

Board of Education Special Meeting

Tuesday, April 7, 2009 7:00 PM

Preston Plains Library, 1 Route 164, Preston, CT 06365

I. Call to Order	Speaker (s) : Greg Keith (Chairman of the Board)
II. Pledge of Allegiance	Speaker (s) : Greg Keith (Chairman of the Board)
III. Approval of Minutes	Speaker (s) : Greg Keith (Chairman of the Board)
IV. Public Communication and Comments	Speaker (s) : Greg Keith (Chairman of the Board)
V. Board of Education Committee and Other Reports	Speaker (s) : Greg Keith (Chairman of the Board)
VI. Superintendent Reports and Recommendations	Speaker (s) : Dr. Welch (Superintendent)
VI.A. BOE Expenditure/Projection Report	Speaker (s) : Dr. Welch (Superintendent)
VI.B. Preston Cafeteria Profit and Loss Report	Speaker (s) : Dr. Welch (Superintendent)
VI.C. NFA Honor Roll and Co-curricular Participation	Speaker (s) : Dr. Welch (Superintendent)
VI.D. Transportation Report	Speaker (s) : Dr. Welch (Superintendent)
VII. New Business	Speaker (s) : Dr. Welch (Superintendent)
VII.A. Votes Required	Speaker (s) : Dr. Welch (Superintendent)
VII.B. Discussion	Speaker (s) : Greg Keith (Chairman of the Board)
VIII. Old Business	Speaker (s) : Dr. Welch (Superintendent)
VIII.A. Votes Required	Speaker (s) : Greg Keith (Chairman of the Board)
VIII.B. Discussion	Speaker (s) : Dr. Welch (Superintendent)
IX. Information	Speaker (s) : Dr. Welch (Superintendent)
X. Executive Session	Speaker (s) : Dr. Welch (Superintendent)
XI. Date and Time of Next Meeting	Speaker (s) : Greg Keith (Chairman of the Board)
XII. Adjournment	Speaker (s) : Dr. Welch (Superintendent)

Board of Education Special Meeting
March 19, 2009 07:00PM
Preston Plains Middle SchoolLibrary

1. Call to Order

Greg Keith called the meeting to order at 7:02pm.

Members Present: Greg Keith (chairperson), Dan Harris, Sue Hess and Jessica Pappas. Charles Raymond arrived at 7:05pm and Deborah Burke-Grabarek and James Jancewicz arrived at 7:07pm (He left at 9:05pm).

Also Present: Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Ivy Davis; Director of Curriculum, Instruction, and Special Education, Dr. Walsh; Principal PVMS, Ray Bernier; Principal PPMS, Michael House; Supervisor of Buildings and Grounds, Emile Levasseur; Technology Coordinator.

Guests: Megan Bard; The Day, Rebecca Boenig, Stacy Wilbur, Stephanie Greene, Kathy Coon, Amy Campbell, Gale Ennis, Pearle Potter, Keleigh Baretincic, Dillon Sierpinski, John Homiski

2. Pledge of Allegiance

3. Public Communications and Comments

Pearle Potter addressed the Board of Education. She thanked the Board and Dr. Welch for their support of the Bus Garage and their initiative to correct problems.

Keleigh Baretincic asked questions about the FY10 itemized Estimate. Greg Keith suggested that they would be answered when the Board discussed that agenda topic.

4. New Business

4.1. Votes Required

The FY10 Itemized Estimate has a total increase of .67%. Preston being one of the lowest presented in the state.

Dr. Welch suggested an electrical line item increase of \$9390 to accommodate energy audit recommendations. Sue Hess stated that it would not be necessary because the savings would be immediate. She said the Preston Library saw a savings right away. James Jancewicz stated that the Board should budget for the unknown, better to have a surplus at the end of the year if the savings comes through.

Dr. Welch addressed an earlier question regarding the Leadman position. The contractual position is in effect through the 2010-2011 school year. Currently doing mechanical work, driving, and preparing bus routes.

Charles Raymond asked why the line item for Transportation Supervisor was so high (\$56,650). He believed that \$45,000 would be adequate based on

qualifications. Dr. Welch was concerned that the Supervisor would be making less than the personnel he/she would be supervising.

The Board reviewed Preston's Transportation Supervisor job description as well as those of Plainfield and Killingly.

The Board agreed to post the position with an annual salary of \$45,000.

Moved, to budget \$45,000 for the Transportation Supervisor position for FY10 and approve the job description as presented. Keith/Burke-Grabarek. Hess, Pappas, Harris, Raymond in favor. Jancewicz opposed. Motion carries.

Dr. Welch suggested that \$3500 be added to the budget for Air Quality testing next year.

He also explained that the Repair Line Item for the Bus Garage is being increased due to a need for inventory, etc. in order to help ensure that no major problems occur next year.

Greg Keith stated that he has been hearing complaints that the Board of Education is "top heavy." Dr. Welch explained that 3 years ago, the Superintendent's Secretary retired. At that time, Gloria Homiski was appointed as his Assistant. Gloria had previously worked 30 hrs. a week as a Fiscal Assitant. The 30 hours were absorbed. Position was eliminated. Other than the Superintendent and his secretary, Central Office employs a Business Manager, a Director of Curriculum, Instruction and Special Education and her assistant, a Tech Coordinator and a Supervisor of Buildings and Grounds. Each school building has one Principal and one secretary.

Greg Keith asked if the Director of Curriculum, Instruction and Special Instruction has benefited the kids and saved the district money. Dr. Welch stated that that answer was yes. In the past, Preston employed a part time Special Education Director, without the other job components. It did not work.

The Board discussed the possibility of sharing a joint Fiscal Manager with the Town. Dr. Welch contacted the Superintendents in three towns that are using such a system. He contacted Madison, Columbia and East Hampton. All three districts shared concerns with the arrangement. The Board agreed that they should not make a decision until they acquire more positive feedback. Sue Hess stated that although it doesn't work in other towns, it may still work in ours.

Moved, to table the discussion concerning a joint Fiscal Manager until the BOE's April 6th meeting. Jancewicz/Burke-Grabarek. Motion approved by Pappas, Raymond, Keith and Harris. Hess abstained. Motion Carries.

The Board reviewed the balance of the line items on the Itemized Estimate.

Sue Hess suggested that the Board evaluate Building Usage. Perhaps the school could close earlier on certain nights, with an overlap of custodial coverage. She doesn't want to restrict use, just tighten the parameters a bit. Dr. Welch asked Gloria Homiski to prepare a report of Building Usage for the April meeting if possible.

The Board discovered a discrepancy in the Custodial Line Item and asked for clarification. Dr. Welch stated that the document would be reviewed, adjusted as necessary, and be brought back to the Board.

Moved, to approve the FY10 Itemized Estimate with amendments as discussed. Jancewicz/Keith. Discussion: Hess, Harris and Pappas want to see a new document with corrections first. Motion does not carry.

Jessica Pappas asked if the Board would request quotes for the Capital Budget Items. Dr. Welch explained that the jobs would have to go out to bid. Sue Hess explained that the issues should be reviewed by the Building and Facilities Committee.

Sue Hess asked if there was any way the budget could be trimmed by \$70,000 and come in at a 0% increase. She believes the budget will then pass the first time. Dr. Welch stated that the existing .67% increase presents no new initiatives. It is merely a "survival budget." He stated that to come in at 0%, there would need to be layoffs.

The Board reviewed the adjustments they wish to make to the FY10 itemized Estimate:

1. Transportation Supervisor \$45,000
2. Air Quality testing \$3500
3. Correction of error in Custodial line item
4. Do not add \$9390 to Electrical line item.

The Board of Education scheduled a Special Meeting for Monday, March 23 rd at 6:30pm at Preston Plains Middle school Library. The meeting is scheduled for the review of the amended budget documents.

Once the BOE approves the Budget, Greg Keith will present it to the BOF on March 24th.

4.2. Discussion

5. Adjournment

Moved, to adjourn the meeting at 9:16pm. Keith/Burke-Grabarek. Unanimous. Motion Carries.

Special Meeting

March 23, 2009 06:30PM

Preston Plains Middle School Library

1. Call to Order

Greg Keith called the meeting to order at 6:34pm.

Members present: Daniel Harris, Jessica Pappas, Charles Raymond, Greg Keith; Chairman, and Sue Hess. Deborah Burke-Grabarek arrived at 6:38pm and James Jancewicz arrived at 6:43pm.

Also present: Dr. John Welch; Superintendent, Gloria Homiski; Recording Secretary, Ivy Davis; Director of Curriculum, Instruction and Special Education, Mr. Bernier; Principal PPMS, Dr. Walsh; Principal PVMS, Michael House; Supervisor of Buildings and Grounds, and Emile Levasseur; Technology Coordinator.

Guests: Megan Bard; The Day, Stacey Wilbur, Gail Smith, Marie Burton, Hal and Carole West, Michelle Cormier, Beth Bonosconi, Anna Sobanski, Cathleen Capunitan, Kerry Curtis, Sue Hirt and Michael Sinko.

2. Pledge of Allegiance

3. Public Communications and Comments

No Public Communication or comment.

4. New Business: Votes Required

FY10 Itemized Estimate

Dr. Welch explained the changes made to the budget document. The error in the custodial line item was corrected. The salary for the Transportation Supervisor was adjusted, and \$3500 was added to the budget for air quality testing.

Total Budget: \$10,526,706.00 (.67% increase over FY09)

The increase was kept down due to the aid of grant and excess cost monies that are expected.

Sue Hess: She asked when the last time the BOE shopped for an electrical supplier. She stated that PVMS alone could save up to \$980.00 a month if we change suppliers. Dr. Welch stated that it was certainly worth looking into. The website address is ctenergyinfo.com.

Sue Hess would like to leave the electrical line item the same as last year. She believes there will be enough savings with the various changes that will be made.

Jessica Pappas asked about the mileage reimbursement line item. Dr. Welch explained that employees are reimbursed for their mileage when traveling between buildings and to and from Professional Development, etc.

James Jancewicz pointed out that the budget document should show a positive increase in Total Salaries, not a negative one.

Jessica Pappas: She stated that she is worried about the kids. She is glad that no teachers are being laid off, but worries about the "extras" that are lacking from the budget. She asked about the Library budget. Dr. Welch explained that the Library would receive \$10,100 in REAP grant money. Jessica Pappas then asked for a breakdown of how all grant monies will be used to be added to the budget document.

Sue Hess questioned the legal fee line item, suggesting that the BOE shop around for the best price.

Greg Keith asked about the text books and workbooks that would be ordered. Dr. Welch and Ray Bernier explained that the FY10 budget called for current science replenishments, workbooks and assignment books. Jessica Pappas questioned whether or not it is necessary to order assignment books for the lower grade levels.

Jessica Pappas asked if teachers were questioned as to whether or not they needed things they did not receive last year. Dr. Welch stated that they were not contacted due to the intent to create a very lean budget. She asked about coverage in the lunch room and recess at PVMS. There are 2 lunch waves for all students. One teacher and two paraprofessionals cover each lunch and recess.

Sue Hess: She suggested that the BOE consider reducing the legal line item by \$10,000, and the bus repair line item by \$15,000. She asked that the electrical line item stay at the FY09 rate.

James Jancewicz: He worries that if we make those cuts now, the BOE will have nothing to work with if the Town insists on more cuts later.

Moved, to submit the proposed budget to the BOF as presented by the Superintendent. Jancewicz/Burke-Grabarek.

Discussion followed. Sue Hess believes a .67% increase is a great budget, but wants to cut and get down to 0%. She believes the budget will then pass on the first try.

Jessica Pappas stated that the Board members have been receiving emails from the public asking if there is a need for a full time Superintendent and Director of Curriculum, Instruction and Special Education as well as a Special Education Secretary. Dr. Welch explained that the BOE got into trouble in the past without a Special Education Director in place. He also reminded the Board that the position is part time special ed and part time curriculum and instruction.

Sue Hess reiterated that her goal is to meet the needs of the kids but to get the budget passed on the first try. She would like a 0% increase.

Dr. Welch stated that the best thing the BOE can do is promote the budget and get the people to vote. Preston continues to have a low number of people come out to the referendums.

Jessica Pappas asked that the motion be modified to include percentage corrections and a grant addendum.

Moved, to submit the proposed budget to the BOF as presented by the Superintendent and to include any necessary percentage corrections as well as a

grant breakdown addendum. Jancewicz/Burke-Grabarek. Keith, Pappas and Harris in favor. Hess and Raymond opposed. Motion Carries.

Moved, to adjourn the meeting at 7:38pm. Keith/Jancewicz. Unanimous. Motion carries.

Chairperson

Superintendent

Board of Education Regular Meeting
March 09, 2009 07:30PM
PPMS Library

1. Call to Order

Greg Keith called the meeting to order at 7:33pm. **Members Present:** Greg Keith, Jessica Pappas, Daniel Harris, Deborah Burke-Grabarek, Sue Hess and James Jancewicz. Charles Raymond was absent. **Also Present:** Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Lesley Wysocki; Business Manager, Ivy Davis; Director of Curriculum, Instruction and Special Education, Ray Bernier; Principal PPMS, Dr. Walsh; Principal PVMS, Mike House; Supervisor of Building and Grounds and Emile Levasseur; Technology Coordinator. **Audience:** Art Moran, Elizabeth Kruszewski, Joshua Hale, Talia Davison, Yerin Ransit, Alan and Caron Wunderlich, Charlotte and Tom Fenton, Cheryl Tardiff, Dan Bolles, Mary Kate Mason, John and Dani Gorman, Bill Legler, Tara Bolles, Paula Toland, Susan Hirt, Edith Bolles, Judith Ghattas, Anne Dolan, Cecile and Merrill Gerber, Lisa and Greg Converse, Tate Tomis, Jessica and Daniel Devries, Marlene Pelligrini, Christine Watrous, Pearle Potter, Kevin and Rebecca Boenig, Fred Williams, Andrea and Joseph Choquette, Carrie-Ann Trask, Anna Sobanski, John Homiski, Chet Sajkowicz, Dave Krug, Elizabeth Krug, Karen Doyle, Tracey Ryan, Glenn Comeau, Antonio Farinha IV, Mary Guiher, Keliagh Baretincic, Andrew Bilodeau, Glenn Babbitt, Patricia Hibbard, Ken and Gale Ennis, Andy Hess, Walt Kornosewicz, Bob Congdon and Michael Sinko.

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the minutes of the regular meeting of 2/9/09 as amended. Hess/Burke-Grabarek. All in Favor. Motion Carries.

Moved, to take the agenda out of order to discuss 6.3 Transportation Report, to be followed by 4. Public Communications and Comments. Keith/Jancewicz. All in Favor. Motion Carries.

4. Public Communications and Comments

Greg Keith set a one hour time frame for the Public Comment portion of the agenda.

Bob Congdon: He talked about the arrest warrant reflected in The Day. It referenced rotor and brake problems and a leaking master cylinder (Bus #19). He wanted to clarify that it was fixed by our own staff and then taken to an outside vendor. He would therefore like to see Ed Roper's name cleared. He clarified that DATTCO and NE Diesel were given the directive to fix ALL vehicles whether they were previously addressed or not. Jessica Pappas asked Dr. Welch to call DMV to clarify the information.

Guest: The warrant stated risk of injury to a minor. How did this come to be? He asked the Town to complete an independent investigation. The BOE said they would take it under consideration.

Caron Wunderlich: She has spoken to Ed Roper and he said he is thankful for everyone's support.

Guest: What was the total cost of the transportation repairs, etc.? Dr. Welch responded that the total expense was \$115,000. The speaker asked where the money went. Dr. Welch answered: NE Diesel, DATTCO and salaries for Interim Supervisor and Full Time Mechanic.

Jessica Devries: If the press was incorrect, will the BOE ask for a retraction? Dr. Welch stated that is something the Judge must decide. (Newspaper reporters in the audience).

Guest: Can we ask the DMV to address the BOE and the Public for explanations? (Sue Hess suggested the possible special meeting next week).

