

Board of Education Regular Meeting

Monday, April 8, 2013 7:00 PM

PPMS Library, 1 Route 164, Preston, CT 06365

I. Call to Order	Speaker (s) : Jan Clancy: Chair
II. Pledge of Allegiance	Speaker (s) : Jan Clancy: Chair
III. Approval of Minutes	Speaker (s) : Jan Clancy: Chair
IV. Public Comment/Communications	Speaker (s) : Jan Clancy: Chair
V. BOE Committee and Other Reports	Speaker (s) : Jan Clancy: Chair
VI. Principals' Reports	Speaker (s) : Jan Clancy: Chair
VII. Superintendent Reports, Recommendations, and Goals Update	Speaker (s) : John Welch: Superintendent
VIII. BOE Expenditure/Projection Report	Speaker (s) : Jan Clancy: Chair
IX. Cafeteria Report	Speaker (s) : Jan Clancy: Chair
X. New Business	Speaker (s) : Jan Clancy: Chair
X.A. Votes Required	Speaker (s) : Jan Clancy: Chair
X.A.1. Executive Session	Speaker (s) : Dr. Welch
X.B. Discussion	Speaker (s) : Jan Clancy: Chair
XI. Old Business	Speaker (s) : Jan Clancy: Chair
XI.A. Votes Required	Speaker (s) : Jan Clancy: Chair
XI.B. Discussion	Speaker (s) : Jan Clancy: Chair
XII. Executive Session	Speaker (s) : Dr. Welch
XIII. Informational Comments	Speaker (s) : Jan Clancy: Chair
XIV. Date and Time of Next Meeting	Speaker (s) : Jan Clancy: Chair
XV. Adjournment	Speaker (s) : Jan Clancy: Chair

Board of Education Regular Meeting

March 11, 2013 7:00 PM

PVMS Library

1. Call to Order

Jan Clancy called the meeting to order at 7:01PM. Other members present: John Moulson, Charles Raymond and Pauline Andruskiewicz. Deborah Burke-Grabarek, Sandra Gauthier and Dan Harris were absent. Also present: Robert Sirpenski; Director of Finance, Ivy Davis-Tomczuk; Principal PPMS and Director of Curriculum and Instruction, Ray Bernier; Principal PVMS, Gloria Homiski; Recording Secretary. Audience: Emile Levasseur; Technology Coordinator, Patricia Hibbard; Transportation Coordinator, Michael House; Supervisor of Buildings and Grounds and Sandy Welwood; Auditor.

2. Pledge of Allegiance

Moved, to take the agenda out of order to discuss Superintendent's Reports, Recommendations and Goals: Meyers Audit Report. Raymond/Andruskiewicz. Unanimous. Motion Carries.

Sandy Welwood from Meyers and Company LLC reviewed the audit findings with the BOE. She discussed several parts of the report: 1. Segregation of Duties: Sandy said that Bob Sirpenski and Sue Nylen do a very good job of cross checking one another which greatly reduces the chance of error. 2. Consistency: Preston has some good processes in place but is not always totally consistent. Both the Town and the School are working on that. 3. Fund Records: Sandy recommended using QuikBooks for certain funds since Phoenix does not do bank reconciliations. 4. Bank reconciliation dates reviewed and corrected as necessary. 5. Payroll Disbursements: must have executed contracts. 6. Old outstanding checks must be cleaned up. 7. IT Department: Employees should be forced to change passwords routinely. Sandy recommended an off site back up. Emile explained that is something that is now in place. 8. Preston has many bank accounts: Sandy recommended they be consolidated.

John Moulson asked if Sandy reviewed the BOE Policies. She and Bob explained that the policies that apply to financials will be reviewed once the BOF signs the contract with Meyers. Policies that do not pertain to finances will not be reviewed.

3. Approval of Minutes

Moved, to approve the regular meeting minutes of 1-14-13. Andruskiewicz/Raymond. Unanimous. Motion Carries.

Moved, to approve the special meeting minutes of 2-27-13. Raymond/Andruskiewicz. Unanimous. Motion Carries.

4. Public Comment

None.

5. BOE Committee and Other Reports

Budget Sub Committee: no meeting

Community Relations Sub Committee: Met Thursday, 3-7-13. Jan suggested that Sandy report at the next meeting

Transportation Sub Committee: no meeting

Audit Sub Committee: no meeting

Preston Advisory Board: Next meeting is March 21st at 6PM

6. Superintendent's Reports, Recommendations and Goals Updates

Office of Policy and Management Benchmarking System: The state has mandated a standardized chart of accounts for the 2014-2015 school year.

Moved, to take the agenda out of order to discuss New Business: FY14 Budget Reduction. Andruskiewicz/Raymond. Unanimous. Motion Carries.

Bob Sirpenski discussed and recommended that the BOE cut the 2013-2014 budget by \$175,000. There may be the possibility of an additional \$75,000 savings at a later date.

Two components make up this savings. There is an anticipated \$25,000 savings in health insurance and a \$150,000 increase in excess cost monies.

We also receive a Student Based Supplement of \$76,826. It is above and beyond our excess cost money. Bob explained that the federal government has to supplement 19 million dollars to its towns and therefore they are doing so with this supplement. We would be able to cut the budget by this amount if we can be certain that the supplement will continue. The two reductions would bring the budget increase down to 2.8% from 5.2%.

Moved, to reduce the budget by \$175,000 on the recommendation of Bob Sirpenski based on a decrease in health insurance cost and an increase in excess cost money. Moulson/Raymond. Unanimous. Motion Carries.

