

Board of Education Regular Meeting

Monday, October 19, 2009 7:00 PM

Preston Plains Middle School 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): Dr. Welch
VI. Superintendent Reports and Recommendations	Speaker (s): Dr. Welch
VI.A. BOE Expenditure/Projection Report	Speaker (s): Dr. Welch
VI.B. Preston Cafeteria Profit and Loss Report	Speaker (s): Dr. Welch
VI.C. Transportation Report	Speaker (s): Dr. Welch
VII. New Business	Speaker (s): Dr. Welch
VII.A. Votes Required	Speaker (s): Dr. Welch
VII.B. Discussion	Speaker (s): Dr. Welch
VIII. Old Business	Speaker (s): Dr. Welch
VIII.A. Votes Required	Speaker (s): Dr. Welch
VIII.B. Discussion	Speaker (s): Mrs. Hess (Board Member)
IX. Information	Speaker (s): Dr. Welch
X. Executive Session	Speaker (s): Dr. Welch
XI. Date and Time of Next Meeting	Speaker (s): Deborah Burke Grabarek: Acting Chair
XII. Adjournment	Speaker (s): Deborah Burke Grabarek: Acting Chair

08.10.09 BOE RM

Board of Education Regular Meeting

August 10, 2009 07:00PM

PPMS Library

1. Call to Order

Deborah Burke-Grabarek called the meeting to order at 7:05pm. **Other members in attendance:** Sue Hess, Charles Raymond, Walt Kornosewicz, Jessica Pappas and Daniel Harris (left at 8:45pm). James Jancewicz was absent. **Also present:** Dr. John Welch; Superintendent and Gloria Homiski; Recording Secretary. **Audience:** Ivy Davis; Director of Curriculum, Instruction and Special Education, Ray Bernier; Principal PPMS, Mike House; Supervisor of Buildings and Grounds, Pauline Andruskiewicz and Amy Campbell.

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the minutes of the Regular Meeting of June 8, 2009.

Hess/Pappas. Unanimous. Motion Carries.

Moved, to approve the minutes of the Special Meeting of June 10, 2009.

Hess/Burke-Grabarek. Harris, Pappas, Raymond in favor. Kornosewicz abstained.

Motion Carries.

Moved, to approve the minutes of the Special Meeting of June 22, 2009.

Hess/Burke-Grabarek. Harris, Pappas, Raymond in favor. Kornosewicz abstained.

Motion Carries.

4. Public Communications and Comments

5. Board of Education Committee and Other Reports

6. Superintendent Reports and Recommendations

8/31/09 will be the first day of school for staff members.

9/1/09 will be the first day for students.

Dr. Welch thanked Mike House and his staff for all of their hard work this summer. Central Office moved to room one, several teachers moved classrooms as well.

448 students are anticipated in grades PK thru 8 for the start of 09-10.

Summer School 09 was held from 7/6/09 though 8/6/09. Sixteen special education students and fifteen Title I students attended the program. OT/PT and Speech were provided as necessary.

6.1. BOE Expenditure/Projection Report

No report was provided.

6.2. Preston Cafeteria Profit and Loss Report

No report was provided.

7. New Business

7.1. Votes Required

Dr. Welch reviewed his goals for 2009-2010 with the BOE.

Moved, to approve the Superintendent's Goals for the 2009-2020 school year. Hess/Burke-Grabarek. Unanimous. Motion Carries.

Due to the departure of an elementary school teacher, funding is available for a part time Spanish teacher for grades K-5. This would give Preston students a definite advantage. They would have a solid background in Spanish before entering middle school.

Moved, to authorize the Superintendent to implement a K-5 Spanish Program in January 2010 or sooner as resources allow. Burke-Grabarek/Raymond. Unanimous. Motion Carries.

Dr. Welch; Superintendent, Gary Miller; Interim Business Manager, Robert Congdon; First Selectman and Susan Nylen; Town Treasurer have met twice to discuss the possibility of hiring a joint Business Manager for the Town and the BOE. Their second meeting included Marcia Marien; Auditor. The first priority is to purchase a financial software program that would be uniform to the Town and the school system. If this position is created, it would be necessary for the BOE to hire a part time payroll/payable clerk.

A joint meeting of the BOE, BOF and BOS will be held on 8/11/09 at 7:30pm in PPMS Cafeteria in order to discuss this issue further.

Moved, to table the motions authorizing the Superintendent in conjunction with the First Selectman to select a financial software package and to employ a Director of Finance on or before July 1, 2010. Kornosewicz/Hess. Unanimous. Motion Carries.

Moved, pursuant to Policy 3260: Sales and Disposal of Obsolete Books, Equipment and Supplies to authorize the Superintendent to dispose of Bus #17 in the manner further described in said policy. Burke-Grabarek/Pappas. Kornosewicz, Hess in Favor. Raymond Abstained. Motion Carries.

A Benefit Concert in memory of Anthony Laudone took place on May 1, 2009.

Moved, pursuant to Policy 3280: Gifts, Grants and bequests to accept with appreciation the sum of \$3750.00, said funds to be used exclusively in support of the district's instrumental music program. Hess/Burke-Grabarek. Unanimous. Motion Carries.

The Jewett City Savings Bank, a new neighbor to PVMS, has offered to purchase a scoreboard to be erected at PPMS.

Moved, pursuant to Policy 3280: Gifts, Grants and Bequests to accept with appreciation a multi-purpose electronic scoreboard given by the Jewett City Savings Bank, Route 165, Preston, CT for installation at Preston Plains Middle School. Pappas/Burke-Grabarek. Unanimous. Motion Carries.

A group of individuals have set up a Memorial Fund in memory of Cynthia A. Carano, long time teacher in Preston. Miss Carano passed away unexpectedly last winter.

Moved, to appropriate the sum of \$500.00 in order to help establish the Cynthia A. Carano Memorial Fund. Hess/Burke-Grabarek. Unanimous. Motion Carries.

CABE has suggested that Preston review Policy 4152.6 (4252.6) Personnel: Family and Medical Leave and adopt an expansion that would allow for people to care for members of the armed forces as necessary for up to 26 weeks.

Moved, to approve Policy 4152.6 (4252.6) Personnel: Family and Medical Leave as amended. Raymond/Burke-Grabarek. Unanimous. Motion Carries.

Respect and Morale Committee: Sue Hess talked to the Board about the formation of such a committee. The committee would be comprised of teachers, Board Members, Paraprofessionals and parents. Administration would not be included. The basis of the committee would be to find ways to recognize both student and employee achievement, and to find ways to reduce stress and promote a better sense of morale in the district. Sue Hess stated that an Employee Satisfaction Survey would be implemented and reviewed by an outside source. Although Sue will not run for the BOE in November, she would like to be involved with the formation of such a committee.

Review of Management Structure: Sue Hess also discussed the current Management Structure with the BOE. She stated that some parents have been asking whether or not a full time Superintendent is needed in a district our size. Jessica Pappas stated that she would look into the management structures of other school systems and report back to the Board.

Moved, to establish a respect and Morale Committee. Burke-Grabarek/Pappas. Unanimous. Motion Carries.

Sue Hess offered to compose a letter that will go out to staff and parents in order to get things started.

7.2. Discussion

Mr. Gauthier and Mr. Payette presented a mandated Code of Ethics training session for Board Members and Staff.

H1N1 Virus: Schools are doing a great deal of research. The flu is expected to return next year. The schools have purchased hand sanitizers and posters to promote awareness. The schools will focus on hand washing and quarantining the sick while waiting for pick up. Staff and students who are ill will be encouraged to stay at home. Vaccinations may or may not be available as early as October. Dr. Welch attended a Superintendent's meeting on this topic last week. The key will be open communication with students, staff and parents.

The underground fuel tank at the Bus Garage needs to be removed per the DEP. It was installed in 1988 and due to lack of evidence of cathodic testing it must be removed. The garage now has the option of purchasing a smaller tank or entering into a contract with a local gas station. The fuel is used for the Astro Van as well as Mike House's mowing equipment. It may cost as much as \$10,000 to pull the tank.

Walter Kornosewicz informed the BOE that a Special Town Meeting will be held on Thursday, 8/13/09, in Town Hall at 7:30pm in order to vote on an appropriation for replacement of the Bus Garage roof.

Dr. Welch reviewed CMT Performance Results with the Board. Preston continues to strive for 80% of all its students to perform at goal or advanced levels in all subject areas.

8. Old Business

8.1. Votes Required

Moved, to approve Preston BOE Policy 9325.2: Bylaws of the Board: Order of Business as amended. Hess/Burke-Grabarek. Unanimous. Motion Carries.

8.2. Discussion

9. Information

10. Date and Time of Next Meeting

Monday, September 14, 2009

7pm

11. Executive Session

Moved, to take the agenda out of order to convene in executive session for the purposes of discussing strategy with respect to collective bargaining and to review a Memorandum of Agreement with the MEUI. Burke-Grabarek/Raymond. Unanimous. Motion Carries.

Dr. Welch, Gloria Homiski and Attorney Grello invited to stay.

Moved, to exit Executive Session at 8:45pm. Hess/Burke-Grabarek. Unanimous. Motion Carries.

12. Adjournment

Moved, to adjourn the meeting at 10:17pm. Kornosewicz/Burke-Grabarek. Unanimous. Motion Carries.

Jack
Governor Rell
invites YOU to attend!

