

Board of Education Regular Meeting  
Monday, March 9, 2009 7:30 PM Eastern

PPMS Library  
1 Route 164  
Preston, CT 06365

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Minutes
- IV. Public Communications and Comments
- V. Board of Education Committee and Other Reports
- VI. Superintendent Reports and Recommendations
  - VI.A. BOE Expenditure/Projection Report
  - VI.B. Preston Cafeteria Profit and Loss Report
  - VI.C. Transportation Report
- VII. New Business
  - VII.A. Votes Required
  - VII.B. Discussion
- VIII. Old Business
  - VIII.A. Votes Required
  - VIII.B. Discussion
- IX. Information
- X. Adjournment

## **Special Meeting Template**

February 09, 2009 07:00PM

PPMS Library

### **1. Call To Order**

Greg Keith called the meeting to order at 7:01 pm. **Members Present:** Greg Keith, Charles Raymond, Deborah Burke-Grabarek, Daniel Harris. Sue Hess arrived at 7:03 pm. Jessica Pappas arrived at 7:11 pm. James Jancewicz was absent.

**Also present:** Dr. Welch; Superintendent, Gloria Homiski; Recording Secretary, Lesley Wysocki; Business Manager, Ivy Davis; Director of Curriculum, Instruction and Special Education, Ray Bernier; Principal PPMS, Dr. Walsh; Principal PVMS, Mike House; Supervisor of Buildings and Grounds, and Al Notarianni; Network Administrator. **Audience:** Rebecca Boenig, Pearle Potter, Tara Bolles, Stacey Wilbur, Keleigh Baretincic, Elizabeth Hotaling, Mary Fournier, Caron Wunderlich, Charlotte Fenton, Leslie Kornosewicz, Danielle Woodmansee, Marlene Pellegrini, Stacy Robbins, Andrea Choquette, Susan Strader, Gail Rigney and Kristina Gregory.

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

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

Moved, to table the minutes of the regular meeting of January 12, 2009 and move on to Public Communications and Comments. Keith/Burke-Grabarek. All in favor. Motion carries.

Moved, to approve the minutes of the regular BOE meeting of January 12, 2009. Keith/Burke-Grabarek. All in favor. Motion Carries.

### **4. Public Communications and Comments**

Marlene Pellegrini asked the BOE if cafeteria and playground regulations and policies are in written or verbal form. Greg Keith stated that the BOE would get back to her with an answer ASAP.

Elizabeth Hotaling addressed the Board stating that it was her first Board Meeting. She asked why the question was not answered. Greg Keith stated that the Board follows policy. If a question can be answered immediately it is. If a review of information is needed to answer the question, the Board will get back to the individual ASAP.

Andrea Choquette asked if all of the buses were back up and running. Dr Welch stated that he would address that issue during his Superintendent's report.

Keleigh Baretincic asked how parents can become more active in the budgetary process. Dr. Welch stated that the proposed budget will be presented to the Board at the March 9, 2009 meeting. The budget will be a lean one due to economic problems. It will not be a year for new initiatives. Parents can email Board members and office staff, as well attend Board meetings during the budget process.

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

Greg Keith announced that Preston Public Schools has a newly remodeled website. Echalk is available to encourage communication between teachers and parents.

The newly formed instrumental music program has been well attended with 45 students participating.

Sue Hess serves as the Parks and Rec liaison. The next issue of The Preston Press goes out in May. The deadline for submitting material is early April.

Sue asked if Dr. Welch and Mike House could attend the next Parks and Rec Meeting on 2/24 in order to discuss field maintenance. Dr. Welch said that they would attend.

Dr. Welch also stated that members of the BOE would attend the BOF Meeting on 2/11/09.

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

Transportation/FY09 Budget:

The bus fleet was divided between DATTCO and Northeast Diesel (parts and labor: \$41,822). The addition of mechanical support and staff supervision totaled \$58,000. Temporary mechanical support totaled \$15,000. The total cost of \$115,000 will be covered in the 09 budget. The additional staffing will be included in the FY10 proposed budget as well. The previous staffing model did not work. A mechanic must be on duty full time. The Board will advertise for a permanent Transportation Supervisor in April. Currently, an interim is in charge. The BOE suggested that the new supervisor be a qualified mechanic as well. The interim is also the Safety Coordinator. A Head Mechanic was hired. He is the mechanic that was from DATTCO. The Leadman position was modified. He serves as a mechanic/driver as well. Charles Raymond said that the Montville school system pays their spare drivers for 5 hours a day whether they drive or not.

Jessica Pappas asked if communication has changed between Central Office and the Bus Garage. Dr. Welch stated that Central Office is tracking all DMV reports etc. The Board asked for a monthly bus report.

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

Lesley Wysocki addressed the Board. She completed the line item transfers that were approved by the Board in December.

She reviewed individual line items and discussed the areas that she will be watching more closely until the end of the year.

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

Lesley Wysocki also presented the Cafeteria Report to the Board.

## **7. New Business**

### **7.1. Votes Required**

### **7.2. Discussion**

PPMS Advisor/Advisee Program: This is a new program at PPMS. Mr. Bernier explained that each teacher meets with a group of 10 or 11 students (from grades 6-8) once a month for a ½ hour. Dr. Welch and Mr. Bernier attended several

workshops promoting such interaction. The Program has proven to be a successful one.

Learn ABA (Applied Behavior Analysis) Program: Ivy Davis addressed the Board with regard to a new Special Education Program that will be housed at PPMS next year. Two Preston students, as well as 4 students from other districts will participate in the program run by Learn. The program will focus on functional skills from ten different areas. The current ABA program at PVMS focuses on communication functioning. Students will benefit from this new program and the assistance they will gain from Learn staff members.

## **8. Old Business**

### **8.1. Votes Required**

BOE Policies:

5145.14 On-Campus Recruitment  
5145.15 Directory Information  
5145.2(a) (b) Freedom of Speech/Expression  
5145.42(a) (b) Nondiscrimination  
5145.5 Exploitation/Sexual Harassment  
5145.6 Student Grievance Procedures  
5145.71 Surrogate Parent Program  
5156 Research Involving Students

Moved, to delete Policies 5145.14 and 5145.15 and to accept policies 5145.2 (a) (b), 5145.42 (a) (b), 5145.5, 5145.6, 5145.71 and 5156 as modified. Pappas/Burke-Grabarek. All in favor. Motion carries.

### **8.2. Discussion**

## **9. Information**

### **10. Adjournment**

Moved, to adjourn the meeting at 9:35 pm. Burke-Grabarek/Keith. All in favor. Motion carries.

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Chairperson

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Superintendent

## February 2009

### Expenditure/Projection Report:

111.004 Regular Education Teacher salaries – Due to the unfortunate passing of a staff member, there will be a balance in this line item.

112.020 Transportation Personnel – The loss of a .5 driver/.5 mechanic, a new mechanic and a temporary supervisor will result in a current deficit of \$62,572.35. **A transfer will need to be made in this line.**

212 Health insurance – Changes in plan choices (Century Pref. vs. HSA), personal status (single, +1, family, waiver options, and new hires will result in an anticipated balance of approximately \$50,000.

315 Substitute Teachers and Interns - Simply anticipating three long term absences, will result in a minimal deficit of \$1108.20. **A transfer will need to be made in this line. A further transfer may be required.**

330.033 Referees – More games and a rate increase have resulted in a deficit of \$495.50. **A transfer will need to be made in this line.**

421 Bus Garage Repairs – Our recent outsourced inspections/repairs and the temporary mechanic resulted in the current deficit of \$73,668.95. There will also be additional expenses needed to cover the routine repair/maintenance through June 30. **A transfer will need to be made in this line.**

430.038- Boiler Cleaning/Repair – Service calls to PPMS and PPS have resulted in a deficit of \$1,858.94. **A transfer will need to be made in this line.**

510 Alternative transportation – one unanticipated student, a change in program for another and temporary wheel chair transportation will result in a deficit of \$14,685.93. **A transfer will need to be made in this line.**

560/563 Tuition Accounts – A variance in actual vs. budget figures, the departure of (8) students (to date), additions, and changes in programs can fluctuate daily. The initial Excess Cost Aid has been applied. A combined balance of \$115,301.00 has resulted.

