

Boad of Education Regular Meeting

Monday, May 13, 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) : Dr. Welch: Superintendent
VIII. BOE Expenditure/Projection Report	Speaker (s) : Robert Sirpenski: Finance Director
IX. Cafeteria Report	Speaker (s) : Robert Sirpenski: Finance Director
X. New Business	Speaker (s) : Jan Clancy: Chair
X.A. Votes Required	Speaker (s) : Jan Clancy: Chair
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) : Jan Clancy: Chair
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

April 08, 2013 7:00 PM

PVMS Library

1. Call to Order

Jan Clancy; Chair, called the meeting to order at 7PM. Other members present: Pauline Andruskiewicz, Sandra Gauthier, Charles Raymond, John Moulson (arrived at 7:10PM) and Deborah Burke-Grabarek (arrived at 7:14PM). Dan Harris was absent. Also present: Dr. Welch; Superintendent, Robert Sirpenski; Director of Finance and School Business Operations, Ivy Davis-Tomczuk; Principal PPMS and Director of Curriculum, Ray Bernier; Principal PVMS, Gloria Homiski; Recording Secretary. Audience: Emile Levasseur; Technology Coordinator, Mike House; Director of Buildings and Grounds, Pat Hibbard; Transportation Coordinator and Gale Ennis.

2. Pledge of Allegiance

3. Approval of Minutes

Moved, to approve the regular BOE Meeting Minutes of 3-11-13. Andruskiewicz/Raymond. Unanimous. Motion Carries.

4. Public Comment/Communications

None

5. BOE Committee and Other Reports

Budget Sub Committee, Transportation Sub Committee and Audit Sub Committee did not meet.

Community Relations Sub Committee meeting regularly.

PAB: no report

6. Principals' Reports

Ivy Davis-Tomczuk: PPMS: PPMS continues its collaboration with Mystic Seaport. The 8th grade is currently focusing on immigration and tying their visits into their curriculum.

Project Oceanology: Marine Science Institute at UCONN Avery Point. 7th and 8th graders go out on the boat. They test water samples, marine life and the beaches and their wildlife.

Student Council: Opening a school store called the Panther Pad.

Students participated in a school wide "Penny Drive" fundraiser.

Ray Bernier: PVMS: PVMS is in its first year of PBIS; a behavioral improvement plan.

RAZ Kids: A part of Learning A-Z which can be used by students independently to improve reading skills.

Citizen of the Month: This program started in February. Pictures are posted in the foyer.

Yearbook Club: Up and running.

Student Council: Preparing morning announcements. Worked on spirit week.

Preston Advisory Board: Creating a family school compact.

7. Superintendent Reports, Recommendations, and Goals Update

Field Day PVMS: June 4th (Rain Date June 11)

Field Day PPMS: June 14th (Rain Date June 19th)

Achievement and Recognition Ceremony Grade 8: PVMS on June 20th

Dr. Welch explained that there is Town support for a new roof at PPMS, air conditioning for 12 rooms at PPMS and a generator at PVMS. The plan is to begin replacing buses in FY16. Three buses would be purchased in FY16, none in FY17, three in FY18 and so on. A new playscape for grades 3-5 is on hold. That would cost approximately \$250,000.

8. BOE Expenditure/Projection Report

Bob Sirpenski announced that the BOE is 100% in balance with the town.

9. Cafeteria Report

Bob also reviewed the cafeteria report. The meal revenue is down from last year and free and reduced sales are up. He suggested they invite Tom O'Connor to a meeting to discuss ways to improve menu/sales.

10. New Business

10.1. Votes Required

CSEA Grievance: This grievance will be continued until the May 13, 2013 BOE meeting.

SEED: Teacher/Admin Evaluation Model. This state model will be implemented for approximately 40 Preston BOE employees if approved by the Board. Employees are evaluated in four categories. Another option would have been to form a committee and develop our own plan for 50% of our schools.