H1N1 for Municipal Officials

Suggested
Attendees:

- *Municipal
CEOs*
- *School
Officials*
- *Healthcare
Providers*
- *First
Responders*
- *Emergency
Service
Directors*

Presented by:



*Includes
light
breakfast*

*Thursday
September 10, 2009*

8:00 AM

to

12:30 PM

*CT Convention Center
100 Columbus Blvd.
Hartford, Connecticut*

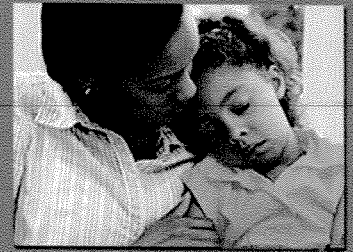
Please register:

<http://ct.train.org>

course ID #1019014

**Or register by email to:
lynn.townshend@ct.gov**

Regular convention center parking rates apply



Presentations

**H1N1 2009
Response**

***Municipalities,
Local Health
&***

***the H1N1
Experience:
A Panel
Discussion***

**Updates on:
Antivirals &
PPE**

**&
H1N1
Vaccination Plan**

**Information
Sharing and
Web EOC**

**Crisis
Communication**



Sean Damm
146 Ann Ave
Mystic, CT. 06355
Phone (860)536-1755
sdtech1@sbcglobal.net

October 15, 2009

Preston Plains Schools
325 Shetucket Turnpike
Preston, CT. 06365

Subject:

Mike,

Upon original inspection of the boiler repairs I found 42 supply header nipples, 12 return nipples total among two boilers, in need of repair. After starting this repair project I have found that both boilers actually need total supply header nipple repair or replacement, which would be now a total of 64 supply header nipples and a minimum of 16 return nipples will need to be repaired or replaced. During the repairs to boiler #1 many nipples were replaced and repairs to header were made. These replacements were needed due to erosion of the original nipples. This erosion is from constant leaking of gaskets and time. It was unforeseeable during initial inspection the magnitude of these repairs. While the repairs can be done, this plan of action is not recommended. Total replacement of the existing boilers will prove to be more efficient and cost effective for the school system.

Boiler #1 has been repaired and is running and maintaining at this time. Good news is the steam trap replacement has helped the efficiency of the system and will help in time of need for boiler replacement. Boiler #1 is easily maintaining good efficient working pressure with even heat throughout system. However the cost that was needed to achieve this was higher than expected due to greater number of nipples that actually needed repair or replacement. Also during hydro-testing of boiler #1 the relief valve failed and was in need of replacement. This was done under the trap replacement estimate. In addition to the existing contract, an estimated minimum of \$9,500 will be needed to get Boiler #2 running to equal capacity.

I am attaching the bill as proof to the cost accrued this far. Please understand that these repairs are difficult to estimate. The repairs to these boilers should have been done many years ago before they got to this point difficult and costly return.

If you have any questions please do not hesitate to contact me directly. I look forward to working with you.

Respectfully,
Sean Damm
CT. # 391837

Sign and date upon approval

_____ Date _____



Sean Damm
146 Ann Ave
Mystic, CT. 06355
Phone (860)536-1755
sdtech1@sbcglobal.net

Sign and date upon approval

Date _____



September 4, 2009

Preston Public School
325 Shetucket Turnpike
Preston, CT 06365

Mr. House;

In regards to the site visit on April 2ND, due to existing generator location and condition of the unit we recommend replacement of the unit for the following reasons:

1. The room the generator is located in does not meet working clearances on all sides of the generator which needs to be a minimum of 36 inches. Presently it does not meet present day code requirements. Due to the existing electrical equipment in the room, this is not possible.
2. The existing fuel tank is not a double wall tank. The existing fuel lines are connected in such a way that a fuel leak anywhere in the system could empty the contents of the fuel tank into the building. Then from the building into the surrounding grounds, then possible seeping into ground water, causing contamination.
3. The existing exhaust system is in close proximity to combustible framing material. Extended run times on the machine could dry out the combustible materials and cause a fire.
4. Due to the age of the generator it does not have an electronic governor which maintains a 60 cycle output and a better voltage regulation. The present governor is a mechanical style, which can allow 5% to 10% drop in voltage frequency when heavy loads are applied to the generator, such as motor starting loads.
5. The existing installation is a 100% manual operation, which requires qualified personnel to start the generator and insure that it is operating correctly, turn off all non essential loads in the school and then operate a manual transfer switch in the main electrical room.
6. There are no parts available for the unit you have.
7. A replacement generator should be located outside due to the above items 1., 2., 3., and should be mounted on a double wall fuel tank.

Sincerely,

Mike Thibault

Mike Thibault
Sales Engineer
Power Systems Division
Tel: (860) 594 4864
mthibault@hopennmachinery.com

H.O. PENN MACHINERY COMPANY, INC.

Bronx, NY 10466
800 Brush Avenue
(718) 803-3800

Holtsville, NY 11742
800 Union Avenue
LJE (Ex) 82
(831) 750-7600

Poughkeepsie, NY 12003
122 Nexan Road
(845) 452-1200

Newington, CT 06111
225 Richard Street
(860) 888-8401

Bloomingburg, NY 12721
783 Bloomingburg Road
(845) 733-8400

Preston Board of Education
FY2009 Budget Status Report
 July 2008 to June 2009 Year End Balance

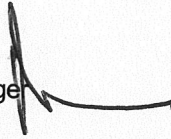
	Account	Budget	Expenses	Encumb- Projected	Balance
111	Certified Personnel				
	.001 · Superintendent	115,257	115,257	0	-
	.002 · Director of Cir., Inst & Sped	84,460	84,460	0	-
	.003 · Principals	196,013	196,013	0	-
	.004 · Regular Education Teachers	2,140,803	2,142,760	0	(1,957)
	.005 · Principal Designee	1,700	1,700	0	-
	.006 · Special Education Teachers	663,407	667,007	0	(3,600)
	.007 · Nurses	90,399	87,896	0	2,503
	.008 · Summer school teachers	12,808	12,808	0	-
	Total Certified Personnel	3,304,847	3,307,901	0	(3,054)
112	Classified Personnel				
	.010 · Business Manager	68,165	68,165	0	-
	.011 · Admin Ass't- Special Education	35,456	35,456	0	-
	.012 · Executive Administrative Ass't	43,030	43,030	0	-
	.014 · B&G Supervisor	66,414	66,405	0	9
	.015 · Technical Coordinator	36,648	36,648	0	-
	.016 · Paraprofessionals	223,083	224,040	0	(957)
	.018 · School Secretaries	57,407	55,941	0	1,466
	.019 · Custodians	148,645	141,954	0	6,691
	.020 · Transportation Personnel	473,962	435,807	0	38,155
113	Substitute Paraprofessionals	18,000	16,234	0	1,766
114	Tutors - Homebound Students	13,424	13,630	0	(206)
122	Stipends	21,300	19,675	0	1,625
	Total Classified Personnel	1,205,534	1,156,985	-	48,549
212	Health Insurance	876,174	863,352	0	12,822
215	Life Insurance	9,374	7,513	0	1,861
220	Social Security	146,373	143,682	0	2,691
250	Unemployment Comp	53,402	53,402	0	-
260	Workers Comp	50,395	51,317	0	(922)
291	Annuity Payments	82,665	77,550	0	5,115
	Total Benefits	1,218,383	1,196,816	0	21,567
315	Substitute Teachers and Interns	91,082	112,889	0	(21,807)
320	Special Education Services	61,259	69,040	0	(7,781)
322	Staff Development	18,798	17,646	0	1,152
330	Professional Purchased Services	50,242	48,593	0	1,649
331	Legal Services	30,000	38,825	0	(8,825)
421	Bus & Garage Repairs	114,760	118,475	0	(3,715)
430	Repairs & Maintenance	60,797	67,210	0	(6,413)
431	Equipment Repairs	4,500	4,300	0	200
432	EMERGENCY REPAIRS	20,868	24,457	0	(3,589)
442	Copy Machine Leases, etc.	41,000	43,157	0	(2,157)
450	Building Improvements	30,933	39,886	0	(8,953)
	Total Purchased Services	524,239	584,478	0	(60,239)

Preston Board of Education
FY2009 Budget Status Report
 July 2008 to June 2009 Year End Balance

	Account	Budget	Expenses	Encumb- Projected	Balance
	510 · Alternative Transportation	76,137	80,065	0	(3,928)
	530 · Communications	40,000	39,142	0	858
	531 · Postage	5,500	4,822	0	678
	570 · Food Service Management	40,000	70,500	0	(30,500)
	580 · Travel	10,000	8,526	0	1,474
	Total Other Purchased Services	171,637	203,055	0	(31,418)
	560 · Regular Ed Tuition	2,088,705	2,088,698	0	7
	563 · Special Ed Tuition	1,257,666	1,116,359	0	141,307
	Total Student Tuition	3,346,371	3,205,057	0	141,314
	611 · Instructional Supplies	60,047	71,216	0	(11,169)
	613 · Custodial Supplies	28,080	28,272	0	(192)
	620 · Heat & Propane	145,338	145,110	0	228
	622 · Electricity	139,002	136,725	0	2,277
	628 · Gasoline/Diesel	156,566	156,101	0	465
	641 · Textbooks/Workbooks	15,043	14,867	0	176
	690 · Non-Instructional Supplies	9,784	6,593	0	3,191
	Total Supplies/Commodities	553,860	558,884	0	(5,024)
	730 · Equipment	4,058	4,798	0	(740)
	734 · Technology	115,598	167,101	0	(51,503)
	810 · Dues/Fees	11,634	11,373	0	261
	Total Expense	10,456,161	10,396,448	-	59,713

Memo

To: Jack Welch, Superintendent
From: Gary Miller, Interim Business Manager
Date: October 15, 2009
Re: FY2010 Budget Status Report
Encl: Budget Status – October 2009



The attached Budget Status Report provides an object level view of the current 2009-2010 budget. The Expended column reflects all expenditures through September 2009. The Encumbered & Forecast column shows actual encumbrances plus a forecast of future costs to the end of the fiscal year. The latter column will be adjusted as the year progresses in order to provide a Balance column which more clearly shows areas of potential or known savings, as well as, known and anticipated deficits.

1. Personnel (Object 111 and 112) and Benefits (Object 200) reflect payroll expenses to date. Please note that the Regular Education Teacher and Special Education Teacher budgets need to be adjusted to account for the movement of teaching staff to fill vacancies after the budget was set and changes in staffing so far this year. In December we will be recommending a budget transfer of \$115,000 from the Special Education to Regular Education Teachers accounts.
2. I have made preliminary forecasts for spending in all other accounts. I will be refining these forecasts over the next month as I continue my analysis of the district accounts.

