

# Board of Education Regular Meeting

Monday, July 19, 2010 7:00 PM

PPMS Library, 1 Route 164, Preston, CT 06365

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

## **Board of Education Regular Meeting**

June 14, 2010 07:00PM

PVMS Library

### **1. Call to Order**

Pauline Andruskiewicz called the meeting to order at 7pm. Other members present: Sandra Gauthier, Daniel Harris, Deborah Burke-Grabarek, Charles Raymond and John Moulson (arrived 7:04pm), Jim Jancewicz was absent. Also present: Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Ivy Davis; Director of Curriculum, Instruction and Special Education, Ray Bernier; Principal PPMS, Dr. Walsh; Principal PVMS, Patricia Hibbard; Transportation Supervisor, Mike House; Director of Buildings and Grounds, Susan Strader, Andy Hess, Walt Kornosewicz, Jill Keith, Stacy Wilbur, Attorney Nick Grello, Bill Legler, Becky Boenig, and Merrill Gerber.

### **2. Pledge of Allegiance**

### **3. Approval of Minutes**

Moved, to approve the minutes of the regular meeting of May 10, 2010. Gauthier/Burke-Grabarek. Unanimous. Motion Carries.

Moved, to approve the minutes of the special meeting of May 21, 2010. Burke-Grabarek/Andruskiewicz. Unanimous. Motion Carries.

### **4. Public Comment**

Bill Legler addressed the board with regard to the feasibility study. He believes that some of the figures are inaccurate.

Moved, to take the agenda out of order so as to discuss item 7.2 New Business, Discussion, Solar Energy Project. Burke-Grabarek/Andruskiewicz. Unanimous. Motion Carries.

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

### **6. Superintendent Reports and Recommendations**

#### **6.1. BOE Expenditure Report/Projection Report**

Dr. Welch asked that the board withdraw the financial statements from the agenda. He wants to review them with Gary Miller, Interim Business Manager before the next meeting.

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

### **7. New Business**

#### **7.1. Votes Required**

#### **7.2. Discussion**

##### **Solar Project:**

Walt Kornosewicz, Andy Hess and Merrill Gerber were in attendance to present the solar energy project by Alteris. If solar panels are installed on the roof of PVMS, they will cover 20% of our electrical needs. The system has a 25 year life expectancy. The state would cover about 50% of the funding for this project, but we need to make a decision within the next 6 weeks and have the system installed by the end of the year. Currently we pay about 18.1 cents per kw hour. With the solar panels, our cost would be 12.25 cents per kw hour. Pauline Andruskiewicz appointed Jim Jancewicz and Deborah Burke-Grabarek to serve on a

sub committee that will meet with Walt's group on July 12, 2010 at 7pm in Town Hall.

**Healthy Food Certification:**

Section 10-215f of the Connecticut General Statutes requires that each local board of education takes annual action to certify that all food items sold in their schools meet Connecticut Nutrition Standards.

Moved, per Connecticut Statute 10-215f that the board authorize its chair to certify that all food items sold meet Connecticut Nutrition Standards. Gauthier/Burke-Grabarek. Unanimous. Motion Carries.

**Revision of Policy 4000: Concepts and Roles in Personnel:** The final version of this policy will be brought back to the July meeting. John Moulson agreed with Dr. Welch's revisions but asked that the board receive a report when special education personnel are hired per an IEP. Dr. Welch agreed.

**Policy 4111 Recruitment and Selection, Policy 4111.3 Minority Recruitment Plan, Policy 4211.1 Equal Employment Opportunity, Policy 4112 Appointment, Policy 4212.1 Provisions of Negotiated Agreements/Contracts, Policy 4212.5 Security Check/Fingerprinting, Policy 4212.51 Reference Checks, Policy 4212.6 Personnel Records** were all reviewed. The board made the decision to delete Policies 4111 and 4111.3.

These policies will be brought back for approval of the board at the July meeting.

**BOE Insurances:** The total cost for BOE Insurances totals \$49,707. The Town expects the board to take on this expense. The board must determine whether or not they are willing to take on this financial burden.

The board asked Dr. Welch to obtain more information on this topic and report back to them. The board will hold a special meeting on Monday, June 21, 2010 at 7pm in PVMS Library.

**Superintendent's Goals:** Dr. Welch reviewed the status of his 2009-2010 Goals with the board.

**8. Old Business**

**8.1. Votes Required**

**Policy 3160: Transfer of funds:**

The newly purchased Phoenix software should allow us to prepare reports that might make the changes to this policy unnecessary. In the meantime, cash disbursement sheets will be shared with the board.