Moved, to authorize the Chairperson and Superintendent to notify the Connecticut Department of Education that it intends to implement the state's teacher/administrator evaluation model (SEED) district-wide. Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

2013-2014 SchoolCalendar:

Moved, to adopt the 2013-2014 school calendar as recommended by the Superintendent. Burke-Grabarek/Raymond. Unanimous. Motion Carries.

Budget Transfers: Necessary to cover 4th quarter property liability payment, nursing subs at PPMS, copy overages, and bus repairs. The money can be transferred from rental leases, electricity and unemployment.

Moved, to authorize the FY13 budget transfers as recommended by the Finance Director. Andruskiewicz/Gauthier. Unanimous. Motion Carries.

Expenditure Approvals: Bus Garage: Bus 6, a 2006 vehicle required engine and brake repairs. Purchase Orders 130411 and 130434 were prepared to cover the expenses. The expenses were brought to the board because the Purchase Orders were each over \$2500.

Moved, to approve retroactively the following purchase orders: 130411 and 130434. Andruskiewicz/Gauthier. Unanimous. Motion Carries.

Bob Sirpenski requested one more transfer. Preston must have an annual contract with a medical advisor. The contract is for \$5000.00 annually. He is requesting board approval because the contract is over \$2500.

Moved, to release the check to the Medical Advisor. Andruskiewicz/Gauthier. Unanimous. Motion Carries.

Healthy Food Certification Statement:

Moved, to authorize the Superintendent to submit to the Connecticut State Department of Education the annual Healthy Food Certification Statement attesting to the fact that all food items sold to students meets the Connecticut Nutrition Standards. Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

10.2. Discussion

Policy 3542.2 Food Service Finance: Dr. Welch added a financing section to this policy in order to clarify subsidies. John Moulson stated that the revision does not take away the need for the subsidy to go before the Board. Bob explained that the subsidy is different than a budget transfer. Pauline suggested that the subsidy be deposited all at once at the start of the year.

FY15 Budget Timetable: Jan added this topic to the agenda at John's request. He said that was not his intention. The topic was not discussed.

11. Old Business

11.1. Votes Required

11.2. Discussion

Bus Dispatch Coverage: Currently there is limited support at the Bus Garage. The FY14 budget includes more coverage based on Tony Verillo's report. Additional equipment and a part time yard man are also included.

Bill Paying Procedure: Cheryl Derosier works 3 days a week in central office and 2 days a week at the Bus Garage. Additional money is not in the budget to acquire more help for Central Office in FY14. Jan and Deborah suggested that Cheryl remain in Central Office 5 days a week and another person is hired to support the Bus Garage. Dr. Welch said that he will revisit the issue once the budget is set.

Grants: Bob Sirpenski explained that different grants are used to pay for specific things. John Moulson asked him to present the board with a grant breakdown once a year. Bob agreed to do so.

Gale Ennis asked if Dr. Welch would consider having an armed guard at Preston Schools. He explained that \$93,000 was part of the original FY14 budget to pay for a school safety officer but that it has since been removed. Safety and security are very important and the district is working on several ideas for improvement. Perhaps the safety officer can be included at a later date.

12. Executive Session

Moved, to convene in Executive Session at 8:50PM to discuss security strategy and collective bargaining. Andruskiewicz/Burke-Grabarek. Unanimous. Motion Carries.

The Board exited Executive Session at 9:20PM.

Moved, to authorize the Superintendent to offer an Early Retirement Incentive Plan to all certified full time teachers who meet the eligibility criteria therein. Clancy/Gauthier. Unanimous. Motion Carries.

Jan Clancy thanked Dr. Welch and Bob Sirpenski for all their hard work in preparing the budget. She also thanked Charles Raymond and Pauline Andruskiewicz for supporting the BOE by attending BOF meetings.

Tentative Public Hearing Date for Operating Budget: April 25, 2013
Tentative Town Meeting for Operating Budget: May 2, 2013

13. Informational Comments

14. Date and Time of Next Meeting

May 13, 2013 7PM
PVMS Library

15. Adjournment

Moved, to adjourn the meeting at 9:30PM. Raymond/Burke-Grabarek. Unanimous.
Motion Carries.