7. BOE Expenditure/Projection Report

Bob Sirpenski explained that there will be a shortfall in a couple of line items and therefore requested a line item transfer.

Moved, to transfer \$14,495 from the utility line item in order to cover expenses for custodian subs and tuitions. Andruskiewicz/Raymond. Unanimous. Motion Carries.

8. Cafeteria Report

No report

9. New Business

9.1. Votes Required

Cafeteria Food Subsidy: John Moulson did not approve this subsidy and asked that it be brought before the BOE. Both Bob and John agreed that this subsidy does not fall under the purview of Policy 3160: Transfer of Funds. Bob asked for guidance on how to handle this subsidy in the future. The Board asked to table the discussion until they give it further thought.

Marlin Leasing: This is a contract for a new digital phone system. John Moulson asked that it be brought before the board because it totals more than \$2500. Bob explained that Dr. Welch approved the contract based on it being a utility. Per Policy 3160, utility expenses are excluded from the restrictions of the policy. John disagreed. The Board agreed that they want to see all contracts brought before the board if their annual expense will total more than \$2500.

Emile Levasseur explained that the new phone system will cost about \$1800 a month. It will be a safer system and will allow communication throughout the

building and from the playground. It would be protected by a battery back up in the event of a power outage.

9.2. Discussion

Policy 4118.6: Social Networking. This policy needs more clarity and is therefore being brought to the board for a first read. It deals with acceptable and unacceptable ways in which employees can talk about Preston Public Schools on the internet.

Moved, to accept policy 9325.2: Order of Business as amended. Moulson/Raymond. Unanimous. Motion Carries.

John Moulson asked if the board could discuss excess cost further. He suggested that the excess cost money be used for a new playground instead of putting that item on the capital plan. He asked that the discussion be placed on the BOE April Agenda.

Jan Clancy reminded the board that there is a BOF Meeting Tuesday, March 12th. There are also BOF Meetings on March 20th and March 27th.

10. Old Business

10.1. Votes Required

10.2. Discussion

11. Information

12. Date and Time of Next Meeting

April 8, 2013

7PM

PVMS Library

13. Adjournment

Moved, to adjourn the meeting at 8:51PM. Andruskiewicz/Raymond. Unanimous. Motion Carries.

Preston Board of Education
FY2012 Budget Status Report
 July 2012- March 2013
 Salary Expense

Account	Annual Budget	March Budget	March Expenses	March Variance	YTD July - March Budget	YTD July - March Expenses	YTD Variance (Negative)	Encumbered	Balance
111 - Certified Personnel									
Superintendent	\$117,562	\$13,565	\$13,565	(\$0)	\$85,911	\$85,911	(\$0)	\$0	\$31,651
Director of Special Education	41,800	\$4,823	\$875	\$3,948	\$30,546	\$24,725	\$5,821	\$0	\$17,075
Principals	206,633	\$23,842	\$23,646	\$196	\$151,001	\$149,759	\$1,242	\$0	\$56,874
Business Manager	74,160	\$8,557	\$10,696	(\$2,139)	\$54,194	\$67,742	(\$13,548)	\$0	\$6,418
Regular Education Teachers	2,156,684	\$248,848	\$213,627	\$35,221	\$1,410,140	\$1,390,691	\$19,448	\$0	\$765,993
				\$0	\$0	\$0	\$0	\$0	\$0
Special Education Teachers	639,444	\$73,782	\$73,198	\$584	\$425,036	\$435,836	(\$10,800)	\$0	\$203,608
Health Services	95,226	\$11,399	\$12,130	(\$731)	\$68,628	\$70,042	(\$1,413)	\$0	\$25,184
								\$0	\$0
Total Certified Personnel	\$3,331,509	\$384,816	\$347,738	\$37,079	\$2,225,456	\$2,224,706	\$750	\$0	\$1,106,803
112 - Classified Personnel									
Instructional Assistants	230,613	\$23,898	\$8,168	\$15,730	\$171,434	\$190,455	(\$19,021)	\$0	\$40,158
Central Office Staff	113,232	13,065	\$11,063	\$2,002	\$82,746	\$82,791	(\$44)	\$0	\$30,441
Technology Staff	73,512	8,482	\$7,983	\$500	\$53,720	\$50,551	\$3,170	\$0	\$22,962
School Secretaries	57,163	7,456	\$8,113	(\$657)	\$44,736	\$45,126	(\$390)	\$0	\$12,037
Bldg & Grounds/Custodial	222,503	24,690	\$24,303	\$387	\$167,892	\$156,519	\$11,373	\$0	\$65,984
Transportation Staff	471,522	\$50,112	\$54,684	(\$4,571)	\$337,504	\$303,319	\$34,185	\$0	\$168,203
113 - Substitutes	118,080	12,906	\$11,928	\$977	\$87,883	\$70,767	\$17,115	\$0	\$47,313
112				\$0	\$0	\$0	\$0	\$0	\$0
114 Home Bound Tutor	9,500	1,084	\$1,665	(\$581)	\$7,383	\$4,272	\$3,111	\$0	\$5,228
122 Stipends	22,873	3,242	\$2,629	\$612	\$20,300	\$17,881	\$2,419	\$0	\$4,992
Café Clearing					\$0	\$0	\$0	\$0	\$0
Total Classified Personnel	\$1,318,998	\$144,936	\$130,536	\$14,400	\$973,599	\$921,680	\$51,919	\$0	\$397,318
Total Salaries	\$4,650,507	\$529,752	\$478,274	\$51,478	\$3,199,055	\$3,146,386	\$52,669	\$0	\$1,504,121

