

Board of Education Regular Meeting

Monday, November 8, 2010 7:00 PM

PPMS Library, 1 Route 164, Preston, CT 06365

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

Board of Education Regular Meeting

October 18, 2010 07:00PM

PVMS Library

1. Call to Order

Pauline Andruskiewicz called the meeting to order at 7:01PM. Also Present: Deborah Burke-Grabarek, James Jancewicz, Charles Raymond, Sandra Gauthier and John Moulson. Dan Harris was absent. Also Present: Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Ivy Davis; Director of Curriculum, Instruction and Special Education, Ray Bernier; PPMS Principal, Dr. Walsh; PVMS Principal, Gary Miller; Interim Business Manager, Patricia Hibbard; Transportation Supervisor, Michael House; Director of Buildings and Grounds, Attorney Grello, Robert Congdon, Pearle Potter, Andrew Bilodeau, Robert Maurice, Jan Clancy, Norman Gauthier, Michael Sinko and Andy Hess.

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the minutes of the regular meeting of September 13, 2010 as amended. Burke-Grabarek/Jancewicz. Unanimous. Motion Carries.

4. Public Comment

None

Moved, to take the agenda out of order to discuss 7.2 New Business Discussion and Executive Session. Andruskiewicz/Burke-Grabarek. Gauthier, Raymond and Jancewicz in favor. Moulson opposed. Motion Carries.

New Business: Discussion: Director of Finance and School Business Operations Job Description:

The BOS, BOF, auditor and attorney all approved the original job description created by the committee. Mr. Congdon asked why the BOE changed the description. Dr. Welch reviewed the seven small changes that were made. Mr. Congdon and Dr. Welch both agreed that the BOF has no statutory authority to supervisor the position. John Moulson suggested that a sentence in the job description be modified to include that the Director of Finance and School Business Operations will attend BOF meetings AND prepare financial reports in a format acceptable to the BOF. This suggestion was acceptable to Robert Congdon and Robert Maurice.

Moved, to approve the Director of Finance and School Business Operations job description as amended. Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

Moved, to convene in executive session in order to discuss strategy with respect to collective bargaining at 7:24PM. Burke-Grabarek/Andruskiewicz. Unanimous. Motion Carries.

Moved, to come out of executive session at 7:45PM. Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

Moved, to add to the agenda the topic of free solar panel installation at the Bus Garage. Burke-Grabarek/Jancewicz. Gauthier, Andruskiewicz, Raymond in favor. Jancewicz abstained. Moulson opposed. Motion Carries.

Andy Hess addressed the board with regard to a contract that would use stimulus money from the Federal Government to install solar panels on the ground at the Bus Garage. It would be a 9 kilowatt system that could save up to \$180.00 a month in electric bills. The garage would be obligated to keep the panels for 60 months and then could purchase them for \$1. The Town Hall, Town Garage, and Town Library are also having the solar panels installed.

5. Board of Education Committee and Other Reports

James Jancewicz reported on the presentation by ModSpace at the School Consolidation Sub Committee Meeting. He also reported that the Town may have an interest in moving into PPMS with Central Office or the building could be rented by LEARN.

6. Superintendent Reports and Recommendations

6.1. BOE Expenditure/Projection Report

Dr. Welch reported the October 1, 2010 enrollment to the BOE. Currently 295 students are enrolled at PVMS and 137 students are enrolled at PPMS.

Gary Miller reviewed the financial report with the BOE. He explained that things are going very well with the use of Phoenix software. Central office is preparing purchase orders, and paying bills with the system. Central Office will run one more parallel payroll and then turn completely over to Phoenix. Gary Miller explained that there are deficits in the repair/maintenance and Property/Liability Insurance line items. That is due to the work being done by Weston Solutions and also the cost of insurance that was previously paid for by the Town. John Moulson asked that Gary create a separate column on the report entitled projections.

Deborah Burke-Grabarek asked if the Town is using Phoenix. Gary explained that the T-1 line is in place and computers have been purchased, and now the Town must input their data, etc. John Moulson wants an MOA in place ASAP clarifying the requirements and expectations of the Director of Finance and School Business Operations.

7. New Business

7.1. Votes Required

Pat Hibbard explained that Bus #14 is a 1999 vehicle with 112,000 miles on it. It can be considered surplus and be returned to the Town. Charles Raymond was concerned that the vehicle might be needed sometime in the future. Pat clarified that it would not be needed.

Moved, to declare bus #14 as surplus and direct the superintendent to return it to the Town of Preston within a two week time frame. Burke-Grabarek/Andruskiewicz. Gauthier, Moulson, Jancewicz in favor. Raymond abstained. Motion Carries.

Dr. Welch presented the 2011-2012 Preston School Calendar to the Board. It is a regionalized calendar. A regionalized calendar will help cut transportation cost due to standardization and efficiency.

Moved, to adopt the Preston Public School Calendar for 2011-2012. Burke-Grabarek/Jancewicz. Unanimous. Motion Carries.

The Designated High School Policy (5117.1) was amended to include the Marine Science Magnet High School of Southeastern Connecticut as a high school choice for Preston students. Preston will also provide transportation to this school beginning in the fall.