PRESTON PUBLIC SCHOOLS
Business Office
325 Shetucket Turnpike
Preston, Connecticut 06365-8631

Robert Sirpenski
Business Manager
sirpenskir@prestonschools.org

860-889-6098
Fax 860-889-8685

To: Board of Education

From: Bob Sirpenski

A handwritten signature in black ink, appearing to be "Bob Sirpenski".

Date: - May 13, 2013

Subject: Board of Education - Key Items

- 1) Salary expense for April YTD reflects a \$35,543 favorable variance compared to budget. The full year expectation is that salary expense will be approximately \$40 K under budget.
- 2) Net Health Insurance expense is expected to be \$45,000 under budget. Actual premium expense will be approximately \$84 K less than budget but this will be offset by lower than expected contribution amounts by employees of \$49K. This is due to actual enrollments and participant mix being different than the budget assumptions.
- 3) Special Education grant reimbursements through the Excess Cost Grant will be approximately \$15 K higher. Combined with the unbudgeted SPED Student Based Supplement payment of \$76,826, the total favorable variance due to the Excess Cost Grant will be \$91,800.
- 4) The heating season has basically ended and actual heating oil purchased is 15,500 gallons, compared to a budget of 16,000 gallons.
- 5) Electricity expense for FY 2012-13 will be approximately \$97,000, compared to \$140,933 in the prior year. This is a reduction of \$43,933.
- 6) The estimated year end budget surplus is \$165,000, excluding the impact of Special Education line items. In total, Special Education expenses are expected to be less than budget, despite several major fluctuations in actual placements compared to the budgeted assumptions.

Preston Board of Education
FY2012-13 Budget Status Report
 July 2012- April 2013
 Salary Expense

Account	Annual Budget	April Budget	April Expenses	April Variance	YTD July - April Budget	YTD July - April Expenses	YTD Variance (Negative)	Encumbered	Balance
111 - Certified Personnel									
Superintendent	\$117,562	\$9,043	\$9,043	(\$0)	\$94,954	\$94,954	(\$0)	\$0	\$22,608
Director of Special Education	41,800	\$3,215	\$0	\$3,215	\$33,762	\$24,725	\$9,037	\$0	\$17,075
Principals	206,633	\$15,895	\$15,764	\$131	\$166,896	\$165,523	\$1,373	\$0	\$41,110
Business Manager	74,160	\$5,705	\$7,131	(\$1,426)	\$59,898	\$74,873	(\$14,975)	\$0	(\$713)
Regular Education Teachers	2,156,684	\$165,899	\$169,915	(\$4,016)	\$1,576,038	\$1,560,606	\$15,432	\$0	\$96,078
				\$0	\$0	\$0	\$0	\$0	\$0
Special Education Teachers	639,444	\$49,188	\$48,799	\$389	\$474,224	\$484,635	(\$10,411)	\$0	\$154,809
Health Services	95,226	\$7,599	\$7,478	\$121	\$76,228	\$77,520	(\$1,292)	\$0	\$17,706
								\$0	\$0
Total Certified Personnel	\$3,331,509	\$256,544	\$258,130	(\$1,586)	\$2,482,000	\$2,482,896	(\$895)	\$0	\$848,673
112 - Classified Personnel									
Instructional Assistants	230,613	\$17,070	\$24,266	(\$7,196)	\$171,680	\$214,721	(\$43,041)	\$0	\$15,892
Central Office Staff	113,232	8,710	\$8,673	\$37	91,457	\$91,464	(\$7)	\$0	\$21,768
Technology Staff	73,512	5,655	\$5,321	\$334	59,375	\$55,872	\$3,504	\$0	\$17,641
School Secretaries	57,163	4,971	\$4,742	\$229	49,707	\$49,868	(\$161)	\$0	\$7,295
Bldg & Grounds/Custodial	222,503	16,460	\$15,022	\$1,438	184,352	\$171,541	\$12,811	\$0	\$50,962
Transportation Staff	471,522	\$35,117	\$31,873	\$3,244	\$371,283	\$335,192	\$36,091	\$0	\$136,330
113 - Substitutes	120,080	9,218	\$2,258	\$6,960	\$93,414	\$73,025	\$20,389	\$0	\$47,055
				\$0	\$0	\$0	\$0	\$0	\$0
114 Home Bound Tutor	9,500	774	\$700	\$74	\$7,790	\$4,972	\$2,817	\$0	\$4,528
122 Stipends	22,873	3,242	\$1,000	\$2,242	22,857	\$18,881	\$3,976	\$0	\$3,992
Café Cleaning	-	-	-	-	\$0	\$0	\$0	\$0	\$0
Total Classified Personnel	\$1,320,988	\$101,217	\$93,856	\$7,361	\$1,051,915	\$1,015,536	\$36,379	\$0	\$305,462
Total Salaries	\$4,652,507	\$357,762	\$351,986	\$5,776	\$3,533,915	\$3,498,372	\$35,543	\$0	\$1,154,135

