

Board of Education Regular Meeting

Monday, December 14, 2009 7:00 PM

Preston Veterans' Memorial School Library, 1 Route 164, Preston, CT 06365

I. Call to Order	Speaker(s): Dr. Welch
II. Pledge of Allegiance	Speaker(s): Dr. Welch
III. Approval of Minutes	Speaker(s): Dr. Welch
IV. Public Communications and Comments	Speaker(s): Dr. Welch
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
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): Dr. Welch
IX. Information	Speaker(s): Dr. Welch
X. Date and Time of Next Meeting	Speaker(s): Dr. Welch
XI. Adjournment	Speaker(s): Board Chair

Board of Education Regular Meeting

November 09, 2009 07:00PM

PPMS Library

1. Call To Order

Deborah Burke-Grabarek (Acting Chair) called the meeting to order at 7:12PM. Other members in attendance: Charles Raymond, Jessica Pappas and Sue Hess. Daniel Harris, James Jancewicz and Walter Kornosewicz were absent. Also Present: Dr. John Welch; Superintendent, Gloria Homiski; Recording Secretary. Audience: Pauline Andruskiewicz

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the minutes of the Regular Meeting of October 19, 2009. Raymond/Burke-Grabarek. Unanimous. Motion Carries.

4. Public Communications and Comments

5. Board of Education Committee and Other Reports

6. Superintendent Reports and Recommendations

1. Student Absences

Dr. Welch explained that absences have increased over the last couple of weeks. Students have been exhibiting various flu like symptoms. The absences peaked at PVMS on November 2nd with as many as 1 out of 3 students absent. On November 9th a total of 36 students were absent. PPMS has a 13% absence rate. Therefore, things seem to be getting better.

2. Norwich Public Utilities

Norwich Public Utilities will be putting in a gas line hook up from Route 2 to Preston Plains School. This will provide hot water for the kitchen instead of firing up the boiler.

The bus garage roof will be replaced during the week of Thanksgiving.

6.1. BOE Expenditure/Projection Report

At the current time the BOE Budget is showing a deficit of approximately \$9000. The report will show more detail as the year goes on. Line Item Adjustments will be made at next month's meeting.

6.2. Preston Cafeteria Profit and Loss Report

Gary Miller, Interim Business Manager, will provide a Cafeteria Report every other month from now on.

7. New Business

7.1. Votes Required

7.2. Discussion

8. Old Business

8.1. Votes Required

Moved, to approve Preston Board of Education Policies 6141.32, 6141.321(a) (b), 6141.322(a) (b), 6141.323, 6141.8, 6142(a), 6142.2(a),

6144, 6144.1, and 6145 as presented. Burke-Grabarek/Pappas. Unanimous. Motion Carries.

8.2. Discussion

9. Information

Strategic School Profiles

10. Executive Session

Moved, to convene in executive session to discuss strategy and negotiations with respect to collective bargaining. Burke-Grabarek/Pappas. Unanimous. Motion Carries.

Moved, to come out of executive session. Raymond/Hess. Unanimous. Motion Carries.

Moved, to approve the Memorandum of Agreement as presented. Raymond/Burke-Grabarek. Unanimous. Motion Carries.

11. Date and Time of Next Meeting

December 14, 2009, 7PM
PVMS Library

12. Adjournment

Moved, to adjourn the meeting at 7:55PM. Hess/Pappas. Unanimous. Motion Carries.

3160

Business and Non-Instructional Operations**Transfer of Funds between Categories**

The Board of Education may transfer any unexpended or unencumbered portion of any appropriation for school purposes to any other **item** of such itemized estimate, but expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

At the December, March and June meetings, the Superintendent will make recommendations to the Board, if necessary, for budget adjustments in the form of **transfers** from any major series projected to be over expended or which is over expended from any major series in which funds are either projected to be under expended or in which funds can be frozen.

The Superintendent is authorized to transfer funds from any **line item** in an amount less than \$10,000, under emergency conditions if the urgent need for the **transfers** prevents the Board from meeting in a timely fashion to consider such transfer. All **transfers** made in such instances shall be announced at the next regularly scheduled meeting of the Board.

Legal Reference: **Connecticut General Statutes**

10-222 Appropriations and budget (as amended by PA 98-141).