Moved, to table Policy 3160, pending further review, until the August meeting of the board. Moulson/Raymond. Unanimous. Motion Carries.

**Transportation Feasibility Study:**

Moved, pursuant to Article 10 of the Agreement between the CSEA and Preston Board of Education to provide the union with the results of the board's feasibility study along with an invitation to submit an alternative proposal to the board on or before July 16, 2010 relative to maintaining the current school transportation program. Andruskiewicz/Harris. Unanimous. Motion Carries.

## **8.2. Discussion**

### **School Consolidation Ad Hoc Committee:**

Members of this sub committee will meet on June 21, 2010 at 5:30pm in order to determine how they will choose a parent and a non-parent member to serve on their committee.

Moved, to add to tonight's agenda the examination of preparing an audit committee policy. Burke-Grabarek/Raymond. Unanimous. Motion Carries.

Moved, to add the topic of the formation of an audit committee policy to the next regular meeting of the board. Moulson/Raymond. Gauthier, Harris, and Burke-Grabarek in favor. Andruskiewicz opposed. Motion Carries.

## **9. Information**

### **10. Executive Session**

Moved, to convene in executive session at 9:45pm, inviting in Attorney Grello and Dr. Welch to discuss MEUI contract negotiations. Burke-Grabarek/Raymond. Unanimous. Motion Carries.

Moved, to come out of executive session at 10:18pm. Harris/Burke-Grabarek. Unanimous. Motion Carries.

## **11. Date and Time of Next Meeting**

### **Special Meeting of the Board**

June 21, 2010

7 pm, PVMS Library

### **Regular Meeting of the Board**

July 19, 2010

7pm, PVMS Library

## **12. Adjournment**

Moved, to adjourn the meeting at 10:19pm. Andruskiewicz/Gauthier. Unanimous. Motion Carries.

Special Meeting of the Board of Education

June 21, 2010 07:00PM

PVMS Library

1. Call to Order

Pauline Andruskiewicz called the meeting to order at 7pm. Other members present: Dan Harris, James Jancewicz, Deborah Burke-Grabarek. John Moulson arrived at 7:05pm. Also Present: Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Ivy Davis; Director of Curriculum, Instruction and Special Education, Gary Miller; Interim Business Manager, Ray Bernier; Principal PPMS, Attorney Nick Grello, Julianne Hanckel; The Day, and Susan Strader.

2. Pledge of Allegiance

3. Public Comment

Susan Strader asked if the BOE Budget will show a reduction at referendum if it takes on the liability of insurances. Dr. Welch stated that it would not. Although, the amount would be reflected in the FY12 budget if that route is taken. Mrs. Strader stated her concerns with taking over the insurances. The BOE does not own the building, why take on the liability?

4. Superintendent's Reports and Recommendations

5. Old Business: Discussion

Dr. Welch stated that the minimum amount of insurance in question is \$49,707. There is also an amount for \$5764 which according to CIRMA should be divided between the BOE and the Town. The policy runs from July 1, 2010 through June 30, 2011 and has always been paid on a quarterly basis. CIRMA was asked what the impact on the Town insurance cost would be if the BOE went with a different vendor. The representative from CIRMA did not have that answer.

6. Old Business: Votes Required

7. Date and Time of Next Meeting

July 19, 2010

7pm

PVMS Library

8. Executive Session

Moved, to convene in Executive Session at 7:08pm to discuss an attorney-client privileged communication regarding a BOF motion of May 26, 2010, inviting in Attorney Grello and Dr. Welch. Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

Moved, to come out of Executive Session at 7:49pm. Andruskiewicz/Harris. Unanimous. Motion Carries.

9. Adjournment

Moved, to adjourn at 7:49pm. Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

## POLICY STATEMENT      AUDIT COMMITTEE

The Board of Education recognizes that it must be responsive to weaknesses and noncompliances that may be uncovered in its financial system and its internal control system, and it must have assurances that policies and procedures are being followed by the school system's administrators. One of the principal methods for receiving this assurance is through the annual town audit.

