

Board of Education Regular Meeting

Tuesday, April 6, 2010 7:00 PM

PPMS Library, 1 Route 164, Preston, CT 06365

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

Board of Education Regular Meeting

February 08, 2010 07:00PM

Preston Veterans' Memorial School Library

1. Call to Order

Pauline Andruskiewicz called the meeting to order at 7:03pm. **Other Members Present:** James Jancewicz, Sandra Gauthier and Charles Raymond. Deborah Burke-Grabarek arrived at 7:04pm. John Moulson arrived at 7:34pm. Daniel Harris was absent. **Also Present:** Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Ivy Davis; Director of Curriculum, Instruction and Special Education, Kathryn Walsh; Principal PVMS, Michael House; Director of Buildings and Grounds, Gary Miller; Interim Business Manager, Emile Levasseur; Technology Coordinator, Patricia Hibbard; Transportation Coordinator, Amy Campbell, Sue Hess, Bob Maurice, Charlotte Fenton, Patti Daniels, Becky Boenig, Kevin Mercik, Representative Reynolds, Senator Maynard, Sally Kropp, and Attorney Nick Grello.

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the minutes of 1/11/10 as presented. Gauthier/Jancewicz. Unanimous. Motion Carries.

4. Public Communications and Comments

Representative Tom Reynolds and Senator Andrew Maynard addressed the Board. The state of Connecticut will have a 6 billion dollar deficit in the upcoming budget years. They hope to maintain level funding for municipalities and educational budgets. The Mohegan Pequot Fund took the greatest hit as far as municipal aid goes and excess cost sharing was affected on the school side. 18-20 percent of state revenues have disappeared. Both Representative Reynolds and Senator Maynard are hoping for positive leadership change and structural reform.

Sally Kropp from Kropp Environmental also addressed the Board. She gave the Board members and audience members an update with regard to the oil spill. Interested audience members visited the art room, and hallway outside the boiler room to see well pumps in action and get a better understanding of the long term decisions that need to be made for the future of the school.

CSEA Grievances were presented by Kevin Mercik; CSEA Union Representative. Mr. Mercik withdrew Alan Wunderlich's grievance on his behalf. He then presented the facts pertaining to Patti Daniels' grievance. The members do not agree with the way field trips are being posted and hope to change that process.

Moved, to take the agenda out of order to allow for Executive Session. Burke-Grabarek/Jancewicz. Andruskiewicz/Gauthier/Raymond also in favor. Moulson opposed. Motion Carries.

Moved, to convene in Executive Session in order to discuss strategy or negotiations with respect to Collective Bargaining and to discuss the employment of a public official. Burke-Grabarek/Andruskiewicz. Unanimous. Motion Carries.

Moved, to come out of Executive Session at 9:31pm. Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

Moved, to deny the CSEA Grievance. Jancewicz/Raymond. Unanimous. Motion Carries.

Moved, to authorize the Board Chair and Attorney Nick Grello to enter into contract negotiations in order to extend the contract of the Superintendent. Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

5. Board of Education Committee and Other Reports

6. Superintendent Reports and Recommendations

Dr. Welch reviewed the Town of Preston's Budget Appropriation for Education in fiscal year 2011. The BOE will be entitled to \$10,020.032 next year. This is also the budgeted amount for this year.

Dr. Welch addressed the Board with respect to Air Quality Testing. Five tests have been conducted to date since the onset of the oil spill. To date, PVMS is still using bottled water as a precautionary measure despite clean water testing.

Dr. Michael Schmoker will be presenting on 2-12-10 at PPMS from 8:30am to 11:30am. All Board members are invited to attend. Dr. Schmoker is the author of Results and Results Now.

6.1. BOE Expenditure/Projection Report

Gary Miller reviewed his expenditure/projection report to date with the board. He also talked about the acquisition of joint financial software for the Town and BOE. Three vendors answered the RFP and the committee is in the process of reviewing bids, etc.

6.2. Preston Cafeteria Profit and Loss Report

7. New Business

7.1. Votes Required

7.2. Discussion

A presentation of the Be Safe System was given by Emile Levasseur; Technology Coordinator. Be Safe is a software program that provides floor plans, photos, live video and other unique building features and content that is easily accessible to police, fire, EMT's, and other first responders. The purchase of this software will be extremely useful in the event of an emergency at any one of our buildings.

8. Old Business

8.1. Votes Required

8.2. Discussion

9. Information

Dr. Welch stated that the Instrumental/Choral concert was very well attended at PPMS on 1-28-10. Congratulations to both students and Mrs. Feltes and Mr. Fitzgerald.

Dr. Walsh addressed the Board with respect to the Elementary Celebration of the Arts Festival held at the Aqua-Turf Club. Two 5th grade Preston students and their families and teachers were chosen to participate in this night of celebration hosted by the Connecticut Association of Schools.

10. Executive Session

11. Date and Time of Next Meeting

Monday, March 8, 2010

7pm PVMS Library

12. Adjournment

Moved, to adjourn the meeting at 10:53pm. Andruskiewicz/Jancewicz. Unanimous.
Motion Carries.

Chairperson

Superintendent

Special Meeting of the Board of Education (Amended Agenda)

March 15, 2010 07:00PM

Preston Veterans' Memorial Library

Amended Agenda

1. Call to Order

Pauline Andruskiewicz called the meeting to order at 7pm. **Other Members Present:** Deborah Burke-Grabarek, Sandra Gauthier, James Jancewicz, Charles Raymond and John Moulson. Daniel Harris was absent. **Also Present:** Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Nick Grello; Board Attorney, Julianne Hanckel; The Day, Norman Gauthier, Bill Legler, Mike Clancy and Andrew Biodeau.