Policy adopted: 3/12/07



Preston Public Schools

Memo

To: Jack Welch, Superintendent
From: Gary Miller, Interim Business Manager
Date: December 10, 2009
Re: FY2010 Budget Status Report
Encl: (1) Budget Status – December 2009
(2) Cafeteria Profit & Loss – November 2009

The attached Budget Status Report provides an object level view of the current 2009-2010 budget. The Expended column reflects all expenditures through November 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. As previously stated, 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 will be recommending a budget transfer of \$115,000 from the Special Education to Regular Education Teachers accounts. I anticipate a modest \$6,000 savings in the salary and benefits category.
2. ARRA Stabilization Grants Offset – I have added a new line under the Regular Education Teachers account (111.004) to show \$436,130 as a grant offset to the current budget. The monies come in two grants, which are intended to fund positions that would theoretically have been lost if these funds had not been provided to offset the 14.26% ECS (Education Cost Sharing) reduction imposed by the Governor. We have identified 8.2 FTE regular education teaching positions which will be funded by these grants in lieu of using BOE funds leaving an equivalent surplus to be returned to the Town in July 2010.
3. Purchased Services for Building Maintenance (Objects 430-432 and 450) show a potential deficit of approximately \$15,000 due to boiler repairs and several other unbudgeted items.
4. Electricity (Object 622) – As a result of my utility analysis, I have identified a potential savings in electricity for this year due to cost saving measures taken last year to procure generated electricity through a source other than CL&P. The rate through GEXA Energy CT LLC is approximately 0.5 cents per KWH less than the standard offer from CL&P. I will monitor electrical consumption monthly throughout the school year.

5. I am continuing to analyze and make forecasts for spending in all accounts. I have completed a thorough utility analysis (refer to item 4) and will continue to monitor consumption during the heating season. I have just completed an audit of the employee health benefits in order to project costs for this year and next. The bottom line of this report shows a surplus of \$437,828 which takes into account the ARRA Stabilization Grant offset and the \$436,130 that will lapse at year end.

6. Cafeteria – I have included the November Profit & Loss statement for operations through the first three months of school. In order to ensure positive cash flow, I have taken \$10,000 of the \$25,000 BOE subsidy (Object 570) in your 2009-10 budget. Consequently, we have been able to meet cafeteria payroll and pay bills in a timely manner.

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

	Account	Current Budget	Expenses	Encumb- Projected	Balance
111	· Certified Personnel				
	.001 · Superintendent	115,257	48,763	66,494	-
	.002 · Director of Cir., Inst & Sped	84,460	35,733	48,727	-
	.003 · Principals	196,013	82,928	113,085	-
	.004 · Regular Education Teachers	2,198,813	681,544	1,632,217	(114,948)
	<i>ARRA Stabilization Grants Offset</i>	-	-	(436,130)	436,130
	.005 · Principal Designee	1,700	-	1,700	-
	.006 · Special Education Teachers	594,650	184,222	283,602	126,826
	.007 · Nurses	92,501	35,354	57,147	-
	.008 · Summer school teachers	13,111	17,433	-	(4,322)
	Total Certified Personnel	3,296,505	1,085,977	1,766,842	443,686
112	· Classified Personnel				
	.010 · Business Manager	68,165	38,243	29,922	-
	.011 · Admin Ass't- Special Education	36,520	21,805	14,715	-
	.012 · Executive Administrative Ass't	44,321	18,868	25,453	-
	.014 · B&G Supervisor	66,415	28,098	38,317	-
	.015 · Technical Coordinator	35,000	14,808	20,192	-
	.016 · Paraprofessionals	314,286	119,977	194,309	-
	.018 · School Secretaries	49,040	22,918	26,122	-
	.019 · Custodians	136,907	60,839	76,068	-
	.020 · Transportation Personnel	496,450	163,734	332,716	-
113	· Substitute Paraprofessionals	9,000	2,904	6,096	-
114	· Tutors - Homebound Students	12,000	330	5,000	6,670
122	· Stipends	3,500	4,000	-	(500)
	Total Classified Personnel	1,271,604	496,524	768,910	6,170
212	· Health Insurance	983,306	556,009	427,297	-
215	· Life Insurance	9,374	10,252	-	(878)
220	· Social Security	152,634	54,258	98,376	-
250	· Unemployment Comp	44,000	11,376	32,624	-
260	· Workers Comp	53,404	26,459	26,945	-
291	· Annuity Payments	88,362	5,351	83,011	-
	Total Benefits	1,331,080	663,705	668,253	(878)
315	· Substitute Teachers and Interns	70,000	15,862	54,138	-
320	· Special Education Services	55,496	23,083	32,413	-
322	· Staff Development	15,500	6,974	8,526	-
330	· Professional Purchased Services	35,759	25,353	10,406	-
331	· Legal Services	50,000	5,050	44,950	-
421	· Bus & Garage Repairs	45,000	30,955	14,045	-
430	· Repairs & Maintenance	55,384	31,620	23,764	-
431	· Equipment Repairs	4,500	28,707	-	(24,207)
432	· EMERGENCY REPAIRS	17,000	1,903	-	15,097
442	· Copy Machine Leases, etc.	43,000	20,290	22,710	-
450	· Building Improvements	21,065	28,768	-	(7,703)
	Total Purchased Services	412,704	218,565	210,952	(16,813)

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

	Account	Current Budget	Expenses	Encumb- Projected	Balance
510	· Alternative Transportation	50,400	34,461	15,939	-
530	· Communications	40,000	14,064	25,936	-
531	· Postage	5,600	824	4,776	-
570	· Food Service Stoploss	25,000	10,877	14,123	-
580	· Travel	10,000	2,850	7,150	-
	Total Other Purchased Services	131,000	63,076	67,924	-
560	· Regular Ed Tuition	1,953,188	998,923	954,265	-
563	· Special Ed Tuition	1,458,879	808,786	650,093	-
	Total Student Tuition	3,412,067	1,807,709	1,604,358	-
611	· Instructional Supplies	53,110	47,727	5,383	-
613	· Custodial Supplies	26,000	27,709	1,709	(3,418)
620	· Heat & Propane	94,747	94,722	-	25
622	· Electricity	174,253	17,486	146,767	10,000
628	· Gasoline/Diesel	113,313	115,171	-	(1,858)
641	· Textbooks/Workbooks	14,420	5,591	8,829	-
690	· Non-Instructional Supplies	9,784	9,049	735	-
	Total Supplies/Commodities	485,627	317,455	163,423	4,749
734	· Technology	102,870	57,154	45,716	-
810	· Dues/Fees	12,705	11,791	-	914
	Total Expense	10,456,162	4,721,956	5,296,378	437,828

3:37 PM

11/30/09

Accrual Basis

Preston Cafeteria
Profit & Loss
July through November 2009

	<u>Jul - Nov 09</u>
Income	
50 · State Funding	9,973.84
51 · School Lunch Revenue	35,648.58
53 · Subsidy from BOE	10,000.00
Total Income	<u>55,622.42</u>
Expense	
112 · Payroll Expense	18,529.75
212 · Health Insurance	5,000.00
220 · FICA Expense	1,774.66
221 · FUTA	0.00
222 · SUTA	1,023.29
291 · Retirement Incentive	157.14
330 · Payroll Prep	343.40
630 · Food	24,805.02
690 · Other Supplies	2,068.08
Total Expense	<u>53,701.34</u>
Net Income	<u><u>1,921.08</u></u>

PRESTON BOARD OF EDUCATION
325 Shetucket Turnpike
Preston, Connecticut 06365

BOARD OF EDUCATION MEETING DATES
Calendar Year 2010

Month	Date	Day	Type of Meeting
January	11	M	Regular Meeting
February	08	M	Regular Meeting
March	08	M	Regular Meeting
April	12	M	Regular Meeting
May	10	M	Regular Meeting
June	14	M	Regular Meeting
July	12	M	Regular Meeting
August	09	M	Regular Meeting
September	13	M	Regular Meeting
October	18	M	Regular Meeting
November	08	M	Regular Meeting
December	13	M	Regular Meeting

All meetings (unless otherwise noted) start at **7:00** p.m. in Preston Veterans' Memorial School Library located at 325 Route 165/Shetucket Tpke.

Approved
Preston Board of Education

Chairperson

9121

Board of Education Officers**Election of Officers**

The Board of Education shall elect from its members at the December organizational meeting, a Chairperson and a Secretary. The organizational meeting shall be called to order by the current Board Chairperson who will preside until his/her successor is chosen. In the absence of the Chairperson, the superintendent shall serve as chairperson pro tem until the first regular meeting after the new board takes their seat.

Election of officers shall be reduced to writing and the vote of each member shall be made available for public inspection within forty-eight hours and recorded in the minutes of the meeting. If a Chairperson and/or Secretary are not chosen within one month, Town Selectmen shall choose such officers from the Board membership.

Chairperson

The Chairperson shall preside at all meetings of the Board of Education and shall perform other duties as directed by law, State Department of Education regulations, and by this Board. In carrying out these responsibilities, the Chairperson shall:

- A. Sign the instruments, acts, and orders necessary to carry out state requirements and the will of the Board.
- B. Consult with the Superintendent in the planning of the Board's agendas.
- C. Confer with the Superintendent on crucial matters which may occur between Board meetings.
- D. Establish committees of the Board subject to Board approval (see 9132)
- E. Call special meetings of the Board as necessary.
- F. Be public spokesperson for the Board at all times except as this responsibility is specifically delegated to others.
- G. Be responsible for the orderly conduct of all Board meetings.

As presiding officer at all meetings of the Board, the Chairperson shall:

- A. Call the meeting to order at the appointed time.
- B. Announce the business to come before the Board in its proper order.
- C. Enforce the Board's policies relating to the order of business and the conduct of the meetings.
- D. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.

- E. Explain what the effect of a motion would be if it is not clear to every member.
- F. Restrict discussion to the question when a motion is before the Board.
- G. Answer all parliamentary inquiries, referring questions of parliamentary procedure to the superintendent or board attorney.
- H. Put motions to a vote, stating definitely and clearly the vote and result thereof.
- I. Declare the meeting adjourned.

The Chairperson shall have the right, as other Board members have, to offer resolutions, discuss questions, and to vote.

Board of Education Officers

Secretary

The Secretary of the Board of Education shall:

- A. perform the duties of the Chairperson at Board meetings in the absence of the Chairperson and Vice-Chairperson.
- B. maintain a record of all Board proceedings as required by state law; one copy shall be maintained in the office of the Superintendent and one copy in the office of the Town Clerk.
- C. supervise the clerk of the Board's performance of duties.

(cf. 9324 Meeting Conduct and Parliamentary Procedure)

Legal Reference: **Connecticut General Statutes**

10-218 Officers. Meetings.

10-224 Duties of the secretary.

10-225 Salaries of secretary and attendance officers.

Bylaw adopted by the Board: 12/12/05



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

November 18, 2009

To: Faculty Members

From: John J. Welch, Ed.D.

Re: Be Safe

I am pleased to announce the acquisition of Be Safe, an innovative software tool that is designed to assist emergency first responders who may have limited prior experience or knowledge of our facilities.

The Be Safe system provides vital information – including floor plans, photos, live video and any other unique building features and content – easily accessible by police, fire, EMT's, public health and emergency response personnel.

In the final analysis, all pertinent internal and external information relative to both schools and the bus garage will be digitized, and instantly accessible by authorized emergency personnel via their laptop.

Acquisition of this product represents a further enhancement to our safety and security systems presently in place.

cc: Preston Board of Education



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FAX (860) 889-8685

November 19, 2009

Tristan Dubreuil
118 Branch Hill Road
Preston, CT 06365

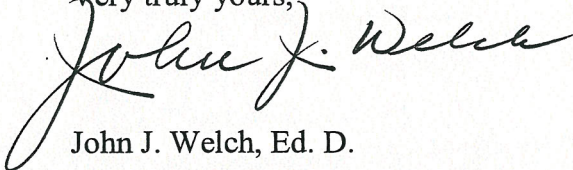
Dear Tristan,

I was delighted to learn that you and another student at Preston Plains Middle School were selected from among over 800 applicants to play in the All Eastern Region Middle School Band on February 26-27 at Fitch High School in Groton, Connecticut.

This is quite an accomplishment, Tristan, and I am very impressed with your outstanding progress as a trombonist. In fact, this is the first time that Preston students have been able to participate in this prestigious event.

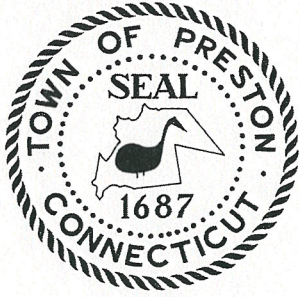
Best wishes for your continuing success.

Very truly yours,



John J. Welch, Ed. D.

cc: Mr. Bernier
Mr. Fitzgerald
Preston Board of Education



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

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(860) 889-6098
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November 19, 2009

Natasha Przygoda
82 Roosevelt Ave. Ext.
Preston, CT 06365

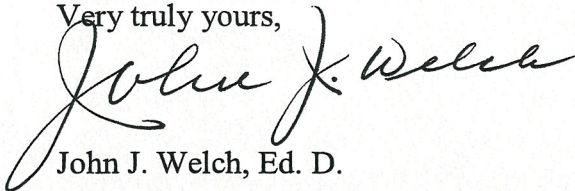
Dear Natasha,

I was delighted to learn that you and another student at Preston Plains Middle School were selected from among over 800 applicants to play in the All Eastern Region Middle School Band on February 26-27 at Fitch High School in Groton, Connecticut.

This is quite an accomplishment, Natasha, and I am very impressed with your outstanding progress as a flutist. In fact, this is the first time that Preston students have been able to participate in this prestigious event.

Best wishes for your continuing success.

Very truly yours,



John J. Welch, Ed. D.

cc: Mr. Bernier
Mr. Fitzgerald
Preston Board of Education