic absenteeism rate of 10 percent or higher and one or more schools in the District have a school chronic absenteeism rate of 15 percent or higher.

The membership of attendance review teams may consist of school administrators, guidance counselors, school counselors, school social workers, teachers, chronically absent children, parents or guardians of chronically absent children, and representatives from community-based programs who address issues related to student attendance by providing programs and services to truants.

Only
Change

Students

Truancy

Chronic Absenteeism (continued)

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

In the calculation of the District's chronic absenteeism rate and the school chronic absenteeism rate, a student's engagement, in grades 9-12, in remote virtual learning shall be excluded if such engagement accounts for not less than one-half of the school day. In addition, the calculation of chronic absenteeism rates shall exclude absence resulting from a student taking a mental health day pursuant to P.A. 21-46.

The District shall utilize the chronic absenteeism prevention and intervention plan developed by the State Department of Education when it becomes available. Such plan must include the means for collecting and analyzing data relating to student attendance, truancy and chronic absenteeism. The data must be disaggregated by school district, school grades and subgroups such as race, ethnicity, gender, eligibility for free and reduced priced lunches, students whose primary language is no English, and student with disabilities.

The District shall annually include in information for the strategic school profile report for each school and the District that submitted to the Commissioner of Education, data pertaining to truancy and chronically absent children.

The Principal or his/her designee of any elementary or middle school located in a town/city designated as an alliance district may refer to the children's truancy clinic established by the Probate Court serving the town/city, a parent/guardian with a child defined as a truant or who is at risk of becoming a truant. (An attendance officer or a police officer shall deliver the citation and summons and a copy of the referral to the parent/guardian.)

(cf. 5113 – Attendance)

Legal Reference: Connecticut General Statutes

10-184 Duties of parents. ~~(as amended by PA 98-243, PA 00-157 and PA 18-15)~~

10-198a Policies and procedures concerning truants ~~(as amended by PA 00-157, PA 11-136 and PA 16-147)~~

10-198b State Board of Education to define "excused absence", "unexcused absence", and "disciplinary absences"

10-198c Attendance review teams ~~(as amended by PA 17-14)~~

Students

Truancy

Chronic Absenteeism

- Legal Reference: Connecticut General Statutes (continued)
- 10-198d Chronic absenteeism ~~(as amended by PA 18-182)~~
 - 10-198e Identification of truancy identification models ~~(as amended by PA 18-182)~~
 - 10-199 through 10-202 Attendance, truancy in general. ~~(Revised, 1995, PA 95-304)~~
 - 45a-8c Truancy clinic. Administration. Policies and procedures. Report. ~~(as amended by PA 15-225)~~
 - 10-220(c) Duties of boards of education ~~(as amended by PA 15-225)~~
 - 10-202e-f Policy on dropout prevention and grant program.
 - 10-221(b) Board of education to prescribe rules.
 - PA 22-47 An Act Concerning Children's Mental Health
 - Campbell v New Milford*, 193 Conn 93 (1984).
 - Action taken by the State Board of Education on January 2, 2008, to define "attendance."*
 - Action taken by the State Board of Education on June 27, 2012, to define "excused and "unexcused" absences.*

Policy adopted:

rev 7/18
rev 7/21
rev 7/22

Recommend following suggested "Shipman" policy and removing this.

Community Relations

Visitors

The Brooklyn Board of Education welcomes the interest of the community in the programs and activities within the public school and welcomes the observation of classes by parents and other interested member of the community. The Board also recognizes its responsibility to insure that students may learn in an educational environment free of unnecessary disruption and distractions and to provide a school environment that is safe for staff and students alike. In the interest of protecting the welfare of the students and staff, preserving the privacy rights of students, minimizing disruptions to the learning process and maintaining order and security on its premises, the following guidelines have been established.

1. Visitors to The Brooklyn School must first report to the office.
2. Anyone wishing to observe a class must contact the administration of the school prior to the observation. Where is possible, at least twenty-four (24) hours notice should be provided.
3. In addressing requests for classroom observation, the administration will consider its responsibility to avoid disruption to the learning environment.
4. Requests to observe a class shall not be unreasonably withheld.
5. Visitors are expected to follow school rules.
6. Visitors should not initiate conversations with students or otherwise interrupt normal activities. Any questions should be addressed after the class, outside the classroom, to the teacher and/or administrator.
7. Audio taping, videotaping or photographing of classroom activities by third parties may be disruptive to the educational process and may invade the privacy rights of students, and will therefore not generally be allowed. Exceptions to this guideline may be made by the administration, subject to reasonable restrictions, as the administration may in its discretion decide.
8. Any person violating any of these guidelines may be asked to leave the school premises. Failure to obey such a request may be grounds for arrest or trespass.

Policy adopted: 10/28/93

Suggested Policy

1250

SHIPMAN

Series 1000
Community/Board Operation

POLICY REGARDING VISITORS AND OBSERVATIONS IN SCHOOLS

The Brooklyn Board of Education (the “Board”) encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board requires all visitors to receive prior approval from the school Principal or designee before being permitted to visit any school building. The Board, through the administration, reserves the right to limit visits in accordance with administrative regulations.

The Board further desires to work collaboratively with parents with an educational nexus with the district, its educational programs or the student being observed, to observe their students in their current classrooms or observe proposed educational placements in the Board’s schools. The Board, through the administration, reserves the right to limit observations of current and proposed educational placements in accordance with administrative regulations and the Board’s Guidelines for Independent Educational Evaluations.