Preston Board of Education
FY2010 Budget Status Report
 July 2009 to September 2009

	Account	Current Budget	Expenses	Encumb- Projected	Balance
111	· Certified Personnel				
	.001 · Superintendent	115,257	26,598	88,659	0
	.002 · Director of Cir., Inst & Sped	84,460	19,491	64,969	0
	.003 · Principals	196,013	45,234	150,779	0
	.004 · Regular Education Teachers	2,198,813	254,357	2,059,404	(114,948)
	.005 · Principal Designee	1,700	-	-	1,700
	.006 · Special Education Teachers	594,650	72,805	395,019	126,826
	.007 · Nurses	92,501	14,258	78,243	0
	.008 · Summer school teachers	13,111	17,433	-	(4,322)
	Total Certified Personnel	3,296,505	450,175	2,837,073	9,257
112	· Classified Personnel				
	.010 · Business Manager	68,165	22,458	45,000	707
	.011 · Admin Ass't- Special Education	36,520	13,277	23,243	(0)
	.012 · Executive Administrative Ass't	44,321	10,345	33,976	(0)
	.014 · B&G Supervisor	66,415	15,326	51,089	(0)
	.015 · Technical Coordinator	35,000	8,077	26,923	0
	.016 · Paraprofessionals	314,286	19,859	294,427	0
	.018 · School Secretaries	49,040	9,466	39,574	(0)
	.019 · Custodians	136,907	34,589	102,318	0
	.020 · Transportation Personnel	496,450	59,951	436,499	(0)
113	· Substitute Paraprofessionals	9,000	991	-	8,009
114	· Tutors - Homebound Students	12,000	-	12,000	-
122	· Stipends	3,500	-	3,500	-
	Total Classified Personnel	1,271,604	194,340	1,068,549	8,715
212	· Health Insurance	983,306	2,448	980,858	0
215	· Life Insurance	9,374	260	9,114	(0)
220	· Social Security	152,634	18,696	133,938	(0)
250	· Unemployment Comp	44,000	2,539	41,461	(0)
260	· Workers Comp	53,404	26,459	26,945	-
291	· Annuity Payments	88,362	(272)	88,634	(0)
	Total Benefits	1,331,080	50,131	1,280,950	(1)
315	· Substitute Teachers and Interns	70,000	3,403	66,000	597
320	· Special Education Services	55,496	3,390	52,000	106
322	· Staff Development	15,500	3,571	11,900	29
330	· Professional Purchased Services	35,759	11,850	23,000	909
331	· Legal Services	50,000	2,771	45,000	2,229
421	· Bus & Garage Repairs	45,000	18,183	26,000	817
430	· Repairs & Maintenance	55,384	23,638	31,000	746
431	· Equipment Repairs	4,500	6,560	-	(2,060)
432	· EMERGENCY REPAIRS	17,000	1,903	-	15,097
442	· Copy Machine Leases, etc.	43,000	5,872	37,128	0
450	· Building Improvements	21,065	22,771	-	(1,706)
	Total Purchased Services	412,704	103,913	292,028	16,763

Preston Board of Education
FY2010 Budget Status Report
 July 2009 to September 2009

	Account	Current Budget	Expenses	Encumb- Projected	Balance
	510 · Alternative Transportation	50,400	7,322	43,078	-
	530 · Communications	40,000	10,179	29,821	0
	531 · Postage	5,600	793	4,807	0
	570 · Food Service Stoploss	25,000	638	24,362	0
	580 · Travel	10,000	718	9,000	282
	Total Other Purchased Services	131,000	19,649	111,068	283
	560 · Regular Ed Tuition	1,953,188	-	1,953,188	-
	563 · Special Ed Tuition	1,458,879	426,957	1,031,922	0
	Total Student Tuition	3,412,067	426,957	2,985,110	0
	611 · Instructional Supplies	53,110	46,282	6,800	28
	613 · Custodial Supplies	26,000	24,727	1,200	73
	620 · Heat & Propane	94,747	94,072	-	675
	622 · Electricity	174,253	14,784	159,469	(0)
	628 · Gasoline/Diesel	113,313	115,077	-	(1,764)
	641 · Textbooks/Workbooks	14,420	5,372	9,000	48
	690 · Non-Instructional Supplies	9,784	6,330	3,400	54
	Total Supplies/Commodities	485,627	306,643	179,869	(885)
	734 · Technology	102,870	59,508	43,000	362
	810 · Dues/Fees	12,705	11,536	-	1,169
	Total Expense	10,456,162	1,622,852	8,797,647	35,663

3:36 PM
10/14/09
Accrual Basis

Preston Cafeteria
Profit & Loss
July through September 2009

	<u>Jul - Sep 09</u>
Income	
50 · State Funding	5,904.27
51 · School Lunch Revenue	<u>16,169.20</u>
Total Income	22,073.47
Expense	
112 · Payroll Expense	4,346.42
220 · FICA Expense	335.56
221 · FUTA	0.00
222 · SUTA	245.64
291 · Retirement Incentive	39.18
330 · Payroll Prep	234.15
630 · Food	11,519.06
690 · Other Supplies	<u>633.66</u>
Total Expense	<u>17,353.67</u>
Net Income	<u><u>4,719.80</u></u>

Preston School Transportation Dept.
September 10, 2009
Report to Dr. Welch
From Patricia Hibbard, Transportation Supervisor

BUS RADIOS

In August, a meeting was held with the Preston First Selectman Bob Congdon, Dr Welch and I concerning the status of school bus radios. An agreement was reached to allow the school buses to use the same radio frequency as the DPW trucks use. Radio protocols will have to be strictly followed by bus drivers. They will only use the radio for communication pertaining to transportation needs. Radio providers were called to obtain quotes for the purchase of radios for the buses. Tactical Communications provided the lowest cost per radio. Jim Elton, Head Mechanic, will install and wire the radios in each bus. The radios were ordered and should be arriving soon. The "push to talk" phones that we currently use will be terminated once we have full radio installation completed. Approximately four phones will be kept for use on field trips that are out of radio range.

BUS MAINTENANCE AREA

Portable wall dividers have been installed in the bus garage area to separate the drivers area from the maintenance area. This was done to improve safety. They also help to create an additional area to hang safety posters and safe bus driving information.

BUS ROUTES

During June, July , and early August, bus routes were re-evaluated using student information from the previous school year and the upcoming school year. Changes were made to shorten the bus routes, equalize routes and to make routes more efficient. High school AM start times for drivers were adjusted to a pre-trip start time of 5:45 am. All high school routes leave the bus yard at approx 6:00 am The Head Mechanic starts at 5:30 am. Bus drivers were notified by letter that route bidding would take place on Aug 20, 2009, starting at 9:00 am. The seniority list was followed. Each driver was provided up to 45 minutes to view all routes available before choosing a route. The route bidding was completed by 6:30 pm on Aug 20th.

BUS DRIVERS STAFF DAY

Bus driver staff day was held on Monday, Aug 24, 2009. The day began with a welcome to the, "New School Year" in the PVMS music room. Drivers then returned to the bus garage and rotated their way through driving skill refreshers, including student loading, "Stop sign and stop line", "On the road again", and "How far is 100 Ft?". A mirror clinic was held with the mechanic making adjustments for each driver to the bus they would be driving for the school year. Lunch was provided at the garage for all. We returned to PVMS music room for a presentation from Dr. Welch on the H1N1 virus and steps drivers could take to minimize becoming infected themselves. He also emphasized that drivers should periodically sanitize hand rails with the product provided for that purpose.

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 2010-2011 school year. A request has been made to central office for updated student lists in order to begin this planning process.

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 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 and/or head mechanic.

Respectfully submitted,

Patricia Hibbard

Memo

To: Jack Welch, Superintendent of Schools

From: Gary Miller, Interim Business Manager

CC: Preston Board of Education

Date: 10/13/2009

Re: Lunch Price Increase at PVMS

As you know we had to infuse the Cafeteria program with \$70,000 in 2008-09 to end the year with a positive balance. The 2008-09 budget only had \$25,000 for this purpose, so remaining unexpended funds were used to make the program whole. The long period of paid sick leave for one of the cafeteria employees was largely responsible for a significant portion of the deficit. The remainder was due to rising costs and an insufficient amount budgeted in the BOE budget to cover the normal shortfall in operating revenues to expenses.

Fortunately, as a result of the above actions, we were able to start the 2009-10 school year with a small positive balance which allowed the payment of bills in a timely manner. So far this year we are also not experiencing the cost of providing substitute cafeteria workers on a regular basis.

I'm also happy to report that all three of our current cafeteria employees passed the Qualified Food Operator course that I was able to obtain through UCONN at no cost to the district.

Since the 2009-10 budget only has \$25,000 budgeted to cover the probable program deficit at the end of the year, I proposed raising the cost of a school lunch at Preston Veterans from \$2.25 to \$2.50. This increase would make the cost of lunch the same in both schools. This cost is consistent with the size of our operations and well within line of other school district elementary and middle school programs. We do not have the program participation to provide any other sources of revenue, such as, catering, lunch promotions, etc. We have raised the price of the Senior Citizen monthly lunch to \$3.00 and the price of a staff lunch to help defray costs.

Last school year, the PVMS cafeteria served 20,173 paid lunches (excluding free and reduced), i.e., approximately 2,020 lunches per month. If the price increase of \$0.25 were instituted after the Thanksgiving holiday starting the week of November 30th, the district would raise an additional \$3,535 in cafeteria revenue over seven months.

We would continue to find ways to encourage parents and students to increase the participation in the food service program at PVMS. I will provide a more complete analysis for the preparation of the 2010-2011 budget.

Instruction

Technology and Instruction

Technologies curricula in the school district shall:

- A. initially familiarize student with computer operation and uses;
- B. progress to use of technology as an instructional aide for regular class work;
- C. and finally teach students to use technology as one of many effective tools for problem solving.

The Superintendent of Schools shall work with staff to develop a long range plan for technological instruction from kindergarten through **grade eight**, including:

- A. budgeting and acquisition of computer hardware at all school levels;
- B. budgeting and acquisition of computer software at all school levels;
- C. staff development on appropriate uses for instructional technology and skills in instructional uses;
- D. coordination of **K-8** curricula in technology instruction;
- E. application of technology throughout the curricula in grades **K-8**.