2. Pledge of Allegiance

3. Public Communications and Comments

Norman Gauthier stated that several citizens shared their concerns about the number of administrators in the district and said that he was glad the Board would be reviewing the matter at their next meeting.

Bill Legler addressed the Board. He asked that the Board become a more vocal Board and speak out on matters of concern.

Mike Clancy asked for a written response regarding the formation of the sub-committee that negotiated with the Superintendent.

4. New Business: Votes Required

Moved, to change the April BOE meeting date from April 12, 2010 to April 5, 2010. Jancewicz/Burke-Grabarek. Discussion followed. Not all members can attend on the 5th.

Moved, to withdraw the meeting date of April 5th and move the meeting to April 6, 2010. Jancewicz/Burke-Grabarek. Unanimous. Motion Carries.

5. Old Business: Votes Required

Moved, to approve the minutes of 2/8/10 as amended. Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

Moved, to add the topic of number of administrators in the district to the agenda of the next BOE Meeting. Moulson/Jancewicz. Unanimous. Motion carries.

Moved, to acquire in conjunction with the Town, Phoenix's financial software program as part of a joint effort between the Preston Board of Education and Town to better coordinate and consolidate the management of their respective financial resources provided that this vote is contingent upon the vote of the BOS and BOF. Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

Moved, to recommend that the Board of Finance schedule a Town Meeting in order to request the appropriation of funds necessary to acquire Phoenix Financial Software. Moulson/Jancewicz. Unanimous. Motion Carries.

Moved, pursuant to Article 10 of the Agreement between the Board and CSEA, to direct the Superintendent to notify the union of its decision to conduct a feasibility study relative to subcontracting any and all work performed by

bargaining unit employees. Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

Moved, to approve a new two (2) year contract with Superintendent Dr. John Welch to begin on July 1, 2010. Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

6. Date and Time of Next Meeting

April 6, 2010

PVMS Library

7pm

7. Adjournment

Moved, to adjourn the meeting at 7:18pm. Burke-Grabarek/Andruskiewicz.

Unanimous. Motion Carries.

Chairperson

Board of Education Regular Meeting

March 08, 2010 07:00PM

PVMS Library

1. Call to Order

7pm, no quorum. Pauline Andruskiewicz; Board Chair, introduced Bonnie Smithers to those present and asked that she begin her presentation.

Members Present: Pauline Andruskiewicz, Sandra Gauthier and Deborah Burke-Grabarek. John Moulson and James Jancewicz arrived at 7:12pm thus providing a quorum. Charles Raymond arrived at 7:15pm. Daniel Harris was absent. **Also present:** Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Gary Miller; Interim Business Manager, Ivy Davis; Director of Curriculum, Instruction and Special Education, Ray Bernier; Principal PPMS, Mike House; Supervisor of Buildings and Grounds, Emile Levasseur; Technology Co-ordinator, Patricia Hibbard; Transportation Supervisor, Attorney Nick Grello, Marcia Marien (Marien and Co.), Robert Congdon; First Selectman, Amy Campbell, Bonnie Smithers, Norman Gauthier, Sandra Bosko, Michael and Jan Clancy, Robert O'Neil, Andrew Bilodeau, Linda Riegel, Ann and Bill Legler, Julianne Hanckel from The Day and Deb Straszheim from the Norwich Bulletin.

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the minutes of 3/8/10 as modified. Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

4. Public Communications and Comments

Michael Clancy read a letter to the Board asking that they consider reducing the Superintendent's position to part-time or possibly to combine the position of Superintendent with that of Principal. Jan Clancy stated that Lisbon has more students than Preston and they have a part time Superintendent in their District.

Moved, to add the following topic to the agenda: Request that the Board review the number of administrators in the District. Moulson/Jancewicz. Jancewicz, Moulson and Raymond in favor. Burke-Grabarek, Andruskiewicz and Gauthier opposed. Motion denied.

Moved, to add the topic of number of administrators in the district to the April 12, 2010 agenda. Moulson/Jancewicz. Unanimous. Motion Carries.

5. Board of Education Committee and Other Reports

Special Town Meeting: March 11, 2010 7:30pm, PVMS gym.

6. Superintendent Reports and Recommendations

Bonnie Smithers prepared a presentation for the Board and its audience. It was an interactive presentation given to familiarize the audience with the District's new K-3 Spanish Program. Bonnie meets with grades K-2 for 15 minutes a day, 4 times a week. She sees grade 3 for 30 minutes a day, 4 times a week. The hope is that the program will encompass grades 4 and 5 as well beginning next year.

6.1. BOE Expenditure/Projection Report

Gary Miller; Interim Business Manager prepared and presented this fiscal report to the Board.

6.2. Preston Cafeteria Profit and Loss Report

This report will be presented at the April 12, 2010 BOE Meeting.

7. New Business

7.1. Votes Required

Moved, to acquire in conjunction with the Town, Phoenix's financial software program as part of a joint effort between the Preston Board of Education and Town to better coordinate and consolidate the management of their respective financial resources provided that this vote is contingent upon the vote of the BOS and BOF. Andruskiewicz/Burke-Grabarek. Unanimous. Motion carries.

Moved, to recommend that the Board of Finance schedule a Town meeting in order to request the appropriation of funds necessary to acquire Phoenix Financial Software. Moulson/Jancewicz. Unanimous. Motion Carries.

Marcia Marien from Marien and Co. addressed the Board with respect to the purchase of joint financial software for the Board and the Town. She has 4 or 5 BOE clients who currently use Phoenix successfully. She knows of one Town/BOE who used it jointly, but unsuccessfully. She stated that the software committee spoke to and visited districts currently using the software successfully. Bob Congdon asked if any of Marien's clients used Budget-Sense (one of the other vendors the committee reviewed). Marcia stated that she has 1 client who is using that software successfully at the present time.