Preston Board of Education
FY2012-13 Budget Status Report
 July 2012- April 2013
 Non Salary Expense

Account	Annual Budget	YTD July - April Expenses	Encumbered	Balance
212 - Health Insurance	964,735	\$773,510	\$0	\$191,225
215 - Life Insurance	15,400	\$10,081	\$0	\$5,319
220 - Social Security	140,000	\$130,953	\$0	\$9,047
250 - Tuition Reimbursement	7,000	\$2,565	\$0	\$4,435
260 - Unemployment Comp	17,500	\$11,601	\$0	\$5,899
270 - Workers Comp	61,200	\$55,834	\$0	\$5,366
275 - Employee Physicals	1,500	\$1,242	\$0	\$258
291 - Annuity Payments	136,000	\$107,628	\$0	\$28,372
295/297 - Employee Voluntary Insurances	-	(\$948)	\$0	\$948
Total Benefits	1,343,335	\$1,092,466	\$0	\$250,869
320 - Special Education Services	80,700	\$52,996	\$0	\$27,704
322 - Staff Development	12,600	\$9,354	\$1,573	\$1,673
330 - Professional Purchased Services	30,500	\$27,598	\$800	\$2,102
340 - Legal Services	40,000	\$29,658	\$0	\$10,342
410 - Utility Services	1,000	\$540	\$0	\$460
420 - Refuse Removal	8,000	\$4,872	\$0	\$3,328
421 - Transportation Repairs - Outsourced	60,000	\$45,480	\$5,744	\$8,776
421 - Transportation Repair - Internal	62,994	\$59,744	\$703	\$2,547
430 - Repairs & Maintenance	99,664	\$80,684	\$5,695	\$13,285
431 - Maintenance Equipment Repairs	25,000	\$7,112	\$7,175	\$10,713
432 - Technology Equipment Repairs	45,000	\$28,447	\$5,548	\$11,005
442 - Copier Lease/Rental Expense	59,920	\$51,489	\$0	\$8,431
450 - Building Improvements	5,000	\$5,146	\$0	(\$146)
Total Purchased Services	630,378	\$402,919	\$27,238	\$100,221
510/512 - Spec Educ/Magnet Transportation	90,525	\$67,465	\$0	\$23,060
511/512 - Regular Educ Transportation	-	\$0	\$0	\$0
520 - Property/Liability Insurance	67,175	\$50,485	\$0	\$16,690
530 - Communications	35,000	\$33,089	\$606	\$1,305
531 - Postage	5,000	\$4,859	\$0	\$141
570 - Food Service Stoplces	50,000	\$40,000	\$0	\$10,000
580 - Travel	10,000	\$7,035	\$0	\$2,965
Total Other Purchased Services	257,700	\$202,932	\$606	\$54,162
560 - Tuition - Designated HS	2,039,373	\$1,990,193	\$0	\$49,180
561 - Tuition - Vo-Ag, Other	215,662	\$149,778	\$0	\$65,884
562 - Tuition - Magnet Schools	100,095	\$64,295	\$0	\$35,800
563 - Tuition - Spec Ed - LEA Placed	686,420	\$402,573	\$0	\$283,848
564 - Tuition - Spec Ed - DCF Placed	27,205	\$86,064	\$0	(\$58,859)
565 - Tuition - Reg Ed - OCF Placed	-	\$0	\$0	\$0
Total Student Tuition	3,068,755	\$2,692,903	\$0	\$375,852
611/612 - Instructional/Media Supplies	55,500	\$39,265	\$3,081	\$13,154
613 - Custodial/Maintenance Supplies	32,000	\$29,740	\$0	\$2,260
620/62 - Heat Energy/Propane	91,665	\$80,402	\$0	\$11,263
622 - Electricity	103,530	\$73,627	\$0	\$29,903
626 - Gasoline/Diesel	111,375	\$65,892	\$0	\$45,483
641/642 - Textbooks/Workbooks/Library	19,127	\$6,503	\$4,413	\$8,211
650 - Technology Supplies	10,500	\$6,612	\$0	\$3,888
690 - Non-Instructional Supplies	16,500	\$15,544	\$180	\$776
Total Supplies/Commodities	440,197	\$317,586	\$7,674	\$114,937
730 - Instructional Equipment	5,000	\$0	\$0	\$5,000
733 - Non-Instructional Equipment	6,000	\$3,848	\$1,925	\$227
734 - Technology Equipment	64,900	\$22,592	\$17,017	\$25,291
735 - Technology Software/Licenses	46,320	\$30,219	\$15,275	\$826
Total Equipment	122,220	\$56,659	\$34,217	\$31,344
810 - Dues/Fees	13,500	\$12,980	\$0	\$520
Total Expense	\$10,428,592	\$8,278,818	\$69,736	\$2,082,041

