



## Brookfield Public Schools

HUCKLEBERRY HILL ELEMENTARY SCHOOL  
[www.brookfield.k12.ct.us](http://www.brookfield.k12.ct.us)

Mary Rose Dymond  
Principal

Julie Scheithe  
Assistant Principal

August 24, 2015

Dear Huckleberry Hill Families,

Welcome to a new and exciting school year! We are enthusiastically anticipating the year of learning and growing that awaits us. We have been busily preparing for students' return and are eager to see everyone on Monday, August 31<sup>st</sup>, our first full day of school. Following is some important information you will need to have a smooth and successful start to the school year.

### New Staff Members

This summer we had a quite a few positions to fill and engaged in a rigorous selection process to identify the candidates who would be the best possible match for our students and our school community. We were very fortunate to have had tremendous success in our quest. Please join us in welcoming our new staff members to the Huckleberry Hill school family:

- Ms. Kara Alberse – Grade 3 teacher
- Mrs. Renee Byrne – Library/media assistant (joining us from Whisconier)
- Mrs. Suzanne Calligan-Courtien – Speech Language Therapist
- Mrs. Wendy Campbell – lunch/recess teacher
- Mrs. Nancy Caron – building substitute
- Mrs. Andrea Celentano--building substitute
- Mrs. Audrey Couture-Toonkel – teacher for intensive support program
- Mrs. Amy DeMunda -- classroom paraprofessional
- Ms. Lauren Faulkner – Special Education teacher (also at WMS)
- Mr. Dennis Hyl – Custodian
- Mrs. Maria Kane – Spanish teacher
- Mrs. Jill Katkocin – Curriculum Specialist
- Mrs. Alex Kolb – Speech Language Therapist (also at WMS)
- Mrs. Cailin Lung – Grade 4 teacher
- Ms. Christa Nessel – Special Education teacher
- Mrs. Patricia O'Neill -- VBLASS paraprofessional
- Dr. Tina Parchin – Special Education Department Chairperson
- Ms. Tara Rice – Grade 4 teacher
- Mr. Guillermo Rojas – Music teacher, part time

*A complete listing of teacher assignments and classroom locations can be found on our website (<http://www.brookfield.k12.ct.us/huckleberry-hill-elementary>).*

Over the summer, we had some exciting news. Mrs. Margaret Fitzgerald, HHES music teacher, was selected to serve as the Teacher-Leader in Residence for the Arts at the Connecticut State Department of Education (CSDE)! Mrs. Fitzgerald was chosen from a wide field of candidates for this incredible honor and we are tremendously proud of her. As a result, Mrs. Fitzgerald will spend 2.5 days a week at Huckleberry Hill and 2.5 days a week in Hartford at the CSDE; Mr. Guillermo Rojas will teach the other half of Mrs. Fitzgerald's classes. Please join me in congratulating Mrs. Fitzgerald on this honor!

100 Candlewood Lake Road • Brookfield, CT 06804 • Tel: 775-7675 • Fax: 775-7684

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### Bus Schedules and Transportation

The bus schedule will be posted on the district's website ([www.brookfieldps.org](http://www.brookfieldps.org)). Please be sure to check the website frequently for updates.

Our Transportation Brochure contains key information about drop-off and pick-up procedures, school schedules for early release days, and bus company contact information. You can access the Transportation Brochure on our home page at the "Start of School" link.

*Please remember, utilizing the bus service provided by the school district is an excellent way to ensure your child arrives on time and minimizes congestion in our parking lot!*

### Class Placement

You will be able to find out your child's teacher beginning Monday, August 24 by logging into the Public Portal. If you do not know your Public Portal account information, please contact the school (203-775-7675). This information cannot be given over the phone; a copy of the information can be sent to you in the mail or you can pick up the information from the HHES office (with proper identification). In addition, class placement information cannot be shared via phone by the office staff.

### Family Involvement

Families play a key role in the accomplishments of our students; therefore, school/ communication is crucial. To foster this communication and further ensure a successful school year, please plan to attend your child's Open House evening. All Open House evenings will begin at 6:30 PM in the upper gym. Be assured that we are committed to ensuring your child achieves academic excellence and we look forward to working with you to guarantee the achievement of this goal.

#### 2015/2016 HHES Open House Dates

Gr. 2 Open House: Tuesday, September 15, 2015 at 6:30 PM  
Gr. 3 Open House: Thursday, September 24, 2015 at 6:30 PM  
Gr. 4 Open House: Monday, September 28, 2015 at 6:30 PM

Families are also essential to the daily functioning of our school. Together with the HHES PTO, our Volunteer Advisory Board will meet early in the year to plan for this school year with a focus on creating opportunities for all parents, guardians, and families interested in becoming more involved with the school to do so, regardless of work schedules, family commitments, etc. Volunteers must complete the necessary forms to be cleared to work with students and must attend required volunteer training before being eligible to participate in volunteer opportunities. Volunteer training will be provided at each Open House evening, so by attending the opening presentation at 6:30 PM you will fulfill the training requirement. You can access the district's volunteer forms on our website then complete them and send them in to school with your child. We hope you will choose to volunteer and support your child and the entire HHES community.

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### Communication and Required Forms

The Brookfield Public Schools continues its efforts to reduce the amount of paper sent home to families by communicating via the district's/schools' websites and the Public Portal. Our goal is to ensure that all forms, newsletters, informational fliers, etc. are available at one or both of these locations. We will also be using the School Reach email system to communicate directly with families and send regular updates about events, reminders, etc. In order to ensure that you receive these important notices and emails, *it is essential that you keep your contact information current in the Public Portal*. You can check your information and make updates by logging into the Portal. If you do not know your Public Portal account information, please contact the school (203-775-7675). This information cannot be given over the phone; a copy of the information can be sent to you in the mail or you can pick up the information from the office (with proper identification).

#### *Required Forms on Website under "Start of School Forms":*

Please go to our website (<http://www.brookfield.k12.ct.us/huckleberry-hill-elementary>) and click on the "Start of School" link on the home page to access the important information and documents listed below.

*You will need to print out the forms, fill out the forms, and return them to your child's teacher on Monday, August 31<sup>st</sup>.*

- ☐ Yearly Student Dismissal Plan
- ☐ Annual Health Update
- ☐ Volunteer clearance forms

#### *Required Forms on Public Portal:*

Please log into the Public Portal and go to the Digital Locker to access the forms listed below. Read the forms, then digitally sign the forms by Monday August 31<sup>st</sup>. *It may be easiest to review the forms on a computer as opposed to a phone or tablet.*

- ☐ Acceptable Use Policy (for technology)
- ☐ Google Apps (*Grade 2 and students new to Brookfield only*)
- ☐ Family Handbook sign-off
- ☐ Permission to release photos
- ☐ Permission to release information

### New Family Orientation, PTO "Family Social", and School Visit

There will be a brief orientation and school tour for *families who are new to the Brookfield school district* on Tuesday, August 25<sup>th</sup> at 9 AM in the HHES upper gym.

**This year the HHES PTO will be hosting a "Family Social" on Thursday, August 27<sup>th</sup> from 3:00-4:00 PM in the back field.** Also please note that this is the first time our PTO will be hosting this event. Parking will likely be "tight" and we will need everyone's cooperation to ensure safety.

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The building will also be open from 3:00-4:00 PM on Thursday, August 27<sup>th</sup> for all HHES families to visit the school to locate their classrooms. At 4:00 PM the building will close to families in order to allow our custodians to continue their work.

*Please note that teachers may not be available during this time, classrooms may not yet be set up, and there will still be cleaning and other work going on throughout the school during this time as we prepare for the school year to begin.*

### Other items to note:

- If you do not have your individual log-in information for the Public Portal, please contact the school (203-775-7675). A copy of the information can be sent to you in the mail or you can pick up the information from the office (with proper identification). Information will not be given over the phone.
- If you haven't already, please be sure to update your contact information (email address, cell phone numbers) in the Public Portal.
- Go to <https://www.myschoolbucks.com> to sign up and prepay for your child's school meals (hot lunch with milk: \$2.50, milk only: \$.50).
- Students should log in all of their summer reading minutes on the Scholastic website as soon as possible.
- Our first day of school is Monday, August 31<sup>st</sup>. It is a full day so students will be dismissed at 3:25 PM.

If you have any questions about this information, please do not hesitate to contact us at 203-775-7675. We anticipate another great year and look forward to seeing everyone next week!

With warm regards,

Mary Rose Dymond and Jules Scheithe