Upon arrival, all visitors and observers must comply with any and all applicable building security procedures, including but not limited to utilizing security buzzers for access, complying with requests for photo identification, reporting directly to and signing in and out at the visitors’ reception area of the school office, prominently displaying visitors’ badges or other identification required for visitors to the school buildings, limiting access to those areas of the buildings and grounds for which the visitors/observers have authorized access, and complying with directives of school officials at all times. All visitors and observers permitted into school buildings or on school grounds must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

Legal References:

“Guidelines Regarding Independent Educational Evaluations at Public Expense and In-School Observations,” Connecticut State Department of Education (Mar. 28, 2018).

ADOPTED: _____
REVISED: _____

7/12/2021

Suggestions related to school safety

Business/Non-Instructional Operations

Community Use of School Facilities

The Board of Education recognizes that the school, building and grounds, is a community center and a valuable public resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Superintendent of Schools.

If a community group is denied use of Board of Education facilities by a Principal, the group may appeal that decision to the Superintendent of Schools and if necessary appeal the Superintendent's decision to the Board of Education. School facilities will be allocated according to the following priorities with all possible efforts to adjust schedules for mutual convenience and maximum usage.

1. School groups
2. Brooklyn Parks and Recreation
3. Brooklyn-Based Non-Profit (scouts, youth, athletic organizations, fraternal, civic, social, and religious organizations)
4. Private organizations, private businesses, or enterprises located in Brooklyn
5. Profit-making organizations or businesses; out-of-town organizations

The use of school facilities by individuals or private groups will need the approval of the Board of Education.

Applications for the use of school facilities and grounds must be made in writing and submitted to the Superintendent of Schools at least two (2) weeks before the date of the intended use. Agencies using the school on a long term basis must submit applications annually.

For any group not included under the Board of Education and Town of Brooklyn's Blanket Insurance, evidence of liability insurance in the amount of a minimum of \$1,000,000 Personal Injury and Property Damage must accompany the Use of School Facilities application. In addition, the Brooklyn Board of Education is to be named as additional insured on the Certificate of Insurance.

A custodian must be present when the school building is being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Club of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.

→ School grounds shall not be available for use after sundown except by the permission of the Board, *→ during the instructional day or unless it is part of a school sponsored or sanctioned event.*

Smoking or the possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or

property is prohibited.

(cf. 3515 Use of School Facilities)

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School, Sup. Ct., 6-11-01

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Policy Adopted: October 22, 2008

Brooklyn Public Schools 2023-2024



First Day of School: August 30, 2023

Tentative Last Day: June 11, 2024

July 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					

August 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		

September 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

October 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				

November 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		

December 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

- 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 28-29	Professional Development Days
Aug 30	First Day of School for Students
Sep 4	Labor Day
Oct 6	Regional Professional Development Day
Oct 9	Columbus Day/Indigenous Peoples Day
Nov 7	Election Day
Nov 7	Conferences - No School
Nov 11	Veteran's Day
Nov 23	Early Dismissal 12:45
Nov 24	Thanksgiving Break
Dec 25-Jan 2	Winter Break
Jan 15	Martin Luther King, Jr. Day
Feb 16	Early Dismissal 12:45
Feb 19-20	Presidents' Day/Feb Break
Mar 1	Professional Development Day
Mar 4	Regional Professional Development Day
Mar 23	Early Dismissal for Conferences 12:45
Mar 29	Good Friday
Apr 8-12	Spring Break
May 15	Early Dismissal 12:45
May 27	Memorial Day
June 11	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 20
- 7th snow day: School on Mar 1
- 8th snow day: School on Apr 12
- 9th snow day: School on Apr 11
- 10th snow day: School on Apr 10

Early Dismissal Days

- Nov 23 -Thanksgiving Break
- Mar 21 - Conferences
- June 11 - Tentative Last Day

Early Dismissal Days - PD

- Feb 16
- May 15

Professional Development (PD)

- Aug 29 Mar 2
- Aug 30 Mar 3
- Oct 7

Conferences - No School for Students

Early Dismissal - Conferences

First and last day of School

January 2024						
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/ 21 staff days this month
99 student/ 103 staff days this school year

February 2024						
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		

19 student days/19 staff days this month
118 student/ 122 staff days this school year

March 2024						
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/20 staff days this month
136 student/ 142 staff days this school year

April 2024						
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				

17 student days/17 staff days this month
153 student/159 staff days this school year

May 2024						
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 this month
175 student/ 181 staff days this school year

June 2024						
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

7 student days/ 7 staff days this month
182 student/ 188 staff days this school year

DRAFT 1: 10/19/2022



BROOKLYN BOARD OF EDUCATION
2023 MEETING DATES

January 25, 2023 at 7:00PM

February 22, 2023 at 7:00PM

March 22, 2023 at 7:00PM

April 26, 2023 at 7:00PM

May 24, 2023 at 7:00PM

June 28, 2022 at 7:00PM

July 26, 2023 at 7:00PM

August 23, 2023 at 7:00PM

September 27, 2023 at 7:00PM

October 25, 2023 at 7:00PM

November 15, 2023 at 7:00PM
(3rd week of the month due to holiday)

December 27, 2023 at 7:00PM

All meetings will be held in the Brooklyn Public Schools Community Room



**2023-2024
PROPOSED BUDGET WORKSHOP DATES**

January 11, 2023 at 5:00-7:00PM

January 25, 2023 at 6:00-7:00PM
(prior to BOE Meeting)

February 22, 2023 at 6:00-7:00PM
(prior to BOE Meeting)

March 22, 2023 at 6:00-7:00PM
(prior to BOE Meeting)

April 26, 2023 at 6:00-7:00PM
(prior to BOE Meeting)