PRESTON PUBLIC SCHOOLS

325 SHETUCKET TURNPIKE

PRESTON, CT 06365

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

DATE	PURCHASE ORDER NUMBER
4/18/2013	130455
AMOUNT	ACCOUNT CODE
\$4,628.75	1-101-0080-0735-2230-0000

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

NCS Pearson, Inc.
13036 Collection Center Driv
Chicago, IL 60693

SHIP PREPAID TO:

Technology Coordinator
Preston Public Schools
325 Shetucket Turnpike
Preston, CT 06365

Vendor Phone (800) 843-0019 Vendor Fax (201) 767-5029 Vendor Code B1293

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

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1.00 Each	Renewal of Powerschool Subscription and Hosting Services through April 18,2014 per your document # 8453701 dated April 19, 2013	\$4,628.75	\$4,628.75
TOTAL			\$4,628.75	\$4,628.75

Special Instructions:

PURCHASE ORDER AUTHORIZATION

If checked, payment is with this order.

John J. Welch, Ed.D., Superintendent

VENDOR

PRESTON PUBLIC SCHOOLS

325 SHETUCKET TURNPIKE

PRESTON, CT 06365

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

DATE	PURCHASE ORDER NUMBER
5/1/2013	130480
AMOUNT	ACCOUNT CODE
\$4,844.43	1-101-0080-0734-2230-0000

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

Marlin Leasing Corp - NE Division
300 Fellowship Rd
Mount Laurel, NJ 08054

SHIP PREPAID TO:

Technology Coordinator
Preston Public Schools
325 Shetucket Turnpike
Preston, CT 06365

Vendor Phone (888) 479-9111 Vendor Fax (888) 479-1100 Vendor Code B05252

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

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1.00 Each	annual lease payment for Veterans School wireless network computer hardware	\$4,844.43	\$4,844.43
TOTAL			\$4,844.43	\$4,844.43

Special Instructions:

PURCHASE ORDER AUTHORIZATION

If checked, payment is with this order.

John J. Welch, Ed.D., Superintendent

VENDOR

PRESTON PUBLIC SCHOOLS

325 SHETUCKET TURNPIKE

PRESTON, CT 06365

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

DATE	PURCHASE ORDER NUMBER
5/1/2013	130479
AMOUNT	ACCOUNT CODE
\$10,331.25	1-201-0977-0330-1200-2013

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

Renaissance Learning, Inc.
 PO Box 8036
 Wis. Rapids, WI 54495--8036

SHIP PREPAID TO:

Superintendent of Schools
 Preston Public Schools
 325 Shetucket Turnpike
 Preston, CT 06365

Vendor Phone (800) 338-4204 Vendor Fax (877) 280-7642 Vendor Code B05264

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

ITEM	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
2	1.00 Each	Annual renewal for online services	\$10,331.25	\$10,331.25
TOTAL				\$10,331.25

Special Instructions:

PURCHASE ORDER AUTHORIZATION

If checked, payment is with this order.