570 Food Service Management – the medical leave was extended further then originally anticipated. An additional adjustment of \$2500.00 will be needed to cover the deficit. **A transfer will need to be made in this line.**

613 Custodial Supplies – additional floor stripper, and finish and facial tissues were needed. **A transfer will need to be made in this line.**

620 Heat and Propane – Confirmation of the energy aid has NOT been received.

**Preston Board of Education  
Expenditure/Projection Report  
July through February 2009**

	Budget	Expended	Projected/Encum.	bal./def.
<b>111 · Certified Personnel</b>				
.001 · Superintendent	115,257.00	75,360.32	39896.68	0.00
.002 · Director of Curriculum, Instr. and Spec	84,460.00	57,723.86	26736.14	0.00
.003 · Principals	196,013.00	128,162.15	67850.85	0.00
.004 · Regular Education Teachers	2,157,283.90	1,220,079.34	920723.93	16,480.63
.005 · Admin. Assistant	1,700.00	0.00	1700.00	0.00
.006 · Special Education Teachers	663,406.80	357,565.12	305841.68	0.00
.007 · Nurses	90,399.46	54,524.35	35875.11	0.00
.008 · Summer School Teachers	12,807.76	12,807.76		0.00
<b>Total 111 · Certified Personnel</b>	<b>3,321,327.92</b>	<b>1,906,222.90</b>	<b>1398624.39</b>	<b>16,480.63</b>
<b>112 · Classified Personnel</b>				
.010 · Business Manager	68,164.74	44,517.42	23647.32	0.00
.011 · Special Education Admin. Ass't	35,456.72	23,281.14	12175.58	0.00
.012 · Executive Administrative Ass't	43,030.10	28,135.00	14895.10	0.00
.014 · B&G Supervisor	66,414.52	43,529.40	22885.12	0.00
.015 · Technical Coordinator	36,084.44	23,593.62	12490.82	0.00
.016 · Paraprofessionals	223,083.00	104,247.53	118835.47	0.00
.018 · School Secretaries	52,407.00	32,857.51	19549.49	0.00
.019 · Custodians	143,163.00	92,191.06	50971.94	0.00
.020 · Transportation Personnel	421,390.00	250,863.72	233098.63	-62,572.35
<b>Total 112 · Classified Personnel</b>	<b>1,089,193.52</b>	<b>643,216.40</b>	<b>508549.47</b>	<b>-62,572.35</b>
<b>113 · Substitute Paraprofessionals</b>	18,000.00	6,662.37		11,337.63
<b>114 · Tutors - Homebound Students</b>	12,000.00	7,650.00		4,350.00
<b>122 · Stipends</b>	21,300.00	7,250.00		14,050.00
<b>212 · Health Insurance</b>	954,295.00	555,000.79	349183.84	50,110.37
<b>215 · Life Insurance</b>	9,374.00	2,648.70	6725.30	0.00
<b>220 · FICA</b>	146,373.00	84,008.52	62364.48	0.00
<b>250 · Unemployment Comp</b>	44,000.00	21,581.72	10298.18	12,120.10
<b>260 · Workers Comp</b>	50,395.00	37,797.00	12598.00	0.00
<b>291 · Annuity Payments</b>	82,665.00	46,311.78	36353.22	0.00
<b>315 · Substitute Teachers and Interns</b>	70,000.00	50,669.20	20439.00	-1,108.20
<b>320 · Special Education Services</b>				
.022 · Physical Therapy	24,758.94	24,758.93		0.01
.024 · Aural Rehabilitation	11,500.00	5,277.38	6222.62	0.00
.025 · Psychological Services	25,000.00	7,227.50	5200.00	12,572.50
<b>Total 320 · Special Education Services</b>	<b>61,258.94</b>	<b>37,263.81</b>	<b>11,422.62</b>	<b>12,572.51</b>
<b>322 · Staff Development</b>	18,797.68	16,747.38	999.00	1,051.30
<b>330 · Professional Purchased Services</b>				
.027 · Referees	2,112.00	2,520.00	87.50	-495.50
.028 · Payroll Fees	16,137.00	9,714.58	6422.42	0.00
.029 · Auditors	23,427.36	16,102.36	7325.00	0.00
.030 · Physical Exams-garage	1,800.00	599.00	530.00	671.00
.031 · Medicaid filing fees	1,854.00	1,854.00		0.00
.033 · Other Services-Tetra, storage..	3,000.00	2,745.08		254.92
.099 · BOE Strategic Planning	5,000.00			5,000.00
<b>Total 330 · Professional Purchased Services</b>	<b>53,330.36</b>	<b>33,535.02</b>	<b>14,364.92</b>	<b>5,430.42</b>

**Preston Board of Education  
Expenditure/Projection Report  
July through February 2009**

	Budget	Expended	Projected/Encum.	bal./def.
331 · Legal Services	30,000.00	10,945.94		19,054.06
421 · Bus & Garage Repairs	26,466.45	96,457.40	3678.00	-73,668.95
430 · Repairs & Maintenance				
.034 · Trash Removal	6,500.00	300.00	4,800.00	1,400.00
.035 · Water (testing/treatment/access)	5,000.00	864.20	930.00	3,205.80
.036 · Air Quality	3,500.00	1,900.00		1,600.00
.037 · Service Agreements	30,355.00	30,337.93		17.07
.038 · Boiler Cleaning/Repair	5,000.00	6,858.94		-1,858.94
.039 · Fire Extinguishers	1,550.00	1,012.30		537.70
.041 · HVAC Repairs and Supplies	3,500.00	2,110.95		1,389.05
.047 · Septic Cleaning	5,250.00	5,169.00		81.00
<b>Total 430 · Repairs &amp; Maintenance</b>	<b>60,655.00</b>	<b>48,553.32</b>	<b>5730.00</b>	<b>6,371.68</b>
431 · Equipment Repairs	4,500.00	4,300.92	130.00	69.08
432 · EMERGENCY REPAIRS	17,000.00	11,766.02	2791.62	2,442.36
442 · Copy Machine Leases, etc.	41,000.00	22,454.83		18,545.17
450 · Building Improvements	15,250.13	13,279.13		1,971.00
510 · Alternative Transportation	59,940.00	48,276.93	26349.00	-14,685.93
530 · Communications	40,000.00	20,501.43		19,498.57
531 · Postage	5,500.00	1,392.80		4,107.20
560 · Regular Tuition	2,112,009.61	2,058,915.60	26973.00	26,121.01
563 · Special Ed Tuition/Vocational Training*	1,362,847.20	963,367.79	310299.20	89,180.21
570 · Food Service Management	27,500.00	25,000.00	5000.00	-2,500.00
580 · Travel	10,000.00	3,030.71	4790.00	2,179.29
611 · Instructional Supplies	60,047.37	53,290.45	4330.44	2,426.48
613 · Custodial Supplies	25,000.00	25,754.70		-754.70
620 · Heat & Propane*	145,338.29	151,357.29		-6,019.00
622 · Electricity	156,985.00	75,360.30	81624.70	0.00
628 · Gasoline/Diesel	151,244.33	150,795.95		448.38
641 · Textbooks/Workbooks	17,420.00	15,095.49	676.00	1,648.51
690 · Non-instructional Supplies	9,783.60	3,426.99	420.68	5,935.93
730 · Equipment	4,058.00	2,057.23		2,000.77
734 · Technology	109,204.60	60,759.58	40510.54	7,934.48
810 · Dues/Fees	12,101.00	9,493.51		2,607.49
	<b>10,456,161.00</b>	<b>7,332,199.90</b>	<b>2,945,225.60</b>	<b>178,735.50</b>

This financial statement represents an accurate representation of actual year to date expenditures.