Moved, to adopt the revised Designated High School Policy (5117.1).
Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

7.2. Discussion

Clerical Assistance at the Bus Garage: The assistant currently working at the bus garage is employed by Kelly Services and working as a sub for Preston. In order to run a quality operation, Pat Hibbard needs assistance when she is driving, etc. This assistant has updated the Bus Boss software system, and cleaned up the mapping system. She maintains accurate route and student lists. She is qualified to answer parent questions, and man the radio.

Charles Raymond asked that other districts be contacted to see what they are doing as far as clerical assistance is concerned. He asked that the data be compiled and be brought back to the next board meeting. John Moulson asked to see the Transportation Supervisor's job description as well.

Custodian of Records Policy 5125:

Ivy Davis explained that the changes to this policy were mandated by federal law and changes that have been made to the Special Education Policy Manual.

Moved, to approve Policy 5125, Custodian of Records as amended.
Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

Policy 9321: Time, Place, Notification of Meetings

Dr. Welch suggested that a time limit be added to this policy regarding the length of meetings. John Moulson did not feel this was necessary. Other members could not agree on a time limit. It was decided that Dr. Welch would amend the policy and bring it back next month.

8. Old Business

8.1. Votes Required

Dr. Welch reviewed his additional goals with the Board.

Moved, to approve the Superintendent's Revised Goals for 2010-2011 as amended.
Andruskiewicz/Jancewicz. Unanimous. Motion Carries.

Moved, to approve policies 4118.4 Electronic Mail: Rights, Responsibilities and Duties and 4126 Consultants as presented. Andruskiewicz/Burke-Grabarek.
Unanimous. Motion Carries.

Policy 3160 transfer of Funds Between Categories (with revised BOE meeting calendar)

Moved, to table Policy 3160 and revised BOE Meeting Calendar until the next meeting of the Board. Moulson/Raymond. Unanimous. Motion Carries.

Policy 3161 Audit Sub Committee:

It was suggested that Policy 9132: Committees and Advisory Committees be revised instead of implementing this additional, new policy.

Moved, to approve Policy 4118.11: Nondiscrimination and Policy 4118.113: Harassment as amended. Burke-Grabarek/Gauthier. Unanimous. Motion Carries.

9. Executive Session

10. Information

11. Date and Time of Next Meeting

November 8, 2010

7PM

PVMS Library

12. Adjournment

**Moved, to adjourn the meeting at 10:19PM. Jancewicz/Andruskiewicz. Unanimous.
Motion Carries.**



Preston Public Schools

Memo

To: Jack Welch, Superintendent
From: Gary Miller, Interim Business Manager *GM*
Date: November 4, 2010
Re: FY2011 Budget Status Report
Encl: (1) Budget Status – October 2010

The attached Budget Status Report reflects the expenses to date for fiscal year 2010-2011. This is the first report for this school year and reflects some minor account classification changes due to the conversion to an improved chart of accounts on the Phoenix Financial System. We are still in the process of encumbering funds for known and projected expenses. Consequently, not all accounts show an encumbrance. Since the last report, I have changed the Projected/Encumbrance column into two separate columns: PO Encumbrance and Projected. The PO Encumbrance column reflects open purchase orders only. The Projected column is based on my estimates.

1. Personnel (Object 111 and 112) and Benefits (Object 200) reflect all payroll expenses. The Regular Education Teachers account shows the gross salaries including those covered by the ARRA Stabilization Grant offset of \$436,130. The offset is the same amount as last fiscal year.
2. The Substitutes (Object 113) account has an anticipated deficit of \$22,858 based on prior year experience. This account was under-budgeted last fiscal year as well, but the budget amount was not corrected in this year's budget.
3. Repairs & Maintenance (Object 430) has a deficit due to the purchase order (\$50,000) created to encumber funds for Weston Solutions monitoring of the sampling points at PVMS. This expense was not known during budget development.
4. Property/Liability Insurance (Object 520) shows the first quarter payment and encumbrance for quarters 2 through 4 to CIRMA for insurance that was formerly paid by the Town. The BOE budget was set before the bill was forwarded to the BOE to pay. No budget exists for these expenses. The account is in deficit by \$56,096.
5. Tuition (Objects 560-564) provides a better breakout of the various types of tuition that is paid for both regular education and special education students. We are still in the process of encumbering special education out-placement tuitions.
6. Technology Software/Licenses (Object 735) is a new category to properly collect expenses previously budget under Technology Equipment (Object 734). These two accounts need to be reallocated. Nearly all of the expenses currently shown will be charged to state and federal grants when the funds are received in the next few months.

7. Dues/Fees (Object 810) account reflects a temporary deficit due to the expense for Project Oceanography (\$7,476) which will be charged to a grant when the funds are received. Otherwise the account is in balance.