Preston Board of Education
FY2012 Budget Status Report
July 2012- March 2013
Non Salary Expense

Account	Annual Budget	March Expenses	YTD July - March Expenses	Encumbered	Balance
212 - Health Insurance	964,735	\$54,214	\$799,146	\$0	\$165,589
215 - Life Insurance	15,400	\$627	\$10,114	\$0	\$5,286
220 - Social Security	140,000	\$16,299	\$119,232	\$0	\$20,768
250 - Tuition Reimbursement	7,000	\$0	\$2,565	\$0	\$4,435
260 - Unemployment Comp	35,000	\$1,217	\$11,601	\$0	\$23,399
270 - Workers Comp	61,200	\$11,703	\$55,834	\$0	\$5,366
275 - Employee Physicals	1,500	\$314	\$1,242	\$0	\$258
291 - Annuity Payments	136,000	\$2,900	\$105,975	\$0	\$30,025
295/297 - Employee Voluntary Insurances	-	(\$440)	(\$242)	\$0	\$242
Total Benefits	1,380,835	\$86,833	\$1,105,467	\$0	\$255,368
320 - Special Education Services	80,700	\$20,335	\$52,486	\$0	\$28,214
322 - Staff Development	12,600	\$1,645	\$9,234	\$660	\$2,706
330 - Professional Purchased Services	30,500	\$7,283	\$30,920	\$0	(\$420)
340 - Legal Services	40,000	\$13,028	\$29,658	\$0	\$10,342
410 - Utility Services	1,000	\$0	\$540	\$0	\$460
420 - Refuse Removal	8,000	\$522	\$4,672	\$0	\$3,328
421 - Transportation Repairs - Outsourced	35,000	\$14,981	\$45,480	\$0	(\$10,480)
421 - Transportation Repair - Internal	62,994	\$8,564	\$59,744	\$135	\$3,116
430 - Repairs & Maintenance	99,664	\$20,509	\$80,684	\$5,695	\$13,285
431 - Maintenance Equipment Repairs	25,000	\$1,548	\$7,112	\$7,175	\$10,713
432 - Technology Equipment Repairs	45,000	\$14,213	\$28,447	\$283	\$16,271
442 - Copier Lease/Rental Expense	57,720	\$170	\$51,489	\$0	\$6,231
450 - Building Improvements	5,000	\$0	\$5,146	\$0	(\$146)
Total Purchased Services	503,178	\$102,799	\$405,611	\$13,947	\$63,620
510/512 - Spec Educ/Magnet Transportation	90,525	\$8,791	\$67,465	\$0	\$23,060
511/512 - Regular Educ Transportation	-	\$0	\$0	\$0	\$0
520 - Property/Liability Insurance	85,900	\$412	\$50,485	\$0	\$15,415
530 - Communications	35,000	\$7,348	\$33,089	\$606	\$1,305
531 - Postage	5,000	\$702	\$4,859	\$0	\$141
570 - Food Service Stoploss	50,000	\$0	\$40,000	\$0	\$10,000
580 - Travel	10,000	\$4,295	\$7,035	\$0	\$2,965
Total Other Purchased Services	256,425	\$21,548	\$202,932	\$606	\$52,887
560 - Tuition - Designated HS	2,039,373	(\$998)	\$1,998,160	\$0	\$41,213
561 - Tuition - Vo-Ag, Other	215,662	\$0	\$149,778	\$0	\$65,884
562 - Tuition - Magnet Schools	100,095	\$0	\$64,295	\$0	\$35,800
563 - Tuition - Spec Ed - LEA Placed	686,420	\$38,433	\$402,573	\$0	\$283,848
564 - Tuition - Spec Ed - DCF Placed	27,205	\$0	\$86,064	\$0	(\$58,859)
565 - Tuition - Reg Ed - DCF Placed	-	\$0	\$0	\$0	\$0
Total Student Tuition	3,088,755	\$37,435	\$2,700,870	\$0	\$367,885
611/612 - Instructional/Media Supplies	55,500	\$1,908	\$39,375	\$1,381	\$14,744
613 - Custodial/Maintenance Supplies	32,000	\$2,151	\$29,740	\$0	\$2,260
620/621 - Heat Energy/Propane	91,665	\$6,254	\$80,402	\$0	\$11,263
622 - Electricity	118,505	\$17,295	\$73,627	\$0	\$42,878
626 - Gasoline/Diesel	111,375	\$3,177	\$65,983	\$0	\$45,392
641/642 - Textbooks/Workbooks/Library	19,127	\$1,454	\$6,503	\$3,646	\$8,978
650 - Technology Supplies	10,500	\$535	\$8,036	\$0	\$2,464
690 - Non-Instructional Supplies	18,500	\$2,658	\$15,544	\$0	\$956
Total Supplies/Commodities	453,172	\$35,431	\$319,210	\$5,027	\$128,935
730 - Instructional Equipment	5,000	\$0	\$0	\$0	\$5,000
733 - Non-Instructional Equipment	6,000	\$0	\$3,848	\$1,209	\$943
734 - Technology Equipment	74,900	\$4,644	\$21,169	\$150	\$53,581
735 - Technology Software/Licenses	36,320	\$7,938	\$26,897	\$8,166	\$1,257
Total Equipment	122,220	\$12,582	\$51,914	\$9,525	\$60,781
810 - Dues/Fees	13,500	\$494	\$12,980	\$0	\$520
Total Expense	\$10,428,592	\$775,396	\$7,945,369	\$29,105	\$2,454,118

PRESTON CAFETERIA ACCOUNT
Profit & Loss Statement
July 1, 2012 - March 2013

	2012-13	2011-12	Change	% Change
Income				
50 State Reimbursements	\$34,284	\$32,253	\$ 2,031	6.3%
51 School Meal Receipts	\$48,289	\$53,316	\$ (5,027)	-9.4%
52 Miscellaneous Revenue	\$2,945	\$393	\$ 2,552	649.3%
53 BOE Subsidy	\$40,000	\$25,000	\$ 15,000	
54 Donated Commodities	\$0	\$0	\$ -	
55 Bank Transfers	\$0	\$0	\$ -	
Total Income	\$125,518	\$110,963	\$ 14,556	13.1%
Expenses				
112 Cafeteria Workers	\$40,657	\$39,088	\$ 1,569	4.0%
113 Cafe Subs/Lunch Aides	\$1,238	\$2,337	\$ (1,100)	-47.0%
212 Health Insurance	\$0	\$0	\$ -	
220 Social Security	\$3,205	\$3,597	\$ (392)	-10.9%
222 SUTA	\$0	\$0	\$ -	
291 Annuity Payments	\$0	\$0	\$ -	
330 Payroll/Professional Fees	\$5,000	\$5,000	\$ -	
580 Travel & Meetings	\$0	\$0	\$ -	
630 Food Supplies	\$54,408	\$52,743	\$ 1,665	3.2%
690 Other Supplies	\$4,292	\$5,830	\$ (1,538)	-26.4%
730 Equipment	\$0	\$0	\$ -	
Total Expenses	\$ 108,799	\$ 108,595	\$ 204	0.2%
Net Income	\$ 16,719	\$ 2,368	\$ 14,352	606.2%
Meals				
Lunch				
Paid	14,475	18,674	(4,199)	-22.5%
Free	4,950	5,585	(635)	-11.4%
Reduced	1,602	1,125	477	42.4%
Total Lunches	21,027	25,384	(4,357)	-17.2%
Breakfast				
Paid	612	978	(366)	-37.4%
Free	991	1,163	(172)	-14.8%
Reduced	149	92	57	62.0%
Total Breakfast	1,752	2,233	(481)	-21.5%
Total School Revenue per meal	\$2.12	\$1.93	0	9.8%
Total School Revenue/Day	\$363.08	\$394.94	(\$31.86)	-8.1%
School Days	133	135	(2)	-1.5%
Lunches Served per day	158	188	(30)	-16.0%
Breakfast Served per day	13	17	(4)	-23.5%

PRESTON CAFETERIA ACCOUNT
Profit & Loss Statement
Month of March 2013

	2012-13	2011-12	Change	% Change
Income				
50 State Reimbursements	\$3,413	\$4,258	\$ (845)	-19.8%
51 School Meal Receipts	\$7,693	\$8,519	\$ (826)	-9.7%
52 Miscellaneous Revenue	\$92	\$0	\$ 92	
53 BOE Subsidy	\$0	\$0	\$ -	
54 Donated Commodities	\$0		\$ -	
55 Bank Transfers	\$0		\$ -	
Total Income	\$11,197	\$12,777	\$ (1,579)	-12.4%
Expenses				
112 Cafeteria Workers	\$5,520	\$5,852	\$ (331)	-5.7%
113 Cafe Subs/Lunch Aides	\$120	\$240	\$ (120)	-50.0%
212 Health Insurance	\$0	\$0	\$ -	
220 Social Security	\$431	\$466	\$ (35)	-7.4%
222 SUTA	\$0	\$0	\$ -	
291 Annuity Payments	\$0	\$0	\$ -	
330 Payroll/Professional Fees	\$0	\$0	\$ -	
580 Travel & Meetings	\$0	\$0	\$ -	
630 Food Supplies	\$12,709	\$7,511	\$ 5,197	69.2%
690 Other Supplies	\$591	\$816	\$ (225)	-27.6%
730 Equipment	\$0	\$0	\$ -	
Total Expenses	\$ 19,371	\$ 14,885	\$ 4,486	30.1%
Net Income	\$ (8,173)	\$ (2,108)	\$ (6,065)	287.7%
Meals				
Lunch				
Paid	2,029	3,141	(1,112)	-35.4%
Free	710	989	(279)	-28.2%
Reduced	242	187	55	29.4%
Total Lunches	2,981	4,317	(1,336)	-30.9%
Breakfast				
Paid	97	107	(10)	-9.3%
Free	123	140	(17)	-12.1%
Reduced	18	15	3	20.0%
Total Breakfast	238	262	(24)	-9.2%
Total School Revenue per meal	\$2.39	\$1.86	1	28.4%
Total School Revenue/Day	\$384.63	\$387.23	(\$2.60)	-0.7%
School Days	20	22	(2)	-9.1%
Lunches Served per day	149	196	(47)	-24.0%
Breakfast Served per day	12	12	0	0.0%



Gloria Homiski <homiskig@prestonschools.org>

Fwd: Healthy Food Certification Statement - Addendum to Agreement for Child Nutrition Programs.

1 message

John Welch <welchj@prestonschools.org>

Mon, Feb 4, 2013 at 12:17 PM

To: Gloria Homiski <homiskig@prestonschools.org>, Robert Sirpenski <sirpenskir@prestonschools.org>

Good Afternoon, Gloria

For a future BOE Mtg between now and the end of the year.

JW

----- Forwarded message -----

From: Lenkiewicz, Ann Marie <AM.Lenkiewicz@ct.gov>

Date: Mon, Feb 4, 2013 at 11:55 AM

Subject: Healthy Food Certification Statement - Addendum to Agreement for Child Nutrition Programs.

To:

This message is sent on behalf of Charlene Russell-Tucker, Chief Operating Officer.

The attached letter dated January 25, 2013, summarizes the requirements for the 2013-14 Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099). Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students **will or will not** meet the Connecticut Nutrition Standards. This includes all regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.

All public school districts participating in the NSLP must complete the Healthy Food Certification Statement. Districts that certify for the healthy food option must also complete the District Contact and Information Sheet. All **HFC forms** are available online. These forms must be returned to the Connecticut State Department of Education by **July 1, 2013**.

If you have any questions please contact Susan Fiore by telephone at **860-807-2075** or e-mail at susan.fiore@ct.gov.

The information contained in this transmission is CONFIDENTIAL and PRIVILEGED, and is intended only for the use of the recipient listed above. If you are not the intended recipient, please do not read, distribute or take action in reliance upon this message. If you have received this email in error, please notify us immediately by return email and promptly delete this message and its attachments from your computer system. The text of this e-mail is similar to ordinary telephone or face-to-face conversations and does not reflect the level of factual or legal inquiry or analysis which would be applied in the case of a formal legal opinion. Please note that messages to or from the State of Connecticut domain may be subject to the Freedom of Information Act (Conn. Gen. Stat. sections 1-200 et seq.).

--

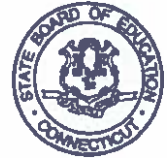
John J. Welch, Ed.D
Superintendent
Preston Public Schools
325 Shetucket Turnpike
Preston, CT 06365
860-889-6098 (Tel)
860-889-8685 (Fax)




Sup_Letter_HFC_Statement.pdf
209K



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Superintendents of Schools
Participating in the National School Lunch Program

FROM: Charlene Russell-Tucker, Chief Operating Officer 
Division of Family and Student Support Services

DATE: January 25, 2013

SUBJECT: 2013-14 Healthy Food Certification Statement

This memo summarizes the requirements for submitting the annual Healthy Food Certification Statement to the Connecticut State Department of Education (CSDE). It also provides information on the Connecticut Nutrition Standards and healthy food certification resources.

Annual Healthy Food Certification Statement

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for Connecticut public school districts participating in the National School Lunch Program (NSLP) must **take action annually** to certify whether all food items sold to students **will or will not** meet the Connecticut Nutrition Standards. This includes all regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools and endowed academies.

Under C.G.S. Section 10-215b, districts that certify for the healthy food option must follow the Connecticut Nutrition Standards (see page 2) for all food items sold to students separately from a reimbursable breakfast or lunch. These food items include food offered for sale to students at all times in all schools and from all sources including, but not limited to, school stores, vending machines, school cafeterias and any fundraising activities on school premises. Districts that opt for healthy food certification receive 10 cents per lunch, based on the total number of reimbursable lunches (paid, free and reduced) served in the district's NSLP in the prior school year.

The healthy food certification application materials are available on the CSDE's Application Forms for Healthy Food Certification Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322424>. Additional guidance, resources and a PowerPoint presentation on the application procedures are also available. Interested school districts should review these materials and meet with the appropriate individuals responsible for the school food service program, school stores, vending machines, culinary arts programs and fundraising activities to ensure that all criteria will be followed.

All public school districts participating in the National School Lunch Program must complete the Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099). Districts that certify for the healthy food option must also complete the District Contact and Information Sheet. These forms must be returned by **July 1, 2013**, to the Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

2013-14 Healthy Food Certification Statement
January 25, 2013
Page 2

Connecticut Nutrition Standards

A summary of the Connecticut Nutrition Standards is available at <http://www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/SummaryCTnutritionStandards.pdf>. Additional information on the Connecticut Nutrition Standards is available on the CSDE's Connecticut Nutrition Standards Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322422>.

Resources for Healthy Food Certification

Numerous resources to assist districts with implementing healthy food certification are available on the CSDE's Healthy Food Certification Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322420>, including:

- Questions and Answers on Connecticut Statutes for School Food and Beverages;
- Fundraising with Food and Beverages;
- Requirements for Food and Beverages in Vending Machines;
- Requirements for Food and Beverages in School Stores; and
- Ensuring District Compliance with Healthy Food Certification.

State Beverage Requirements

As a reminder, the beverage requirements of C.G.S. Section 10-221q **apply to all public schools**, regardless of whether the district certifies for the healthy food option under C.G.S. Section 10-215f. This includes all public school districts, interdistrict magnet schools, charter schools, endowed academies and the Connecticut Technical High School System. Additional information on the beverage requirements is available on the CSDE's Beverage Requirements Web page at <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=322418>.

If you have any questions or need additional information, please contact Susan Fiore at 860-807-2075 or susan.fiore@ct.gov or Teri Dandeneau at 860-807-2079 or teri.dandeneau@ct.gov.

CRT:sff

cc: Stefan Pryor, Commissioner of Education
School Food Service Directors
Business Managers

PRESTON PUBLIC SCHOOLS

325 SHETUCKET TURNPIKE

PRESTON, CT 06365

Phone: 860-889-6098 ~ Fax: 860-889-8685

DATE	PURCHASE ORDER NUMBER
3/18/2013	130411
AMOUNT	ACCOUNT CODE
\$6,081.02	1-101-0070-0421-2700-0000

PURCHASE ORDER

Purchase Terms and Conditions

1. include Material safety data sheets, if applicable
2. Purchase Order # must appear on all packages
3. Packing slips are essential for proper payment
4. District must approve all price increases
5. All PO's and backorders will be cancelled within 90 days

Nutmeg International Trucks, Inc.
130 Brainard Road
Hartford, CT 06114

SHIP PREPAID TO:

Supervisor of Transportation
Preston Bus Garage
327 Shetucket Turnpike
Preston, CT 06365

Vendor Phone Vendor Fax Vendor Code B1314


Delivery Required	F.O.B.	Requested by: Bill B.	# Attachments 0
-------------------	--------	--------------------------	--------------------

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1.00 Each	Repairs to Bus #6	\$6,081.02	\$6,081.02
TOTAL				\$6,081.02

Special Instructions:

PURCHASE ORDER AUTHORIZATION

If checked, payment is with this order.


John J. Welch, Ed.D., Superintendent

VENDOR

NUTMEG INTERNATIONAL TRUCKS, INC.

REMIT TO:
130 Brainard Road
Hartford, CT 06114

HARTFORD, CT
130 BRAINARD ROAD
HARTFORD, CT 06114
TELEPHONE (860) 249-8635
PARTS (860) 249-5866
IN CT: 1-800-4-NUTMEG

J T & S TRUCK RENTAL, INC.
130 BRAINARD ROAD
HARTFORD, CT 06114
TELEPHONE (860) 249-8635

NORTH HAVEN, CT
31 LEONARDO DRIVE
NORTH HAVEN, CT 06473
TELEPHONE (203) 239-0770
PARTS (203) 234-9868

FRANKLIN, CT
6 NEW PARK AVE
FRANKLIN, CT
TELEPHONE (860) 886-0593
IN CT: 1-800-648-8829

SPRINGFIELD, MA
268 PARK STREET
WEST SPRINGFIELD, MA 01090
TELEPHONE (413) 732-2191
PARTS (413) 734-3146
SERVICE (413) 737-9038

DAYVILLE, CT
107 ATTAWUGAN CROSSING ROAD
DAYVILLE, CT 06241
TELEPHONE (860) 779-2730

INVOICE DATE	
03/20/2013 07:59AM	
INVOICE NO.	PAGE
5-230790010	1
CUSTOMER NO.	BRANCH
17010	* 5*

SOLD TO:
PRESTON SCHOOL BUS GARA
BUS COORDINATOR/OPEN AC
327 RT. 165
PRESTON CT 06365

SHIP TO:
PRESTON SCHOOL BUS GARA
BUS COORDINATOR/OPEN AC
327 RT. 165
PRESTON CT 06365

CUST COPY

CUSTOMER NO.	REFERENCE NO.	PHONE NO.	PD	EXTENSION
130411	031456	(860) 889-6098	000/000	
<p>ENGINE HOURS 5811 COMPLETION DATE: 03/19/2013 UNIT: 6 YEAR: 2005 MAKE/MODEL: INTL CE S BUS SERIAL: 4DRBUAAP86B167939 MILEAGE: 125348 MILEAGE: ENGINE MODEL: ENGINE SERIAL #: TRANS MODEL: TRANS SERIAL #: RXL1 MODEL: RXL1 SERIAL #: RXL RATIO: DELIVERY DATE: DELIVERY MILES: LICENSE PLATE#:</p>				
<p>OPR#01 00 000 12 ENGINE REPAIRS UNIT CAME IN WITH THE VALVE COVER OFF AND HP FUEL RAIL OFF ,HAS BENT PUSH ROD AND BROKEN VALVE BRIDGE, THE HEAD MUST COME OFF TO QUOTE REPAIR REMOVED CYL HEAD AND RADIATOR. REMOVED FRONT COVER AND GEAR TRAIN. REMOVED DEFECTIVE CAM SHAFT AND INSTALLED NEW. REASSEMBLED ALL AND ROAD TESTED O.K</p>				
1	OV 05089	CLEANER	\$8.46	4.48EA 4.48
1	NI KR51400	PENETRANT	\$12.60	8.23EA* 8.23
1	NI 1842626C95	KIT:RAIL GASKET	\$127.72	88.40EA* 88.40
2	OV 05089	CLEANER	\$8.46	4.48EA 8.96
1	NI 1842563C94	KIT	\$527.92	417.32EA 417.32
1	NI 1842663C93	KIT	\$368.55	287.94EA 287.94
12	NI 1809570C5	TAPPET	\$61.77	48.83EA 585.96
12	NI 1813892C1	GUIDE	\$71.74	49.90EA 598.80
6	NI 1841650C1	WASHER	\$2.08	1.54EA 9.24
2	NI 2506704C1	CLAMP	\$15.18	11.44EA 22.88
1	NI 1842639C92	KIT	\$86.81	56.63EA 56.63
1	NI 1845023C1	GASKET	\$18.42	12.60EA 12.60
2	NI 1833122C3	ROD	\$35.13	25.78EA 51.56
1	NI 1889245C95	KIT:HEAD SET	\$718.27	497.36EA* 497.36
1	NI 1841331C95	CAMSHAFT	\$990.79 EXC	677.39EA* 677.39
1	NI 1841331C95-C1	CAMSHAFT	\$287.50 CHG	287.50EA 287.50
1	NI 1818402C2	RING	\$3.53	2.40EA 2.40
2	NI 1822135C1	RING/DRAFT TUBE	\$1.89	1.28EA 2.56
1	NI 1822713C1	FITTING	\$12.55	9.77EA 9.77
FREIGHT		SUBTOTAL	TAX STATUS/STATE	SALES TAX
				PLEASE PAY

CONTINUED

CUSTOMER AGREES TO PAY ALL COSTS OF COLLECTIONS, INCLUDING REASONABLE ATTORNEY FEES, SHOULD THE AMOUNT ON THIS INVOICE BECOME DELINQUENT. NO REFUND WITHOUT THIS INVOICE. 25% HANDLING CHARGE ON PARTS RETURNED WITHIN 10 DAYS. SPECIAL ORDER AND ELECTRICAL PARTS NOT RETURNABLE. NO PARTS RETURNABLE AFTER 10 DAYS. DUE AND PAYABLE BY 10TH OF FOLLOWING MONTH, SUBJECT TO LATE CHARGES OF 1.5% PER MONTH, NOT TO EXCEED 18% ANNUAL PERCENTAGE RATE. ALL PARTS ARE NOT NECESSARILY NAVISTAR PARTS - NAVISTAR PART NUMBERS ARE USED FOR IDENTIFICATION ONLY. ALL CORES MUST BE RETURNED WITHIN 30 DAYS OR NO RETURNS WILL BE ACCEPTED.

NUTMEG INTERNATIONAL TRUCKS, INC.

REMIT TO:
130 Brainard Road
Hartford, CT 06114

HARTFORD, CT
130 BRAINARD ROAD
HARTFORD, CT 06114
TELEPHONE (860) 249-8635
PARTS (860) 249-5866
IN CT: 1-800-4-NUTMEG

J T & S TRUCK RENTAL, INC.
130 BRAINARD ROAD
HARTFORD, CT 06114
TELEPHONE (860) 249-8635

NDRTH HAVEN, CT
31 LEONARDO DRIVE
NORTH HAVEN, CT 06473
TELEPHONE (203) 239-0770
PARTS (203) 234-9968

FRANKLIN, CT
8 NEW PARK AVE
FRANKLIN, CT
TELEPHONE (860) 886-0593
IN CT: 1-800-648-8829

SPRINGFIELD, MA
268 PARK STREET
WEST SPRINGFIELD, MA 01090
TELEPHONE (413) 732-2191
PARTS (413) 734-3148
SERVICE (413) 737-9038

DAYVILLE, CT
107 ATTAWAUGAN CROSSING ROAD
DAYVILLE, CT 06241
TELEPHONE (860) 779-2730

INVOICE DATE	
03/20/2013 07:59AM	
INVOICE NO.	PAGE
5-230790010	2
CUSTOMER NO.	BRANCH
17010	* 5*

SOLD TO:

PRESTON SCHOOL BUS GARA
BUS COORDINATOR/OPEN AC
327 RT. 165
PRESTON CT 06365

SHIP TO:

PRESTON SCHOOL BUS GARA
BUS COORDINATOR/OPEN AC
327 RT. 165
PRESTON CT 06365

CUSTOMER P.O.	REFERENCE NO.				
130411	031456	(860) 889-6098	PD	000/000	
			PRICE/PER	EXTENSION	
2 NI	1844447C1	RING	\$5.53	4.39EA	8.78
4 NI	1812348C1	SLEEVE	\$4.40	3.33EA	13.32
1 NI	1842929C1	TUBE/EBP	\$34.64	29.08EA	29.08
		FREIGHT			16.00
10 NI	BSP93260	TIE/15" ZIP	\$0.24	0.19EA	1.90
12 NI	BSP93230	TIE/8" ZIP	\$0.17	0.15EA	1.80
1 NI	1841394C1	RING	\$30.98	17.53EA*	17.53
1 NI	1878571C94	KIT	\$266.66	208.34EA	208.34
1 NI	2602943C91	SURGE TANK	\$470.61	343.56EA	343.56
1 ND	ZSH9404206021G	ROTELLA	\$15.14	12.62EA	12.62
30 90	OIL	OIL	\$3.50	3.50EA	105.00
1-NI	1841331C95-C1	CAMSHAFT		287.50EA	287.50-
		MISC SUBTOTAL			16.00
		PARTS SUBTOTAL			4084.41
		LABOR SUBTOTAL			2160.00
		SHOP SUPPLIES			129.60
		** OPR SUBTOTAL			6390.01
		*TOTAL PARTS:			4084.41
		*TOTAL LABOR:			2160.00
		*TOTAL OTHER:			16.00
		*TOTAL SHOP SUPPLIES:			129.60
		FREIGHT			
		SUBTOTAL			
		TAX STATUS/STATE			
		SALES TAX			
		PLEASE PAY			
		16.00	6374.01	GOVT CT	0.00
					6390.01
<small>CUSTOMER AGREES TO PAY ALL COSTS OF COLLECTIONS, INCLUDING REASONABLE ATTORNEY FEES, SHOULD THE AMOUNT ON THIS INVOICE BECOME DELINQUENT. NO REFUND WITHOUT THIS INVOICE. 25% HANDLING CHARGE ON PARTS RETURNED WITHIN 10 DAYS. SPECIAL ORDER AND ELECTRICAL PARTS NOT RETURNABLE. NO PARTS RETURNABLE AFTER 10 DAYS. DUE AND PAYABLE BY 10TH OF FOLLOWING MONTH. SUBJECT TO LATE CHARGES OF 1.5% PER MONTH, NOT TO EXCEED 18% ANNUAL PERCENTAGE RATE. ALL PARTS ARE NOT NECESSARILY NAVISTAR PARTS - NAVISTAR PART NUMBERS ARE USED FOR IDENTIFICATION ONLY. ALL COPIES MUST BE RETURNED WITHIN 30 DAYS OR NO RETURNS WILL BE ACCEPTED.</small>					TERMS