(cf. 6140 Curriculum)

(cf. 6141 Curriculum Design/Development)

(cf. 6161 Equipment/Books/Materials: Provision/Selection)

(cf. 6161.1 Evaluation of Instructional Materials)

(cf. 6161.2 Care of Instructional Materials)

(cf. 6176 Career and Vocational Education)

(cf. 6200 Adult Education)

Legal Reference: **Connecticut General Statutes**
10-221 Boards of education to prescribe rules.

Policy adopted:

Instruction

Telecommunications/Internet - Acceptable Use

The school district believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The district will make every effort to protect students and teachers from any misuses or abuses as a result of experience with an electronic information service. It is therefore imperative that members of the school community conduct themselves in a responsible, ethical, and polite manner while using any network. Further, they must abide by all local, state and federal laws.

Guidelines for General Use

It is important to recognize that with increased access to computers and people all over the world also comes the availability of controversial material that may not be considered of educational value in the context of the school setting. Further, the school district recognizes the importance of each individual's judgment regarding appropriate conduct in maintaining a quality resource system. While this policy does not attempt to articulate all required or proscribed behavior, it does seek to assist in such judgment by providing the following guidelines.

- A. All use of the Internet, electronic services or any telecommunications network must support educational objectives or research.
- B. Any electronic mail accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account.
- C. All communications and information accessible via a network should be assumed to be **public**.
- D. Any use of the district's computing resources or networks for illegal or inappropriate purposes accessing materials that are objectionable in a public school environment, or supporting such activities, is prohibited. Language that is deemed to be vulgar is also prohibited. Illegal activities shall be defined as a violation of the intended use of the service or network. Inappropriate use shall be defined as a violation of the intended use of the service or network. Objectionable is defined as materials that are identified as such by the rules and policies of the Board of Education that relate to curriculum materials and textbook adoption.
- E. Any use of telecommunication opportunities for commercial purposes, financial gain, product advertisement, political lobbying, or attempt to disrupt the use of the services by others, is prohibited.

Preston Board of Education
Policies, Regulations, and Bylaws

6141.321(b)

Instruction

Telecommunications/Internet - Acceptable Use (continued)

F. The Board of Education has no control of the information on the Internet. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

G. Violations of the provisions stated in this policy may result in suspension or revocation of access privileges to the Internet, electronic services or district networks.

The Superintendent shall identify one administrator as the "District Internet Administrator" who will have responsibility for implementing this policy, establishing procedures, and supervising access privileges.

Guidelines for Student Use

Student use of electronic services is considered to be a privilege. Students at the elementary level may use telecommunications or the Internet only when supervised by a teacher or teacher aide. Guidelines for the use of these electronic services by elementary students will be developed by the District Internet Administrator.

Students in grades 6-8 who wish to use electronic services and networks that are available to them may do so provided that they:

- A. Read and agree to the Acceptable Use Policy;
- B. Sign Internet Use Agreement" (contract);
- C. Obtain the signature of one parent/guardian (if under the age of 18) on the contract;
- D. Have at least one teacher sign the contract form as a sponsor; and
- E. Submit the completed contract to the designated person in each building.

Any parent or student who wishes to appeal any decision relative to Acceptable Use Policy should contact the District Internet Administrator.

Policy adopted:

7/05

Preston Board of Education

Policies, Regulations, and Bylaws

6141.321

Agreement

Instruction

Telecommunications/Internet - Acceptable Use

PRESTON PUBLIC SCHOOLS
PRESTON, CONNECTICUT

Internet Use Agreement

Please read this document carefully before signing.

Internet access is now available to students and teachers in Preston Public Schools.

The Board of Education is pleased to bring this access to _____ and believes the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- 1) electronic mail communication with people all over the world;
- 2) information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions;
- 3) public domain software and shareware of all type;
- 4) discussion groups on a variety of topics ranging from Chinese culture to the environment to music to politics; and
- 5) access to many university library catalogs, the Library of Congress and ERIC.

Preston Public Schools has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and a user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a district user violates any of these provisions, his or her privileges/account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party

Preston Board of Education

Policies, Regulations, and Bylaws

(parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

6141.321

Agreement

(continued)

Instruction

Telecommunications/Internet - Acceptable Use

Internet - Terms and Conditions

- 1) **Acceptable Use** - The purpose of the National Science Foundation Network (NSFNET), which is the backbone network to the Internet, is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of telecommunications/an electronic mail account must be in support of education and research and consistent with the educational objectives of Preston Public Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement or political lobbying is prohibited.
- 2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who uses the Internet or who receives an account will be part of a discussion with a district faculty member pertaining to the proper use of the network.) System administrators will deem what is inappropriate use and the decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff may request the District Internet administrator to deny, revoke, or suspend specific user accounts.
- 3) **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Be polite. Becoming abusive in one's messages to others is prohibited.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
 - c. Do not reveal your personal address or phone number or those of students or colleagues.
 - d. Note that electronic (e-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - f. All communications and information accessible via the network should be assumed to be public property.

Preston Board of Education

Policies, Regulations, and Bylaws

- 4) Preston Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors or omissions. The district specifically denies any responsibility for the accuracy or quality of information obtained from the Internet.

6141.321
Agreement
(continued)

Instruction

Telecommunications/Internet - Acceptable Use

Internet - Terms and Conditions (continued)

- 5) Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

- 6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. If there is any cost involved in repairing such vandalism, the cost will be assumed by the parent/guardian or the student if he/she is 18 years or older.

6141.321
Agreement
(continued)

STUDENT

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Preston Board of Education

Policies, Regulations, and Bylaws

Student Signature

Date

School

Grade

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. Preston Public Schools has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet, to have an account and certify that the information contained on this form is correct.

Parent or Guardian's Name (Please Print)

Signature

Date

6141.321
Agreement
(continued)

Instruction

Telecommunications/Internet - Acceptable Use

SPONSORING TEACHER

I have read the Internet Use Agreement and agree to review this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Teacher's Name (please print)

Signature

Date:

Preston Board of Education

Policies, Regulations, and Bylaws

6141.322(a)

Instruction

Computers: Web Sites/Pages

The Preston Board of Education allows the district and schools within the district to create and maintain world wide web sites for educational purposes. Web sites are avenues for educating, providing information, communicating and expressing creativity. District and individual school web sites shall be used to share information about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission. Web sites shall also provide instructional resources for staff and students.

Materials displayed on web sites are published on the Internet. Therefore, the content should be professional and consistent with the educational mission of the school system. Web sites shall follow standards for ethical behavior in regard to information and technology by showing respect for the principles of intellectual freedom, intellectual property rights and the responsible use of information and technology. Pages shall reflect an understanding that both internal and external audiences will be viewing the information

Any pages or links representing the school district shall follow guidelines and responsibilities pertaining to content standards, student records, copyright, and technical standards which are contained in the administrative regulations which accompany this policy.

(cf. 1110 - Communications with the Public)

(cf. 5125 - Student Records)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6145.3 - Publications)

(cf. 6161.1 - Guidelines for Evaluation/Selection of Instructional Materials)

(cf. 6162.6 - Use of Copying Device, Copyrights)

(cf. 6163.3 - Instructional Resources for Students/Live Animals in the Classroom)

Legal Reference: **Connecticut General Statutes**

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Preston Board of Education

Policies, Regulations, and Bylaws

6141.322(b)

Instruction

Computers: Web Sites/Pages (continued)

Legal Reference: Connecticut General Statutes (continued)
Connecticut Public Records Administration Schedule V - Disposition of
Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438
of the General Education Provisions Act, as amended, added by section
513 of P.L. 93-568, codified at 20 U.S.C.1232g.).

Dept. of Educ. 34 C.F.R. Part 99 (May 9, 1980 45 FR 30802) regs.
implementing FERPA enacted as part of 438 of General Educ. provisions
act (20 U.S.C. 1232g)-parent and student privacy and other rights with
respect to educational records, as amended 11/21/96.

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et.seq.

Policy adopted:

6141.323

Instruction**Internet Acceptable Use: Filtering**

The _____ Public Schools is fortunate to have access to the Internet at all schools. This access provides increased opportunities for students and staff to conduct research and to communicate locally, nationally, and internationally.

This wonderful resource also provides access to material unsuitable for students and which has no educational value. It is the responsibility of all District staff to ensure that the Internet, as used in District Schools, is appropriately guided and monitored. Moreover, staff also has the responsibility to conduct themselves in an appropriate private manner when using the Internet.

Alternative/optional language to consider

The Board of Education provides computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software, electronic access privileges, and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are not to be used for personal gain by any student or staff member.

In order to ensure that the District's Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following:

- A. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching.
- B. Use of the computers, computer systems, software electronic access privileges and networks shall be restricted to those users who have signed the District's "Acceptable Use Policy." In the case of minors, the "Acceptable Use Policy" must also be signed by the student's parent or guardian.
- C. Implementation of a system developed to filter out Internet sites with content considered unacceptable for student viewing. A committee of teachers, parents, and administrators shall be used to receive appeals from users who have a specific use in mind for a filtered site.

The Internet changes rapidly making it impossible to filter all objectionable sites. Therefore, the staff role in supervising and monitoring student access to the Internet is critical. In addition, each individual has the responsibility to monitor their own navigation on the Internet to avoid undesirable sites.

Alternative/optional language to consider

Filtering should only be viewed as one of a number of techniques used to manage student's access to

the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering should be used in conjunction with:

- A. Educating students to be "Net-smart"*
- B. Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;*
- C. Using "Acceptable Use Agreements;"*
- D. Using behavior management practices for which Internet access privileges can be earned or lost; and*
- E. Appropriate supervision, either in person and/or electronically.*

The placement of filters on District computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized with District schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

The Superintendent of Schools is directed to establish guidelines and procedures for responsible use of computers, computer systems, software, electronic access privileges, and networks provided by the Board of Education.

(cf. [6141.321](#) - Acceptable Use of the Internet)

(cf. [6141.322](#) - Web Sites/Pages)

Legal Reference: Connecticut General Statutes

1-19(b)(11) Access to public records. Exempt records.

10-15b Access of parent or guardians to student's records.

10-209 Records not to be public.