Preston Board of Education
FY2011 Budget Status Report
 July 2010 to October 2010

	Account	Current Budget	Expenses	PO Encumb	Projected	Balance
111 · Certified Personnel						
	Superintendent	115,257	39,897	-	75,360	-
	Director of Cir., Inst & Sped	84,460	30,302	-	54,158	-
	Principals	197,713	67,851	-	129,862	-
	Business Manager	88,000	38,160	-	49,840	-
	Regular Education Teachers	2,314,053	534,649	-	1,779,404	-
	ARRA Stabilization Grant Offset	(436,130)	-	-	(436,130)	-
	Special Education Teachers	581,598	140,344	-	441,254	-
	Health Services	95,276	29,134	-	66,142	-
	Total Certified Personnel	3,040,227	880,337	-	2,159,890	-
112 · Classified Personnel						
	Instructional Assistants	335,699	94,005	-	241,694	-
	Central Office Staff	97,327	33,336	-	63,991	-
	Technical Coordinator	48,067	16,136	-	31,931	-
	School Secretaries	51,457	18,392	-	33,065	-
	Bldg & Grounds/Custodial	209,525	79,042	-	130,483	-
	Transportation Staff	529,045	90,907	-	438,138	-
	113 · Substitutes	81,000	17,706	86,152	-	(22,858)
	114 · Homebound Tutors	12,000	313	-	-	11,687
	122 · Stipends	21,700	3,024	-	18,676	-
	Total Classified Personnel	1,385,820	352,861	86,152	957,978	(11,171)
	212 · Health Insurance	900,000	401,698	498,302	-	-
	215 · Life Insurance	9,500	2,242	2,720	-	4,538
	220 · Social Security	161,085	47,284	-	113,801	-
	250 · Tuition Reimbursement	7,000	3,748	-	-	3,252
	260 · Unemployment Comp	44,000	-	-	-	44,000
	270 · Workers Comp	58,744	26,458	26,458	-	5,828
	275 · Employee Physicals	-	375	1,139	-	(1,514)
	291 · Annuity Payments	108,000	59,324	26,020	-	22,656
	295/297 · Employee Voluntary Insurances	-	4,699	-	-	(4,699)
	Total Benefits	1,288,329	545,828	554,639	113,801	74,061
	320 · Special Education Services	292,146	28,549	28,135	-	235,462
	322 · Staff Development	10,000	3,676	354	-	5,970
	330 · Professional Purchased Services	30,970	17,918	12,260	-	792
	331 · Legal Services	40,000	6,510	23,490	-	10,000
	420 · Refuse Removal	12,000	-	11,280	-	720
	421 · Transportation Vehicle Repairs	50,000	9,268	13,794	-	26,938
	430 · Repairs & Maintenance	60,473	45,282	46,640	-	(31,449)
	431 · Maintenance Equipment Repairs	25,000	1,598	-	-	23,402
	432 · Technology Equipment Repairs	53,982	18,415	20,645	-	14,922
	442 · Copier Leases	45,000	11,234	34,433	-	(667)
	450 · Building Improvements	28,000	6,187	17,353	-	4,460
	Total Purchased Services	647,571	148,637	208,384	-	290,550

Preston Board of Education
FY2011 Budget Status Report
 July 2010 to October 2010

	Account	Current Budget	Expenses	PO Encumb	Projected	Balance
	510 · Special Educ Transportation	115,000	30,095	-	-	84,905
	511/512 · Regular Educ Transportation	-	-	-	-	-
	520 · Property/Liability Insurance	-	14,024	42,072	-	(56,096)
	530 · Communications	35,880	7,663	27,814	-	403
	531 · Postage	6,000	256	512	-	5,232
	570 · Food Service Stoploss	50,000	5,000	-	-	45,000
	580 · Travel	10,000	957	506	-	8,537
	Total Other Purchased Services	216,880	57,995	70,904	-	87,981
	560 · Tuition - Designated HS	1,569,575	-	1,558,869	-	10,706
	561 · Tuition - Vo-Ag, Other	134,016	62,179	81,713	-	(9,876)
	562 · Tuition - Magnet Schools	21,148	7,658	5,224	-	8,266
	563 · Tuition - Spec Ed - LEA Placed	1,131,526	429,209	682,534	-	19,783
	564 · Tuition - Spec Ed - DCF Placed	20,000	-	-	-	20,000
	Total Student Tuition	2,876,265	499,046	2,328,340	-	48,879
	611/612 · Instructional/Media Supplies	47,500	17,746	15,694	-	14,060
	613 · Custodial/Maintenance Supplies	11,800	29,301	8,641	-	(26,142)
	620/621 · Heat Energy/Propane	87,647	(441)	78,396	-	9,692
	622 · Electricity	137,012	24,509	106,747	-	5,756
	626 · Gasoline/Diesel	107,870	10,764	78,231	-	18,875
	641/642 · Textbooks/Workbooks/Library	22,500	22,767	1,312	-	(1,579)
	650 · Technology Supplies	10,280	2,902	1,608	-	5,770
	690 · Non-Instructional Supplies	10,000	8,264	1,797	-	(61)
	Total Supplies/Commodities	434,609	115,812	292,426	-	26,371
	730 · Instructional Equipment	5,000	-	-	-	5,000
	733 · Non-Instructional Equipment	25,000	12,798	-	-	12,202
	734 · Technology Equipment	87,831	15,062	29,307	-	43,462
	735 · Technology Software/Licenses	-	26,195	404	-	(26,599)
	Total Equipment	117,831	54,055	29,711	-	34,065
	810 · Dues/Fees	12,500	20,014	-	-	(7,514)
	Total Expense	10,020,032	2,674,585	3,570,556	3,231,669	543,222

PROFIT AND LOSS REPORT

Preston

Balances Recalculated As of 11/2/2010

	Orig Budget	Adj Budget	MTD	YTD	YTD Enc	YTD Inv	Balance	%
Revenue:	\$0.00	\$0.00	\$0.00	\$1,439.00	\$0.00	\$0.00	(\$1,439.00)	--
050 Net of State Reimbursement:	\$0.00	\$0.00	\$0.00	\$1,439.00	\$0.00	\$0.00	(\$1,439.00)	--
Revenue:	\$0.00	\$0.00	\$0.00	\$18,851.02	\$0.00	\$0.00	(\$18,851.02)	--
051 Net of School Meal Revenue:	\$0.00	\$0.00	\$0.00	\$18,851.02	\$0.00	\$0.00	(\$18,851.02)	--
Revenue:	\$0.00	\$0.00	\$0.00	\$5,170.43	\$0.00	\$0.00	(\$5,170.43)	--
052 Net of Misc Revenue:	\$0.00	\$0.00	\$0.00	\$5,170.43	\$0.00	\$0.00	(\$5,170.43)	--
Revenue:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
053 Net of BOE Subsidy:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Revenue:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
054 Net of Donated Commodities:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Revenue:	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	(\$8,000.00)	--
055 Net of Bank Transfer:	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$0.00	(\$8,000.00)	--
Expenses:	\$55,000.00	\$55,000.00	\$0.00	\$14,862.52	\$0.00	\$0.00	\$40,137.48	72.98%
112 Net of Non-certified Salaries:	\$55,000.00	\$55,000.00	\$0.00	\$14,862.52	\$0.00	\$0.00	\$40,137.48	72.98%
Expenses:	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	100.00%
113 Net of Substitutes:	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	100.00%
Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
212 Net of Health Benefits:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Expenses:	\$4,750.00	\$4,750.00	\$0.00	\$1,136.99	\$0.00	\$0.00	\$3,613.01	76.06%
220 Net of Social Security:	\$4,750.00	\$4,750.00	\$0.00	\$1,136.99	\$0.00	\$0.00	\$3,613.01	76.06%
Expenses:	\$3,600.00	\$3,600.00	\$0.00	\$458.37	\$0.00	\$0.00	\$3,141.63	87.27%
222 Net of SUTA:	\$3,600.00	\$3,600.00	\$0.00	\$458.37	\$0.00	\$0.00	\$3,141.63	87.27%
Expenses:	\$650.00	\$650.00	\$0.00	\$115.89	\$0.00	\$0.00	\$534.11	82.17%
291 Net of Annuities:	\$650.00	\$650.00	\$0.00	\$115.89	\$0.00	\$0.00	\$534.11	82.17%
Expenses:	\$1,250.00	\$1,250.00	\$0.00	\$151.36	\$0.00	\$0.00	\$1,098.64	87.89%

PROFIT AND LOSS REPORT

Preston

Balances Recalculated As of 11/2/2010

	Orig Budget	Adj Budget	MTD	YTD	YTD Enc	YTD Inv	Balance	%
330 Net of Professional Technical Services:	\$1,250.00	\$1,250.00	\$0.00	\$151.36	\$0.00	\$0.00	\$1,098.64	87.89%
Expenses:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
580 Net of Travel & Meetings:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Expenses:	\$85,000.00	\$85,000.00	\$0.00	\$15,937.09	\$66,000.00	\$0.00	\$3,062.91	3.60%
630 Net of Food Supplies:	\$85,000.00	\$85,000.00	\$0.00	\$15,937.09	\$66,000.00	\$0.00	\$3,062.91	3.60%
Expenses:	\$5,000.00	\$5,000.00	\$0.00	\$1,484.88	\$4,000.00	\$0.00	(\$484.88)	-9.70%
690 Net of Office Supplies:	\$5,000.00	\$5,000.00	\$0.00	\$1,484.88	\$4,000.00	\$0.00	(\$484.88)	-9.70%
Expenses:	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$10,514.98	\$0.00	\$485.02	4.41%
730 Net of Instructional Equipment:	\$11,000.00	\$11,000.00	\$0.00	\$0.00	\$10,514.98	\$0.00	\$485.02	4.41%
Fund 202 - Cafeteria Fund:	\$173,250.00	\$173,250.00	\$0.00	(\$686.65)	\$80,514.98	\$0.00	\$93,421.67	53.92%
Grand Total:	\$173,250.00	\$173,250.00	\$0.00	(\$686.65)	\$80,514.98	\$0.00	\$93,421.67	53.92%

6145.2

Instruction**Interscholastic/Intramural Athletics**

Within budgetary limitations, there shall be interscholastic athletic programs at the high and middle/junior high school level which shall be conducted in accordance with CIAC (Connecticut Interscholastic Athletic Conference) rules and regulations. Appropriately certified and qualified personnel shall be selected for coaching and supervisory positions. Voluntary student participation requires:

- A. parental permission;
- B. medical clearance to participate;
- C. proper sports insurance coverage;
- D. appropriate student behavior and conduct;
- E. student eligibility in the discretion of Preston Plains Middle School;

Good sportsmanship and good mental and physical health shall be the primary components of extracurricular athletic programs.

Interscholastic athletic activities shall not be scheduled on Sunday unless necessary to comply with CIAC scheduling exigencies.

The Board of Education supports an active intramural athletic program at the elementary, middle school, and senior high school levels.

(cf. [5114](#) Suspension/Expulsion/Removal)

(cf. [5141](#) Student Health Services)

(cf. [6145](#) Extra Class Activities)

Legal Reference: Connecticut General Statutes

[10-149](#) Qualifications for coaches of intramural and interscholastic athletics Stratton, P.P.A., v. St. Joseph's High School, Bridgeport Superior Court, June 4, 1986 (12 CLT 26) 8/87

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

6145.3

Instruction

Student Publications

Student publications are important elements of the instructional program and contribute directly to the accomplishment of the school's goals. The Board of Education shall encourage the development of school newspapers, annuals, and magazines.

Freedom of speech and of expression in student publications as guaranteed by the First Amendment is to be observed scrupulously by the administration, faculty and students.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6144 - Controversial Issues)

Legal Reference: Eisner v Stamford Board of Education, 440 F. 2d 803 (2nd Cir 1971)
 Trachtman v Anker, 563 F. 2d 512 (2nd Cir. 1977) cert. denied, 435 U.S.
 925 (1978)

Policy adopted:

6145.5

Instruction**Student Government/Organizations/Associations**

To encourage student participation in school life and to provide opportunity experiences in democratic processes, schools shall maintain and operate student councils. Student government shall be of the students, by the students, in communications with the administration and in the organization of student activities. The student council shall assist in improving the general welfare of all students and shall offer students opportunities to participate in the democratic process.

Student Council Members shall be elected democratically and their rights and responsibilities clearly set forth. Faculty advisors for student council will be appointed by the Principal. Student councils shall not have authority to make policies for the district or regulations for the school, nor shall they have any disciplinary authority, except for recommending removal from the council of one of their members. However, a council may make recommendations to the administration on any topic of student concern.

The administration and student council shall keep channels of communication open, not only between themselves, but between all students, the council, and the Board of Education.

Student Organizations and Associations

Student organizations and associations which contribute to learning shall be encouraged and shall operate within the framework of the law, Board policy, administrative rules, and the parameters of existing educational programs. The staff shall assist in the establishment and operation of worthwhile student organizations and associations.

The Superintendent shall develop general guidelines for student organizations. Among other provisions, such guidelines shall require the assignment of at least one faculty advisor to each student organization and the approval by the Board of Education of any student organization.

This policy applies to in-school organizations only. It is not intended to restrict the organization of students into groups which function apart from the school.

Non-School Organizations

All organizations not specifically authorized and organized by the school are non-school organizations and beyond the jurisdiction and responsibility of school authorities. However, should these groups conduct activities on school property, at school-sponsored activities, or as a carry-over into the school day, or reflect on the reputation of the school, the superintendent may develop disciplinary rules and regulations.

Activities contrary to the best interests of the school or which reflect on the reputation of the school are forbidden -- including initiations and hazing on school grounds or at school-sponsored events and conducting or participating in activities on school grounds which violate federal, state, or city laws or county ordinances, or Board of Education policies or administrative regulations.

Policy adopted: 7/11/05

6145.51**Instruction****National Honor Society**

The Board of Education endorses the concept of the National Honor Society in its ability to provide special recognition to students who combine scholarship with demonstrated leadership, extensive service and good character. The Principal shall approve all activities and decisions of the chapter. The Principal appoints the society advisor and the members of the faculty council. The administration is directed to develop appropriate regulations regarding Honor Society Procedures.

Policy adopted: 7/11/05

6145.8

Instruction**School Activity Funds**

School activity funds may be expended only for purposes which may benefit the student body of the school. All rules, regulations, and procedures for the conduct, operation and maintenance of extracurricular accounts, and for the safeguarding, accounting and auditing of all monies received and derived from those accounts are to contribute to that objective.

The accounting system for managing student activity funds shall be designed to encourage the largest possible educational return to students without sacrificing the safety of funds or exposing students to undue responsibility or unnecessary routine.

(cf. 3454 - School Activity Funds)

Legal Reference: **Connecticut General Statutes**
[10-237](#) School activity funds.

Policy adopted: 7/11/05

6146.1

Instruction**Grading System**

The primary purpose of grading shall be to keep parents and students fully informed of student progress and to provide continuous and accurate records of each student's achievement for use in instruction.

The Board of Education shall approve the grading and reporting systems as developed by the administration and faculty and upon recommendation of the Superintendent of Schools.

(cf. 5124 Reporting to Parents)

Policy adopted: 7/11/05

Instruction**Grading/Assessment Systems/Weighted Grades**

It is the philosophy of this district that students respond more positively to the opportunity for success than to the threat of failure. The district seeks, therefore, through learner objectives and its instructional program, to make achievement both recognizable and possible for students. Achievement will be emphasized in the process of evaluating student performance.

Evaluation of student progress is a primary responsibility of the teacher. The highest possible level of student achievement is a common goal of both school and home. A close working relationship between home and school is essential to the accomplishment of this goal. Regular communication with parents or guardians, utilizing a variety of means, about the scholastic progress of their student is a basic component of this working relationship. It is the responsibility of the school and individual staff members to keep parents or guardians well informed.

Regularly used report cards, combined with scheduled parent-teacher conferences, and other communication vehicles helps promote a process of continuous evaluation of student performance.

The grading and reporting systems as developed by the administration and faculty are subject to the approval of the Superintendent and/or Board of Education.

Alternate language: The Board of Education shall approve the grading and reporting systems as developed by the administration and faculty and upon the recommendation of the Superintendent of Schools.

Weighted Grades

The curriculum contains a wide variety of courses at various levels of academic challenge. Students are allowed considerable choice and are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty.

A grade weighting/class ranking system shall be implemented for the high school in accordance with

the guidelines set forth and published annually in the high school parent/student handbook.

Parents and students shall be advised annually, via the schools' parent/teacher handbook, of this position and the specifics of the weighted grading program.

Rank In Class

Rank in class will be determined by adding up the grades for all courses and dividing by the number of credits.

For rank in class purposes only, three percentage points will be added to the number resulting from the conversion from letter grades to numerical grades for all courses designated "honors" and for all advanced placement courses. Subject to the Principal's approval, every department will select those courses which deserve an "honors" designation.

Weighted Quality Points:

A. Independent Study shall be an unweighted course.

B. A student's transfer grades from other schools shall be evaluated by the Principal or his designee in accordance with the established criteria so that all grades will be included in the student's quality point average.

(cf. [5124](#) - Reporting to Parents)

(cf. [6141.5](#) - Advanced College Placement)

Legal Reference: **Connecticut General Statutes**

P.A. 99-81 An Act Concerning Weighted Grading for Honors Classes.

Policy adopted: 7/11/05

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Preston Board of Education

Policies, Regulations, and Bylaws

3160

Business and Non-Instructional Operations

Transfer of Funds between Categories

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

The Superintendent shall not exceed in encumbrances or expenditures any individual line item budgeted amount. Based on recommendations from the Superintendent, the Board may, if necessary, make adjustments in the form of transfers between line items to cover projected shortfalls from items which are projected to be under expended but may not normally transfer already encumbered funds. Line items are defined on the attached list. The line item list may be altered from time to time to suit changing circumstances.

The Board shall explicitly authorize by vote the expenditure of any amount, or series of related amounts, exceeding \$2500 prior to expenditure or encumbrance except in the area of payroll, wages and salaries, and special education costs, which the Superintendent may authorize. The Superintendent shall present to the Board such items requiring its approval.

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

Legal Reference: **Connecticut General Statutes**
10-222 Appropriations and budget (as amended by PA 98-141).

Policy adopted:

PRESTON BOARD OF EDUCATION
325 Shetucket Turnpike
Preston, Connecticut 06365

BOARD OF EDUCATION MEETING DATES
Calendar Year 2010

Month	Date	Day	Type of Meeting
January	11	M	Regular Meeting
February	08	M	Regular Meeting
March	08	M	Regular Meeting
April	12	M	Regular Meeting
May	10	M	Regular Meeting
June	14	M	Regular Meeting
July	12	M	Regular Meeting
August	09	M	Regular Meeting
September	13	M	Regular Meeting
September	27	M	Additional Meeting
October	18	M	Regular Meeting
October	25	M	Additional Meeting
November	08	M	Regular Meeting
November	22	M	Additional Meeting

December 13 M Regular Meeting

December 27 M Additional Meeting

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

Approved
Preston Board of Education

Chairperson

Preston Board of Education

Policies, Regulations, and Bylaws

9321(a)

Bylaws of the Board

Time, Place, Notification of Meetings

Regular Board Meetings

There shall be a regular meeting of the Board each month unless canceled by special action of the Board. At its regular December meeting, the Board of Education shall set the schedule of regular meetings for the subsequent calendar year; such schedule to be filed with the Town Clerk no later than 30 days prior to the first scheduled meeting of the following January. The schedule will include the date, time, and location of each meeting.

All regular meetings shall be open to the public and the press. *All regular meetings shall not exceed 1.5 hours in length unless a majority of the Board votes to increase the meeting in half hour intervals with the exception of executive sessions held after regular Board meetings.* Changes of regular meetings from normal dates shall be filed with the Town Clerk and publicized in accordance with requirements of the Freedom of Information Commission. Only items on the regular meeting agenda may be taken up by the Board unless a two-thirds vote of the Board approves additions to a regular meeting agenda.

Special Board Meetings

The Chairperson of the Board may call a special meeting whenever he/she deems it necessary and must call a special meeting when requested to do so by three members of the Board. The Secretary shall in the absence of the Chairperson, or in his or her inability to act, have the powers of the Chairperson to call special meetings as outlined herein.

Preston Board of Education

Policies, Regulations, and Bylaws

9321(b)

Bylaws of the Board

Time, Place, Notification of Meetings (continued)

Notice of special meetings of the Board of Education shall be given at least 24 hours prior to the meeting by filing a notice of the time and place and the business to be conducted in the office of the Town Clerk; however, in case of emergency, any such special meeting may be held without complying with the foregoing requirement for the filing of notice, but a copy of the minutes of any such special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting. In addition, such written notice delivered to the Town Clerk less than 24 hours in advance of the meeting must also be delivered to the residence of each Board member, unless at, or prior to, the time the special meeting convenes a Board member files with the Town Clerk or Secretary of the Board of Education a written waiver of such notice.

In determining the time within which or by when a notice is required to be given, made available, posted or filed, Saturdays, Sundays, legal holidays, and any other day when the Town Clerk's office is closed shall be excluded.

Only business identified on the call of a special meeting shall be discussed or transacted by the Board at such special meeting.

- (cf. 1331 Smoke Free Environment)
- (cf. 9121 Board of Education Officers)
- (cf. 9323 Agenda Construction)
- (cf. 9324 Meeting Conduct & Parliamentary Procedures)
- (cf. 9325.1 Quorum)
- (cf. 9325.2 Order of Business)
- (cf. 9326 Minutes)

Legal Reference: **Connecticut General Statutes**
1-200 Definitions. ("Public Agency")
1-225 Meetings of government agencies to be public. Recording of votes.
Schedule and agenda of meetings to be filed. Notice of special meetings.
Executive sessions (as amended by P.A. 83-148 requiring "filing" of notice
instead of "posting" with clerk; Saturdays, Sundays, holidays or days when
office is closed are excluded from time element)

Bylaw adopted by the Board: 4/10/06

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

Business and Non-Instructional Operations

Audit Sub-Committee

The Board of Education recognizes that it must be responsive to weaknesses and non-compliance issues that may be uncovered in its financial system and its internal control system following the annual audit. It also must have assurances that applicable 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.

Therefore, the Board has decided to establish an audit sub-committee. The sub-committee will be comprised of three members appointed by the Chairperson pursuant to Policy 9132.

The sub-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 sub-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 sub-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 sub-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.

Policy adopted:

Preston Board of Education

Policies, Regulations, and Bylaws

3161

Business and Non-Instructional Operations

Audit Sub-Committee

The Board of Education acknowledges that one of the principal ways it receives assurances regarding the integrity of its financial management system is through the annual town audit. Toward that end, it shall be the board's policy to invite the town's auditor to a regularly scheduled meeting of the Preston Board of Education to present his/her findings and recommendations relative to the annual town audit.

In the event that the auditor issues a management letter noting exceptions or non-compliance issues to generally accepted accounting procedures or law relative to the management of the board's budget, it shall be incumbent upon the Chairperson pursuant to Policy 9132 to appoint a three member Ad Hoc Committee to address any said deficiencies in conjunction with the Director of Finance and School Business Operations (and other staff as appropriate), and report back to the board as soon as practicable.

Policy adopted:

Town	#Drivers	#Mech	#Buses	#Vans	Super	Sec	Safety Co	Trainer
Putnam			19		yes	Dispatcher PT		2
Killingly	30+19spare	2	32	5	yes	clerk, bus attend, dispatch		
Voluntown			4	1				
Montville	30+4subs	2	19	11	yes	Asst Super, Dispatch	yes	yes
Plainfield	38+5spare	2	50	10	yes	Asst Super, 2 Dispatch, sec	yes	yes
Canterbury			22	3	yes			
Woodstock	19	1	23	4	yes	no	yes	yes
Preston	14	1	15	1	yes	yes	no	no

(Supervisor performs these duties)

PRESTON PUBLIC SCHOOLS

Preston, Connecticut

Job Description

POSITION: TRANSPORTATION SUPERVISOR

- QUALIFICATIONS:**
1. Experience in a responsible supervisory/administrative position in an organization supporting a pupil transportation department.
 2. Ability to effectively manage the daily operation of the district's transportation department.
 3. Ability to direct all transportation employees in the performance of their duties.
 4. Ability to handle complex and diverse tasks routinely, and meet short deadlines.
 5. Knowledge and understanding of vehicle operation and maintenance.
 6. Excellent planning and organizational ability.
 7. Excellent oral and written communication and human relations skills
 8. Ability to establish and maintain an excellent working relationship with the Connecticut Department of Motor Vehicles.
 9. Possession of a valid Connecticut Commercial Drivers License (and Connecticut Motor Vehicle School Bus Trainer's License).
 10. Minimum of a high school diploma or equivalent.

JOB GOAL: To oversee, direct and supervise the Preston Public Schools transportation program.

RESPONSIBILITIES:

1. Directly supervise the processing of all major personnel issues for division of staff, including position control, advertising and/or bidding and filling of vacancies, drug testing policies and procedures, grievance resolution and miscellaneous association relations matters;
2. Assess Fitness for Duty for all drivers and mechanics employed by the school transportation department;
3. Maintain a roster of primary and back-up drivers, to provide for the transportation of all regular and special education students (PK-12) for all class schedules, for sporting events and for other field trips;
4. Hire drivers in accordance with Federal and State regulations;
5. Evaluate personnel in accordance with the appropriate evaluation program;
6. Maintain comprehensive records pertaining to all employees, including daily logs of time worked and of illnesses, personal time and other non-productive hours;
7. Gather, prepare and submit payroll data for bus operations personnel. Maintain employee lists on computer;
8. Facilitate communication within the team and Central Office;
9. Assist the Principals in the investigation and resolution of student discipline problems;
10. Approve all transportation purchase orders, having verified that services/supplies received conformed to applicable specifications;
11. Assist and prepare annually Transportation Budget, including necessary support documentation as required by the Superintendent of Schools and by the Board of Education;
12. Oversee and direct the safety training section for the division and is responsible for the execution of new bus operator/attendant training classes, behind the wheel training, accident reporting, and in-service training;
13. Perform other related work as required by the Business Manager.

REPORTS TO: BUSINESS MANAGER

This is a twelve month position; salary and benefits in the discretion of the Preston Board of Education.

Established: 1/21/09 Updated: 3/19/09



KELLY SERVICES, INC.

DATE	INVOICE NUMBER
08/02/10	30136183

PRESTON PUBLIC SCHOOLS
 PRESTON VETERANS
 325 SHETUCKET TPKE
 PRESTON CT 06365-8654

SEND PAYMENT TO
 KELLY SERVICES, INC.
 P O BOX 820405
 PHILADELPHIA PA 19182-0405



PLEASE RETAIN THIS PART FOR YOUR RECORDS

CUSTOMER COPY

<u>P.O. NUMBER</u>	TRANSPORTATION DEPT	<u>BRANCH LOCATION</u>	NEW LONDON CT
<u>RELEASE NO.</u>		<u>BRANCH PHONE NO.</u>	860-447-2701
<u>DEPT. ORDERING</u>		<u>BRANCH NO.</u>	1740
<u>DEPT. USING</u>		<u>CUSTOMER NO.</u>	222477-01

CORPORATE TAX I.D.: 38-1510762
 DUN & BRADSTREET I.D.: 00-695-8318

FRACTIONS OF AN HOUR ARE SHOWN IN DECIMALS
 AS FOLLOWS: .25=15 MIN.; .50=30 MIN.; .75=45 MIN.

ORDER NO.	EMPLOYEE	SERVICE DESCRIPTION	SERVICE CODE	WEEK ENDING	REGULAR HOURS	REGULAR RATE	OVERTIME HOURS	OVERTIME RATE	AMOUNT
58	A4428 JM FINLEY 6.00% CT SALES TAX	ADMINISTRATIVE	AD10	08/01	28.00	17.16			480.48 28.83
THANK YOU FOR YOUR BUSINESS.									
SEE REVERSE SIDE FOR SERVICE AGREEMENT		TERMS-NET DUE UPON RECEIPT			TOTAL INVOICE			\$ 509.31	

KELLY SERVICES DAILY TIME CARD 848 3076 322

Name: JILL FINLEY
 Customer Name: PRESTON PUBLIC SCHOOLS
 Authorized By: homisklg@prestonschools.org
 Date/Time: 08/02/2010 07:57

Week Ending Date: 08/01/2010
 Branch/Order: 1740 A4428
 Employee ID Number: 6085
 Confirmation Number: 3192016181

DATE	START HR.	START MIN.	END HR.	END MIN.	START HR.	START MIN.	END HR.	END MIN.	LUNCH	REGULAR HRS/AMT	OVER HRS.	DOUBLE HRS.
07/26/2010	7:00	16:30							--:--	9.50	0.00	0.00
07/27/2010	7:00	16:30							--:--	9.50	0.00	0.00
07/28/2010	7:00	16:00							--:--	9.00	0.00	0.00
Total Time Summary										28.00	0.00	0.00

DETROIT ONE, 08/02/2010, TIS 10:22:14:00, PTC85511
 08/02/2010, 52029703

Approved For Payment
 AUG 19 2010
 W. Garrett Miller Jr
 Interim Business Manager

PLEASE DETACH HERE



REMITTANCE COPY

DATE	BRANCH	CUSTOMER NUMBER	INVOICE NUMBER	TOTAL INVOICE
08/02/10	1740	222477-01	30136183	\$ 509.31 480.48

CORPORATE TAX I.D.: 38-1510762

DUN & BRADSTREET I.D.: 00-695-8318

TH06-00344

PRESTON PUBLIC SCHOOLS
 PRESTON VETERANS
 325 SHETUCKET TPKE
 PRESTON CT 06365-8654

MAIL THIS REMITTANCE COPY AND PAYMENT TO
KELLY SERVICES, INC. P O BOX 820405 PHILADELPHIA PA 19182-0405

301361831000509318

November 5, 2010

To: Dr. Welch

From: Transportation Supervisor

Re: Employment of Drivers

In August 2010, we placed employment advertisements for school bus drivers (licensed and non-licensed drivers) with the area newspapers. We received a total of 13 applications. Among those 13 applications, seven were possible candidates to continue in the application process. Among those seven, three were chosen for future consideration and were sent for the pre-employment physical and drug testing. Within three weeks, however, each of those three applicants was offered employment elsewhere. I then proceeded to contact the remaining four applicants in order to proceed with the pre-employment and drug testing. One of those applicants had just fallen from a ladder at her current employment and was out of work on workmen's compensation. Therefore, she was not able to continue with her application for bus driver. Another applicant had encountered family problems and was unable to continue with the process. I have an applicant in training, but she will need 10 hours of training before proceeding to submit her fingerprints to DMV for a van license. After submission of the applicant's fingerprints and DMV application, it will take another six to eight weeks for DMV clearance. This will only result in a driver for the Chevrolet Astro Van, and the applicant will continue in training for a full CDL School Bus Driver endorsement.

We have also placed an employment opening notice on the Preston Public Schools website, but have not received any applicants, to date.