

Board of Education Regular Meeting

Monday, November 19, 2012 7:00 PM

PPMS Library, 1 Route 164, Preston, CT 06365

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

Board of Education Regular Meeting

September 10, 2012 07:00PM

PVMS Library

1. Call to Order

Charles Raymond called the meeting to order at 7:05PM. **Other members present:** Pauline Andruskiewicz, Deborah Burke-Grabarek, Jan Clancy, Dan Harris (left the meeting at 8PM). John Moulson arrived at 7:25PM. Sandra Gauthier was absent.

Also Present: Dr. John Welch; Superintendent, Gloria Homiski; Recording Secretary, Robert Sirpenski; Director of Finance and School Business Operations, Ivy Davis-Tomczuk; Principal PPMS and Director of Curriculum and Instruction, Ray Bernier; Principal PVMS, Emile Levasseur; Technology Coordinator, Roy Leonardi; Special Education Director, Michael House; Supervisor of Buildings and Grounds, Patricia Hibbard; Transportation Coordinator, Karin Davis, Christopher Pickett, Jennifer Foltz and Olof Sigmarsdottir.

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the minutes of the Regular BOE Meeting of 8-13-12. Clancy/Burke-Grabarek.

Discussion Followed: An error was discovered in item 12. No second was listed for the motion.

Moved, to table the approval of the minutes until John Moulson and Sandy Gauthier are present. Andruskiewicz/Burke-Grabarek. Clancy and Harris also in favor. Charles Raymond Abstained. Motion Carries.

4. Public Comment

None

5. BOE Committee and Other Reports

Budget Sub Committee: Did not meet

Community Relations Sub Committee: Met at 6PM. Reviewed Community Survey schedule of events

Transportation Sub Committee: Met on 9-5-12, investigating the replacement of 2 vans

Audit Sub Committee: John Moulson met with the new auditors

Preston Advisory Board: Starting their 2nd year. Training for new members will be on 9-12, training for all members will be held on 9-18 and 9-27. Jill Keith, Rachel Tucker, Lisa Feltes and Ray Bernier are new members. Two vacancies exist, but no time to fill them.

6. Superintendent Reports, Recommendations and Goals Update

Dr. Welch introduced Dr. Rosarius Leonardi to the Board and audience members.

2012-2013 staffing overview: Dr. Welch reviewed the current staffing list for 2012-2013. Heather Wolf was hired as the 3rd Kindergarten teacher which left a vacancy in the Literacy Tutoring Department. Christina Gentes was hired as our in-house Occupational Therapist.

There will be a Special Town Meeting on Thursday, 9-13, at 7:30PM in PVMS gymnasium. The purpose of this meeting is to vote on the installation of the new playscape at PVMS.

7. BOE Expenditure/Projection Report

Robert Sirpenski addressed the Board. The original health insurance line item has been adjusted since Open Enrollment took place. There is a \$42,000 savings in the health insurance line item.

Budget Line Item Transfers: Robert Sirpenski reviewed the adjustments with the Board.

Moved, to authorize Robert Sirpenski to make the necessary line item budget transfers as presented. Clancy/Andruskiewicz. Unanimous. Motion Carries.

A stipend detail was requested. Robert identified 25 categories. He also explained that some stipends paid last year were one time only payments. Expenditures came up for which there were no line items. Therefore, they were paid out of the stipend line item. Robert will create new accounts so this will not happen in the future.

Current Budget Status: The largest single expense so far for 12-13 has been for heating oil and fuel. Mr. Sirpenski explained the month's actual expenses. He explained that Pat Hibbard is now a certified trainer with the State of Connecticut. Therefore there will be a decrease in training expenses this year.

Jan Clancy asked if Kyle Gileau (bus mechanic) has his CDL license. Pat explained that he does not have his passenger CDL. If a bus needs to be test driven, Pat or a driver drives the bus and Kyle rides on the vehicle with his computer to test for any problems etc.

John Moulson asked that the financials go out on the Friday before each Board Meeting instead of the night of the meeting.

8. Cafeteria Report

A Cafeteria Report was not provided. Lunch prices have gone up to 2.75 from 2.50 per meal. Significant meal changes are being made in order to remain in compliance with the federal government.

9. New Business

9.1. Votes Required

Moved, to take the agenda out of order to discuss 9.2 New Business: Discussion, PPMS Positive Behavior Support Program. Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

Dr. Welch introduced 3 faculty members from PPMS; Chris Pickett, Olof Sigmarsdottir and Jen Foltz. They presented a video that was prepared to explain Positive Behavior Support to the students. PBIS was introduced to the district by Ivy Davis-Tomczuk. This is the 2nd year it is being used at PPMS and the first year it will be introduced at PVMS.

School Transportation Study: The Transportation Sub Committee would like to hire an independent consultant to review our bus garage and determine which areas we need to improve upon and what things we are doing well.

Moved, to retain the services of an independent transportation consultant to conduct a motor carrier compliance study for a fee not to exceed \$1000.00. Raymond/Burke-Grabarek. Unanimous. Motion Carries.

**Moved, to add a topic to the agenda: Purchase of a power washer.
Andruskiewicz/Burke-Grabarek. Unanimous. Motion carries.**

Our current power washer is 30-35 years old. It is in need of a major repair costing about \$1500.00. It was decided that purchasing a new one would be more cost effective. Quotes were solicited and the bus garage would like to purchase a power washer from Via Kleen for \$3595.00 installed.

**Moved, to purchase a power washer for a price that will not exceed \$3595.00.
Andruskiewicz/Burke-Grabarek.**

Deb Burke-Grabarek asked if power washer is on the state bid list. Mr. Sirpenski said he would check.

Unanimous. Motion Carries.

9.2. Discussion

School District Profiles: Dr. Welch reviewed the state's expectations according to their new accountability system. Districts are expected to achieve performances halfway to a goal of 88% by 2018. Preston is almost all the way there already. Therefore Preston is in very good shape and must continue to achieve and then strive to maintain their high scores.

Superintendent Goals 2012-2013: Dr. Welch reviewed his 2012-2013 goals with the Board. John Moulson asked that the goals be brought back to the October Meeting. He also asked that salaries and FTE be included in a revised staffing report for October.

10. Old Business

10.1. Votes Required

10.2. Discussion

Sal Kahn is reaching millions of students at a time through Kahn Academy; his digital learning academy. His system may be the future of education. Emile Levasseur showed the Board an excerpt from 60 Minutes explaining how it all works.

11. Executive Session

Tabled. Special Meeting will be scheduled for October 15th at 6PM.

12. Information

13. Date and Time of Next Meeting

October 15, 2012

7PM

FVMS Library

14. Adjournment

**Moved, to adjourn the meeting at 9:53PM. Raymond/Burke-Grabarek. Unanimous.
Motion Carries.**



PRESTON PUBLIC SCHOOLS
 Office of the Superintendent of Schools
 325 Shetucket Turnpike
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October 25, 2012

To: Chairperson and Members of the Preston Board of Education

From: John J. Welch, Ed.D.

Re: 2012-2013 Enrollment

Please note the following 2012-2013 enrollment data as of October 1, 2012:

	Gr K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8
Projected	39	37	36	33	50	49	40	47	39
Actual	48	35	34	34	50	55	40	53	41
Sections	3	2	2	2	3	3	2	N/A	N/A
Ratio	1-16	1-17 1-18	1-17 1-17	1-17 1-17	1-17 1-17	1-19 1-18	1-20 1-20	N/A	N/A
					1-16	1-18			



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To: Board of Education

From: Bob Sirpenski

Date: - October 29, 2012

Subject: Board of Education – Key Items

- 1) There is only one month of activity reported and as a consequence, there is not a lot to report on in terms of actual financial performance to budget.
- 2) Salary expenses YTD do not reflect grant reimbursements. Reimbursements are credited to each respective account during the school year as they are received.
- 3) Workers compensation 2011/2012 audit is scheduled for November 20th. The annual audit is in progress and field work has been completed.
- 4) Tuition payments to NFA should be made in November.
- 5) Magnet School Transportation Grant for 2012-13 has been reduced by \$2,600 from last year's amount to \$16,900.
- 6) IDEA 611 grant for 07/01/12 – 06/30/14 has been reduced by \$4,286 from last year's amount to \$111,640.
- 7) IDEA 619 grant for 07/01/12 – 06/30/14 has been reduced by \$44 from last year's amount to \$4,168.

Preston Board of Education

FY2013 Budget Status Report

July 2012 to September 2012 Salary Expense

Account	Annual Budget	September Budget	September Expenses	Variance	September YTD Budget	September YTD Expenses	Variance (Negative)	Encumbered	Balance
111 - Certified Personnel									
Superintendent	\$117,562	\$9,043	\$8,866	\$177	\$27,130	\$26,598	\$532	\$0	\$90,964
Director of Cir., Inst & Sped	41,800	\$3,215	4,050	(835)	\$9,646	7,200	\$2,446	\$0	\$34,600
Principals	206,633	\$15,895	15,764	131	\$47,685	47,292	\$392	\$0	\$159,341
Business Manager	74,160	\$5,705	7,131	(1,426)	\$17,114	21,392	(\$4,279)	\$0	\$52,768
Regular Education Teachers	2,156,684	\$165,999	166,954	(1,056)	\$331,798	330,927	\$870	\$0	\$1,825,757
								\$0	\$0
Special Education Teachers	639,444	\$49,188	53,824	(4,636)	\$105,314	110,766	(\$5,451)	\$0	\$528,678
Health Services	95,226	\$7,599	8,189	(589)	\$19,232	16,256	\$2,976	\$0	\$78,970
								\$0	\$0
Total Certified Personnel	\$3,331,509	\$256,544	\$264,778	(\$8,234)	\$557,919	\$560,431	(\$2,513)	\$0	\$2,771,078
112 - Classified Personnel									
Instructional Assistants	230,613	\$22,915	31,532	(8,617)	\$35,233	37,971	(\$2,738)	\$0	\$192,642
Central Office Staff	113,232	8,710	8,673	37	\$26,130	28,362	(\$2,231)	\$0	\$84,870
Technology Staff	73,512	5,655	5,321	334	\$16,964	15,963	\$1,001	\$0	\$57,549
School Secretaries	57,163	4,971	5,835	(864)	12,427	10,694	\$1,733	\$0	\$46,469
Bldg & Grounds/Custodial	225,503	16,460	15,490	970	60,901	54,222	\$6,679	\$0	\$171,281
Transportation Staff	471,522	\$43,893	36,064	7,829	83,297	68,222	\$15,075	\$0	\$403,300
113 - Substitutes	113,080	11,677	2,230	9,447	13,520	4,592	\$8,928	\$0	\$108,488
112								\$0	\$0
114 Home Bound Tutor	9,500	981	70	911	1,136	1,107	\$29	\$0	\$8,393
122 Stipends	21,000		1,250		2,511	1,250	\$1,261	\$0	\$19,750
Café Cleaning								\$0	\$0
Total Classified Personnel	\$1,315,125	\$115,262	\$106,465	\$10,047	\$252,119	\$222,383	\$29,736	\$0	\$1,092,742
Total Salaries	\$4,646,634	\$371,806	\$371,243	\$1,813	\$810,038	\$782,815	\$27,223	\$0	\$3,863,819

**Preston Board of Education
FY2013 Budget Status Report**

July 2012 to September 2012
Non Salary Expense

Account	Annual Budget	September YTD Expenses	Encumbered	Balance
212 · Health Insurance	964,735	310,720	\$0	\$654,015
215 · Life Insurance	15,400	6,988	\$0	\$8,412
220 · Social Security	140,000	28,633	\$0	\$111,367
250 · Tuition Reimbursement	7,000	-	\$0	\$7,000
260 · Unemployment Comp	35,000	-	\$0	\$35,000
270 · Workers Comp	61,200	13,573	\$0	\$47,627
275 · Employee Physicals	1,500	71	\$0	\$1,429
291 · Annuity Payments	136,000	80,411	\$0	\$55,589
295/297 · Employee Voluntary Insurances	-	226	\$0	(\$226)
			\$0	\$0
Total Benefits	1,360,835	440,622	\$0	\$920,213
320 · Special Education Services	80,700	2,155	\$0	\$78,545
322 · Staff Development	12,600	1,565	\$8,275	\$2,760
330 · Professional Purchased Services	30,500	5,411	\$179	\$24,910
340 · Legal Services	40,000	-	\$0	\$40,000
410 · Utility Services	1,000	-	\$0	\$1,000
420 · Refuse Removal	8,000	766	\$0	\$7,234
421 · Transportation Repairs - Outsourced	35,000	6,476	\$5,842	\$22,682
421 Transportation Repair - Internal	62,994	12,913	\$9,269	\$40,812
430 · Repairs & Maintenance	99,664	19,991	\$10,695	\$68,978
431 · Maintenance Equipment Repairs	25,000	1,900	\$400	\$22,700
432 · Technology Equipment Repairs	45,000	4,469	\$6,630	\$33,901
442 · Copier Lease/Rental Expense	51,720	170	\$0	\$51,550
450 · Building Improvements	5,000	75	\$0	\$4,925
Total Purchased Services	497,178	55,890	\$41,290	\$399,998
510/512 · Spec Educ/Magnet Transportation	90,525	12,048	\$0	\$78,477
520 · Property/Liability Insurance	65,900	-	\$0	\$65,900
530 · Communications	35,000	4,803	\$0	\$30,197
531 · Postage	5,000	567	\$0	\$4,433
570 · Food Service Stoploss	50,000	-	\$0	\$50,000
580 · Travel	10,000	474	\$0	\$9,526
Total Other Purchased Services	256,425	17,892	\$0	\$238,533
560 · Tuition - Designated HS	2,039,373	10,800	\$0	\$2,028,573
561 · Tuition - Vo-Ag, Other	215,662	47,216	\$0	\$168,446
562 · Tuition - Magnet Schools	94,600	-	\$0	\$94,600
563 · Tuition - Spec Ed - LEA Placed	686,420	29,480	\$0	\$656,940
564 · Tuition - Spec Ed - DCF Placed	27,205	-	\$0	\$27,205
565 · Tuition - Reg Ed - DCF Placed	-	-	\$0	\$0
Total Student Tuition	3,063,260	87,496	\$0	\$2,975,764
611/612 · Instructional/Media Supplies	50,500	10,932	\$8,554	\$31,014
613 · Custodial/Maintenance Supplies	32,000	20,263	\$0	\$11,737
620/621 · Heat Energy/Propane	91,665	32,844	\$0	\$58,821
622 · Electricity	140,000	16,262	\$0	\$123,738
626 · Gasoline/Diesel	111,375	56,795	\$0	\$54,580
641/642 · Textbooks/Workbooks/Library	22,500	750	\$6,891	\$14,859
650 · Technology Supplies	10,500	33	\$1,530	\$8,937
690 · Non-Instructional Supplies	12,500	2,419	\$2,777	\$7,304
Total Supplies/Commodities	471,040	140,298	\$19,752	\$310,990
730 · Instructional Equipment	5,000	-	\$0	\$5,000
733 · Non-Instructional Equipment	6,000	872	\$0	\$5,128
734 · Technology Equipment	73,400	10,633	\$0	\$62,767
735 · Technology Software/Licenses	36,320	15,963	\$8,883	\$11,474
Total Equipment	120,720	27,469	\$8,883	\$84,368
810 · Dues/Fees	12,500	11,188	\$0	\$1,312
			\$69,925	
Total Expense	\$10,428,592	\$1,563,670	\$69,925	\$8,794,997

PRESTON CAFETERIA ACCOUNT
Profit & Loss Statement
July 1, 2012 - September 30, 2012

	2012-13	2011-12	Change	% Change
Income				
50 State Reimbursements	\$ 3,800	\$ 3,002	\$ 798	26.6%
51 School Meal Receipts	8,161	7,677	\$ 484	6.3%
52 Miscellaneous Revenue	-	-	\$ -	
53 BOE Subsidy	-	-	\$ -	
54 Donated Commodities	-	-	\$ -	
55 Bank Transfers	-	-	\$ -	
Total Income	\$ 11,961	\$ 10,679	\$ 1,282	12.0%
Expenses				
112 Cafeteria Workers	\$ 6,468	\$ 5,456	\$ 1,012	18.5%
113 Cafe Subs/Lunch Aides	15	117	\$ (102)	-87.2%
212 Health Insurance	-	-	\$ -	
220 Social Security	496	376	\$ 120	31.9%
222 SUTA	-	-	\$ -	
291 Annuity Payments	-	-	\$ -	
330 Payroll/Professional Fees	-	-	\$ -	
580 Travel & Meetings	-	-	\$ -	
630 Food Supplies	-	-	\$ -	
690 Other Supplies	-	-	\$ -	
730 Equipment	-	-	\$ -	
Total Expenses	\$ 6,979	\$ 5,949	\$ 1,030	17.3%
Net Income	\$ 4,982	\$ 4,730	\$ 252	5.3%
Meals				
Lunch				
Paid	2,654	2488	166	6.7%
Free	783	646	137	21.2%
Reduced	226	138	88	63.8%
Total Lunches	3,663	3,272	391	11.9%
Breakfast				
Paid	107	117	(10)	-8.5%
Free	127	128	(1)	-0.8%
Reduced	50	11	39	354.5%
Total Breakfast	284	256	28	10.9%
Total School Revenue per meal	\$2.07	\$2.18		-5.0%
Total School Revenue/Day	\$370.95	\$404.05	(\$33.10)	-8.2%
School Days	22	19	3	15.8%
Lunches Served per day	167	172	(5)	-2.9%
Breakfast Served per day	13	13	0	0.0%



PRESTON PUBLIC SCHOOLS
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October 26, 2012

To: Chairperson and Members of the Preston Board of Education

From: John J. Welch, Ed. D.