In order to enhance the usefulness and effectiveness of the annual audit, and to better communicate with the auditors, the Board has decided to establish an audit committee. This committee will be comprised of three members selected by vote of the Board. The committee will meet with the auditors prior to the beginning of each audit period to discuss major concerns of the Board relative to the audit and areas to be examined as well as to determine the auditor's main concerns. Perceived weaknesses should also be discussed at this time. The committee will also meet with the auditors at the conclusion of the audit to determine its effectiveness, system problems and areas where better coordination and cooperation could improve effectiveness. The committee may also meet with the auditors on other occasions if deemed necessary.

In addition to improving communication between the auditors and the Board the committee should through discussions with other Board members and the Superintendent, seek out areas of potential concern. The committee would then propose questions for the town auditors which could lead to alleviation of these concerns.

**Town of Preston  
Director of Finance  
Job Description**

**General Description:**

This is a highly responsible position involving the operation and administration of all finance related functions for the Town of Preston and the Preston Board of Education.

The position is responsible for all aspects of the Town of Preston and the Preston Board of Education's fiscal affairs and includes: the establishment and maintenance of all internal accounting procedures and operational controls, financial planning, financial reporting, budgeting, capital improvement plan strategy, debt management, management information systems, internal auditing, risk management, collective bargaining (advisory capacity), cash management and grant administration. This position provides fiscal consultation to all town departments, commissions and boards. Duties may expand and otherwise be revised as position demands change.

**Supervision Received:**

This position receives general supervision from the Board of Finance and works under the direct supervision of the First Selectman and the Superintendent of Schools.

**Supervision Exercised:**

This position supervises employees of the Town of Preston and the Preston Board of Education that are responsible for the accounting and recording of all transactions related to accounts payable, payroll, purchasing, accounts receivable, cash receipts and the general ledger.

**Examples of Responsibilities:**

Establish and maintain all internal accounting procedures and operational controls: Evaluates and ensures that effective comprehensive controls exist to safeguard the assets of the Town of Preston and Board of Education from loss due to unauthorized use or disposition. Oversees purchasing system for compliance with established procedures. Reviews and counter signs purchase orders. Works closely with the external auditors to address any concerns relating to the overall internal and operational control environment, which result from their review. Implements recommendations as deemed necessary. Coordinates annual fixed asset inventories and maintains detailed supporting records.

Financial planning: Monitor department spending in conjunction with appropriated budget levels. Manage financial operations to improve cost control by each department and recommend new cost containment procedures. Review and monitor financial and cash forecasts in conjunction with anticipated operational needs and investment strategies.

Financial reporting: Supervises staff to ensure accounting records are maintained in sufficient detail to produce financial and statistical data for management and external report (including grant program) purposes. Present monthly to supervisors a current financial overview of the Town of Preston and the Board of Education including but not limited to: accurate monthly financial statements, comparisons of department budget and actual results with full year department forecasts including explanations for any significant variances from appropriated amounts, capital improvement plan status, cash management report with full year cash and interest income forecast (in conjunction with the Town Treasurer).

Budgeting: Participate in the preparation of annual budgets with departments and commission heads (including the Board of Education) by providing various analytical assistance including cost/benefit analyses for significant funding requests. Present suggestions for interdepartmental cost sharing when noted. Compile budgets and other related statistical and technical information requested for presentation to Board of Selectmen, Board of Finance and Board of Education. Monitor department budgets throughout the year for compliances with underlying assumptions that appropriations were based.

Capital improvement plan (CIP) strategy: As an advisor to the Board of Selectmen, Board of Education and CIP committee, establish a financially responsible CIP strategy that recommends funding alternatives, project timing, and spending levels based on the Town of Preston's overall financial condition and the general economic climate. Monitor project status and report results on a monthly basis.

Debt management: Serve as main contact for all external financial matters and liaison between the Town of Preston and its investment advisors. Coordinate with the Town Treasurer the short and long term borrowing needs of the Town of Preston and develop overall borrowing strategy. With the Town Treasurer develop and prepare all necessary information for bonding purposes. Serve as financial advisor to the Town of Preston's bonding committee providing debt redemption schedules, future spending projections and other financial information as requested.

Management information systems: Administer the management information systems for the Town of Preston and the Preston Board of Education, establishing uniform hardware and software use wherever possible. Assist departments as needed in the updating of technological methods. Initiate and monitor contracts with external system consultants when used. Focus on overall future long term computer and system requirements for the Town of Preston and Preston Board of Education, making recommendations for upgrading systems with new technology when needed. Maintain system security.

Internal auditing: Test the integrity of the established internal controls by incorporating ongoing monitoring procedures in the processes and performing random spot checks on financial related data and various transaction processes throughout the year.