Tom Fenton: He believes part of the problem is having a Fiscal Manager handle transportation issues (no experience). He asked if the Leadman was ever trained by the DMV. He was also concerned that the Safety Coordinator worked all summer and yet we have "safety problems." Dr. Welch responded. The Leadman position was put into place in 2003. He can't say whether or not there was training at that time. He stated that the changes at the Bus Garage revert back to a time before 2003, i.e., having a Supervisor and 2 mechanics, thus more supervision.

Sue Hirt: She asked if the safety coordinator is state certified. Pat Hibbard answered that she is not, but is in training now. Pat stated that she worked as a Supervisor for Laidlaw and as a liaison for several towns prior to that. She is currently working under a certified trainer to train other drivers in efficiency.

Tom Fenton: He asked if Pat Hibbard had a personal relationship with the DMV Inspector. She answered that they attended the same high school but did not have any relationship.

Mike Clancy: He requested that Public Comment be added to the end of the BOE agendas. He believes the Board is being inflexible.

Guest: Are the charges against Ed Roper false? Dr. Welch will contact the DMV.

Andrew Bilodeau: He asked why we hired the mechanic from DATTCO without posting the position. Dr. Welch answered that the position was posted internally. Mr. Bilodeau stated that adding Public Comment is at the discretion of the Board Chair and could be added to the end of the agenda. He also noted Board Policy which states that the Superintendent must oversee Transportation complaints. Lesley Wysocki explained that the policy he was talking about was for parents who had problems with their drivers.

Mike Heinzelman: Confirmed that all buses had safety inspections over the holiday break.

Keleigh Baretincic: She stated that the Superintendent must oversee the budget and transportation issues. She suggested an Executive Session to review the issues.

Gale Ennis: She asked if Dr. Welch and Lesley reviewed voting records and told Bus Garage personnel that if they did not vote, they would get no funding. Dr. Welch stated that he did review the voting records but that Bus Garage personnel were never threatened in such a way. Deborah Burke-Grabarek stated that voting records are reviewed in order to try to come up with ways to reach people.

Cheryl Tardiff: Bus Driver asked if it was appropriate for Business Manager to make reference to "getting drivers stoned." Lesley Wysocki answered that she knew it was unprofessional and was reprimanded for it.

Sue Hess: She suggested that the bus drivers contact their union if they feel that administration and Board Members are not addressing their issues.

David Krug: He asked where the Board will get the \$115,000 to pay for transportation repairs. Dr. Welch stated that the money has already been absorbed by the BOE.

Caron Wunderlich: She asked why the Board stated that the Safety Coordinator position was an unpaid position. Dr. Welch apologized if he responded incorrectly. Lesley Wysocki stated that it was an unpaid position last year.

Andrew Bilodeau: He asked if the BOE's vacation policy is truly in affect. Greg Keith stated that he would have to review the policy before answering.

Guest: Clarified that Bus #19 repaired by Ed Roper and NE Diesel. Are we going to reveal this confusion with the buses?

Bob Congdon: Did the vendor send us the old parts that were replaced? Can we ask for them? Dr. Welch stated that might be a good idea.

Keleigh Baretincic: Stated that it should be easy for the BOE to explain the recent chain of events to the DMV. Perhaps charges will be dropped.

Sue Hirt: She suggested that reports be matched up with invoices. Easy way to check for repairs. Pat Hibbard said that sometimes parts ordered to stock inventory.

Charlotte Fenton: She stated that she doesn't believe Ed Roper was backed by his employer.

Tate Tomas: If mechanic is being paid to drive a bus it is irresponsible.

Tara Bolles: Asked if there are 2 full time mechanics. Dr. Welch said that although that is what is intended, one mechanic has had to cover as a driver.

Andrew Bilodeau: Asked that the Board update transportation contact information on the web. Also asked if Bus Garage received new computers. Dr. Welch stated that they did receive two. Mr. Bilodeau also requested that agenda attachments be made available to the public.

Sue Hirt: She asked if a mechanic is on call after hours for field trips etc. Pat Hibbard stated that was correct.

Jessica Devries: Keeping our children safe is what is most important. She suggested using a Smartboard at BOE meetings.

Bill Trask: His children ride on bus 4. When was it deemed unsafe? Dr. Welch responded that it was cited on 11/18 and pulled off the road.

Gale Ennis: She congratulated drivers for speaking up and putting their own jobs on the line.

Eddie Bolles: She would like Ed Roper to be reinstated.

Dan Harris: He asked if Bob Congdon could offer a recommendation for an independent audit. Bob stated that it was not his place to do so.

Moved, to amend the agenda and allow Patti Daniels to address the BOE. Hess/Pappas. All in Favor. Motion Carries.

Patti Daniels asked previously to be placed on the Board agenda and was told to go through the proper chain of command. She said there were no problems at the bus garage when Al Wunderlich and Ed Roper were in charge. She stated that things could not be repaired at the garage because the drivers didn't go out and vote. She questioned why administration in charge instead of Al.

Moved, to amend the agenda and allow Al Wunderlich to address the BOE. Hess/Pappas. All in Favor. Motion Carries.

Al Wunderlich read a statement to the BOE. He believes that comments have been made in public that put the brunt of the transportation burden on himself and Ed Roper. Ed Roper quit. Al demoted. Al requests that the BOE perform an independent audit of the transportation department. He believes the current structure is designed to fail. He stated that he was refused staff and supplies. He wishes to be reinstated to his previous position.

Moved, to take the agenda out of order to discuss 7.2 Discussion, Preston Parent Advocacy Group. Keith/Pappas. All in Favor. Motion Carries.

5. Board of Education Committee and Other Reports

Sue Hess reported on a recent Parks and Rec. Meeting. Currently, Parks and Rec and Preston Plains share soccer goals. Perhaps school could purchase their own. Also, the suggestion of a preventative maintenance plan was discussed.

6. Superintendent Reports and Recommendations

6.1. BOE Expenditure/Projection Report

Lesley Wysocki presented the Expenditure/Projection report to the BOE.

Moved, to authorize the line Item transfer of 157,644.57 to cover the anticipated deficits. Jancewicz/Burke-Grabarek. All in Favor. Motion Carries.

6.2. Preston Cafeteria Profit and Loss Report

Lesley Wysocki presented the Cafeteria Report to the BOE.

6.3. Transportation Report

Dr. Welch reviewed the findings of the bus reports with regard to the article that appeared in The Day on March 4th. This article stated that Bus #19 was on the road with brake problems. Yet, review of all reports show that all necessary repairs were done to this vehicle. Statements from staff members support this fact. On December 23rd NE Diesel mirrored the work done by our own mechanic on December 12th. Bus #19 is a spare bus. It was on the road on 12-17, 12-18 and 12-22. The only bus in our fleet that remained out of service was Bus #4. This is the bus involved with the falsification report.

Greg Keith asked for comments from the Board. Sue Hess asked if any unsafe vehicle transported children. Dr. Welch said this did not occur. He stated that initially the Board was cited for falsifying a report on Bus #4. It was thrown out of court because the Board was not the proper recipient. Greg Keith confirmed that Bus #19 was repaired by our own Bus Garage prior to driving on the road.

Jessica Pappas asked if the Transportation Supervisor position had been posted yet. Dr. Welch stated that it would be posted mid March.

7. New Business

7.1. Votes Required

Dr. Welch reviewed the Budget Notebook with the Board. The overall increase is at .67%, or \$70,544.00.

The Itemized Estimate sustains current operation, without any layoffs. The Administration will also be taking a wage freeze.

The Capital requests are for the Bus Garage. Per the Fire Chief, the building requires a new roof and has electrical deficiencies.

7.2. Discussion

Moved, to take the agenda out of order to discuss 7.2 Discussion, PVMS Air Quality Analysis. Keith/Burke-Grabarak. All in Favor. Motion Carries.

David Weiss from Mystic Air Quality addressed the Board. On 12/8/08 they tested the indoor air quality at PVMS. Mold was found in a few classrooms on ceiling tiles. They were replaced. Tests will be performed at PPMS in the Spring. The audience asked how Preston stacks up to other schools. Mr. Weiss stated that our numbers are not excessive, and that our environment is safe.

Keleigh Baretincic addressed the Board on behalf of the Preston Parent Advocacy Group. This group wants to be active in the upcoming budget process. They hope to reach out to voters and seek support.

10 minute recess.

Andy Hess addressed the Board on behalf of the Building Committee. Walt Kornosewicz, Mike Clancey and Merrill Gerber were also present.

Andy Hess reviewed changes that were recommended by the audit to save money.

It is part of a 0% finance plan. The fee would be included in the electric bills.

Moved, to authorize Dr. Welch to sign contracts to pursue energy savings. Keith/Burke-Grabarek. All in Favor. Motion Carries.

Dr. Walsh reviewed the Playground Regulations with the Board and the audience. She stated that these regulations would be posted to the website. On February 13th a group of 3rd graders were outside unattended for several minutes. Dr. Welch suggested that video cameras be readjusted or added.

Jessica Devries asked if parent volunteers should take a safety course. Dr. Welch said not necessary, but a good idea. PPAG has info on such a course. Marlene Pelligrini asked about substitutes following such regulations. Dr. Walsh stated that the office has a book for subs in the main office. She will have it posted to the website.

8. Old Business

8.1. Votes Required

8.2. Discussion

9. Information

PVMS Principal Correspondence

The Board decided to table the policies and set a special meeting date for Monday, March 16, 2009 at 7:30pm in the library at PPMS.

Along with policies, the Board will review the revised Transportation Supervisor Posting, the Itemized Estimate, and the joint meeting of the BOE, BOF and BOS.

10. Adjournment

Moved, to adjourn the meeting at 11:43pm. Jancewicz/Keith. All in Favor.
Motion Carries.

Chairperson

Superintendent

March 2009

Expenditure/Projection Report:

All line items transfers, authorized at the March 9th BOE meeting, have been made.

112.015 Technical Coordinator - A slight deficit will occur in this line, due to new personnel. **A transfer will need to be made in this line.**

114 Tutors- Homebound students – I am watching this line carefully, a new student has just been placed on homebound. **A transfer may be needed to be made in this line.**

315 Substitute Teachers and Interns – One of our long term absences has been extended. **A further transfer will need to be made in this line.**

330.033 Other Services – Driver proficiency training has resulted in the current deficit in this line item. **A transfer will need to be made in this line.**

421 Bus Garage Repairs – There will be additional expenses needed to cover the routine repair/maintenance through June 30. **A transfer will need to be made in this line.**

430.038- Boiler Cleaning/Repair – Further service calls to PPMS and PPS have resulted in a deficit. **A transfer will need to be made in this line.**

432 Emergency repairs - PVMS fire alarm system required a new transponder and batteries to meet NFPA requirements and repairs made to the elevator at PPMS have resulted in the current deficit. There will potentially be additional expenses needed to cover unanticipated events through June 30. **A transfer will need to be made in this line.**

450 Building Improvements – Additional security cameras (PVMS), Field work at PVMS and PPMS and the installation of safety valves for the boilers have resulted in the current deficit. **A transfer will need to be made in this line.**

510 Alternative transportation – temporary transportation due to high absenteeism will result in a further deficit. **A transfer will need to be made in this line.**

560/563 Tuition Accounts – A new regular education student will result in a deficit in the regular education line. The initial Excess Cost Aid has been applied resulting in a balance. There is potential for additional funding.

613 Custodial Supplies – There will potentially be additional expenses needed to cover unanticipated needs. **A transfer will need to be made in this line.**

**Preston Board of Education
Expenditure/Projection Report
July through March 2009**

	Budget	Expended	Projected/Encum.	bal./def.
111 · Certified Personnel				
.001 · Superintendent	115,257.00	84,226.24	31030.76	0.00
.002 · Director of Curriculum, Instr. and Spec	84,460.00	64,220.78	20239.22	0.00
.003 · Principals	196,013.00	143,240.05	52772.95	0.00
.004 · Regular Education Teachers	2,140,803.27	1,397,126.82	743676.45	0.00
.005 · Admin. Assistant	1,700.00	0.00	1700.00	0.00
.006 · Special Education Teachers	663,406.80	407,158.06	256248.74	0.00
.007 · Nurses	90,399.46	62,540.69	27858.77	0.00
.008 · Summer School Teachers	12,807.76	12,807.76		0.00
Total 111 · Certified Personnel	3,304,847.29	2,171,320.40	1133526.89	0.00
112 · Classified Personnel				
.010 · Business Manager	68,164.74	49,772.38	18392.36	0.00
.011 · Special Education Admin. Ass't	35,456.72	26,008.58	9448.14	0.00
.012 · Executive Administrative Ass't	43,030.10	31,445.00	11585.10	0.00
.014 · B&G Supervisor	66,414.52	48,523.75	17890.77	0.00
.015 · Technical Coordinator	36,084.44	26,075.23	10572.87	-563.66
.016 · Paraprofessionals	223,083.00	137,482.53	85600.47	0.00
.018 · School Secretaries	52,407.00	37,449.90	14957.10	0.00
.019 · Custodians	143,163.00	102,511.69	40651.31	0.00
.020 · Transportation Personnel	483,962.35	290,598.45	193363.90	0.00
Total 112 · Classified Personnel	1,151,765.87	749,867.51	402462.02	-563.66
113 · Substitute Paraprofessionals	18,000.00	8,204.70		9,795.30
114 · Tutors - Homebound Students	12,000.00	9,749.14		2,250.86
122 · Stipends	21,300.00	8,350.00		12,950.00
212 · Health Insurance	904,184.63	541,589.91	362594.72	0.00
215 · Life Insurance	9,374.00	2,818.42	6555.58	0.00
220 · FICA	146,373.00	96,286.51	50086.49	0.00
250 · Unemployment Comp	44,000.00	25,870.72	10298.18	7,831.10
260 · Workers Comp	50,395.00	37,797.00	12598.00	0.00
291 · Annuity Payments	82,665.00	47,035.38	35629.62	0.00
315 · Substitute Teachers and Interns	71,108.20	60,879.49		10,228.71
320 · Special Education Services				
.022 · Physical Therapy	24,758.94	24,758.93		0.01
.024 · Aural Rehabilitation	11,500.00	5,954.38	5545.62	0.00
.025 · Psychological Services	25,000.00	5,480.00	3650.00	15,870.00
Total 320 · Special Education Services	61,258.94	36,193.31	9,195.62	15,870.01
322 · Staff Development	18,797.68	17,722.38	999.00	76.30
330 · Professional Purchased Services				
.027 · Referees	2,607.50	2,520.00		87.50
.028 · Payroll Fees	16,137.00	11,879.04	4257.96	0.00
.029 · Auditors	23,427.36	16,102.36	6750.00	575.00
.030 · Physical Exams-garage	1,800.00	699.00	450.00	651.00
.031 · Medicaid filing fees	1,854.00	1,854.00		0.00
.033 · Other Services-Tetra, storage..	3,000.00	3,620.08		-620.08
.099 · BOE Strategic Planning	5,000.00			5,000.00
Total 330 · Professional Purchased Services	53,825.86	36,674.48	11,457.96	5,693.42

**Preston Board of Education
Expenditure/Projection Report
July through March 2009**

	Budget	Expended	Projected/Encum.	bal./def.
331 · Legal Services	30,000.00	20,721.22		9,278.78
421 · Bus & Garage Repairs	100,135.40	99,503.14	599.00	33.26
430 · Repairs & Maintenance				
.034 · Trash Removal	6,500.00	300.00	4,800.00	1,400.00
.035 · Water (testing/treatment/access)	5,000.00	864.20	930.00	3,205.80
.036 · Air Quality	3,500.00	1,900.00		1,600.00
.037 · Service Agreements	30,355.00	30,337.93		17.07
.038 · Boiler Cleaning/Repair	6,858.94	6,978.94		-120.00
.039 · Fire Extinguishers	1,550.00	1,331.05		218.95
.041 · HVAC Repairs and Supplies	3,500.00	2,110.95		1,389.05
.047 · Septic Cleaning	5,250.00	5,169.00		81.00
Total 430 · Repairs & Maintenance	62,513.94	48,992.07	5730.00	7,791.87
431 · Equipment Repairs	4,500.00	4,300.92	130.00	69.08
432 · EMERGENCY REPAIRS	17,000.00	16,156.76	2791.62	-1,948.38
442 · Copy Machine Leases, etc.	41,000.00	25,249.68		15,750.32
450 · Building Improvements	15,250.13	16,489.91	14360.00	-15,599.78
510 · Alternative Transportation	74,625.93	53,697.93	22049.00	-1,121.00
530 · Communications	40,000.00	25,112.32		14,887.68
531 · Postage	5,500.00	1,456.80		4,043.20
560 · Regular Tuition	2,085,888.61	2,058,915.60	30214.00	-3,240.99
563 · Special Ed Tuition/Vocational Training*	1,297,914.63	1,003,355.05	268604.90	25,954.68
570 · Food Service Management	30,000.00	25,000.00	5000.00	0.00
580 · Travel	10,000.00	3,318.25	4790.00	1,891.75
611 · Instructional Supplies	60,047.37	54,118.32	4330.44	1,598.61
613 · Custodial Supplies	25,754.70	26,931.95		-1,177.25
620 · Heat & Propane*	145,338.29	144,301.89	1036.40	0.00
622 · Electricity	156,985.00	79,684.38	77300.62	0.00
628 · Gasoline/Diesel	151,244.33	150,832.77		411.56
641 · Textbooks/Workbooks	17,420.00	15,095.49	176.00	2,148.51
690 · Non-instructional Supplies	9,783.60	3,922.34	420.68	5,440.58
730 · Equipment	4,058.00	2,057.23	1539.7	461.07
734 · Technology	109,204.60	86,709.34	21121.13	1,374.13
810 · Dues/Fees	12,101.00	10,257.51		1,843.49
	10,456,161.00	7,826,540.22	2,495,597.57	134,023.21

This financial statement represents an accurate representation of actual year to date expenditures.

It is subject to change throughout the fiscal year and is not intended to be a representation of the Board of Education's final financial position until June 30 2009.

* Includes receipt of initial Excess Cost Aid from the State (\$133,182)

**Cafeteria Account
March 31, 2009**

Total Deposits for March	\$13,893.78
Total Payroll for March	\$ (5,775.11)
Total Invoices (AP) for March	\$ (8,797.85)
Ending Bank Balance 3/31/2009	\$ 1,679.18

LEW 4/2/2009

Clubs & Activities

2008-2009

Club / Activity	Advisors
Agriculture Club	Sara Bennett
Ambassadors	Eileen Lenehan
Amnesty International	Karen Diaz
Anime Club	TBD
Announcers Club	Cheray Fitzgerald, Nick Bolt
Asian Cultures Club	Waverly Kelly
Bagpipe Club	George Rutherford
Band	Dan McDonald
Bible Club	Jason Croteau, Judith Bass
Book Club	Denise Grant
Bowling Club	Matt Bedard
Cape Verdean Student Group	Leo Butler
Class of 2009	Diane Leone, Janet Gillette, Zato Kadambaya
Class of 2010	Melissa Cassidy, Chad Johnson, Amy Ethier, Patrick Kirker
Class of 2011	Roy Wentworth, Alfredo Poletti, Collen Caulfield, Heather Connell
Classic Movie Club	Waverly Kelley
Color Guard	Jennifer Susin, Melissa Gray
Computer Club	Rob Ochs
Cranston House Council	Kelly Creighton
Crew Club	Jill Esernia
Culture Club	Sandra Soucy
Dance Team	Arrika Kalwara, Denise Dunning
Debate Team	Eric Flaucher
Equestrian Club	Sarah Burchman
Family, Career & Community Leaders of America, Inc.	Janel O'Neil, Maureen Reubelt
Fishing Club	Kevin Winakor
Freedom Riders	TBD
French Club	Cecile Feldman, Micky Williston
GAIA Circle	Katherine Wright
Gaming Club	Geraldine Transue
Gay/Straight Alliance	Chuck Lynch, Rosalie Nogiec
Geography Club	Patrick Tamborra
Gospel Singers	Eileen Lenehan
Haitian Support Group	Leo Butler
Ham Radio Club	Tony Girasoli
High School Bowl	Christopher Brown
Ice Skating Club	Jeanne Elliott
Intramurals	Tim Delucia
Italian Club	Katie Cannamela
Latin Club	Nina Barclay, Elizabeth Tylawsky
Martial Arts Club	Jennifer Pinto
Math Club	Zato Kadambaya
Mirror	Cheray Fitzgerald

Mosaic Project	Elaine Porter, Sue Iwanicki
Musicians Club	Patrick Kirker, Nick Bolt
National Honor Society	Geoffrey Serra
Nexus for Black Achievement	Elaine Porter
Outdoors Club	Duncan Bailey
Playshop	Sally Derusha, Eileen Lenehan, Allison Mohler, Patrick Barry
Project Outreach	Jodi Vara
Red and White	Denise Grant
Russian Club	Sonia Palkes
SAB	Henry Laudone, Lorraine Dooley, Amy Rygelski, Maria Crooks
SADD	Joanne Zenowitz, Jodi Vara
Science NHS	Bob Johnson
Science/ Environmental Club	Heather Botelle
Skateboard Club	Lyndsie Sheehan
Spanish Club	Maria Crooks, Elina Van Den Berg
Student Art Association	Bob Davidson
Successful Hispanics' Alliance	Maria Civano
Swing Dance Club	Debra Odom
Tri-M Honor Society	Dan McDonald
Unified Activities	Judy Bilda, Laureen Walling, Katie Beit
United Girls Association	Traci Hage
Varsity 'N Club	Roy Wentworth, Matt Jacobs
Writers Club	Kim Roberts, Jesse Coull
Young Educators Society	Allison Mohler
Young Voter's Society	Laura Binder
Youthpeace	Pam Gagnon

**Co-curricular Participation By Town
2008-2009**

**Athletic Participation By Town
(Fall & Winter)**

Town	Total #	Athletes	Percentage
BO	115	37	32%
CA	110	33	30%
FR	79	20	25%
LI	189	65	34%
NO	1,557	335	22%
PR	190	56	30%
SP	97	21	22%
VO	85	27	32%
TOTAL	2,460	607	25%

Clubs & Activities Participation By Town

Town	Total #	Members	Percentage
BO	115	61	53%
CA	110	51	46%
FR	79	21	27%
LI	189	77	41%
NO	1,557	572	37%
PR	190	64	37%
SP	97	38	39%
VO	85	28	33%
TOTAL	2,460	932	39%

Norwich Free Academy Honor Roll
2008-09 Semester One

PR	20120495	9	Highest	4.133
PR	20120496	9	Highest	3.851
PR	20120497	9	Honors	3.435
PR	20120017	9	Honors	3.357
PR	20120498	9	Highest	4.009
PR	20120501	9	Honors	3.431
PR	20120504	9	Highest	3.960
PR	20120505	9	Honors	3.332
PR	20120510	9	Highest	4.035
PR	20120511	9	Honors	3.356
PR	20120624	9	Highest	3.874
PR	20120729	9	Honors	3.356
PR	20120514	9	High	3.553
PR	20120520	9	Honors	3.477
PR	20120524	9	Highest	3.989
PR	20120526	9	Highest	3.864
PR	20120532	9	Honors	3.263
PR	20120535	9	High	3.662
PR	20120544	9	Honors	3.307
PR	20110099	10	Honors	3.429
PR	20110169	10	Highest	3.808
PR	20110190	10	Honors	3.386
PR	20110225	10	High	3.531
PR	20110258	10	Honors	3.340
PR	20110270	10	Honors	3.300
PR	20110300	10	Honors	3.255
PR	20110312	10	Highest	3.848
PR	20110317	10	High	3.531
PR	20110320	10	Highest	3.905
PR	20110324	10	Honors	3.377
PR	20110326	10	Honors	3.305
PR	20110349	10	Highest	4.168
PR	20110354	10	High	3.634
PR	20110364	10	Honors	3.431
PR	20110386	10	Highest	3.777
PR	20110434	10	High	3.578
PR	20110474	10	Honors	3.485
PR	20110630	10	Highest	3.983
PR	20100100	11	High	3.670
PR	20100150	11	Honors	3.382
PR	20100152	11	Highest	4.143
PR	20100157	11	Honors	3.438
PR	20100254	11	Highest	3.919
PR	20100284	11	High	3.568
PR	20100297	11	Honors	3.411
PR	20100308	11	High	3.637
PR	20100366	11	High	3.720
PR	2009925	11	High	3.629
PR	20100420	11	Honors	3.429
PR	20100546	11	Highest	3.827
PR	2009384	12	Highest	3.768
PR	2009390	12	Honors	3.443

Norwich Free Academy Honor Roll
2008-09 Semester One

PR	2009413	12
PR	2009046	12
PR	2009457	12
PR	2009091	12
PR	2009469	12
PR	2009619	12
PR	2009624	12
PR	2009626	12
PR	2009908	12
PR	2009304	12
PR	2009544	12
PR	2008280	12
PR	2009553	12
PR	2009560	12
PR	2009561	12
PR	2009565	12
PR	2009571	12
PR	2009578	12
PR	2009583	12
PR	2009585	12

Honors	3.250
Highest	4.316
Honors	3.270
High	3.553
High	3.650
High	3.581
Honors	3.264
Highest	3.866
Honors	3.396
High	3.518
Honors	3.478
Honors	3.385
High	3.608
High	3.717
Honors	3.466
Highest	3.805
Honors	3.495
Honors	3.383
Highest	3.852
Honors	3.431

Preston School Transportation Dept.
March 31, 2009
Report to Dr. John Welch
From Patricia Hibbard, Transportation Supervisor

March 02, to March 31, 2009

Snow Day

March started off with a school cancellation due to snow on Monday, March 2. The head mechanic and I arrived in Preston at 12:00pm to clear snow from buses and shovel walk areas around the garage doors and fuel pumps. Snow continued overnight, resulting in a 90 min delay the following morning March 3, Tuesday.

90 day Maintenance/ Safety Check

Since the fleet was serviced by other maintenance facilities between Dec 24, 08- Jan 3, 09 the fleet would be due for a 90 day maintenance inspection during the same time in March.

A 90 day maintenance inspection schedule plan was created by the head mechanic and me for all buses. A driver is informed the day prior that his/her regular route bus will be scheduled for its 90 day maintenance/safety check. They are then assigned a spare bus for that day. This schedule began on March 6 and all regular route vehicles will be inspected by March 31. As of March 31, the only vehicles remaining for a 90 day inspection are #20, #19, #17, and #15; those are spare buses and will have their 90 day inspections during the month of April. For your information, a copy of a 90 day inspection /safety check form is attached to this report.

Vehicle Maintenance Files

The vehicle maintenance files have been moved to a locking file cabinet and changes have been made to comply with DMV requirements.

Vehicle Maintenance and Repairs

All vehicles have been repaired/serviced on site. No vehicles have been sent out to other repair facilities since January 5, 2009. In the past some of these repairs were sent out.

Proficiency Training

Proficiency training is an on-going program. Drivers are scheduled in the order of their license renewals. Training sessions are held and driver attendance is mandatory. Ellen Claudio successfully passed her proficiency test with a DMV inspector on March 24 in New Britain, Ct. Ellen has put in a lot of training and practice time on her own and has attended every scheduled training.

Safety Meetings

A Safety meeting was held by me on March 25. The scheduled topic was, "Operation Lifesaver", railroad crossings and how to safely cross them as a bus driver and why it is desirable to avoid them, if possible, on all routes and field trips. Costa has provided a DVD with training materials. It included a handout for each driver and quiz to take after viewing the DVD. Many drivers found this information to be very informative and helpful. Information will be sent to Costa with the number of drivers in attendance and their comments.

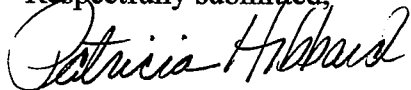
Early Release Schedules

A recommendation was made to the Principal of PVMS, to use Connect-Ed to notify parents of upcoming early release days. This was very helpful to bus drivers to have parents at bus stops or childcare arrangements made for these early release days. Sometimes we have had children still on buses at the end of the route because no one was at home to assume responsibility for their child. On days when there is an early release for Preston schools, our high schools may have a regular schedule and timing is very tight to reach each school on time.

Absenteeism

The flu virus, strep and cold viruses continue to plague the bus drivers and we are hoping that everyone will soon become immune to them. Drivers have been reminded to try and schedule Dr's appt., etc. in between and not during route time, if at all possible. Starting on April 6, there will be a contest for perfect attendance for the remaining school days in April. A drawing for a prize will be held for those with perfect attendance.

Respectfully submitted,


Patricia Hibbard

Preston Schools Bus Garage

Three Month Safety Check

SIGNATURE OF MECHANIC

OR

Lube-Oil-Filter Check List

Bus #	Date	Mileage	Hours	
Check=OK	O=Work Done	X=Needs to be done	-----=Non Applicable	
<u>Interior</u>				
Check DVIR book for defects		1	Emergency Flashers	48
Two-Way Radios		2	Rear Bumper & Guards	49
Rearview Mirror/molding & sun visor		3	Physical Body Damage	50
Step condition & Trash can Mounting		4	Windows & Window Stops	51
Step Light		5	Outer Wheel Hubs for Leaks	52
Entrance Door & Seals		6	Decals & Destination Signs	53
Floor Molding & Covering		7	Reflectors	54
Seats & anchors		8	Semaphore Arm and Operation	55
Emergency Door & Buzzer		9	<u>Tires & Wheel Inspection</u>	
Emergency Window & Buzzer		10	Tire Size _____	56
Roof vents & Buzzer		11	Tire PSI Front _____	57
Heaters Fans Hi-Low		12	Tire PSI Rear _____	58
Heat Pump		13	Tire Capacity _____ LBS	59
Heater Core & Hoses		14	Tire Tread Depth	
Defrosters		15	LF _____/32 RF _____/32	60
Wipers & Washers		16	LRO _____/32 RRO _____/32	61
Horn		17	LRI _____/32 LRI _____/32	62
Gauges		18	Check Tires for Irregular Wear	63
Shifter & Cable		19	Check for Missing Valve Caps	64
Fuel Pedal & Linkage		20	Adjust Toe if Needed	65
Steering column Integertey		21	Check Wheels for Cracks Loose Lugs	66
Pedal Pads		22	<u>Under Vehicle Inspection</u>	
Loose Wires in Drivers Compartment		23	<u>Engine</u>	
Seat Belts		24	Engine Oil Leaks	67
Dome Lights		25	Engine Noises	68
Dash Parking Brake light		26	Engine Mounts	69
Stanchion rail padding & kick plate		27	<u>Transmission</u>	
Head Bumpers		28	Transmission Oil Leaks	70
First Aid & Bodily Fluid Kits		29	Modulator Cable Operation	71
Fire Extinguisher		30	Transmission Lines & Hoses	72
Flares or Reflectors		31	Transmission for Cracks or Leaks	73
Low Brake Air or Vacuum warning		32	Shift Linkage	74
Neutral Safety Switch		33	<u>Drive Shaft & Differential</u>	
Key off Brake Back-up motor		34	Universal/CV-Joints	75
High Beam Indicator in Dash		35	Center Bearings	76
<u>Exterior Circle Inspection</u>				
Hood Latches		36	Safety U-Bolts	77
Mirrors & Brackets		37	Differential Grease	78
Front Bumper Condition		38	Differential Vent	79
Head Lights Hi-Low Beam		39	Differential Leaks	80
Parking Lights		40	<u>Suspension & Chassis</u>	
Signal Lights		41	Check for Broken -Shifted Leaves	82
SOS Lights (Amber & Red)		42	Check U-Bolts & Spring Hangers	83
SOS Light Hoods		43	Check Bushings & Shackles	84
Clearance Lights		44	Check Shock Absorbers & Mountings	85
Tail Lights		45	Check Body & Mounting Bolts	86
Brake Lights		46	Check Fuel Tank Mounting	87
Back-up Lights & Alarm		47	Add Power Service	88
				89