It is subject to change throughout the fiscal year and is not intended to be a representation of the Board of Education's final financial position until June 30 2009.

\* Excess Cost Aid from the State was recorded as of 2/27/2009.

\*Confirmation of receipt of energy aid funding has not been received to date.

**Preston Board of Education  
Line Item Adjustments  
March 2009**

	Adjusted Budget 2008- 2009	balances	deficits	3/9/2008 Adjusted Budget
<b>111 · Certified Personnel</b>				
.001 · Superintendent	115,257.00			115,257.00
.002 · Director of Curr., Inst., and Sped	84,460.00			84,460.00
.003 · Principals	196,013.00			196,013.00
.004 · Regular Education Teachers	2,157,283.90	16480.63		2140803.27
.005 · Admin Asst	1,700.00			1,700.00
.006 · Special Education Teachers	663,406.80			663406.80
.007 · Nurses	90,399.46			90399.46
.008 · Summer School Teachers	12,807.76			12,807.76
<b>112 · Classified Personnel</b>				
.010 · Business Manager	68,164.74			68,164.74
.011 · Special Education Admin. Ass't	35,456.72			35,456.72
.012 · Executive Administrative Ass't	43,030.10			43,030.10
.014 · B&G Supervisor	66,414.52			66,414.52
.015 · Technical Coordinator	36,084.44			36,084.44
.016 · Paraprofessionals	223,083.00			223,083.00
.018 · School Secretaries	52,407.00			52407.00
.019 · Custodians	143,163.00			143,163.00
.020 · Transportation Personnel	421,390.00		62572.35	483,962.35
<b>113 · Substitute Paraprofessionals</b>	18,000.00			18,000.00
<b>114 · Tutors - Homebound Students</b>	12,000.00			12,000.00
<b>122 · Stipends</b>	21,300.00			21,300.00
<b>212 · Health Insurance</b>	954,295.00	50110.37		904,184.63
<b>215 · Life Insurance</b>	9,374.00			9,374.00
<b>220 · FICA</b>	146,373.00			146,373.00
<b>250 · Unemployment Comp</b>	44,000.00			44,000.00
<b>260 · Workers Comp</b>	50,395.00			50395.00
<b>291 · Annuity Payments</b>	82,665.00			82,665.00
<b>315 · Substitute Teachers and Interns</b>	70,000.00		1108.2	71,108.20
<b>320 · Special Education Services</b>				0.00
.022 · Physical Therapy	24,758.94			24,758.94
.024 · Aural Rehabilitation	11,500.00			11,500.00
.025 · Psychological Services	25,000.00			25,000.00
<b>322 · Staff Development</b>	18,797.68			18,797.68
<b>330 · Professional Purchased Services</b>				0.00
.027 · Referees	2,112.00		495.5	2,607.50
.028 · Payroll Fees	16,137.00			16,137.00
.029 · Auditors	23,427.36			23,427.36
.030 · Physical Exams-garage	1,800.00			1,800.00
.031 · Medicaid filing fees	1,854.00			1,854.00
.033 · Other Services-Tetra, storage..	3,000.00			3,000.00
.099 · BOE Strategic Planning	5,000.00			5,000.00

**Preston Board of Education  
Line Item Adjustments  
March 2009**

	Adjusted Budget 2008- 2009	balances	deficits	3/9/2008 Adjusted Budget	
331 · Legal Services	30,000.00			30,000.00	
421 · Bus & Garage Repairs	26,466.45		73668.95	100,135.40	
430 · Repairs & Maintenance				0.00	
.034 · Trash Removal	6,500.00			6,500.00	
.035 · Water (testing & treatment)	5,000.00			5,000.00	
.036 · Air Quality	3,500.00			3,500.00	
.037 · Service Agreements	30,355.00			30,355.00	
.038 · Boiler Cleaning/Repair	5,000.00		1858.94	6,858.94	
.039 · Fire Extinguishers	1,550.00			1,550.00	
.040 · HVAC repairs and supplies	3,500.00			3,500.00	
.047 · Septic cleaning	5,250.00			5,250.00	
431 · Equipment Repairs	4,500.00			4,500.00	
432 · EMERGENCY REPAIRS	17,000.00			17,000.00	
442 · Copy Machine Leases,etc.	41,000.00			41,000.00	
450 · Building Improvements	15,250.13			15,250.13	
510 · Alternative Transportation	59,940.00		14685.93	74,625.93	
530 · Communications	40,000.00			40,000.00	
531 · Postage	5,500.00			5,500.00	
560 · Regular Tuition	2,112,009.61	26121		2,085,888.61	
563 · Special Ed Tuition	1,362,847.20	89180		1,273,667.20	
570 · Food Service Management	27,500.00		2500	30,000.00	
580 · Travel	10,000.00			10,000.00	
611 · Instructional Supplies	60,047.37			60,047.37	
613 · Custodial Supplies	25,000.00		754.7	25,754.70	
620 · Heat & Propane*	145,338.29			145338.29	
622 · Electricity	156,985.00			156,985.00	
628 · Gasoline/Diesel	151,244.33			151,244.33	
641 · Textbooks/Workbooks	17,420.00			17420.00	
690 · Non-Instructional Supplies	9,783.60			9,783.60	
730 · Equipment	4,058.00			4,058.00	
734 · Technology	109,204.60			109,204.60	
810 · Dues/Fees	12,101.00			12,101.00	outstanding balance
	<b>10,456,161.00</b>	<b>181,892.00</b>	<b>157,644.57</b>	<b>10,431,913.57</b>	<b>24,247.43</b>
* Public Act 08-01 (Energy Assistance) has authorized \$6019.00 to be distributed to the Preston Board of Education.					
Funding has not been transferred to the BOE to date.					

**Cafeteria Account  
February 28, 2009**

Total Deposits for February	\$14,804.50
Total Payroll for February	\$ (6,178.26)
Total Invoices (AP) for February	\$ (7,987.20)
<b>Ending Bank Balance 2/28/2009</b>	<b>\$ 1,658.75</b>

LEW 3/5/2009

Preston School Transportation Dept.  
Feb.27, 2009  
Report to Dr. Welch  
From Patricia Hibbard, Transportation Supervisor

January 23 to Feb 27, 2009

In an attempt to report all of the work that has been done in the past month, I will list the items and areas by subject.

Daily, all scheduling of routes and route coverage if a driver is absent.

#### Pretrip Documentation Procedures

A Drivers Clinic was held by Head mechanic Jim Elton and me, on the proper completion of a pretrip form on January 7, 2009

Drivers now complete a full pretrip every time that they use a bus.

A pretrip slip is turned into the office to the Supervisor or the mechanic directly if repairs need to be made

The Pretrip book is signed off by the head mechanic when repairs are made. A repair order is also signed by both the head mechanic and supervisor and filed in the vehicle file.

If no defects are found, the pretrip is signed by the supervisor and filed chronologically in the vehicle file.

When the pretrip book is filled it is turned in to the supervisor to be held for 6 months in the vehicle file.

If repairs were made, the pretrip slip is stapled to the repair order, filed and signed.

February 2,

6:30 AM DMV Inspector Morin visited the transportation office. Dr. Welch and Lesley Wysocki were notified immediately that a DMV Inspector was there to review some driver's files and to review the 90-day bus maintenance and brake inspection schedule. The head mechanic and I established with Inspector Morin the use of a Maintenance board for this purpose in the tool room at the bus garage. This is also followed up with paper documentation of said inspection and filed in the vehicle file.