11-8a Retention, destruction and transfer of documents

11-8b Transfer or disposal of public records. State Library Board to adopt regulations.

46b-56 (e) Access to Records of Minors.

Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).

Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).

Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.

HR 4577, Fiscal 2001 Appropriations Law (contains Children's Internet Protection Act)

Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.

Preston Board of Education

Policies, Regulations, and Bylaws

6141.323(a)

Instruction

Internet Acceptable Use: Filtering

The Board of Education provides computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The computers, computer systems, software, electronic access privileges, and networks are the property of the Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are not to be used for personal gain by any student or staff member.

In order to ensure that the District's Internet connection is used in the appropriate manner and that all users are protected from any inappropriate information published on the Internet, the District has and is continuing to implement the following:

- A. Professional development opportunities to help teachers integrate the use of the Internet into classroom teaching.
- B. Use of the computers, computer systems, software electronic access privileges and networks shall be restricted to those users who have signed the District's "Acceptable Use Policy." In the case of minors, the "Acceptable Use Policy" must also be signed by the student's parent or guardian.
- C. Implementation of a system developed to filter out Internet sites with content considered unacceptable for student viewing.

Filtering should only be viewed as one of a number of techniques used to manage student's access to the Internet and encourage acceptable usage. It should not be viewed as a foolproof approach to preventing access to inappropriate material. Filtering should be used in conjunction with:

- A. Educating students to be "Net-smart"
- B. Using recognized Internet gateways as a searching tool and/or homepage for students, in order to facilitate access to appropriate material;
- C. Using "Acceptable Use Agreements;"
- D. Using behavior management practices for which Internet access privileges can be earned or lost; and
- E. Appropriate supervision, either in person and/or electronically.

The placement of filters on District computers/computer systems is viewed as an exercise of the Board's ability to determine educational suitability of all material used in the schools.

Filters may be utilized with District schools to (1) block pre-selected sites, (2) block by word, (3) block entire categories like chat and newsgroups, and (4) through a pre-selected list of approved sites.

The Superintendent of Schools is directed to establish guidelines and procedures for responsible use of computers, computer systems, software, electronic access privileges, and networks provided by the Board of Education.

(cf. 6141.321 - Acceptable Use of the Internet)

(cf. 6141.322 - Web Sites/Pages)

Preston Board of Education

Policies, Regulations, and Bylaws

Legal Reference: **Connecticut General Statutes**
1-19(b)(11) Access to public records. Exempt records.
10-15b Access of parent or guardians to student's records.
10-209 Records not to be public.

6141.323(b)

Instruction

Internet Acceptable Use: Filtering

Legal Reference (continued)

11-8a Retention, destruction and transfer of documents
11-8b Transfer or disposal of public records. State Library Board to adopt regulations.
46b-56 (e) Access to Records of Minors.
Connecticut Public Records Administration Schedule V - Disposition of Education Records (Revised 1983).
Federal Family Educational Rights and Privacy Act of 1974 (section 438 of the General Education Provisions Act, as amended, added by section 513 of PL 93-568, codified at 20 U.S.C. 1232g.).
Dept. of Education. 34 CFR. Part 99 (May 9, 1980 45 FR 30802) regs. implementing FERPA enacted as part of 438 of General Education Provisions Act (20 U.S.C. 1232g)-parent and student privacy and other rights with respect to educational records, as amended 11/21/96.
HR 4577, Fiscal 2001 Appropriations Law (contains Children's Internet Protection Act)
Public Law 94-553, The Copyright Act of 1976, 17 U.S.C. 101 et. seq.
Reno v. ACLU, 521 U.S. 844 (1997)
Ginsberg v. New York, 390 U.S. 629, at 642, n.10 (1968)
Board of Education v. Pico, 457 U.S. 868 (1988)
Hazelwood School District v. Kuhlmeier, 484 U.S. 620, 267 (1988)

6141.8

Instructions**School Readiness/Day-Care**

The critical importance of the early years in determining the educational development of children is recognized by the Board of Education. Insofar as resources permit, programs designed to help meet the physical, emotional, social and intellectual needs of preschool children ages three and four are encouraged. Such programs shall promote the health and safety of children and prepare them for formal schooling. In the utilization of resources, however, including available space, first priority is assigned to the regular school program for grades K through 12. A cooperative arrangement with another school district may be considered.

The Board directs the Superintendent, in cooperation with the chief elected official of the town, to develop and submit a plan to the State Department of Education which fulfills the requirement of C.G.S. 17b-749a and which enables the district to seek funding on a competitive grant basis established for this purpose.

In addition, recognizing the need to fulfill the statutory program requirements for school readiness programs, detailed in C.G.S. 10-169, the Board directs that an emphasis shall be placed on a plan for the incorporation of appropriate pre-literacy practices and teacher training in such practices and professional development for staff which includes, but is not limited to, training in pre-literacy skills development and designed to assure respect for racial and ethnic diversity.

The Board regards parental involvement and community cooperation as an integral part of this program. A local school readiness council, its composition and duties specified by statute, shall be formed and convened by the Superintendent.

Legal Reference: Connecticut General Statutes

17b-749a Establishment of school readiness program. Council as amended by PA 97-259 An Act Concerning School Readiness and Child Day Care.

Policy adopted: 7/11/05

Instruction

Basic Instructional Program

The basic instructional program shall be prescribed by the Board and be in accordance with the law.

Although learning experiences offered students vary according to their individual needs and abilities, the instructional program will be designed to give all students a common body of skills, understandings, attitudes, and knowledge needed for living in a democratic society.

An atmosphere fostering healthy growth shall prevail, recognizing in which ability encouraging excellence and providing a model of productive life as a model to emulate.

As required by law, the Board shall provide a program of instruction which shall include at least the following subject matter as taught by legally qualified teachers, the arts; career education; consumer education; 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, which may include the dangers of gang membership, and safety and accident prevention; instruction on acquired immune deficiency syndrome (AIDS); language arts, including reading, writing, grammar, speaking and spelling; mathematics, physical education; science; social studies, including, but not limited to, citizenship, economics, geography, government and history; and in addition, on at least the secondary level, one or more foreign languages and vocational education.

Language arts may include American sign language or signed English, provided such subject matter is taught by a qualified instructor under the supervision of a certified teacher.

The implementation of these programs shall be the responsibility of the building Principals.

Legal Reference:

Connecticut General Statutes

10-16b Prescribed courses of study. (as modified by PA 97-45 and PA 97-61)

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

Basic Instructional Program (Continued)

10-19 Teaching about alcohol, nicotine or tobacco, drugs, and acquired immune deficiency syndrome. Training of personnel.

Policy adopted:

6142.2

Instruction**Reading/Language Arts**

Reading and language skills are integral parts of all phases of the learning process. Each individual, therefore must learn to speak, read, write, and listen to words in order to function effectively in school and society. Since it is primarily with words that ideas and thoughts are communicated, it is imperative that the individuals develop competency in the reading and language arts areas for self-fulfillment, effective communication, creative expression, and to assume a productive role in society. Each individual must be provided with an educational program at his or her level of ability and achievement. Such a program will emphasize the differentiation of instruction, flexible grouping, and a multi-modality approach.

Recognizing the importance of establishing the appropriate foundation during the primary grades and its statutory requirements, the Board of Education, by September 1, 1999 will develop and implement a three year plan to improve the reading skills of students in grades K through 3 inclusive. The goal of such plan is to have all students attain the state's reading competency standard.

The Superintendent is directed to include in the plan:

- The specific instructional methods, strategies and activities that will be used to teach reading;
- Ways to assess and help students in danger of not learning to read by the end of first grade;
- Periodic evaluations of students' reading levels;
- More time for instructing students who do not progress or who read below grade level;
- In-service training for elementary school teachers in how to teach reading and language arts;
- Ways to involve parents in addressing their children's reading problems;
- Ongoing data collection and monitoring of program effectiveness; and
- A school and public library partnership to improve pre-reading and reading skills.

REQUIREMENTS FOR PRIORITY SCHOOL DISTRICTS:

A summer reading program shall be offered to children enrolled in kindergarten who are determined by their teachers to need additional reading and reading readiness instruction.

Annually, in the middle and at the end of the school year, the reading level of students in grades one through three, inclusive, shall be determined in relation to measures established by the State Board of Education. If a student is determined to be substantially deficient in reading based on the middle of the year evaluation, the parents/guardians shall be notified. A personal reading plan will be developed for the student based on the end of year evaluation. Such plan shall include measures to improve the students reading level, such as but not limited to, tutoring, a transitional class, or a summer reading program. Promotion of such student from grade to grade shall be based on documented progress in

achieving the goals of the personal reading plan or demonstrated reading proficiency. The Principal must justify in writing to the Superintendent the decision to promote a student from third grade who is substantially deficient in reading. A personal reading plan shall be maintained for a student who is substantially deficient in reading until the student achieves a satisfactory level of proficiency.

A three year in-service reading instruction program shall be implemented for a minimum of 70% of the teachers in kindergarten through grade three and for all librarians and elementary Principals by January 1, 2001. Further, the district will conduct an assessment of its needs related to reading success. The assessment shall include need in the areas of teacher training, assessment tools, curriculum, library books and other forms of technical assistance. The results shall be presented to the Commissioner by July 1, 2000.

Legal Reference: Connecticut General Statutes

10-220a In-service training. Professional development. Institutes for educators. Cooperating and beginning teacher programs, regulations.

10-221h Plan to improve reading skills.

10-265g summer reading programs required for priority school districts. Evaluation of student reading level. Personal reading plans.

10-266p Priority school district grant program.

P.A. 99-288 An Act Concerning Education Accountability

Policy adopted: 7/11/05

Copyright © CABE. All rights reserved.

Instruction

Reading/Language Arts

Reading and language skills are integral parts of all phases of the learning process. Each individual, therefore must learn to speak, read, write, and listen to words in order to function effectively in school and society. Since it is primarily with words that ideas and thoughts are communicated, it is imperative that the individuals develop competency in the reading and language arts areas for self-fulfillment, effective communication, creative expression, and to assume a productive role in society. Each individual must be provided with an educational program at his or her level of ability and achievement. Such a program will emphasize the differentiation of instruction, flexible grouping, and a multi-modality approach.