Moved, pursuant to Article 10 of the Agreement between the Board and CSEA, to direct the Superintendent to notify the union of its decision to conduct a feasibility study relative to subcontracting any and all work performed by bargaining unit employees. Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

John Moulson suggested that a sub-committee of the BOE be formed to create a feasibility study. He would be able to serve on the committee himself after April 15th. Charles Raymond stated his interest in serving on the committee as well.

7.2. Discussion

Dr. Welch stated that he is hoping to create a consolidated calendar among area schools. He explained that Dr. Cohan; Superintendent of Schools at NFA, is working with him to try to consolidate a uniform start date, PD dates, and April vacation days.

The proposed FY11 Budget was presented. It represents a 0% increase. Dr. Welch asked that the Board act on the proposed budget at the April BOE Meeting. In the meantime, more tuition and technology detail will be provided to all Board members.

Moved, to allow a second public comment session at the meeting. Moulson/Jancewicz. Unanimous. Motion Carries.

Norman Gauthier asked why Dr. Welch included a legal statement as part of the back up for the proposed budget. Dr. Welch stated that it was included as a clear explanation of budget appropriation for all.

8. Old Business

8.1. Votes Required

8.2. Discussion

9. Information

10. Executive Session

Moved, to convene in Executive Session in order to discuss the employment of a public official at 9:16pm. Burke-Grabarek/Andruskiewicz. Unanimous. Motion Carries. (Attorney Grello and Dr. Welch invited to participate).

Moved, to come out of Executive Session at 10:16pm. Burke-Grabarek/Jancewicz. Unanimous. Motion Carries.

Moved, to approve a new two (2) year contract with Superintendent Dr. John Welch to begin on July 1, 2010. Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

11. Date and Time of Next Meeting

March 15, 2010
Special Meeting
PVMS Library, 7pm

12. Adjournment

Moved, to adjourn the meeting at 10:18pm. Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

**TOWN OF PRESTON
NOTICE OF SPECIAL TOWN MEETING
TO BE HELD
THURSDAY, APRIL 8, 2010**

A Special Town Meeting of the electors & citizens qualified to vote in Town Meetings of the Town of Preston will be held at the Preston Veterans Memorial School on Thursday, April 8th, 2010 @ 7:30 p.m. for the following purpose:

1. Shall the Town of Preston make all costs associated with the oil spill at Preston Veterans Memorial School the responsibility of the Board of Education Budget?
2. Shall the Town of Preston approve the Board of Selectmen's appointments to the Preston Redevelopment Agency of Sean Nugent and James Bell?

Dated @ Preston, CT this 1st Day of April, 2010.

Robert Congdon

Michael Sinko

Timothy Bowles

Board of Selectmen

LAW OFFICES

SIEGEL, O'CONNOR, O'DONNELL & BECK, P.C.

150 TRUMBULL STREET
HARTFORD, CONNECTICUT 06103
(860) 727-8900
FAX (860) 527-5131

www.siegelconnor.com

14 EUGENE O'NEILL DRIVE, SUITE 202
NEW LONDON, CONNECTICUT 06320
(860) 442-4747
FAX (860) 442-4714

PLEASE REPLY TO HARTFORD OFFICE

Matthew K. Curtin, Esq.
mcurtin@siegelconnor.com

March 24, 2010

ATTORNEY-CLIENT PRIVILEGED COMMUNICATION

VIA EMAIL (welchj@prestonschools.org)

Dr. John Welch, Superintendent of Schools
Preston Public Schools Central Office
325 Shetucket Tpke
Preston, CT 06365

RE: Authority of Board of Education to Expend Education Appropriations

Dear Jack:

You have asked me whether a Board of Finance or a Town Meeting has the authority to dictate to the Board of Education how the Board of Education shall expend funds appropriated to its operating budget.

Brief Answer

No, neither the Board of Finance nor a Town Meeting has any authority to dictate to a Board of Education how the Board of Education shall expend its operating budget.

Applicable Law

Connecticut General Statutes § 10-222(a) provides, in relevant part: "The money appropriated by any municipality for the maintenance of public schools shall be expended by and in the discretion of the board of education." A Board of Education therefore has the ability to expend monies appropriated to its operating budget independent of any attempted restrictions by a Board of Finance or Town Meeting.

In fact, the Connecticut Supreme Court has clarified that a Board of Finance does not have any authority to require a Board of Education expend monies appropriated to its operating budget in a specific manner. See Ellington Bd. of Ed. v. Bd. of Finance of the Town of Ellington, 151 Conn. 1, 11-12 (1963). In Ellington Bd. of Ed., a Board of Finance attempted to

SIEGEL, O'CONNOR, O'DONNELL & BECK, P.C.

Dr. John Welch, Superintendent of Schools
Preston Public Schools Central Office
March 24, 2010
Page 2 of 2

place certain restrictions on monies appropriated for educational purposes. See id. at 4-5. The Connecticut Supreme Court, however, held that the authority of the Board of Finance extended solely to controlling the overall amount of monies appropriated to the Board of Education. Id. at 8-9. What the Board of Education does with those monies is left to the sole discretion of the Board of Education. Id. at 9-10. Consequently, the Connecticut Supreme Court held that the Ellington Board of Finance had no discretionary power to place restrictions on the expenditure of monies appropriated for educational purposes. Id. at 13.