Inspector Morin and I also went to Dr. Welch's office to speak to him directly about the condition of the driver's files that were found to be out of compliance. Also no valid inspection forms could be found on the Astro Van, and it was taken out of service immediately by the head mechanic and a full inspection was conducted and repairs were made before it was put back into service per the Inspector's directive.

A full review of all Drivers files has been completed and I have required all drivers to complete mandatory forms, in addition, I have photocopied all licenses and medical cards for all drivers, and have sent for a previous 12 month driving history/record from DMV. Each document placed into a Drivers file, has been signed and dated by me. Some files

are missing mandatory information that is required by the State. This occurred under the previous management of the driver's files prior to Jan. 5, 2009.

Bus # 22 was also listed as out of service until all work required for the State inspection could be completed on this vehicle. A full independent inspection was performed to establish full documentation of the vehicle and its brakes. Inspector Morin visited on Feb 10, to assist the head mechanic and I to obtain a FMVSS-22 decal /label that was missing from Bus# 22, that needed to be placed in the vehicle before going back into service. She obtained a photo copy for us that we could use until the ordered label arrives.

This vehicle was also inspected by DMV Inspectors Barrette and Licitra on Feb. 23, 2009. The head mechanic and I signed the State Inspection form. They validated that the work had been performed.

Insp. Barrette and Licitra also audited Bus #22's vehicle file and noted that the correct forms were in the file on all work done since Jan. 23, 2009

The inspectors also recommended a way to set up the vehicle files using colored codes. They also suggested persons to contact regarding software programs for vehicle maintenance. Lastly they checked recent pretrip forms by drivers and found those to be satisfactory.

A weekly schedule of fluid and maintenance checks has been re-established, effective 2-17-09 on every Monday with all buses returning to the bus garage directly after AM routes. The fluid checks are done by the leadman or the head mechanic. A form is completed with bus info signed and dated by the person doing the fluid checks. The head mechanic performs all the maintenance checks. 90 day maintenance inspections are scheduled to begin on all vehicles on March 6, 2009

All vehicle maintenance forms have been updated and revised for signatures by both the head mechanic and supervisor with date after work is completed. They are then filed.

A full inspection of all the tires on vehicles in the fleet was performed and documented by the head mechanic. An inventory and list was made of tires that will soon need to be replaced.

A daily route binder has been established for bus routes. They are divided by bus number with a full student list and directions for drivers. A student listing binder, by schools, has also been created. A quick card file has been created to allow anyone substituting for the supervisor to understand what time each bus leaves in the AM/PM and what schools it transports to. Also any special notes are listed along with 90 min delay time to answer parent's questions when they call.

Phone numbers for special needs children have been updated.

A complete pre-k and kindergarten current enrollment list was requested by me from the PVMS office and that data has been entered recently into the bus routing software program.

A training program was held on January 29 for designated I.A.'s on the operation of the wheel chair lift and loading procedures for handicapped students on Buses # 20 and 22. The head mechanic, Sandy Pank, the handicap vehicle driver and I were on hand to teach how the Wheel chair lift operated and to answer any questions.

The garage maintenance area is in an ongoing project. It needs to be cleaned and reorganized.

The head mechanic has placed clear document pouches overhead in the front of each bus to hold the registration and insurance card so that they are clearly visible in each vehicle. He has also done many repairs to the spare buses to keep them in use.

The head mechanic works diligently every day repairing and documenting any repairs that are made to the fleet of school buses. He is also efficient in ordering needed items for repairs and most vehicles are back in use within hours. He has brought to my attention repairs that drivers may not have noticed because he has knowledge of problem areas through his previous employment and work experience. He has good rapport with the drivers, management and DMV Inspectors. His response to vehicles that have broken down on the road has also been prompt, and when needed, vehicles have been towed quickly.

Feb. 26,

DMV Inspector s Morin, Barrette, Correa visited the Transportation office at 8:00 am to begin an full audit of the Bus Drivers files. Dr. Welch and Lesley Wysocki were notified that the inspectors were there and an audit was going to be performed. Lesley Wysocki arrived to monitor the audit. Random files were examined by the DMV Inspectors. Recommendations were made to improve the file record keeping, adjustments to required forms, a new application for employment, and document requests from previous employers. I had begun to address these issues already but their recommendations were appreciated. I am working closely with the DMV inspectors to rectify the problems that were found. Tickets were issued to Preston B.O.E. concerning problems with the files prior to Dec. 22, 20089, totaling \$460.00


I have written various memos of changes to the drivers addressing time card issues, cleanliness of buses, parking of buses, responsibility of drivers regarding buses, observing posted speed limits, attendance and verification of absence, request for time off, and pretripping etc. Copies of the memos are forwarded to Lesley Wysocki and Dr. Welch.

The office area has been cleaned and reorganized in order to promote a positive attitude among all employees. New framed prints have been hung emphasizing priorities, attitude and teamwork. A coffee area has been added along with water bottles for driver's convenience. This has helped with employee morale.

If a parent or the school administration calls, they are responded to promptly. Someone is always available to answer the phone the entire time that vehicles are on the road or the schools are in session.

If anyone would like to visit the Transportation office, they are welcome to observe our daily operations. If there are any questions, please, do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in cursive script that reads "Patricia Hibbard". The signature is written in black ink and is positioned above the printed name.

Patricia Hibbard



09  
Mystic Air Quality Consultants, Inc.

1204 North Road (Rt. 117) Groton, Connecticut 06340

February 5, 2009

Preston Veteran's Memorial School  
325 Shetucket Turnpike  
Preston, Connecticut 06365  
**Attn: Mr. Michael House**  
**Facilities Department**

**Re: Limited and Directed Indoor Air Quality Investigation with Ambient Air  
Screening for Fungal Spores**

**Date of Survey: December 18, 2008**

**Location: Preston Veteran's Memorial School  
Representative Classrooms**

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**Encl: (1) Recommendations**

- (2) Ambient Air Sample Results**
- (3) Allergenco Ambient Air Results for Total Fungal Count**
- (4) Limitations of Survey**

Dear Mr. House:

As requested, on December 18, 2008, Mystic Air Quality Consultants, Inc. conducted a limited and directed accessible indoor air quality investigation at the school referenced above. The sampling was conducted as part of a baseline air quality survey to determine several different air quality parameters.

Sampling of the representative areas was conducted while the building was operating under normal conditions. In addition to conducting air measurements, visual observations were made of the classrooms that were sampled. This included looking for water damage, water intrusion, the ventilation system and other items that may contribute to air quality.

**Enclosure (2)** contains the ambient gas, vapor, temperature and humidity air sample results. Sampling was conducted using direct reading instruments for hydrogen sulfide, carbon dioxide, carbon monoxide, respirable particulates, oxygen, total hydrocarbons, combustible gases, temperature and humidity. **At the time of the survey hydrogen sulfide, carbon monoxide, carbon dioxide, temperature, respirable particulates, oxygen, total hydrocarbons, and combustible gases were within applicable standards and/or recommendations.**

Communications (24 hours): \_\_\_\_\_

Office: (860) 449-8903

FAX: (860) 449-8860

Toll Free: 1 (800) 247-7746

website: [www.mysticair.com](http://www.mysticair.com)

e-mail: [maqc2@aol.com](mailto:maqc2@aol.com)

## **SAMPLING AND RECOMMENDATIONS**

### **Microbial Ambient Air Sampling – Allergenco Method**

Results reflect conditions only at the time samples were taken. Allergenco samples are analyzed via light microscopy at 600X magnification, with the entire slide (100% of the sample) being analyzed. The results are reported as total, meaning they include both viable and non-viable spores. The technique however does not differ between *Aspergillus* and *Penicillium* like species. If specific speciation and cultivation is desired it is recommended that sampling using malt extract agar base used in conjunction with 10-centimeter plates be conducted. This sampling method would identify culturable fungi to the genus level allowing for the differentiation between *Aspergillus*, *Penicillium* and *Trichoderma*.