John J. Welch, Ed.D., Superintendent

VENDOR



Connecticut's Big 6: "We Must Fund Implementation of the Common Core State Standards."
"Continue support for a critical transition to statewide implementation of CCSS."

On April 19th, 2013, the Appropriations Committee cut roughly \$37 million dollars in necessary funding for education reform from the Governor's proposed budget. Part of that cut was new funding to support implementation of the Common Core State Standards, which Connecticut formally adopted in 2010.

About the Common Core State Standards (CCSS):

The CCSS are a national set of high expectations intended to ensure that all students:

- Achieve specifically articulated levels of proficiency in core subjects each year;
- Build on a foundation of learning from one academic year to another; and
- Work towards a clear path to college- and career-readiness.

Because successful implementation of the CCSS will depend on appropriate investment into training teachers and leaders in use of the new system and assessments, **Governor Malloy proposed \$16.6 million in funding for CCSS over the biennium.**

However, the Appropriations Committee budget eliminated all funding to support implementation of CCSS. These cuts will deny teachers and leaders the necessary training and development needed to revise instruction so that it is aligned with CCSS.

Governor Malloy's proposal of \$8.3 million per year was intended to cover:

- Summer training for teachers to learn how to adapt classroom practices
- Training for supervisors to assess teachers' alignment of their new classroom practices
- Ongoing professional development and training of four coaches per district
- A website with information on CCSS for use by all education stakeholders, including parents
- The opportunity for all teachers and students to practice the new associated assessment, in order to become familiar with the new content and testing method

If we are to deliver on our promise to support every Connecticut student in reaching higher expectations and accessing greater opportunities, we must continue our support for the Common Core State Standards.

We urge state legislators to restore funding for this key policy that reframes instruction in our schools to help Connecticut students achieve higher standards.

Our teachers, principals, and students are counting on it.

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 are subject to state and federal guidelines of the minimum amount to charge.

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:

Preston Board of Education

Policies, Regulations, and Bylaws

4118.6

4218.6

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Policy on Social Networking

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with the work of the school district;
- 2) is used to harass co-workers or other members of the school community;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees,
- 5) disrupts the work of the school district;
- 6) harms the goodwill and reputation of the school district in the community; or
- 7) violates the law, board policies and/or other school rules and regulations.

The Board of Education, through its Superintendent, will adopt and maintain administrative regulations to implement this policy.

Legal References:

U.S. Constitution, Amend. I
Conn. Constitution, Article I, Sections 3,4,14
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. § 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. § 2510 through 2520

Policy Adopted:

Preston Board of Education
Policies, Regulations, and Bylaws

4118.6
4218.6

Personnel - Certified-Non-Certified

Rights, Responsibilities and Duties

Regulation on Social Networking

ADMINISTRATIVE REGULATIONS REGARDING USE OF SOCIAL MEDIA

The Board of Education recognizes the importance of social media for its employees, and acknowledges that its employees have the right under the First Amendment, in certain circumstances, to speak out on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, when such use:

- 1) interferes with the work of the school district;
- 2) is used to harass co-workers or other members of the school community;
- 3) creates a hostile work environment;
- 4) breaches confidentiality obligations of school district employees,
- 5) disrupts the work of the school district;
- 6) harms the goodwill and reputation of the school district in the community; or
- 7) violates the law, board policies and/or other school rules and regulations.

Definitions:

Social Media includes, but is not limited to, social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, and MySpace.

Board of Education includes all names, logos, buildings, images and entities under the authority of the Board of Education.