The Norwich Free Academy
2009 - 2010 Academic Calendar
(182 Student Days + 3 Professional Development Days)

ER - Early Release	GD - Graduation	NS - No School	PD - Professional Development
EX - Exams	H - Holiday	PN - Parents' Night	V - Vacation

(20+2) August/September [22]				
M	T	W	Th	F
31/PD	1/PD	2/ER	3	4
7/H	8	9	10	11
14	15	16	17	18
21	22	23	24/PN	25/ER
28	29/ER	30		

(21) October [43]	(18) November [61]	(17) December [78]												
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
			1	2	2	3	4	5	6	7	8/ER	9	10	11
5	6	7	8	9	9	10/ER*	11/H	12/PN*	13/ER	14	15	16	17	18
12/H	13	14	15	16	16	17	18	19	20	21	22	23/ER	24/V	25/H
19	20/ER	21	22	23	23	24	25/ER	26/H	27/V	28/V	29/V	30/V	31/V	
26	27	28	29	30/ER	30									

(19) January [97]	(18) February [115]	(22+1) March [138]												
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
				1/H	1	2/ER	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12/ER	8	9	10	11	12
11	12	13	14/EX	15/EX	15/H	16/NS**	17	18	19	15	16/ER	17	18	19
18/H	19/EX	20/EX	21	22.	22	23	24	25	26	22	23	24	25/PD	26
25	26	27	28	29						29	30	31		

(16) April [154]	(20) May [174]	(11) June [185]												
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
			1	2/H	3	4	5	6/ER	7	7	8	9	10/EX	11/EX
5	6	7	8/ER	9	10	11	12	13	14	7	8	9	10/EX	11/EX
12	13	14	15	16	17	18	19	20	21	14/EX	15/EX	16**	17**	18/GD
19/V	20/V	21/V	22/V	23/V	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31/H					28	29	30		

DAYS OF NOTE

First Day for Faculty – Aug. 31
 First Day for 9th Grade (early release) – Sept. 1
 First Day for 10th, 11th, & 12th Grades – Sept. 2
 Ninth Grade Testing – Sept. 14 – Sept. 17
 Open House/Parent Night – Sept. 24
 Homecoming 2009 – Oct. 31
 Parent Conferences – Nov. 10 & 12
 Spelling Bee – Nov. 24
 Semester I Exams – Jan. 14, 15, 19, & 20
 Semester II Exams – June 10, 11, 14, & 15
 Graduation Rehearsal – June 15
 Athletic Awards – June 16
 Class Night Awards – June 17
 Graduation – June 18
 Weather Cancellation/Make-up Days– Jun.16**, 17** & 18**

HOLIDAYS/VACATIONS & PROF. DEV:

Prof. Dev. Days – Aug. 31, Sept. 1, 29; Oct. 20, 30;
 Dec. 8; Feb. 2; March 16, 25; Apr. 8; May 6
 Labor Day – Sept. 7
 Columbus Day – Oct. 12
 Veterans Day – Nov. 11
 Thanksgiving Break – Nov. 26 – 29
 Holiday Break – Dec. 24 – Jan. 3
 Dr. Martin Luther King Day – Jan. 18
 Presidents Day/Winter Break – Feb. 15 & 16**
 Good Friday – April 2
 Spring Break – Apr. 17 – 25
 Memorial Day – May 31

MARKING PERIOD CLOSINGS:

1st Marking Period – Oct. 30, 2009 (41)
 2nd Marking Period – Jan. 13, 2010 (43)
 3rd Marking Period – April 1, 2010 (48)
 4th Marking Period – June 9, 2010 (42)

Notes:

* – Parent conferences November 10th from 2:00 – 5:00 P.M and November 12th from 5:00 – 8:00 P.M.
 ** – In the event of a harsh winter faculty and students should plan to attend school these days.
 *** – Faculty will make appropriate accommodations for students affected by these special observance days.

Students and Parents are also reminded that summer vacations should not be planned until after Graduation Day, in the event that additional dates in June be needed to make up snow days.

GUIDANCE DEPARTMENT ACTIVITIES:

12th Grade SEOPs – Sept. 14 – Oct. 23
 College Application Process – Oct. 29
 Financial Aid Workshop – Dec. 3
 Curriculum Fair – Feb. 4 (Snow Date: Feb. 11)
 9th & 11th Grade SEOPs – Mar. 1 – Mar. 31
 Spring College Workshop – Apr. 1
 College Fair – Mar. 18
 10th Grade SEOPs – Apr. 28 – May 21

TESTING DAYS (For on-campus testing only):

ASVAB – Oct. 6
 SATs I & II – Oct. 10, Nov. 7, Dec. 5, May 1, June 5
 PSAT & NMSQT – Oct. 17
 ACT – Sept. 12, Oct. 24, Dec. 12, Feb. 6, Apr. 10, June 12
 Pre-ACT (PLAN) – Nov. 14
 CAPT Window – March 1 – March 12
 AP Testing – May 3 thru May 14

EARLY RELEASE DAYS:

Aug. 31; Sept. 1, 2, 25, 29; Oct. 20, 30; Nov. 10, 13, 25;
 Dec. 8, 23; Jan. 14, 15, 19, 20; Feb. 2, 12;
 Mar. 16; Apr. 8; May 6; June 10, 11, 14, 15.

DAYS OF RELIGIOUS SIGNIFICANCE:***

Ramadan – begins Aug. 21st
 Rosh Hashanah – Sept. 19 & 20
 Yom Kippur – Sept. 28 & 29
 Sukkot – Oct. 3 & 4, Oct. 8 & 9
 Baha'i Faith Holy Days – Oct. 20, Nov. 12, Mar. 21,
 Apr. 21 & 29, May 2, 23, & 29
 Three Kings' Day – Jan. 6
 Passover – Mar. 30 – Apr. 5
 Good Friday/Easter – Apr. 2 – 4
 Native American Day – May 9
 Shavuot – May 18 & 19

NFA 2009 – 2010 Academic Calendar
(182 Student Days + 3 Professional Development)***

AUGUST – (1) [1]
21 – RAMADAN 1ST NIGHT*
31 & Sept. 1 – Prof. Dev. for Faculty & Staff

SEPTEMBER – (20+1) [22]
1 – First day for 9th grade, Early Release
2 – First day for grades 10, 11 & 12, Early Release

7 – Labor Day – no school
12 – ACT
14 thru 17 – Ninth Grade Testing
19 & 20 – Rosh Hashanah*
24 – Open House/Parent Night
25 – Early Release
28 & 29 – Yom Kippur*
29 – Early Release Day for Prof. Dev.
14 thru Oct. 23 – 12th grade SEOPs

OCTOBER – (21) [43]
6 – ASVAB Testing
3 & 4 – Sukkot*
10 – SATs I & II
12 – Columbus Day – no school
17 – PSAT & NMSQT
20 – Early Release Day for Prof. Dev.
20 – Baha'i Faith Holy Day*
24 – ACT
29 – College Workshop (6:30 PM -Parents invited)
30 – Early Release Day for Prof. Dev.
30 – End of 1st MP (41)
31 – Homecoming 2009

NOVEMBER – (18) [61]
7 – SATs
10 – Early Release for Parent Conferences 2-5 PM
11 – Veterans Day - no school
12 – Baha'i Faith Holy Day*
12 – Parent Conferences 5-8 PM
13 – Early Release
14 – Pre-ACT (PLAN)
24 – Lillian B. Young Spelling Bee
25 – Early Release
26 thru 29 – Thanksgiving Break

DECEMBER – (17) [78]
3 – Financial Aid Workshop (6:30 PM-Parents invited)
5 – SATs
8 – Early Release Day for Prof. Dev.
12 – ACT
23 – Early Release
24 thru 1/3/10 – Holiday Break

JANUARY – (19) [97]
1 – New Year's Day – no school
6 – Three Kings' Day*
13 – End of 2nd MP (43)
14 + 15, 19 + 20 – Mid-term Exams
18 – Dr. Martin Luther King's Birthday – no school

FEBRUARY – (18) [115]
2 – Early Release Day for Prof. Dev.
4 – Curriculum Fair (Snow date: 2/11)
6 – ACT
12 – Early Release
15 + 16 – Presidents' Day/Winter Break**

MARCH – (22 + 1) [138]
1 thru 31 – 9th & 11th Grade SEOPs
1 thru 12 – CAPT/CMT
16 – Early Release Day for Prof. Dev.
18 – College Fair
21 – Baha'i Faith Holy Day*
25 – Prof. Dev. Day for Faculty & Staff (no classes)
30 thru Apr. 5 – Passover*

APRIL – (16) [154]
1 – Spring College Workshop (6:30 PM-Parents invited)
1 – End of 3rd MP (48)
2 – Good Friday/No School*
8 – Early Release Day for Prof. Dev.
10 – ACT
17 – 25 – Spring Break
21 – Baha'i Faith Holy Day*
28 thru May 21 – 10th Grade SEOPs
29 – Baha'i Faith Holy Day*

MAY – (20) [174]
1 – SATs I & II
2 – Baha'i Faith Holy Day*
3 thru 14 – AP Testing
9 – Native American Day*
13 – Early Release Day for Prof. Dev.
18 & 19 – Shavuot*
23 – Baha'i Faith Holy Day*
29 – Baha'i Faith Holy Day*
31 – Memorial Day – no school

JUNE – (11) [185]
5 – SATs
9 – End of 4th MP (42)
10, 11, 14 + 15 – FINAL EXAMS
12 – ACT
15 – GRADUATION REHEARSAL
16 – Athletic Awards
17 – Class Night Awards
16, 17**, 18** – Possible snow days ****
18 – GRADUATION DAY***

Notes:

- * – Faculty will make appropriate accommodations for students affected by these special observance days.
- ** – In the event of a harsh winter faculty and students should plan to attend school these days.
- *** – Students and Parents are also reminded that summer vacations should not be planned until **after Graduation Day**, in the event that additional dates in June be needed to make up snow days.

Preston Board of Education

Policies, Regulations, and Bylaws

6000

Concepts and Roles in Instruction

General

The Board of Education believes the instructional program of the public schools to be among its highest priorities, and it is therefore important for the Board and the professional staff to work cooperatively in determining educational goals and objectives which meet the needs of students.

Within limitations of budgets made available to it by the Town, the Board of Education will provide personnel, equipment, instructional supplies and materials, and other support required to meet professional staff needs and community goals. The Board, understanding that education requires continuing change, also supports continuing in-service education for certified and non-certified staff.

The Superintendent of Schools shall present regular evidence of student progress and of program modifications based on evaluations which are consistent with district goals and objectives. Evidence of educational productivity is important in order to evaluate the educational system, to guide improvement efforts and to develop public support for the schools.

Policy adopted:

Preston Board of Education
Policies, Regulations, and Bylaws

6000.1

Instruction

Provisions of Negotiated Agreements/Contracts

All articles included in negotiated agreements/contracts with teachers' and administrators' bargaining representatives shall have the effect of Board of Education policy. In cases of conflict between negotiated agreements/contracts and Board of Education policies or administrative regulations, agreements/contracts take precedence.

Legal Reference: **Connecticut General Statutes**
10-153a through 10-153j

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

6010

Instruction

Goals and Objectives

The Board of Education establishes the following goals for instructional program:

- A. To instill in students basic skills as well as the knowledge, attitudes and habits that will allow them to adopt, adapt and utilize these skills in the ever-changing environment;
- B. To provide an educational program that challenges each student yet minimizes failure. Everyone willing to make the effort to work and learn should be able to achieve a certain measure of success;
- C. To develop an educational program that is comprehensive and involves input from all groups within the school community, especially administrators, staff, parents and students;
- D. To create a learning process that emphasizes human worth and incorporates real and relevant experiences that students may identify with and learn from easily; and
- E. To provide educational opportunities for students to interact with students and leaders from other racial, ethnic, and economic backgrounds in order to reduce racial, ethnic and economic isolation that may involve providing such opportunities with students from other communities.

Legal Reference:

Connecticut General Statutes

10-4a Educational interests of state defined, as amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities.

10-220 Duties of Boards of Education.

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

6111

Instruction

School Calendar

The Superintendent of Schools shall recommend a school calendar meeting all statutory requirements to the Board of Education for review and approval.

The calendars recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January.

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, vacation periods, and other pertinent dates, including graduation for students in grade twelve.

(cf. 6146 - Graduation Requirements)

Legal Reference:

Connecticut General Statutes

1-4 Days designated as legal holidays.

10-15 Towns to maintain schools.

10-16 Length of school day.

10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations.

10-261 Definitions.

PA 95-182 An Act Concerning Reduction of Education Mandates.

PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates.

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

6112

Instruction

School Day

Grades 1-12

The Superintendent of Schools shall ensure that:

- A. The school year provides at least 184 days of school for all grades;
- B. The school year provides a minimum of 900 hours of actual school work; in meeting this requirement, no more than seven (7) hours of actual school work on a given day shall be credited toward meeting the 900 hour minimum;
- C. In an early school closing or delayed opening because of weather, the district will provide a minimum of 900 hours of actual school work by the conclusion of the school year.
- D. Should it be necessary to consider alternative scheduling in any single school year, because of unusual circumstances which could interfere with fulfilling the 184 day school year requirement, the Superintendent shall recommend to the Board a plan for alternative scheduling to be transmitted to the State Board of Education for its consideration and possible approval.

In complying with statutory requirements for a minimum of four (4) hours per day and a minimum of 900 hours per year, the Superintendent shall exclude from the definition of actual school work that time provided for student lunch periods and non-institutional recesses at the elementary schools and students' lunch and passing time in the middle schools and the senior high school.

Kindergarten

The Superintendent of Schools shall ensure that:

- A. The school year provides at least 184 days of school;
- B. The school year provides a minimum of 450 hours of actual school work; in meeting this requirement, no more than seven (7) hours of actual school work on a given day shall be credited toward meeting the 450 hour minimum school year;
- C. In an early school closing or delayed opening because of weather, either the morning of afternoon kindergarten session shall count as a school day;
- D. In the event of an early closing because of weather, the kindergarten session shall count as a school day, regardless of its length.

In complying with statutory requirements for a minimum of 450 hours per year for kindergartens, the Superintendent shall exclude from the definition of actual school work that time provided for student lunch periods and non-institutional recesses.

Legal Reference:

Connecticut General Statutes

10-15 Towns to maintain schools.

10-16 Length of school day. (As amended by PA 96-161 An Act Concerning Reduction of Education Mandates.)

10-16b Prescribed courses of study.

10-220 Duties of boards of education.

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

6112.1

Instruction

Opening Exercises, Observances, Ceremonies, Programs

Each homeroom and elementary class shall conduct opening exercises each school day including the salute to the flag, reading of announcements and notices, and a moment of silent meditation for those students and teachers who wish to avail themselves of such time for such purpose.

In observances of legal, State and National holidays, recognition may be made as appropriate to the historical and cultural value of such holidays.

Ceremonial events shall be conducted as appropriate to the occasion, with sensitivity and respect toward students whose cultural backgrounds may differ from that of the event being observed.

School programs are valuable components of the total education program, and teachers shall be free to use music, literature, drama, poetry, art, and dance, with origins in any faith, based upon the artistic merit and/or performance suitability of the available material and the interests and capabilities of the teachers and students producing the program. Similar academic criteria shall apply to any aspect of the curriculum.

Students and teachers shall have the right to refuse, for reasons of conscience, to participate in or attend any activity or program which includes material which they may deem contrary to personal beliefs.

Legal Reference: **Connecticut General Statutes**
 10-16a Silent Meditation.

Policy approved:

Preston Board of Education

Policies, Regulations, and Bylaws

6114

Instruction

Emergencies and Disaster Preparedness

General

All employees of the school system are responsible for promoting student and employee safety, including fire prevention measures and development of a sensitivity among students and employees about the importance of effective emergency procedures.

The Superintendent of Schools shall develop system wide emergency procedures, and Principals shall maintain specific building regulations and procedures, for fire, bomb threats, civil defense, and other emergencies.

Fire alarm systems, and regular and emergency school exits shall be maintained in good working order.

First Aid

The Superintendent shall ensure that at least one person at each school site holds current first aid and/or CPR certification.

Legal Reference:

Connecticut General Statutes

10-231 Fire drills.

52-557b "Good Samaritan Law." Immunity from liability for emergency medication assistance, first aid or medication by injection. School personnel not required to administer or render.

Policy adopted:

Preston Board of Education
Policies, Regulations, and Bylaws

6114.1

Instruction

Fire Emergencies

If a fire, or indications of a fire such as smoke, unusual heat, smoldering wires, etc., are discovered in any school, the fire department shall be called immediately following sounding the alarm signal to evacuate the building.

The Principal of each school shall hold at least one fire drill each month in which all students, teachers, and other employees shall be required to leave the school building.

The essential element in any emergency is prevention of panic. Principals and teachers provide clarity of direction and supervision and maintain needed to foster appropriate staff and student behavior in emergency circumstances.

Legal Reference: **Connecticut General Statutes**
 10-231 Fire drills.

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

6114.3

Instruction

Emergencies and Disaster Preparedness

Bomb Threats

In the event of a bomb threat, the following guidelines will be followed:

- A. The person receiving the threat will immediately notify the Principal/designee.
- B. Students and staff will evacuate the building according to a plan designed by the Principal/designee.
- C. Fire and police officials will be notified of the threat.
- D. The building and/or premises will be searched under the direction of a previously designated fire or police official in conjunction with school personnel.
- E. If a thorough search has been conducted and nothing found, the feasibility of returning students and personnel to the building will be evaluated by a previously designated fire or police official, subject to final approval by the Superintendent/designee.
- F. Students who leave school without permission will be subject to discipline.
- G. Investigation of the bomb threat will be made by school officials and local police and fire departments in cooperation with other appropriate agencies.

Policy adopted:

**Preston Board of Education
Policies, Regulations, and Bylaws**

**6114.3
Form**

BOMB THREAT REPORT FORM

Time and date reported: _____
How reported: _____
Exact words of caller: _____

Questions to ask:

1. When is the bomb to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. Why did you place the bomb? _____
6. Where are you calling from? _____

Description of caller's voice:

Male _____ Female _____ Young _____ Middle Aged _____ Old _____

Tone of voice:

Serious _____ Joking _____ Giggling or laughing _____
Sounded tense _____ Sounded very sure _____ Sounded unsure _____
Had an accent _____ If so, what kind? _____
Is voice familiar? _____ If so, whose? _____
Were there any background noises? _____
Other voice characteristics _____

Time caller hung up _____ Action taken _____

Name, title, address, telephone number of recipient _____

Action taken by recipient _____

Preston Board of Education

Policies, Regulations, and Bylaws

6114.7(a)

Instruction

Safe Schools

The Board of Education is committed to the prevention of violence against people or property in the schools or at school activities, whether by students, staff or others. While committed to the protection of each person's constitutional rights, including due process rights, the Board does not condone lawlessness. Any individual committing violent acts in or on school property will be disciplined according to applicable Board policy and regulations.

Staff members who implement this or any other Board policy will receive the full support of the Board and the administration.

The Superintendent of Schools shall establish an advisory committee to review specific policies, regulations, plans and procedures to ensure a comprehensive and effective program to prevent and punish vandalism and violence occurring in the schools and on district property.

Members of the advisory committee shall include a Board member, the Superintendent of Schools, appropriate school personnel, a student representative, parents, and other community representatives. All members shall be appointed by the Superintendent except the Board of Education representative.

The advisory committee shall examine the policies, regulations, plans and procedures concerning:

- A. student conduct and discipline;
- B. the maintenance of public order on school property;
- C. the banning of weapons on school property;
- D. drug and alcohol abuse;
- E. school emergency management;
- F. coordination efforts with law enforcement agencies;
- G. searches and seizures by school officials;
- H. training for staff and students in conflict resolution and violence prevention; and
- I. building security measures including procedures governing visitors to the schools and access to school buildings.

The advisory committee shall review these and other policies, regulations, plans, and procedures, as directed, to ensure that they are:

- A. consistent with law and regulation;
- B. clear, complete and enforceable; and
- C. appropriately disseminated to students, staff, parents, and are available to the general public.

Preston Board of Education

Policies, Regulations, and Bylaws

6114.7(b)

Instruction

Safe Schools (continued)

Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report. Any official policy level action is the sole discretion of the Board. The Board reserves the right to accept, reject or modify all or any part of a committee recommendation.

- (cf. 5131 - Conduct at School and Activities)
- (cf. 5131.5 - Vandalism)
- (cf. 5131.6 - Drugs/Alcohol and Tobacco)
- (cf. 5131.8 - Out of School Misconduct)
- (cf. 5131.9 - Gang Action by or Association)
- (cf. 5132 - Dress and Grooming)
- (cf. 5146 - Child Abuse and Neglect)
- (cf. 5142 - Student Safety)
- (cf. 5147 - Suicide Prevention)
- (cf. 5143 - Student Health Assessments and Immunizations)
- (cf. 5144 - Administering Medications)
- (cf. 5145 - Communicable and Infectious Diseases)
- (cf. 5114 - Suspension/Expulsion/Exclusion/Removal)
- (cf. 6114 - Emergencies)
- (cf. 6161.11 - Drugs/Alcohol and Tobacco)

Legal Reference:

Connecticut General Statutes

4-176e through 4-185 Uniform Administrative Procedure Act.
10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.
10-221 Boards of education to prescribe rules.
10-233a through 10-233f re in-school suspension, suspension, expulsion.
(As amended by PA 95-304, An Act Concerning School Safety).
52-572 Parental liability for torts of minors. Damage defined.
53a-3 Firearms and deadly weapons.
53-206 Carrying and sale of dangerous weapons.
53a-217b Possession of firearms and deadly weapons on school grounds.
PA 94-221 An Act Concerning School Safety.
PA 95-304 An Act Concerning School Safety.
PA 97-290 An Act Enhancing Educational Choices and Opportunities.
GOALS 2000: Education America Act.
18 U.S.C. 921 Definitions.
Title III - Amendments to the Individuals with Disabilities Education Act.
Sec. 314 (Local Control Over Violence).
Elementary and Secondary Education Act of 1965 as amended by the Gun Free Schools Act of 1994.
New Jersey v. TLO., 469 U.S. 325; 1055. CT. 733.

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

6115(a)

Instruction

Separation of Church and State

Ceremonies and Observances

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion it is the policy of this Board that the public schools will, at all times and in all ways, be neutral in matters of religion.

This requirement of neutrality need not preclude nor hinder the public schools in fulfilling their responsibility to educate students to be tolerant and respectful of religious diversity. The district also recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural, and historical development of civilization.

Therefore, the district will approach religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members should be excused from participating in activities that are contrary to religious beliefs unless there are clear issues of compelling public interest that would prevent it.

Absence for Religious Observation

Student absences for religious observances shall be excused. Furthermore, such absences should not prohibit receipt of attendance related awards nor impact student grades or participation in school events.

Recognition of Religious Holidays

The objective study of religious holidays provides a natural opportunity to promote an appreciation for and respect of diversity. Learning opportunities should extend beyond Judeo-Christian beliefs; reflecting the diversity of global cultures.

- A. Recognition of religious holidays will not dominate the educational program and must support curricular objectives.
- B. All religions must be afforded equal dignity, but none advanced nor disparaged.
- C. Decorations which are part of custom, that have no direct religious meaning (Christmas tree, Menorah) may be displayed. Tree decoration should not promote religion nor require student participation.
- D. Programs should focus on seasonal rather than religious themes' inclusive of concerts, enrichment programs and Parent-Teacher Organization sales.
- E. Performances which recognize holidays must be of an artistic nature, not religious. Religious music must not dominate any school program. Program selections should not, by their nature, exclude students from participation.

Preston Board of Education
Policies, Regulations, and Bylaws

6115(b)

Instruction

Separation of Church and State

Recognition of Religious Holidays(continued)

- F. The Cafeteria staff will consider religious dietary restrictions when planning menus (non-meat meals, limiting pork to one menu choice).
- G. Parents may exclude their children from programs involving the recognition of religious holidays or if celebration is in conflict with family beliefs. A written request for exclusion should be sent to the Principal.

Policy adopted:

9325.2

Bylaws of the Board**Order of Business**

The order of business on the agenda for the first regular meeting of the Board of Education each month shall normally be as follows:

- A. Attendance, Establishment of a Quorum, Call to Order
- B. Pledge of Allegiance
- C. Approval of Minutes
- D. Citizen communications and comments on agenda items
- E. Board committee and other reports
- F. Superintendent's Report
- G. Old Business
- H. New Business
- I. Information
- J. Date and Time of Next Meeting
- K. Adjournment

The order of business on the agenda for a second or for each special meeting of the Board of Education shall normally include items A, B, D, F, H, J, and K on the order of business for the first regular monthly meeting.

Legal Reference: **Connecticut General Statutes**
1-232 Conduct of meetings

Bylaw adopted by the Board: 3/13/06

X. EXECUTIVE SESSION (personnel)

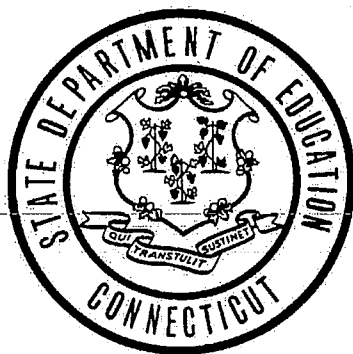
XI. BOARD ACTION ON NEW SUPERINTENDENT CONTRACT

XII. ADJOURNMENT

CONNECTICUT STATE DEPARTMENT OF EDUCATION

EDUCATIONAL TECHNOLOGY PLAN TEMPLATE

July 1, 2009 – June 30, 2012



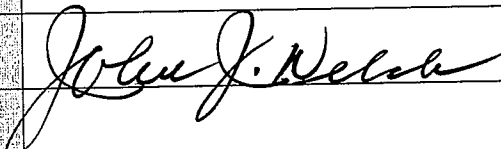
ED 616

Section 254(h)(1)(B), of the Telecommunications Act of 1996, and FCC Order 97-157, Paragraph 573
Elementary and Secondary Education Act (ESEA) 20 U.S.C. § 6777

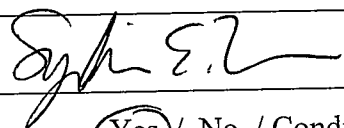
Published: August 2008
Submissions to RESCs for review due before March 9, 2009
Submission to SDE due June 15, 2009

Cover Page

EDUCATIONAL TECHNOLOGY PLAN – July 1, 2009-June 30, 2012

District/Agency:	Preston Public Schools	
LEA Code:	114	
Technology Plan Contact:	Ivy Davis	
Phone:	(860) 889-6098	
Fax:	(860) 889-8685	
Email:	davisi@prestonschools.org	
Address:	325 Shetucket Tpke., Preston, CT 06365	
Name of Superintendent or Director:	John J. Welch, Superintendent	
Email:	welchj@prestonschools.org	
Signature of Superintendent or Director:		Date: 3.10.09
Date Submitted to Board of Education:		
Date Approved by Board of Education:		

For RESC/SDE Use Only:

RESC Regional Reviewer:		Date: 3/1/09
RESC Recommendation for Approval:	(Yes) / No / Conditional	Date: 3/1/09
CSDE Authorization:		Date:

Technology Plan Preparation Check-Off Page

The submitted plan has the following:

- Cover Page
- Technology Plan Preparation Check-Off Page
- LEA Federal Grant Program Compliance Form
- LEA Profile
- Technology Planning Committee
- Vision Statement
- Needs Assessment
- Goal 1
- Goal 2
- Goal 3
- Goal 4
- Goal 5
- Goal 6
- Goal 7
- Technology Funding Sources and Costs
- Children's Internet Protection Act (CIPA) Certification
- Optional Reporting


Signature of Authorized LEA Agent

3.10.09
Date

LEA Federal Grant Program Compliance Form

Preston Public Schools
Local Education Agency (LEA) submitting this plan.

Developing a comprehensive technology plan based on the educational goals of the school system will ensure that the most appropriate technologies are effectively infused into your instructional and/or administrative programs. Thorough planning also ensures that all parties have equitable access and achieve the greatest benefit from routine use of educational technology. The comprehensive technology plan should demonstrate clear targets for technology use, spell out desired goals for learners, create visions for future directions, build "buy-in" from stakeholders, and demonstrate to those who might provide funding that a district or charter holder is ready to act.

School districts, consortia or charter schools (LEAs) who apply for technology funding through any Federal grant program are required to have developed a comprehensive, three-year plan, which outlines how the agency intends to utilize and integrate educational technology.

The applying agency (check all that apply)

is compliant with the provisions of the Children's Internet Protection Act (CIPA) [20 U.S.C. § 6777]

_____ will be CIPA compliant by this date. _____

has applied for E-Rate Funding for FY 2008.

The LEA's comprehensive technology plan must be approved by the local board of education.

Date the plan was approved: _____

OR

Date the plan is to be submitted for board approval: 4/6/09

Certified by:

Julian J. Welch
Signature of Superintendent or Director

3.10.09
Date

Printed Name of Superintendent or Director

LEA Profile

This information should provide a “snapshot” of your district and help planners and reviewers to understand areas of need. This information will also assist the CSDE to establish priorities in the provision of resources to districts. The CSDE is particularly interested in the capability that each LEA has to access resources that will be placed onto the Connecticut Education Network (CEN). The new questions about technological literacy and professional development are asked as a result of additional federal reporting requirements.

LEA NAME: Preston Public Schools	
How many Grade 8 students were evaluated for technological literacy, based on your district's standards, during the 2007-08 school year?	0
Based on that evaluation, how many of those students were considered technologically literate?	0
How many hours of technology related professional development were offered to certified educators in 2007-08? <i>(Include workshop hours that are offered to all of your educators-both teachers and administrators. These sessions may be online and may include full-day or partial-day sessions provided by RESC personnel. Although both mentoring and coaching are considered very effective methods of offering pd, do not include any of those hours.)</i>	9.1
How many hours of technology related professional development were offered to administrators in 2007-08? <i>(Count only those pd hours offered specifically for administrators.)</i>	0
What fraction of your certified staff in Grades K-8 does your district consider technologically literate? <i>(Do not reduce the fraction to lowest terms; the fraction's denominator should reflect the actual number of professional K-8 staff. For example, if out of 120 certified staff, 110 are considered technologically literate-the answer would be 110/120.)</i>	12/45
What fraction of your certified staff in Grades 9-12 does your district consider technologically literate? <i>(Do not reduce the fraction to lowest term. The fraction's denominator should reflect the actual number of professional 9-12 staff.)</i>	N/A

When filling out the table below, please consider the following conditions:	
<ul style="list-style-type: none"> ▪ the number and percentage of each grade level of students that can have high-speed internet access at the same time; ▪ that students are grouped in clusters of no more than thirty and no less than ten; and ▪ that students remain in their own school. 	
Maximum number of Grade 4 students who could be accommodated under the above conditions.	24
Percentage of Grade 4 students who could be accommodated under the above conditions (number accommodated/total number of Grade 4 students).	57%
Maximum number of Grade 6 students who could be accommodated under the above conditions.	42
Percentage of Grade 6 students who could be accommodated under the above conditions (number accommodated/total number of Grade 6 students).	100%
Maximum number of Grade 8 students who could be accommodated under these conditions.	48
Percentage of Grade 8 students who could be accommodated under the above conditions (number accommodated/total number of Grade 8 students).	76%
Maximum number of Grade 10 students who could be accommodated under the above conditions.	N/A
Percentage of Grade 10 students who could be accommodated under the above conditions (number accommodated/total number of Grade 10 students).	N/A

TECHNOLOGY PLANNING COMMITTEE

The Technology Planning Committee should represent all stakeholders. Development of the technology plan and implementation of the plan should enable parents, educators, students and community members to benefit from the investment in technology and all should have representation on the committee.

Member	Title	Constituency Represented
Ivy Davis	Dir. Of Curr., Inst. & Special Educ.	Administration
Al Notarianni	Tech. Coord.	Technology Department
Ray Bernier	Principal, PPMS	Administration
Amy Campbell	Teacher, PVMS	Faculty
Elaine Lettiere	Library/Media	District
Melissa Durkee	Teacher, PPMS	Faculty
Carol Makara	Teacher, PPMS	Faculty
Evelyn Dekiert	Teacher, PPMS	Faculty

The Committee must:

- *write a description of the technology committee’s role in developing, implementing and evaluating the technology plan. This description should include how committee members were selected and the role each is expected to play. Tentative plans for scheduling meetings for the next school year should also be included;*
- *describe the evaluation strategies (e.g., interviews, questionnaires, classroom observations, teacher-driven action research projects, analysis of student products or scores) that will be used to provide the data needed to address your evaluation questions;*
- *create the LEA’s technology vision statement; and*
- *develop a technology needs assessment.*

Members of the technology committee were selected based on their knowledge of district infrastructure, administrative oversight responsibilities and general interest and ability to incorporate technology into instruction. Each member shares his/her perspective based on their building assignment, teaching assignment and collaborative experience with other faculty members. This Committee will meet 3x/year, with the next meeting scheduled to take place after approval of this Technology Plan.

Evaluation strategies included: faculty technology survey, STAR assessment of each building and classroom observations.

VISION STATEMENT

A vision statement expresses thoughts about what the LEA's future technology-rich educational environment will look like. It should be written in broad terms and guide the development of the technology plan.

The Technology Plan Committee recognizes that Preston Public Schools has acquired a wealth of equipment that will allow teachers and students to utilize technology across grade levels as a learning tool and as a means to problem solve and communicate. The Committee recognizes that student access can be improved and increased, but a more important district goal for the next three years is to improve technology integration into instruction by increasing teachers' awareness of how technology can be incorporated into lesson planning by providing professional learning opportunities, models and suggestions. It is also important that this Committee continue to engage in on-going assessment and analysis of district needs, to make sure that the Technology Plan is being implemented, and to monitor maintenance and replacement concerns.

NEEDS ASSESSMENT

In this section you are to assess and describe your LEA's **current technology status** in five categories: curriculum integration, professional development, equitable use of technology, infrastructure and telecommunications services, and administrative needs.

Curriculum Integration

- *When evaluating your needs, consider:*
 - *current curriculum strengths and weaknesses and the process used to determine these strengths and weaknesses;*
 - *recently revised curricula in LA, Math, Science, Arts, PE/Health, Prek have been mapped to state frameworks, but integration of specific technology components needs to take place; process based on curriculum review cycle.*
 - *how curriculum strategies are aligned to state standards;*
 - *minimal strategies for curriculum integration currently exist.*
 - *the current procedures for using technology to address any perceived curriculum weaknesses;*
 - *Blue Ribbon assessments are used to predict CMT performance and provide instructional targets; My Access supports written expression in grades 5; assistive technology devices support general curriculum for at risk students and IEP'd students*
 - *how teachers integrate technology into their lessons - including ways technology is presently used for entire classroom and for small group instruction; and*
 - *Teachers in general feel themselves to be knowledgeable regarding equipment/applications but do not know how to integrate technology into instruction.*
 - *Some equipment is not used as often as it would be (i.e. SmartBoards) because set up is awkward and time-consuming.*
 - *Malfunctioning equipment does inhibit use.*
 - *Limited vision of how to integrate technology into instruction inhibits integration (more professional development and site visits are needed).*
 - *how students use technology - including ways students presently use technology for purposes beyond practice of skills.*
 - *Internet research, artwork with Paint program, virtual field trips, web quests,*
 - *Student use is limited by teacher vision/integration (see bullet above)*

Professional Development

- When evaluating your needs, consider:
 - the process the LEA uses for assessing the technology professional development needs of teachers, administrators and noncertified staff;
 - surveys, evaluation results, district initiatives, observations, provide technology training to IA's
 - the technology professional development activities that have been offered to teachers; and
 - Smart Board, Excel, laptop training – PPMS (hardware and MS Office), Kurzweil training, eChalk, PowerPoint, AIMSWeb, IEP Direct
 - how the effectiveness of the professional development activities will be assessed.
 - Evaluation (reported to PD Team, staff and BOE).

Equitable Use of Technology

- When evaluating your needs, consider:
 - the availability of technology to students and staff in the district – all students should have equal access to the technology;
 - PVMS: equal scheduled time for computer lab availability; classrooms do not have equal number of computers; SmartBoards are not easily accessible to increase equal availability (not enough time to get Smart Board, projector and set up) – lack of availability prohibit equal use; building staff lack access to computer/printer and usernames/passwords; Alpha Smart carts provide access for word processing; laptop cart may increase access.
 - PPMS: equal scheduled time for computer lab availability; classrooms do not have equal number of computers; SmartBoards are easily accessible to increase equal availability (less distance and fewer teachers competing for adequate resources) – availability is not an issue affecting equal use.
 - the amount of time available for the use of technology by students and staff; and
 - Accessing equipment and set up require additional time (PVMS & PPMS); schedule for lab at PVMS has inadequate free slots; one laptop cart is insufficient to meet the needs of three grade levels at PPMS
 - a description of the types of assistive technology tools that are provided for students with disabilities where necessary/applicable.
 - Kurzweil, Co-Writer, WordCue, BoardMaker, IntelliKeys, AlphaSmarts, Kidspiration/Inspiration, BookShare.org,

The following matrix *may* be used to determine the extent technology is available to staff.

	Please include information about the type and availability of staff access both on and off campus.
Administrators	Laptops, NEED: remote access to network
Teachers (preschool)	Laptops
Teachers	Laptops for most certified teachers; desktops provided to OT/PT, PVMS PE
Noncertified staff	Need access to computer/printer in faculty room; not all staff have been issued usernames and passwords

The following matrix may be used to determine the extent technology is available to students.

	Please include information about availability in classrooms, the library-media center and all other areas where students have access. Mention the extent of supervised access before and after school.
Students (preschool)	Two computers per classroom; no before/after school supervision.
Students (elementary)	K – 1 or 2/classroom; 1 st – 2/classroom; 2 nd – 2 or 3/classroom; 3 rd – 1 – 4/classroom; 4 th – 4/classroom; 5 th – 4/classroom; three computers in the library; 24 stations in computer lab; TV's in all classrooms; no before/after school supervision.
Students (middle school)	No regular ed classroom computers; two computers in each resource room; two computers in library; 25 stations in computer lab; 24 laptops on cart; TV studio; TV's in every classroom; no before/after school supervision
Students (high school)	N/A
Students (with disabilities)	One student with assigned computer

Infrastructure and Telecommunication

- When evaluating your needs, consider:
 - the current technology infrastructure of each school in your district – explaining the type of data and video networking and Internet access that is available;
 - Internet access through CEN; Category 5 data wiring to buildings, all classrooms have Internet access; some wireless access points in both building; cable television provided by Comcast; closed circuit TV at PPMS, video networking runs on separate internal system in both schools.
 - the effectiveness of the present infrastructure and telecommunication services that have been provided by the district; and
 - PVMS: insufficient wireless access points;
 - PPMS: wireless speed and access is inconsistent, not dependable and insufficient at this time; phone system is functioning but frequent weather-related problems cause concern.
 - how E-Rate has allowed the district to improve or increase its technology infrastructure.
 - E-Rate reimbursement allowed the district to wire Preston Plains Middle School with a minimum of four CAT 5 data drops in each classroom.

Administrative Needs

- When evaluating your needs, consider:
 - how do administrative (certified and non-certified) staff use technology, including accessing data for decision-making, student information system reporting, communication tools, information gathering, and record keeping; and
 - FileMaker Student Information System, CT Reports and CMT Reporter for analyzing CMT scores, BR reports for analyzing district assessments, ConnectEd, eChalk (survey tool), AIMSWeb, NEED: access to grade level formative assessment data (which needs to be created); remote network access; ability for principals to access student information in an emergency (preloaded PDA's)
 - the professional development opportunities that are available to administrative staff.
 - ProTraxx training for principals and one member of CO staff; all building administrators need to receive necessary professional development to be knowledgeable about basic functionality of all necessary equipment (including instructional equipment) in their buildings.

PLAN IMPLEMENTATION

LEA Technology Goals and Strategies

The LEA technology plan should be aligned to the State Plan and include the State Goals. The LEA may include any additional goals that apply to their technology plan.

Goal 1: Improve student academic achievement through the use of technology in elementary and secondary schools.

Goal 2: Ensure that all educators are proficient in the use and integration of technology and ongoing professional development activities are provided.

Goal 3: Ensure that all K-12 educational institutions have the capacity, infrastructure, staffing, and equipment to meet academic and business needs for effective and efficient operations.

Goal 4: Ensure that K-12 resources are available for all students, regardless of race, ethnicity, income, geographical location, or disability, so they can become technologically literate by the end of eighth grade and achieve their academic potential.

Goal 5: Develop a continuous process of evaluation and accountability for the use of educational technology as: a teaching and learning tool, a measurement and analysis tool for student achievement, and a fiscal management tool.

Goal 6: Develop a schema of current and future financing requirements to support the LEA's Technology Plan.

Goal 7: Develop a telecommunications services plan that will support both instructional needs and administrative requirements.

Goal 3: Ensure that K-12 educational institutions have the capacity, infrastructure, staffing and equipment to meet academic and business needs for effective and efficient operations.

Your plan must:

- o describe how the LEA will ensure that all facilities meet minimum standards of technology infrastructure and provide connectivity to the Connecticut Education Network (CEN);
- o describe how the LEA will ensure continued maintenance and support of existing infrastructure and end user technology; and
- o describe the specific provisions the LEA intends to make for the interoperability of the technologies. (Interoperability is the capability of the technology to be acquired to function compatibly with technologies that exist or will be acquired in the near future at the local and state level.)

<u>Objective</u>	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u>
Allot sufficient time to continued maintenance and support of existing infrastructure.	Preventative maintenance plans for all equipment.	Documented maintenance plans; monitor length of response time to user requests;	On-going, 2010-12
Monitor viability of part-time Technology Coordinator position.	Monitor district needs based on maintenance plans, length of response time to School Dude requests, ability to meet both hardware/server needs and integration needs and make recommendations to superintendent.	Annual evaluation of district needs	2010-12
New acquisitions will function compatibly with existing technology	Technology Coordinator will be responsible for developing system requirements checklist and ensuring inter-operability of technology.	System requirements checklist for existing hardware and software developed and followed	Checklist developed by Sept '09, updated annually
Determine requirements to remotely access VCR/VHS system at both building.	Assess and acquire required hardware and software components to achieve remote access to all building teachers.	All building teachers will be able to successfully access system remotely.	June 2010
Develop software application up-grade* cycle to include operating system, server software, assistive technology software and any educational software used in the district. (*up-grades include up-dates)	--District software will be up-graded based on industry standards, what is supported by software manufacturers and requirements of the district operating system. --Technology Committee determines priority for up-grading software.	Up-grades occur according to priority established by Technology Committee.	On-going, 2010-12

Goal 4: Ensure that K-12 resources are available for all students, regardless of race, ethnicity, income, geographical location or disability, so they can become technologically literate by the end of eighth grade and achieve their academic potential.

Your plan must:

- o describe how the LEA will ensure that students with special needs will have those needs addressed through technology;
- o describe how the LEA will encourage innovative practices to support equity and reduce performance gaps based on race, national origin, sex and physical or mental disability;
- o describe how the LEA will ensure that all students will become technologically literate by the end of eighth grade and how the LEA will ensure that all students maintain or increase their technology literacy and improve their academic achievement; and
- o describe how the LEA will ensure equal access to all students, teachers, staff and administrators.

<u>Objective</u>	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u>
Evaluate and update assistive technology needs and devices as needed	Attend annual assistive technology convention; meet annually to assess and evaluate needs	Attendance report/discussion of convention; annual meeting held with Special Education Director, special education personnel and Technology Coordinator	2010-12
Reduce performance gaps by using innovative strategies for students in any subgroups.	On-going training in instructional strategies and modifications specific to student need.	Reduction of performance gaps in targeted groups; classroom observations of strategies.	On-going, 2010-12
Develop student technology competencies as measured by NETS standards.	Develop technology skill competencies for elementary and middle school grade levels.	--Completion of grade level competencies; --Grade level checklist/rubric.	June 2010
Provide equal access to technology.	--Increase number of laptop carts at both schools. --Provide access to computer/printer in faculty lounge in both schools. --All staff and students are to be issued a user name/password to access communication tools.	--Budget addresses need to increase access. --All new staff and students issued user names and passwords within 3 working days.	2011-12
Explore the options for before- and after-school use of technology.	--Discuss community options available through Parks & Rec. and YSB. --Consider forming technology-related clubs, i.e. video club, robotics, CAD.	--Conduct community meetings. --Discuss clubs through faculty meeting forums.	On-going, 2010-12

Goal 5: Develop a continuous process of evaluation and accountability for the use of educational technology as a teaching and learning tool, a measurement and analysis tool for student achievement, and a fiscal management tool.

Your plan must:

- o describe how the LEA will evaluate and make changes to this plan on a yearly basis;
- o describe how the LEA will provide access for students to take on-line tests, when available;
- o describe how the LEA will provide professional development to enable teachers and administrators to use data from the CMTs, CAPT and district- or classroom-based formative and summative assessments to improve instruction;
- o describe how the LEA will create, maintain or improve electronic resources to ensure administrative needs are addressed and solutions developed; and
- o describe how the LEA will implement technology initiatives to improve student achievement.

<u>Objective</u>	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u>
To ensure continuous technology integration and student achievement.	Maintain Technology Committee forum.	Technology Committee meets 3x/year	2010-12
To ensure implementation of Technology Plan	Technology Committee revises plan on a yearly basis.	Part of annual evaluation of district needs conducted by Technology Committee	2010-12
Improve CMT prep (Blue Ribbon) administration	--Meet with teams to adjust administration timeline and use of teacher-made tests. --Schedule rescoring of open-ended subtests (reading & math) after each administration for each grade level.	--District Assessment Calendar prepared for 09-10	June 2009
Continue focus on student data analysis	--Team meeting analysis --Pilot of Teacher Evaluation Plan.	--Monthly team meetings. --Pilot of Teacher Evaluation Plan.	On-going, 2010-12



Goal 6: Develop a schema of current and future financing requirements to support the LEA's Technology Plan.

Your plan must:

- describe how the LEA will meet current and future funding requirements to support plan implementation;
- describe how the LEA will develop policies and procedures related to maintenance of hardware, software, infrastructure and security; and
- describe how the LEA will meet current and future funding requirements to keep the technology updated.