SanAir Technologies Laboratory analyzed the samples. SanAir is staffed by microbiologists and is accredited by the American Industrial Hygiene Association's Environmental Microbiology Laboratory Accreditation Program (EMPAT). SanAir's laboratory identification number is 162952.

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Although a limited number of samples were taken indoors and outdoors of the building a comparison of biodiversity was also evaluated with limitations.

**Genus identification by the laboratory did not indicated similar biodiversity, and were not comparable to the fungi identified on the outdoor air sample. The areas included the following:**

- **Classroom 10 – *Aspergillus/Penicillium***
- **Classroom 6 - *Aspergillus/Penicillium***
- **Classroom 7 - *Aspergillus/Penicillium***
- **Classroom 36 - *Aspergillus/Penicillium***
- **Gym - *Aspergillus/Penicillium* & Basidiospores**

**The sample results of these areas indicate an amplification of microbial growth.**

If the client decides that additional samples should be taken to compare biodiversity it is recommended that repetitive sampling of an equal number of samples are taken at different locations inside and outside the school. A recommendation may include taken fifteen samples in a given room and simultaneously taken fifteen samples outdoors. Only then can an interpretation of biodiversity be made without limitations.

Although a limited number of samples was taken indoors and outdoors of the school a comparison of biodiversity was also evaluated with limitations.

**Genus identification by the laboratory did not indicated similar biodiversity, and were not comparable to the fungi identified on the outdoor air sample. The areas included the following:**

- **Classroom 10 – Aspergillus/Penicillium**
- **Classroom 6 - Aspergillus/Penicillium**
- **Classroom 7 - Aspergillus/Penicillium**
- **Classroom 36 - Aspergillus/Penicillium**
- **Gym - Aspergillus/Penicillium & Basidiospores**

**The sample results of these areas indicate an amplification of microbial growth.** For descriptions of the types of molds identified please refer to **Enclosure (3)**.

If the client decides that additional samples should be taken to compare biodiversity it is recommended that repetitive sampling of an equal number of samples are taken at different locations inside and outside the school. A recommendation may include taken fifteen samples in a given room and simultaneously taken fifteen samples outdoors. Only then can an interpretation of biodiversity be made without limitations.

Please note, however, that certain individuals may exhibit hypersensitive or allergic symptoms in environments where there are contaminants below set standards or detectable limits.

It is important to note when reviewing these sample results, that susceptible individuals may respond not only to fungi but also to the various by-products produced by these organisms including enzymes, mycotoxins and other chemical by-products.

Please refer to **Enclosures (1) and (4)** for recommendations and limitations of the sampling that was conducted.

If you have any questions or concerns please do not hesitate to contact me directly.

Sincerely,



David Wiseman, MS, CIAQP, CIAQC, CIEC  
Compliance and Inspection Services

Depending on the size and length of particles certain types of particles can remain airborne longer than others. Particles such as cat dander, cell debris may require days before they settle in the room. Eventually, thanks to gravity all particles present in the room will settle. Settled particles tend to cover most flat surfaces. Those particles still airborne tend to follow the airstream (exhaust) until it strikes a solid surface (grill).

The second factor at work can be from air coming out of an air handler, open windows or general foot traffic can cause a high enough velocity to make particles electronically charged. This charge is then passed on to any particles moving through the airstream. Once charged the particles will be naturally attracted to any surfaces in the room that has the opposite charge. This would include desks, walls, windows, etc. The second charging condition is called bipolar. Bipolar occurs when the particle is caught in some air turbulence within the duct system. This causes the particles to have both positive and a negative charge. The particles are now attracted to each other and collect on surfaces to form larger, more visible particles. An example would be fan blades on ceiling fans or the filter media for the air handler unit.

The supply and return grills should be taken down and cleaned removing the surface dust build-up. Cleaning of these units should be conducted using a HEPA vacuum and/or wet wiping methods to limit particle dispersion. The ventilation system should be shut down while performing the cleaning.

*twice a year*

### **Recommendations from Air Sample Results**

Because snow cover was present during the testing and from the information of the air sampling data it is recommended that those areas that had amplified levels of mold growth should be thoroughly cleaned. Any water damaged ceiling tiles should also be removed. The cleaning of the rooms should include HEPA vacuuming and wet wiping all horizontal and vertical surfaces. This would include walls, floors, decks, etc. The cleaning of these rooms should be done while the rooms are unoccupied preferably during school vacations.

Once the cleaning has been conducted and the removal of all water damaged building materials have been replaced follow-up air testing for mold should be conducted. The testing should be conducted when no snow cover is present.

## Explanation of Air Sampling

With the present science, the primary method to identify microbial reservoirs is to identify liquid water and/or moisture sources. The sampling was of an extremely limited nature and it is imperative not to rely on these results as the sole criteria for determining remediation. The samples results presented in this report are for environmental purposes only and are used to assist in the determination of potential microbial reservoirs or amplifiers.

Although a limited number of samples were taken indoors and outdoors of the school a comparison of biodiversity was also evaluated with limitations. ***At the time of testing snow cover was present. Snow cover can significantly inhibit the germination of microbial growth, which may skew the results. Because of the snow cover it is recommended that if air quality complaints occur ambient air mold sampling should be conducted during a period of no snow cover.***

## Water Damaged Materials

When building materials become water damaged these materials are capable of fungi germination in as little as twenty-four hours. It is recommended that any water leaks, condensation or other water intrusion issues be repaired and any porous water damaged building materials be removed and replaced.

At the time of the survey visible microbial growth on ceiling tiles was noted in Classroom 6. Based on the visible growth it is recommended that the ceiling tiles be removed while the room is unoccupied. The removal of moldy ceiling tiles should be conducted using the recommendations issued by the American Conference of Governmental Industrial Hygienist's (ACGIH), "Bioaerosols, Assessment and Control" and The Environmental Protection Agency's (EPA), "Mold Remediation in Schools and Commercial Buildings" document published in March 2001, the New York City Department of Health Guideline and OSHA's "Brief Guide to Mold in the Workplace". **Proper containment procedures and personal protective equipment as defined must be used depending on the square footage of growth.**

Located in the Gym Equipment Room and Classroom 10 several ceiling tiles were water damaged. It is recommended that these ceiling tiles be removed and replaced and the cause of the water infiltration be repaired.

## Ventilation Supply/Return Grills

Observations during the survey revealed visible dust build-up on return and supply units located in the classrooms and bathrooms. There are several factors at work that can be responsible for the surface dust build-up ventilation grills. The factors are gravity, and attraction (electrostatic forces and moisture). The surface dust build up cannot be used as an indication of contamination in the ductwork.

