

Regular Meeting of the Preston Board of Education

Monday, June 8, 2009 7:00 PM

PPMS Library, 1 Route 164, Preston, CT 06365

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

Board of Education Regular Meeting
May 11, 2009 07:00PM
Preston Plains Middle School Library

1. Call to Order

Greg Keith called the meeting to order at 7:05pm.

Members Present: Greg Keith, Dan Harris, Sue Hess and Charles Raymond.

Jessica Pappas arrived at 7:06pm. Deborah Burke-Grabarek arrived at 7:11pm.
James Jancewicz was absent.

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

Audience: Mrs. Clancy, Susan Strader, Stacy Wilbur, Keleigh Baretincic, Elaine Lettiere, Judy Ghattas, Anne Dolan and Deb Straszheim.

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the minutes of the Special Meeting of April 7, 2009 (with spelling correction). Harris/Keith. Unanimous. Motion carries.

4. Public Communications and Comments

Dr. Welch reviewed a letter that was sent to the Board requesting further action at the Bus Garage. The consensus of the Board was to have no further discussion. There is better control and communication at the Bus Garage now. A thorough investigation was conducted by DMV. No need for further action.

Jessica Pappas asked that Dr. Welch notify parents when teacher placement is determined for next year.

Keleigh Baretincic asked why Adult Education appears as revenue on the Town budget. Dr. Welch explained that the BOE appropriates money to support those residents who want to participate in Adult Education. Greg Keith said he would ask for an explanation from BOF.

5. Board of Education Committee and Other Reports

Sue Hess attended the Parks and Recreation meeting where they discussed an upcoming event called Celebration of Learning. It will take place on May 15th.

6. Superintendent Reports and Recommendations

Budget Reductions: \$70,545 was cut from the budget per the BOF.

The BOE directed Dr. Welch to make these cuts without laying off personnel. The elimination of stipends/sports was the greatest disappointment to the community.

Depending on whether or not the budget passes at referendum, further adjustments may have to be made.

Jessica Pappas was concerned about cutting instructional supplies. She worries that teachers are not getting what they need. She suggested cutting administrative assistance rather than supplies. Sue Hess suggested cutting electricity and legal fees.

The Board suggested sharing certain services with the Town in the future.

Greg Keith stated that he would respectfully request the BOF to reinstate \$70,545 to the BOE Budget. If they refuse, he would like to see funds reinstated to cover stipends/refs/transportation and instructional supplies (\$35,000).

Dr. Welch congratulated PVMS on raising over \$5000 for St. Jude's Childrens' Hospital. Since 1995, Preston Schools have raised over \$65,000 for St. Jude.

Dr. Welch asked Susan Strader to address the board with regard to the tribute made in honor of Cynthia Carano. Susan explained that a parent from her classroom donated a tree. It was planted outside Cyndi's classroom with Mr. Carano and his daughter in attendance. Parents, children and staff members participated as well.

6.1. BOE Expenditure/Projection Report

Dr. Welch reviewed the expenditure/projection report. Currently, there is a balance of \$2522.66. An excess cost payment of \$30,000 is expected around June 1st.

Dan Harris asked what amount will be sent back to the Town. Dr. Welch said it is too early to say at this point.

6.2. Preston Cafeteria Profit and Loss Report

Reviewed

6.3. Transportation Report

Reviewed

7. New Business

7.1. Votes Required

Moved, to set the 8th grade Recognition and Achievement Ceremony date for Monday, June 22, 2009 at 4pm. Harris/Burke-Grabarek. Unanimous. Motion carries.

Moved, to table Instruction Policies (6000's). Keith/Raymond. Hess opposed. Motion carries.

7.2. Discussion

Ivy Davis gave a power point presentation outlining the Preston Teacher Evaluation Plan. Judy Ghattas, Elaine Lettiere, Gail Treiber, Lisa Clark, Jane Deremiah, Kathi Walsh, Ray Bernier and Dr. Welch all participated in the formulation of the evaluation.

The Board will be asked to vote on this Evaluation Plan at their next meeting.

8. Old Business

8.1. Votes Required

The Board reviewed adjustments made to Policy 1120 (Public Participation at BOE Meetings) and Policy 9325.2 (Order of Business). The amendments were made by Sue Hess.