Legal Reference: **Connecticut General Statutes**
10-220a In-service training. Professional development. Institutes for educators.
Cooperating and beginning teacher programs, regulations.
10-221h Plan to improve reading skills.
10-265g summer reading programs required for priority school districts.
Evaluation of student reading level. Personal reading plans.
10-266p Priority school district grant program.
P.A. 99-288 An Act Concerning Education Accountability

Policy adopted:

Instruction

Controversial Issues

Controversial issues are those subjects about which there are significant differences of opinion based on differing values people bring to an issue; as a basic educational competency, students should develop abilities to deal with controversial issues.

Controversy is inherent in the democratic way of life, and study and discussion of controversial issues is essential to citizenship education in a free society. Students can become better informed individuals through examining evidence, facts, and differing viewpoints; by exercising freedom of thought and moral choice; and through making responsible decisions. Perpetuation of the fundamental principles of American society requires opportunities for students to read, to gather information, to speak, to hear alternative viewpoints, and to reach honest judgments according to individual abilities.

Teachers shall help students identify and evaluate relevant information, learn the techniques of critical analysis, and make independent judgments. They must reinforce students rights to present and support personal conclusions with those who have opposing points of view. Teachers should also develop student interest in objective re-examination of long-standing issues, and of newly significant issues, and promote vigorous exchanges of ideas. Although teachers have the right to express personal viewpoints and opinions, they do not have the right to indoctrinate students with their personal views.

(cf. 1312 Public Complaints)

(cf. 4118.21 Academic Freedom)

(cf. 5145.2 Freedom of Speech/Expression)

(cf. 6161 Equipment/Books/Materials: Provision/Selection)

Policy adopted:

6144.1

Instruction**Exemption From Instruction**

Substance abuse education is required by state statutes for all students annually and students are not exempt.

Religious

If the religious belief and/or teachings of a student or his/her parents or guardian are contrary to the content of a school subject, or to any part of a school activity, the student may be exempt from participation. To receive such an exemption, the parent or guardian must present a written request for exemption to the Principal stating the conflict involved.

Medical

If a student is unable to participate in a physical education class, he/she must present to the Principal or designee a statement from a physician stating the reason for his/her inability to participate.

AIDS Instruction

Currently there is no cure for those infected with AIDS, but the Board of Education believes that education is the best way to prevent the spread of AIDS. By learning the facts about AIDS, students will be able to make decisions that will keep them healthy and perhaps save their lives.

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS) upon receipt of a written request for exemption from his/her parent or guardian.

Dissection of Animals

A student will be exempted from Dissection of Animals upon receipt of a written request for exemption from his/her parent or guardian.

Exemptions from required instruction do not excuse a student from the total semester hours required for graduation.

Family Life and Sex Education

Students, parents or guardians shall be informed of their right to exempt the student from the family life program. The student will be exempted upon a written request for exemption from his/her parent or guardian.

Legal Reference: Connecticut General Statutes

10-16b Prescribed courses of study

10-19(b) AIDS education

10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught

Policy adopt: 7/11/05

Instruction

Exemption From Instruction

Substance abuse education is required by state statutes for all students annually and students are not exempt.

Religious

If the religious belief and/or teachings of a student or his/her parents or guardian are contrary to the content of a school subject, or to any part of a school activity, the student may be exempt from participation. To receive such an exemption, the parent or guardian must present a written request for exemption to the Principal stating the conflict involved.

Medical

If a student is unable to participate in a physical education class, he/she must present to the Principal or designee a statement from a physician stating the reason for his/her inability to participate.

AIDS Instruction

Currently there is no cure for those infected with AIDS, but the Board of Education believes that education is the best way to prevent the spread of AIDS. By learning the facts about AIDS, students will be able to make decisions that will keep them healthy and perhaps save their lives.

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS) upon receipt of a written request for exemption from his/her parent or guardian.

Family Life and Sex Education

Students, parents or guardians shall be informed of their right to exempt the student from the family life program. The student will be exempted upon a written request for exemption from his/her parent or guardian.

Legal Reference: **Connecticut General Statutes**
 10-16b Prescribed courses of study
 10-19(b) AIDS education
 10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught

Policy adopt:

6145

Instruction**Extra-Class Activities: Limited Open Forum (Version I)**

The Equal Access Act requires that public secondary schools grant access to student groups who wish to meet for religious, political, or philosophical purposes, if the school allows other types of non-curriculum related student groups to meet. The law establishes the open forum be held during the lunch hour or as determined by the school Principal to ensure equal access to student groups wishing to meet.

The Principal may approve student groups use of facilities to conduct a meeting during the open forum provided that:

- A. The meeting will take place during the open forum. The open forum is defined as the lunch hour or non-instructional time as determined by the Principal.
- B. The meeting is voluntary and student initiated. The Principal must be assured that students are the ones promoting such activities and they are participating of their own volition. Only students enrolled in the school may request the meetings.
- C. School does not sponsor the meetings (i.e. authorities or district employees do not promote, lead or participate in such meetings). Principals may assign personnel to supervise these meetings. This action does not constitute sponsorship by the district of such meetings.
- D. The presence of school authorities or district employees or district personnel at any student religious meeting is non-participatory in nature. The presence of school authorities is for the purpose of observation only.

The meeting does not in any way interfere with the conduct of regular instructional activities of the schools. Since the education of the student is the prime responsibility of the school, any other activities are secondary. The school may deny facilities to students on the basis that such activities or meetings interfere with the instructional program.

Student meetings are not controlled, conducted or directed by person or groups not affiliated with the schools. Such persons may attend student meetings but not on a regular basis.

Visitors to the school must be approved by the Principal and clearance obtained prior to the meeting. The meeting is open to all students without regard to race, gender, religion or national origin.

Legal Reference: Westside Community Board of Education v. Mergens

Policy adopted: 7/11/05

Instruction**Extra-Class Activities: Closed Forum (Version II)**

The Board of Education establishes a Closed Forum for the districts high school student organization

and requires such organizations to be directly related to the curriculum. Membership in all student organizations is open to all students of the school without regard to race, color, sex, religion, handicap, creed or national origin. Such organizations will operate within the framework of state and federal law, statutes, Board policy, administrative rules and the parameters of the learning program.

Each Principal will develop general guidelines for the establishment and operation of student organizations within the school. Such guidelines will include the approval of the Principal prior to the formation of any club or organization, the assignment of at least one faculty advisor to each student organization, and compliance with the provisions of Board policy.

The formation of any student organization that may engage in activities of an apparently controversial nature that may, in the opinion of the Principal, interfere with the legitimate educational concerns of the school will require approval by the Board. All student organizations are required to open membership to all interested and/or eligible students. Additionally, fraternities, sororities and/or secret societies will not receive recognition in any manner.

A faculty advisory must attend every meeting of the student organization whether conducted on school premises or at another location.

The Principal is authorized to deny all requests for forming an organization where the requirements of this policy, and Board policy are not met. When the Principal denies the request of students desiring to form an organization in a particular school, the Principal will inform the students of the reasons for the denial. The students may submit a written request to the Superintendent or his/her designees within ten (10) days of the denial for a review of the Principal's decision. The decision of the Superintendent or his/her designee after review of the denial will be final.

Criteria for Curriculum Related Groups

- A. Is the subject matter of the group actually taught, or will it soon be taught, in a regularly offered course?
- B. Is the subject matter of the group concerned with the body of course as a whole?
- C. Is participation in the group required for a particular course?
- D. Does participation in the group result in academic credit?

Legal Reference: Westside Community Board of Education v. Mergen
Equal Access Act

Policy adopted: 7/11/05

Instruction

Extra Class Activities (Version III)

The school district shall provide, within budgetary limitations, active student opportunities to for participation in extra class activities including interscholastic and intramural athletics, clubs, music and drama organizations, and other student activities and programs.

Participation in such programs and activities is a privilege and not a right. Any student whose

behavior during these programs and/or activities is unacceptable may be restricted by school district administrators from participation for up to a maximum of one school year. Depending upon the particular circumstances in each instance, restriction may involve student exclusion only from a certain activity or activities for a specified period of time; or that he or she may not attend school sponsored social functions, sports activities, dramatic or music programs, or other activities, in the evenings or on weekends, or some other degree of appropriate restriction.

To ensure student constitutional rights and due process protections, a designated school administrator shall conduct a hearing to allow students to contest charges which can lead to suspension of student activity privileges. These hearings shall be in addition to the informal administrative hearings required prior to a possible earlier suspension from school for the same behavior or actions, and shall follow procedural guidelines set forth in 1-5 below:

- A. Written notice of charges shall be supplied to the student and his/her parents/guardians.
- B. The hearing officer shall ascertain the facts, and if the facts indicate the student's guilt, shall further determine the designated punishment, if any, including student suspension from interscholastic, extra-curricular, and/or co-curricular activities.
- C. Parents/guardians shall be requested to be present at the hearing.
- D. A record shall be kept of the hearing.
- E. Administrative decisions from the hearing on student suspension from school activities, including the duration of the imposed suspension if awarded, shall be reduced to writing and reviewed with the Superintendent of Schools. Following such review, written decisions, reflecting any changes from such review with the Superintendent, shall be sent

Policy adopted: 7/11/05

Copyright © CABE. All rights reserved.

Instruction

Extra-Class Activities

Preston Public Schools shall provide, within budgetary limitations, active student opportunities for participation in extra class activities including interscholastic athletics, clubs, music and drama organizations, and other student activities and programs.

Participation in such programs and activities is a privilege and not a right. Any student whose behavior during these programs and/or activities is unacceptable may be restricted by school district administrators from participation for up to a maximum of one school year. Depending upon the particular circumstances in each instance, restriction may involve student exclusion only from a certain activity or activities for a specified period of time; or that he or she may not attend school sponsored social functions, sports activities, dramatic or music programs, or other activities, in the evenings or on weekends, or some other degree of appropriate restriction.