Done

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***Enclosure 3***



# SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139  
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070  
Web: <http://www.sanair.com> E-mail: [iaq@sanair.com](mailto:iaq@sanair.com)

Name: Mystic Air Quality Consultants  
Address: Linda Lastella  
1204 North Road  
Groton, CT 06340

Project Number: Preston Memorial  
P.O. Number:  
Project Name:

Collected Date: 12/18/2008  
Received Date: 12/19/2008 11:00:00 AM  
Report Date: 12/22/2008 1:43:00 PM  
Analyst: Muth, Andrew

SanAir ID Number

08011499

FINAL REPORT

## Air Cassette Analysis

ND = None Detected

Sample Number	Sample Identification	Sample Type	Volume	Limit of Detection	Background Density	Other	Fungal Identification	Alternaria species	Ascospores	Aspergillus/Penicillium	Basidiospores	Cladosporium species	Curvularia species	Pithomyces species	Smuts/Myxomycetes	Total	
418530	Classroom 6	Air Cassette - Allergenco-D	75 Liters	13 Count/M <sup>3</sup>	2+	Raw Count ND 3	Count/M <sup>3</sup> 40	% n/a	Raw Count ND 3	Count/M <sup>3</sup> 13	% n/a	Raw Count ND 3	Count/M <sup>3</sup> 40	% n/a	Raw Count ND 3	Count/M <sup>3</sup> 40	% n/a
418536	Classroom 10	Air Cassette - Allergenco-D	75 Liters	13 Count/M <sup>3</sup>	2+	Raw Count ND 9	Count/M <sup>3</sup> 120	% n/a	Raw Count 11 13 4	Count/M <sup>3</sup> 147 173 53	% 32 38 12	Raw Count 1 20 7 2	Count/M <sup>3</sup> 13 267 93 27	% 3 54 19 5	Raw Count 1 6 37	Count/M <sup>3</sup> 80 453	% 18
418550	Room 7	Air Cassette - Allergenco-D	75 Liters	13 Count/M <sup>3</sup>	2	Raw Count ND 1	Count/M <sup>3</sup> 13	% n/a	Raw Count 1 34 7 4	Count/M <sup>3</sup> 13 453 93 53	% 2 74 15 9	Raw Count 1 2 2 1	Count/M <sup>3</sup> 13 27 27 13	% 33 33 17	Raw Count 1 1 6	Count/M <sup>3</sup> 13 13 80	% 17
418521	Rm 19 (Music)	Air Cassette - Allergenco-D	75 Liters	13 Count/M <sup>3</sup>	1+	Raw Count ND 3	Count/M <sup>3</sup> 40	% n/a	Raw Count ND 3	Count/M <sup>3</sup> 40	% n/a	Raw Count ND 3	Count/M <sup>3</sup> 40	% n/a	Raw Count ND 3	Count/M <sup>3</sup> 40	% n/a

08011499-002 Classroom 6

08011499-003 Room 7

08011499-004 Rm 19 (Music)

Signature: *[Signature]* Date: 12/22/2008 Reviewed: *H. Claire Macdonald* Date: 12/22/2008 Page 1 of 3



# SanAir Technologies Laboratory, Inc.

1551 Oakbridge Drive, Suite B, Powhatan, VA 23139  
804.897.1177 Toll Free: 888.895.1177 Fax: 804.897.0070  
Web: <http://www.sanair.com> E-mail: [iaq@sanair.com](mailto:iaq@sanair.com)

**Mystic Air Quality Consultants**  
**Linda Lastella**  
**1204 North Road**  
**Groton, CT 06340**

December 22, 2008

SanAir ID # 08011499  
Project Name: Preston Memorial  
Project Number:

Dear David Wiseman,

---

We at SanAir would like to thank you for the work you recently submitted. The 11 sample(s) were received on Friday, December 19, 2008 via FedEx. The final report(s) is enclosed for the following sample(s): 418536, 418530, 418550, 418521, 418531, 418528, 418527, 418392, 418387, 418399, 418532.

These results only pertain to this job and should not be used in the interpretation of any other job.

Sincerely,

L. Claire Macdonald  
Laboratory Manager  
SanAir Technologies Laboratory

enclosures:

- Air Cassette Analysis
- Disclaimers and Additional Information

sample conditions:

11 sample(s) in Good condition

# SanAir Technologies Laboratory

## Microbial Analysis Report

prepared for

### Mystic Air Quality Consultants

Report Date: 12/22/2008  
Project Name: Preston Memorial  
SanAir ID#: 8011499



EMPAT# 162952



Certification # 652931



License # LAB0166



804.897.1177

[www.sanair.com](http://www.sanair.com)

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***Enclosure 2***

Scott 860-235-5827

**Mystic Air Quality Consultants, Inc.**  
 1204 North Road, Groton, Connecticut 06340 (860) 449-8903

**AMBIENT AIR SAMPLE RESULTS**

**LOCATION:** Preston Veteran's Memorial School  
 325 Shetucket Turnpike  
 Preston, CT 06365

**DATE:** December 18, 2008

SAMPLE LOCATION	# of Occupants	CO2 Carbon Dioxide ppm	CO Carbon Monoxide ppm	Hydrogen Sulfide ppm	O2 Oxygen %	Total Hydrocarbons ppm	Temperature F	Humidity %	Respirable Particulates mg/m <sup>3</sup>	% LEL Combustible Gases	Fungi Sample #
<b>Classroom 10</b>	17	720	<1	<1	20.9	<1	70.0	32.7	.004	<1	418536 h20 tile
<b>Classroom 6</b>	19	644	<1	<1	20.9	<1	69.5	29.4	.005	<1	418530
<b>Classroom 7</b>	4	540	<1	<1	20.9	<1	68.0	30.9	.004	<1	418550
<b>Room 19 (Music)</b>	0	374	<1	<1	20.9	<1	71.7	27.5	.003	<1	418521
<b>Gym</b>	1	345	<1	<1	20.9	<1	70.1	24.8	.004	<1	418531
<i>Standards</i>	—	<i>700 above outside ASHRAE 5000 OSHA</i>	<i>50 ppm OSHA</i>	<i>10 ppm OSHA</i>	<i>19.5-23.5% OSHA</i>	<i>Various</i>	<i>68-76.0 Winter 72.5-80 Summer ASH-RAE</i>	<i>30-60% ASH-RAE</i>	<i>5.0 mg/m<sup>3</sup> OSHA</i>	<i>10% OSHA</i>	—

**Sampling Instrumentation:** O2, %LEL, CO, H2S – Gastech GX-82A  
 Total Hydrocarbons – ION Science Detector;  
 Temperature/Humidity - TSI, Q-Trak;  
 CO2 - TSI, Q-Trak; Respirable Particulates – TSI Dust Trak

**Key:** OSHA – Occupational Safety and Health Administration  
 ASHRAE – American Society of Heating, Refrigerating and Air-Conditioning Engineers

**Mystic Air Quality Consultants, Inc.**  
 1204 North Road, Groton, Connecticut 06340 (860) 449-8903

**AMBIENT AIR SAMPLE RESULTS**

**LOCATION:** Preston Veteran's Memorial School  
 325 Shetucket Turnpike  
 Preston, CT 06365

**DATE:** December 18, 2008

SAMPLE LOCATION	# of Occupants	CO <sub>2</sub> Carbon Dioxide ppm	CO Carbon Monoxide ppm	Hydrogen Sulfide ppm	O <sub>2</sub> Oxygen %	Total Hydrocarbons ppm	Temperature F	Humidity %	Respirable Particulates mg/m <sup>3</sup>	% LEL Combustible Gases	Fungi Sample #
Classroom 20	0	886	<1	<1	20.9	<1	71.0	30.9	.003	<1	418528
Room 27 (Resource)	1	499	<1	<1	20.9	<1	71.1	28.1	.004	<1	418527
Classroom 43 (Computer Lab)	0	522	<1	<1	20.9	<1	71.1	25.7	.002	<1	418392
Classroom 38	1	663	<1	<1	20.9	<1	71.7	28.0	.003	<1	418387
Classroom 36	0	684	<1	<1	20.9	<1	71.2	25.2	.003	<1	418399
Outside	—	399	<1	<1	20.9	<1	39.9	83.0	.003	<1	418532
Standards	—	700 above outside ASHRAE 5000 OSHA	50 ppm OSHA	10 ppm OSHA	19.5-23.5% OSHA	Various	68-76.0 Winter 72.5-80 Summer ASH-RAE	30-60% ASH-RAE	5.0 mg/m <sup>3</sup> OSHA	10% OSHA	— NO Standard

**Sampling Instrumentation:** O<sub>2</sub>, %LEL, CO, H<sub>2</sub>S – Gastech GX-82A  
 Total Hydrocarbons – ION Science Detector;  
 Temperature/Humidity - TSI, Q-Trak;  
 CO<sub>2</sub> - TSI, Q-Trak; Respirable Particulates – TSI Dust Trak

