

**OFFICE OF THE SUPERINTENDENT
BROOKWOOD SCHOOL DISTRICT 167**

Dr. Valorie Moore

September 10, 2013

Dear Brookwood School District 167 Families and Stakeholders:

As promised, we have continued a laser-like proactive focus on the high heat index temperatures at the Middle School and an urgent need to implement the decision to make arrangements to move students **from the Brookwood Middle School to *air conditioned rooms*** at the **Longwood Elementary** and the **Brookwood Junior High School *beginning September 11, 2013 and ending September 27, 2013.***

After a careful assessment of the uncomfortable Middle School Building it is too hot and could pose an unhealthy learning environment based on today's high heat index which hit the 90's range. As a result, I have worked with our staff and principals to utilize **air conditioned classrooms** at the Brookwood Junior High School and Longwood Elementary School beginning on September 11, 2013 and ending on September 27, 2013 assuming the heat index will be in the 71 or 72 degree temperature ranges on a consistent level and based on the below plan:

Our Temporary Cooling Plan

- A total of 145 students and 8 teachers will move to the Junior High and Longwood Schools effective immediately.

Longwood School Rooms to be used: Rooms: (106), (125) and (130)

Brookwood Junior High School Rooms to be used: Rooms: (16), (22), (Tech Lab) and (20).

We have met with all staff and teachers involved and they appeared to be quite satisfied with moving to air conditioned rooms.

We have worked with the necessary staff to develop a food service plan for students and staff at Brookwood School to ensure that ample staff is on duty to prepare additional meals and that enough food will be available at the receiving schools.

We have worked with our custodians to ensure that ample desks, tables and available SMART Boards and computers are on site or have been delivered to the receiving schools for Brookwood Middle School students and staff.

We are in the process of finalizing transportation logistics for Brookwood Middle School students to travel back and forth to their receiving schools using district bus. Staff will be on hand to ensure that students board the proper buses. We have added an additional bus for late students but strongly urge families to make sure students arrive to school on time every day.

Tomorrow will be considered a dress rehearsal for the first day of the plan to allow us an opportunity to resolve any issues associated with the logistics of the plan and therefore, we will consider the plan to operate in full force on this upcoming Thursday, September 12, 2013. Without a doubt; we will continue to ensure students have optimal conditions for learning and academic excellence.

Many thanks for your understanding and support.

Yours in education,

A handwritten signature in cursive script that reads "Valorie Moore". The signature is written in black ink and is positioned above the printed name.

Dr. Valorie Moore
Brookwood School District 167
Superintendent of Schools