Risk management: Oversees management of the Town of Preston and Preston Board of Education's insurance program. Maintains all appropriate records, compiles all required information. Initiates bid proposals and coordinates all necessary information requests.

Collective bargaining: Assists and advises the Preston Board of Education in an advisory capacity on financial related issues.

Cash management: Coordinate with the Town Treasurer the short and long term investment and borrowing strategies. Assist the Town Treasurer in the preparation of monthly cash forecasts.

Grant administration: Responsible for the monitoring and compliance with regulations of all grants including the maintenance of all required supporting documentation. Responsible for tracking grant reimbursements and forecasting future grant receipts.

Attendance: Attend all Board of Finance meetings and attends Board of Selectman and Board of Education meetings as needed and/or as requested.

**Knowledge, Skills & Abilities:**

Thorough knowledge of the principles, practices and techniques of governmental and school finances, municipal and school budgeting, payroll and data processing.

Thorough knowledge of G.A.S.B. fund accounting and encumbrance accounting, state and federal laws regarding finance, various grants, workers' compensation and unemployment compensation laws, school and municipal administration.

Thorough knowledge of laws, statutes, ordinances and regulations that govern the management and control of municipal and school funds.

Ability to analyze the operations of a variety of municipal and school departments and to identify opportunities for cost savings through efficiency of operations.

Ability to maintain financial reports and prepare specific related reports.

Considerable knowledge and ability of financial computer systems and applications.

Strong oral and written communication skills.

Ability to effectively supervise the accounting, payroll, treasury and other financial functions.

Ability to deal tactfully and effectively with members of the Town government, Board of Education, various boards and commissions, subordinates, general public and outside agencies.

Ability to coordinate activities and motivate department staff and others.

**Qualifications (minimum):**

Minimum a bachelor's degree in accounting, finance, business or public administration, plus at least ten years of progressively responsible financial, town, school or business management experience with a least four years in a supervisory capacity and have a current CT School Business Administrator (085) certificate. Masters degree, CPFO or CPA desirable.

# Preston Board of Education

## Policies, Regulations, and Bylaws

4112.61(a)  
4212.61(a)

### Personnel — Certified/Non-Certified

#### Use and Disclosure of Employee Medical Information (HIPAA)

The Preston Public School District will comply with the Health Insurance Portability Act of 1996 (HIPAA). Compliance activities shall include conducting an audit to determine applicability of HIPAA to District operations, recommending policies to the Board, implementation of administrative regulations, including record keeping procedures, preparation of necessary documents, employee training and all other activities necessary to ensure compliance.

To the extent the District possesses personally identifiable employee health information, aside from that contained in District employment records as the employer, the Superintendent or his/her designee shall act as the Privacy Officer to oversee the administration of privacy of such records. The Superintendent or his/her designee shall provide all employees with the following information regarding such records:

1. The use and disclosure of personally identifiable health information;
2. Each employee's rights to privacy with respect to his/her personally identifiable health information;
3. Duties under HIPAA with respect to employee's personally identifiable health information;
4. Each employee's rights to file a complaint with the District, Health Benefit Plan, and/or the Secretary of the United States Department of Health and Human Services; and
5. The person or office that an employee can contact for further information about privacy practices.

In addition, the District shall notify the administrator of each of the District's health benefit plans of the requirement under HIPAA that it take reasonable steps to maintain the privacy of each employee's personally identifiable health information and to inform each employee about the information set forth above in items 1 through 5. Further, the District shall notify the administrator of the health benefit plan of the requirement under HIPAA that it provide reasonable notice to all employees of whom the benefit plan designates as the Privacy Officer to oversee the administration of privacy of the benefit plan and to receive complaints.

(cf. 4112.6/4212.6 - Personnel Records)

**Preston Board of Education**  
**Policies, Regulations, and Bylaws**

**4112.61(b)**  
**4212.61(b)**

**Personnel-Certified/Non-Certified**

**Use and Disclosure of Employee Medical Information (HIPAA) (continued)**

Legal Reference: 42 U.S.C. 1320d-1320d-8, P.L. 104-191; Health Insurance Portability and  
Accountability Act of 1996 (HIPAA)

65 Fed. Reg. 50312-50372

65 Fed. Reg. 92462-82829

63 Fed. Reg. 43242-43280

67 Fed. Reg. 53182-53273

**Policy adopted:**

**Preston Board of Education  
Policies, Regulations, and Bylaws**

**4112.8  
4212.8**

**Personnel -- Certified and Non-Certified**

**Nepotism: Employment of Relatives**

Notwithstanding the customary appointment practices outlined in policy #4111 Appointment, the following shall govern conflict of interest in staff employment and the appointment of the persons described in paragraphs 1 and 2 below:

- A. A spouse, minor child, Board of Education member dependent, or persons related otherwise by blood or marriage to a Board of Education member of a Board of Education member must be appointed by the Board of Education and may be employed only following full disclosure of the relationship by the Board of Education member in a public meeting and sufficient vote of appointment without counting the vote of the related Board of Education member.
- B. Persons related by blood or marriage to members of the administrative staff shall not be appointed to a position that is in a line relationship involving supervision and evaluation of the position.
- C. Members of the same family may be employed at the same department or work location when approved in writing by the Superintendent or the Superintendent's designee (Exception: members of the same family shall not be approved in direct line of supervision.)

**Policy adopted:**

**Preston Board of Education**  
**Policies, Regulations, and Bylaws**

**4114**

**Personnel — Certified**

**Assignment and Transfer**

The assignment and transfer of all certified staff personnel shall be the responsibility of the Superintendent of Schools consistent with any existing provisions in negotiated agreements.

Not later than the regular October meeting of the Board of Education the Superintendent shall provide Board members a staff listing of regular assignments and/or changes in staff assignment.

(cf. 4112.1/4212.1 Provisions of Negotiated Agreement)

**Policy adopted:**

## Personnel -- Certified

### Supervision and Evaluation

Teaching is the most important component of education; therefore, effective teacher and administrator supervision is a primary leadership responsibility for all administrators. A major component of supervision is cooperative, continuing, teacher evaluation which serves to:

- A. improve the quality of instruction and educational services to children;
- B. elevate standards of the teaching profession;
- C. help each teacher grow professionally;
- D. assist with administrative decisions on teacher retention/dismissal.

The Superintendent shall evaluate or direct the evaluation of all certified employees. Teachers and administrators share responsibility for developing effective evaluation procedures and instruments and for establishing and maintaining professional standards and constructive attitudes toward staff evaluation.

The Superintendent and all employees whose administrative and supervisory duties equal at least 50% of their time shall include a minimum of fifteen hours of training in the evaluation of teachers pursuant to Section 10-151b, as part of the required professional development activity during each five year period for reissuance of their professional educator certificate.

The Board of Education directs the Superintendent and the certified employee representatives to develop, in harmony with guidelines of the Connecticut State Board of Education, a system-wide program for evaluating instruction and administrative leadership as one means to ensure instructional excellence.

(cf. 4112.1/4212.1 Provisions of Negotiated Agreements)

(cf. 4112.6/4212.6 Personnel Records)

#### Legal Reference:

##### Connecticut General Statutes

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

10-151b Evaluation by superintendent of certain educational personnel.

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

P.A. 95-58 An Act Concerning Teacher Evaluation, Tenure and Dismissal.

#### Policy adopted:

# **Preston Board of Education**

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

**4115.3(a)**

### **Personnel — Certified**

#### **Coaches**

District schools will seek and maintain qualified coaches for student athletes.

Coaches shall be evaluated annually by the coach's immediate supervisor. Each coach shall receive a written copy of the evaluation. The purposes of evaluation are:

- A. to provide a systematic process to increase coaching effectiveness.
- B. for coaches to analyze coaching strengths and weaknesses, and the contributions they have made to the athletic program.
- C. for the administrative staff to analyze the strengths and weaknesses of individual coaches and use this knowledge to improve coaching performance.
- D. For administrative recommendations on continued personnel employment, granting of increments, and/or other recommendations to the Superintendent of Schools.

An integral part of coaching evaluation is self-appraisal including coaching knowledge of sports areas, coaching skills and techniques, attitudes, behavior patterns, values and ethics.

Any coach that has held the same coaching position for three or more years, for which the Board terminates or non-renews the contract shall be informed of the Board's decision within ninety (90) days of the completion of the sport season covered by the contract. The coach may request a written statement from the Board specifying the reason(s) for the Board's action. The statement shall be provided within thirty (30) days of the request.

The Board may terminate the contract of any coach at any time for reasons of moral misconduct, insubordination, or a violation of the rules of the Board or because a sport has been cancelled by the Board.