*Under 10/9/08*

**Key:** OSHA – Occupational Safety and Health Administration  
 ASHRAE – American Society of Heating, Refrigerating and Air-Conditioning Engineers

## MEMO

**To:** All faculty and staff  
**From:** Dr. Kathryn Walsh  
**RE:** New Protocol for Corollary Duties  
**Date:** March 3, 2009

---

### Playground & Lunch room Administrative Regulations

#### Morning recess expectations:

- Children may play on the playscape during morning recess.
- Any type of footwear is acceptable for the playground, except for flip-flops on the playscape.
- IAs will line students up at 8:45 a.m. to enter the building.
- Teachers are to be on the playground at 8:45 a.m. and walk with their students to their classroom.
- All teachers and students are to be in their classrooms at 8:50 a.m. to begin morning lessons.
- If there is a late bus, the IA monitoring bus dismissal will escort the students into the building and notify the main office.
- Nancy Palmer is the bus monitor.
- Terry Loughery is stationed at the front gate.
- Jenny Keenan & Deb Brown are to supervise the 3-5 grade playground.
- Beth Bonosconi & Lisa Barile are to monitor the prek, K & 1 grade students.
- Linda Allard is to help monitor the 3-5 playground until her 1:1 student arrives.
- Kerry Curtis (1:1) is on the prek-2 playground.
- Carole West (1:1) is on the prek-2 playground.
- Lisa Harris (1:1) is on the prek-2 playground.
- Marie Burton (1:1) is on the prek-2 playground.
- Cindy Bearden (1:1) attends to a student with Linda Congdon, 1<sup>st</sup> thing in the morning.
- If at any time, one of the student's with 1:1 IAs is absent, then that IA will provide additional coverage at either playground as needed.
- As additional safety checks in the morning recess:
  - Carol West will stay outside until all 3<sup>rd</sup> grade students are in the building.

- Jenny Keenan will stay outside until all 4<sup>th</sup> & 5th grade students are in the building.
- Kerry Curtis will stay outside until all preK, K, 1<sup>st</sup> & 2<sup>nd</sup> grade students are in the building.

**Lunch recess duty expectations:**

- There are currently two teachers and two IAs providing lunch recess duty everyday. The only exception would be if there is an IA absent.
- There is one teacher and one IA assigned to each of the playgrounds.
- Additional coverage may be provided by 1:1 IAs.
- Students are to be allowed to bring balls and playground toys outside everyday.
- Students from each classroom are responsible for collecting toys at the end of the recess.
- Teachers are to assign students to collect miscellaneous toys to be returned to outside toy bins.
- Teachers are to direct students to line-up by after recess, beginning at 11:55 a.m. and 12:25 p.m. respectively.
- Classroom teachers are to meet their students at the playground at 11:55 or 12:25 p.m. If a classroom teacher has a lunch duty and is taking his/her lunch break during a recess, then another teacher of the same grade will escort the class back for that teacher along with their own class.
- All teachers and students are to be back in their classrooms at 12:00 or 12:30 p.m.
- It is expected that all teachers and IAs will actively supervise children during all play times.

**Lunchroom duty expectations:**

- Students are to arrive promptly at 11:00 a.m. or 11:30 a.m. with their teacher.
- There are currently two teachers and two IAs covering lunch duty everyday. The only exception would be if there is an IA absent.
- There are additional adults available for coverage because of 1:1 IA help and/or the school nurse.
- Teachers are to direct students to line-up at 11:25 a.m. or 11:55 a.m.
- Teachers and IAs are responsible to ask all students to clean up under their table and floor area around their table before lining-up.
- If it is necessary to give instructions or information, then the lights may be turned off as a signal for all students to listen.
- Students should be allowed to get up and throw away their trash after they have first raised their hand and asked permission.
- Talking is allowed, yelling & screaming is not. Students may talk in line as they get ready to go outside to play.
- When exiting the building, the students are to walk out on the right side of the double-doors.
- There should be no running until past the corner of the building near Central Office.

- It is expected that all teachers and IAs will actively supervise children during lunch times.

**I.A.'s SCHEDULE WHEN INDOOR RECESS**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11:30 -12:00 K,2,5 RECESS	<b>PALMER-</b> COVERS S.BOSKO	<b>PALMER</b> COVERS G.TRIEBER	<b>PALMER</b> COVERS A.SOBANSKI	<b>PALMER</b> COVERS A.SOBANSKI	<b>PALMER</b> FLOATS BETWEEN K AND 2
	<b>KEENAN -</b> COVERS M.FRECHETTE	<b>KEENAN</b> COVERS P.JACARUSO	<b>KEENAN</b> COVERS C.CAPUNITTAN	<b>KEENAN</b> COVERS R.FRIESS	<b>KEENAN</b> COVERS G.TRIEBER
12:00 -12:30 1,3,4 RECESS	<b>BROWN</b> COVERS K.SHABUNIA	<b>BROWN</b> COVERS M.FRECHETTE	<b>BROWN</b> COVERS C.CARANO	<b>BROWN</b> COVERS C.CARANO	<b>BROWN</b> COVERS A.MCCULLEN
	<b>CURTIS</b> COVERS K.KILPATRICK	<b>CURTIS</b> COVERS R.GORMAN	<b>CURTIS</b> COVERS M.BOSMA	<b>CURTIS</b> COVERS A.CAMPBELL	<b>CURTIS</b> COVERS K.KILPATRICK

BASED ON INFORMATION FROM THE FACULTY MEETING, THIS IS A SCHEDULE FOR I.A. COVERAGE WHEN WE HAVE INDOOR RECESS ONLY. I.A.'S WITH RECESS DUTY WILL COVER THE CLASSROOM TEACHER THAT HAD LUNCH DUTY. THIS WILL PROVIDE THE TEACHER THAT HAD LUNCH ROOM DUTY WITH A LUNCH BREAK.

2/10/09

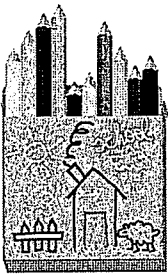
### Lunch/Recess Coverage Schedule Second 92 Days 2/10/09

	Monday	Tuesday	Wednesday	Thursday	Friday	
11:00-11:30	Bosko	Treiber	Capunitan	Sobanski	Treiber	K/2
K,2,5 Lunch	Palmer	Palmer	Palmer	Palmer	Palmer	K/2
	Frechette	Rogers	Sobanski	Friess	Tims	5th
	Keenan	Keenan	Keenan	Keenan	Keenan	5th
11:30-12:00	Stadler	Flanagan	Friess	Capunitan	Bosko	K/2
K,2,5 Recess	Palmer	Palmer	Palmer	Palmer	Palmer	K/2
	Felker	Felker	Deshefy	Stadler	Rogers	5th
	Keenan	Keenan	Keenan	Keenan	Keenan	5th
11:30-12:00	Shabunia	Frechette	Strader	Strader	McCullen	1
1,3,4 Lunch	Loughery	Loughery	Loughery	Loughery	Loughery	1
	Kilpatrick	Miller	Bosma	Campbell	Stadler	3 & 4
	Brown	Brown	Brown	Brown	Brown	3 & 4
12:00-12:30	Berek	McCullen	Berek	Miller	Kilpatrick	1
1,3,4 Recess	Curtis	Curtis	Curtis	Curtis	Curtis	1
	Bosma	Gorman	Shabunia	Gorman	Campbell	3 & 4
	Brown	Brown	Brown	Brown	Brown	3 & 4
2:30-3:00	Rudyk	Rudyk	Rudyk	Rudyk	Rudyk	
Prek Recess	Cormier	Cormier	Cormier	Cormier	Cormier	
	Barile	Barile	Barile	Barile	Barile	
	West	West	West	West	West	
	Bearden	Bearden	Bearden	Bearden	Bearden	

## 2009 T. A. SHORTENED DAY Lunch Coverage Schedule

<u>Starting</u> <u>2/2/09</u>	Monday	Tuesday	Wednesday	Thursday	Friday
	Keenan-5 <sup>th</sup>	Keenan-5 <sup>th</sup>	Keenan-5 <sup>th</sup>	Keenan-5 <sup>th</sup>	Keenan-5 <sup>th</sup>
11:10 - 11:40 K,2,5 lunch	Palmer - K Loughery - K Brown - 2 <sup>nd</sup>	Palmer - K Loughery - K Brown - 2 <sup>nd</sup>	Palmer - K Loughery - K Brown - 2 <sup>nd</sup>	Palmer - K Loughery - K Brown - 2 <sup>nd</sup>	Palmer - K Loughery - K Brown - 2 <sup>nd</sup>
11:10 - 11:40 Office Duty	Curtis	Curtis	Curtis	Curtis	Curtis
	Brown - 4 <sup>th</sup>	Brown - 4 <sup>th</sup>	Brown - 4 <sup>th</sup>	Brown - 4 <sup>th</sup>	Brown - 4 <sup>th</sup>
11:40 - 12:10 1,3,4 lunch	Keenan-3 <sup>rd</sup> Palmer (float)3 <sup>rd</sup> & 4 <sup>th</sup> Loughery - 1 <sup>st</sup> Curtis - 1 <sup>st</sup>	Keenan-3 <sup>rd</sup> Palmer (float)3 <sup>rd</sup> & 4 <sup>th</sup> Loughery - 1 <sup>st</sup> Curtis-1 <sup>st</sup>	Keenan-3 <sup>rd</sup> Palmer (float)3 <sup>rd</sup> & 4 <sup>th</sup> Loughery - 1 <sup>st</sup> Curtis - 1 <sup>st</sup>	Keenan-3 <sup>rd</sup> Palmer (float)3 <sup>rd</sup> & 4 <sup>th</sup> Loughery - 1 <sup>st</sup> Curtis - 1 <sup>st</sup>	Keenan-3 <sup>rd</sup> Palmer (float)3 <sup>rd</sup> & 4 <sup>th</sup> Loughery - 1 <sup>st</sup> Curtis - 1 <sup>st</sup>

2/10/09



# PPAG

## Preston Parent Advocacy Group

*Working to foster open communication and community commitment within our schools*

March 2, 2009

Preston Board of Education  
Board Chairman, Greg Keith  
Re: Preston Parent Advocacy Group Introduction

Dear Mr. Keith,

Recently a group of parents started meeting to form a group that will offer formal parental support for our school system. As the Preston Parent Advocacy Group, we hope to foster open communication and encouragement at all levels of our school system by taking an active and informed roll in the educational process of our children.

Part of this goal includes becoming more actively involved and aware of the Board of Education (BOE) process and how these processes affect our children on a day to day basis. To that end, we hope to have regular parent attendance at the BOE meetings.

Since it is our hope to work as a support system in our school system, we'd like to formally introduce ourselves at the March BOE meeting. As the introduction should not take up any real length of time, we'd like to respectfully ask for a spot on the March agenda.

In the near future and as budget season comes into full swing, we'd also like to meet with any willing BOE members to discuss some ideas that we have been researching that may be beneficial to the BOE bottom line (this could be in a quorum special meeting setting or simply an informal meeting with a few BOE members). Come referendum time, we plan to be a visible force, encouraging support of our school budget. To do that we'd like to make sure that the budget is one that we feel comfortable speaking out in favor of.

Please let us know if you'll be able to place us on the agenda and if there is a time in the near future for the separate meeting that I've mentioned above.

Thanks so much for your time today and for all of the hours that you've dedicated to our schools.

Respectfully,

Keleigh Baretincic  
Member, PPAG



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

*Dr. Kathryn L. Walsh*  
Principal  
walshk@prestonschools.org

(860) 887-3113  
FAX (860) 889-5478

February 18, 2009

Dear Parents and Guardians of Miss Carano's 1<sup>st</sup> grade class,

Today was a sad day for our entire school community, following the unexpected passing of your child's first grade teacher, Miss Carano. I want you to know that we came to school prepared to help your children process this loss.

We are fortunate to be able to assign a long-term substitute to your child's classroom for the remainder of the school year. Mrs. Susan Strader is a certified elementary education teacher. The children are familiar with Mrs. Strader, as she has two children in our school system and she has been a substitute in their class and others here at PVMS. She is committed to continue with the children's established routines and curriculum in Miss Carano's classroom.

Today, we had special youth counselors from United Community & Family Services to work with your children. After my introduction, the counselors held a process group, meeting for one-half hour to discuss their ideas and feelings about loss. There was a special ball that encouraged participation in this exercise, as each child got to hold the ball while they spoke. The class drew pictures of their favorite memory of Ms. Carano and they were invited to verbally share about their picture with the class, if they choose to do so. The counselors and our school psychologist, Mr. Tims, had individual quiet talks with any student, who may have needed them throughout the day. Mr. Jeff Tims will continue to be available, as always, to talk with students. If you have any concerns or questions, please feel free to contact him as a resource.

I was able to touch base in the classroom several times today and wish to report to you that the children are truly wonderful. It is the children that will help us all to continue to keep us focused on doing our very best.

As you are aware this will not all be processed in one day. We will be keeping close tabs on the class to take our cues from your children, as to how we continue to meet their needs. Our focus will be to facilitate their transition into the remainder of the school year with their new teacher, while honoring the memory of their beloved teacher, Miss Carano.

Sincerely,

*Dr. Kathryn Walsh*

Dr. Kathryn Walsh



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We are fortunate to be able to assign Mrs. Susan Strader as a long-term substitute for the classroom for the remainder of the school year.

Today we had two community outreach agencies, plus local clergy, at our school as opportunities for our children and staff to receive support as needed. We are grateful for the services that they provided. I wanted to let you know the names of these agencies and contact information for them.

- United Community and Family Services, Emergency Mobile Psychiatric Services is available for crisis intervention at phone number 211 and for counseling referrals at 892-7042.
- The Southeastern Mental Health Authority Critical Incident Stress Management Team also responded to our school today. They are available for crisis intervention through their 24 hour Mobile Outreach service that can be reached at 886-9302, and for less urgent needs you may reach Mr. Jeffrey Montague, Team Leader, at 859-4608.
- Clergy and support staff from our local Preston churches responded to our needs today, please remember that they are available to you as well.
  - Preston City Congregational Church
  - St. Catherine of Siena
  - St. James Episcopal Church

We will continue to be available to your children as we know that processing this loss will take more than one day. Our school psychologist, Mr. Jeffrey Tims, is available as always as a resource to you here at PVMS.

"..., it's not the years in your life that count. It's the life in your years."  
-- Abraham Lincoln

We are grateful for Miss Carano's dedication and the many lives she enriched in her career here at PVMS.

Sincerely,

*Dr. Kathryn Walsh*

Dr. Kathryn Walsh



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2/13  
2:45 P.M.  
CONNECT-ED

February 13, 2009

Dear Parents and Guardians of all 5<sup>th</sup> grade students,

I wanted to personally inform all of you of a change in the 5<sup>th</sup> grade teaching personnel. Effective today, Friday, February 13, Mr. Paul Jacaruso will no longer be available to teach 5<sup>th</sup> grade.

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Mrs. Erika Rogers will be taking over the classes and, in my opinion, is an outstanding and competent educator. Some of you may already know her as the Literacy Tutor. She has a Masters degree in Elementary Education and has experience in teaching 5<sup>th</sup> grade.

I know transitions are always difficult for students, however I believe that your children will adjust quickly and form a strong and positive relationship with their new teacher.

Please feel free to contact me directly if you have additional questions.

Sincerely,

Dr. Kathryn L. Walsh