To ensure student constitutional rights and due process protections, the Principal shall conduct a hearing to allow students to contest charges which can lead to suspension of student activity privileges. These hearings shall be in addition to the informal administrative hearings required prior to a possible earlier suspension from school for the same behavior or actions, and shall follow procedural guidelines set forth in 1-5 below:

- A. Written notice of charges shall be supplied to the student and his/her parents/guardians.
- B. The hearing officer shall ascertain the facts, and if the facts indicate the student's guilt, shall further determine the designated punishment, if any, including student suspension from interscholastic, extra-curricular, and/or co-curricular activities.
- C. Parents/guardians shall be requested to be present at the hearing.
- D. A record shall be kept of the hearing.
- E. Administrative decisions from the hearing on student suspension from school activities, including the duration of the imposed suspension if awarded, shall be reduced to writing and reviewed with the Superintendent of Schools. Following such review, written decisions, reflecting any changes from such review with the Superintendent, shall be sent to the student and his/her parents/guardians.

Legal Reference: Connecticut General Statutes
 10-220 Duties of boards of education.
 10-221 Boards of education to prescribe rules.
 10-233e Notice as to disciplinary policies and action.

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

5144.1

Students

Use of Physical Force

Physical Restraint(s) and Seclusion

The Board of Education believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students, staff members will have full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or seclusion to provide a safe environment for students. **The Board emphasizes that reasonable restraint in no way implies the use of life-threatening physical restraint on a student at risk or the use of a psychopharmacologic agent. The use of reasonable restraint or seclusion does not imply that such techniques will be used for disciplinary purposes, convenience or as a substitute for a less restrictive alternative.**

Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact using devices and techniques designed to control acute or incidental aggressive behaviors or to control involuntary movements or lack of muscular control due to organic causes or conditions. Such constraint will not be used except as necessary to ensure a student's safety and that of others, and then only for as long as is necessary to control the situation. Such restraint is not to be used as a disciplinary measure. Restraint includes "aversive techniques" which are defined as deliberate activities designed to establish a negative association with a specific behavior. **The use of reasonable restraint includes emergency interventions to prevent immediate or imminent injury to the student at risk or to others. Any student who is physically restrained will be continually monitored for indications of physical distress.**

Seclusion is defined as confinement of a student in a room, whether alone or with staff supervision, in a manner that prevents the student from leaving. Seclusion is used as a behavioral technique specifically provided for in an Individual Education Plan to de-escalate and support a student when he or she is evidencing behaviors that may be disruptive to the student's learning or the learning environment. The use of seclusion includes emergency interventions to prevent immediate or imminent injury to the student

at risk or to others. Any student placed in seclusion will be frequently monitored for indications of physical distress.

Physical restraint **and seclusion** may be used by staff certified in the technique of student restraint to:

1. Quell a disturbance threatening injury to others.
2. Obtain possession of weapons or other dangerous object, including a controlled substance upon or within the control of such student.
3. Protect other persons or property.
4. Direct the movement or actions of a student to avoid undue or deliberate disruption of the classroom and/or other parts of the school.
5. Protect an individual from his/her own actions.

The use of physical restraint or seclusion will be documented in the student's educational record. Such documentation will include a detailed description of the nature of restraint or seclusion, its duration and its effect on the student's established medical or behavioral support or educational plan. In the case of emergency use, the nature of the emergency will be described and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise. Such documentation will include the names and positions of trained school personnel who administered the restraint or seclusion and school personnel who monitored the student at risk. Parents or guardians will be notified after each use of physical restraint or seclusion, and a copy of the documentation noted above will be provided to parents or guardians.

Corporal Punishment

Physical restraints shall not be construed to constitute corporal punishment within the meaning and intent of this policy. Corporal punishment is defined as using physical force in order to punish a student for misconduct. Corporal punishment is not considered an acceptable form of discipline and is prohibited by Preston Public Schools.

Legal Reference: Connecticut General Statutes
46a-1501 Life-threatening physical restraint prohibited.
46a-152 Physical restraint, seclusion and use of psychopharmacologic agents restricted.
46a-153 Recording of use of restraint and seclusion required.
53a-18 Use of reasonable physical force or deadly physical force generally.
53a-19 Use of physical force in defense of person.
53a-20 Use of physical force in defense of premises.
53a-21 Use of physical force in defense of property.

Policy adopted: 12/11/05

Preston Board of Education
Policies, Regulations and Bylaws

5144.2

Students

Use of Physical Force

Physical Assistance:

The Board of Education believes that providing appropriate instructional supports and interventions occurs along a continuum based on student need and the instructional task presented. Physical assistance may be considered an instructional support when it is provided to special needs students so that they are able to engage in the learning process. Such assistance includes hand-over-hand guidance, physical prompts and cues that enable students to participate in learning activities, and physical escorts. Physical assistance is used by staff certified in physical assistance techniques when necessary.

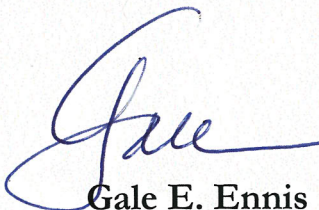
Policy adopted:

Cynthia A. Carano Memorial Fund

September 8, 2009

Preston Board of Education
325 Route 165
Preston, CT 06365

The committee members of the Cynthia A. Carano Memorial Fund would like to thank you for your generous contribution of \$ **500.00**. Your donation will help to make the scholarship an award that we hope to be able to give out for years to come. Again, thank you for helping us bring this inspiration to fruition. Your support is greatly appreciated.



Gale E. Ennis
Fundraising Committee

*We are extremely grateful
for your support of this fund
Hope to see you all at the
BBA on Oct. 4th.
Gale*




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

August 31, 2009

To: All Faculty and Staff

From: John J. Welch Ed. D.


Re: H1N1 (Swine Flu)

Approximately 55 million students and 7 million staff attend the more than 130,000 public and private schools in the United States each day. By implementing the following basic foundations of influenza prevention as well as other pro-active steps that the Center for Disease Control (CDC) is emphasizing, schools can help protect one-fifth of that population. Those recommendations are as follows:

- **Hand hygiene and respiratory etiquette**

Wash hands frequently with soap and water when possible.

Cover noses and mouths with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available).

- **Stay home (or go home) when sick**

Staff and students who present with flu-like illness should stay home for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. They should stay home even if they are using antiviral drugs. (For more information, visit <http://www.cdc.gov/h1n1flu/guidance/exclusion.htm>).

- **Separate ill students and staff**

Staff and students who present with flu-like illness should be sent to a separate room from others until they are able to go home. CDC also

recommends that they wear a surgical mask, if possible, and those who care for ill students and staff wear protective masks.

- **Routine Cleaning**

Housekeeping staff should routinely clean areas that staff and students touch often with the cleaners they typically use. Special cleaning with bleach and other non-detergent-based cleaners is not necessary.

- **Early treatment of high-risk students and staff**

Staff and students who are at high risk for influenza complications who become ill with influenza-like illness should speak with their health care provider as soon as possible. Early treatment with anti-viral medications is very important for individuals at high risk because it can prevent hospitalizations and deaths.

People at high risk include those who are pregnant, have asthma or diabetes, have compromised immune systems or have neuromuscular diseases.

In summary, the aforementioned school response for 2009-2010 recommended by CDC for conditions with similar severity as in spring 2009 represents a practical protocol for Preston Public Schools. In the event that we encounter conditions of increased severity compared with spring 2009 it may be necessary to expand this list of recommendations.

In the meantime, I appreciate your cooperation in implementing, to the extent possible, the recommendation provided by the CDC.

cc: Mr. Bernier
Miss Davis
Mrs. Hibbard
Mr. House
Mr. Levasseur
Mr. Miller
Dr. Walsh
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

August 20, 2009

Dear Parent(s)/Guardian(s),

With the start of school just around the corner, I am writing to you about a subject that is of concern to both you and me; namely, H1N1 or swine flu.

From the information that I have received from a variety of sources, but most especially, the Center for Disease Control (CDC), school districts throughout the country are being advised to expect a return of H1N1 this flu season. Accordingly, the CDC has issued guidelines that are designed to assist school districts in minimizing the impact of H1N1. Essentially these guidelines emphasize hand hygiene, respiratory etiquette, separating students and staff who become ill during the school day from others until they can be sent home, and stressing the importance among staff and students of remaining at home if one is sick for at least 24 hours after they no longer have a fever.

We take these guidelines seriously and I expect to address them during staff orientation day on August 31st. I also expect that our principals and teachers will address this issue with their students following the opening of school on September 1st. You, too, can assist in this important endeavor by encouraging your child to wash his or her hands with soap and water whenever the opportunity presents itself. That, along with covering one's nose and mouth with a tissue when coughing or sneezing (or a shirt sleeve or elbow if no tissue is available), represents the cornerstone of influenza prevention.

In summary, while it is not possible to avoid the anticipated return of H1N1 this flu season, the medical community is in agreement that adherence to these guidelines represents a critical component in minimizing its impact.

Very truly yours,

A handwritten signature in black ink that reads "John J. Welch". The signature is written in a cursive style.

John J. Welch, Ed. D.

cc: Mr. Bernier
Mrs. Congdon
Mrs. Porter
Dr. Walsh
Preston Board of Education

September 1, 2009

Dear Dr. Welch,

I am writing this letter to tell you about what a wonderful bus driver the town of Preston has in Mrs. Becky Boenig. I was on a Youth Service Bureau trip on August 11, 2009. Becky Boenig was our bus driver for the trip. On our way home from Lake Compounce on Route 2 at about exit 17 the bus stopped working. As a parent on the trip I had no idea there was a problem with the bus until Becky calmly pulled the bus off the road came to a stop and told us the bus just quit. Not only did I not know there was a problem but the children and other parents also did not know. I have to say she could not have been more calm or professional during the whole ordeal. She handled the situation beautifully. Her calm kept the children and adults calm. As soon as she got the bus situated on the side of the highway she set out to put the safety triangles out and to call the necessary people to help us. When help arrived I was able to talk with Becky on the way home, I found out during that time she had only been driving a bus for a very short time. I am thankful to the Board of Education who chose to hire Becky to transport our children, our most treasured blessings.

As a final statement I would like to say I was thrilled this morning to see the wonderful young lady who handled a tough situation so well is now my daughters bus driver. I will not worry about my daughters safety on her way to or from school knowing Becky is the one driving. You have a gem in this young lady, please let the B.O.E know they made an excellent choice.

Sincerely,

A handwritten signature in cursive script that reads "Gretchen Jones".

Gretchen Jones

cc. Pat Hibbard
Becky Boenig



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

August 24, 2009

Mrs. Jennifer Thom
70 Baltic Road
Norwich, CT 06360

Re: Letter of Commendation

Dear Jennifer,

Congratulations upon the performance of your 6th grade class in math on the 2009 Connecticut Mastery Tests.

To your credit, 88% of your class scored at Goal or Advanced in math on this rigorous examination.

You are to be commended for exceeding the Preston Board of Education's target of 80% at Goal or Advanced. It is clear as evidenced by the performance of your class that Preston students are capable of meeting this standard if they are provided with the appropriate instruction and opportunity to master the subject matter.

Thank you for the effort and commitment that you demonstrated during the 2008-2009 school year to ensure the success of your students.

Very truly yours,

A handwritten signature in cursive script that reads "John J. Welch".

John J. Welch, Ed. D.

Cc: Mr. Bernier
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

August 24, 2009

Mrs. Judy Ghattas
31 Branch Hill Road
Preston, CT 06365

Re: Letter of Commendation

Dear Judy,

Congratulations upon the performance of your 6th grade class in reading on the 2009 Connecticut Mastery Tests.

To your credit, 83% of your class scored at Goal or Advanced in reading on this rigorous examination.

You are to be commended for exceeding the Preston Board of Education's target of 80% at Goal or Advanced. It is clear as evidenced by the performance of your class that Preston students are capable of meeting this standard if they are provided with the appropriate instruction and opportunity to master the subject matter.

Thank you for the effort and commitment that you demonstrated during the 2008-2009 school year to ensure the success of your students.

Very truly yours,

A handwritten signature in cursive script that reads "John J. Welch".

John J. Welch, Ed. D.

Cc: Mr. Bernier
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

August 24, 2009

Mrs. Erika Rogers
64 Lee Avenue
Griswold, CT 06351

Re: Letter of Commendation

Dear Erika,

Congratulations upon the performance of your 5th grade class in reading and science on the 2009 Connecticut Mastery Tests.

To your credit, 94% of your class scored at Goal or Advanced in reading and 81% scored at Goal or Advanced in science.

You are to be commended for exceeding the Preston Board of Education's target of 80% at Goal or Advanced. It is clear as evidenced by the performance of your class that Preston students are capable of meeting this standard if they are provided with the appropriate instruction and opportunity to master the subject matter.

Thank you for the effort and commitment that you demonstrated during the 2008-2009 school year to ensure the success of your students.

Very truly yours,

A handwritten signature in cursive script that reads "John J. Welch".

John J. Welch, Ed. D.

Cc: Mr. Bernier
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

August 24, 2009

Mrs. Marianne Frechette
34 Bunny Road
Preston, CT 06365

Re: Letter of Commendation

Dear Marianne,

Congratulations upon the performance of your 5th grade class in math and science on the 2009 Connecticut Mastery Tests.

To your credit, 88% of your class scored at Goal or Advanced in math and 81% scored at Goal or Advanced in science.

You are to be commended for exceeding the Preston Board of Education's target of 80% at Goal or Advanced. It is clear as evidenced by the performance of your class that Preston students are capable of meeting this standard if they are provided with the appropriate instruction and opportunity to master the subject matter.

Thank you for the effort and commitment that you demonstrated during the 2008-2009 school year to ensure the success of your students.

Very truly yours,

John J. Welch, Ed. D.

Cc: Mr. Bernier
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

August 24, 2009

Mrs. Dawn Riley
P.O. Box 224
Canterbury, CT 06331

Re: Letter of Commendation

Dear Dawn,

Congratulations upon the performance of your 6th grade class in reading and math on the 2009 Connecticut Mastery Tests.

To your credit, 87% of your class scored at Goal or Advanced in reading and 87% scored at Goal or Advanced in math.

You are to be commended for exceeding the Preston Board of Education's target of 80% at Goal or Advanced. It is clear as evidenced by the performance of your class that Preston students are capable of meeting this standard if they are provided with the appropriate instruction and opportunity to master the subject matter.

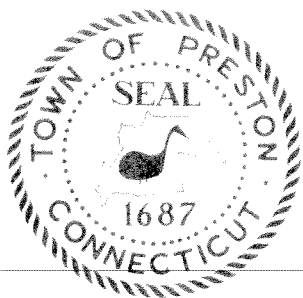
Thank you for the effort and commitment that you demonstrated during the 2008-2009 school year to ensure the success of your students.

Very truly yours,

A handwritten signature in cursive script that reads "John J. Welch".

John J. Welch, Ed. D.

Cc: Mr. Bernier
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

August 24, 2009

Mrs. Sharon Robbins
78 River Road
Preston, CT 06365

Re: Letter of Commendation

Dear Sharon,

Congratulations upon the performance of your 7th and 8th grade classes in math on the 2009 Connecticut Mastery Tests.

To your credit, 100% of each of your classes scored at Goal or Advanced on this rigorous examination.

You are to be commended for exceeding the Preston Board of Education's target of 80% at Goal or Advanced. It is clear as evidenced by the performance of your class that Preston students are capable of meeting this standard if they are provided with the appropriate instruction and opportunity to master the subject matter.

Thank you for the effort and commitment that you demonstrated during the 2008-2009 school year to ensure the success of your students.

Very truly yours,

A handwritten signature in cursive script that reads "John J. Welch".

John J. Welch, Ed. D.

Cc: Mr. Bernier
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

August 20, 2009

Peter Jakubowski
15 Tamarack Place
Salem, CT 06420

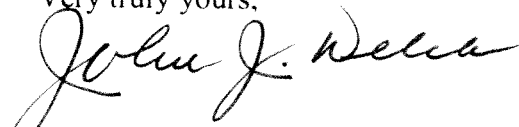
Dear Pete,

As we approach the start of the 2009-2010 school year, I want to express my appreciation for the time, effort and commitment that you demonstrated throughout the summer months in preparing our schools for Opening Day.

Thanks to your hard work, our school buildings and grounds have never looked better.

Thank you for going above and beyond the call of duty.

Very truly yours,


John J. Welch, Ed. D.

CC: Dr. Walsh
Mr. House
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

August 20, 2009

George Pope
42 Pierce Road
Preston, CT 06365

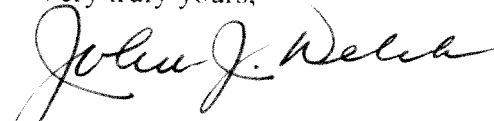
Dear George,

As we approach the start of the 2009-2010 school year, I want to express my appreciation for the time, effort and commitment that you demonstrated throughout the summer months in preparing our schools for Opening Day.

Thanks to your hard work, our school buildings and grounds have never looked better.

Thank you for going above and beyond the call of duty.

Very truly yours,



John J. Welch, Ed. D.

CC: Dr. Walsh
Mr. House
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

August 20, 2009

Mark Donais
96 Papermill Rd.
Lisbon, CT 06351

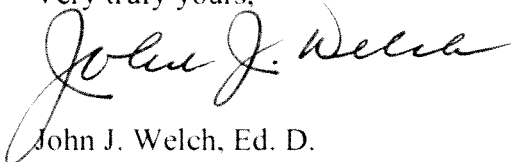
Dear Mark,

As we approach the start of the 2009-2010 school year, I want to express my appreciation for the time, effort and commitment that you demonstrated throughout the summer months in preparing our schools for Opening Day.

Thanks to your hard work, our school buildings and grounds have never looked better.

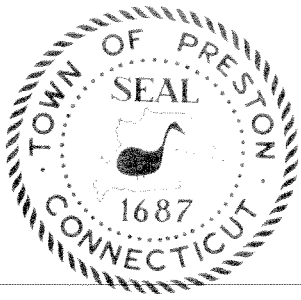
Thank you for going above and beyond the call of duty.

Very truly yours,



John J. Welch, Ed. D.

CC: Mr. Bernier
Mr. House
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

August 20, 2009

David Russ
195 Sandy Hollow Rd.
Mystic, CT 06355

Dear David,

As we approach the start of the 2009-2010 school year, I want to express my appreciation for the time, effort and commitment that you demonstrated throughout the summer months in preparing our schools for Opening Day.

Thanks to your hard work, our school buildings and grounds have never looked better.

Thank you for going above and beyond the call of duty.

Very truly yours,

A handwritten signature in cursive script that reads "John J. Welch".

John J. Welch, Ed. D.

CC: Mr. Bernier
Mr. House
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

August 12, 2009

Mrs. Linda Riegel
63 Miller Road
Preston, CT 06365

Re: Anthony Laudone
Benefit Concert

Dear Mrs. Riegel,

At its regularly scheduled meeting on August 10, 2009, the Preston Board of Education accepted with deep appreciation the proceeds from the Anthony Laudone Benefit Concert totaling \$3750.00. These funds will be expended to support the acquisition of musical instruments necessary to sustain the district's new instrumental music program.

Our fledgling program is off to a wonderful start thanks to this thoughtful donation in memory of Anthony, a young man who loved music.

For the Preston Board of Education,

A handwritten signature in cursive script that reads "John J. Welch".

John J. Welch, Ed. D.

cc: Preston Board of Education
Mr. Fitzgerald
Mrs. Laudone



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

October 14, 2009

To: Chairperson and Members of the Preston Board of Education

From: John J. Welch, Ed. D. 

Re: NFA Class of 2009 Placement Record

For your information, please note the following NFA Class of 2009 Placement Record:

Four Year College:	28	51%
Two Year College:	14	25%
Employment:	6	11%
Military:	1	2%
Other (Career Ed, other schools):	6	11%
Total:	55	100%

cc: Principals
Miss Davis

Dear members of the Preston Board of Ed,

Thank you for sponsoring our "Back To School" Breakfast. It was a nice way to start off the new school year. We appreciate what you do to support us as we strive to educate the children in Preston.

Sincerely yours,

Natalie S. Rudyk
Mrs. Sobanski

Kindergarten Teachers