Moved, to approve Policy 1120 and Policy 9325.2 as amended. Hess/Raymond. Keith, Burke-Grabarek, and Pappas opposed. Motion fails.

These two policies will be brought back to the board for further review.

8.2. Discussion

9. Information

10. Date and Time of Next Meeting

June 8, 2009, 7pm

11. Executive Session

Moved, to enter into executive session at 10:15pm in order to discuss the employment of a public employee. Keith/Hess. Unanimous. Motion carries.

Moved, to end executive session at 11:08pm. Hess/Pappas. Unanimous. Motion carries.

12. Adjournment

Moved, to adjourn the BOE Meeting at 11:08pm. Harris/Keith. Unanimous. Motion carries.

Board of Education: Special Meeting: Residency Hearing
May 18, 2009 07:00PM
Preston Plains Middle School Library

1. Call to Order

Deborah Burke-Grabarek called the meeting to order at 7:10pm. Greg Keith was absent.

Members Present: Deborah Burke-Grabarek, James Jancewicz (left at 9:22pm), Jessica Pappas, Charles Raymond, Sue Hess and Daniel Harris. **Also Present:** Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Attorney Nick Grello and Dr. Walsh. **Guests:** Thomas Viens, Michelle Cormier, Dawn and Andy Kuvent, Jon Roman and Cynthia Deslandes.

2. Executive Session

Moved, to convene in Executive Session to discuss a matter that would result in the disclosure of public records or the information contained therein as described in Connecticut General Statutes Sections 1-210(b)(2), (11) and (17). Raymond/Jancewicz. Unanimous. Motion Carries.

Moved, to come out of Executive Session at 10:48pm. Raymond/Harris. Unanimous. Motion Carries.

Moved, that the parents have not provided sufficient proof of residency requirements to date pursuant to the letter of April 8, 2009 from Dr. Welch. Based on multiple circumstances the student will be allowed to remain enrolled in the Preston Public School system until the end of the regular school year (June 23, 2009). Should further attendance in Preston Public Schools be desired, the parents must provide sufficient proof of residency in accordance with Preston Public Schools' Proof of Residency Regulations. Pappas/Raymond. Unanimous. Motion Carries.

3. Adjournment

Moved, to adjourn the meeting at 11:05pm. Burke-Grabarek/Hess. Unanimous. Motion Carries.

May 2009

Expenditure/Projection Report:

*** June payroll figures have been estimated; final figures are subject to change.**

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.**

112.018 School Secretaries – More hours authorized at PVMS than were budgeted, rate differential and substitute in during the transition account for the deficit in this line. **A transfer will need to be made in this line.**

112.019 Custodians – Substitute coverage and additional support during non-student days which are not budgeted for account for the deficit in this line. **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 will be needed to be made in this line.**

250 Unemployment comp. –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.**

330.029 Auditors – The presentation to the BOE by Marcia Marien was an unbudgeted expense. **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 though 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 Excess Cost Aid has been applied resulting in an overall balance.

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.**

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 have been reviewed and have resulted in an overall deficit in this line item. **A transfer will need to be made in this line.**

6/4/09 L.E.W.