<u>Objective</u>	<u>Strategy</u>	<u>Accountability Measure</u>	<u>Timeline</u>
Incorporate technology in district/community vision.	Include technology in BOE's strategic planning process.	Discuss technology needs and Technology Plan as part of strategic planning process.	Prior to June 2012
Develop yearly funding plan to meet technology plan requirements.	Technology Coordinator will present technology funding needs based on Technology Plan to superintendent as part of budget process.	Technology needs reviewed with annual budget preparation.	2010-12
Develop policies regarding community or after-school access to school/district technology resources.	Develop policy regarding acquisition, maintenance and disposal of school equipment.	Policy developed and approved by BOE.	June 2010
Develop policies regarding community or after-school access to school/district technology resources.	Develop policy regarding acceptance of donated equipment and software.	Policy developed and approved by BOE.	June 2010
Develop policies regarding community or after-school access to school/district technology resources.	Develop policy regarding community or after-school access to school/district technology resources.	Policy developed and approved by BOE.	June 2010
Review existing policies for accuracy and relevance.	Technology Committee reviews existing policies.	Policy review conducted by Technology Committee	Prior to June 2012.
Maintain documentation regarding all district technology resources.	Technology Coordinator conducts yearly inventory of all district technology resources; results are maintained in a database.	Yearly inventory conducted; database maintained.	2010-12
Develop procedure to maintain and upgrade district hardware.	A procedure for maintaining all district hardware including planned up-grades is developed.	Written maintenance procedure; written plan for up-grades by building.	June 2012
Develop procedure to maintain and upgrade district applications and software.	A procedure for maintaining all district applications and software including planned up-grades is developed.	Written maintenance procedure; written plan for up-grades (district-wide).	June 2012
Determine alignment of current classroom software with curriculum standards.	Inventory installed and permitted classroom software; determine alignment with curriculum frameworks.	Inventory completed; alignment with curriculum frameworks conducted.	June 2012

Ensure equipment security.	Develop procedure for equipment sign-out/in at both buildings (who has primary responsibility for overseeing procedure).	Building principals/faculty develop procedure.	Sept. 2009
Funding for United Streaming including additional DVD burners.	Potential source: REAP, BOE.	Presented to superintendent with technology budget.	Potentially funded by June 2010
Funding for additional computer lab at PVMS including primary furniture and projector.	Potential source: BOE.	Presented to superintendent with technology budget.	Potentially funded by June 2012
Funding for 3 laptop carts (24 units each) at PVMS.	Potential source: BOE.	Presented to superintendent with technology budget.	Potentially funded by June 2012
Funding for 2 laptop carts (24 units each) at PPMS.	Potential source: BOE.	Presented to superintendent with technology budget.	Potentially funded by June 2012
Funding to increase wireless access at PVMS.	Potential source: BOE.	Presented to superintendent with technology budget.	Potentially funded by June 2012
Funding to improve wireless access at PPMS.	Potential source: BOE.	Presented to superintendent with technology budget.	Potentially funded by June 2012
Funding for software to allow administrators remote access to network documents.	Potential source: BOE.	Presented to superintendent with technology budget.	Potentially funded by June 2011
Continued funding for Blue Ribbon, eChalk, School Dude, IEP Direct, ProTraxx, software development of SBRC (EASTCONN), yearly update of CMT Reporter (EASTCONN), Destiny, Connect ED.	Potential source: Title II, BOE.	Presented to superintendent with technology budget.	Funded 2010 - 2012

Goal 7: Develop a telecommunications services plan that will support both instructional needs and administrative requirements.

If your entity does not receive any NCLB related funding (Title 1-5) and is only applying for E-Rate reimbursement, then you must include items B-F. Public schools and those entities that do receive NCLB related funding only need to include items A-C.

To qualify for participation in the E-Rate Program the plan must include:

- A. an assessment of the telecommunications services that will be needed to improve education;*
- B. clear goals and a realistic strategy for using telecommunications and information technology to improve education;*
- C. a sufficient budget to acquire and support the non-discounted elements of the plan (e.g. the hardware, software, professional development and other services that will be needed to implement the strategy);*
- D. an evaluation process that enables the school to monitor progress toward the specific goals (of the eligible entity) and make mid-course corrections in response to new developments and opportunities as they arise;*
- E. a professional development strategy to ensure that staff know how to use these new technologies to improve education; and*
- F. an assessment of the telecommunications services, hardware, software and other services that will be needed to improve education.*

Additionally, in broad terms, using the table below, describe where you are now, where you want to be in three years and how you expect to arrive at that point.

Objectives/Activities/Strategies	Monitoring and Evaluation Procedure
2009-10 A. Improve PVMS building communication; maintain current telecommunication system. 2009-11 B. Analyze current district capacity. 2009-12 C. Develop and implement new teacher orientation; maintain adequate funding to meet required repairs.	A: Revise/improve PVMS communication procedures; maintain current telecommunications system and investigate applicable current technology. B. Analyze district band width and usage to determine if up-grade is appropriate. C. Provide training to new teachers on building/district technology/systems; review telecommunication repair funding on a yearly basis to determine if adequate.
2010-11 A. maintain current telecommunication system. 2010-12 B. Analyze current district capacity. 2010-13 C. Implement new teacher orientation; maintain adequate funding to meet required repairs.	A: Maintain current telecommunications system and investigate applicable current technology. B. Analyze district band width and usage to determine if up-grade is appropriate. C. Provide training to new teachers on building/district technology/systems; review telecommunication repair funding on a yearly basis to determine if adequate.
2011-12 A. Re-evaluation telecommunications system. B. Assess district capacity. C. Evaluate teacher orientation program; assess funding required for potential telecommunications up-grade, if necessary.	A. Re-evaluate district telecommunication needs and determine if current system meets needs. B. Determine if internet services need to be up-graded. C. Determine what building/district systems should be included in new teacher orientation; determine what funding may be required for telecommunications up-grade.

Goal 8 : Additional LEA Goals (Optional)

Contracted Technology Services (technicians, network support, etc.)	\$0	\$272	\$0	\$0	\$0	\$20,000 REAP	
TOTAL						\$57,100	\$150,189



Contracted Technology Services (technicians, network support, etc.)	\$0	\$272	\$0	\$0	\$4,868	\$20,000 REAP	
TOTAL						\$47,100	\$214,757



APPENDIX B: Technology Plan Review Guide

Technology Plan Review Guide

Reviewer Sydni Neves LEA Preston
Dawn Boch

	Complete? (Y/N)	additional information required/comments
LEA Profile	Y	
Technology Committee	Y	
Needs Assessment	Y	
Goal 1	Y	
Goal 2	Y	
Goal 3	Y	
Goal 4	Y	
Goal 5	Y	
Goal 6	Y	
Goal 7	Y	
Goal 8	N/A	optional
Technology Funding Sources	Y	

I, Sydni Neves verify that Preston has successfully completed all of the requirements as stated in the
 Signature of Reviewer Name of LEA

technology plan template.

**Building Usage
2008-2009**

**Preston Veterans' Memorial School
September 2008**

Monday, 9/8/08 activities until 5pm
Tuesday, 9/9/08 activities until 5pm
Tuesday, 9/16/08 activities until 4:30pm
Wednesday, 9/17/08 activities until 5pm
Thursday, 9/18/08 activities until 8pm
Monday, 9/22/08 activities until 5pm
Tuesday, 9/23/08 activities until 5pm
Tuesday, 9/30/08 activities until 5pm

October 2008

Wednesday, 10/1/08 activities until 7pm
Thursday, 10/2/08 activities until 5pm
Tuesday, 10/7/08 activities until 4:30pm
Wednesday, 10/8/08 activities until 5pm
Thursday, 10/9/08 activities until 5pm
Tuesday, 10/14/08 activities until 4:30pm
Wednesday, 10/15/08 activities until 8pm
Thursday, 10/16/08 activities until 5pm
Monday, 10/20/08 activities until 9:30pm
Wednesday, 10/22/08 activities until 5pm
Thursday, 10/23/08 activities until 5pm
Sunday, 10/26/08 afternoon activity 2 hours
Tuesday 10/28/08 activities until 5pm
Wednesday, 10/29/08 activities until 5pm
Thursday, 10/30/08 activities until 5pm
Friday, 10/31/08 activities until 9:30pm

November 2008

Saturday, 11/1/08 activity from 8am-1:30pm
Sunday, 11/2/08 afternoon activity 2 hours
Tuesday, 11/4/08 activities until 5pm
Wednesday, 11/5/08 activities until 7pm
Thursday, 11/6/08 activities until 5pm
Tuesday, 11/11/08 activities until 9:30pm
Wednesday, 11/12/08 activities until 8pm
Thursday, 11/13/08 activities until 5pm
Sunday, 11/16/08 afternoon activity 2 hours
Monday, 11/17/08 activities until 7pm
Tuesday, 11/18/08 activities until 7:30pm
Wednesday, 11/19/08 activities until 8pm
Thursday, 11/20/08 activities until 9pm

Friday, 11/21/08 activities until 7:30pm
Monday, 11/24/08 activities until 8pm
Tuesday, 11/25/08 activities until 7:30pm
Wednesday, 11/26/08 activities until 8pm

December 2008

Monday, 12/1/08 activities until 8pm
Tuesday, 12/2/08 activities until 7:30pm
Wednesday, 12/3/08 activities until 8:30pm
Thursday, 12/4/08 activities until 6pm
Friday, 12/5/08 activities until 9pm
Saturday, 12/6/08 activities 7:30am-4pm
Monday, 12/8/08 activities until 8pm
Tuesday, 12/9/08 activities until 5:30pm
Wednesday, 12/10/08 activities until 8pm
Thursday, 12/11/08 activities until 5:30pm
Friday, 12/12/08 activities until 8pm
Saturday, 12/13/08 activities 8:30am – 1:30 pm
Sunday, 12/14/08 afternoon activity 2hours
Monday, 12/15/08 activities until 8pm
Tuesday, 12/16/08 activities until 7:30pm
Wednesday, 12/17/08 activities until 8pm
Thursday, 12/18/08 activities until 7:30pm
Friday, 12/19/08 activities until 6:30pm
Saturday, 12/20/08 activities 8:30am-1:30pm
Sunday, 12/21/08 afternoon activity 2 hours
Monday, 12/22/08 activities until 8pm
Sunday, 12/28/08 afternoon activity 2 hours

January 2009

Saturday, 1/3/09 activities 8:30am – 1:30pm
Sunday, 1/4/09 afternoon activity 2 hours
Monday, 1/5/09 activities until 6pm
Tuesday, 1/6/09 activities until 7:30pm
Wednesday, 1/7/09 activities until 8:30pm
Thursday, 1/8/09 activities until 6:30 pm
Friday, 1/9/09 activities until 7:30pm
Saturday, 1/10/09 activities 1-6pm
Sunday, 1/11/09 afternoon activity 2hours
Monday, 1/12/09 activities until 7pm
Tuesday, 1/13/09 activities until 7:30pm
Wednesday, 1/14/09 activities until 7:30pm
Thursday, 1/15/09 activities until 6:30
Friday, 1/16/09 activities until 7:30
Saturday, 1/17/09 activities 1-6pm
Sunday, 1/18/09 afternoon activities 2 hours

Tuesday, 1/20/09 activities until 7:30pm
Wednesday, 1/21/09 activities until 5:30pm
Thursday, 1/22/09 activities until 5:30pm
Friday, 1/23/09 activities until 5:30pm
Sunday, 1/25/09 afternoon activity 2 hours
Monday, 1/26/09 activities until 6:30pm
Tuesday, 1/27/09 activities until 7:30pm
Wednesday, 1/28/09 activities until 9pm
Friday, 1/30/09 activities until 7:30pm
Saturday, 1/31/09 activities 1-6pm

February 2009

Sunday, 2/1/09 afternoon activity 2 hours
Monday, 2/2/09 activities until 6:30pm
Tuesday, 2/3/09 activities until 7:30pm
Wednesday, 2/4/09 activities until 8:30pm
Thursday, 2/5/09 activities until 6:30pm
Friday, 2/6/09 activities until 9pm
Sunday, 2/8/09 afternoon activities 2hours
Monday, 2/9/09 activities until 5:30pm
Tuesday, 2/10/09 activities until 7:30 pm
Wednesday, 2/11/09 activities until 7:30pm
Thursday, 2/12/09 activities until 9pm
Friday, 2/13/09 activities until 7:30pm
Saturday, 2/14/09 activities 1-6pm
Sunday, 2/15/09 afternoon activities 2 hours
Tuesday, 2/17/09 activities until 9:30pm
Wednesday, 2/18/09 activities until 5:30 pm
Thursday, 2/19/09 activities until 9:30pm
Friday, 2/20/09 activities until 9pm
Saturday, 2/21/09 activities 1-6pm
Sunday, 2/22/09 afternoon activities 2hours
Monday, 2/23/09 activities until 5:30pm
Tuesday, 2/24/09 activities until 9pm
Wednesday, 2/25/09 activities until 7:30 pm
Thursday, 2/26/09 activities until 5:30pm
Friday, 2/27/09 activities until 9pm

March 2009

Sunday, 3/1/09 afternoon activity 2 hours
Monday, 3/2/09 activities until 5:30pm
Tuesday, 3/3/09 activities until 7pm
Wednesday, 3/4/09 activities until 7:30 pm
Friday, 3/6/09 activities until 7pm

Sunday, 3/8/09 afternoon activities 2 hours
Monday, 3/9/09 activities until 5:30pm
Tuesday, 3/10/09 activities until 7pm
Wednesday, 3/11/09 activities until 7:30pm
Friday, 3/13/09 activities until 7pm
Sunday, 3/15/09 afternoon activity 2 hours
Monday, 3/16/09 activities until 6pm
Tuesday, 3/17/09 activities until 5pm
Wednesday, 3/18/09 activities until 8:30pm
Thursday, 3/19/09 activities until 4:30pm
Sunday, 3/22/09 afternoon activities 2 hours
Monday, 3/23/09 activities until 8:30pm
Tuesday, 3/24/09 activities until 8:30pm
Wednesday, 3/25/09 activities until 8:30pm
Thursday, 3/26/09 activities until 8:30pm
Friday, 3/27/09 activities until 9pm
Sunday, 3/29/09 afternoon activities 2 hours
Monday, 3/30/09 activities until 8:30 pm
Tuesday, 3/31/09 activities until 8:30pm

April 2009

Wednesday, 4/1/09 activities until 8:30pm
Thursday, 4/2/09 activities until 8:30pm
Sunday, 4/5/09 afternoon activity 2 hours
Monday, 4/6/09 activities until 8:30pm
Tuesday, 4/7/09 activities until 8:30pm
Wednesday, 4/8/09 activities until 8:30pm
Thursday, 4/9/09 activities until 8:30pm
Sunday, 4/12/09 afternoon activities 2hours
Monday, 4/13/09 activities until 8:30pm
Tuesday, 4/14/09 activities until 8:30PM
Wednesday, 4/15/09 activities until 8:30pm
Thursday, 4/16/09 activities until 8:30pm
Sunday, 4/19/09 afternoon activities 2 hours
Monday, 4/20/09 activities until 8:30pm
Tuesday, 4/21/09 activities until 8:30pm
Wednesday, 4/22/09 activities until 8:30pm
Sunday, 4/26/09 afternoon activities 2 hours
Monday, 4/27/09 activities until 5:30pm
Tuesday, 4/28/09 activities until 5pm
Wednesday, 4/29/09 activities until 5pm

May 2009

Monday, 5/4/09 activities until 5pm
Tuesday, 5/5/09 activities until 5pm
Wednesday, 5/6/09 activities until 8:30pm

Monday, 5/11/09 activities until 5pm
Tuesday, 5/12/09 activities until 5pm
Wednesday, 5/13/09 activities until 7:30pm
Monday, 5/18/09 activities until 5pm
Tuesday, 5/19/09 activities until 5pm
Wednesday, 5/20/09 activities until 5pm
Tuesday, 5/26/09 activities until 5pm
Wednesday, 5/27/09 activities until 7:30pm

June 2009

Monday, 6/1/09 activities until 5pm
Tuesday, 6/2/09 activities until 4:30pm
Wednesday, 6/3/09 activities until 8:30pm
Monday, 6/8/09 activities until 5pm
Tuesday, 6/9/09 activities until 5pm
Wednesday, 6/10/09 activities until 7:30pm
Tuesday, 6/16/09 activities until 4:30pm

Preston Plains Middle School

September 2008

Tuesday, 9/9/08 activities until 9pm
Tuesday, 9/16/08 activities until 9pm
Tuesday, 9/23/08 activities until 9pm
Tuesday, 9/30/08 activities until 9pm

October 2008

Thursday, 10/2/08 activities until 9pm
Friday, 10/3/08 activities until 9pm
Tuesday, 10/7/08 activities until 9pm
Thursday, 10/9/08 activities until 9pm
Friday, 10/10/08 activities until 9pm
Tuesday, 10/14/08 activities until 9pm
Wednesday, 10/15/08 activities until 9pm
Thursday, 10/16/08 activities until 9pm
Friday, 10/17/08 activities until 9pm
Monday, 10/20/08 activities until 8:30pm
Thursday, 10/23/08 activities until 9pm
Friday, 10/24/08 activities until 9pm
Monday, 10/27/08 activities until 8:30pm
Tuesday, 10/28/08 activities until 9pm
Thursday, 10/30/08 activities until 9pm
Friday, 10/31/08 activities until 9pm

November 2008

Monday, 11/3/08 activities until 8:30pm
Tuesday, 11/4/08 activities until 9pm
Wednesday, 11/5/08 activities until 8pm
Thursday, 11/6/08 activities until 9pm
Friday, 11/7/08 activities until 9pm
Saturday, 11/8/08 activities 9am-3pm
Sunday, 11/9/08 activities 9am-3pm
Monday, 11/10/08 activities until 8:30pm
Thursday, 11/13/08 activities until 9pm
Friday, 11/14/08 activities until 9pm
Saturday, 11/15/08 activities 9am-3pm
Sunday, 11/16/08 activities 9am-3pm
Monday, 11/17/08 activities until 8:30pm
Tuesday, 11/18/08 activities until 9pm
Thursday, 11/20/08 activities until 9pm
Friday, 11/21/08 activities until 9pm
Monday, 11/24/08 activities until 8:30pm
Tuesday, 11/25/08 activities until 9pm
Thursday, 11/27/08 activities until 9pm
Friday, 11/28/08 activities until 9pm

December 2008

Monday, 12/1/08 activities until 8:30pm
Tuesday, 12/2/08 activities until 9pm
Wednesday, 12/3/08 activities until 8pm
Thursday, 12/4/08 activities until 9pm
Friday, 12/5/08 activities until 9pm
Saturday, 12/6/08 activities 8:30-12noon
Monday, 12/8/08 activities until 8:30pm
Tuesday, 12/9/08 activities until 9pm
Thursday, 12/11/08 activities until 9pm
Friday, 12/12/08 activities until 8:30pm
Monday, 12/15/08 activities until 8:30pm
Thursday, 12/18/08 activities until 9pm
Monday, 12/22/08 activities until 8:30pm

January 2009

Monday, 1/5/09 activities until 5:30pm
Tuesday, 1/6/09 activities until 9pm
Wednesday, 1/7/09 activities until 8pm
Thursday, 1/8/09 activities until 9pm
Friday, 1/9/09 activities until 8:30pm
Tuesday, 1/13/09 activities until 8:30pm
Wednesday, 1/14/09 activities until 8pm

Thursday, 1/15/09 activities until 9pm
Friday, 1/16/09 activities until 9pm
Tuesday, 1/20/09 activities until 8:30pm
Wednesday, 1/21/09 activities until 8pm
Thursday, 1/22/09 activities until 9pm
Friday, 1/23/09 activities until 8:30 pm
Tuesday, 1/27/09 activities until 8:30pm
Wednesday, 1/28/09 activities until 8pm
Thursday, 1/29/09 activities until 9pm
Friday, 1/30/09 activities until 9pm
Saturday, 1/31/09 activities 4:30-9:30pm

February 2009

Monday, 2/2/09 activities until 7pm
Tuesday, 2/3/09 activities until 8:30pm
Wednesday, 2/4/09 activities until 8pm
Thursday, 2/5/09 activities until 9pm
Friday, 2/6/09 activities until 8:30pm
Tuesday, 2/10/09 activities until 8:30pm
Wednesday, 2/11/09 activities until 8pm
Thursday, 2/12/09 activities until 9pm
Friday, 2/13/09 activities until 8:30pm
Wednesday, 2/18/09 activities until 8pm
Thursday, 2/19/09 activities until 9pm
Friday, 2/20/09 activities until 8pm
Saturday, 2/21/09 activities 4pm-9pm
Tuesday, 2/24/09 activities until 8:30 pm
Wednesday, 2/25/09 activities until 8pm
Thursday, 2/26/09 activities until 9pm

March 2009

Tuesday, 3/3/09 activities until 8:30pm
Thursday, 3/5/09 activities until 9pm
Tuesday, 3/10/09 activities until 8:30pm
Thursday, 3/12/09 activities until 9pm
Friday, 3/13/09 activities until 9pm
Tuesday, 3/17/09 activities until 8:30pm
Wednesday, 3/18/09 activities until 9pm
Thursday, 3/19/09 activities until 9pm
Tuesday, 3/24/09 activities until 8:30pm
Wednesday, 3/25/09 activities until 8pm
Thursday, 3/26/09 activities until 8pm
Friday, 3/27/09 activities until 8pm
Saturday, 3/28/09 activities 9am-3pm
Sunday, 3/29/09 activities 9am-3pm
Tuesday, 3/31/09 activities until 8:30pm

April 2009

Wednesday, 4/1/09 activities until 8pm
Thursday, 4/2/09 activities until 9pm
Tuesday, 4/7/09 activities until 8:30pm
Wednesday, 4/8/09 activities until 8pm
Thursday, 4/9/09 activities until 9pm
Tuesday, 4/21/09 activities until 8:30pm
Wednesday, 4/22/09 activities until 8pm
Thursday, 4/23/09 activities until 9pm
Friday, 4/24/09 activities until 9pm
Tuesday, 4/28/09 activities until 8:30pm
Thursday, 4/30/09 activities until 9pm

May 2009

Tuesday, 5/5/09 activities until 8:30pm
Thursday, 5/7/09 activities until 9pm
Tuesday, 5/12/09 activities until 8:30pm
Thursday, 5/14/09 activities until 9pm
Tuesday, 5/19/09 activities until 8:30pm
Thursday, 5/21/09 activities until 9pm
Thursday, 5/28/09 activities until 9pm

June 2009

Thursday, 6/4/09 activities until 9pm
Friday, 6/12/09 activities until 10pm

**Town of Preston, Connecticut
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2008**

MW-96-1 - Segregation of Duties

Condition: The Town of Preston does not maintain an adequate segregation of duties for proper internal control over the financial transactions in certain areas. Proper internal control relies on the following three aspects of processing transactions being performed by separate individuals: authorizing transactions, custody of assets, and record keeping. This weakness in internal controls could lead to funds being expended in a manner not consistent with the intentions of management. These weaknesses were noted in the following cash receipts areas:

Treasurer - The Town Treasurer handles cash receipts, prepares and makes deposits, posts cash receipt transactions, and reconciles bank statements. The Treasurer also authorizes, makes, records and reconciles all investment activities.

Tax Collector - The Tax Collector or her assistants prepare and send bills, handle tax collections, prepare and make deposits, post tax receipt transactions, and reconcile bank statements. In addition, the tax levies are not reconciled by Town personnel to the Grand Rate Book.

Parks and Recreation - The Program Coordinator handles cash receipts, prepares and makes deposits, and posts cash receipt transactions and reconciles the accounts.

Recommendation: The Town should review the segregation of duties involved in all the cash receipts functions. The duties of the individuals involved should be analyzed and restructured as necessary to provide for a better system of checks and balances. Once a better system has been devised, it should be written, approved by the Board of Finance and distributed to the individuals involved.

Management's Response: The Tax Collector has implemented an accounting policy that addresses this issue to the best of our ability taking into consideration our limited staffing. Parks and Recreation segregates cash management duties whenever possible. The limited size of the program and the small dollar amounts involved makes total segregation of duties financially unfeasible. The Treasurer and Tax Collector work together to maintain as much segregation of cash transactions as fiscally possible. We are working on policy to further address this area of concern.

MW-08-1 – Entity Level Controls

Condition: Internal controls are a coordinated set of policies and procedures that management uses achieve their objectives and meet their fundamental responsibilities for effectiveness, efficiency, compliance and financial reporting. The literature recognizes five sections of internal control published by the Committee of Sponsoring Organizations of the Treadway Commission (COSO Report) in Internal Control – Integrated Framework. These five interrelated components include:

**Town of Preston, Connecticut
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2008**

SD-07-1 – Internal Control over Financial Reporting

Condition: The Town of Preston, Connecticut presents financial statements in accordance with Generally Accepted Accounting Principles (GAAP). The Town of Preston, Connecticut does not collectively possess the resources, skills and knowledge to prepare their own financial statements including footnote disclosures in accordance with GAAP.

Recommendation: The Town of Preston, Connecticut should consider increasing the continuing education for financial personnel or reviewing the qualifications of others in management (i.e. Board Members, etc.) to see if there is someone who can prepare or take responsibility for the financial statements.

Management's Response: The Town will continue to solicit accounting expertise from sources other than Town personnel to complete financial statements.

SD-07-2 – Controls over Nonroutine and Nonsystematic Transactions

Condition: On occasion, the Town of Preston, Connecticut must make adjusting journal entries to add, delete, correct, adjust or reclassify transactions. These adjusting journal entries are generally prepared and posted by the same individual. There are no review, authorization and documentation procedures required for an adjusting journal entry.

Recommendation: We recommend that the review of internal control procedures include the adjusting journal entry process.

Management's Response: This weakness will be addressed in the Town's Accounting Policy and Procedures Manual.

MW-07-1 – Documentation of the Components of Internal Control

Condition: The Town of Preston, Connecticut has numerous internal controls in place over significant processes and accounts. Not all of these controls are formally documented. It is possible for controls to change over time or not be completely understood by the individuals involved in the processes.

Recommendation: We recommend that the Town of Preston, Connecticut make a listing of its significant processes and accounts. Controls in each area should be documented in a procedures manual. Each of the procedures should be reviewed to determine if controls are adequate.

Management's Response: The Board of Finance has established a Policy and Procedures Sub-committee to review and implement financial policies and procedures. The adoption and implementation should be completed during fiscal year 2008-2009.

Town of Preston, Connecticut
Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2008

- *Control Environment* – A favorable control environment exists when management is knowledgeable about controls (entity wide and specific), is committed to establishing controls and communicates its support for internal controls to all individuals involved.
- *Risk Assessment* – This involves management’s continual identification and assessment of the potential risks that might prevent management from fulfilling its responsibilities and achieving its objectives.
- *Information and Communication Systems* – These are the systems used to assure that appropriate individuals have timely and accurate information to carry out their responsibilities.
- *Control Activities* – These are management’s response to the risks identified. These are the specific policies and procedures that are put in place to alert management of undesired actions in a timely manner.
- *Monitoring* – There is a responsibility of management to follow up on the controls that have been put in place to assure that they continue to function and function properly, effectively and efficiently.

The Town of Preston, Connecticut does not have a framework established to deal with each of the interrelated entity level controls over and above the specific control policies and procedures that have been developed.

Recommendation: We recommend that as part of developing an accounting manual, the Town of Preston, Connecticut consider the entity wide controls as discussed above.

Management’s Response: The Town of Preston, Connecticut will assign this to the policy committee to work on while they are developing the other controls.

Section III: Federal Awards Findings

No findings or questioned cost are reported relating to Federal financial assistance programs.

**SMALL BUSINESS ENERGY ADVANTAGE (SBEA)
FINANCIAL AGREEMENT**

Project Name: PVMS

Project Number: CT09-215849

The undersigned customer ("Borrower") requests that The Connecticut Light & Power (CL&P) as manager of the State of Connecticut's Connecticut Energy Efficiency Fund (CL&P only) provide Borrower with financial assistance in the installation of energy-efficient products and services as described in the incentive application, at the service address listed below, pursuant to CL&P's Small Business Energy Advantage Program ("the Program") as set forth by Program's terms and conditions. CL&P and Borrower agree that, upon Borrower's or Contractor/Arranger's confirming completion of the installation work, CL&P's post-installation inspection and project verification, and Borrower's signature below, CL&P will issue a check for the full amount owed to the Contractor/Arranger for the installed project (the "Total Project Cost"), which includes both the CL&P Incentive and the Balance as set forth below.

Borrower agrees to pay to the order of CL&P the Total Project Cost less Incentive, (the "Balance"), in the number of equal monthly payments in each case as set forth below. The Balance will be billed to Borrower monthly, on or about the same time that the regular monthly electric bill is issued and will be due upon receipt. The first payment will be due on the first billing cycle following the processing of this agreement. The occurrence of any of the following events shall be "Default": (a) the nonpayment when due of any payment hereunder; (b) if Borrower becomes insolvent or makes an assignment for the benefit of creditors, or if any petition be filed by or against Borrower under any provision of any bankruptcy or insolvency statute; (c) the reorganization, dissolution, merger, consolidation, liquidation, sale of the assets or equity interests in Borrower; or (d) the death of any Borrower. Upon the occurrence of Default, the entire Balance will be immediately due and payable without presentment, demand, protest or notice of any kind. If there is more than one Borrower, they are jointly and several liable for the Balance.

CL&P will pursue legal remedies, including collections action, for any failure to timely repay the balance of the project cost. In the instance of Default, Customer is responsible for all collection related costs, including, but not limited to, attorneys fees and court costs.

Borrower agrees that CL&P makes no warranties, expressed or implied, regarding the serviceability of the product installed or purchased. Borrower also acknowledges and agrees that the Contractor/Arranger is an independent CL&P Approved Vendor/ Installer, in which case Borrower and Contractor/Arranger each agree to indemnify and hold harmless CL&P and its officers, directors or employees, from any damages, fines, settlements or judgments which directly arise from or are caused by the wrongful, or negligent acts or omissions of any party in the conduct or performance of the Contractor/Arranger's duties under the terms of this agreement. Borrower shall specifically indemnify and hold harmless CL&P for all work contracted for between Borrower and the Contractor/Arranger from any damages, fines, penalties, settlements or judgments which directly arise from or are caused by the wrongful or negligent acts or omissions of the Contractor/Arranger.

CL&P does not guarantee that the Borrower's actual savings will occur at the level projected in the report. Factors that are impossible to predict - such as changes in facility usage, operating hours, equipment or weather, all may impact the Borrower's future electric energy use. Borrower agrees that the actual electrical energy savings may be less than the loan payment amount due.

This Agreement shall be administered and interpreted under the laws of the State of Connecticut. If any part is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the terms and conditions shall continue in full force and effect.

Borrower understands that funding for this program derives from the Connecticut's Connecticut Energy Efficiency Fund (CL&P only) which is managed by CL&P. CL&P is not responsible for any costs or damages incurred by the Borrower if funding for this program or the Connecticut's Connecticut Energy Efficiency Fund (CL&P only) is reduced or eliminated by the State of Connecticut or the Connecticut's Department of Public Utility Control.

Borrower understands that CL&P will not be responsible for any tax liability, if any, imposed on Borrower as a result of his/her/its participation in the Program. (cont.)

SBEA FINANCIAL AGREEMENT (CONTINUED)

Project Name: PVMS

Project Number: CT09-215849

By my signature below, I certify that I have read, understood and agree to the terms of this agreement.

\$28,958.25
Total Project Cost

\$7,590.70
CL&P Incentive

\$21,367.55
Balance

\$593.54
Monthly Payment

36
of Months

John J. Welch 13.30.09
Signature of Authorized Representative of Borrower / Date

Signature of Authorized Representative of Contractor / Date

John J. Welch
Name of Signer (print)

Name of Signer (print)

06-6001655
Federal Tax ID or Social Security #

Federal Tax ID or Social Security # - Contractor

325 ROUTE 165
Service Street Address

Contractor Street Address

preston, CT, 06365
Service City, State, ZIP

City, State, ZIP

325 Route 165
BILLING STREET ADDRESS

Contractor Phone Number

Preston, CT 06365
BILLING CITY, STATE, ZIP

51463903054
CL&P Account #

ACCEPTED: THE CONNECTICUT LIGHT & POWER (CL&P)

By: _____ / _____
Authorized CL&P Representative (Signature) CL&P Program Administrator Date