In conclusion, pursuant to Connecticut General Statutes § 10-222 and the Connecticut Supreme Court's holding in Ellington Bd. of Ed., supra, all monies appropriated to the Board of Education's budget may be expended within the Board of Education's sole discretion. Any attempt by a Board of Finance or Town Meeting to dictate how the Board of Education expends its operating budget constitutes an illegal restriction on the Board of Education's operating budget. See Ellington Bd. of Ed., 151 Conn. at 11-13.

If you have any questions concerning this letter, please feel free to contact me directly.

Very truly yours,



Matthew K. Curtin

Students

First Aid/Emergency Medical Care

Use of Automatic External Defibrillators (AEDs)

The Preston Board of Education strives to provide a safe environment for students, staff, parents and the community. In achieving a safe environment, automatic external defibrillators (AEDs) are accessible on school grounds at both District schools for use in emergency medical situations. Such AEDs are not intended to and do not replace the assistance of qualified medical professionals.

The AEDs shall only be used by individuals specifically trained in the use of an AED, in accordance with applicable state statutes. **The AEDs and school personnel trained in the operation of an AED and the use of CPR shall be accessible during each school's normal operational hours, during school-sponsored athletic practices and athletic events taking place on school grounds and during school-sponsored events not occurring during the normal operational hours of the school.** Training shall be in accordance with the standards set forth by the school district's Medical Advisor consistent with relevant medical guidelines and statutes.

The AEDs on school grounds are Preston Education property. Any employee, student or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee or individual who inappropriately accesses and/or uses and AED.

The Superintendent of Schools shall establish administrative guidelines that will outline the specific responsibilities, training, management, maintenance and procedures for the use and storage of AEDs on school grounds.

(cf. 5114-Suspension, Expulsion & Removal from Class)

Legal Reference: Connecticut General Statutes
10-221 Boards of Education to prescribe rules.
52-557b "Good Samaritan Law." Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render (as amended by P.A. 09-59).
P.A. 09-94 An Act Concerning the Availability of Automatic External Defibrillators in Schools.
Public Law 106-505 Cardiac Arrest Survival Act.
Public Law 105-170 Aviator Medical Assistance Act.
Public Law 107-188 The Public Health Security and Bioterrorism Response Act.
P.A. 09-59 An Act Concerning AEDs (10.09)

Policy Adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

9132

Committees and Advisory Committees

Standing Committees

As deemed necessary, the Board of Education may establish standing committees from among its membership to make recommendations for Board action. The following rules will govern the appointment and function of such committees which shall:

- A. be established through action of the Board of Education;
- B. have their members appointed by the Board Chairperson
- C. be informed in writing at the time of committee formation of committee purpose, functions, and duties;
- D. make recommendations for Board action, but it may not act for the Board except in those instances where authority to act has been specifically delegated to the committee by the Board;
- E. be dissolved at the end of the Board's year or at any time by a vote of the Board.

The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all standing committees.

Ad Hoc Committees

Ad hoc committees may be created for special assignments. The same rules shall apply to special committees as apply to standing committees, except that they shall be dissolved immediately upon completion of an assignment. The Board Chairperson and the Superintendent of Schools shall be ex-officio members of all ad hoc committees.

Duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made to the Board of Education.

Committees as Public Entities

All Board of Education committee meetings are public meetings unless the committee is composed entirely of non-Board members and the Board successfully has petitioned the Freedom of Information Commission prior to the committee formation for such committee to be exempt from this requirement.

All committees of the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

Legal Reference: **Connecticut General Statutes**
1-7 through 1-21k Freedom of Information Act.

Bylaw adopted by the Board: 12/12/05

5117.1

Students

Designated High School

The Preston Board of Education has designated The Norwich Free Academy (NFA) as the *Designated High School* for Preston secondary students. However, students may also select and apply to the Non-Agricultural Science Program at Ledyard High School under the following circumstances:

1. Students must apply to Ledyard High School for admission. *The Ledyard High School Administration will determine if the student is accepted to Ledyard High School.*

2. Students applying to Ledyard High School for the next academic year must apply on or before November 1. Ledyard High School will review the application and notify the Superintendent of Schools for the Preston Public Schools on or before December 1 if the student has been accepted for the fall academic term.

The Board of Education also recognizes that students may select and apply to other high school programs including:

- State of Connecticut Vocational/Technical Schools
- State of Connecticut Agricultural Science Schools
- State of Connecticut Magnet Schools/Charter Schools
- **Thames River Academy**
- **Community Connections High School**
- Private Schools

The Board of Education accepts fiscal responsibility (tuition charges) for students attending NFA, the Agricultural Science Program at Ledyard High School, **Thames River Academy, Community Connections High School** and the Magnet High School located in New London. The cost for education at State of Connecticut Vocational/Technical Schools and charter schools is paid by the State of Connecticut, and the cost for education at private schools is paid by the parent(s)/guardian(s).

The Board of Education provides transportation for students attending:

- Norwich Free Academy
- Ledyard High School (Agricultural Science Program)
- **Thames River Academy**
- **Community Connections High School**
- Norwich Regional Vocational/Technical School
- New London Magnet School

~~Once enrolled at either NFA or the Non-Agricultural Science Program at Ledyard High School, students may not transfer from NFA to the Non-Agricultural Science Program at Ledyard High School or vice versa.~~

All new high school age students who become residents of Preston will attend the designated high school, The Norwich Free Academy, unless enrolling at a Vocational/Technical School, Agricultural Science School, **Thames River Academy, Community Connections High School**, Magnet School or private school.

Additionally, special education placements at any grade level at any high school may be approved by the Superintendent of Schools upon recommendations for a special education out-of-district placement by the Director of Special Education when necessary to meet a student's special educational needs identified through the special education process in the Preston Public Schools.