Legal Reference:     **Connecticut General Statutes**  
                          10-151b Evaluation by superintendent of certain educational  
                          personnel  
                          10-220a In-service training  
                          PA 04-243 An Act Concerning Notification in Cases of  
                          Termination of Coaches

**Policy adopted:**

**Preston Board of Education**  
**Policies, Regulations, and Bylaws**

4117.4

**Personnel — Certified**

**Non-Renewal/Suspension**

**Non-Renewal**

Teacher non-renewals and suspensions shall be in accordance with current state statutes.

**Legal Reference:**

**Connecticut General Statutes**

10-151(c) Employment of teachers.

PA 95-58 An Act Concerning Teacher Evaluations, Tenure and Dismissal.

PA 97-247 An Act Concerning Revisions to the Education Statutes.

*Shanbrom v. Orange Board of Education*, 2 Conn. L. Rpts. 396, 398 (1990)

**Policy adopted:**

**Preston Board of Education**  
**Policies, Regulations, and Bylaws**

4117.5

**Personnel — Certified**

**Termination of Employment**

The Superintendent of Schools will report serious employee misconduct to appropriate authorities, including, but not limited to, the State Department of Education and local law enforcement officials if appropriate.

No Board of Education member or school employee except the Superintendent of Schools, will make any statement concerning why an individual has left employment with the district. As necessary, the Superintendent will review permissible statements with the district's legal counsel.

**Policy adopted:**

**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**

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**

**4112.5**  
**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 Board of Education

## Policies, Regulations, and Bylaws

4000

### Personnel Certified and Non-Certified

#### Concepts and Roles in Personnel

The school system exists for the educational development of the students. To this end, the development of personnel policies for certified and non-certified staff is an essential component of Preston's educational program.

Through its personnel policies, the Board of Education will help establish a school environment to attract and maintain the best-qualified and thereby help provide the best possible student learning environment. The goals of these policies are:

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

Except as noted below, the Superintendent is authorized to hire certified and non-certified staff for positions authorized by the Board; additions or deletions of staff positions must be specifically voted upon by the Board; provided, however, that the Superintendent may hire special education certified and non-certified staff pursuant to the requirements of a student's IEP. With the exception of daily substitute teachers, any temporary hires, including those arranged through a staffing agency, must be explicitly approved by the Board. Approval must include pay rate, number of weekly hours, duties, and number of weeks on staff.

Certain staff positions, due to their administrative and managerial importance, must be filled by personnel acceptable to both the Superintendent and the Board. These positions include: the Director of Special Education, Principals, Business Manager, Board Secretary, and Supervisor of Buildings and Grounds. New appointees or promotions to these positions shall be recommended by the Superintendent to the Board for final approval. Approval shall be by vote of the Board; provided, however, that pursuant to Conn. Gen. Statute 10-151, the board may not appoint any individual to an administrative position who has not been expressly recommended for appointment by the Superintendent.

The Superintendent shall produce a report for the October Board meeting and for budgeting purposes (February/March) showing all authorized positions, personnel in said positions, vacancies, salaries, and percentage of full time for each position. For teaching personnel, the report shall also show grades/subjects taught and number of students in each class.

Wages and salaries for non-affiliated personnel shall be as set by the Board after receiving recommendations from the Superintendent. Adjustments to such salaries will normally occur at

# Preston Board of Education

## Policies, Regulations, and Bylaws

the first meeting of the Board following final approval of the annual education budget.

Legal Reference:

**Connecticut General Statutes**  
10-220 Duties of boards of education

**Policy adopted:**



**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**

June 30, 2010

Chief Thomas Casey  
14 Krug Road  
Preston, CT 06365

Dear Chief Casey,

I am writing to express my appreciation to you and the members of your emergency response team for the excellent AED/CPR training that was provided to the overwhelming majority of Preston Public School employees on June 24, 2010.

As a training participant, I was impressed with the quality, comprehensiveness and efficiency of the program. Your trainers are certainly highly skilled and knowledgeable. Clearly, the interest of the public-at-large is well-served thanks to their expertise.

As we plan for the start of the 2010-2011 school year, I am very confident that as a school system we are in an extremely advantageous position with respect to our ability to intervene on behalf of an individual experiencing sudden cardiac arrest. In fact, I seriously doubt that many school districts, if any, are as well prepared as Preston Public Schools to provide that level of assistance.

In conclusion, I am deeply indebted to you and your team for doing a quality job in instructing our staff.

Very truly yours,

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

John J. Welch, Ed. D.

cc: Preston Board of Education  
Preston Board of Selectmen  
Principals  
Nurses