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

	Budget	Expended	Projected/Encum.	bal./def.
111 · Certified Personnel				
.001 · Superintendent	115,257.00	106,391.04	8865.96	0.00
.002 · Director of Curriculum, Instr. and Spec	84,460.00	77,963.08	6496.92	0.00
.003 · Principals	196,013.00	180,934.80	15078.20	0.00
.004 · Regular Education Teachers	2,140,803.27	1,792,582.32	348220.95	0.00
.005 · Admin. Assistant	1,700.00	1,700.00		0.00
.006 · Special Education Teachers	663,406.80	489,554.11	173852.69	0.00
.007 · Nurses	90,399.46	80,664.43	9735.03	0.00
.008 · Summer School Teachers	12,807.76	12,807.76		0.00
Total 111 · Certified Personnel	3,304,847.29	2,742,597.54	562249.75	0.00
112 · Classified Personnel				
.010 · Business Manager	68,164.74	62,909.78	5254.96	0.00
.011 · Special Education Admin. Ass't	35,456.72	32,827.18	2629.54	0.00
.012 · Executive Administrative Ass't	43,030.10	39,720.00	3310.10	0.00
.014 · B&G Supervisor	66,414.52	61,295.75	5118.77	0.00
.015 · Technical Coordinator	36,084.44	33,627.28	3020.82	-563.66
.016 · Paraprofessionals	223,083.00	182,700.94	40382.06	0.00
.018 · School Secretaries	52,407.00	49,297.78	8109.22	-5,000.00
.019 · Custodians	143,163.00	127,818.09	20826.91	-5,482.00
.020 · Transportation Personnel	483,962.35	385,193.61	88768.74	10,000.00
Total 112 · Classified Personnel	1,151,765.87	975,390.41	177421.12	-1,045.66
113 · Substitute Paraprofessionals	18,000.00	13,646.92	2400.00	1,953.08
114 · Tutors - Homebound Students	12,000.00	12,223.74	1200.00	-1,423.74
122 · Stipends	21,300.00	15,975.00	5325.00	0.00
212 · Health Insurance	904,184.63	793,660.70	93824.00	16,699.93
215 · Life Insurance	9,374.00	3,132.94	6241.06	0.00
220 · FICA	146,373.00	126,002.38	20370.62	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	72,604.77	10060.23	0.00
315 · Substitute Teachers and Interns	71,108.20	88,621.64	2460.00	-19,973.44
320 · Special Education Services				
.022 · Physical Therapy	24,758.94	24,758.93		0.01
.024 · Aural Rehabilitation	11,500.00	8,334.38	3165.62	0.00
.025 · Psychological Services	25,000.00	16,604.00	2780.00	5,616.00
Total 320 · Special Education Services	61,258.94	49,697.31	5,945.62	5,616.01
322 · Staff Development	18,797.68	18,326.88	270.00	200.80
330 · Professional Purchased Services				
.027 · Referees	2,607.50	2,520.00		87.50
.028 · Payroll Fees	16,137.00	14,758.99	1578.01	-200.00
.029 · Auditors	23,427.36	21,512.36	2500.00	-585.00
.030 · Physical Exams-garage	1,800.00	1,251.00		549.00
.031 · Medicaid filing fees	1,854.00	1,854.00		0.00
.033 · Other Services-Tetra, storage..	3,000.00	3,718.16		-718.16
.099 · BOE Strategic Planning	5,000.00			5,000.00
Total 330 · Professional Purchased Services	53,825.86	45,614.51	4,078.01	4,133.34

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

	Budget	Expended	Projected/Encum.	bal./def.
331 · Legal Services	30,000.00	28,151.38		1,848.62
421 · Bus & Garage Repairs	100,135.40	114,160.01	600.00	-14,624.61
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	9,378.94		-2,520.00
.039 · Fire Extinguishers	1,550.00	1,331.05		218.95
.041 · HVAC Repairs and Supplies	3,500.00	2,110.95	863.00	526.05
.047 · Septic Cleaning	5,250.00	5,169.00		81.00
Total 430 · Repairs & Maintenance	62,513.94	56,927.37	1213.00	4,373.57
431 · Equipment Repairs	4,500.00	4,300.92		199.08
432 · EMERGENCY REPAIRS	17,000.00	20,867.54		-3,867.54
442 · Copy Machine Leases, etc.	41,000.00	32,386.49	8613.51	0.00
450 · Building Improvements	15,250.13	18,392.58	12540.00	-15,682.45
510 · Alternative Transportation	74,625.93	65,247.93	10889.00	-1,511.00
530 · Communications	40,000.00	32,405.69	7594.31	0.00
531 · Postage	5,500.00	1,608.57	3000.00	891.43
560 · Regular Tuition	2,085,888.61	2,058,922.08	29782.52	-2,815.99
563 · Special Ed Tuition/Vocational Training*	1,297,914.63	1,022,480.55	223875.32	51,558.76
570 · Food Service Management	30,000.00	40,000.00		-10,000.00
580 · Travel	10,000.00	6,858.95	2509.55	631.50
611 · Instructional Supplies	60,047.37	56,995.21	2790.14	262.02
613 · Custodial Supplies	25,754.70	28,079.55		-2,324.85
620 · Heat & Propane*	145,338.29	144,972.84		365.45
622 · Electricity	156,985.00	111,071.48	27930.57	17,982.95
628 · Gasoline/Diesel	151,244.33	156,566.42		-5,322.09
641 · Textbooks/Workbooks	17,420.00	14,867.33	176.00	2,376.67
690 · Non-instructional Supplies	9,783.60	5,847.15	1018.78	2,917.67
730 · Equipment	4,058.00	2,057.23	1539.7	461.07
734 · Technology	109,204.60	111,472.24	4126.03	-6,393.67
810 · Dues/Fees	12,101.00	11,373.51	260.00	467.49
	10,456,161.00	9,207,304.88	1,230,303.84	18,552.28

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) and the anticipated spring balance (\$32,061).

**Preston Board of Education
Line Item Adjustments
June 2009**

	Adjusted Budget 2008-2009	balances	deficits	6/8/2008 Adjusted Budget
111 · Certified Personnel				
.001 · Superintendent	115,257.00			115,257.00
.002 · Director of Curr.. Inst., and Sped	84,460.00			84,460.00
.003 · Principals	196,013.00			196,013.00
.004 · Regular Education Teachers	2,140,803.27			2140803.27
.005 · Admin Asst	1,700.00			1,700.00
.006 · Special Education Teachers	663,406.80			663406.80
.007 · Nurses	90,399.46			90399.46
.008 · Summer School Teachers	12,807.76			12,807.76
112 · Classified Personnel				
.010 · Business Manager	68,164.74			68,164.74
.011 · Special Education Admin. Ass't	35,456.72			35,456.72
.012 · Executive Administrative Ass't	43,030.10			43,030.10
.014 · B&G Supervisor	66,414.52			66,414.52
.015 · Technical Coordinator	36,084.44		563.66	36,648.10
.016 · Paraprofessionals	223,083.00			223,083.00
.018 · School Secretaries	52,407.00		5000.00	57407.00
.019 · Custodians	143,163.00		5482.00	148,645.00
.020 · Transportation Personnel	483,962.35	10000.00		473,962.35
113 · Substitute Paraprofessionals	18,000.00			18,000.00
114 · Tutors - Homebound Students	12,000.00		1423.74	13,423.74
122 · Stipends	21,300.00			21,300.00
212 · Health Insurance	904,184.63	16699.93		887,484.70
215 · Life Insurance	9,374.00			9,374.00
220 · FICA	146,373.00			146,373.00
250 · Unemployment Comp	44,000.00		9402.12	53,402.12
260 · Workers Comp	50,395.00			50395.00
291 · Annuity Payments	82,665.00			82,665.00
315 · Substitute Teachers and Interns	71,108.20		19973.44	91,081.64
320 · Special Education Services				0.00
.022 · Physical Therapy	24,758.94			24,758.94
.024 · Aural Rehabilitation	11,500.00			11,500.00
.025 · Psychological Services	25,000.00			25,000.00
322 · Staff Development	18,797.68			18,797.68
330 · Professional Purchased Services				0.00
.027 · Referees	2,607.50	87.50		2,520.00
.028 · Payroll Fees	16,137.00		200.00	16,337.00
.029 · Auditors	23,427.36		585.00	24,012.36
.030 · Physical Exams-garage	1,800.00			1,800.00
.031 · Medicaid filing fees	1,854.00			1,854.00
.033 · Other Services-Tetra, storage..	3,000.00		718.16	3,718.16
.099 · BOE Strategic Planning	5,000.00	5000.00		0.00

**Preston Board of Education
Line Item Adjustments
June 2009**

	Adjusted Budget 2008-2009	balances	deficits	6/8/2008 Adjusted Budget
331 · Legal Services	30,000.00			30,000.00
421 · Bus & Garage Repairs	100,135.40		14624.61	114,760.01
430 · Repairs & Maintenance				0.00
.034 · Trash Removal	6,500.00	920.00		5,580.00
.035 · Water (testing & treatment)	5,000.00	3000.00		2,000.00
.036 · Air Quality	3,500.00	17.07		3,482.93
.037 · Service Agreements	30,355.00			30,355.00
.038 · Boiler Cleaning/Repair	6,858.94		2520.00	9,378.94
.039 · Fire Extinguishers	1,550.00	218.95		1,331.05
.040 · HVAC repairs and supplies	3,500.00			3,500.00
.047 · Septic cleaning	5,250.00	81.00		5,169.00
431 · Equipment Repairs	4,500.00			4,500.00
432 · EMERGENCY REPAIRS	17,000.00		3867.54	20,867.54
442 · Copy Machine Leases, etc.	41,000.00			41,000.00
450 · Building Improvements	15,250.13		15682.45	30,932.58
510 · Alternative Transportation	74,625.93		1511.00	76,136.93
530 · Communications	40,000.00			40,000.00
531 · Postage	5,500.00			5,500.00
560 · Regular Tuition	2,085,888.61		2815.99	2,088,704.60
563 · Special Ed Tuition	1,297,914.63	51558.76		1,246,355.87
570 · Food Service Management	30,000.00		10000.00	40,000.00
580 · Travel	10,000.00			10,000.00
611 · Instructional Supplies	60,047.37			60,047.37
613 · Custodial Supplies	25,754.70		2324.85	28,079.55
620 · Heat & Propane*	145,338.29			145338.29
622 · Electricity	156,985.00	17982.95		139,002.05
628 · Gasoline/Diesel	151,244.33		5322.09	156,566.42
641 · Textbooks/Workbooks	17,420.00	2376.67		15043.33
690 · Non-Instructional Supplies	9,783.60			9,783.60
730 · Equipment	4,058.00			4,058.00
734 · Technology	109,204.60		6393.67	115,598.27
810 · Dues/Fees	12,101.00	467.49		11,633.51
	10,456,161.00	108,410.32	108,410.32	10,456,161.00

**Cafeteria Account
May 31, 2009**

Total Deposits for May	\$8,084.25
Total Payroll for May	\$ (8,637.23)
Total Invoices (AP) for May	\$ (4,827.53)
Ending Bank Balance 5/31//2009	\$ 849.45

LEW 6/2/2009

Preston Public Schools Transportation Dept
May 31, 2009
Report to Dr. John Welch
From Patricia Hibbard, Transportation Supervisor

May 1, to May 31

Photo Inventory of Buses

A photographic inventory of each bus has been established to document the condition of each vehicle pertaining to damage, scratches etc. While performing their pretrip, a drivers is responsible for identifying any new damage to the bus. This is documented on the pretrip and then brought to the attention of the Head mechanic and myself.

Building committee

A building committee member visited the bus garage on several occasions to evaluate the condition of the roof and structure of the bus garage.

Safety Zone Line

An orange safety zone line has been painted on the garage floor to establish a maintenance zone and an employee zone near the office area.

Field Trips

Youth Services Bureau has scheduled three trips before June 30. All drivers are eligible for these extra compensatory assignments. A rotation list has been posted for trip signup. Please see attached letter to Youth Services Bureau about the trip process. May was a busy month for field trips for PVMS and PPMS. June is also going to be a busy month with trips as well as the high school's exam schedules.

Rotation of Buses

Bus drivers were notified that due to the needs of some Preston Public School students who require transportation on Buses # 1-11 because of the child harness in the front seat, that they may be asked to use a different or spare bus on their route. Buses also required may result in drivers alternating vehicles.

Maintenance

Bus 4 had a transmission problem (4-30-09), necessitating a replacement of the transmission. The bus was sent to Atlantic- Detroit, Rocky Hill, CT(5-04-09) and was repaired and was back in service on 5-08-09.

All buses in daily use have been washed during the month of May.

Route mileage

All drivers have been documenting actual route mileage and the time necessary to complete their route.

This information will be helpful in planning and updating routes for the 2009-2010 school year.

A request has been made to central office for updated student lists to begin planning next year's route requirements.

Safety Meeting

A Safety meeting was conducted by Jim Elton, Head Mechanic, and me on Friday May 29, 2009 at 9:30 am in a bus at the bus garage. The required topic was, "communication." A demonstration was provided by Jim using his laptop computer to show how information from the bus is diagnosed on his computer. Information that drivers need to provide the mechanic about their bus was also discussed. Other topics were discussed concerning routes or problems that require direct communication between drivers, the Supervisor or Head mechanic.

Respectfully submitted,

Patricia Hibbard

PRESTON PUBLIC SCHOOLS
Transportation Department
327 Route 165
Preston, Connecticut 06365

Patricia Hibbard
Transportation
Supervisor

6-03-09

Youth Services Bureau
Rebecca Edelmann

Trips that are requested by Youth Services Bureau will be submitted to the transportation office on the required trip form.(see attached forms)

Trips will then be posted on the trip sign up board as they are received and dated with the date booked, received and posted.

Drivers may then sign a trip posted in the rotation of seniority.

Drivers who are interested and available have previously signed up on a Parks and Recreation / Youth Services Bureau rotation list.

The trips are available and open to anyone who is a driver for Preston Public Schools Transportation Dept. Any driver can be added to the trip rotation list at any time.

Once a driver has signed for a trip, it is filed in a trip schedule binder according to date.

Two days before the trip a stand-by driver signup is posted for anyone who could be a stand-by driver if the regular scheduled driver can't drive the day of the trip. Duplicate information is given to the standby driver about the trip, directions and trip sheet. On a trip sheet, the driver documents times and odometer readings, giving mileage and hours driven on trip.

The trip sheet is then given to the supervisor on completion of trip. Each trip is numbered and logged for fuel usage, drivers hours and miles driven. A invoice would then be created, billing Youth Services Bureau or Parks and Recreation from the central office of the Preston Schools.

Before the trip is taken, Youth Services/ Parks and Recreation personell should notify appropriate persons that they will be on a trip and the details of destination and times of trip.

Patricia Hibbard
Transportation Supervisor
Safety Coordinator

Cc: Lesley Wysocki, John Welch, Ed.D.

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:

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- 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? _____

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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



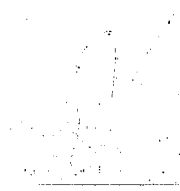
6130

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 on specified or non-specified items as determined by the Chairman of the Board.**
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

Ann-etta Cannon



Memorial Collection

Preston Public Library
389 Route 2
Preston, CT 06365
860-886-1010 FAX 860-886-4952
prestonlibrary.org

May 19, 2009

Preston Public Schools
325 Route 165
Preston, CT 06365

To Whom It May Concern:

The Preston Public Library would like to recognize your donation of \$100 in memory of Ann Cannon. We have notified the family of your generosity.

Your gift will be well used and deeply appreciated by library patrons for years to come. We have decided to create the Ann-etta Memorial Fund. Each year this fund will add books to the children's collection in Ann's name. A special bookplate as shown above will denote the books purchased for the collection.

The library serves everyone in the quest for knowledge and lifelong learning; donations like yours help people change their lives through reading. It is a fitting memorial for Ann.

Sincerely,

A handwritten signature in cursive script, appearing to read "Denise Bachand".

Denise Bachand
Director

A handwritten note in cursive script that says "Thank you for your generosity".

Please keep this written acknowledgment of your donation for your tax records. The IRS will not accept your canceled check as proof of any donation of \$250 or more..

May 23, 2009

*Dr. John Welch
Preston Veterans Memorial School
325 Shetucket Turnpike
Preston, Connecticut 06365*

Dear Dr. Welch,

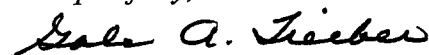
I am writing to inform you of my retirement from the position of classroom teacher effective June 30, 2009.

~~While I look forward to enjoying my retirement, I will miss working with the children of Preston and my colleagues.~~

I would like to take this opportunity to thank the Preston Board of Education for supporting my professional growth through the years. I have personally reached goals I never imagined possible. I would also like to extend my assistance to any new staff in assuming my position.

I am truly appreciative for the twenty-four, wonderful years of teaching here in Preston.

Respectfully,



Gale A. Treiber

*cc: Mrs. Deborah Burke Grabarek
Acting Chairperson, Board Of Education*

*Dr. Kathryn Walsh
Principal, Preston Veterans Memorial School*

47 Maplewood Avenue
Westerly, Rhode Island 02891
May, 2009

John J. Welsh, Ed.D
Superintendent
Preston Public Schools
325 Shetucket Turnpike
Preston, Connecticut 06365

Dear Dr. Welsh,

This letter is to inform you of my decision to retire from teaching effective June 30, 2009. After working full-time with children for thirty-seven years, it is time for me to find a position that is part-time.

I will cherish my memories of the children of Preston and my years of service to them.

Sincerely,

A handwritten signature in cursive script that reads "Rita T. Gorman".

Rita T. Gorman

cc: Dr. Kathryn Walsh Ed. D
Board of Education