Finally, students enrolled in State of Connecticut Vocational/Technical Schools, Agricultural Science Program, **Thames River Academy, Community Connections High School**, Magnet Schools or private schools who wish to transfer to a comprehensive high school program will enroll at NFA.

Policy Amended: 10/06/2008

Approved:

Non-Agricultural Science Program at Ledyard High School: History of Enrollment

05-06 one student

06-07 two students

07-08 zero students

08-09 one student

09-10 one student

Personnel Certified and Non-Certified

Concepts and Roles in Personnel

The school system exists for the educational development of the students. Staff dedication is necessary to improve student education programs. To this end, the development of personnel policies for certified and non-certified staff is an essential component of Preston's educational program.

Through personnel policies, the Board of Education will help establish a school environment to attract and maintain the best-qualified people and thereby provide the best possible student learning opportunities. The long-range goals on which these policies will be based are:

- A. To recruit, select, and employ the best-qualified personnel to staff the district's schools.
- B. To provide staff compensation and benefit programs sufficient to attract and retain qualified employees.
- C. To provide an in-service training program for all employees to improve their performance.
- D. To conduct an employee evaluation program that will contribute to the continuous improvement of staff performance.
- E. To assign personnel to ensure that they are used as effectively as possible.

Implementation of personnel policies shall include channels of communication and procedures for handling professional and ethical problems through which all persons or groups affected may express suggestions, concerns, and opinions.

Legal Reference:

Connecticut General Statutes
10-220 Duties of boards of education

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

4111

Personnel -- Certified

Recruitment and Selection

The Superintendent of Schools shall develop a plan for minority staff recruitment. The administration is directed to make a serious effort to see that the recruitment procedures of the district produce a total staff representative of the total population of the district and that the assignment procedures of the district bring to each school staff members representative of the population represented by the student membership in each local school.

The schools shall engage in fair and sound personnel practices in the appointment of all district employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures.

Legal Reference:

Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract.

10-153 Discrimination on account of marital status.

10-220 Duties of Boards of Education. (as amended by PA 98-252)

46a-60 Discriminatory employment practices prohibited.

Policy Approved:

Preston Board of Education
Policies, Regulations, and Bylaws

4111.1
4211.1

Personnel -- Certified and Non-Certified

Equal Employment Opportunity

The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, sexual orientation, or physical disability. The Superintendent shall establish as an employment goal the recruitment, selection, and employment of qualified people among racial and ethnic minority groups to reflect the racial and ethnic composition of this community.

The Board of Education requests an annual report from the Superintendent of Schools concerning the extent to which affirmative action program goals are being achieved.

Advertisement of employment opportunities shall, by intent and design, foster employment of qualified people among racial and ethnic minority groups.

Legal Reference:

Connecticut General Statutes

10-153 Discrimination on account of marital status.

46a-60 Discriminatory employment practices prohibited.

Title VII, Civil Rights Act 42 U.S.C. 2000e, et seq.

PA 91-58 An Act Concerning Discrimination on the Basis of Sexual Orientation.

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

4111.3

Personnel -- Certified

Minority Recruitment Plan

The Board of Education recognizes that the increasing diversity of individuals and cultures is a growing characteristic of our state and nation which should have a significant bearing on the activities of the school district. Further, the State of Connecticut has determined that the educational interests of the state require efforts by each school district to provide educational opportunities for its students to interact with teachers from other racial, ethnic and economic backgrounds in order to reduce racial, ethnic and economic isolation.

To this end, the Board of Education believes that the importance of diversity of individuals and cultures should be recognized in the recruitment and assignment of personnel in order to help promote an intellectually and culturally dynamic environment that enables all students to gain an increased awareness and appreciation of the diverse world in which all are connected.

Accordingly, the Superintendent of Schools shall develop and maintain a written plan for minority staff recruitment as approved by the Board and shall report to the Board annually on implementation of the plan. Consistent with the Board's policies on Affirmative Action (4111.1) and Nondiscrimination (4118.11), said plan for minority staff recruitment shall provide for an energetic effort to attract talented minority educators and other minority personnel to serve in available positions within the District with the long range goal of achieving staffing of the school district and of each school which is broadly representative of the populations of the regional and state communities of which the District is a part.

Legal Reference:

Connecticut General Statutes

10-151 Employment of teachers. Notice and hearing on termination of contract.

10-153 Discrimination on account of marital status.

10-220 Duties of Boards of Education. (as amended by PA 98-252)

46a-60 Discriminatory employment practices prohibited.

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

4112

Personnel — Certified

Appointment

The Superintendent of Schools shall appoint and employ teachers, including substitute teachers, for positions authorized by the Board of Education and report such actions to the Board. For administrative positions, the Superintendent of Schools will recommend one or more finalists for Board interview and a final decision.

For all positions, while retaining authority for final decisions, the Superintendent of Schools shall involve appropriate administrators, teachers, and other staff members in personnel screening and interviews as appropriate.

The Superintendent shall insure that all certified personnel employed meet state certification requirements for the position, including required fingerprinting and other criminal records checks.

Within guidelines of any existing provisions in negotiated agreements, the Superintendent shall be responsible for placement of appointed employees on the salary schedule. The Superintendent shall award credit for years of previous professional experience at his/her discretion.

Legal Reference:

Connecticut General Statutes

10-144o through 10-145f re teacher certification.

10-151 Employment of teachers. Definitions. Notice and hearing on failure to renew or termination of contract. Appeal.

10-153 Discrimination on account of marital status.

10-155f Residency requirement prohibited.

46a-60 Discriminatory employment practices prohibited.

Public Act 94-221 An Act Concerning School Discipline and Security

Policy adopted:

Preston Board of Education
Policies, Regulations, and Bylaws

4112.1

4212.1

Personnel — Certified and Non-Certified

Provisions of Negotiated Agreements/Contracts

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

Legal Reference:

Connecticut General Statutes
10-153a through 10-153j

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

4112.4

4212.4

Personnel - Certified and Non-Certified

Health Examinations

Chest X-Ray or Intradermal Test

All employees upon initial employment shall present evidence of examination (chest x-ray, skin test, or other tests designated as acceptable by the county health department) to determine that they are free of active tuberculosis prior to commencing service and every four (4) years thereafter or more often if directed by the Board of Education upon recommendation of the local health officer.

Physical Examinations

Each new employee, other than day-to-day substitutes, tutors, and those who fill supplemental pay positions exclusively, shall have a physical examination by the physician of his/her choice prior, if possible, to assuming his/her duties and if not possible at least within thirty days of beginning work in the district. The Board of Education will pay up to \$75 per required physical examination. The results of such examination shall be recorded by the examining physician on the form provided by the school and the completed form shall be retained in the employee's personnel file.

As necessary, the Superintendent may require a medical examination, to evaluate the employee's ability to perform assigned duties, of any certified employee whenever the Superintendent has grounds to believe that the performance of the employee is adversely affected by illness of any kind. Such additional medical examinations will be performed by a physician selected by the Superintendent, and the Board of Education will bear the costs of these examinations.

Policy Approved:

Preston Board of Education
Policies, Regulations, and Bylaws

4112.5
4212.5

Personnel -- Certified/Non-Certified

Security Check/Fingerprinting

In order to create a safe and orderly environment for students, all offers of employment will be conditional upon the successful outcome of a criminal record check.

District employees shall within 30 days after they are hired submit to state and national criminal checks. District students employed by the school system are exempted from this requirement.

Workers placed in a school under a public assistance employment program shall also submit to the criminal check if such individuals will have direct contact with students.

Legal Reference: **Connecticut General Statutes**
10-221d Criminal history records checks of school personnel.
Fingerprinting. Termination or dismissed. (as amended by PA 01-173)

Policy Approved:

Preston Board of Education

Policies, Regulations, and Bylaws

4112.51

4212.51

Personnel -- Certified/Non-Certified

Reference Checks

Applicant references shall be checked prior to an offer of employment. The administration shall make a documented effort to contact an applicant's former employer(s) for recommendations and information about the person's fitness for employment prior to an offer of employment. References should be checked with prior employers listed on the application, even if those references are not specifically listed on the "references" section of the employment application.

The Superintendent of Schools or his/her designee is directed to develop regulations for reference checks.

(cf. 5125 Student Records)

Legal References:

Connecticut General Statutes

1-200 through 1-241 of the Freedom of Information Act.

5-193 through 5-269 -State Personnel Act

10-151c Records of teacher performance and evaluation not public records.

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.

PA 01-173 An Act Concerning Revisions to the Education Statutes.

Policy Approved:

Preston Board of Education

Policies, Regulations, and Bylaws

4112.6(a)
4212.6

Personnel -- Certified and Non-Certified

Personnel Records

Personnel records shall be maintained securely and confidentially in the central office for all current employees and shall include information customarily kept in personnel files. Files also shall be maintained for past employees, including years of employment, salaries, and such other basic and essential information as the Superintendent of Schools shall require.

There shall be only one personnel file for each employee, and principals shall not maintain employee files separate from the official employee file in the central office.

Requests for access to personnel files, except from an employee to see his or her own file, shall be referred to the Superintendent who shall determine whether disclosure of such records would legally constitute invasion of employee privacy. If the Superintendent believes disclosure is not an invasion of privacy, requested information shall be disclosed, but professional courtesy suggests the employee should be notified of such disclosure.

If the Superintendent determines disclosure would invade employee privacy, the employee/s and collective bargaining representatives if any, shall be notified in writing of the request. If the Superintendent does not receive a written objection, from the employee or bargaining representative, within seven business days from receipt of their notification, or if there is no evidence of receipt not later than nine business days from the date the notice was mailed, sent, posted, or otherwise given, requested records shall be disclosed. However, if an objection is received in a timely manner on the form prescribed, the Superintendent shall not disclose requested information unless directed to do so by the Freedom of Information Commission. Notwithstanding an objection filed by an employee's bargaining representative, the employee may subsequently approve disclosure of records by filing a written notice with the Superintendent.

Employee or bargaining representative objections to disclosure of records shall be made in writing on a form developed by the Superintendent including a signed statement by the employee or bargaining representative, under penalties of false statement, that to the best of respondent's knowledge, information, and belief, there is good grounds to support the objection and that the objection is not interposed for delay.

Notwithstanding earlier provisions of this policy, personnel evaluations of certified employees, except the Superintendent, are not public records subject to disclosure unless the employee consents in writing to the release of such records.

Preston Board of Education
Policies, Regulations, and Bylaws

4112.6(b)
4212.6

Personnel -- Certified and Non-Certified

Personnel Records (continued)

Each employee's own file shall be available for his or her inspection at reasonable times, and, upon request, employees will be provided a copy of information contained in his or her file.

Legal Reference:

Connecticut General Statutes

1-19b Agency administration. Disclosure of personnel, birth and tax records.

1-20a Objection to disclosure of personnel or medical files.

1-20b Record of arrest as public record.

1-21i(b) Denial of access to public records or meetings.

10-151a Access of teacher to supervisory records and reports in personnel file.

10-151c Records of teacher performance and evaluation not public records.

