

The Board of Education
Town of Brooklyn

116 Gorman Road
Brooklyn, CT 06234

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

Eric Anderson
Mae Lyons
Joan Trivella

November 15, 2016

The Brooklyn Board of Education held its regular monthly meeting on November 15, 2016 in the middle school library. In attendance were: Mrs. Genna, Mr. Atchinson, Mrs. Lyons, Mr. Anderson, and Mrs. Trivella, Dr. Conway, Superintendent, and Mrs. Holmes, Business Manager. Mr. Otto, Board of Finance was also in attendance. A member of the teaching staff was in the audience.

Absent: Mrs. Coddling

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

Mrs. Genna called the meeting to order at 7:03 pm.

2. Public Comments

None

3. Approval of Minutes – Regular Meeting October 26, 2016, Special Meeting November 2, 2016

Motion to approve the minutes of October 26, 2016 and November 2, 2016.

(Trivella / Anderson)

Unanimous vote to approve

4. Correspondence and Communications

None

5. Add Agenda Item 11a Formulation, Adoption, Amendment of Policies

Motion to add agenda items **11a. Formulation, Adoption, Amendment of Agenda Items**, and **12e. Discussion of Early Release Times for Middle School and Elementary School**

(Genna / Trivella)

Unanimous vote to approve

6. Consent Agenda Items – Policies
 - a) 3010 Goals & Objectives – Replace with CABE; adopt
 - b) 3110 Budget Planning – replace with CABE as revised; adopt
 - c) AR3152 Spending Public Funds for Advocacy – add CABE language #12 and legal references
 - d) 3231 Medical Reimbursement and AR –replace with CABE as revised
 - e) 3260 Sales & Disposition of Books, Equipment, and Supplies – replace with CABE; adopt
 - f) AR3312-2 State Contract/Cooperative Purchasing; adopt
 - g) 3313.1 Local Purchasing; adopt
 - h) 3280-1 Educational Technology Donation Guidelines – rescind
 - i) 3320 Purchasing Procedures; adopt
 - j) AR3321 Requesting Goods and Services – rescind; no policy; covered in 3320
 - k) 3323 Soliciting Prices – rescind; no policy; Town has procedures
 - l) 3430 Periodic Financial Reports; adopt
 - m) 3434 Periodic Audit – replace with CABE as revised; adopt
 - n) 3511 Facilities Development Goals – change # to 3510; replace with CABE as revised; adopt
 - o) 3513.2 Waste Reduction and Recycling; adopt
 - p) AR3513.2 Recycling – rescind; not current
 - q) 3514 Equipment – replace with CABE; adopt
 - r) AR3515.1 Telephone – rescind; a regulation – no policy
 - s) 3516.11 Hazardous Materials – rescind; belongs in All Hazards Plan
 - t) 3516.31 Bloodborne Pathogens – rescind; not a policy
 - u) 3532 Insurance – rescind (or adopt); no CABE policy
 - v) 3541.33 Transportation of Special Education Students – rescind; law applies to all students
 - w) 3541.35 School Bus Safety Program – rescind; a regulation
 - x) 3541.45 Bus Video Cameras – rescind; notice on buses; no CABE policy
 - y) 3543.11 Printing and Duplication of Copyrighted Materials – adopt

Mrs. Genna removed the following items:

- d) 3231 Medical Reimbursement and AR –replace with CABE as revised
- m) 3434 Periodic Audit – replace with CABE as revised; adopt

Motion to accept the listed policies above as presented, except policy 3231 and policy 3434
(Anderson / Trivella)
Unanimous vote to approve

Discussion ensued concerning policy items 3231 and 3434.

Motion to adopt policy items 3231 Medical Reimbursement and AR and 3434 Periodic Audit
(Trivella / Anderson)
Unanimous vote to adopt

7. Administrative Reports

The reports were enclosed in the Board of Education members' packets.

Mrs. Holmes clarified some questions on the status of the current budget, and handed out a listing of this month's processed checks.

8. Public Comments

Mr. Otto stated that he is supportive of Dr. Conway, and the policies and procedures, and he recommended quantitative terms and measures be included in her professional goals.

9. Board of Education Committee Reports

Mrs. Trivella and Dr. Conway went through the 4000's policies. They were handed out as first reads and will be voted on next month.

Mrs. Trivella gave an update on the status of Woodstock Academy's restructuring since the purchase of The Hyde School. Woodstock Academy is expanding their campus to accommodate the growing number of staff and students.

Mrs. Lyons stated that the Brooklyn Recreation is concerned about their budget and having to make cuts.

10. Board Representatives to Other Committees

Mr. Atchinson stated that the new school website has launched.

11. Old Business

a) Formulation, Adoption, Amendment of Policies

Motion to set aside Board Bylaw 9311 Formulation, Adoption, Amendment of Policies, specifically, the adoption, amendment or revision of policies after consideration at two regular meetings of the Board of Education to approve the adoption, amendment, or revision of the policies considered and approved as discussed at the regular meetings of the Board on May 25, 2016, October 26, 2016 and November 15, 2016.
(Lyons / Trivella)
Unanimous vote to approve

12. New Business

a) 2017 BOE Meeting Schedule

The Board of Education meeting proposed for November 22, 2017 will be rescheduled to November 29, 2017. The December meeting will be held on December 19, 2017.

Motion to accept the meeting schedule as proposed with amendments
(Anderson / Atchinson)
Unanimous vote to accept

b) BOE Goals

Dr. Conway informed the goals of the Board of Education come out of the Mission Statement. A discussion of the current Mission Statement ensued. The Board of Education members will discuss it further at the December meeting.

c) Superintendent Goals

Dr. Conway stated that at present, her goals are a list of things to do, she will provide measurable indicators of success for her goals.

d) New Policies – First Reading

3541 Transportation
AR3541 Transportation
4118.14/4218.14 Nondiscrimination on the Basis of Disabilities
AR4118.14/4218.14 Nondiscrimination on the Basis of Disabilities
4212 Appointment

The above listed policies were presented for the Board of Education members' first reading.

e) Early Release Times for Elementary and Middle Schools

Discussion of early release times ensued. Due to timing conflicts with bus schedules of elementary, middle and high school runs, the middle school will now dismiss at 12:45 on early release days. This change will begin on Thursday, November 17, 2016. Dr. Conway recommended that in the next school year (2017-2018) the early release time at the middle school be 12:30 and the elementary school be 1:15.

Motion to revise the early dismissal release time for the middle school from 1:00 to 12:45 including Thursday, November 17, 2016.

(Trivella / Anderson)

Unanimous vote to approve

13. Other

Mrs. Trivella will be attending a CAFE conference on Thursday, Friday and Saturday.

14. Public Comments

Mr. Otto asked if there was a project manager for the roof replacement. Mrs. Holmes stated that bids can be submitted until November 17, 2016 at 1:00 pm. She will then arrange for the bids to be opened.

15. Adjournment

Motion to adjourn at 8:22 pm.

(Atchinson / Anderson)

Unanimous vote to approve

Respectfully Submitted

Joann M. Engel
Recording Secretary