Customer Signature

PRESTON PUBLIC SCHOOLS

325 SHETUCKET TURNPIKE

PRESTON, CT 06365

Phone: 860-889-6098 ~ Fax: 860-889-8685

DATE	PURCHASE ORDER NUMBER
4/3/2013	130434
AMOUNT	ACCOUNT CODE
\$3,593.09	1-101-0070-0421-2700-0000

PURCHASE ORDER

Purchase Terms and Conditions

1. Include Material safety data sheets, if applicable
2. Purchase Order # must appear on all packages
3. Packing slips are essential for proper payment
4. District must approve all price increases
5. All PO's and backorders will be cancelled within 90 days

Courville's Garage Inc.
Route 163
P.O. Box 262
Montville, CT 06353

SHIP PREPAID TO:

Supervisor of Transportation
Preston Bus Garage
327 Shetucket Turnpike
Preston, CT 06365

Vendor Phone Vendor Fax Vendor Code B1106

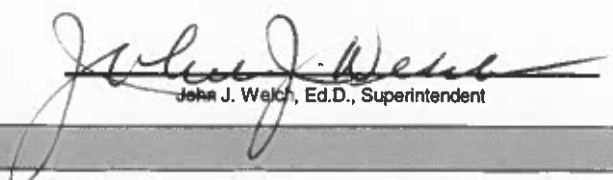
Delivery Required	F.O.B.	Requested by: Bill	# Attachments 0
-------------------	--------	-----------------------	--------------------

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1.00 Each	Bus 6 - Towed from & to Bus garage at no cost. Remove and replace Brake module which included new ECU (Electronic Control Unit - computer).	\$3,593.09	\$3,593.09
TOTAL				\$3,593.09

Special Instructions:

PURCHASE ORDER AUTHORIZATION

If checked, payment is with this order.


John J. Welch, Ed.D., Superintendent

VENDOR

PRESTON PUBLIC SCHOOLS
2013-2014 School Calendar
 Web Site Address: www.prestonschools.org

FIRST DAY FOR STUDENTS 8-28-13 FULL DAY

August					3
M	T	W	T	F	
26	27	28	29	30	

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

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

November					17
M	T	W	T	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

December					15
M	T	W	T	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

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

TELEPHONE & FAX NUMBERS

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

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

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

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

May					21
M	T	W	T	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

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

Last Day of School
6/12/14 HALF DAY
 Total Days: 184

HOLIDAYS AND VACATIONS

LABOR DAY	9/2/2013
COLUMBUS DAY	10/14/2013
VETERANS' DAY	11/11/2013
THANKSGIVING VACATION	11/28 and 11/29
WINTER BREAK	12/23 thru 1/1
M. L. KING DAY	1/20/2014
PRESIDENTS' DAY	2/17/2014
SPRING BREAK	4/14 thru 4/18
MEMORIAL DAY	5/26/2014

SHORTENED DAYS

Last Day of School 6/12/2014

PARENT/TEACHER CONFERENCES

Elementary/Middle 11/7/2013
 Elementary/Middle 2/13/2014

Professional Development Half Days:

10/11/2013 1/31/2014 2/28/2014 5/15/2014

FULL DAYS (NO SCHOOL) PROF. DEV.

Staff Days 8/27/2013
 11/5/2013
 3/31/2014

SCHOOL HOURS

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

MARKING PERIODS

Marking Period Ends: 12-6-2013 AND 3-21-2014

Report Cards: 12-16-2013 AND 3-28-2014

SHORTENED-DAY SCHOOL HOURS

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

CMT DATES MARCH 2014

TOTAL SCHOOL DAYS

School will close upon the completion of 184 days of school.
 Barring cancellations due to inclement weather or extenuating circumstances,
 the last day of school will be June 12, 2014.

Preston Board of Education

Policies, Regulations, and Bylaws

3542.2

Business and Non-Instructional Operations

Finance

Cost of Food. Student lunch costs shall be set at levels which support the school lunch program, exclusive of the costs, if any, subsidized from the school district general fund.

Approval of Menu Prices. Prices of all items on the menu shall be reviewed and approved by the Superintendent of Schools (or designee) prior to the beginning of each school year. Revenues from lunchroom sales should offset the costs of the food service program.

Meals for Needy Students. Meals for needy students shall be an expense charged to the general fund.

Food Storage Provisions. Storage of food and supplies shall prevent waste, spoilage, pilferage, and the issuance of food and supplies shall be restricted to the purposes of the school food service only.

Financing. The school lunch program shall be financed as follows:

1. Prices of school lunches shall be determined by the Board in accordance with all prevailing costs of food, supplies, supervision costs, and wages of hourly workers.
2. Costs of food, supplies, salaries and wages of all employees, and other expenses directly incurred in the school lunch program shall be paid out of a separate fund. This fund shall comprise the following two parts: a) all receipts from sales and state grants. b) all Board of Education subsidies. Subsidies will only be expended in the event that sales receipts and state grants are insufficient to meet monthly expenses. This fund shall be maintained under the control of the Business Manager (or his/her designee) and shall be subject to annual audit by the Town auditor.
3. Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Board of Education.
4. Although the Board believes that the District's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget neutrality or profit generation must not take precedence over the nutrition needs of its students.

Monthly Financial Report. A financial report, current and accumulative, of the operation of the food services program shall be presented monthly to the Fiscal Coordinator. A complete audit of the operation of the food service program shall be performed annually in accordance with legal requirements and policy 3434.

Legal Reference: **Connecticut General Statutes**
10-215 Lunches, breakfasts and other feeding programs for public school children and employees.
10-216 Payment of expenses.
Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq. as amended by Title IX, Equal Employment Opportunity Act.
United States Department of Agriculture 7 C.F.R. 15, re nondiscrimination.

Policy adopted: