

# Board of Education Regular Meeting

Monday, May 11, 2009 7:00 PM

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

<b>I. Call to Order</b>	<b>Speaker(s):</b> Greg Keith: Board Chair
<b>II. Pledge of Allegiance</b>	<b>Speaker(s):</b> Greg Keith: Board Chair
<b>III. Approval of Minutes</b>	<b>Speaker(s):</b> Greg Keith: Board Chair
<b>IV. Public Communications and Comments</b>	<b>Speaker(s):</b> Greg Keith: Board Chair
<b>V. Board of Education Committee and Other Reports</b>	
<b>VI. Superintendent Reports and Recommendations</b>	<b>Speaker(s):</b> Dr. Welch
VI.A. BOE Expenditure/Projection Report	<b>Speaker(s):</b> Dr. Welch
VI.B. Preston Cafeteria Profit and Loss Report	<b>Speaker(s):</b> Dr. Welch
VI.C. Transportation Report	<b>Speaker(s):</b> Dr. Welch
<b>VII. New Business</b>	<b>Speaker(s):</b> Dr. Welch
VII.A. Votes Required	<b>Speaker(s):</b> Dr. Welch
VII.B. Discussion	
<b>VIII. Old Business</b>	<b>Speaker(s):</b> Dr. Welch
VIII.A. Votes Required	<b>Speaker(s):</b> Dr. Welch
VIII.B. Discussion	<b>Speaker(s):</b> Dr. Welch
<b>IX. Information</b>	<b>Speaker(s):</b> Dr. Welch
<b>X. Date and Time of Next Meeting</b>	<b>Speaker(s):</b> Greg Keith: Board Chair
<b>XI. Executive Session</b>	<b>Speaker(s):</b> Greg keith: Board Chair
<b>XII. Adjournment</b>	<b>Speaker(s):</b> Greg Keith: Board Chair

**Board of Education Special Meeting**

April 07, 2009 07:00PM

Preston Plains Library

**1. Call to Order**

Greg Keith called the meeting to order at 7:03pm

**Members present:** Greg Keith, Sue Hess, Jim Jancewicz, Charles Raymond and Dan Harris. Deborah Burke-Grabarek arrived at 7:05pm. Jessica Pappas absent.

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

**Guests:** Amy Campbell, Marcia Marien, Evelyn Dekiert, Elaine Lettiere, Sue Hirt, Anna Sobanski, Stacy Wilbur, Keleigh Barentincic, Rob Harris, Marlene Pelligrini and Susan Strader.

**2. Pledge of Allegiance**

**3. Approval of Minutes**

Moved, to approve the minutes of March 9, 2009 with amendment. Keith/Jancewicz. Unanimous. Motion carries.

Moved, to approve the minutes of March 19, 2009. Keith/Hess. Unanimous. Motion carries.

Moved, to approve the minutes of March 23, 2009. Keith/Jancewicz. Unanimous. Motion carries.

**4. Public Communication and Comments**

Deborah Burke-Grabarek asked if all members heard about Benefit in memory of Anthony Laudone. Dr Welch explained that Fire Chief Casey was overseeing the requirements for the event.

Keleigh Barentincic asked about money in the budget allocated for Adult Education. Dr. Welch explained that it is paid annually to allow Preston residents to participate in the program.

**5. Board of Education Committee and Other Reports**

Greg Keith stated that the deadline for the Preston Press is Thursday, April 9<sup>th</sup>. He asked if anyone on the Board would like to submit an article about the schools.

**6. Superintendent Reports and Recommendations**

Dr. Welch reviewed the BOE Expenditure and Cafeteria Reports with the Board in Lesley Wysocki's absence.

**6.1. BOE Expenditure/Projection Report**

**6.2. Preston Cafeteria Profit and Loss Report**

Moved, to take the agenda out of order to discuss 8.1 Votes Required, Joint Fiscal Manager. Hess/Keith. Unanimous. Motion carries.

### 6.3. NFA Honor Roll and Co-curricular Participation

### 6.4. Transportation Report

## 7. New Business

### 7.1. Votes Required

Ivy Davis introduced the staff that worked along with her on the Technology Plan. Members included Amy Campbell, Elaine Lettiere, Evelyn Dekiert, Carol Makara, Melissa Durkee and Ray Bernier. She thanked everyone for their time and input. Ivy stated that it is necessary to prepare students for the workplace. We have many resources for technology in Preston and now we must focus on integration of technology in all curricula. We need more laptops and better internet connections. The goals for the plan were identified by the State Department of Education. Preston had to set the objectives. The current budget does not meet the needs of the Tech Plan. Elaine Lettiere and Emile Levasseur suggested that Preston take advantage of science materials through Discovery Education. If teachers have more training they can make better use of what we already have in the district.

Moved, to take the agenda out of order to go into Executive Session.  
Hess/Harris. Unanimous. Motion carries.

09-10 Calendar: Moved, to accept the 09-10 School Calendar with modifications.  
Hess/Raymond. Unanimous. Motion Carries.

Policy 9325.2: The Board discussed adjusting this policy as well as Policy 1120. Both will be reviewed and brought back to the Board at a later date.

BOE Policies 6000 through 6115 (a) (b): Moved, to accept Policy 6000, 6000.1, 6010, 6111, 6112, 6112.1, 6114, 6114.1, and 6115 (a) (b) as presented. Expunge Policy 6114.7 and review Policy 6114.3. Hess/Keith. Unanimous. Motion carries.

### 7.2. Discussion

Evelyn Dekiert presented a student video to the Board. The T.V. Studio began in early November. Preston students prepared a video which they submitted to Fox 61 News. Although they did not win, they plan to compete again next year.

Building Usage Report: The BOE reviewed the report and Sue Hess asked if we could possibly restrict usage to cut back on cost.

Superintendent's Evaluation: The Board would like the administrators to evaluate the Superintendent and then they will prepare their own evaluation before the end of the fiscal year.

## 8. Old Business

### 8.1. Votes Required

Marcia Marien addressed the Board with regard to the Joint Fiscal Manager position. She believes the position would be an asset. Someone should be in place to oversee the Treasurer and manage the books of the Town and the BOE. The salary for a highly qualified person would be around 70,000-90,000 dollars. She stated that Colchester has such a position in place. Sue Hess offered to contact Colchester for their input. The Board tabled the vote until the May 11, 2009 meeting.

Moved, to take the agenda out of order to discuss 7.1 Votes Required, Technology Plan. Jancewicz/Burke-Grabarek. Unanimous. Motion carries.

### 8.2. Discussion

FY10 Budget: The BOF asked the BOE to cut \$70,545 for a zero increase. The Town increased their funds for a resident state trooper and \$80,000 for security at the state hospital site, giving them an increase of 2.64%. The Town will finalize their budget on 4/14/09. The BOE discussed ways to cut \$70,000 from their own budget. They also discussed the possibility of asking the Town to reinstate the funds, bringing the BOE Budget back to .67%.

Moved, to direct the Superintendent to reduce the BOE Budget by \$70,545 without cutting personnel. Keith/Hess. Opposed by Burke-Grabarek/Jancewicz. Motion carries.

## 9. Information

### 10. Executive Session

Moved, to take the agenda out of order to enter into Executive Session in order to discuss the employment of a public employee and review an MOA between the Board and the CSEA. Keith/Jancewicz. Unanimous. Motion carries. Attorney Murphy invited to participate.

Moved, to come out of Executive Session. Keith/Burke-Grabarek. Unanimous. Motion carries.

Moved, to approve the MOA dated January 21, 2009 between CSEA and the Preston BOE. Hess/Jancewicz. Opposed by Raymond and Harris. Motion carries.

Moved, to take the agenda out of order to discuss 7.2 Discussion, T.V. Studio Update. Keith/Hess. Unanimous. Motion carries.

### 11. Date and Time of Next Meeting

### 12. Adjournment

Moved, to adjourn the meeting at 11:12pm. Burke-Grabarek/Keith. Unanimous. Motion carries.

April 7, 2009

Preston Board of Education  
325 Shetucket Turnpike  
Preston, CT 06365

Dear Preston Board of Education Members,

After much thought and consideration, the undersigned are officially and with respect, requesting that a formal third party investigation be initiated by the Board of Education to thoroughly explore the bus issues that were brought to light by a November 2008 Department of Motor Vehicles (DMV) inspection and the subsequent events that have transpired as a result of this DMV inspection.

It is our belief that there was a systemic failure of our school transportation system, which was further compounded by the lack of a formal investigation into this matter. The later arrest of a former bus garage employee in relationship to duties performed on Preston buses has simply clouded the matter that much more.

From our perspective, the informal investigation by the board, consisting of conversations at the bus garage is not sufficient. As tax payers and parents, we expect full accountability. We expect that an outside investigation will provide us with a case by case explanation of the breakdown that lead us to have 13 out of 19 buses pulled off the road, a former employee arrested and a bus on the road (#19) with FAILING breaks (according to the arrest warrant).

Previously the BOE had stated that no children were ever in danger. If the arrest warrant is true, then this is clearly untrue. A top administrator assured those in attendance at a recent BOE meeting that the current safety supervisor (a person somehow promoted after being in charge of safety at the time of the infractions) was State Certified, only to be corrected by the employee herself saying that she was in fact NOT certified.

What is true and what is not has become impossible to discern. We feel that that the administration's failure is critical to the breakdown of our transportation system and that this piece of the pie has in no way been addressed; furthermore how could it have been when the person(s) looking into the matter is the person(s) with whom the responsibility lies.

We are aware that the DMV was satisfied with the repair work completed and that there will be ongoing legal issues relative to the arrest; however DMV investigates the conditions of the buses, not the operation of the fleet or how the system is run and why, *exactly* their was a critical failure in the first place. We believe this information will only come to light through a third party formal investigation.

(Continued)

We are requesting that the BOE respond to this request in writing. Should the board choose not to initiate an *independent* investigation as requested; the undersigned will begin considering filing a formal complaint with the State Board of Education against the Preston BOE for failure to fully address this issue in a matter that insures the safety of our children to receive safe transportation as mandated under Connecticut General Statues.

Thank you for your time reviewing this matter.

Respectfully,

Keleigh Baretincie  
Joe Baretincie  
Christine Watrous  
Neal Watrous  
Jacqueline Lavoie  
Michael Lavoie  
Marlene Pellegrini  
Robert Pellegrini  
Kristina Gregory  
Jeffrey Gregory  
Carrie Anne Trask  
William Trask  
Caron Wunderlich  
Al Wunderlich  
Daniel Bolles, Jr.  
Edith Bolles  
Patricia Daniels  
Steven Tardiff  
Cheryl Tardiff

**FY10 Reductions**

<b>Line</b>	<b>Category</b>	<b>FY10 Budget</b>	<b>Reduction</b>	<b>%</b>
112(.020)	Transportation	\$501,449	\$5000	1%
113	Sub Paras (1 on 1)	\$10,000	\$1000	10%
122	Stipends	\$21,050	\$17,550	83%
212	Health Insurance	\$992,467	\$9160	.009%
220	FICA	\$154,473	\$1840	1%
320(.025)	Psych Services	\$28,000	\$10,000	36%
330(.027)	Referees	\$3000	\$3000	100%
432	Emergency Repairs	\$20,000	\$3000	15%
563	Sped. Tuition	\$1,464,879	\$6000	.004%
611	Instructional Supplies	\$63,047	\$9937	16%
730	Equipment	\$4058	\$4058	100%
Total:			\$70,545	

## April 2009

### Expenditure/Projection Report:

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.**

250 Unemployment comp. – the 3<sup>rd</sup> quarter billing exceeded the total amount budgeted for the year. **A transfer will need to be made in this line.**

315 Substitute Teachers and Interns – One of our long term absences has been extended. **A 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 – 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 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. **A transfer will need to be made in this line.** The initial Excess Cost Aid has been applied resulting in a balance. There is potential for additional funding through excess cost aid due in June.

570 Food Service Management – To date, almost \$8000 of the current deficit has paid for substitute personnel. This deficit is likely to increase further as totals will increase through June 30. **A transfer will need to be made in this line.**

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

620 Heat & Propane – A slight increase in propane use and cost per gallon at PPMS (used for ovens in the kitchen and for science) have resulted in the current deficit. **A transfer will need to be made in this line.**

628 Gasoline/Diesel – Additional gallons of regular gasoline beyond the bid amount were required. **A transfer will need to be made in this line.**

734 Technology – Unanticipated billing from Jan./Feb. for outsourced services (CSI-currently under review) have resulted in an overall deficit in this line item. **A transfer will need to be made in this line.**

5/1/09 L.E.W.

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

	Budget	Expended	Projected/Encum.	bal./def.
<b>111 · Certified Personnel</b>				
.001 · Superintendent	115,257.00	93,092.16	22164.84	0.00
.002 · Director of Curriculum, Instr. and Spec	84,460.00	68,217.70	16242.30	0.00
.003 · Principals	196,013.00	158,317.95	37695.05	0.00
.004 · Regular Education Teachers	2,140,803.27	1,537,456.27	603347.00	0.00
.005 · Admin. Assistant	1,700.00	0.00	1700.00	0.00
.006 · Special Education Teachers	663,406.80	400,279.36	263127.44	0.00
.007 · Nurses	90,399.46	69,683.62	20715.84	0.00
.008 · Summer School Teachers	12,807.76	12,807.76		0.00
<b>Total 111 · Certified Personnel</b>	<b>3,304,847.29</b>	<b>2,339,854.82</b>	<b>964992.47</b>	<b>0.00</b>
<b>112 · Classified Personnel</b>				
.010 · Business Manager	68,164.74	55,027.34	13137.40	0.00
.011 · Special Education Admin. Ass't	35,456.72	28,736.02	6720.70	0.00
.012 · Executive Administrative Ass't	43,030.10	34,755.00	8275.10	0.00
.014 · B&G Supervisor	66,414.52	53,632.55	12781.97	0.00
.015 · Technical Coordinator	36,084.44	29,096.05	7552.05	-563.66
.016 · Paraprofessionals	223,083.00	143,188.18	79894.82	0.00
.018 · School Secretaries	52,407.00	42,481.66	9925.34	0.00
.019 · Custodians	143,163.00	112,507.85	30655.15	0.00
.020 · Transportation Personnel	483,962.35	331,948.52	152013.83	0.00
<b>Total 112 · Classified Personnel</b>	<b>1,151,765.87</b>	<b>831,373.17</b>	<b>320956.36</b>	<b>-563.66</b>
113 · Substitute Paraprofessionals	18,000.00	10,735.74		7,264.26
114 · Tutors - Homebound Students	12,000.00	10,889.14		1,110.86
122 · Stipends	21,300.00	9,350.00	11950.00	0.00
212 · Health Insurance	904,184.63	652,685.51	235970.52	15,528.60
215 · Life Insurance	9,374.00	2,983.90	6390.10	0.00
220 · FICA	146,373.00	109,252.17	37120.83	0.00
250 · Unemployment Comp	44,000.00	53,402.12		-9,402.12
260 · Workers Comp	50,395.00	50,395.00		0.00
291 · Annuity Payments	82,665.00	51,228.95	31436.05	0.00
315 · Substitute Teachers and Interns	71,108.20	81,010.37		-9,902.17
<b>320 · Special Education Services</b>				
.022 · Physical Therapy	24,758.94	24,758.93		0.01
.024 · Aural Rehabilitation	11,500.00	9,656.30	1843.70	0.00
.025 · Psychological Services	25,000.00	12,670.25		12,329.75
<b>Total 320 · Special Education Services</b>	<b>61,258.94</b>	<b>47,085.48</b>	<b>1,843.70</b>	<b>12,329.76</b>
322 · Staff Development	18,797.68	16,576.13	1728.75	492.80
<b>330 · Professional Purchased Services</b>				
.027 · Referees	2,607.50	2,520.00		87.50
.028 · Payroll Fees	16,137.00	14,176.04	1960.96	0.00
.029 · Auditors	23,427.36	20,852.36	2000.00	575.00
.030 · Physical Exams-garage	1,800.00	1,084.00	117.00	599.00
.031 · Medicaid filing fees	1,854.00	1,854.00		0.00
.033 · Other Services-Tefra, storage..	3,000.00	3,718.16		-718.16
.099 · BOE Strategic Planning	5,000.00			5,000.00
<b>Total 330 · Professional Purchased Services</b>	<b>53,825.86</b>	<b>44,204.56</b>	<b>4,077.96</b>	<b>5,543.34</b>

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

	Budget	Expended	Projected/Encum.	bal./def.
331 · Legal Services	30,000.00	22,869.16		7,130.84
421 · Bus & Garage Repairs	100,135.40	106,586.40	9596.62	-16,047.62
430 · Repairs & Maintenance				
.034 · Trash Removal	6,500.00	5,580.00		920.00
.035 · Water (testing/treatment/access)	5,000.00	1,119.50	350.00	3,530.50
.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	7,328.94	1840	-2,310.00
.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
<b>Total 430 · Repairs &amp; Maintenance</b>	<b>62,513.94</b>	<b>54,877.37</b>	<b>2190.00</b>	<b>5,446.57</b>
431 · Equipment Repairs	4,500.00	4,300.92	130.00	69.08
432 · EMERGENCY REPAIRS	17,000.00	18,143.14	638.00	-1,781.14
442 · Copy Machine Leases, etc.	41,000.00	29,468.34	11531.66	0.00
450 · Building Improvements	15,250.13	16,572.58	14360.00	-15,682.45
510 · Alternative Transportation	74,625.93	53,697.93	22049.00	-1,121.00
530 · Communications	40,000.00	29,739.52	10260.48	0.00
531 · Postage	5,500.00	1,592.19	1500.00	2,407.81
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	1,033,079.90	237580.05	27,254.68
570 · Food Service Management	30,000.00	40,000.00		-10,000.00
580 · Travel	10,000.00	4,003.56	2509.55	3,486.89
611 · Instructional Supplies	60,047.37	55,218.26	3626.84	1,202.27
613 · Custodial Supplies	25,754.70	27,546.38		-1,791.68
620 · Heat & Propane*	145,338.29	145,511.21		-172.92
622 · Electricity	156,985.00	101,178.00	55807.00	0.00
628 · Gasoline/Diesel	151,244.33	155,147.66		-3,903.33
641 · Textbooks/Workbooks	17,420.00	15,095.49	176.00	2,148.51
690 · Non-instructional Supplies	9,783.60	5,478.05	1118.78	3,186.77
730 · Equipment	4,058.00	2,057.23	1539.7	461.07
734 · Technology	109,204.60	93,970.57	35068.89	-19,834.86
810 · Dues/Fees	12,101.00	10,938.51	260.00	902.49
	<b>10,456,161.00</b>	<b>8,397,015.03</b>	<b>2,056,623.31</b>	<b>2,522.66</b>

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**  
**April 30, 2009**

Total Deposits for April	\$24,805.36
Total Payroll for April	\$ (6,882.57)
Total Invoices (AP) for April	\$ (16,371.61)
<b>Ending Bank Balance 4/30//2009</b>	<b>\$ 5,563.35</b>

LEW 5/1/2009

Preston School Transportation Dept.  
April 30, 2009  
Report to Dr. John Welch  
From Patricia Hibbard, Transportation Supervisor

April 01, to April 30, 2009

### **Proficiency Training/Testing**

As a training aid to help drivers remember to check the "ELMO" in the bus (electric light monitor) which displays the eight light warning systems, Sesame Street Elmo stuffed figures have been displayed in the bus office. A proficiency test includes a pretrip inspection, approaching, crossing railroad tracks and using the eight light systems for loading students. A driver has to verbalize and perform the procedure during testing with the DMV inspector to correctly describe what they are doing during the testing. A copy of the pretrip inspection, approaching/ railroad crossing, and student loading /unloading procedures are attached to this report. An "on -the- road driving skills test" is also part of the proficiency.

Patti Daniels successfully passed her proficiency test with a DMV inspector on April 27, 2009. She completed her training for the proficiency test during April.

### **Attendance**

The employees who had perfect attendance during the time period of April 1 to May 1, 2009 were the following: William Bender, Rebecca Boenig, James Elton, Donna Nintean, Sandra Pank, Amy Sabrowski and Michael Tonon. Sandra Pank was the winner of the drawing for perfect attendance. I am still trying to improve attendance.

### **Safety Meeting**

The safety meeting was held by me on April 28, in the Music room of PVMS. The required topic was student behavior. Ray Bernier, Principal of Preston Plains Middle School was invited to address the issues of middle school students, behaviors on the bus and how to improve communication between drivers, students and PPMS administration. If behavior does not improve, then the student would be given a written bus behavior report which is then submitted to the Principal's office for follow up discipline.

**April Vacation**

During April vacation, the Head Mechanic completed 90 day inspections on buses #19, #15, and #20. He also completed removal of transmissions and repairs of main seals on Buses #19 and #14. Bus #20 also had transmission problems and we are still waiting for a part that is on order. The spare buses have had seats taped, were cleaned inside and out, and had stairwells painted and new decals for "watch your step" applied on stair risers. The wheel rims and bodies of the spare buses were painted for any scratches, and dents were removed. This has greatly improved their overall appearance. This is especially important as we use Bus #15 for our test bus when drivers have to take their Proficiency test with the DMV inspector.

**Parks and Recreation**

I was asked to attend a monthly meeting of the Preston Parks and Recreation. The school buses had been placed on the agenda, and a discussion was held addressing the issue of using the Preston school buses, and drivers for Preston Youth Services Bureau / Preston Parks and Recreation. It was decided by the committee to follow the procedures Preston school bus drivers follow in the use of buses and assignment of trips. All Preston bus drivers will be allowed to sign up for all trips following the CSEA local 760 contract. This would be implemented May 1, 2009 with the first trip being taken on May 9, 2009.

Respectfully submitted,

Patricia Hibbard

# **PRE – TRIP INSPECTION**

## **OUTSIDE VISUAL-CHECK FOR LEAKS,LEANS AND DAMAGE**

### **SAFETY ITEMS:**

1. **Spill Kit**
2. **First Aid Kit with 9 Items, spare fuses, registration and insurance card**  
Four inch (4") bandage compress  
Two inch (2") bandage compress  
One inch (1") adhesive bandage  
Forty inch (40") triangular bandage One (1) package  
With two (2) safety pins
3. **Fire Extinguisher** fully charged and in the green
4. **Three Reflective Triangles**- fully sanded and capped
5. **DVIR BOOK**- Make sure it's in bus & check it for previous defects. Before sitting down
6. **Take Your Seat, Fasten Seat Belt, Close Door**

### **BRAKE TEST:**

Tell Inspector, "The bus is equipped with hydraulic brakes with an electric motor back up"

#### **H 1. Electric Motor Back Up Test:**

Press brake pedal and listen for the motor. Put key in ignition, make sure gear selector is in neutral and Emergency Brake is on. Turn Key to "on" position and Listen for the brake warning beeper and check for the three warning lights. Making sure that they go out and making sure to say that you are waiting for the glow plug to light to go out. Voltmeter should be in the green

**Safety Neutral Switch:** Put bus in drive to see if it starts. **BUS SHOULD NOT START**

#### **2. Start the Bus: Put bus in Neutral**

#### **F 3. Foot Brake Test:**

Press brake pedal three times, on third application count 5 seconds. Pedal should not go to floor. If the pedal moves there could be a leak.

#### **E 4. Emergency Brake Test:**

Emergency brake set. Put gear shift in first gear, press accelerator, rev engine to 1100 RPMs. Bus should not move.

#### **S 5. Service Brake Test:**

Foot firmly on brake pedal. Release emergency brake. Go forward about 5 MPH in 1<sup>st</sup> gear, step on brake pedal firmly. Vehicle should stop evenly, not pulling to the left or To right. Go through all gears starting with 1<sup>st</sup> working up to reverse.

### **Reverse Beeper:**

**Shift into reverse, listen for the reverse beeper. Make sure the transmission Engages.**

### **Secure the Vehicle:**

**Secure the vehicle, with foot firmly on the brake pedal. Shift into Neutral, Put Emergency Brake on. Tell Inspector, the bus is now secured**

## **INTERIOR INSPECTION**

### **CONTROL PANEL, LEFT SIDE:**

1. **Drivers Window---Opens and closes freely**
2. **Headlights---Turn on, Leave on**
3. **Windshield Wipers and Washer--- Check Low/High Push for fluid, off**
4. **Drivers Fan---Check Low/High Off**
5. **Master Switch---Turn on Leave on**
6. **Amber Lights---Turn on Leave on (check in crossover mirrors and ELMO)**
7. **Crossover Arm Kill Switch---Turn on Leave on**
8. **Clearance Lights---Turn on, check outside, Leave on**
9. **Dome Lights---Turn on and off check in overhead mirror**
10. **Drivers Heater---Check Low/High/Off**
11. **Defrost Fan---Check Low/High/ Off**
12. **Step Well Heater---Check Low/High/Off**
13. **Rear Heater---Check Low/High/Off**
14. **Mirror Heater---Check on, can only check in cold weather or rain**

### **CONTINUE WITH YOURSELF:**

1. **Seat Belt---On and secure to floor**
2. **Seat Adjusted**
3. **Mirror Adjustment---West coast, Cross over, Cross over, West coast Overhead (mirrors are adjusted)**
4. **Horn**
5. **Steering Lash---No more than 2" or 10degrees of play**
6. **Left Directional---Check indicator light on dash**
7. **Right Directional---Check indicator light on dash**
8. **Hazard lights---Check indicator lights on dash and in front cross over mirrors LEAVE ON**
9. **High Beam Lights---Turn on Check indicator light on dash LEAVE ON**
10. **Gages---Oil, Water, Fuel. Voltmeter**
11. **Kick out Windows---Hit both sides of windshield check gaskets**
12. **Sun Visor---Swings freely and is clean and not broken**
13. **Overhead Mirror---Tight not broken and gasket is good**

## **ENTRANCE DOOR:**

1. **Door Arm**---Secure not loose
2. **Handrail**---Secure not loose
3. **Head guard**---Secure not loose
4. **Kick out Windows**---Hit all windows and check gaskets
5. **Steps**---**Clear of debris**

## **WALK THROUGH:**

1. **Aisle**---**Clear of debris screws not missing or sticking up on side of strips**
2. **Seat Bottoms**---Pull up as you go toward the rear, latch if loose
3. **Emergency Exit Windows**--- (All four) Open with weakest hand, **listen for buzzer and make sure decals are intact**
4. **Emergency Door**---**Clearly marked**
5. **Head Guard**---Secure not loose
6. **Kick out Windows**---Hit all windows and check gaskets
7. **Emergency Door Guard**---Secure not loose
8. **Emergency Door**---**“Tell Inspector you are going to listen for buzzer and check amber and hazards on both sides” Open with weakest hand, listen for buzzer**
9. **Amber Lights**---Look out back, above both sides
10. **Hazard Lights**---Look on either side of door
11. **Close Emergency Door**
12. **Seat Backs**---Pull forward as you move to the front—Secure to floor
13. **Emergency Roof Hatch**---**Open with weakest hand, listen for buzzer and make sure decals are intact**
14. **Finish Checking Seat Backs**
15. **Turn Off Hazard Lights**
16. **Turn On Left Directional**
17. **Open Door, Proceed Outside**
18. **Check Step well Light**

**Tell Inspector you have completed your interior inspection**

## EXTERIOR INSPECTION

**FRONT:** ---Start at the top of the front of the bus

1. Clearance Lights(3)---Working not Broken
2. S.O.S Lights---Working
3. All Lenses and Hoods Look Good-
4. School Bus Decals---Clearly Marked and in place
5. Windshield---Clean not Broken, outside gaskets intact, and Inspection &Registration sticker current (up to date)
6. Hood---Pull to make sure latched
7. Grill---Free of Debris
8. License Plate---Secure
9. Crossing Control Arm---Secure and working
10. Front Axle---Secure and not broken

**LEFT SIDE BUMPER:** ---Drop down look through

1. Pitman Arm---Not loose use foot to press on it
2. Steering Box---Not Leaking
3. Leaf Springs and Brackets---All Leaves in place not broken
4. Shock Absorber---Not visibly broken or leaking
5. Brake Lines---No leaks—Check for leaks on ground

**LEFT FRONT CORNER OF BUS:**

1. Cross over Mirror and Bracket---Secure
2. Left Directional---Working

**LEFT FRONT TIRE:**

1. Tread Depth---NO less than 4/32 of an inch
2. Inflation---Kick Tire
3. Wheel---No Cracks, Dents, or Welds
4. Lug Nuts---Tight No Rust - *Hub Nuts Secure*
5. Grease Seal---Tight No Leaks
6. Valve Stem and Cap---Cap on and secure
7. Hood Latch---Latched No Damage
8. Mud Flap---Kick side edge-Secure

**LEFT SIDE, DRIVERS WINDOW:** --- start at top

1. Clearance Light---Working not Broken
2. Handle---Secure
3. West coast Mirror and Bracket---Secure
4. Step---Up

### **LEFT FRONT SIDE OF BUS:**

1. Battery---Open Door Battery Secure No Corrosion Pin In
2. Stop Sign---Both sides working properly and Out
3. Window Stops---Look towards rear of Bus
4. Reflector---Secure Not Broken
5. DOT Number
6. Left Directional---Working Not Broken
7. Company Name and Phone Number

### **LEFT SIDE, CENTER OF BUS:**

1. Emergency Window---Clearly marked and reflective tape
2. Clearance Light ---Working not broken
3. Reflector---Secure not broken
4. Muffler and Hangers---Under bus Secure not broken
5. Oil Pan---not leaking
6. Drive Shaft and Brackets---Under bus-Secure not broken
7. Leaf Springs---Opposite Side-All leaves in place and not broken
8. Differential---Under Bus-No leaks
9. Front of Dual Tires---Under bus-No Obstructions between tires

### **LEFT SIDE REAR OF BUS:**

1. Emergency Window---Clearly marked and reflective tape
2. Spring Brackets---Inside of wheel well front and rear of tire secure not broken
3. Tread Depth---(Both Tires) No less than 2/32 of an inch
4. Inflation---Kick tires (both)
5. Tire---No cuts or bubbles
6. Wheel---No cracks, dents or welds
7. Lug Nuts---Tight no rust - *Hub Nuts Secure*
8. Valve Stems---Caps on securely
9. Mud Flap---Kick from side

### **LEFT SIDE, REAR CORNER START AT TOP:**

1. Clearance light---Working not broken
2. Window stops---Look forward toward the front of the bus
3. Reflector---Secure not broken

## REAR OF BUS START AT TOP:

1. Clearance Lights (3)---Working not broken
2. S.O.S Lights---Working not broken (all lenses look ok)
3. Amber Lenses---Not broken
4. School Bus Decals---Clearly marked and in place
5. Outside Window Gaskets---No damage
6. Left Directional---Working not broken
7. Tail Lights (4)---Working not broken
8. Reverse Lights & Brake Lights---Check with "BUDDY" system, lens not broken or by reflection
9. License Plate Light---Working not broken
10. License Plate---Secure
11. Reflectors---Secure not broken
12. Emergency Door---Clearly marked and reflective tape Company name and phone number visible
13. Open Door---Open with weakest hand
14. Interior Emergency Door Gasket---Check for cracks, rips, tears around inside of door
15. Metal Strip---Flat with no sharp edges with screws sticking up or missing
16. Rear Heater---Clear of any obstructions (paper or debris)
17. Rear Door Alarm---Check to insure arm locks the door open and buzzer sounds

## UNDERSIDE, REAR OF BUS:

1. Shock Absorbers---Not broken or leaking
2. Tailpipe and Hangers---Not broken
3. Compression Check---Place foot over end of pipe and listen for sounds
4. Rear axle--- Secure not leaking gear oil

## RIGHT SIDE REAR CORNER:

1. Clearance Light---Working not broken
2. Window Stops---Look towards front of bus
3. Reflector---Secure not broken

## RIGHT SIDE REAR:

1. Mud Flap---Kick from side
2. Emergency Window---Clearly marked with reflective tape
3. Spring Brackets---Inside of wheel well front and back side of tire secure not broken
4. Tread Depth---(Both Tires) Not less than 2/32 of an inch
5. Inflation---(Both Tires) Kick tires
6. Tire---Look for cuts or bubbles
7. Wheels---No cracks or dents or welds
8. Lug Nuts---Tight no rust - Hub Nuts Secure
9. Grease Seal---Tight no leaks
10. Valve Stems---Caps on securely

### **RIGHT SIDE CENTER OF BUS:**

1. Clearance Light---Working not broken
2. Reflector---Secure not broken
3. Emergency Window---Clearly marked with reflective tape
4. DOT Sticker/ Company Name and Number---Visible
5. Leaf Spring---Under bus all leaves in place not broken (opposite side)
6. Exhaust Pipe and Hangers---Under bus Secure not broken
7. Front of Dual Tires---Under bus No obstructions between tires
8. Fuel Tank and Straps---Under bus Secure not broken or leaking
9. Fuel Cage---Under bus Secure Kick with foot

### **RIGHT SIDE FRONT:**

1. Window Stops---Face forward toward rear of bus
2. NO STANDEE SIGN---In place
3. Fuel Tank Cap---Open fuel door check cap in place and secure
4. Reflector---Secure not broken

### **RETURN TO INTERIOR:**

1. Turn on right directional
2. Switch High Beams to Low

### **FRONT OF BUS:**

1. Low Beams---Both On

### **RIGHT SIDE BUMPER: --- DROP DOWN LOOK THROUGH**

1. Brake Lines---No leaks (look on ground)
2. Shock Absorbers---Not broken no leaks
3. Leaf Springs and Brackets---All leaves in place and not broken
4. Windshield Washer Fluid---Full

### **RIGHT FRONT CORNER OF BUS:**

1. Cross over Mirror and Bracket---Secure not broken
2. Right Directional---Working not broken

### **RIGHT FRONT TIRE:**

1. Tread depth---No less than 4/32 of an inch
2. Inflation---Kick Tire
3. Tire---No cuts or bubbles
4. Wheel---No cracks dents or welds
5. Lug Nuts---Tight, No rust - *Hub Nuts Secure*
6. Grease Seal---Tight no leaks
7. Valve Stem and Cap---Cap installed
8. Hood Latch---Latched and no damage
9. Mud Flap---Kick from side edge

### **RIGHT CORNER, DOOR:**

1. Clearance Light---Working not broken
2. West Coast Mirror and Bracket---Secure
3. Handle---Secure
4. Step---Up

### **ENTRANCE DOOR:**

1. Entrance door---Moves Smoothly
2. Outside Door Gasket---No Damage

### **RIGHT SIDE FRONT:**

1. Right Directional---Working not broken

### **RIGHT REAR OF BUS:**

1. Right Directional---Working not broken

**Tell Inspector you have completed your pre-trip inspection**

# **RAILROAD CROSSING**

**Railroad crossing accidents are severe because of the sheer size of the trains. A six thousand ton train, moving at 40MPH, creates an impact of almost 700million pounds per square inch.**

**The following are some simple rules you will use to avoid an accident on a railroad crossing.**

- 1. Stop, Look and listen before going over any tracks**
- 2. Never assume the tracks are clear**
- 3. Don't shift gears while crossing the tracks**

## **200 Ft. Before the tracks**

**Turn off master switch and turn on hazards  
Reduce speed (if on a four lane road pull into the right hand lane)  
Ask for silence and turn off all noise makers  
Check all your zones including the rear zone**

## **15 to 50 Ft. Before the first set of Single or Multiple tracks**

**Bring the bus to a complete stop holding foot firmly on the brake pedal  
Put transmission in neutral  
Open driver's window and look and listen to the left  
Open door and look and listen to the right  
Look and listen to the left once again  
Put transmission in 1<sup>st</sup> gear  
Check across tracks to make sure you have 50Ft of clearance beyond the last Set of tracks  
Check to make sure the railroad crossing signals have not activated  
Check all your zones including your rear zone  
Look and listen to the right once again  
Close the door  
Look in left west coast mirror for cars trying to pass  
Proceed across the tracks without shifting gears**

## **10 Ft. Past the last set of tracks**

**Shift transmission into drive and turn on master switch  
When bus is back up to speed turn off your hazards**

## **8 LIGHT SYSTEM UN-LOADING**

1. At 100 Ft. activate ambers (without looking) checking in ELMO for Ambers
2. Reduce speed while pulling to right
3. Check all zones including the rear
4. 10 Ft. before your stop come to a complete stop with your foot firmly on brake
5. Crack your door and secure you bus (put into neutral and set parking brake) Check Elmo for Reds Activated
6. Check all your zones including the rear to ensure traffic has stopped in both directions
7. When it is safe, open the door and **count your students while they are unloading**
8. When all students are on the curb safely past the crossover control arm (about 10ft. past the right corner of the bus) (on the same side when the students are on the curb or 10ft away from the bus) crack your door and go to step 12
9. Check all your zones including the rear to ensure traffic is still stopped in both directions
10. When it is safe for them to cross, cover your horn nod your head for them to cross and **count them while they are crossing**
11. When the last student is on the curb crack your door
12. Check all zones including the rear (starting with the right West Coast mirror) look for any stragglers
13. Check in your overhead mirror to ensure all your students are still seated
14. Un-secure your bus and turn on your left directional
15. Check all your zones once again including the rear ( starting with your right West Coast Mirror) looking for stragglers
16. Close the door (Check Elmo for Reds deactivated)
17. Start your 5 sec crawl using your crossover mirrors, starting with the right crossover mirror and ending in your left crossover mirror, then check left west coast mirror to make sure if it is safe to merge.
18. When it is safe to merge into traffic, turn off your left directional and proceed to your next stop

## 8 LIGHT SYSTEM-LOADING

1. At 100 Ft activate ambers (without looking)
2. Reduce speed while pulling to right checking in ELMO - for Ambers
3. Check all your zones including the rear
4. **Count your students**
5. 10 Ft. before the first student come to a complete stop with foot firmly on the brakes
6. Crack your door and secure your bus (put into neutral, set parking brake) (Check Elmo for Reds Activated)
7. Check all your zones including the rear to ensure traffic has stopped in both directions
8. When it is safe to cross students, cover horn, nod for students to cross.(on the same side when it's safe, nod to your students and open door --- go to step 11)
9. **Count your students while they cross**
10. When the last student is on the curb open your door and nod for them to board the bus
11. **Count your students while boarding bus**
12. When last student is on top step bring your door to the cracked position
13. Check all your zones (starting with the right West Coast mirror) including the rear for stragglers
14. Check in overhead mirror to ensure all students are seated
15. Un-secure your bus and put on left directional
16. Check all zones once again (starting with your right West Coast mirror) including the rear for stragglers
17. Close the door (Check Elmo for Reds deactivated)
18. Start your 5 sec crawl using your crossover mirrors, starting with the right crossover mirror and ending with your right crossover mirror, then check left west coast mirror to make sure if it is safe to merge.
19. When it is safe to merge into traffic, turn off your left directional and proceed to your next stop

# Preston Board of Education

## Policies, Regulations, and Bylaws

1  
DRAFT

6114.3

### Instruction

### Emergencies and Disaster Preparedness

#### Bomb Threats

The Board strongly disapproves of any action by any person that seriously disrupts the educational process. Particularly reprehensible is making a threat that a bomb has been placed in a school. 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. Notify the Connecticut State Police and fire officials of the threat.
- D. The building and/or premises will be searched under the direction of the Connecticut State Police and other officials (e.g., fire) 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 previously designated officials, 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 in conjunction with the Connecticut State Police, and other officials as appropriate.

**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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6114.3

**Instruction**

**Emergencies and Disaster Preparedness**

**Bomb Threats**

The Board strongly disapproves of any action by any person that seriously disrupts the educational process. Particularly reprehensible is making a threat that a bomb has been placed in a school. 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: 7/11/05**

**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

6121

### **Instruction**

#### **Nondiscrimination in the Instructional Program**

This school system pledges to avoid discriminatory actions and seeks to foster good human and educational relations which will help to attain:

- A. equal right and opportunities for students and staff members in the school community.
- B. equal opportunity for all students to participate in the total school program of the schools.
- C. improved human relations and understanding and appreciation of cultural differences.
- D. increased staff ability and responsiveness to educational and social needs.
- E. an appropriate learning environment for all students which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among district schools and (3) a safe school setting.

Each student, at the time s/he becomes eligible for participation, will be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.

#### **Legal Reference:**

##### **Connecticut General Statutes**

10-15 Towns to maintain schools.

10-15c Discrimination in public school prohibited.

10-18a Contents of textbooks and other general instructional materials.

10-226a Pupils of racial minorities.

10-145a(b) Certificates of qualification for teachers; Intergroup relations programs.

10-220 Duties of boards of education, as amended by PA 97-290, An Act Enhancing Educational Choices and Opportunities.

Title IX of the Education Amendments of 1972, 20 U.S.C., 1681 et seq.

Section 504, U.S. Rehabilitation Act, 1973, 29 U.S.C. 791

#### **Policy adopted:**

# Preston Board of Education

## Policies, Regulations, and Bylaws

6121.1

### Instruction

#### Equal Educational Opportunity

##### Reduction of Racial, Ethnic and Economic Isolation

In conformity with applicable state statutes and regulations, to reduce racial, ethnic and economic isolation the Board of Education shall, when practical, provide opportunities for students to interact educationally with students and teachers from other racial, ethnic, and economic backgrounds.

- A. In providing such opportunities, the Board will consider such programs or use such methods as:
  - B. Inter-district magnet school programs;
  - C. Charter schools;
  - D. Inter-district after-school, Saturday and summer programs and sister-school projects;
  - E. Intra-district and inter-district public school choice programs;
  - F. Inter-district school building projects;
  - G. Inter-district program collaborative for students and staff;
  - H. Minority staff recruitment;
  - I. Distance learning through the use of technology;
  - J. Experiences that increase awareness of the diversity of individuals and cultures;
  - K. Community and parental involvement in the school district.

The Board shall report as required by Connecticut statute and regulations on district programs and activities undertaken to reduce racial, ethnic and economic isolation.

- (cf. 1110.1 Parental Involvement)
- (cf. 1212 School Volunteers)
- (cf. 1330 Use of School Facilities)
- (cf. 5117.1 Intra-District Choice/Open enrollment)
- (cf. 5117.2 Inter-District Choice)
- (cf. 5117 School District Lines)
- (cf. 5118 Nonresident Attendance)
- (cf. 6010 Goals and Objectives)
- (cf. 6114.7 Safe Schools)
- (cf. 7010 Goals and Objectives - Construction)
- (cf. 7100 Planning-Construction)

Legal Reference: **Connecticut General Statutes**  
10-4a Educational interests of state defined, as amended by PA 97-290- An Act Enhancing Education Choices and Opportunities  
10-220 Duties of boards of education

**Policy adopted:**

# Preston Board of Education

## Policies, Regulations, and Bylaws



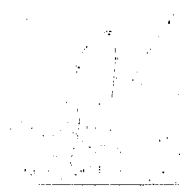
6130

### **Instruction**

#### **Organizational Plan**

The Board of Education is responsible for public education in the Town of Preston, pre-kindergarten through grade 8, comprising two school facilities – Preston Veterans’ Memorial School (PK-5) and Preston Plains Middle School (6-8).

#### **Policy adopted:**



6130

**Instruction****Organizational Plan (Policy Sample - each district should adapt this policy to meet its existing organizational plan)**

The Board of Education is responsible for public education in the Town of Hilldale, pre-kindergarten through grade 12, including special education and adult education. Education shall be delivered through instructional level groupings in school facilities approved by the Board after consideration of recommendations from the Superintendent of Schools.

The Board has approved the following plan for the organization of instruction in the district's public schools:

**Hilldale Public Schools and Grades Housed**

Dr. Robert Byron Elementary School	PK-4
Stuart Smith Elementary School	K-4 Special Education
Robert Bose Elementary School	K-4 Special Education
John Pearson Elementary School	K-4
D.C. Moore Middle School	5-8
A. C. Murphy Middle School	5-8
E. R. Ettner High School	9-12

**Policy adopted: 7/11/05**

# Preston Board of Education

## Policies, Regulations, and Bylaws

6140

### Instruction

#### Curriculum

In accordance with state statutes, the prescribed course of study shall include at least the following subject matter:

- A. The arts;
- B. Career education;
- C. Consumer education;
- D. Health and safety, including, but not limited to, human growth and development; nutrition; first aid; disease prevention; community and consumer health, physical mental and emotional health, including youth suicide prevention, substance abuse prevention, and safety and accident prevention;
- E. Language arts, including reading, writing, grammar, speaking and spelling;
- F. Mathematics;
- G. Physical education;
- H. Science;
- I. Social studies, including, but not limited to, citizenship, economics, geography, government and history;
- J. At least on the secondary level, one or more foreign languages and vocational education.

(cf. 6121 Nondiscrimination: Instructional Program)

#### Legal Reference:

##### Connecticut General Statutes

- 10-16b Prescribed courses of study.
- 10-16c et seq. re Family life education.
- 10-17 English language to be medium of instruction.
- 10-17 et seq. re Bilingual instruction.
- 10-18 Courses in United States history, government and duties and responsibilities of citizenship.
- 10-18a Contents of textbooks and other general instructional materials.
- 10-18b et seq. re Firearms safety programs.
- 10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught. Training of personnel. Evaluation of programs by alcohol and drug abuse commission and department of education.
- 10-19a et seq. re Substance abuse prevention team.
- 10-24 Course in motor vehicle operation and highway safety.
- 10-21 et seq. re Vocational education and cooperation with business .

#### Policy adopted:

# **Preston Board of Education**

## **Policies, Regulations, and Bylaws**

6141

### **Instruction**

#### **Curriculum Design/Development**

Curriculum development shall be guided by:

- A. Needs assessments and information concerning the education of district students;
- B. Range of student abilities, aptitudes, and interests;
- C. Aspirations of school district residents for students;
- D. Mobility of district population;
- E. Avoidance of discrimination;
- F. Reduction of duplication of effort and repetitive curricula among various school levels and coordination of courses of study and syllabi;
- G. Provisions of negotiated agreements.

(cf. 6121 Nondiscrimination: Instructional Program)

(cf. 6140 Curriculum)

#### **Legal Reference:**

##### **Connecticut General Statutes**

10-16b Prescribed courses of study.

10-16c et seq. re family life education.

10-17 English language to be medium of instruction.

10-17 et seq. re Bilingual instruction.

10-18 Courses in United States history, government and duties and responsibilities of citizenship.

10-18a Contents of textbooks and other general instructional materials.

10-18b et seq. re Firearms safety programs.

10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught. Training of personnel. Evaluation of programs by alcohol and drug abuse commission and department of education.

10-19a et seq. re Substance abuse prevention team.

10-24 Course in motor vehicle operation and highway safety.

10-21 et seq. re Vocational education and cooperation with business.

#### **Policy adopted:**

# Preston Board of Education

## Policies, Regulations, and Bylaws

1120(a)

### Community Relations

#### Public Participation at Board of Education Meetings

Regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law.

The Board of Education welcomes participation of interested organizations and individuals. **The Board desires citizens of the district to attend its session to become better acquainted with the operations and programs of the district, and so that the Board may have the opportunity to hear the wishes and ideas of the public.** Advance announcement of all regular and special meetings of the Board of Education is through posting the agenda, notices to newspapers, and directly to citizens and community and professional organizations that specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Board meetings are meetings held in public not public meetings. Once the Board moves into its regular agenda, the public may participate only as allowed by the Chairperson and with the following restrictions:

1. Prior to any public participation, Board members wishing to speak shall be provided full opportunities for comment and Board discussion.
2. Members of the public will be recognized only after Board discussion is complete.
3. Public comments and/or questions during the meeting are allowed only on specific agenda item being discussed; others will be ruled out of order by the Board Chairperson.
4. Individual questions and comments shall be directed to the Board Chairperson and public questions and/or comments may be restricted or curtailed by the Board Chairperson at any time;
5. The Chairperson may, at his/her discretion, answer a question from a member of the public or direct it to a Board committee, a specific Board member, or the Superintendent of Schools.
6. When a member of the public requests particular information that currently exists, either in Board files or the Superintendent's files, it will be provided as soon as practical following the meeting in accordance with requirements of Freedom of Information statutes. However, neither the Board of Education nor Superintendent shall undertake any project or any research necessary to develop a response to particular questions or requests unless it is placed on a subsequent Board agenda and approved by a majority of the Board of Education.
7. **When controversial issues or items of high public interest are pending, additional opportunities for public comment may occur. The Board of Education may call for a special meeting to hear such comment.**
8. **As time permits, the Board may receive public comment upon action items after a motion is made but prior to taking a vote.**

# Preston Board of Education

## Policies, Regulations, and Bylaws

9. The Chairperson may, at his/her discretion, curtail any and all public discussion at any time that it is inappropriate, i.e. vial, profane, personal attacks, or exceeds prescribed time limitations.

## Community Relations

### Public Participation at Board of Education Meetings (continued)

If a Board of Education meeting is interrupted by any person or group of persons whose behavior impedes the orderly conduct of such meeting, those engaging in such conduct may be directed to leave the meeting. If order cannot be restored by removing those who are willfully interrupting the meeting, the Chairman of the Board of Education shall order the meeting room cleared and continue in session. Media representatives, unless they were disorderly, shall be permitted to attend the sessions held in this manner. Only regular items on the agenda may be considered in such case. (*CGS 1-232 Conduct of meetings*) The Chairperson, if necessary, may request assistance from local law enforcement personnel to enforce this policy.

Citizens may appear before the Board to express an opinion concerning the educational program of the district. The public is advised that any discussion of specific Board employees will not be allowed at meetings and should instead be addressed to that employee's immediate supervisor. The Board agenda provides opportunities for comments and questions from persons attending the meeting. If requested by the Chairperson, anyone wishing to address the Board should give his/her name and address.

### Board Relations with Community Organizations

The Board of Education shall cooperate as appropriate with town officials, Boards, committees, or other agencies of the town, and with organized groups of interested citizens of the town. Any such individual or group requesting a meeting with the Board of Education should present its request to the Chairperson of the Board, or the Superintendent, in ample time to allow for proper preparation of agenda items, notification of Board members, and establishment of a mutually agreeable meeting time and place.

### Recording, Broadcasting, or Photographing Meetings

The media may record, photograph, broadcast or record for broadcast by persons, newspapers, radio and television stations. Such recording, photographing, broadcasting or recording for broadcasting by persons, newspapers, radio and television stations shall be done as inconspicuously as possible and in such manner as not to disturb the Board of Education meeting.

(cf. 1312 Public Complaints)

### Legal References: Connecticut General Statutes

- 1-225 Meetings of government agents to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.
- 1-226 Broadcasting or photographing meetings.
- 19a-342 Smoking in public meetings in rooms... prohibited.
- 1-227 Mailing of notice of meetings to persons filing written request. Fees.
- 1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.
- 1-232 Conduct of meetings.
- 1-205 Denial of access to public records or meetings.
- 10-238 Petition for hearing by the board of education.

# Preston Board of Education

## Policies, Regulations, and Bylaws

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

**Additionally, the Board may receive public comment upon action items after a motion is made but prior to taking a vote. Such public comment does not need to appear on the agenda.**

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**



The family of  
**Cynthia A. Carano**  
acknowledges with deep  
appreciation your kind  
expression of sympathy.

Dear Board of Education Members,  
Thank you so much for  
the flowers you sent  
for our beloved daughter  
Cynthia. The arrangement  
of bright red American  
Beauty Roses with  
petite lavender  
accent flowers was  
truly beautiful. Your  
flowers were a lovely  
tribute to her.  
Cynthia's passing  
has caused a great  
Cover

void in <sup>2</sup> all whose  
lives she touched. We  
all have truly lost a  
treasure --- a wonderful  
teacher, a great mentor,  
a true friend and a  
loving daughter, but  
her kind spirit, beautiful  
smile, and sweet personality  
will live on in our hearts  
forever.  
Your kind expressions  
of sympathy will be  
remembered by us always.  
Sincerely,  
Joseph + Julia Carano  
& Family



**PRESTON PUBLIC SCHOOLS**  
**Office of the Superintendent of Schools**  
**325 Shetucket Turnpike**  
**Preston, Connecticut 06365-8631**


**John J. Welch, Ed.D.**  
*Superintendent of Schools*  
*welchj@prestonschools.org*

**(860) 889-6098**  
**FAX (860) 889-8685**

April 28, 2009

To: Janice Majcher, Commissioner  
Preston Youth Service Bureau

Gail Rigney, Director  
Preston Parks and Recreation

From: John J. Welch, Ed. D. 

Re: Field Trip Procedure

Reference is made to the procedure that will be followed by the Bureau of Youth Services and Parks and Recreation Department relative to obtaining a school bus to facilitate the transportation of children to and from an activity sponsored by either agency.

It is well established that the buses owned by the Town of Preston fall within the purview of the Preston Board of Education to house, maintain, operate and, as circumstances warrant, rent. This obligation principally arises as a result of the enactment of Conn. Gen. Stat. 10-186(a) and 10-281.

Effective immediately, please complete the enclosed Field Trip Form anytime you wish to procure the services of a vehicle and submit it to the Transportation Supervisor. A qualified driver or drivers will be identified by the supervisor pursuant to Articles 4, 14 and 16 of the collective bargaining Agreement between the Preston Board of Education and C.S.E.A., Local 760.

For your information, drivers in the employ of the Preston Board of Education are neither authorized nor entitled to enter into private negotiations with any third party to drive a school bus. Notwithstanding past practice, such conduct violates the terms of the collective bargaining Agreement and represents a legitimate basis for a grievance on the part of other members of the bargaining unit.

Thank you for your attention to this procedure.

cc: Mr. Barlow  
Mr. Congdon  
Mrs. Hibbard  
Preston Board of Education  
Transportation Personnel

**PRESTON  
YOUTH SERVICES BUREAU  
And  
PARKS AND REC.**

**Field & Sport Trip Bus Request Form**

**Please return to Transportation Supervisor at the Bus Garage**

**Phone: 860-887-9483**

**Fax: 860-859-9718**

**E-mail: hibbardp@prestonschools.org**

**PLEASE Submit Two Weeks In Advance Of the Anticipated Field or Sport Trip**

**CIRCLE ONE**

**YOUTH SERVICES TRIP**

**PARKS AND REC. TRIP**

\_\_\_\_\_ Day \_\_\_\_\_ Date of Trip \_\_\_\_\_

Time of Departure \_\_\_\_\_

Destination \_\_\_\_\_

Address \_\_\_\_\_

Number of Students \_\_\_\_\_ + Adults \_\_\_\_\_ =Total \_\_\_\_\_

Description of Trip \_\_\_\_\_

**Check Those That Apply:**

\_\_\_ We will be going to the above destination, and returning to Preston

\_\_\_ We will be leaving our first destination, then traveling to \_\_\_\_\_.

\_\_\_ We will stop for lunch at \_\_\_\_\_.

Requested by \_\_\_\_\_

Date

**Start and Return Times:**

Bus will depart from Bus Garage at \_\_\_\_\_ and return at \_\_\_\_\_.

Bus will pickup passengers @ \_\_\_\_\_ and return to location \_\_\_\_\_

**Confirmed by:** \_\_\_\_\_

Supervisor

Date:



**PRESTON PUBLIC SCHOOLS**  
Office of the Superintendent of Schools  
325 Shetucket Turnpike  
Preston, Connecticut 06365-8631

John J. Welch, Ed.D.  
Superintendent of Schools  
welchj@prestonschools.org

(860) 889-6098  
FAX (860) 889-8685

April 27, 2009

To: All Faculty and Staff

From: John J. Welch, Ed. D.

A handwritten signature in black ink, appearing to be "J. Welch", is written over the name "John J. Welch, Ed. D." in the "From:" field.

Re: Appointment of Transportation Supervisor

I am pleased to announce the appointment of Mrs. Patricia Hibbard as Transportation Supervisor for Preston Public Schools, effective April 27, 2009. A resident of Bozrah, Mrs. Hibbard has served as the district's Interim Transportation Supervisor since January 2009.

Initially employed by Preston Public Schools as a school bus driver in 2003, Mrs. Hibbard has also served in the capacity of bus safety coordinator since 2007. Prior to her employment by Preston Public Schools, Mrs. Hibbard served as a school bus driver for both Vancom Transportation and Ryder Student Transportation for an eleven year period before becoming a Branch Manager (1997-2001) for Laidlaw Transportation.

A graduate of Killingly High School, Mrs. Hibbard has continued her education at Quinnebaug Community College. She is also an avid and dedicated 4H member.

cc: Preston Board of Education



**PRESTON PUBLIC SCHOOLS**  
Office of the Superintendent of Schools  
325 Shetucket Turnpike  
Preston, Connecticut 06365-8631

John J. Welch, Ed.D.  
Superintendent of Schools  
welchj@prestonschools.org

(860) 889-6098  
FAX (860) 889-8685

April 28, 2009

To: All Transportation Personnel

From: John J. Welch, Ed.D.

Re: Chain of Command

Effective immediately, I am point of contact with respect to any matters that cannot be addressed or resolved to the satisfaction of any member of the bargaining unit by Mrs. Hibbard, the Transportation Supervisor.

Thank you for your attention to this adjustment to internal operating procedure.

cc: Mr. Barlow  
Mrs. Hibbard  
Mrs. Wysocki  
Preston Board of Education



**PRESTON PUBLIC SCHOOLS**  
Office of the Superintendent of Schools  
325 Shetucket Turnpike  
Preston, Connecticut 06365-8631

John J. Welch, Ed.D.  
Superintendent of Schools  
welchj@prestonschools.org

(860) 889-6098  
FAX (860) 889-8685

May 5, 2009

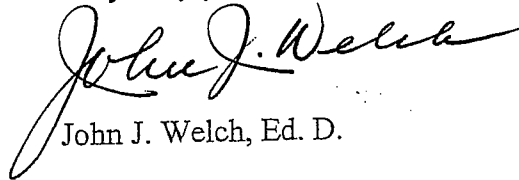
Mrs. Marianne Frechette  
Preston Veterans' Memorial School  
325 Shetucket Tpke.  
Preston, CT 06365

Dear Mrs. Frechette,

Congratulations on the superb job that you did in raising more than \$5000 among the students and staff at Preston Veterans' Memorial School in support of the St. Jude's Hospital Research Center.

This is an impressive accomplishment. Not only does it bring credit to the school, it also demonstrates the significant role a dedicated teacher can play in inspiring children to appreciate the importance of institutions like St. Jude's Hospital.

Very truly yours,



John J. Welch, Ed. D.

Cc: Dr. Walsh  
Preston Board of Education

Office of the Editor  
NAME OF NEWSPAPER

Dear Editor:

Alan Cranston who was a conservative Republican senator from Wyoming once observed that the United States was becoming ungovernable because everyone wanted their taxes reduced and their neighbors government benefits eliminated. Superintendents of schools in Connecticut are all going through budget related experiences this spring that remind the superintendents of the sentiments expressed by Sen. Cranston.

Present economic conditions are resulting in school system budgets for Fiscal Year 2010 that do not contain sufficient funds to retain all present programs and services. Superintendents, therefore, have to recommend reductions in programs and/or services. Just about all of the programs and services being recommended for reduction are good ones that meet the needs of particular students.

In most cases, the students who are affected by the reductions and the parents of these children are rallying against the recommendations of the superintendents. In some cases, they are being joined by columnists for various newspapers in the state. The rhetoric used by those opposed to these reductions seldom manifests an understanding of and sympathy for the situation in which the superintendents have found themselves. At best, the professional judgment of superintendents is disrespected and at worst, the superintendents are personally pilloried. None of this contributes to an informed decision as to what will and will not be done to accommodate the shortfall in financial resources.

The antidote to all of this is not blind acceptance of superintendents' recommendations. Those recommendations are open to debate and disagreement and this is as it should be. If that debate is to be healthy for any community however, the following must be present.

- Both personal and professional respect for all those who participate in the community conversation.
- Willingness by all those who participate to become as fully informed as possible as to what the issues surrounding the situation are.
- Willingness by all to explore alternatives to the recommendations that are under consideration.
- Willingness to accept the final decisions made by those who have the authority to make them regardless of whether one agrees with the decisions.

Without the presence of these conditions, the atmosphere in any community becomes acrimonious. The victims of this atmosphere are neither the superintendents nor those who either support or oppose the superintendents' recommendations. The victims are the children who are served by the school systems because little that is productive can emerge from an established atmosphere that is marked by acrimony, anger and mistrust.

All of us then, superintendents, students, parents, members of the community and those who get to express their opinions in the columns of newspapers have a responsibility to preserve a healthy atmosphere in all communities regardless of the challenges being posed by poor economic conditions.

Sincerely,

Joseph J. Cirasuolo. Ed.D.  
Executive Director  
CAPSS



**Connecticut Association of Boards of Education, Inc.**

**81 Wolcott Hill Road, Wethersfield, CT 06109-1242 • (860) 571-7446 • Fax (860) 571-7452 • www.cabe.org**

**TO:** Superintendents, Board Chairs and Negotiations Service Subscribers  
**FROM:** Kelly B. Moyher, Senior Staff Attorney.  
**DATE:** April 22, 2009  
**RE:** **SETTLEMENT UPDATE**

CABE is pleased to present the Settlement Update and Data Summary for teacher and administrator contracts.

Several key issues during this negotiation season include increases in health insurance copays for both teachers and administrators, salary schedule restructuring for teachers and changes in the school year for both students and staff. Several salary and/or insurance reopeners for teachers should also be noted. The trend of teacher contracts being settled in mediation continues, and administrator settlements are being achieved more often during negotiations than mediation. We are also continuing to see only a General Wage Increase (GWI) trend for administrators.

We encourage you to forward any collective bargaining settlement information and/or arbitration awards to us as soon as possible. The Negotiations Service is your districts' service and we want to make it the best that it can be for you... We can only achieve this goal with your district's assistance!

If you have any additions, revisions or reported changes of your settlement data or contract provisions, please submit these to Wilmarie Newton as soon as possible.

Fax: 860-571-7452 or mail to: CABE, 81 Wolcott Hill Road, Wethersfield, CT 06109. Attn: Wilmarie Newton

## Index and Column Definition

	<u>Page Number</u>
<b>Data Summary</b>	i-ii
<b>Cabe Area Map</b>	iii
<b>Cabe Areas</b>	iv
<b>DRG Areas</b>	v-vi
<b>Teacher Settlements</b>	1
<b>Administrator Settlements</b>	2
<b>Contract Changes:</b>	3-7
<b>Teachers (T)</b>	3-5
<b>Administrator (A)</b>	6-7
Date Reported	Date the data was reported to the State Bd. of Ed.
District	District name
Process	Level at which settlement was reached
RAT	Ratified (Y=Yes N=No)
Without Increment	% reported for years 2008-09, 09-10, 10-11
With Increment	% reported for years 2008-09, 09-10, 10-11
Average	Calculated % averages for years 2008-09, 09-10, 10-11

## DATA SUMMARY for 2008-2009

As reported by the Connecticut State Department of Education, for the 2008-2009 negotiating year, there are 55 teacher contracts and 41 administrator contracts (total is 96) under negotiation.

	<u>TEACHER</u>	<u>ADMINISTRATOR</u>
<b><u>Number Reported To CABE:</u></b>	41	34
<b><u>Process:</u></b>		
Mediation	25	9
Arbitration**	1	2
Negotiation	12	20
Stipulated Award**	3	3
<b><u>Average % Settlement:</u></b>		
With Increment	3.93	3.56
Without Increment	2.50	3.11
<b><u>Highest % Settlement:</u></b>		
With Increment	5.20 (CABE 2, Drg B)	5.11 (CABE 2, Drg D)
<b><u>Lowest % Settlement:</u></b>		
With Increment	1.90 (CABE 2, Drg G)	2.50 (CABE 1, Drg E)
<b><u>% Settlement Average by CABE Area:</u></b>		
With Increment	<b><u>Teacher</u></b>	<b><u>Administrator</u></b>
	<u>#Reporting</u>	<u>#Reporting</u>
	<u>% Average</u>	<u>%Average</u>
1	6	3
	3.69	3.13
2	7	7
	3.99	4.00
3	3	6
	3.90	3.25
4	3	3
	3.65	3.22
5	3	2
	4.12	3.29
6	5	3
	4.41	4.21
7	6	3
	4.32	3.55
8	5	5
	3.46	3.65
9	3	2
	3.63	3.60

\*\* An SA or A contract does not require "ratification".

## DATA SUMMARY for 2008-2009

### % Settlement Average by Drg Area:

With Increment

	<u>Teacher</u>		<u>Administrator</u>	
	<u>#Reporting</u>	<u>% Average</u>	<u>#Reporting</u>	<u>%Average</u>
<b>A</b>	3	4.12	2	3.58
<b>B</b>	9	4.42	6	3.95
<b>C</b>	7	3.90	5	3.38
<b>D</b>	7	3.82	7	3.95
<b>E</b>	7	3.91	5	3.09
<b>F</b>	2	3.90	4	3.30
<b>G</b>	4	3.00	3	3.48
<b>H</b>	2	4.10	1	3.72
<b>I</b>	0	0.00	1	3.00



**CABE AREA 1**

Barkhamsted  
 Canaan  
 Colebrook  
 Cornwall  
 Hartland  
 Kent  
 Litchfield  
 Naugatuck  
 New Hartford  
 Norfolk  
 North Canaan  
 Oxford  
 Plymouth  
 Salisbury  
 Sharon  
 Thomaston  
 Torrington  
 Waterbury  
 Watertown  
 Winchester  
 Wolcott

**CABE AREA 3**

Andover  
 Ashford  
 Bolton  
 Chaplin  
 Colchester  
 Columbia  
 Coventry  
 Ellington  
 Hampton  
 Hebron  
 Lebanon  
 Mansfield  
 Marlborough  
 Scotland

**CABE AREA 2**

Avon  
 Berlin  
 Bloomfield  
 Bristol  
 Canton  
 East Granby

East Hartford

East Windsor  
 Enfield  
 Farmington  
 Glastonbury  
 Granby  
 Hartford  
 Manchester  
 Meriden  
 New Britain  
 Newington  
 Plainville  
 Rocky Hill  
 Simsbury  
 Southington  
 South Windsor  
 Suffield  
 West Hartford  
 Wethersfield  
 Windsor  
 Windsor Locks

Somers

Stafford  
 Tolland  
 Vernon  
 Willington  
 Windham  
 Region #8  
 Region #11  
 Region #19

**CABE AREA 4**

Brooklyn  
 Canterbury  
 Eastford  
 Griswold  
 Killingly  
 Plainfield  
 Pomfret  
 Putnam  
 Sprague  
 Sterling  
 Thompson  
 Union  
 Woodstock

**CABE AREA 5**

Bethel  
 Brookfield  
 Danbury  
 Easton  
 New Fairfield  
 New Milford  
 Newtown  
 Redding  
 Ridgefield  
 Sherman  
 Region #9  
 Region #12

**CABE AREA 6**

Bridgeport  
 Darien  
 Fairfield  
 Greenwich  
 Monroe  
 New Canaan  
 Norwalk  
 Stamford  
 Stratford  
 Thuball  
 Weston  
 Westport  
 Wilton

**CABE AREA 7**

Ansonia  
 Bethany  
 Branford  
 Cheshire  
 Derby  
 East Haven  
 Hamden  
 Milford  
 New Haven  
 North Branford  
 North Haven  
 Orange  
 Seymour  
 Shelton  
 Wallingford  
 West Haven  
 Woodbridge  
 Region #5

**CABE AREA 8**

Chester  
 Clinton  
 Cromwell  
 Deep River  
 East Haddam  
 East Hampton  
 Essex  
 Guilford  
 Madison  
 Middletown  
 Old Saybrook  
 Portland  
 Westbrook  
 Region #4  
 Region #13  
 Region #17  
 Region #18

**CABE AREA 9**

Bozrah  
 East Lyme  
 Franklin  
 Groton  
 Ledyard  
 Lisbon  
 Montville  
 New London  
 North Stonington  
 Norwich  
 Preston  
 Salem  
 Stonington  
 Voluntown  
 Waterford

# CONNECTICUT ASSOCIATION OF BOARDS OF EDUCATION

## EDUCATION REFERENCE GROUP (ERG)

### ERG A

Avon  
Darien  
Easton  
New Canaan  
Redding #9  
Ridgefield  
Simsbury  
Weston  
Westport  
Wilton  
Woodbridge #5

### ERG B

Bethel  
Brookfield  
Cheshire  
Fairfield  
Farmington  
Glastonbury  
Granby  
Greenwich  
Guilford  
Madison  
Marlborough #8  
Monroe  
New Fairfield  
Newtown  
Orange #5  
Region #5  
South Windsor  
Trumbull  
West Hartford

### ERG C

Andover #8  
Barkhamsted #7  
Bethany #5  
Bolton  
Bozrah  
Canton  
Cornwall #1  
Deep River #4  
East Granby  
Ellington  
Essex #4  
Hebron #8  
Ledyard  
Litchfield  
Mansfield #19  
New Hartford #7  
Oxford  
Pomfret  
Preston  
Region #10  
Region #13  
Region #14  
Region #15  
Region #17  
Region #18  
Region #19  
Region #4  
Region #6  
Region #7  
Region #8  
Salem  
Salisbury  
Sherman  
Somers  
Suffield  
Westbrook  
Willington #19  
Woodstock

### ERG D

Berlin  
Branford  
Clinton  
Colchester  
Columbia  
East Hampton  
East Lyme  
Hamden  
New Milford  
Newington  
North Branford  
North Haven  
Old Saybrook  
Region #12  
Rocky Hill  
Shelton  
Southington  
Tolland  
Watertown  
Wethersfield  
Windsor

# CONNECTICUT ASSOCIATION OF BOARDS OF EDUCATION

## EDUCATION REFERENCE GROUP (ERG)

### ERG E

Ashford #19  
Brooklyn  
Canaan #1  
Canterbury  
Chester #4  
Colebrook #7  
Coventry  
Cromwell  
East Haddam  
Eastford  
Franklin  
Hampton #11  
Hartland  
Kent #1  
Lebanon  
Lisbon  
Norfolk #7  
North Stonington  
Portland  
Region #1  
Region #11  
Region #16  
Scotland #11  
Sharon #1  
Union  
Woodstock Academy

### ERG F

Bloomfield  
Groton  
Manchester  
Milford  
Montville  
Naugatuck  
Seymour  
Stonington  
Stratford  
Torrington  
Vernon  
Wallingford  
Waterford  
Windsor Locks  
Wolcott

### ERG G

Chaplin #11  
East Haven  
East Windsor  
Gilbert School  
Griswold  
North Canaan #1  
Plainfield  
Plymouth  
Sprague  
Stafford  
Sterling  
Thomaston  
Thompson  
Voluntown  
Winchester

### ERG H

Ansonia  
Bristol  
Danbury  
Derby  
East Hartford  
Killingly  
Meriden  
Middletown  
Norwalk  
Norwich  
Norwich Free Acad.  
Putnam  
Stamford  
West Haven

### ERG I

Bridgeport  
Hartford  
New Britain  
New Haven  
New London  
Waterbury  
Windham

Teacher Settlement Data

DATE REPORTED	DISTRICT	PROCESS	RAT (Y/N)	WITHOUT INCREMENT			WITH INCREMENT		
				2009-10	2010-11	2011-12	2009-10	2010-11	2011-12
06/01/08	STRATFORD	Neg	Y	2.65%			4.71%		
08/08/08	GLASTONBURY	Med	Y	2.80%	3.00%		5.20%	5.10%	
08/11/08	GREENWICH	Med	Y	2.90%	3.00%	3.10%	4.98%	4.92%	4.87%
08/13/08	WOODBIDGE	Med	Y	2.90%	3.00%	3.10%	4.98%	4.92%	4.87%
09/11/08	NEW MILFORD	Med	Y	3.99%	2.43%	reopener	3.99%	4.25%	reopener
09/29/08	CHESHIRE	Med	Y	2.33%	2.54%	2.77%	4.40%	4.40%	4.40%
09/30/08	FARMINGTON	Med	Y	2.45%	2.55%	2.65%	4.70%	4.62%	4.53%
10/01/08	DANBURY	Med	Y	2.29%	2.06%		4.25%	4.25%	
10/01/08	NORFOLK	Neg	Y	3.25%	3.35%	3.50%	4.88%	4.34%	4.67%
10/03/08	ROCKY HILL	Med	Y	2.65%	2.70%	2.75%	4.59%	4.48%	4.42%
10/03/08	BRANFORD	Neg	Y	2.70%	2.70%	3.31%	4.60%	4.60%	4.80%
10/16/08	WATERTOWN	Med	Y	3.25%	2.00%	2.00%	3.25%	4.70%	4.63%
10/16/08	MERIDEN	Med	Y	2.30%	2.30%	2.30%	3.94%	3.84%	3.69%
10/16/08	SPRAGUE	Neg	Y				3.84%	4.85%	5.03%
10/16/08	FRANKLIN	Neg	Y				3.00%	3.00%	3.00%
10/17/08	EAST HAMPTON	Neg	Y				2.14%	2.80%	3.00%
10/17/08	WALLINGFORD	Med	Y	2.35%	2.35%	2.35%	4.20%	4.20%	4.10%
10/17/08	WESTBROOK	Neg	Y				4.50%	4.50%	4.50%
10/17/08	DARIEN	Med	Y				3.90%	4.20%	4.20%
10/20/08	MARLBOROUGH	Med	Y	2.38%	2.62%	2.84%	4.10%	4.10%	4.00%
10/21/08	VOLUNTOWN	Neg	Y	0.00%	0.00%	0.00%	3.95%	3.95%	4.10%
10/22/08	WOODSTOCK	Med	Y	1.58%	1.79%	2.32%	3.85%	3.95%	4.00%
10/28/08	SOUTH WINDSOR	Med	Y	2.07%	2.17%	2.35%	4.10%	4.10%	4.10%
10/30/08	MIDDLETOWN	Stip Arb		2.90%	reopener	reopener	2.90%	reopener	reopener
10/30/08	REGION #17	Med	Y			0.84%	3.99%	3.99%	4.35%
10/30/08	BROOKFIELD	Stip Arb		4.00%	4.00%				4.00%
11/03/08	LEDYARD	Neg	Y	2.00%	2.50%	2.70%	3.95%	4.26%	4.27%
11/07/08	BRISTOL	Med	Y	1.90%	2.50%	2.50%	1.90%	3.60%	5.65%
11/10/08	WILTON	Stip Arb					3.90%	4.20%	4.20%
11/19/08	WESTON	Stip Arb	Y	2.10%	1.75%	2.75%	4.56%	3.78%	4.55%
11/21/08	SCOTLAND	Med	Y	3.95%					
11/21/08	BETHANY	Neg	Y	2.20%	2.60%	2.60%	4.25%	4.25%	4.25%
11/25/08	REGION #6	Neg	Y	1.85%	2.06%	2.26%	3.99%	3.99%	3.99%
11/25/08	BARKHAMSTED	Med	Y	3.25%	3.35%	3.50%	3.75%	3.80%	3.85%
11/26/08	REGION #19	Neg	Y	2.10%	2.50%	2.50%	3.70%	3.67%	3.74%
12/01/08	WEST HARTFORD	Med	Y	1.00%	1.25%		3.50%	3.50%	
12/10/08	TORRINGTON	Med	Y	2.50%			2.50%		
12/10/08	REGION #14	Med	Y	3.55%	1.84%	2.63%	3.75%	3.85%	4.65%
12/11/08	AMITY REGION #5	Med	Y	3.50%	1.88%	1.60%	3.50%	4.00%	4.00%
12/16/08	REGION #18	Med	Y	2.25%	2.25%	2.25%	3.77%	3.77%	3.77%
12/16/08	EASTFORD	Med	Y	1.25%	0.75%	0.75%	3.25%	3.00%	3.25%
<b>TOTAL</b>	<b>AVERAGE:</b>			2.50%	2.33%	2.39%	3.93%	4.10%	4.27%
	<b>COUNT:</b>			34	31	28	39	37	35

**Administrator Settlement Data**

DATE REPORTED	DISTRICT	PROCESS	RAT (Y/N)	WITHOUT INCREMENT			WITH INCREMENT		
				2009-10	2010-11	2011-12	2009-10	2010-11	2010-11
08/11/08	COVENTRY	Neg	Y	2.85%	3.00%	3.25%	2.85%	3.00%	3.25%
08/19/08	GLASTONBURY	Neg	Y	3.40%	3.40%	3.40%	4.30%	4.30%	4.30%
08/20/08	WOODBIDGE	Med	Y	3.75%	3.75%	3.90%	3.75%	3.75%	3.90%
08/25/08	WATERFORD	Neg	Y	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
08/26/08	MONROE	Med	Y	3.30%	3.30%	3.30%	4.70%	4.70%	4.70%
08/27/08	SHELTON	Med	Y	3.00%	3.30%	3.50%	3.00%	3.30%	3.50%
09/08/08	WILTON	Neg	Y						
09/08/08	CLINTON	Neg	Y	2.60%	3.35%	3.15%	4.75%		
09/10/08	MANSFIELD	Neg	Y	3.10%	3.10%	3.30%	3.59%	3.10%	3.30%
09/11/08	BERLIN	Neg	Y	2.50%	3.00%	3.50%	5.11%	4.43%	3.98%
09/11/08	VERNON	Neg	Y	2.25%	2.75%	3.00%	3.14%	3.63%	3.60%
09/17/08	PORTLAND	Med	Y	3.65%	3.65%	3.50%	3.65%	3.65%	3.50%
09/22/08	OLD SAYBROOK	Neg	Y	3.60%	3.60%	3.60%	3.60%	3.60%	3.60%
09/23/08	WINDSOR LOCKS	Neg	Y	3.35%	3.50%	3.35%	3.35%	3.50%	3.35%
09/23/08	BETHEL	Neg	Y	3.00%	3.00%		3.00%	3.00%	
09/23/08	EAST HADDAM	Neg	Y	3.25%	3.50%	3.75%	3.25%	3.50%	3.75%
09/24/08	ORANGE	Neg	Y				3.90%	3.90%	3.75%
10/01/08	STAFFORD	Neg	Y	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
10/05/08	AVON	Med	Y	3.30%	3.30%	3.30%	3.65%	3.65%	3.50%
10/06/08	BOLTON	Neg	Y	3.40%	3.30%	3.25%	3.40%	3.30%	3.25%
10/22/08	GRANBY	Neg	Y	2.50%	2.50%	2.60%	3.40%	3.40%	3.40%
10/22/08	MARLBOROUGH	Neg	Y	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
10/23/08	GRISWOLD	Neg	Y	3.35%	3.35%		3.35%	3.35%	
10/23/08	NORWALK	Stip Arb		3.50%	3.50%	3.50%	3.72%	3.61%	3.57%
10/24/08	NEW HARTFORD	Neg	Y	3.90%	3.90%	3.90%	3.90%	3.90%	3.90%
10/27/08	WETHERSFIELD	Med	Y	3.00%	3.20%	3.20%	4.19%	4.17%	4.16%
10/31/08	NORTH STONINGTON	Stip Arb					3.20%	3.30%	3.50%
11/05/08	PUTNAM	Med	Y	3.30%	3.30%	3.30%	3.30%	3.30%	3.30%
11/25/08	CANTERBURY	Med	Y	3.00%	3.00%		3.00%	3.00%	
11/25/08	REGION #18	Neg	Y	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
12/10/08	REGION #16	Med	Y	2.50%	2.75%	2.90%	2.50%	3.49%	3.64%
12/18/08	RIDGEFIELD	Stip Arb		2.75%	3.50%	3.75%	3.58%	3.96%	3.75%
12/23/08	WATERBURY	Stip Arb		3.00%	3.20%	3.20%	3.00%	3.20%	3.20%
12/29/08	BLOOMFIELD	Arb		1.75%	2.25%	3.50%	3.99%	3.52%	4.28%
<b>AVERAGE:</b>				3.11%	3.25%	3.37%	3.56%	3.56%	3.64%
<b>TOTAL</b>	<b>COUNT:</b>			31	31	28	33	32	29

DISTRICT	SUMMARY OF CHANGES OR HIGHLIGHTS
STRATFORD GLASTONBURY	Replace the PPO plan with an HSA plan at same PCS of 13%, BOE funds 100% of the deductible. Salary reopener in 2011-12 & 12-13; PCS for all plans (PPO, HMO, POS) incr from 13% to 15% in yr 1, 16% in yr 2, 17% in yr 3 & 18% in yr 4.
GREENWICH	Salary distribution to be worked out by parties; PCS for PPO plan incr from 12% to 13% in yr 1, 14% in yr 2 & 15% in yr 3; PCS for EPO plan incr from 7% to 8% in yr 1, 9% in yr 2 & 10% in yr 3; drug copays incr to \$5/25/40; Add HSA plan option, at 8% PCS, BOE contributes \$1,000/2,000 towards deduct.
WOODBIDGE	Work year incr from 186 to 187 days, BOE taking back 20 min per week of prep time; PCS for PPO or HMO incr stays at 13% in yr 1, incr to 14% in yr 2 & 15% in yr 3; OV co-pay incr from \$10 to \$15, RX incr from \$5/1525 to \$5/20/35.
NEW MILFORD	No step in yr 1, GWI only to all steps; 2% to max step in yr 2. PCS for PPO incr from 15% to 16% in yr 1, 17% in yr 2, reopener in yr 3.
CHESHIRE	PCS for PPO plan stays at 15% in yr 1, incr to 16.5% in yr 2 & 18% in yr 3; RX copays incr from \$5/20/30 to \$5/25/35; HSA will be funded bi-annually instead of monthly; Sick leave capped at 200 for new hires.
FARMINGTON	PCS for PPO plan incr from 15% to 16% in yr 1, 17% in yr 2 & 18% in yr 3; Copays incr: OV \$20 to \$25 in yr 3, Urgent Care \$20 to \$50, ER \$50 to \$100, Hosp \$50 to \$100; RX \$5/15/25 to \$5/20/35; Added Comprehensive Major Medical plan option.
DANBURY	Restructure (smooth, adjust by 3.13%) schedule in yr 1; in yr 2 apply 2.06% GWI to majority of schedule, top step receives 2.57%. Reopener on Salary & Insurance in yr 3. PCS for PPO plan incr from 13% to 14% in yr 1, 15% in yr 2; OV copay incr from \$20 to \$25, RX copays incr from \$5/15/30 to \$10/20/40 in yr 1 & \$10/25/40 in yr 2; Add Comprehensive plan option.
NORFOLK	PPO PCS incr from 15% to 16% in yr 1, 17% in yr 2, 19% in yr 3. Incr copays: ER from \$50 to \$100; Hosp from \$200 to \$300.
ROCKY HILL	PCS for PPO plan incr from 15% to 16% in yr 1, 17% in yr 2 & 18.5% in yr 3; PCS for POS plan incr from 12% to 13% in yr 1, 14% in yr 2 & 15.5% in yr 3; Add HSA plan option at 12% PCS in yr 1, 13% in yr 2 & 14.5% in yr 3, \$1500/3000 deduct 50% BOE contribution; RX copays: \$10/20/35.
BRANFORD	Additional day of instruction; increase HI office visits; increase premium share to 14.5%, 15.5%, 16.5% for a total of 3.5% increase. HI waiver elimination.
WATERTOWN	No step in yr 1; PCS for PPO plan incr from 16% to 17% in yr 2 & 18% in yr 3; PPO co-pay increases: OV \$15 to \$20, ER \$50 to \$75, Hosp \$200 to \$250 in yr 2, Outpatient \$100 to \$200, OON deduct \$200/400/500 to \$400/800/1000; RX incr from \$10/15/25 to \$5/20/35; POE plan option is eliminated; PCS for HSA in from 5% to 8% in yr 1, 9% in yr 2 & 10% in yr 3, BOE funding of deduct changes from \$500/1000 to 50% of deductible; Dental PCS incr from 13% to 13.5% in yr 1, 14% in yr 2 & 14.5% in yr 3; Eliminated insurance buyback.
MERIDEN	PCS for PPO plan incr from 12% to 13% in yr 1, 14% in yr 2 & 15% in yr 3; PPO co-pay incr: OV from \$15 to \$20, Hosp \$0 to \$100, Outpatient \$0 to \$100, RX incr from \$10/15/25 to \$10/15/30 in yr 1 & \$10/25/40, 2X retail for mail.
EAST HAMPTON	Total cost numbers not available. PCS for PPO incr from 15% to 16% in yr 2, 17% in yr 3; HMO incr from 10% to 11% in yr 2, 12% in yr 3; add HDHP w/HSA (1500/3000) at 2% in yr 1, incr to 5% in yr 2. PPO/HMO copay increases: OV: \$15 to \$20 in yr 2; ER: \$25 to \$50 in yr 2; Hosp: \$100 to \$200 in yr 2; RX: \$10/20/30 to \$10/25/35 in yr 1, incr to \$15/25/35 in yr 2. Eliminate Insurance Waiver option.
WALLINGFORD	PCS for PPO or HMO incr from 15% to 16% in yr 1, 17% in yr 2, 18% in yr 3. Incr Life Insurance from \$40,000 to \$80,000. Decr teacher work year from 190 to 189 days.
WESTBROOK	Teacher cost-share for PPO benefits shall increase to fourteen percent (14%) effective with the 2009-2010 school year, fifteen percent (15%) effective with the 2010-2011 school year, and sixteen percent (16%) effective with the 2011-2021 school year. Anthem Century Preferred PPO Plan: • The office visit co-pay shall be \$20.

## DISTRICT

## SUMMARY OF CHANGES OR HIGHLIGHTS

- The specialist visit co-pay shall be \$20.
- The high cost diagnostic co-pay shall be \$25.
- The in-patient hospital co-pay shall be \$200.
- The out-patient surgery co-pay shall be \$100.
- The emergency room co-pay shall be \$100.
- The urgent care co-pay shall be \$50.

The out of network deductibles shall be \$400/800/1,200; 80/20 coinsurance; Maximum out of pocket No GWI to schedule in any year, each yr a new max step is added & the bottom step is eliminated, all advance a step each year, stipends incr by 2.5% each yr; PCS for PPO plan incr from 16% to 17% in yr 2, PPO co-pay increases: OV \$15 to \$20, ER \$75 to \$100, Hosp \$250 to \$500, Outpatient Surg \$100 to \$200; RX incr from \$5/15/25 to \$10/25/40; Life insur incr from \$20,000 to \$30,000; PCS for HSA incr from 11% to 12% in yr 3.

SPRAGUE

DARIEN

Distribution to be worked out by the parties; PCs for PPO or HSA incr from 16% to 17% of PPO plan in yr 1, 18% in yr 2 & 19% in yr 3; PPO copays: OV \$25 Hosp \$250 (\$300 in yr 2), Outpatient \$100 (\$150 in yr 2), ER \$75; RX: \$10/25/40, 2X retail for mail; incr to \$5/30/50 in yr 3.

MARLBOROUGH

PCS for PPO incr from 15% to 16% in yr 1, 17% in yr 2, 18% in yr 3; Copays incr: OV \$15 to \$20, Urgent Care \$15 to \$20, ER \$50 to \$75, Hosp \$200 to \$250, Outpatient \$50 to \$100; RX incr from \$10/20/30 to \$10/25/35. Course reimbursement incr from \$150 to \$300/credit hour; annual cap incr from \$3,500 to \$8,000.

WOODSTOCK

Ten minutes added to work day; PCS for PPO plan incr from 15% to 15.5% in yr 1, 17.5% in yr 3; Add HSA option with 10% PCS

SOUTH WINDSOR

PCS for PPO plan incr from 15% to 16% in yr 1, 17% in yr 2 & 18% in yr 3; PPO co-pays: OV \$15, specialist \$20, Urgent care \$25, ER \$75, Hosp \$100; Add option of High Deduct plan with HSA at same PCS as PPO, BOE funds 75% of deductible in yr 1 and 50% in yrs 2 & 3, Deductibles are \$1250/2500.

MIDDLETOWN

No step in yr 1, salary and insurance reopener for yrs 2 & 3. PPO PCS remains at 15% in yr 1. RX copays incr from \$5/15/25 to \$5/20/35.

REGION #17

Schedule restructured in yr 1, 2% at max; 1.7% at max in yr 2, plus step; PCS for PPO incr from 15% to 15.5% in yr 2, 16% in yr 3; PCS for HMO incr from 13% to 13.5% in yr 2, 14% in yr 3. PPO co-pays: ER \$50 to \$75, In patient incr from \$100 to \$150 in yr 2, \$200 in yr 3, out patient incr from \$50 to \$75 in yr 2, \$100 in yr 3; Rx copays incr from \$5/15/30 to \$5/20/35.

LEDYARD

Two Prof Devel days added at no additional cost. PPO and BC PCS incr from current 16% to 17% in yrs 2 & 3. PPO copay incr: OV from \$15 to \$20 in yr 2 and \$25 in yr 3; Hosp/OPS: from \$100 to \$200 in yr 2.

BRISTOL

Yr 1: No step and increase applied as flat dollar (\$1,311); yr 2 Step is mid-year 3 regular step & GWI; PCS incr from 11% to 12% in yr 1, 13% in yr 2 & 14% in yr 3; RX incr from \$5/10/15 to \$10/20/30. Add 10 min/day elem instruct time from wraparound time in yr 2.

WILTON

All Instructional Leader, Co-curricular, Athletics, and other stipends increase 2.5% in each year of the contract.

Medical insurance premium share increases to 17%, 17%, and 18% in the three years.

Office visit and other co-pays are increased.

WESTON

Prescription drugs \$5 generic, \$20 formulary, \$35 non-formulary; mandatory generic w/MD override.

Employees currently on the MA + 15, MA + 45 are grandfathered & placements will not be made to those tracks after 7/1/01. Insurance changes agreed to prior to arb: PCS for PPO plan incr from 15% to 16% in yr 1, 17% in yr 2 & 18% in yr 3; PPO & EPO copays: OV incr from \$15 to \$20 in yr 1 & \$25 in yr 3, Hosp & Outpatient Surg incr from \$100 to \$150 in yr 1 & \$200 in yr 3, ER incr from \$50 to \$100.

BETHANY

Salary schedule restructured in yr 3 and different gwi at maximum in each yr; PCS for PPO plan stays at 20%, PPO copays: OV \$15 to \$20, hosp \$200 to \$250, UC \$25 to \$50, ER \$25 to \$75; RX change to three tier plan at \$5/20/30, unlimited max; Add HDHCP with HSA, \$1500/3000 deduct, BOE contributes 60% of deduct, plus a 1 time \$1,000 into the HSA for teachers who participate for the full

DISTRICT	SUMMARY OF CHANGES OR HIGHLIGHTS
REGION #6	<p>09-10 year, PCS of 20%. Change of carrier language goes from "equal to" to "substantially equivalent to or better".</p> <p>HD/HSA insurance 14% teacher copay; 1500/3000 district contributions years 1 &amp; 2; 1125/2250 district contributions year 3.</p>
REGION #19	<p>Same GWI to stipends each year. PPO PCS incr from 15% to 16% in yr 1, 17% in yr 2, 18% in yr 3; eliminate POS, add HMO at 11% in yr 1, 12% in yr 2, 13% in yr 3. Incr to PPO copays: OV from \$5 to \$20; ER from \$25 to \$50, Hosp from \$0 to \$100; RX from \$7/15/25 to \$10/20/30. HMO copays: prev care: \$15; primary/specialist: \$15; UC: \$25; RX retail: \$10/20/30. Incr Life Insurance from \$50,000 to 1X salary (\$50,000 minimum).</p>
WEST HARTFORD	<p>2.0% at max in each year, GWI for other steps varies due to restructuring; PCS for Cent Pref plan incr from 17% to 17.5% in yr 1; PCS for BlueCare Plus HMO incr from 14% to 15% in yr 1 &amp; 15.5% in yr 2; Work year decreased from 187 to 186 days in yr 1, 185 days in yr 2; Student year: 184 to 183 in yr 1, 182 in yr 2. (GWI numbers reported by the Association to the Hartford Courant)</p>
TORRINGTON REGION #18	<p>No step increase - reopener for 10-11.</p> <p>Teacher contract through - 8/31/13 with salary and insurance reopener in the 4th year.</p>

DISTRICT	SUMMARY OF CHANGES OR HIGHLIGHTS
COVENTRY	No step in any year; Annuity changes from flat \$2,000 to 2.5% of base salary; PCS for PPO incr from 17% to 18% in yr 1, 19% in yr 2 & 20% in yr 3; PCS for BlueCare HMO incr from 7% to same as PPO; Add HSA Option, BOE funds 75% of deductible.
GLASTONBURY	PCS for all plans (PPO, HMO, POS) incr from 13% to 15% in yr 1, 16% in yr 2, 17% in yr 3 & 18% in yr 4.
WOODBIDGE	No step schedule; PCS for PPO or HMO stays at 14% in yr 1, incr to 15% in yr 2 & 16% in yr 3; Added HSA option
WATERFORD	All Admin are at the top step currently, work year adjustments made to most positions in unit.
MONROE	PCS for POS incr from 15% to 16% in yr 1, 17% in yr 2, 18% in yr 3; option to offer HSA plan. RX copays incr from two-tier \$10/20 to three-tier \$5/25/40. Incr professional development from \$500 to \$1200.
SHELTON	No step schedule; PCS for PPO plan incr from 12% to 13% in yr 1, 15% in yr 2 & 16% in yr 3; PPO plan copays incr to same amounts as teachers; BOE has right to add an HSA plan option.
WILTON	Percent increase each year (2009-13) will be based upon performance, Fairfield County, and DRG A salaries for compensation; PCS for PPO remains at 18% in yrs 1 and 2, incr to 19% in yrs 3 & 4. No plan design changes; incr in Vision care, life insur; retiree medical insur contribution incr from \$4,000 to \$5,000. Tuition reimbursement now requires 3 yrs of service before eligible. Annuities incr by \$500 at each seniority level.
CLINTON	Health insurance cost share remains at 16% for 09-10 and 10-11 and increases to 16.5% in 11-12. There is also an addition of an elective deferral added that represents an additional \$4,700, \$4,900 and \$5,300 over the course of the contract. At this point we have discussed a three-day, per diem concession. As of this date it is not a done deal but the bargaining unit is open and willing to seek approval from their group.
MANSFIELD	All Admin at Max in yr 2. PCS for PPO plan incr from 15.5% to 16.5% in yr 1, 17% in yr 2 & 17.5% in yr 3; Copay changes eff yr 3: OV \$15 to \$20, Urgent Care: \$25 to \$75, ER \$50 to \$75, Outpatient: \$100 to \$150, Hosp: \$200 to \$300; RX copays incr from \$5/15/25 to \$10/25/40; Eliminate POS plan; BOE has option to add High Deduct/HSA plan option.
BERLIN	Total cost include step plus adjustments to schedule in years 1 and 2, does not include annuity in yrs 2 & 3; PCS for PPO & Dental Plans incr from 17% to 18% in yr 2 & 19% in yr 3; PCS for POE plan incr from 14.5% to 17% in yr 1, 18% in yr 2 & 19% in yr 3; Copay changes for PPO & POE Plans: OV: \$20 to \$25 in yr 1, \$30 in yr 3, ER: \$50 to \$75, Hosp: \$250 to \$300 in yr 1, \$350 in yr 2, Out-patient: \$100 to \$150, RX change from 2 tier at \$10/20 to 3 tier Public Sector Formulary at \$10/25/40, 2X retail for mail and maximum benefit incr from \$1250 to \$1500 in yr 1, \$1,800 in yr 3. BOE has option to add an High Deduct/HSA plan option and set PCS no higher than PPO plan.
VERNON	Incr from 4 step to 8 step schedule; total costs derived from reported costs of step. Eliminate Comp PPO and HMO options; PPO PCS remains at 13% in yr 1, incr to 15% in yr 2, 17% in yr 3; add new HSA option at 10% in yr 1, 12% in yr 2, 14% in yr 3. Dental PCS incr from 12% to 13% in yr 1, 15% in yr 2, 17% in yr 3. PPO Co-pay changes: OV: \$10 to \$20; ER: \$25 to \$50; UC: \$25 to \$20; Hosp: \$100 to \$200; OPS: \$0 to \$100; Prev Care: \$10 to \$0; OON: 20% to 30%; deduct: \$200/400/500 to \$2000/4000; Out-of-pocket max: \$2200/4400/5500 to \$25000/25000; OON Max: 1,000,000 to Unlimited. RX: \$10/20/30 to \$10/25/40. Added provision to use up to 10 sick days for immed family illness.
PORTLAND	No step schedule. PCS for PPO or HMO incr from 13.5% to 15% in yr 1, 17% in yr 2, 18% in yr 3; RX co-pays incr from \$10/15/20 retail, 2x mail-order to \$15/25/40 retail, \$10/20/30 mail-order.
OLD SAYBROOK	Cost of step/increment is negligible in all years. Century Preferred and BlueCare plans are no longer available, introducing a new HDHP with HSA at 10% PCS each year, \$1500/3000 deductible as the only option. Employer contributes 75% towards HSA in yr 1, 50% in yrs 2 & 3.
WINDSOR LOCKS	Cost of step is less than 1% (approx .6%); Insur Plan design changes of OV \$15 to \$20 in yr 3, RX \$5/15/25 to \$10/20/35 in yr 1; Added HSA plan option
BETHEL	No cost from step. POS PCS remains at 14% in yr 1, incr to 15% in yr 2; RX co-pays incr from