Re: FY14-FY22 Capital Request

Further to the request received from the Preston Board of Finance (copy attached), several capital items have been identified in conjunction with the Budget Sub Committee. Please see the following prioritization of those items:

FY14

*Replace a small section of roofing over the cafeteria at PPMS 50K

*Air condition 12 classrooms at PPMS 110K

*Acquire a generator for PVMS 98K

FY15

*Replace the grades 3-5 playground at PVMS 250K

FY16

*Replace 65 passenger, 14 vehicle fleet (see attachment)

It should be noted that an appropriation of \$30,600 will be sought from the Board of Finance on November 13 to replace our 2005 mini van (#23) in FY13 with a 2013 9 passenger Chevrolet van.

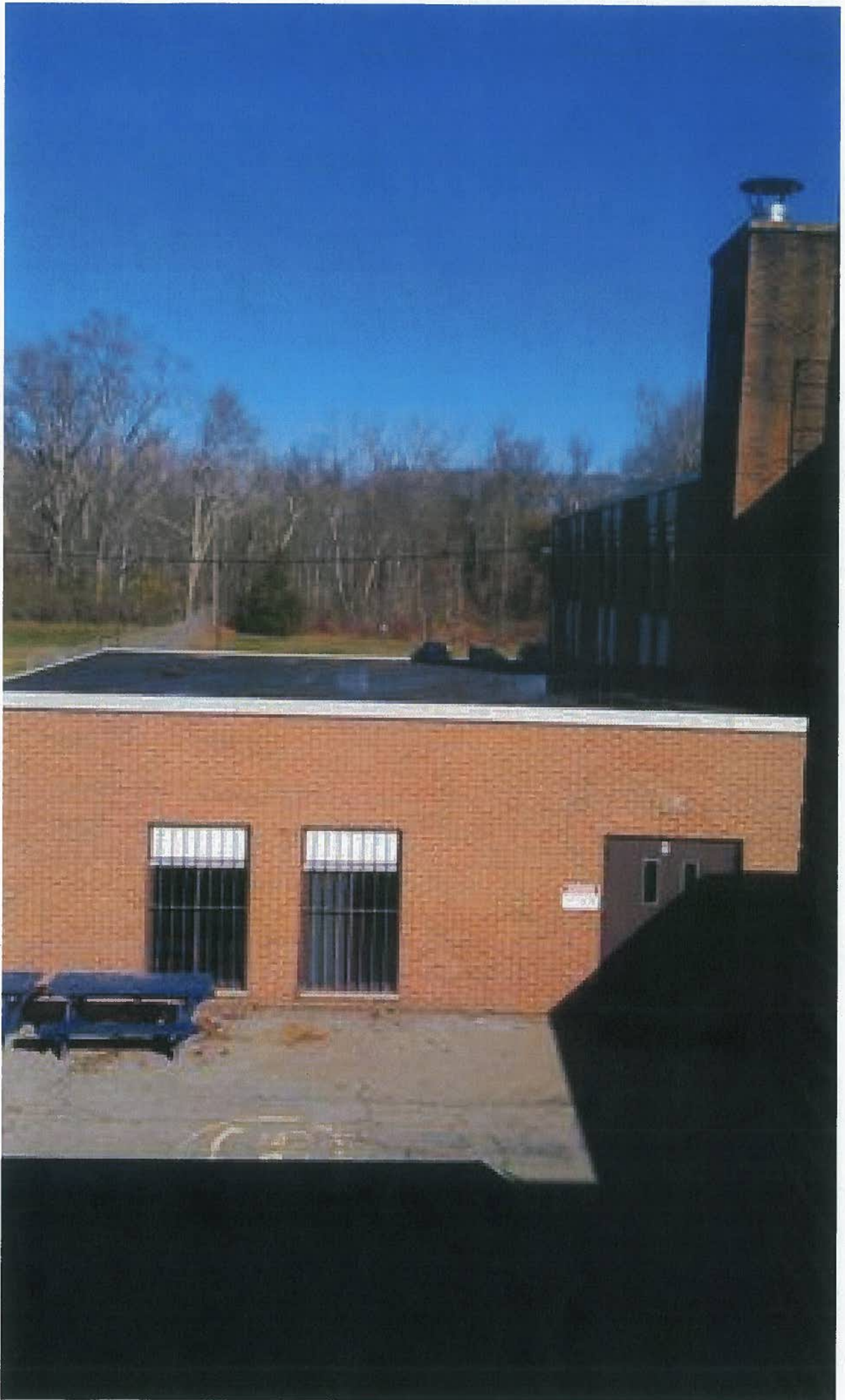
Lastly, it is presently uncertain as to where we might locate a bus wash station. A meeting to address that project in conjunction with the Selectman will be scheduled in December.

cc: Mr. Sirpenski
Mr. Bernier
Mrs. Davis-Tomczuk

Bus Replacement Options

	<u>Option 1</u> 5 Years	<u>Annual Cost</u>	<u>Option 2</u> 6 Years	<u>Annual Cost</u>	<u>Option 3</u> 9 Years	<u>Annual Cost</u>
FY16	3	*255K	3	255K	3	255K
FY17	3	255K	2	170K	N/A	N/A
FY18	3	255K	3	255K	3	255K
FY19	3	255K	2	170K	N/A	N/A
FY20	2	170K	3	255K	3	255K
FY21			1	85K	N/A	N/A
FY22					3	255K
FY23					N/A	N/A
FY24					2	170K

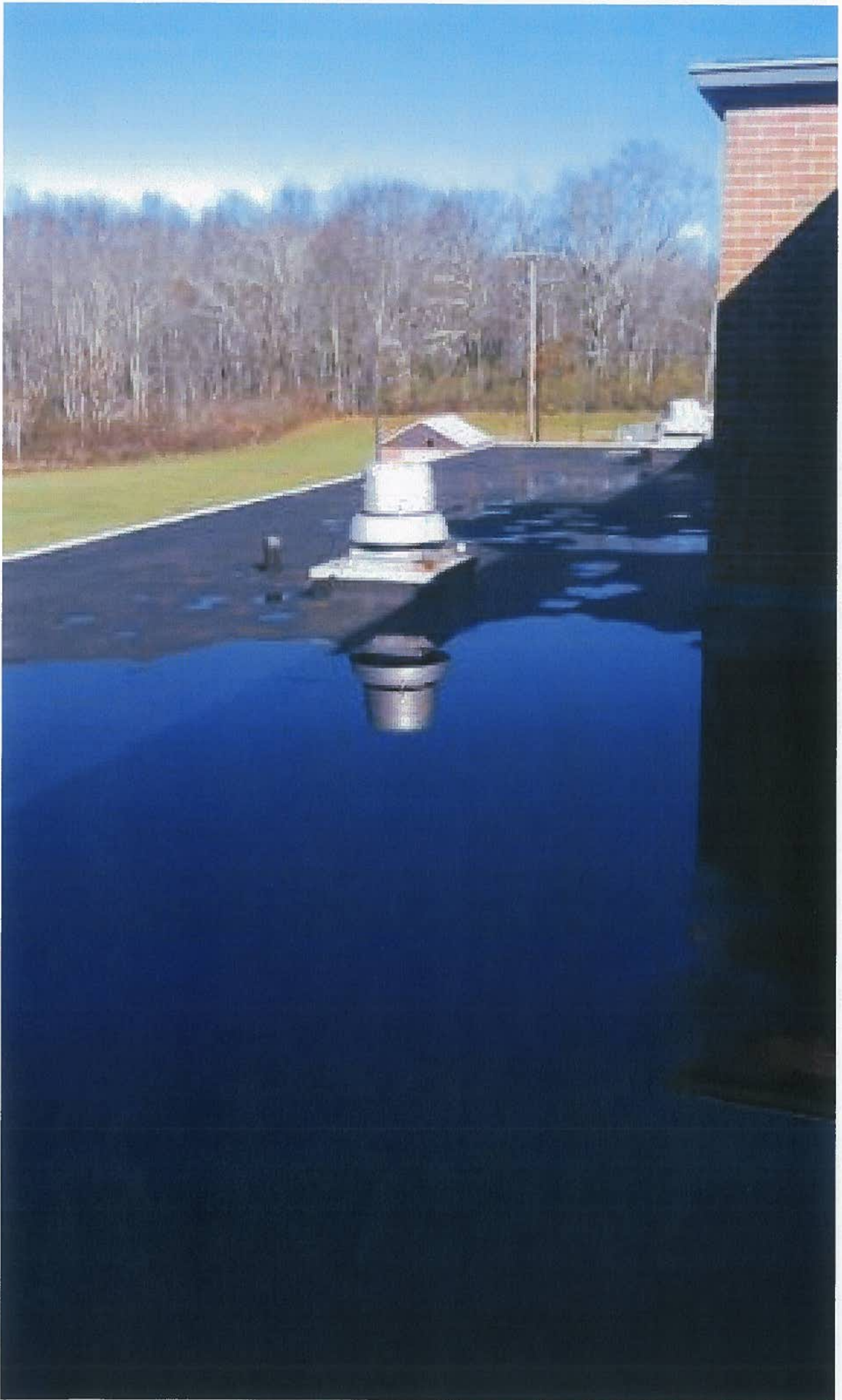
*Based on 85K per unit. Actual pricing is likely to increase over time.



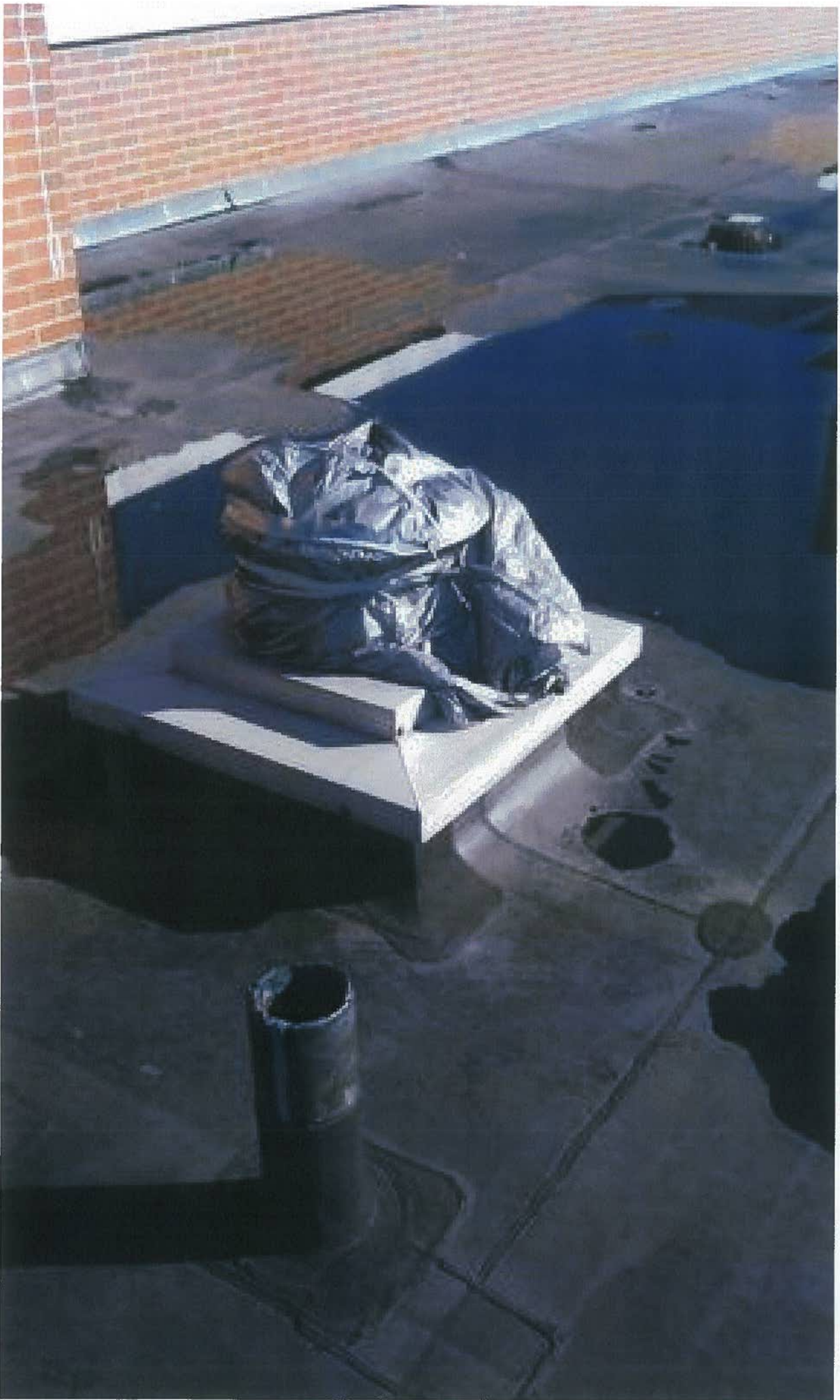
Boiler Room



Boys' Locker Room



Girls' Locker Room



Hallway - Handicap Bath



Kitchen



Community Survey Results

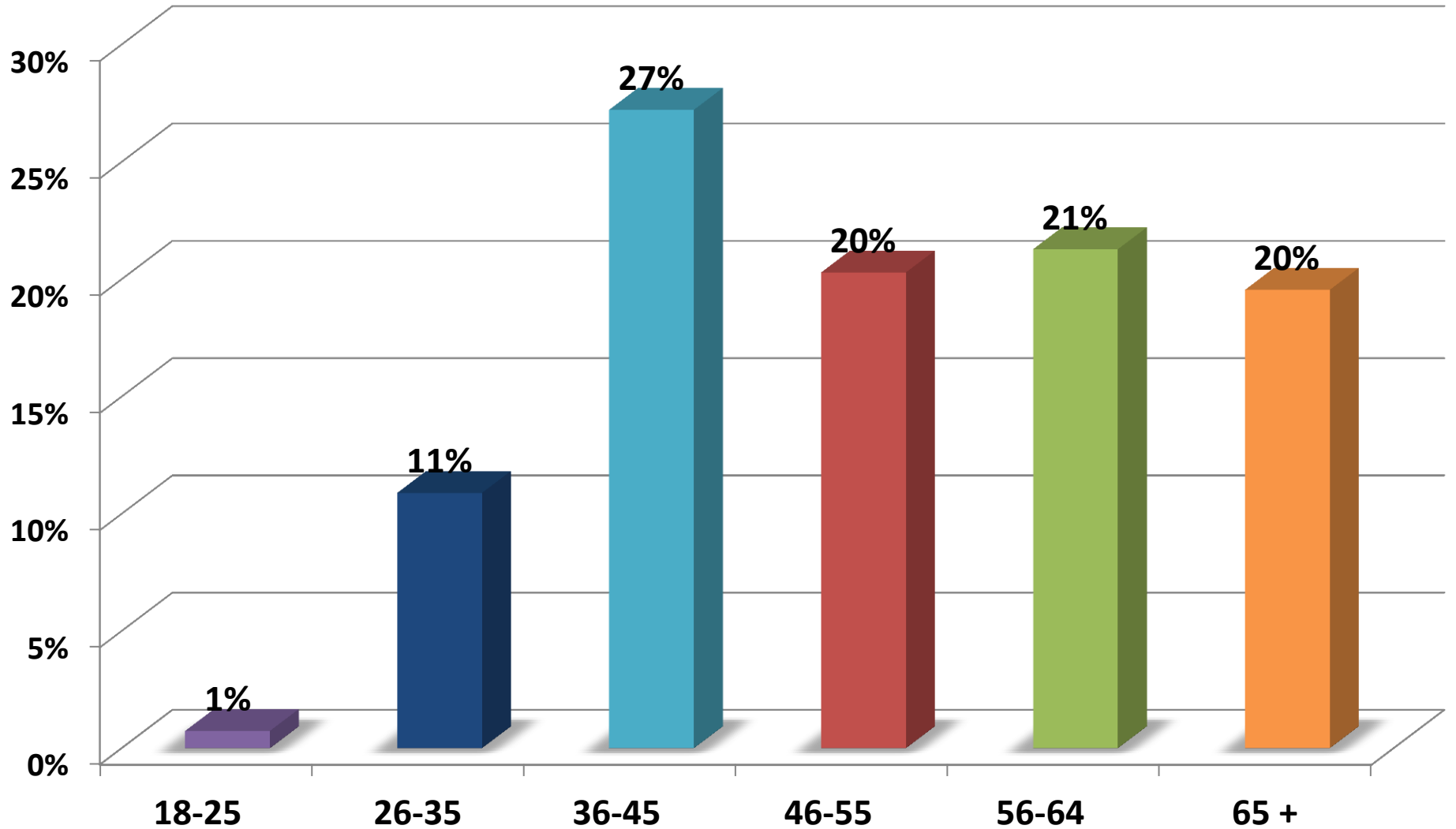
Fall 2012

Survey Summary

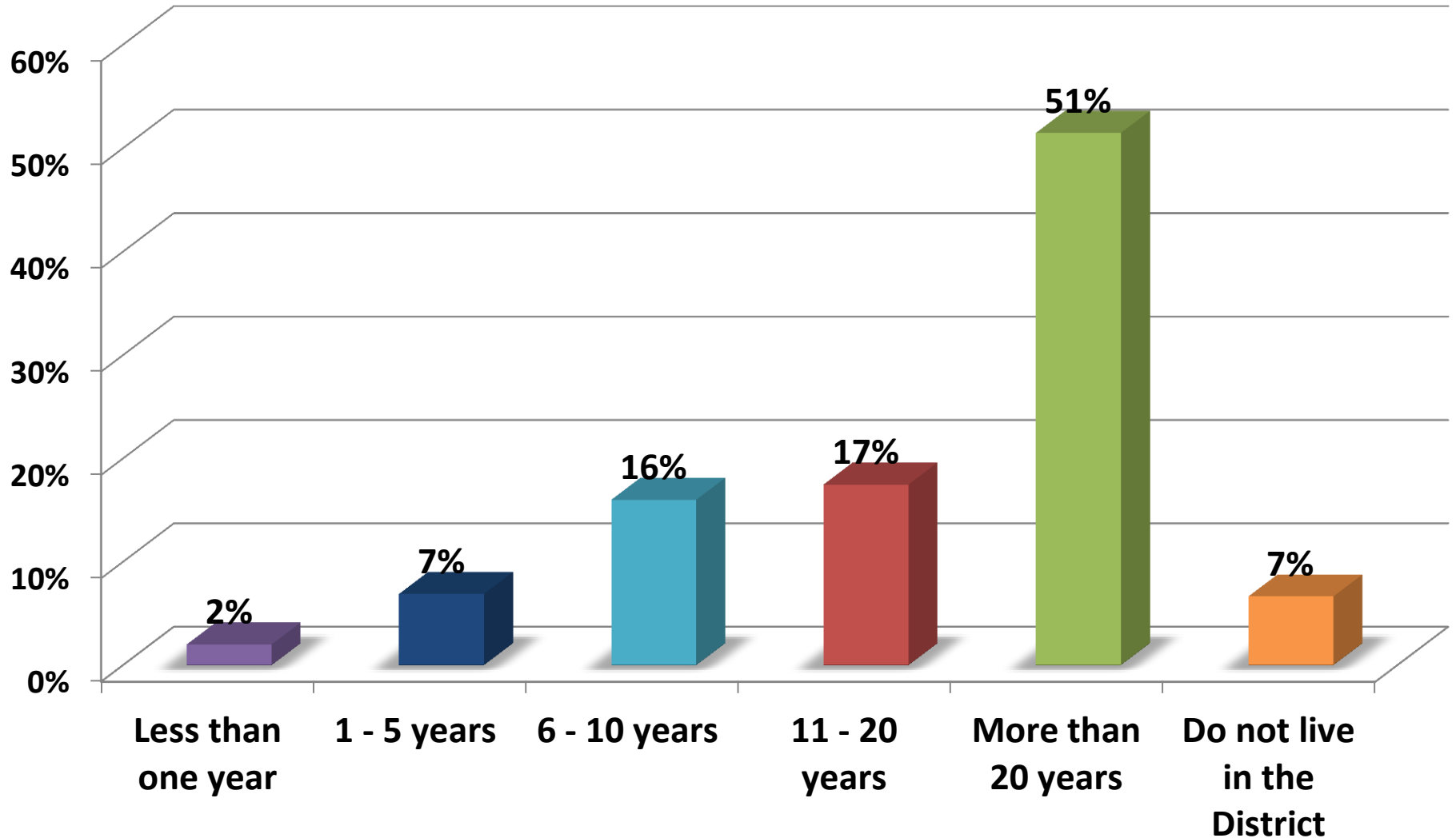
- Survey conducted in the fall of 2012
- Total responses = 432
 - 191 Online
 - 241 Paper
- Margin of error for the full sample +/- 4.8%
- Overall, the Preston Public Schools are viewed in a very positive light. Respondents value small class sizes, which they believe promote individual learning and achievement. The teachers are seen as hard working, caring, and supportive. Also, there are many opportunities to be involved at the schools as a parent or community member.
- Areas of improvement include increasing student access to current technology and expanding the gifted/talented program.

Section I:
Respondent Information

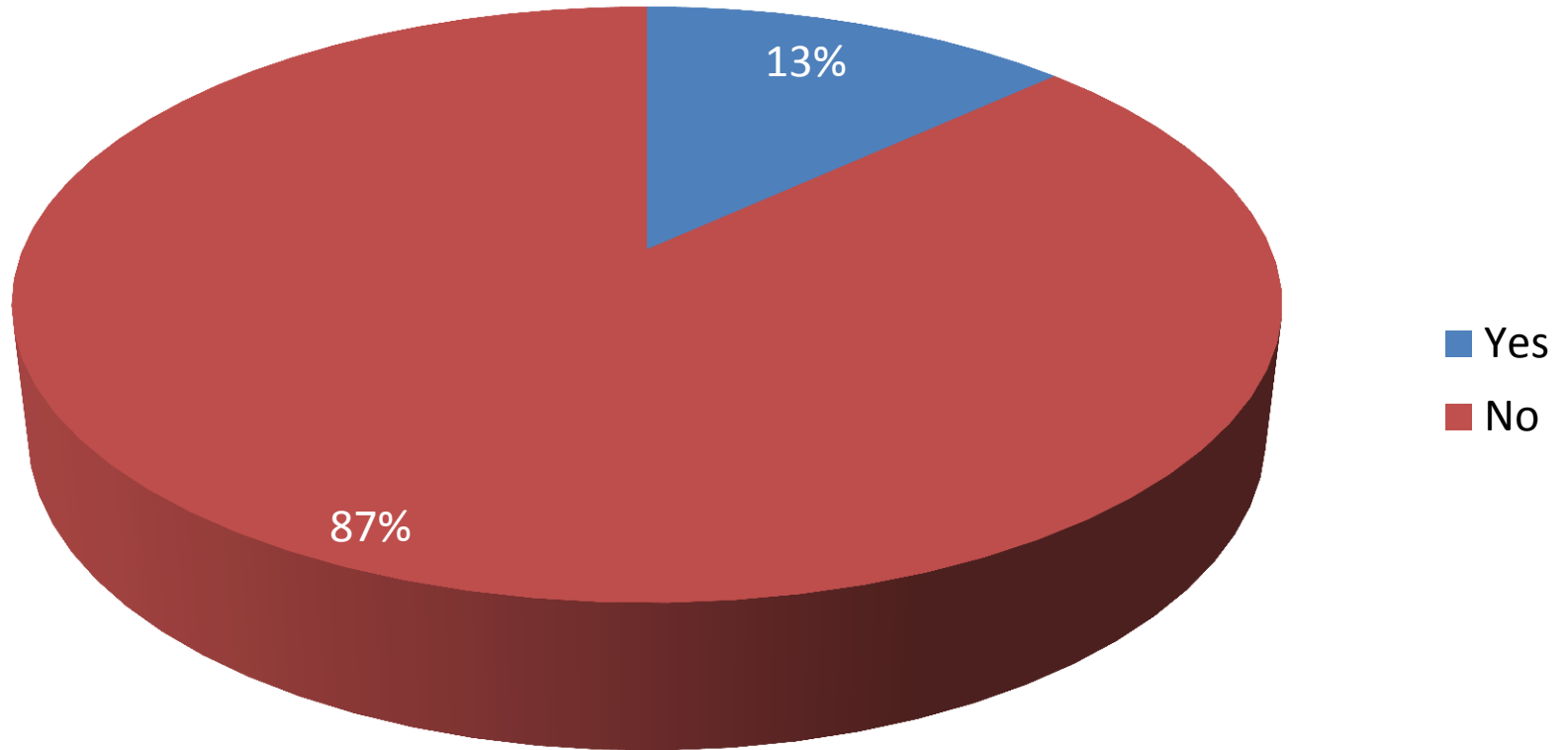
What is your age?



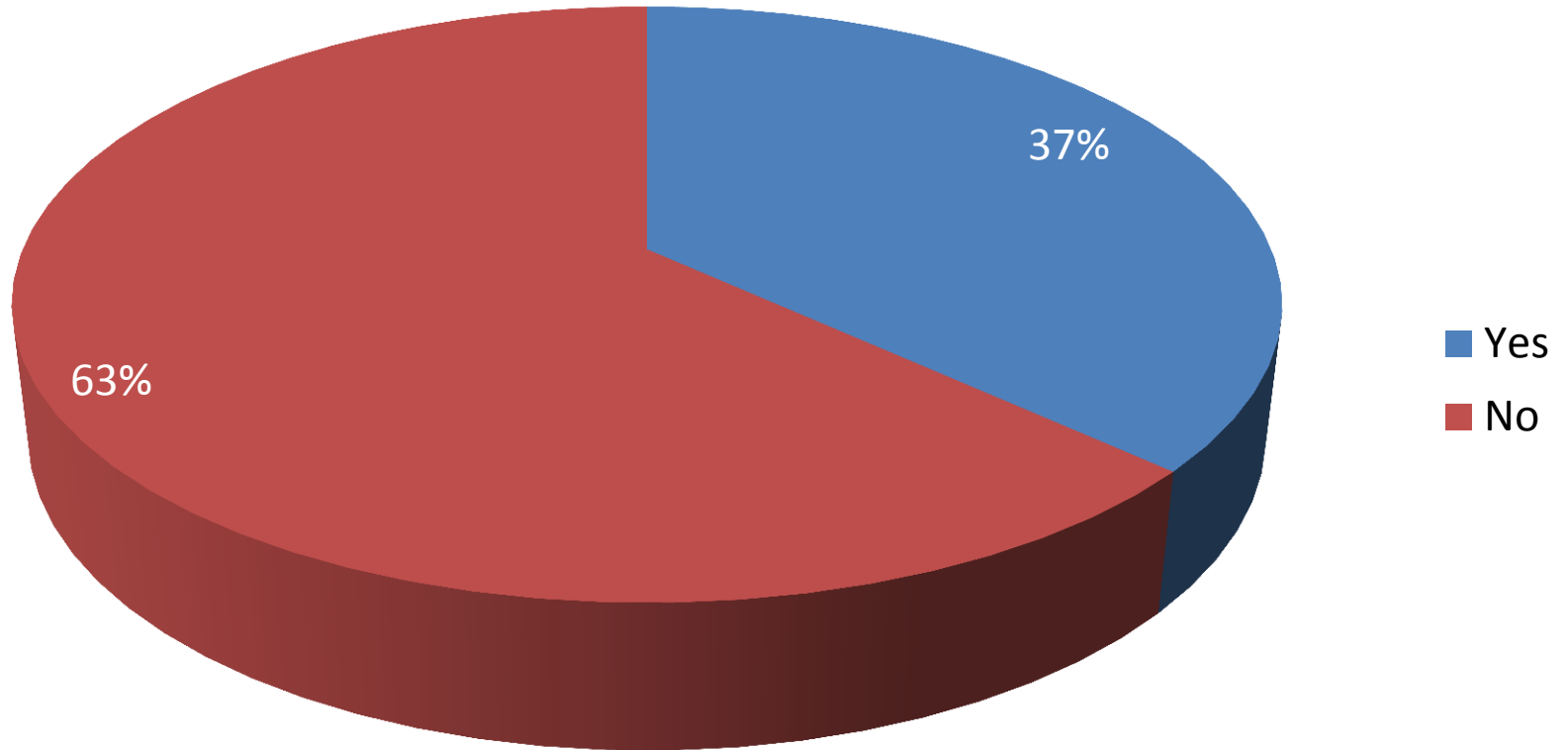
How many years have you lived in the Preston Public School District?



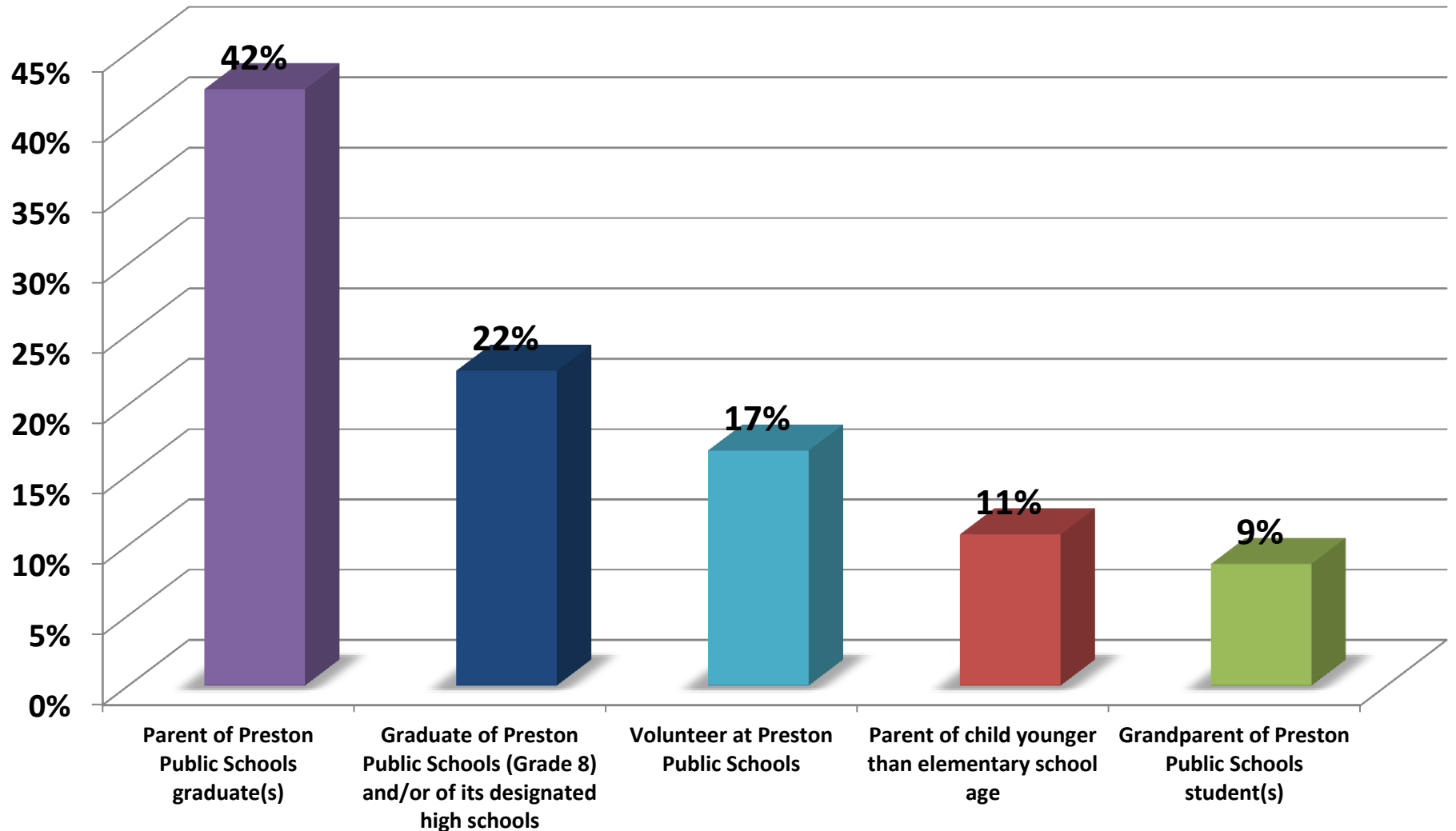
Are you employed by Preston Public Schools?



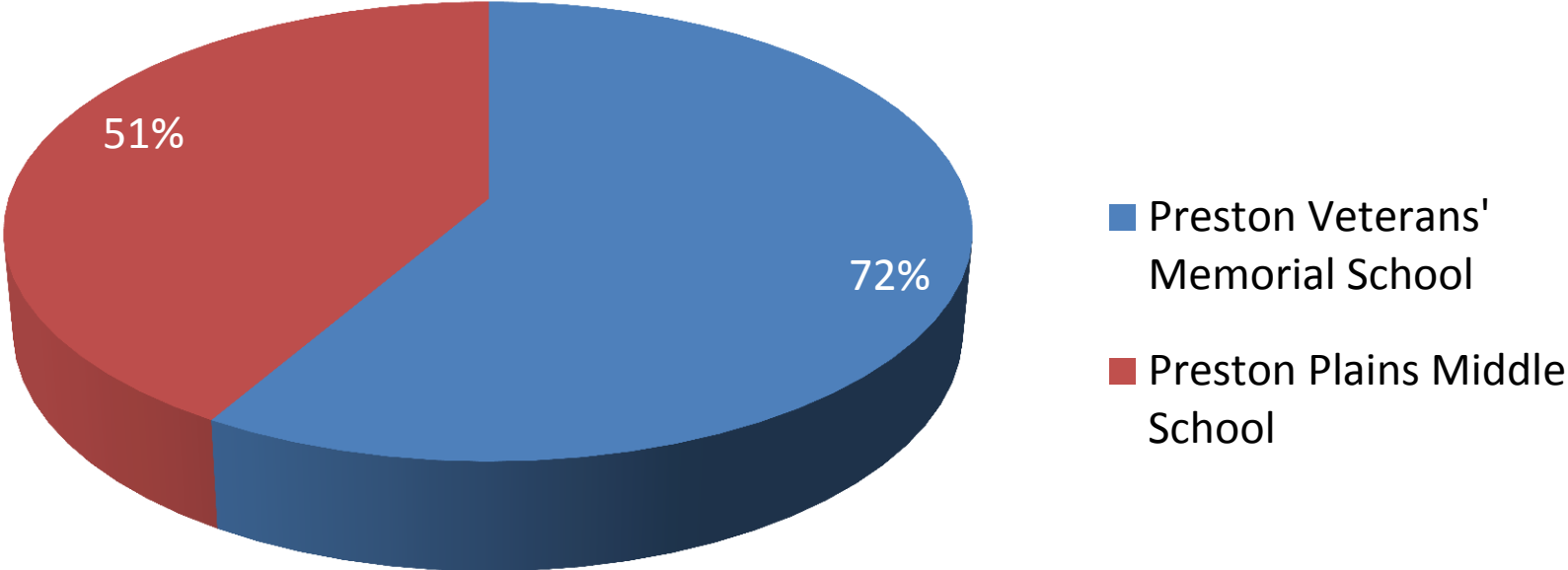
Do you have children attending the Preston Public Schools?



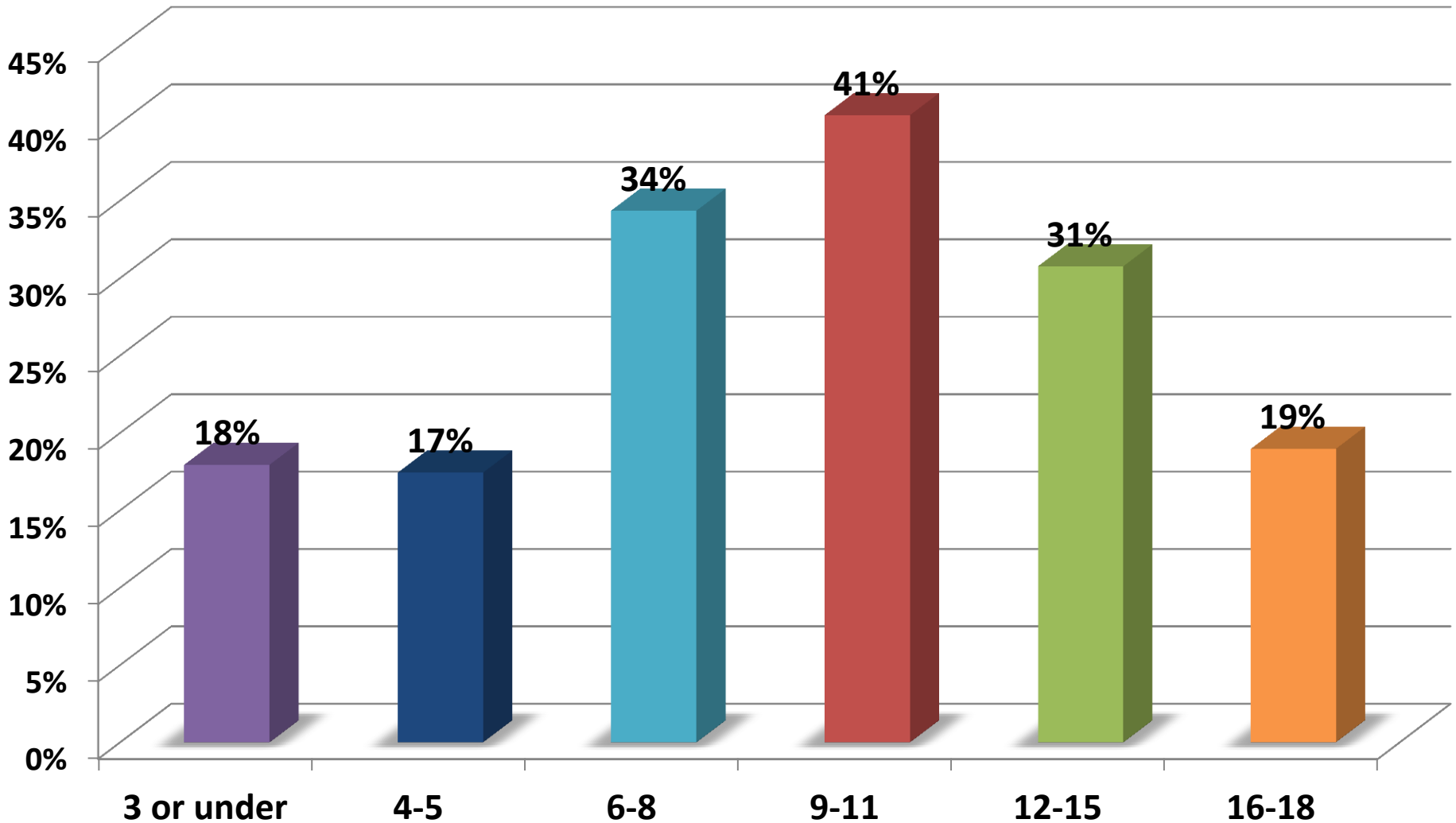
Please describe any other relationship you have with the Preston Public Schools:



Which schools do your children attend?



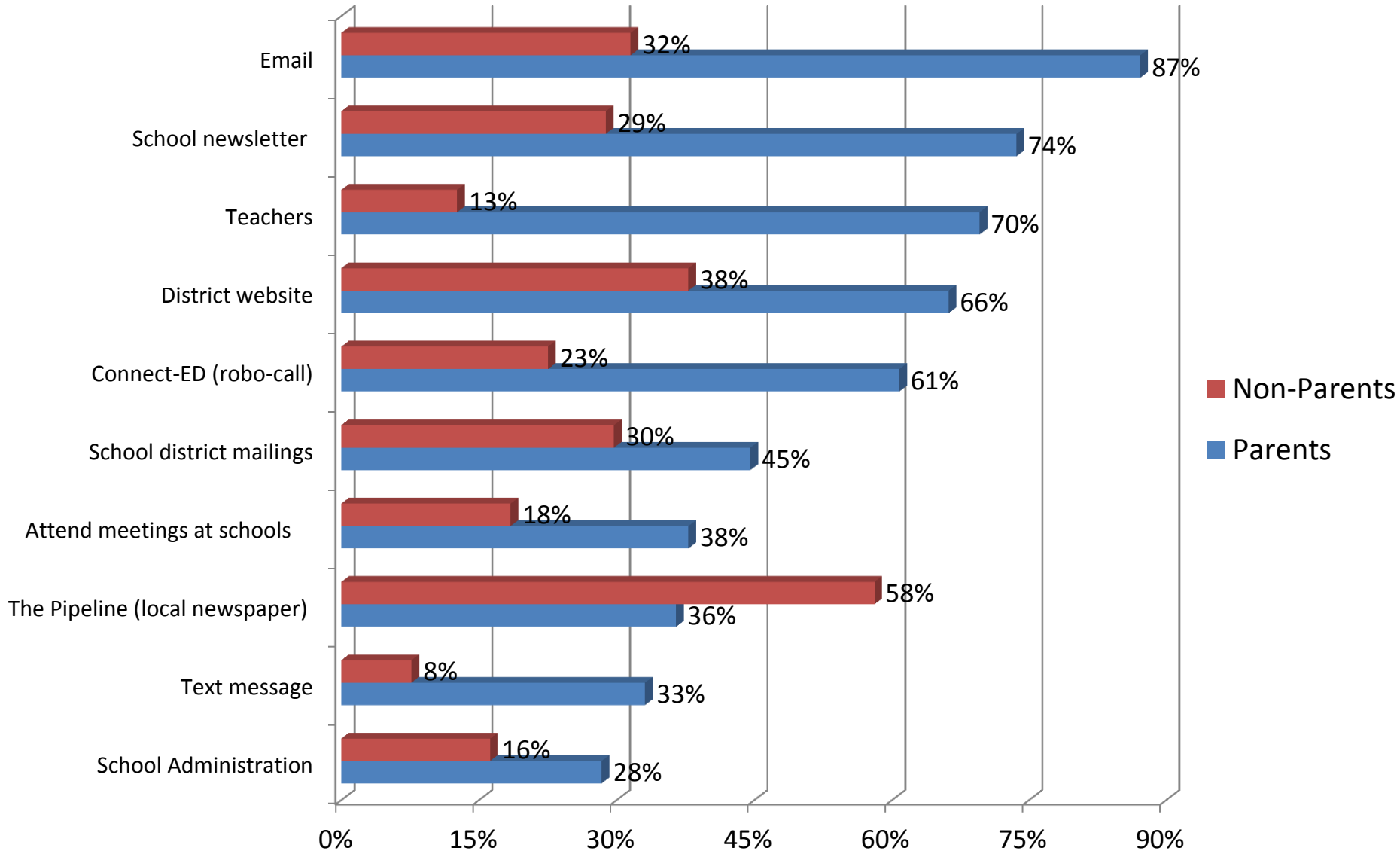
If you have a child(ren), how old are they?



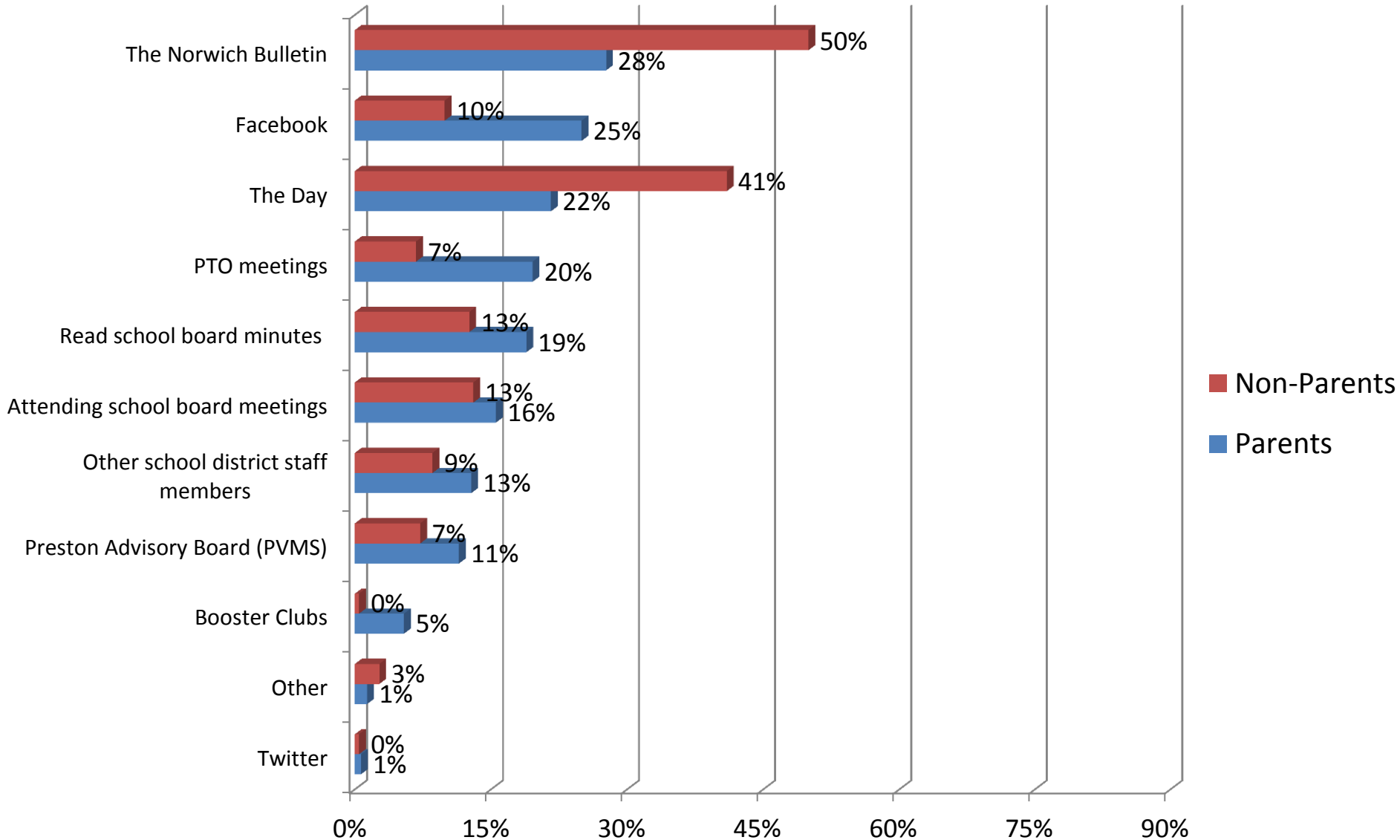
Section II:

Communications

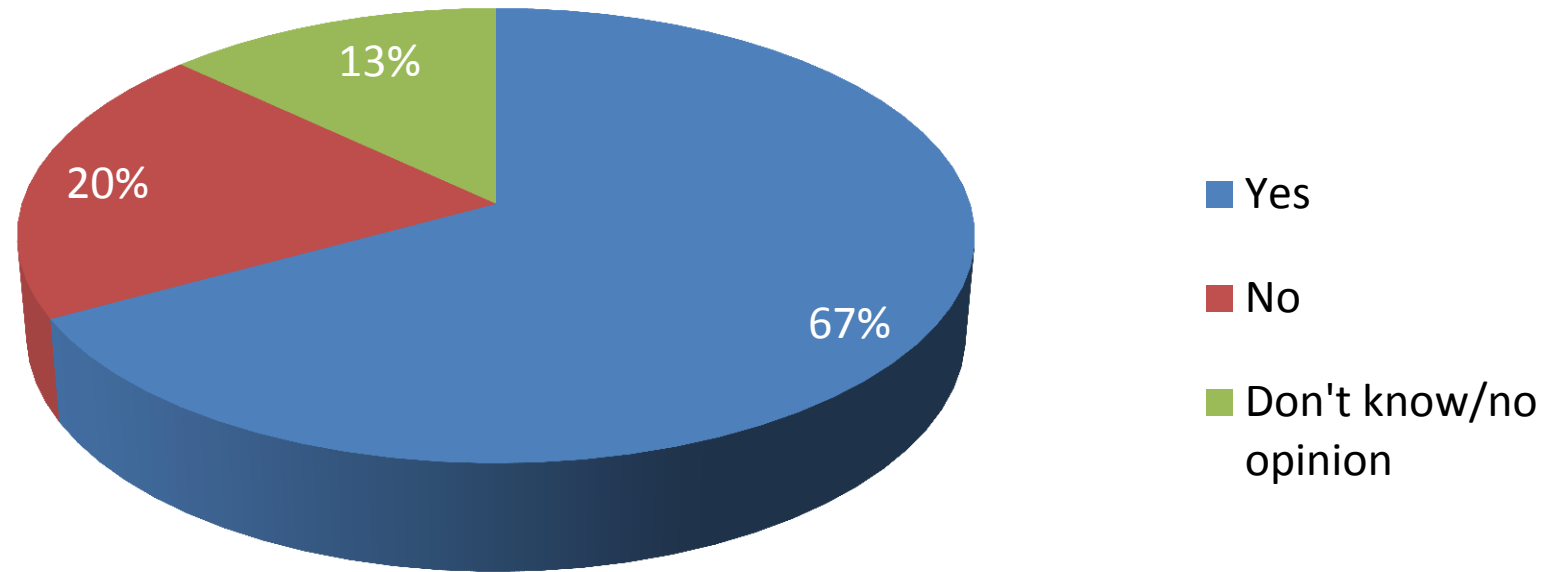
How would you like to receive information from Preston Public Schools?



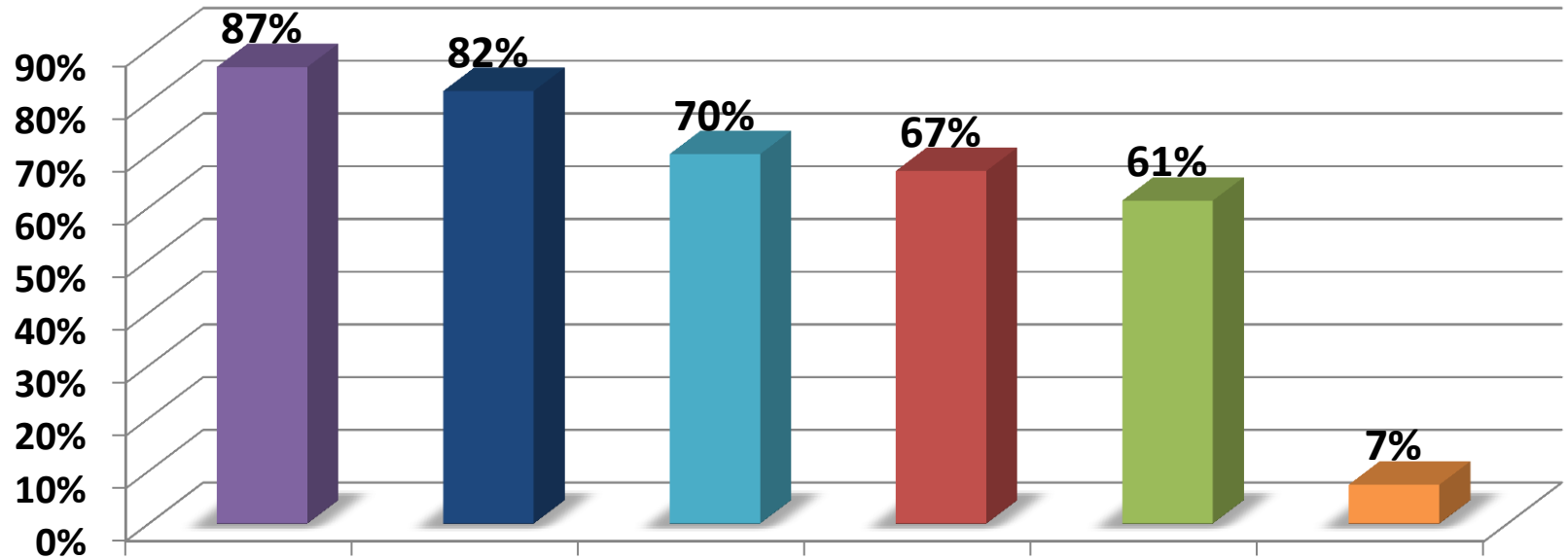
How would you like to receive information from Preston Public Schools? *(Continued)*



Do you believe every teacher/classroom should maintain a webpage? *(Parents only)*



What information would you like to see a teacher's/classroom webpage?



Upcoming projects/deadlines

Homework assignments

Class rules/expectations

Class/course descriptions

Volunteer opportunities

Other

Section III:

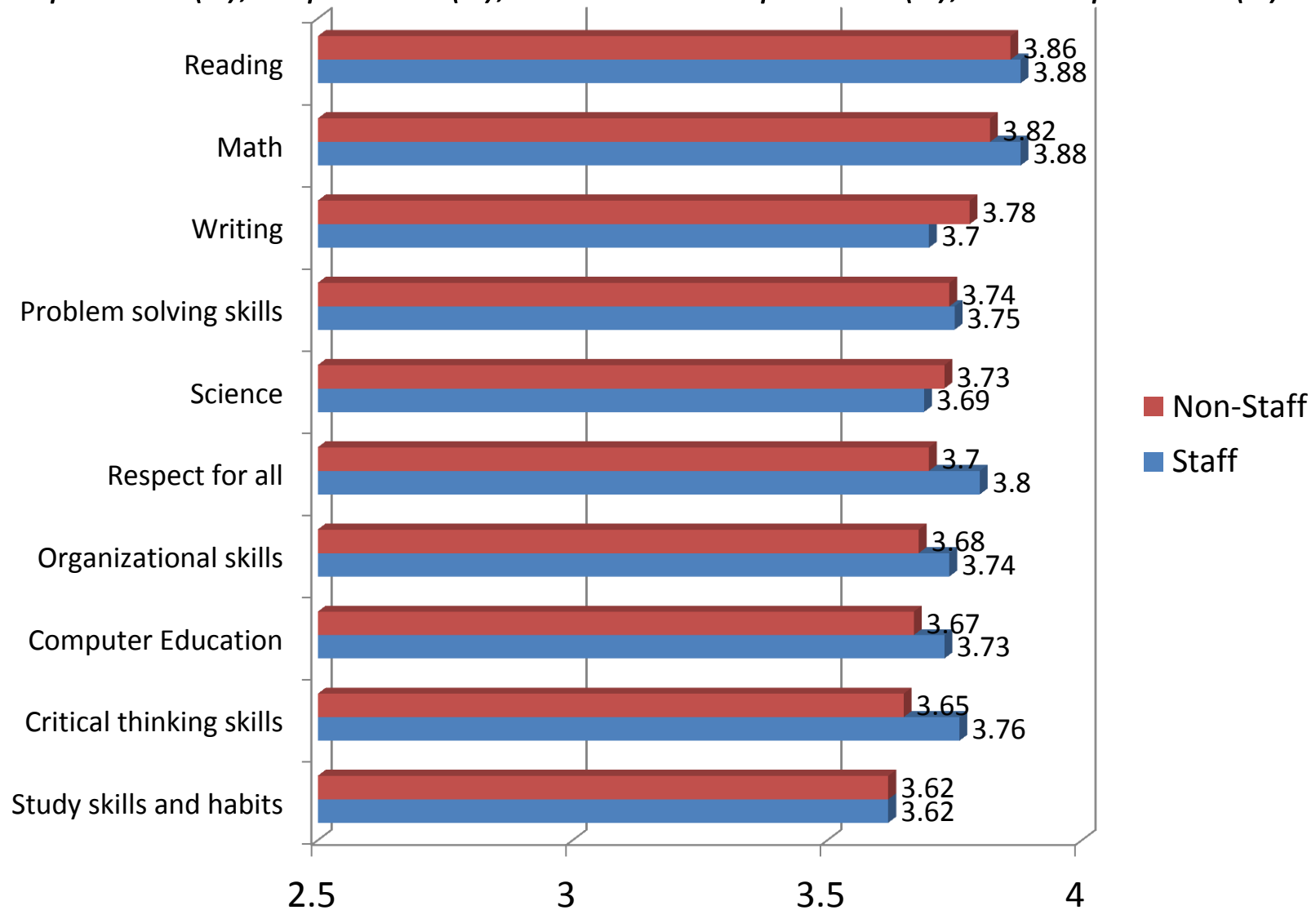
Curriculum/Behaviors

The following Gap Analysis includes all respondents (staff, parents and non-parents) and measures the importance of various programs and services vs. the perceived performance of each.

Generally, the smaller or negative the gap calculation, the more the District should focus its attention and resources on that particular program/service.

How important is this item to the success of our students?

Extremely important (4), Important (3), Somewhat important (2), Not important (1)



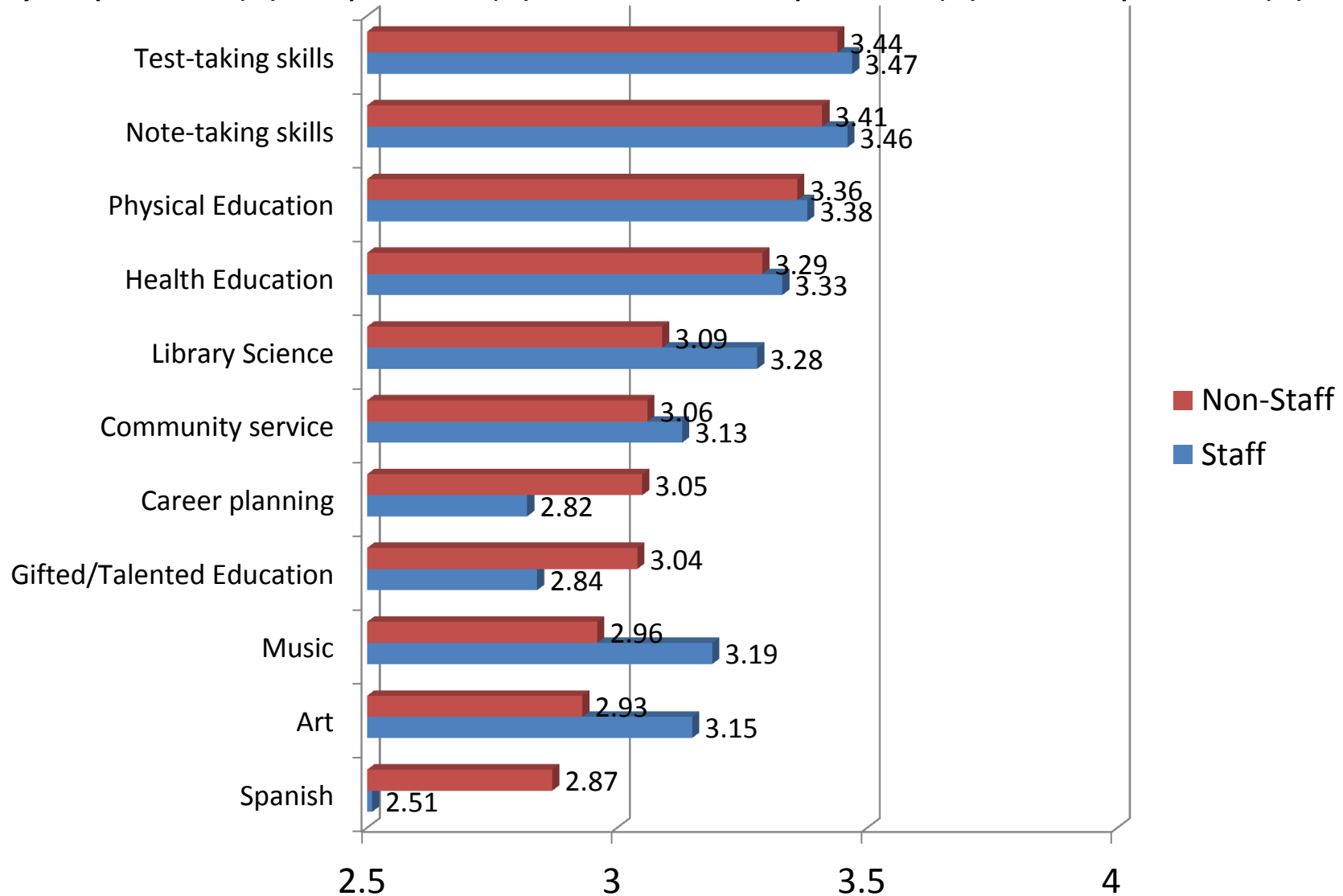
How important is this item to the success of our students?

Extremely important (4), Important (3), Somewhat important (2), Not important (1)



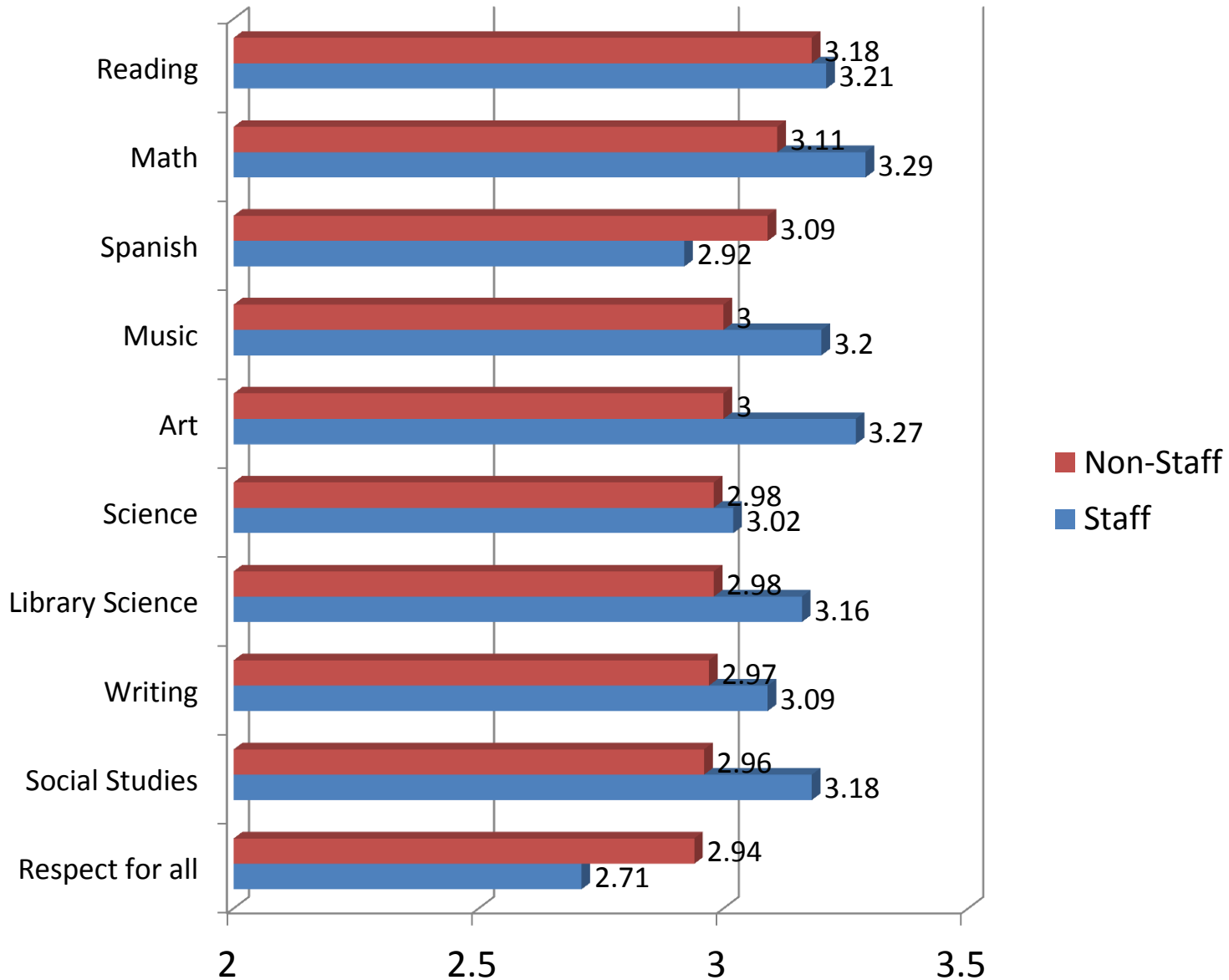
How important is this item to the success of our students?

Extremely important (4), Important (3), Somewhat important (2), Not important (1)



How are we doing?

Great (4), Good (3), Fair (2), Poor (1)



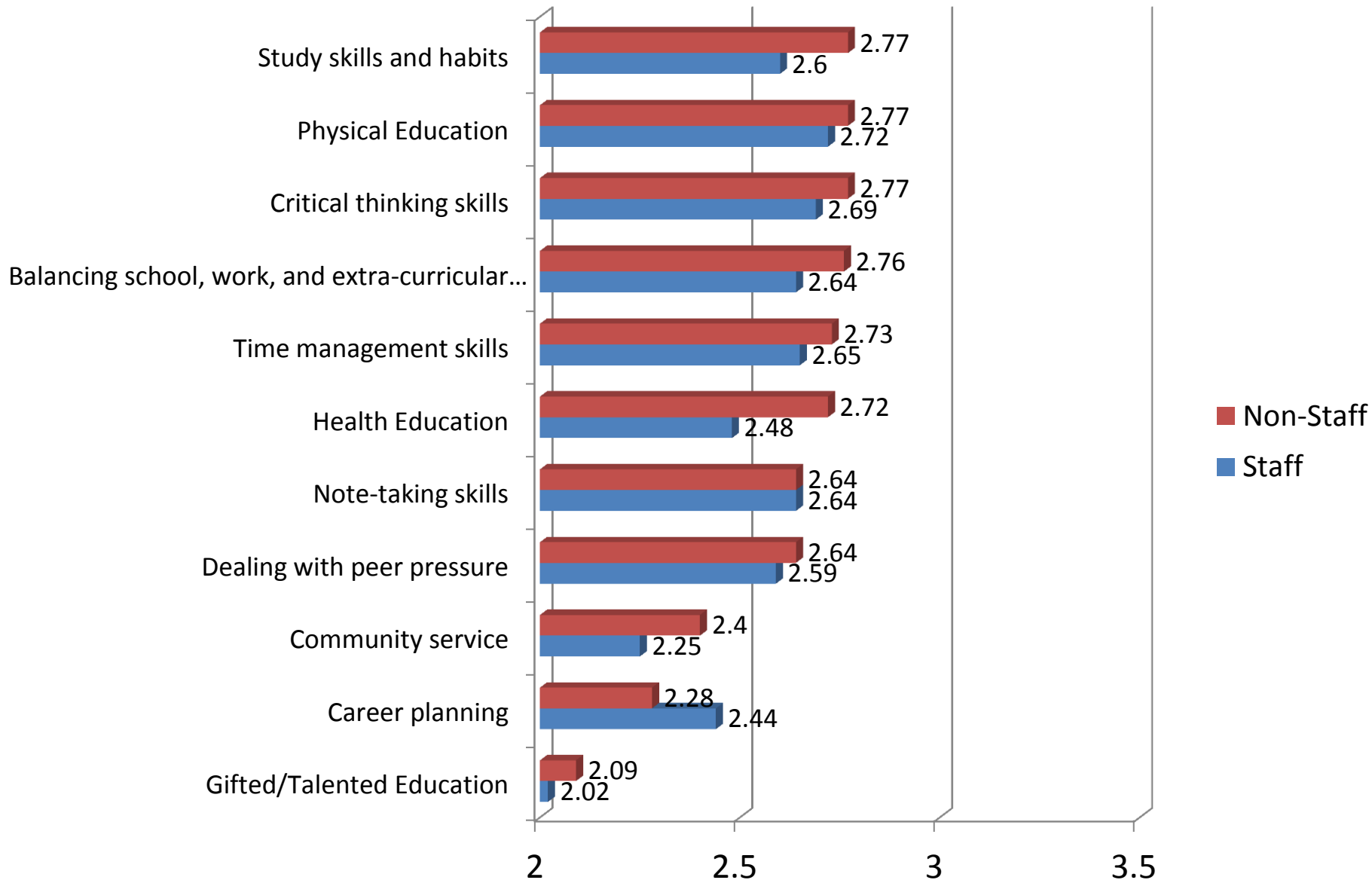
How are we doing?

Great (4), Good (3), Fair (2), Poor (1)



How are we doing?

Great (4), Good (3), Fair (2), Poor (1)



Gap Analysis

Importance: Very important (4), Important (3), Somewhat important (2), Not important (1)

Performance: Great (4), Good (3), Fair (2), Poor (1)

Item	Importance	Performance	Gap
Balancing school, work, and extra-curricular activities	3.47	2.34	-1.13
Math	3.83	2.78	-1.05
Critical thinking skills	3.66	2.62	-1.04
Computer Education	3.68	2.68	-1
Writing	3.76	2.76	-1
Art	2.97	2.07	-0.9
Time management skills	3.61	2.71	-0.9
Problem solving skills	3.74	2.85	-0.89
Study skills and habits	3.63	2.74	-0.89
Organizational skills	3.7	2.82	-0.88
Reading	3.86	2.99	-0.87
Respect for all	3.72	2.88	-0.84
Recognizing the importance of effort in achieving success	3.64	2.82	-0.82
Dealing with peer pressure	3.53	2.73	-0.8
Note-taking skills	3.42	2.64	-0.78
Setting personal goals	3.51	2.73	-0.78

Gap Analysis

Importance: Very important (4), Important (3), Somewhat important (2), Not important (1)

Performance: Great (4), Good (3), Fair (2), Poor (1)

Item	Importance	Performance	Gap
Realizing education affects future success	3.59	2.83	-0.76
Working well with others	3.63	2.9	-0.73
Manners and etiquette	3.5	2.78	-0.72
Science	3.73	3.01	-0.72
Test-taking skills	3.45	2.78	-0.67
Career planning	3.01	2.36	-0.65
Social Studies	3.61	3.07	-0.54
Memory skills	3.49	3.05	-0.44
Community service	3.06	2.75	-0.31
Physical Education	3.37	3.2	-0.17
Health Education	3.3	3.14	-0.16
Music	3	2.87	-0.13
Library Science	3.12	3.03	-0.09
Gifted/Talented Education	3.02	3.01	-0.01
Spanish	2.82	3.01	0.19

Section IV:

School Evaluation

How are we doing?

Great (4), Good (3), Fair (2), Poor (1)

Item	Average
Providing student transportation,	3.26
Our school is a safe place.	3.25
School pride.	3.08
Managing alcohol and drug issues at our school.	3.08
A clean and well maintained facility.	3.06
Students at our school feel that they belong.	3.03
If I have a question, there is someone I can contact to get an answer.	3.02
Our school has high expectations.	3.01
Students get the extra help they need at our school.	2.99
Our school is carrying out its mission.	2.91
Our school implements new "best practice" teaching techniques.	2.89
Our school hires and retains effective teachers.	2.88

How are we doing?

Great (4), Good (3), Fair (2), Poor (1)

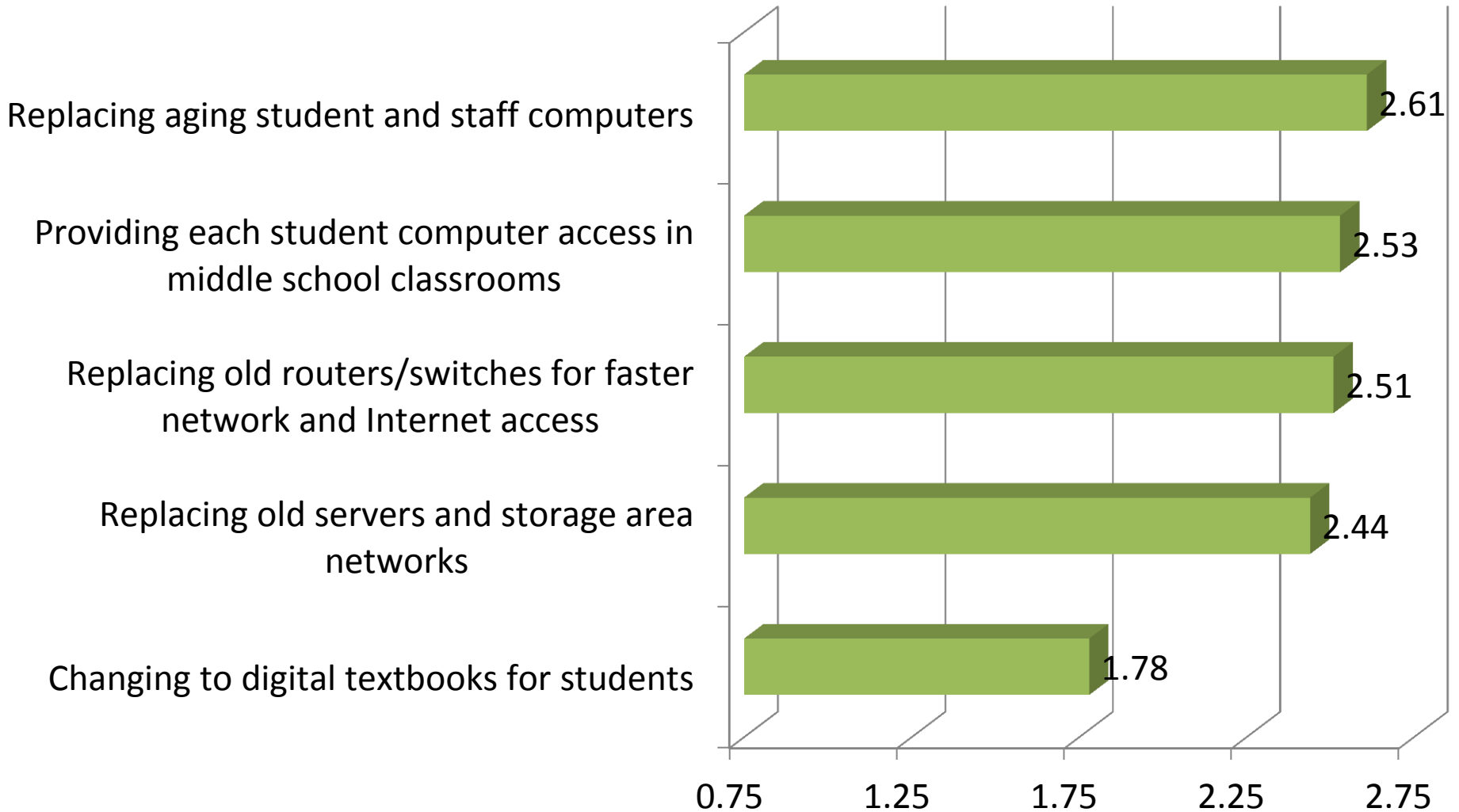
Item	Average
Extra-curricular athletic activities such as soccer, basketball and track.	2.87
Non-athletic extra-curricular activities such as programs sponsored by the Park and Recreation Department as well as school news paper, talent show and chorus.	2.87
Our school assesses and communicates student progress.	2.87
Our school is a quality operation that meets the learning needs of students.	2.86
Students receive instruction that meets their needs.	2.85
Our school is led in the right direction.	2.81
Our school is well run.	2.8
Our school communicates well with parents and the community.	2.76
Our school consistently enforces rules for all students.	2.72
Our school is free from bullying.	2.56
Involving parents in important school decisions.	2.55
Providing options for students who have mastered the regular curriculum.	2.41

Section V:

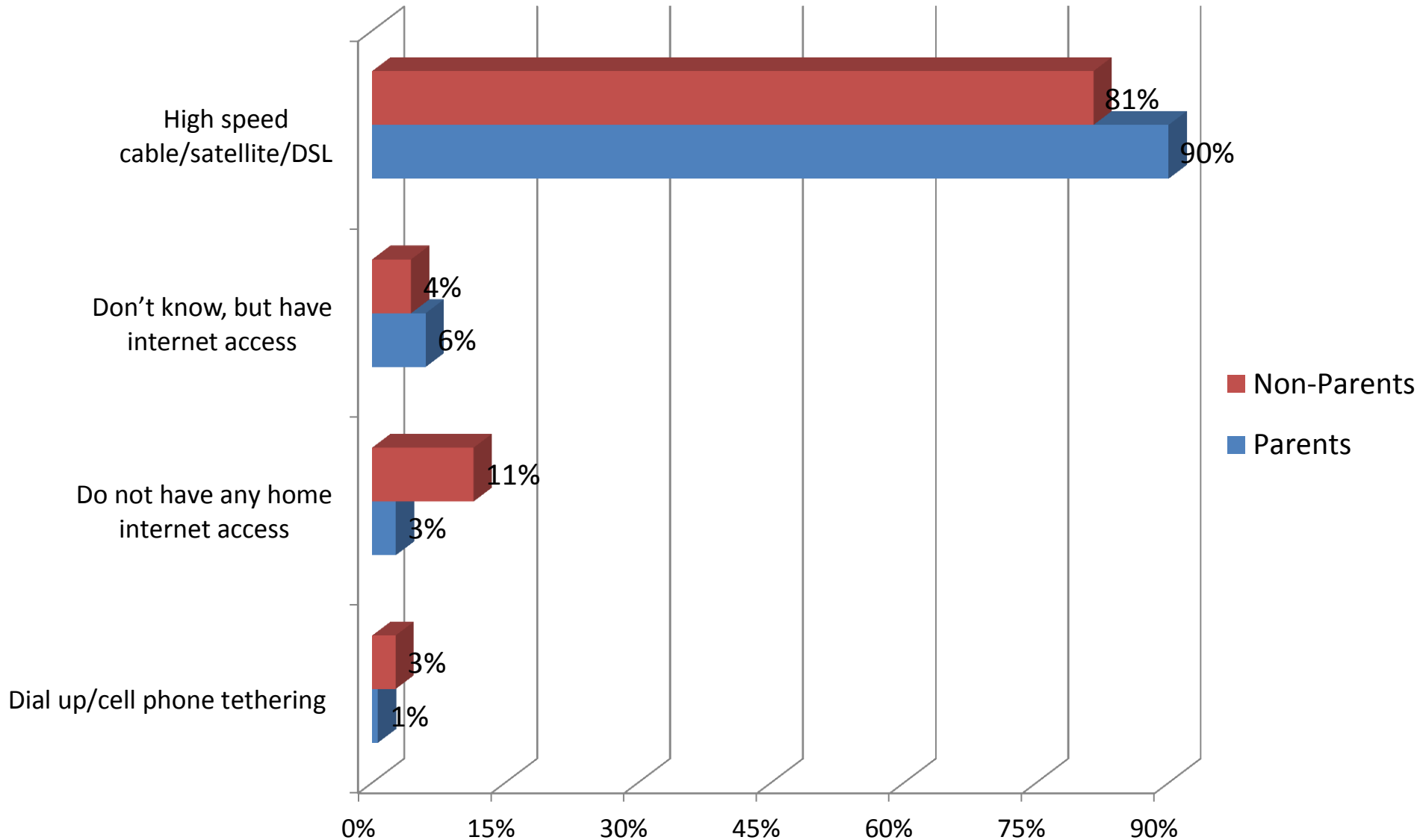
Technology Planning

What priority should the following receive for future planning?

Low (1), Medium (2), High (3)

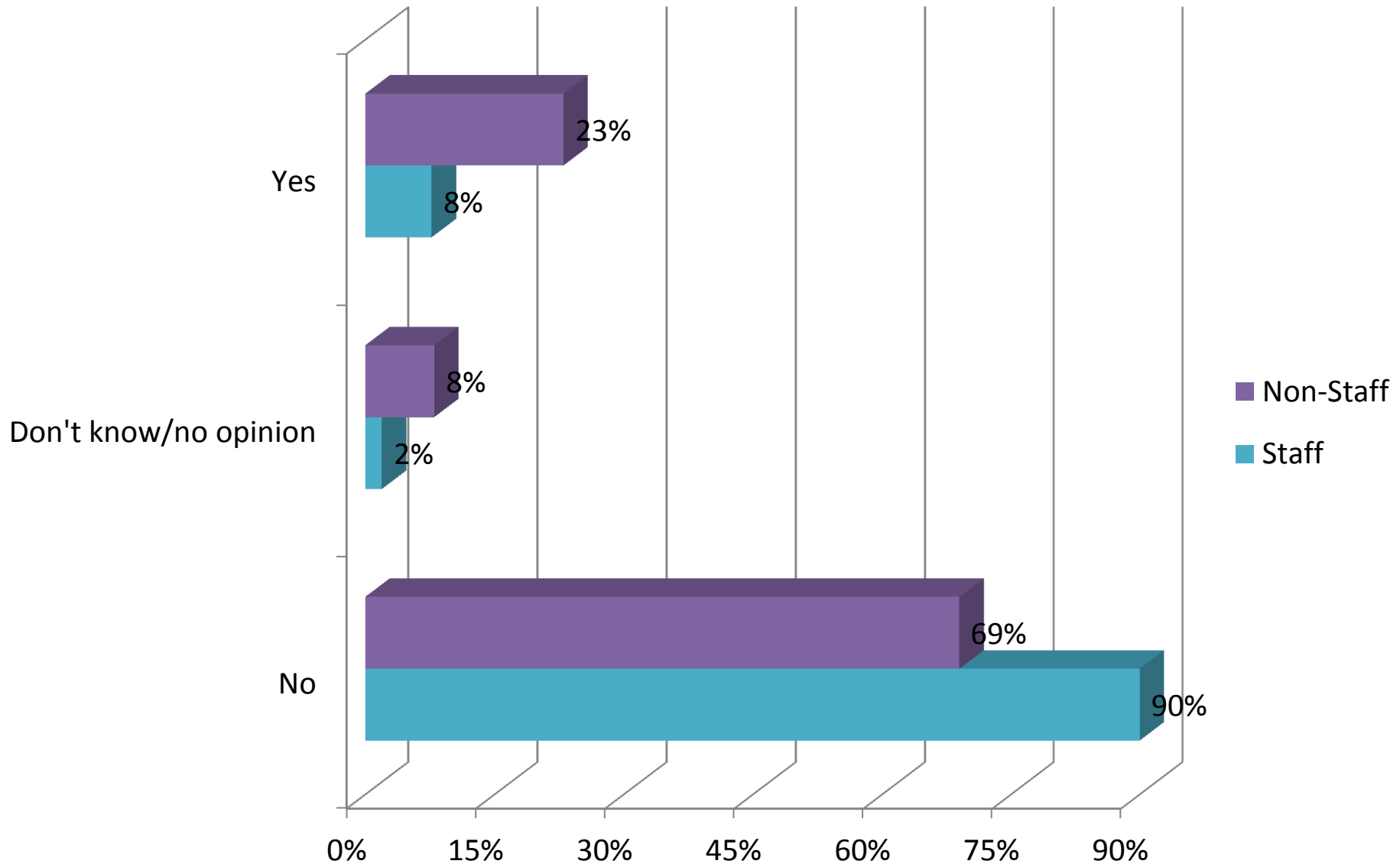


What type of Internet access do you have at your home?

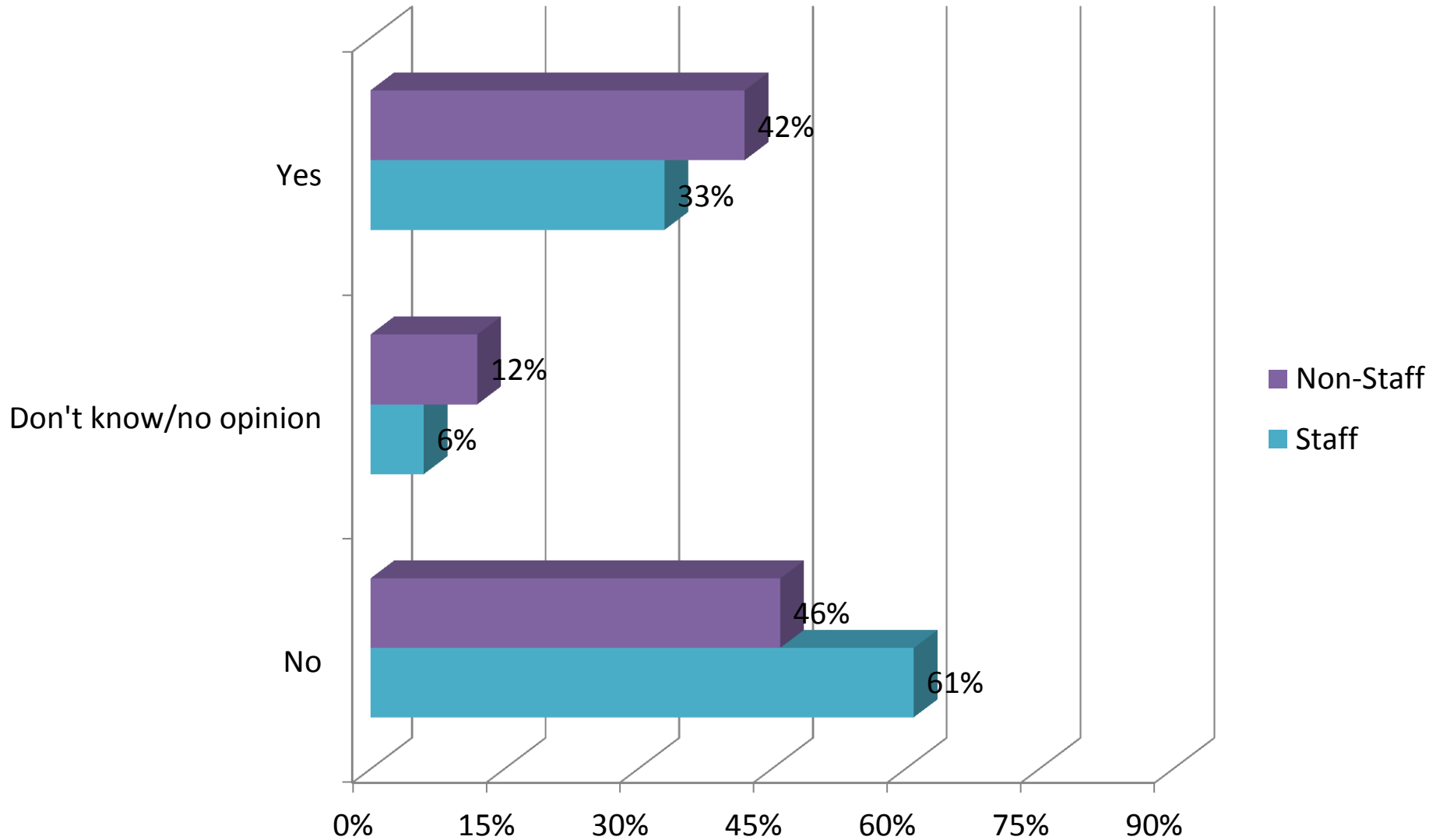


Section VI: Future Planning

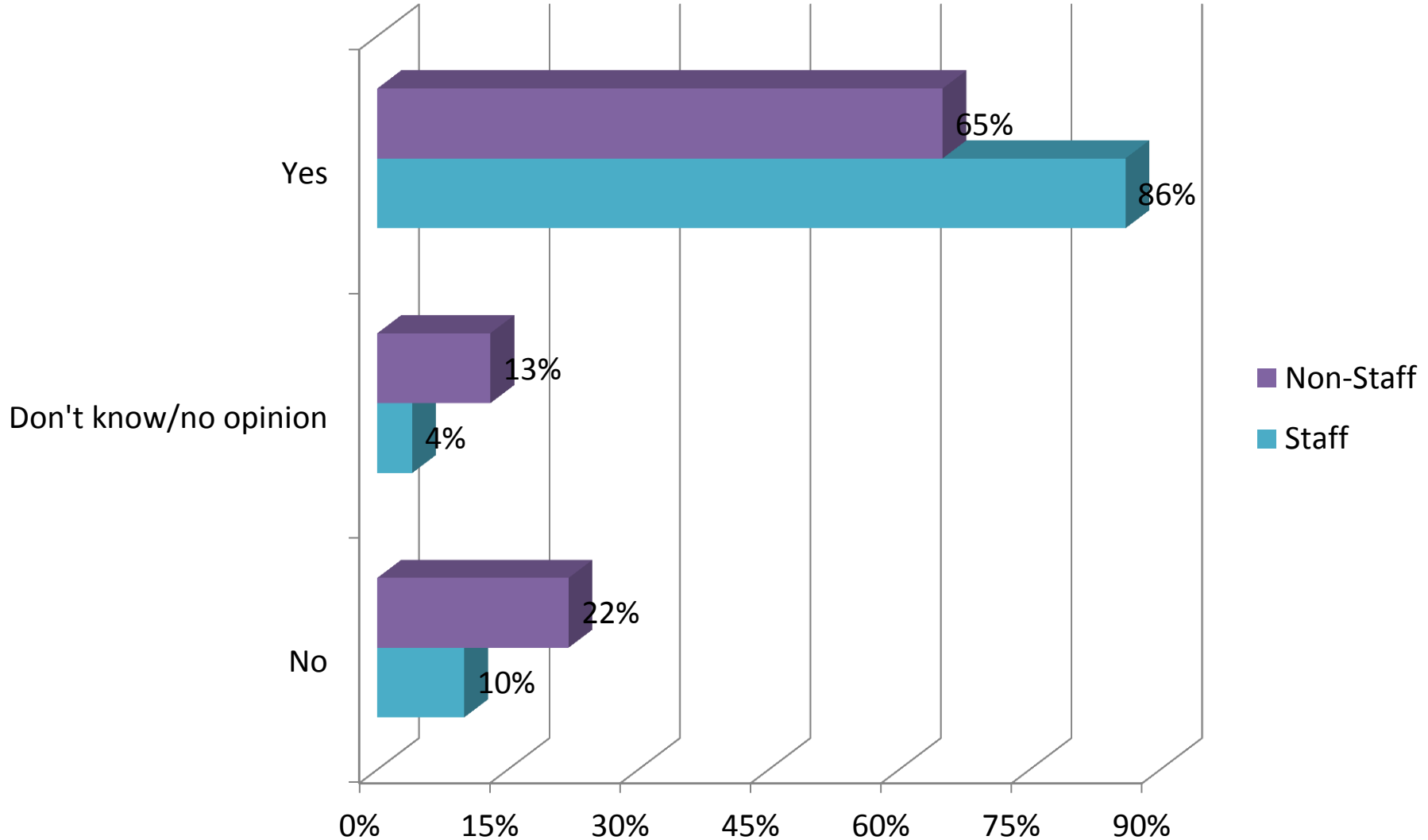
Would you support increasing core class size to save money?



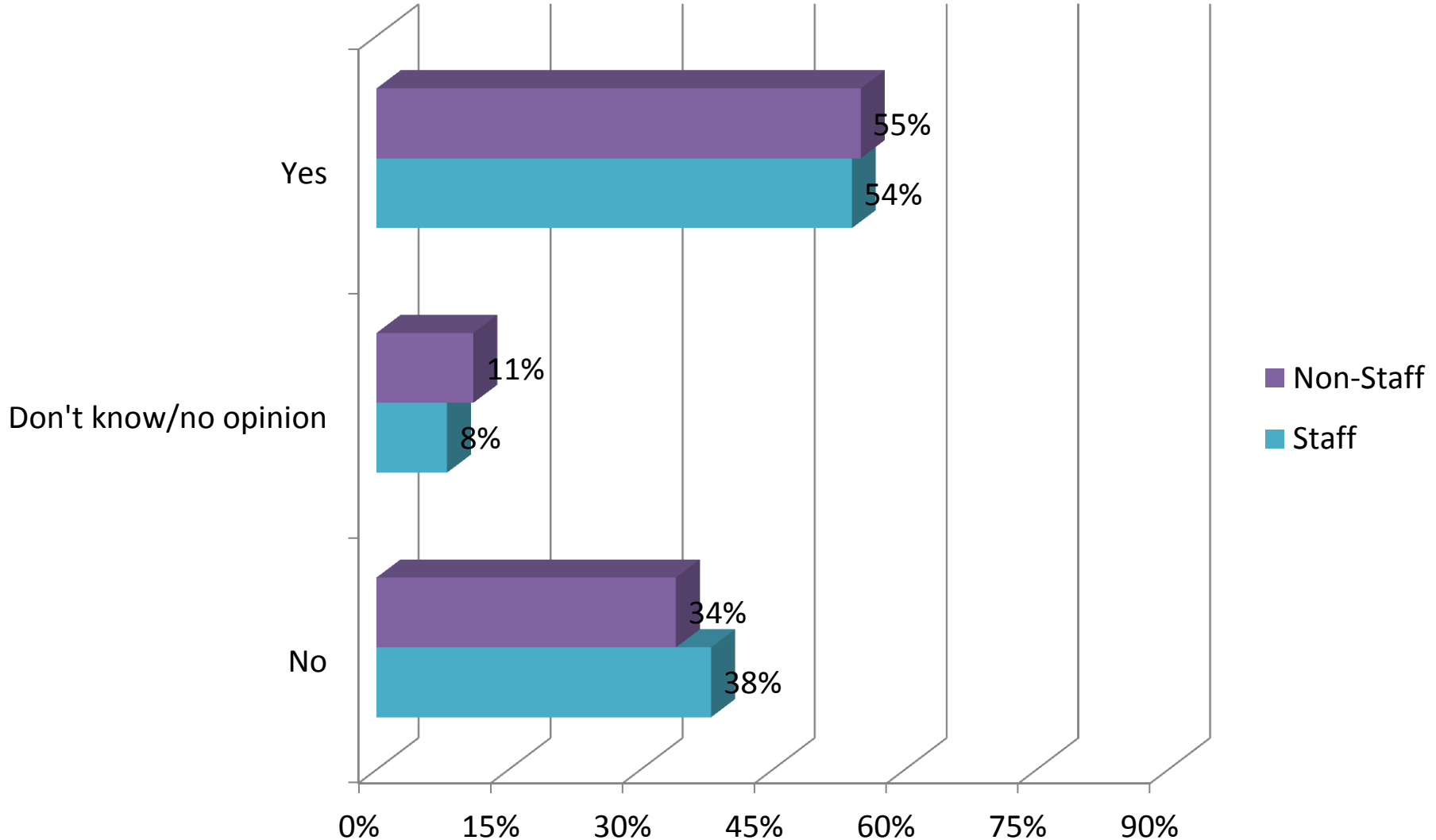
Should the District consider consolidating K-8 operations at Preston Veterans Memorial School?



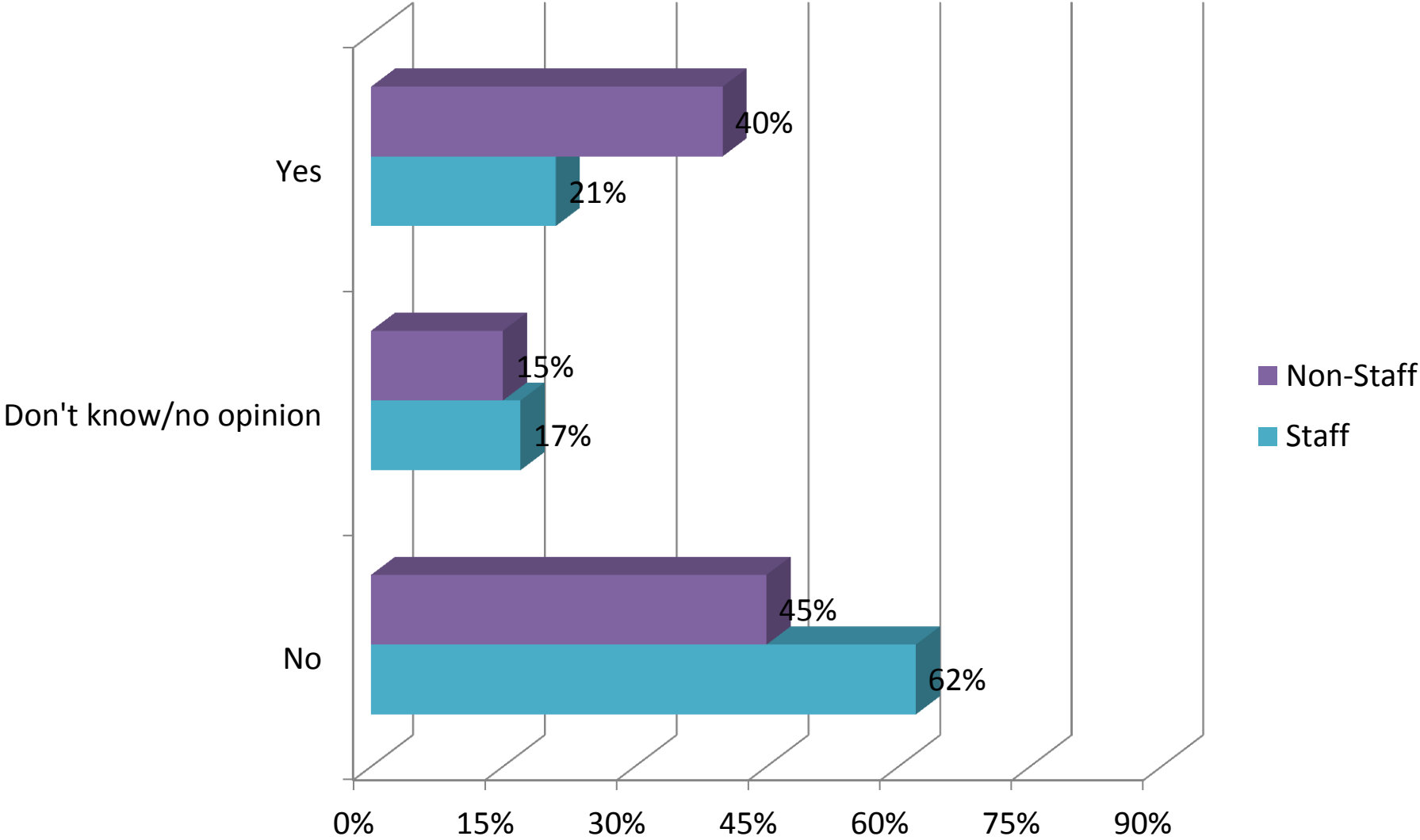
Would you support the Preston Public Schools offering a PK program for all age-eligible students (ages 3-4)?



Would you support the Preston Public Schools exploring a student uniform requirement?



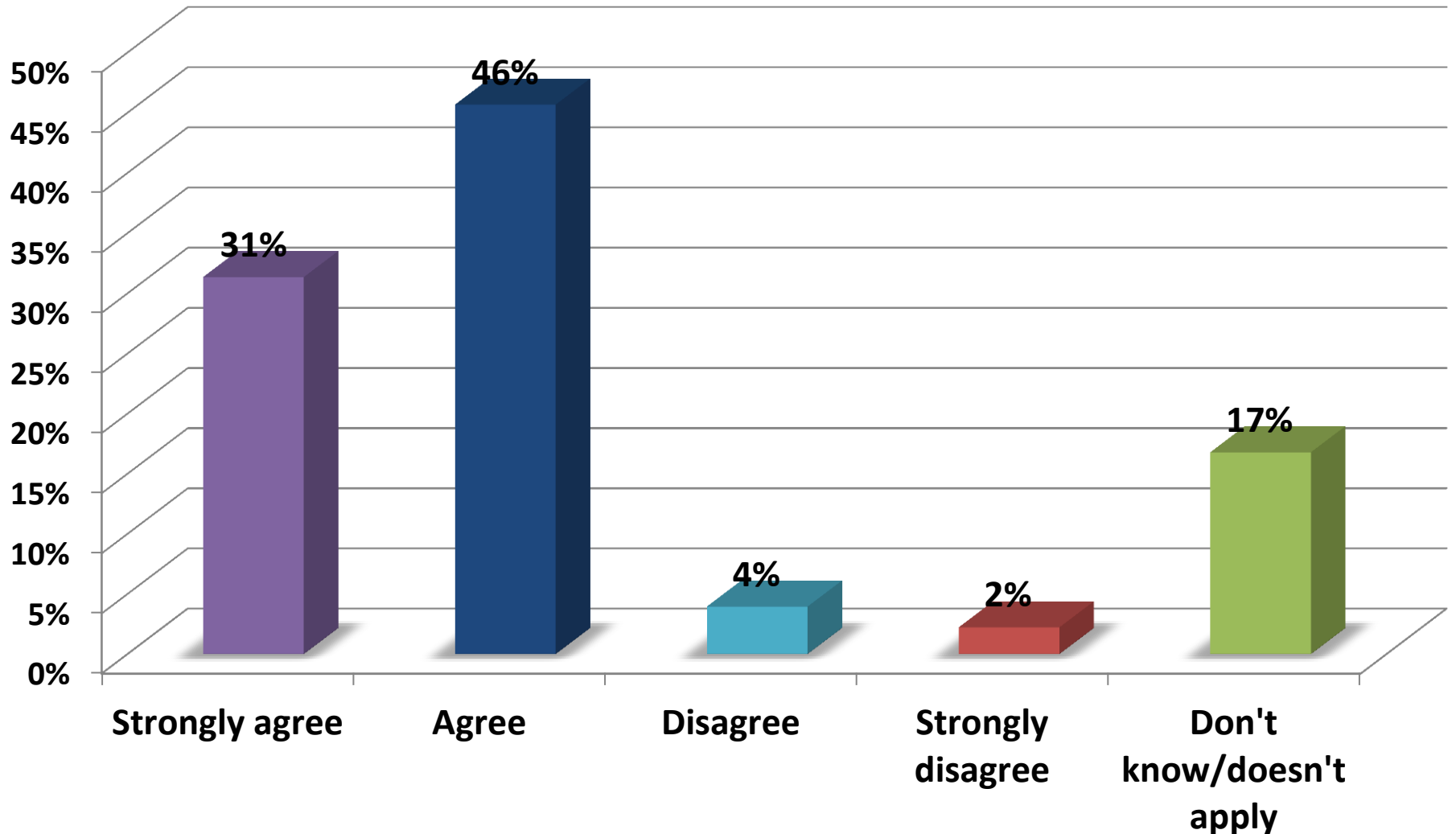
Should the district consider offering another language in addition to Spanish?



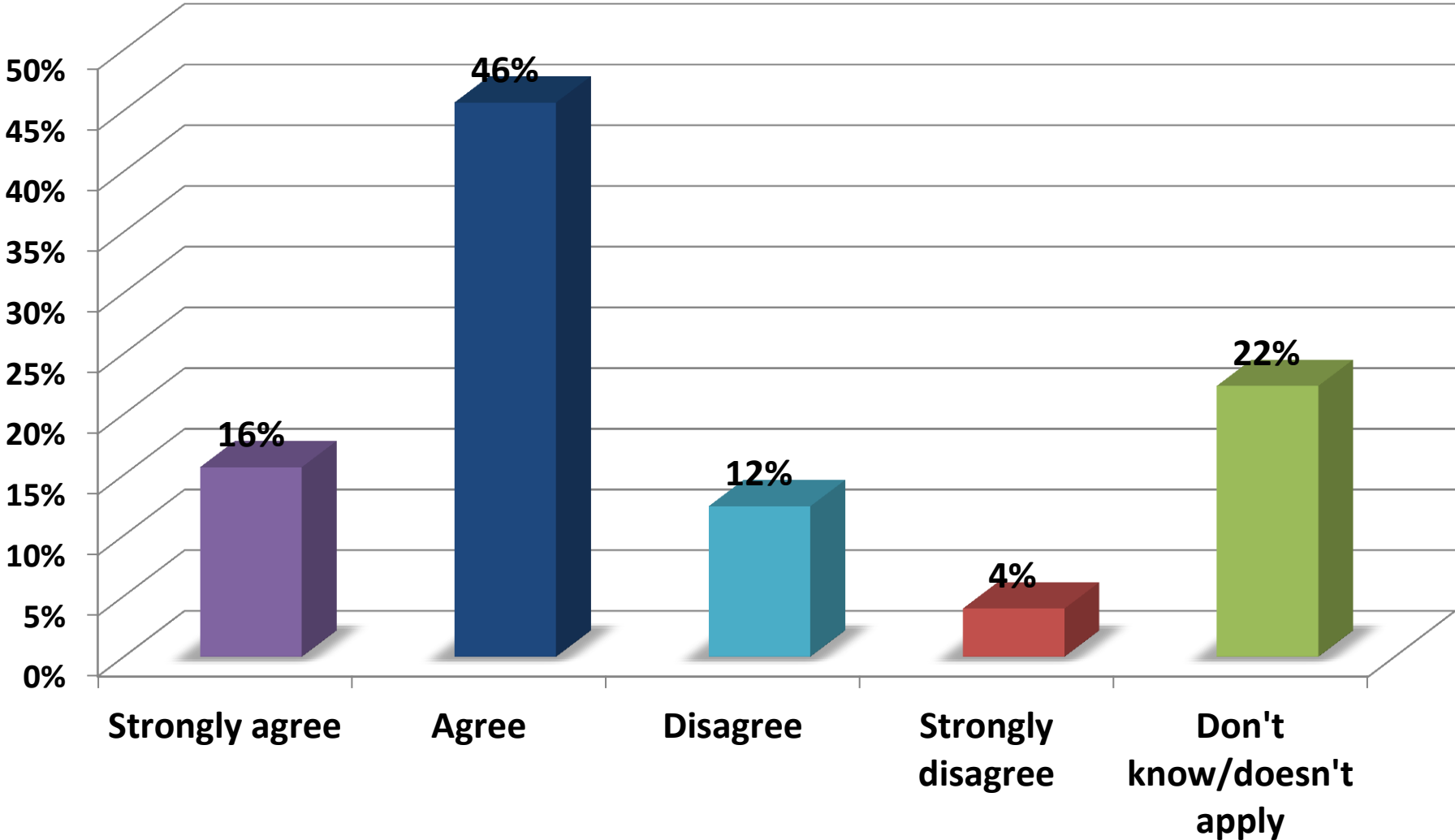
Section VII:

Overall Satisfaction

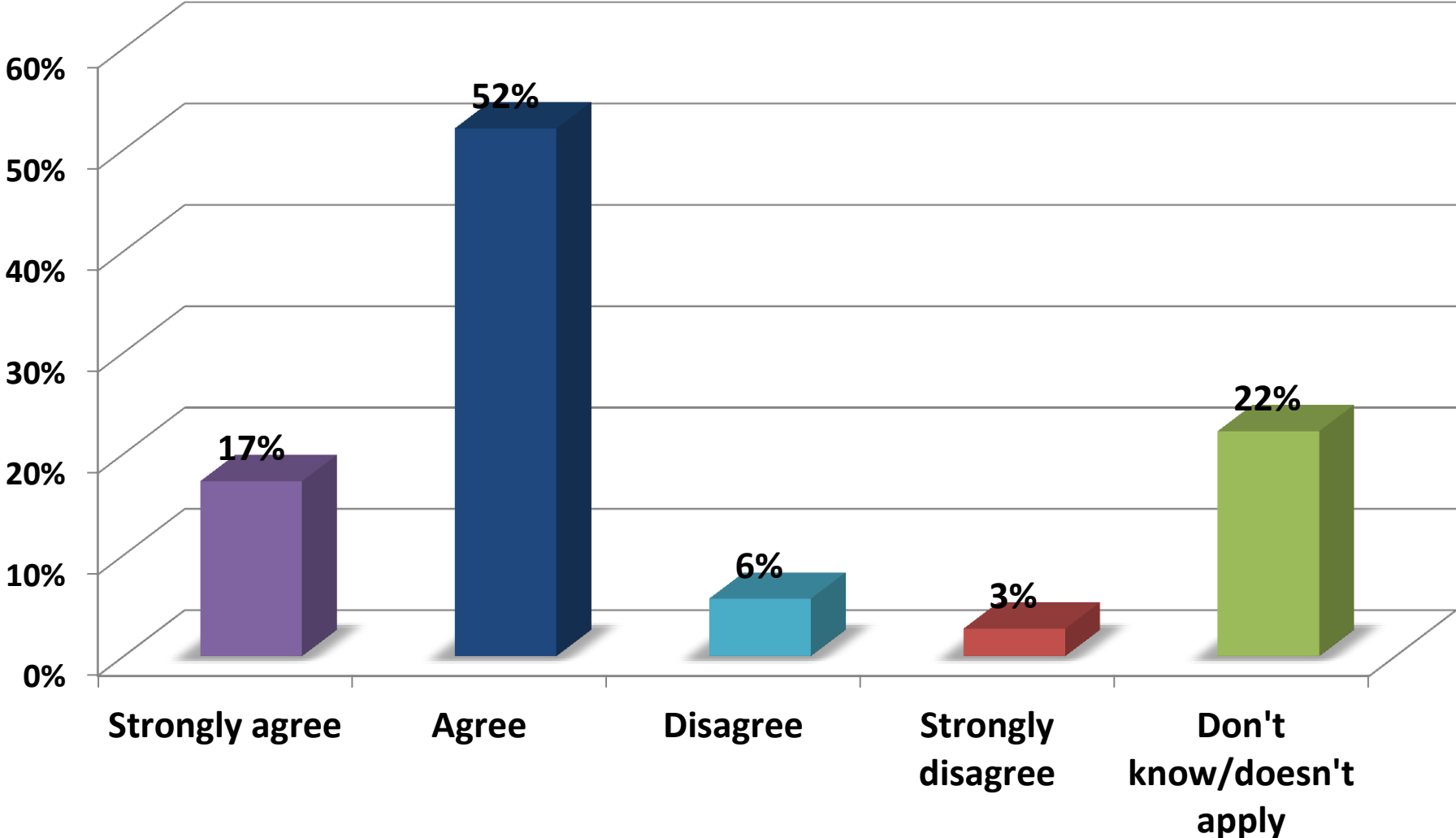
I would recommend the Preston Public Schools to a friend moving into the area.



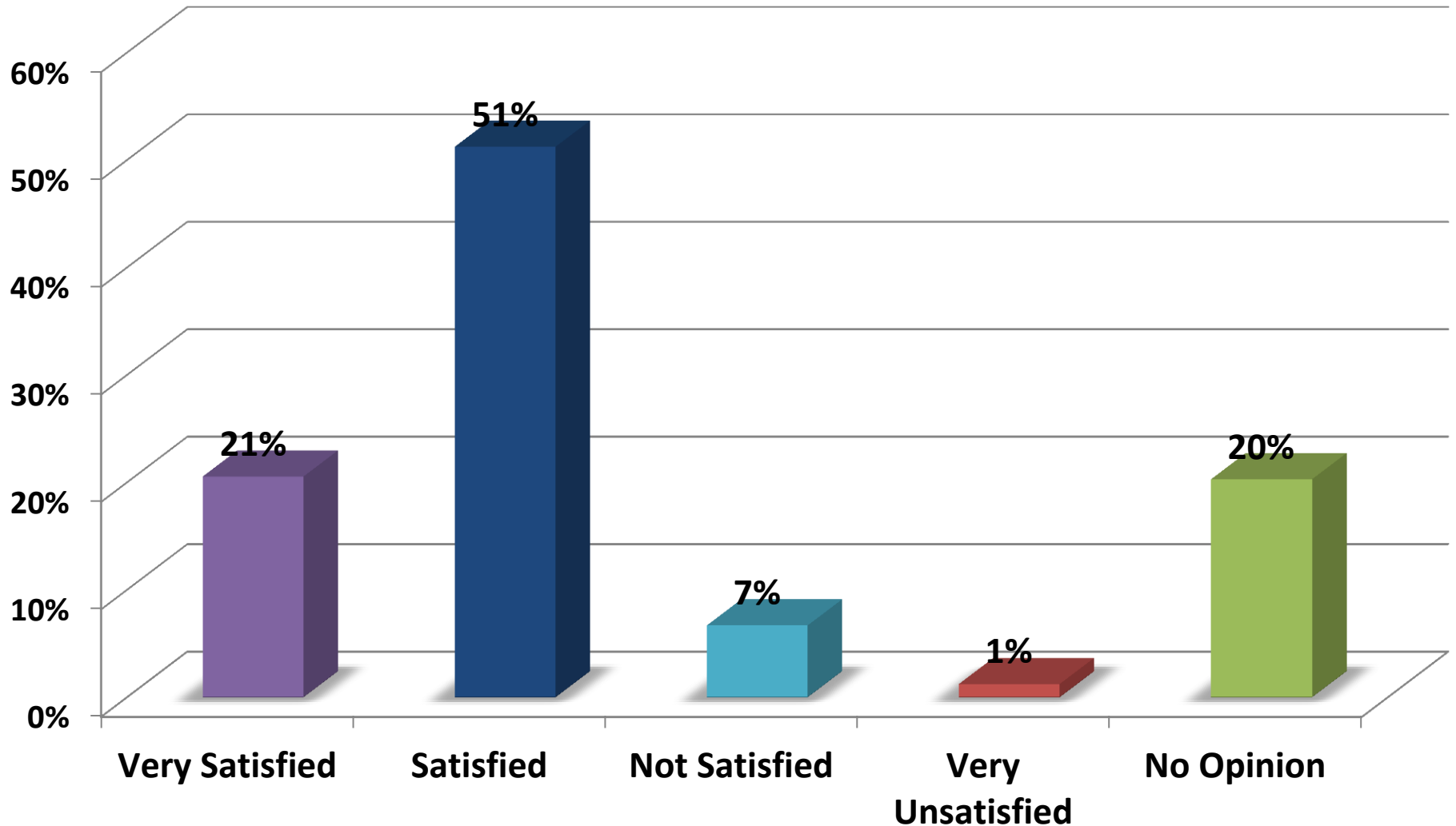
I am satisfied with the communication that comes from the Preston Public Schools.



Overall, the Preston Public Schools offers a high quality academic program.



Overall, how satisfied are you with the Preston Public Schools?



Section VIII: Comment Themes

- Many respondents would like to receive information more often in the form of an electronic message (i.e. website update or email reminders).
- Some respondents feel teachers should upload class information on the main school/District website rather than spending the time to maintain their own.
- Respondents suggested that the gifted/talented program be improved and/or expanded.
- Many respondents commented on the importance of focusing on “the basics”, such as math, reading and writing.

- Generally, respondents are happy with the financial management of the District, but suggested that financial planning information and overall expenses be shared more frequently and accessible to everyone.
- Many respondents feel providing the students with the latest technology is the only way to remain competitive with other districts.

Thank you!

VISTA Transportation Safety Consulting

**Compliance Review
Initial Report**

Preston Public Schools

Preston, CT

September, 28, 2012

Prepared By:

VISTA Transportation Safety Consulting

VISTA Transportation Safety Consulting Initial Compliance Review

Client:	Preston Public Schools	Date:	09/28/2012
Address:	325 Shetucket Tpke, Preston, CT 06365	Phone#	(860) 889-8685
Contact:	John Welch	Email	welchj@prestonschools.org
Type:	Student Transportation Provider	# Vehicles	19
Reason:	Requested by Preston Board Of Education	# Drivers	14

TOPIC AREAS: The following topic areas were predetermined by the Preston BOE staff members prior to the beginning of the Safety Review. Each area was examined to determine overall compliance with State laws and regulations as well as the operational effectiveness of the program and competency of the associated staff responsible for each area.

- Maintenance Program / Vehicle Maintenance Files
- Staffing
- Fleet Condition
- Driver Qualification Files
- DVIR Program
- Administrative Support Staff

RESULTS:

This report is arranged to cover each topic area separately. The findings for each area will be reported followed by a recommendation when necessary.

MAINTENANCE PROGRAM:

In an effort to truly assess the overall effectiveness of the maintenance program it is important that all areas related to maintenance are reviewed. This review included examination of the facility, the maintenance staff, record keeping, workload, planning, shop tools and equipment. Additionally, safety inspections were conducted on a portion of the fleet to gage the present condition of the vehicles

The maintenance program was found to be well managed in most areas. With regard to compliance, regular and systematic safety inspections required by State law are completed on schedule and within the parameters set forth by the law. The condition of the vehicles will be addressed in more detail but in general were found to be in good condition. The results are as follows.

Facility - The facility was found to be clean and well organized. It is adequate in size for the number of buses and its design and floor plan is well suited for a school bus operation.

Maintenance Staff - The maintenance staff at this time is limited to just one mechanic. This individual appears to possess the experience, skills and knowledge to perform more

than adequately. He demonstrates a sense of pride, is fastidious in his oversight of the program and his work is completed in a skilled, workman like fashion. However, the workload (see below) currently experienced by this individual exceeds reasonable expectations. Eventually, as the fleet ages and more mechanical issues begin to surface, the demands for repair will increase and conversely the overall condition of the fleet will suffer.

Work load – The mechanic to bus ratio is comparable to industry standards. This is presuming the mechanic has the support staff to carry out all of the other tasks critical to a good program. In this case, the employee serves beyond the traditional role of a mechanic. Besides his mechanical duties, he is responsible for functions usually performed by a shop foreman and/or other supporting staff. He is tasked with various administrative duties including the scheduling of work, work order preparation, record keeping, parts inventory and parts ordering. Additionally, he performs duties that a less skilled individual usually performs, such as shop upkeep and cleaning, parts pick-up and equipment maintenance. This situation reduces productivity and drastically affects his ability to manage his time effectively. Last but not least, he is working alone in a heavy-duty repair shop setting and this poses a potential safety hazard.

Recommendation: Supplement the staffing by adding a second individual to the repair shop in either a part or full time position. This position would not require a highly skilled mechanic but rather an entry level person with the ability to make simple repairs. He/she could assist the lead mechanic with many of the time consuming tasks mentioned above but would not require the same technical skills or pay rate.

Maintenance Planning – There is a system in place to track the due date of various service events and intervals. A rigid schedule is adhered to and a systematic method of inspecting and repairing the vehicles is strictly followed.

Maintenance Files – As required by law, each carrier must maintain, "vehicle maintenance files." The maintenance files in this case were found to be complete and in most cases, contained all of the necessary reports and information required by State law. However, the files lacked organization and contained a copious amount of outdated material.

Recommendation: Files should be updated and old documents should be purged. A separate file jacket should be produced for each vehicle. Each file should contain a cover sheet identifying the specific vehicle and displaying all of the pertinent information required by regulation. From there, only the necessary forms, inspections and work orders should be placed in the file. The files should be purged on a regular basis. Records need not be kept for longer than 2 years.

Shop Tools and Equipment – Though well equipped, the shop lacks some of the tools and equipment to safely operate and properly maintain a fleet of school buses and student transportation vehicles. The tools and equipment listed would reduce the downtime of vehicles, reduce costs, improve reliability and enhance shop safety.

Recommendations:

- International Corporation body and chassis diagnostic software
- Allison Transmission diagnostic software
- Light-weight vehicle lift (2-post recommended)
- Hood cart
- Power washer
- Brake drum dolly
- Tire dolly

FLEET CONDITION:

With the exception of (1) serious violation discovered during inspection, the majority of the "regular" fleet appeared to be in good condition. The age of the buses is starting to come into play as a few of these have already suffered major mechanical breakdowns such as transmission or engine failure. Since the entire fleet was purchased at the same time, it could be expected that other buses will start to fail with similar issues. As a gauge, compared to industry standards, the buses are approximately at 60 - 70 percent of their useable service life.

The one vehicle with the serious violation (bus #22) is showing signs of rust and deterioration of the sub frame and should be considered for replacement soon. Additionally, the (3) buses currently designated as "spares" are all older than 12 years and are also showing the effects of age. The cost to continue to maintain these vehicles is no longer financially sound.

Recommendation: With respect for budget constraints, a plan should be considered to replace a portion of the fleet each year as buses begin to reach the end of their service life. An on-going purchase program will ensure that you will always have reliable vehicles while minimizing the impact on the annual budget. As a starting point, the (3) oldest buses in the fleet currently being used as spare vehicles should be replaced. The next (3) highest mileage vehicles could take the place of the spares with the newly purchased buses replacing those. The student transportation vehicles (STVs) should follow the same replacement process.

DRIVER VEHICLE INSPECTION REPORTS:

The Pre-Trip / DVIR program was found to meet all of the minimum requirements of the State Regulations. A written policy is currently in place that addresses all of the basic components of the regulation. However, with regard to the effectiveness of the program, issues were discovered regarding accountability, record keeping practices and retention. Also, a review of the actual reports as prepared by the drivers showed an inordinately low number of daily defects discovered as compared to industry norms. Though this may not be the case, as is so common with the rest of the industry, this is often a sign of poor or hasty daily pre-trip inspections being conducted by the drivers. This is often caused by weak oversight of the program and/or the lack of accountability measures.

Recommendations: The DVIR program is extremely crucial to DMV compliance and a key component to a strong maintenance program. It is the only link between the drivers and the maintenance staff and it should be given priority status when it comes to application of the process and training of the staff. A baseline training program should be established and a refresher course should be offered during regular in-service training. Regular Pre-trip / DVIR audits should be conducted by the safety coordinator, including a review of the drivers DVIR books and an audit of the drivers pre-trip practices. Lastly,

the current DVIR forms should be updated and a written procedure should be developed that provides better accountability measures. By law, DVIR records need only be kept for a period of six months. All records older should be destroyed.

DRIVER QUALIFICATION FILES:

The driver files were also, for the most part, complete. However, similar to the maintenance files, they lacked organization and contained outdated and unnecessary information. Although some of the practices recommended below were found to be in use, they were not strictly followed, leaving gaps in the files.

Recommendation: Files should be updated and old documents should be purged. A separate file jacket should be produced for each driver. Each file should contain a document identifying the individual driver (copy of license) and a master checklist for quick reference that covers all of the (10) specific items required by regulation. Copies and forms as required by this checklist must be updated annually or as required by law. Old or expired forms should be purged.

ADMINISTRATIVE SUPPORT STAFF:

The support staff consisted of (1) full-time position recognized as the Transportation Manager and one part-time (2 days a week) office assistant. A support staff is a must for any transportation fleet and is essential for a program to run smoothly. In addition, every program should have a designated safety coordinator to satisfy the requirement of State law (14-275c-48). At a minimum, this person should be responsible to oversee the training of drivers, maintaining driver files, accident investigation, drug testing and all other areas associated with the drivers qualifications file. This person is usually not responsible for the direct supervision of the drivers or the day-to-day operations and the coordination of routes. Of some concern was the lack of a dedicated dispatcher on site. Besides the regular duties of a dispatcher, they also serve as an emergency contact with school officials, emergency personnel, bus drivers and parents in the event of an accident or other emergency. In addition, they ensure the smooth deployment of buses, reassignment of vehicles, and reassignment of routes when necessary. Ideally, a dispatcher would be on-site any time buses are on the road.

Transportation Manager– I found that this individual was also tasked with a large amount of responsibility. This particular person appeared to have a sound knowledge of the practices and procedures necessary to successfully conduct a school bus operation. She, like the mechanic, demonstrated a sense of pride and professionalism. She seemed committed to the drivers and focused on running a smooth, safe operation.

Besides supervising the drivers, serving as the safety coordinator and acting as dispatcher, she is also responsible for; planning and coordination of routes, driver training, maintenance files, scheduling, payroll, administrative meetings and a slew of other duties.

Office Assistant – This individual serves part-time, two days a week. She has various duties including some record keeping, accounting, data entry and scheduling. She is certainly an asset and definitely complements the transportation manager but with only part-time hours she may not effectively reduce the work load on the manager.

Recommendation: The administrative staff appears stretched thin at times, leaving gaps in office coverage; training, driver dispatch and driver file management. It is advisable to add additional hours to the part-time person or hire another person to serve as a dispatcher who could then assist with other administrative duties as well.

SUMMARY:

In conclusion, the Preston School Transportation Program is, for the most part, in compliance with State Laws and Regulations. The buses and vehicles are in good condition for their age and there is a semblance of sound practices and procedures in place where the drivers are concerned. However, some issues were discovered during the audit. These problems previously described in more detail in the body of the report are highlighted below.

- Maintenance mechanic operates at a threshold level of not being able to keep up with current work load and could benefit from additional help.
- Maintenance files require better oversight and organization.
- Certain tools and equipment essential to a proper maintenance program are missing.
- Some fleet vehicles are in need of replacement and an on-going vehicle replacement plan needs to be developed.
- DVIR / Pre-trip program lacks oversight and accountability.
- Driver qualification files require better oversight and organization.
- Transportation Manager has many areas of responsibility and could benefit from additional staffing.

CONCLUSION:

It is strongly recommended that corrective measures be taken to address the issues identified in this report. If not, these problems could eventually have an adverse effect on the condition of the fleet and overall compliance of the transportation program. It could also increase costs, jeopardize safety and generate potential liability risks for the Town of Preston.

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Bristol, CT 06010
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The information provided in this report should in no way be construed as an order nor shall the recipient make changes to their programs based solely on this report. This report is only for the purpose of identifying potential violations and/or non-compliance issues with regard to the applicable State and Federal laws concerning the operation of commercial motor vehicles. It is the recipient's final decision to utilize the information provided. There are no guarantees express or implied within this report. As such, VISTA Transportation Safety Consulting in no way insures the success of the recipient with regard to the suggestions, opinions, recommendations, or inferences drawn from this report. VISTA Transportation Safety Consulting is held harmless for any actions or claims brought by the recipient.