Policy Approved:

PRESTON PUBLIC SCHOOLS

2010-2011 Calendar

Web Site Address: www.prestonschools.org

First Day of School is 9/1/10 Full Day

August					0
M	T	W	T	F	
30	31				

September					20
M	T	W	T	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

October					20
M	T	W	T	F	
					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

November					19
M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

December					17
M	T	W	T	F	
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

January					20
M	T	W	T	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

TELEPHONE & FAX NUMBERS

PVMS	887-3113
FAX	889-5478
Preston Plains	889-3831
FAX	204-0126
Superintendent	889-6098
FAX	889-8685
Special Services	889-6098

February					18
M	T	W	T	F	
		1	2	3	4
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28					

March					23
M	T	W	T	F	
		1	2	3	4
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

April					16
M	T	W	T	F	
					1
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

May					21
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

June					10
M	T	W	T	F	
			1	2	3
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30		

Last Day of School
6/14/11 Half Day

Total Days 184

HOLIDAYS AND VACATIONS

LABOR DAY	9/6/2010
COLUMBUS DAY	10/11/2010
VETERANS' DAY	11/11/2010
THANKSGIVING VACATION	11/25/10-11/28/10
WINTER BREAK	12/24/10-1/2/11
M. L. KING DAY	1/17/2011
PRESIDENTS' DAY	2/21/11-2/22/11
GOOD FRIDAY	4/22/2011
SPRING VACATION	4/18/11-4/24/11
MEMORIAL DAY	5/30/2011

SHORTENED DAYS: HOLIDAYS, CONFERENCES, PROF. DEV.

HOLIDAYS	
Thanksgiving	11/24/10
Winter Break	12/23/2010
Last Day of School	6/14/2011

PARENT/TEACHER CONFERENCES	
Elementary/Middle	12/15/10 and 12/16/10
Elementary/Middle	3/23/11 and 3/24/11

PROFESSIONAL DEVELOPMENT

Elementary/Middle 10/13/10, 11/19/10, 1/13/11, 2/8/11, 4/7/11, 5/5/11

FULL DAYS (NO SCHOOL) PROF. DEV.

Staff Days	8/30/10 and 8/31/10
Elementary/Middle	9/15/2010

SCHOOL HOURS

ELEMENTARY SCHOOL PK-5	8:50AM to 3:10PM
MIDDLE SCHOOL 6-8	8:25AM to 3:00PM

MARKING PERIODS

Marking Period Ends: 12/3/10 and 3/11/11

Report Cards: 12/13/10 and 3/21/11

SHORTENED-DAY SCHOOL HOURS

ELEMENTARY SCHOOL PK-5	8:50am to 1:00pm
MIDDLE SCHOOL 6-8	8:25am to 12:45pm

CMT DATES March 1 - March 11 2011

TOTAL SCHOOL DAYS

School will close upon the completion of 184 days of school. Barring cancellations due to inclement weather or extenuating circumstances, the last day of school will be June 14th.



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

March 30, 2010

Michaela Meyerhoff
142 Krug Road
Preston, CT 06365

Dear Michaela,

Congratulations! I was very pleased to learn that you submitted an essay in response to Congressman Joe Courtney's, "Lessons of the African-American Experience" creative writing contest and were one of only two middle school students in the Second Congressional District to be selected for receipt of a Congressional Certificate of Merit.

You should be justifiably proud of this accomplishment, Michaela, as we are of you.

Best wishes for your continuing success at Preston Plains Middle School.

Very truly yours,

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

John J. Welch, Ed. D.

cc: Mr. Bernier
Mrs. Ghattas
Mrs. Lettiere
Preston Board of Education



PRESTON PUBLIC SCHOOLS
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Superintendent of Schools
welchj@prestonschools.org

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

March 30, 2010

Alexa Devito
11 Tanglewood Drive
Preston, CT 06365

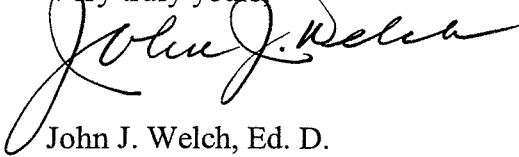
Dear Alexa,

I am writing to congratulate you for submitting an essay in response to Congressman Joe Courtney's, "Lessons of the African-American Experience" creative writing contest. To be selected as a top ten finalist among all the middle school students in the Second Congressional District who submitted an essay is noteworthy, Alexa.

I trust that you are as proud of this accomplishment as we are of you.

Best wishes for your continuing success at Preston Plains Middle School.

Very truly yours,



John J. Welch, Ed. D.

cc. Mr. Bernier
Mrs. Ghattas
Mrs. Lettiere
Preston Board of Education



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welchj@prestonschools.org

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FAX (860) 889-8685

March 30, 2010

Katelynn Hyde
1 Julian Drive
Preston, CT 06365

Dear Katelynn,

I am writing to congratulate you for submitting an essay in response to Congressman Joe Courtney's, "Lessons of the African-American Experience" creative writing contest.

I trust that you are as proud of this accomplishment as we are of you.

Best wishes for your continuing success at Preston Plains Middle School.

Very truly yours,

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

John J. Welch, Ed. D.

cc. Mr. Bernier
Mrs. Ghattas
Mrs. Lettiere
Preston Board of Education



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FAX (860) 889-8685

March 30, 2010

Alison Converse
Old Jewett City Road
Preston, CT 06365

Dear Alison,

I am writing to congratulate you for submitting an essay in response to Congressman Joe Courtney's, "Lessons of the African-American Experience" creative writing contest.

I trust that you are as proud of this accomplishment as we are of you.

Best wishes for your continuing success at Preston Plains Middle School.

Very truly yours,

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

John J. Welch, Ed. D.

cc. Mr. Bernier
Mrs. Ghattas
Mrs. Lettiere
Preston Board of Education



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welchj@prestonschools.org

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FAX (860) 889-8685

March 30, 2010

Evan Bresnan
17 Overlook Drive
Preston, CT 06365

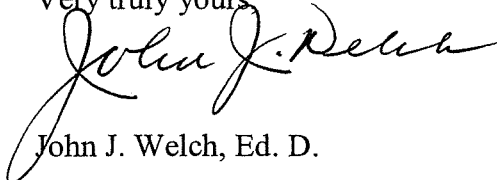
Dear Evan,

I am writing to congratulate you for submitting an essay in response to Congressman Joe Courtney's, "Lessons of the African-American Experience" creative writing contest.

I trust that you are as proud of this accomplishment as we are of you.

Best wishes for your continuing success at Preston Plains Middle School.

Very truly yours



John J. Welch, Ed. D.

cc. Mr. Bernier
Mrs. Ghattas
Mrs. Lettiere
Preston Board of Education



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

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

March 30, 2010

Anna Marsh
146 Miller Road
Preston, CT 06365

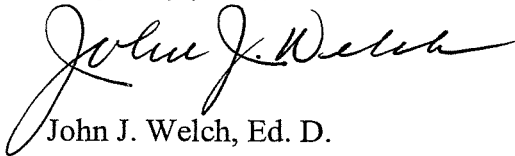
Dear Anna,

I am writing to congratulate you for submitting an essay in response to Congressman Joe Courtney's, "Lessons of the African-American Experience" creative writing contest.

I trust that you are as proud of this accomplishment as we are of you.

Best wishes for your continuing success at Preston Plains Middle School.

Very truly yours,



John J. Welch, Ed. D.

cc. Mr. Bernier
Mrs. Ghattas
Mrs. Lettiere
Preston Board of Education



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Superintendent of Schools
welchj@prestonschools.org

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

March 17, 2010

Mrs. Kasey Peek
47 Route 164
Preston, CT 06365

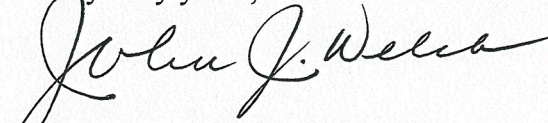
Dear Mrs. Peek,

Congratulations upon your recognition by the Connecticut Association of Schools at its annual banquet on March 16, 2010 to celebrate the contributions of volunteers like yourself.

I know that you have actively encouraged parent volunteerism at Preston Veterans' Memorial School. Thanks to your efforts, and those of your fellow PTO officers, parent volunteerism has increased dramatically at the school.

Thank you for playing such a vital role in the life of Preston Veterans' Memorial School.

Very truly yours,



John J. Welch, Ed. D.

cc: **Preston Board of Education**
Dr. Walsh



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Superintendent of Schools
welchj@prestonschools.org

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

March 17, 2010

Mrs. Megaen Nixie
5 Cedarcrest Drive
Preston, CT 06365

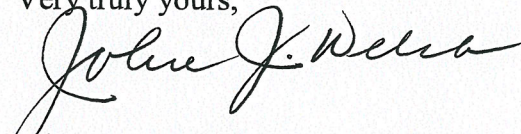
Dear Mrs. Nixie,

Congratulations upon your recognition by the Connecticut Association of Schools at its annual banquet on March 16, 2010 to celebrate the contributions of volunteers like yourself.

I know that you have actively encouraged parent volunteerism at Preston Veterans' Memorial School. Thanks to your efforts, and those of your fellow PTO officers, parent volunteerism has increased dramatically at the school.

Thank you for playing such a vital role in the life of Preston Veterans' Memorial School.

Very truly yours,



John J. Welch, Ed. D.

cc: Preston Board of Education
Dr. Walsh



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

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FAX (860) 889-8685

March 17, 2010

Mrs. Holly Cyr
9 Wilderness Drive
Preston, CT 06365

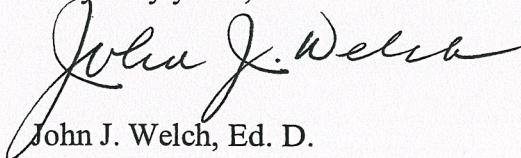
Dear Mrs. Cyr,

Congratulations upon your recognition by the Connecticut Association of Schools at its annual banquet on March 16, 2010 to celebrate the contributions of volunteers like yourself.

I know that you have actively encouraged parent volunteerism at Preston Veterans' Memorial School. Thanks to your efforts, and those of your fellow PTO officers, parent volunteerism has increased dramatically at the school.

Thank you for playing such a vital role in the life of Preston Veterans' Memorial School.

Very truly yours,


John J. Welch, Ed. D.

cc: Preston Board of Education
Dr. Walsh



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

March 17, 2010

Mrs. Kristi McGill
123 River Road
Preston, CT 06365

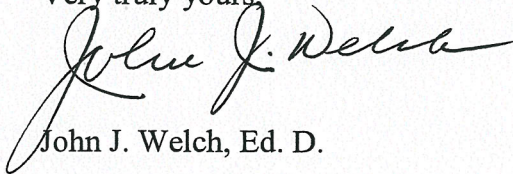
Dear Mrs. McGill,

Congratulations upon your recognition by the Connecticut Association of Schools at its annual banquet on March 16, 2010 to celebrate the contributions of volunteers like yourself.

I know that you have actively encouraged parent volunteerism at Preston Veterans' Memorial School. Thanks to your efforts, and those of your fellow PTO officers, parent volunteerism has increased dramatically at the school.

Thank you for playing such a vital role in the life of Preston Veterans' Memorial School.

Very truly yours,



John J. Welch, Ed. D.

cc: **Preston Board of Education**
Dr. Walsh