Rules Concerning Personal Social Media Activity

1. An employee may not mention, discuss or reference the Board of Education, the school district or its individual schools, programs or teams on personal

social networking sites, unless the employee also states that the post is the personal communication of the employee of the school district and that the views posted are the employee's alone and do not represent the views of the school district or the Board of Education.

2. Employees must refrain from mentioning other Board of Education employees or other members of the school community (e.g., parents or others) on personal social networking sites, without such individuals' express consent unless the employee is addressing an issue of public concern and the employee's speech falls under applicable constitutional protections pertaining to same.
3. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues.
4. Unless given written consent, employees may not use the Board of Education's logo or trademarks on their personal posts. Please note that this prohibition extends to the use of logos or trademarks associated with individual schools, programs or teams of the school district.
5. Employees are required to use appropriately respectful speech in their personal posts on social media posts; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Such posts reflect poorly on the school district's reputation, can affect the educational process and may substantially and materially interfere with an employee's ability to fulfill his/her professional responsibilities.
6. Employees are individually responsible for their personal posts on social media. Employees may be sued by other employees, parents or others, and any individual that views an employee's social media posts as defamatory, pornographic, proprietary, harassing, libelous or creating a hostile work environment. As such activities are outside the scope of employment, employees may be personally liable for such claims.
7. Employees are required to comply with all Board of Education policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites. Any access to personal social media activities while on school property or using school district equipment must comply with those policies, and may not interfere with an employee's duties at work.
8. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices to ensure compliance. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district

computers, cellular telephones or other electronic data devices.

9. All posts on personal social media must comply with the Board of Education's policies concerning confidentiality, including confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
10. An employee may not link a personal social media site or webpage to the Board of Education's website or the websites of individual schools, programs or teams; or post Board of Education material on a social media site or webpage without written permission of his/her supervisor.
11. All Board of Education policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to public trust, illegal harassment, code of conduct, and protecting confidential information.

Rules Concerning District-Sponsored Social Media Activity

1. If an employee seeks to use social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the employee must seek and obtain the permission of his/her supervisor prior to setting up the site.
2. If an employee wishes to use Facebook or other similar social media site to Communicate meetings, activities, games, responsibilities, announcements etc., for a school-based club or a school-based activity or an official school-based organization, or an official sports team, the employee must also comply with the following rules:
 - The employee must set up the club, etc. as a group list which will be "closed" (e.g. membership in the group is limited to students, parents and appropriate school personnel, and "monitored" (e.g. the employee had the ability to access and supervise communications on the social media site).
 - When Facebook is used as the social media site, members will not be established as "friends," but as members of the group list. When other social media sites are used, the employee will establish a similar parameter on the basis of the functionality of the social site utilized.
 - Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.

- Parents shall be permitted to access any site that their child has been invited to join.
 - Access to the site may only be permitted for educational purposes related to the club, activity, organization or team.
 - The employee responsible for the site will monitor it regularly.
 - The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
 - Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.
3. Employees are required to use appropriately respectful speech in their social media posts on district-sponsored sites; and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.
 4. Employees are required to comply with all Board of Education policies and procedures and all applicable laws with respect to the use of computer equipment, networks or devices when accessing district-sponsored social media sites.
 5. The Board of Education reserves the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in computers, cellular telephones or other data devices.
 6. All posts on district-sponsored social media must comply with the Board of Education's policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.
 7. An employee may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.
 8. An employee may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, proselytizing or solicitation purpose.
 9. An employee may not use district-sponsored social media communications in a manner that misrepresents personal views as those of the Board of Education, individual school or school district, or in a manner that could be construed as such.

Disciplinary Consequences

Violation of the Board's policy concerning the use of social media or these administrative regulations may lead to discipline up to and including the termination of employment consistent with state and federal law.

Legal References:

U.S. Constitution, Amend. I
Conn. Constitution, Article I, Sections 3,4,14
Conn. Gen. Stat. § 31-48d
Conn. Gen. Stat. § 31-51q
Conn. Gen. Stat. § 53a-182; 53a-183; 53a-250
Electronic Communication Privacy Act, 28 U.S.C. § 2510 through 2520

Regulation Adopted: