Concept and Roles in Business and Non-Instructional Operations

Business/Non-Instructional Operations

The Governing Board recognizes that finances and financial management are critical to the support of the whole school program. To make that support as effective as possible, the Governing shall:

- Encourage advance planning through the best possible budget procedures.
- Explore all practical sources of financial support.
- Guide the expenditure of funds so as to extract the greatest educational returns.
- Establish top-quality accounting and reporting procedures.
- Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.

Non-Instructional Operations

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.

Policy adopted: April 10, 2014

Table of Contents

3000 Concept and Roles in Business and Non-Instructional Operations
3010 Goals and Objectives
3100 Budget/Budgeting System
3111 Fiscal Year
3113 Setting Budget Priorities
3115.1 Budget Development / Establishment of Fees
3121 Presentation of Annual Budget
3150 Adoption of Annual Budget
3160 Transfer of Funds Between Categories; Amendments
3220/3230 State/Federal Funds—State and Federal Aid Eligibility Determination
3231 Medical Reimbursement for Special Education Students
3250 Materials/Service Fees, Charges
3270 Sale and Rental of Real Property
3280 Gifts, Grants and Bequests
3281 School Fund Raisers
3290.1 Grants and Other Revenue (Retained Earnings)
3290.2 Grants and Other Revenue (Escrow)
3292 Investing
3293 Depository
3293.1 Authorization of Signature
3300 Expenditures/Expending Authority
3313 Relations with Vendors
3313.5 Affirmative Action for Vendors
3320 Purchasing Procedures
3320.1 Procedures for Entering into a Lease Purchase/Agreement
3320.2 Standards for Supplies
3321 Requesting Goods and Services (Requisitions)
3323 Competitive Pricing
3324.1 Awarding of Contracts
3326 Paying for Goods and Services (System of Accounts)
3326.1 Payroll Procedures and Authorized Signatures
3326.2 Payment of Bills
3326.3 Board of Education Credit Card
3326.4 Expenditure of Funds
3330.1 Depreciation
3420 Classification of Expenditures
3432.1 Financial Records
3434 Periodic Audit
3435 Fraud Prevention and Investigation
3440 Inventories
3450 Monies in School Buildings
3451 Petty Cash Funds
3453 Operations School Activity Fund
3510 Operation and Management of Plant
3513.1 Energy Conservation
The Governing Board recognizes excellent fiscal planning as a key factor in attaining the Agency's educational goals and priorities. The Board shall:

- engage in thorough advance planning of budgets;
- explore all appropriate sources of revenue;
• manage expenditures so as to achieve the greatest educational returns given the agency’s available resources; and
• expect the highest standards in accounting and reporting procedures.

Budget planning is a cooperative process and should involve administrative staff, professional staff, other staff as applicable and the Board.

Policy adopted: April 10, 2014

3100 Budget/Budgeting System

The annual budget of the agency is a financial translation of the educational aims of the agency.

The school/program budget shall be made up annually from the best estimates that can be made from the program level.

The Executive Director will present to the Governing Board, for its consideration, a budgetary needs assessment for the school system for the next fiscal year.

After a budget has been adopted, it shall be the responsibility of the Executive Director to see that all personnel use the budget in a businesslike manner in supporting the adopted educational goals of the agency.

(cf. 3120 - Preparation of Budget Document)

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget

Policy adopted: April 10, 2014

3111 Fiscal Year

The fiscal year of ACES shall commence July 1 of each year and end on the following June 30,

Legal Reference: Connecticut General Statutes
10-51 Fiscal year. Budget.
10-222 Appropriations and budget. Financial information system,
10-259 Fiscal and school year defined.

Policy adopted: April 10, 2014

3113 Setting Budget Priorities

Before adopting the budget, the Governing Board shall study the programs in relation to the present and future needs of the students and the community. To make the budget a comprehensive reflection of the financial needs of the program, steps shall be taken to involve the certified, non-certified, and administrative staff in its development.

Legal Reference: Connecticut General Statute

10-222 Appropriations and budget

Policy adopted: April 10, 2014

3115.1 Budget Development / Establishment of Fees

The Executive Director shall prepare a schedule of proposed fees for the services and facilities of ACES for the ensuing fiscal year to be paid by all users of such services.

Legal Reference: Connecticut General Statute

10-51 Fiscal year. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve funds

Policy adopted: April 10, 2014

3121 Presentation of Annual Budget

The Executive Director shall be responsible for the preparation of a budget for the ensuing year, to be presented to the Board. Said budget will include the cost of operation and proposed tuition fees of each program for the fiscal year.
Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget (as amended by PA 98-141)

Policy adopted: April 10, 2014

3150 Adoption of Annual Budget

The Board shall adopt either the budget prepared by the Executive Director or any amended version thereof.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by PA 98-141)

Policy adopted: April 10, 2014

3160 Transfer of Funds Between Categories; Amendments

To allow scrutiny of the expenditures and to allow the Board to exercise its oversight responsibility, the Executive Director will furnish to the Governing Board monthly expenditure statements.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by PA 13-60)

Policy adopted: April 10, 2014

3220/3230 State/Federal Funds

State and Federal Aid Eligibility Determination

To provide the best educational opportunities for all children in the agency, it is the objective of the Board to seek sources of revenue to supplement funds provided by local districts and the basic aid offered by the State, provided the additional funds will be used in a manner consistent with the Board's goals and objectives.
Therefore, the Executive Director should:

- Investigate new sources of revenue consistent with the stated goals and objectives of the Board of Education.
- Implement measures necessary to apply for/receive additional revenues.

The Board authorizes the Executive Director or designee to sign all forms for State and Federal programs, unless the Board's approval of the program or its continuation is required by the program.

The Executive Director shall report annually, as part of budget preparation, on the status of all State and Federal programs, including the financial status of each program.

(cf. 3290 — Grants and Other Revenue)
(cf 6161.3 — Comparability of Services)
(cf. .6172.41— Title I)

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)

Policy adopted: April 10, 2014

TABLE OF CONTENTS

3231 Medical Reimbursement for Special Education Students

The Governing Board will seek Medicaid reimbursement for eligible medically related services provided to Medicaid eligible special education students in accordance with federal and state law.

Legal Reference: Connecticut General Statutes

10-76d Duties and powers of boards of education to provide special education programs and services. State agency placements; apportionment of costs. (as amended by P.A. 99-279 An Act Concerning Programs and Modifications Necessary to Implement the Budget Relative to the Department of Social Services.)
42 CFR Parts 431, 433 and 440, Medicaid Program; Elimination of Reimbursement under Medicaid for School Administration Expenditures and Costs Related to Transportation of School-Age Children
Between Home and School

Policy adopted: April 10, 2014

3250 Materials/Service Fees, Charges

In line with the responsibility of the state to provide a free public school education, the Governing Board will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Copies of Records

Any person who applies in writing will receive a plain or certified copy of any public record. A fee per page will be established.

(cf. 9330 — Board/School District Records)

Legal Reference: Connecticut General Statutes

1-15 Application for copies of public records.
10-221 Boards of education to prescribe rules.
10-228 Free textbooks, supplies, material and equipment.
10-228a Free textbook loans to pupils attending non-public schools. 10-229 Change of textbooks.

Policy adopted: April 10, 2014

3270 Sale and Rental of Real Property

Sales

All sales of agency real property excluding land and buildings shall be approved by the Executive Director or designee. Such transactions must be conducted in conformity with state law and federal law when applicable.

Rentals
Rentals of agency property with fees shall be administered in conformity with the building use form established by the Executive Director or designee.

**Deposit of Funds**

All such proceeds from sales and rentals shall be deposited into the general fund designated by program.

*Policy adopted: April 10, 2014*

### 3280 Gifts, Grants and Bequests

ACES may accept on behalf of and for the programs any bequest or gift of money or property and to utilize such money or property so designated.

The Executive Director shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to ACES.

#### Grants from Private Sources

The Board encourages the development of proposals to private foundations and other sources of financial aid. All such activities are to meet the following criteria:

- They are based on a specific set of internal objectives that relate to the established goals and objectives of the agency.
- They are to provide measures for evaluating whether or not project objectives are being or have been achieved.
- The execution of all projects is to conform to state and federal laws and to the policies of the Board.

### Gifts, Grants and Bequests

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Governing Board.

To be accepted, a gift must satisfy the following criteria:
1. Have a purpose consistent with those of the school district.

2. Be offered by a donor acceptable to the Governing Board.

3. Will not add to staff load.

4. Will not begin a program which the Governing Board would be unwilling to take over when the gift or grant funds are exhausted.

5. Would not bring undesirable or hidden costs to the school district.

6. Will place no restrictions on the school program.

7. Will be suitable for use in meeting the instructional needs of the school, if the gift is technology material, such as computers and/or software. Technology gifts will be analyzed to determine if they are useful and compatible to current technology.

8. Will not be inappropriate or harmful to the best education of students.

9. Will not imply endorsement of any business or product.

10. Will not be in conflict with any provision of the school code or public law.

All gifts, grants and bequests shall become ACES property. A letter of appreciation shall be sent to the donor.

**Legal Reference: Connecticut General Statutes**

7-194 Powers
10-9 Bequests for educational purposes

*Policy adopted: June 08, 2017*

**3281 School Fund Raisers**

It is the responsibility of the Board to control fund-raising activities which involve the students in ACES.
Any school-based organizations, including parent/teacher groups and organizations, wishing to engage in a fund-raising activity, must have prior approval from the school Principal.

The following guidelines shall apply when a school Principal considers a fund-raising activity for approval:

- The gift or donation for which the fund-raiser is held shall be of sufficient benefit to the school and/or students to justify the fund-raising activity.
- The anticipated gift or donation shall not supplant an item which had been part of the normal operational budget within the previous two fiscal years, not the Board's responsibility for educational funding.
- The mechanics and procedures for fund-raising shall not be an unacceptable burden to school staff members nor subject the school to any significant risks or responsibilities in handling funds.
- Fund-raisers which involve students through their class, school club or group shall be supervised by a staff member who, along with the school Principal, accepts the responsibility for the mechanics and procedures of the fund-raiser.
- The number of fund-raising activities per school year shall not be excessive, and shall be appropriate to the school environment.
- Requests for fund-raising activities shall be directed to the office of the school Principal on the appropriate form for approval. The school Principal shall maintain a copy of all request forms and forward a copy of approved request forms to the Office of the Executive Director.
- Students in grades K-5 shall not be asked to solicit outside of their home.

cf. 1324 — Fund Raising In and For the Schools)

Policy adopted: April 10, 2014
AREA COOPERATIVE EDUCATIONAL SERVICES
North Haven, CT 06473
FUND-RAISING ACTIVITY APPROVAL FORM

School: ____________________________ Date: ______________________

Organization: ____________________ Supervisor/Contact
Person: __________________________

Fund Raising Activity: (Please Check One)

☐ Gift/Donation ☐ Raffle/Solicitation
☐ Sale of Goods ☐ Sale of Services

Details of Fund Raising Activity:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Other (explain):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Date of Fund-Raising
Activity: ____________________________________________________________

Value of Gift or Donation: ____________________________________________

If sale of good or services, indicate sales price or range of sales prices:

Will items for re-sale be purchased using districts governmental sales and use tax exemption?

☐ Yes  ☐ No

If no, explain
_______________________________________________________________

Estimated revenue from activity: _________________________________________

Principals'
Signature: __________________________________________________________  Date: ________________

Executive Directors'
Authorization: ______________________________________________________  Date: ________________
AREA COOPERATIVE EDUCATIONAL SERVICES
North Haven, CT 06473

FUND-RAISING ACTIVITY FOLLOW-UP FORM #1324A/3281A

School: ___________________________ Date: ________________________

Organization: ______________________________________________________

Supervisor/Contact Person: ___________________________________________

Proposed date of event: ______________________________________________

Section B - To be completed by the supervisor/contact person of the following authorized fundraising activity.

Has the authorized fund raising event taken place: ☐ Yes ☐ No

Did the event take place on the proposed date: ☐ Yes ☐ No

If no, please explain: ________________________________________________
________________________________________________________________________
________________________________________________________________________
Date gift or donation received: __________________________________________

Actual value of gift or donation: _________________________________________
If other gift or donation: __________________________________________

Actual gross revenue received from event: _____________________________

Expenses (if any) incurred to run event: (Please describe and itemize)

_________________________________________________________________

_________________________________________________________________

(If needed attach separate sheet)

Total Expenses: $____________________________________________________

Signature of Supervisor: ____________________________ Date: ________________

3290.1 Grants and Other Revenue (Retained Earnings)

Those funds which represent the excess of receipts from all sources over expenditures in any one fiscal year, assuming all receipts are collectible with adjustments made for uncollectible items and all valid expenses are or will be paid shall be classified as retained earnings. Retained earnings shall be reported to the Board as part of the regular yearly audit report. The use of retained earnings will be proposed by the Executive Director or his/her designee and approved by the Board at the December Board meeting.

Retained earnings may be used for, but not limited to:

1. Payment of unbudgeted expenses
2. Enhancements to specific programs
3. Reserves against income shortfall or benefit plans
4. Other funds or project
5. Programs that are value added to ACES.

Legal Reference: Connecticut General Statutes

10-220 Duties of boards of education

Policy adopted: April 10, 2014
3290.2 Grants and Other Revenue (Escrow)

At the close of a fiscal year; the Governing Board may approve the carrying forward of “excess” income for a particular program if that program generated:

1. Excess revenue while partially supported by a grant and will need such funds when grant support ceases.
2. Revenue in one fiscal year for work that must be performed in the next fiscal year.
3. Excess revenue that can be utilized for capital expenditures and/or improvements in a subsequent year.

Legal Reference: Connecticut General Statutes

10-222 Appropriation and budgets. (as amended by PA 98-141)

Policy adopted: April 10, 2014

3292 Investing

Idle funds may be invested in securities and/or savings accounts that have been approved by statute and/or governmental agencies.

Policy adopted: April 10, 2014

3293 Depository

The Board's Executive Director or the designee shall from time to time name one or more depositories of ACES funds.

Legal Reference: Connecticut General Statute

10-248 Payment of school expenses.

Policy adopted: April 10, 2014
3293.1 Authorization of Signature

The Executive Director and/or the Assistant Executive Director for Finance and Operations, individually or jointly as may be required, are hereby authorized to execute agreements, to apply for grants or to sign other documents as may be necessary in the normal course of the Agency's business, including documents that support the adopted budget or that implement the Board's established policies or programs. This authorization does not extend to those agreements or other documents which require specific, formal approval of the Governing Board and/or the signature of the Board Chairman or other officer of the Governing Board.

If the State Department of Education regulations require it, the Governing Board will annually renew this authority, designating by name the individuals holding the positions of Executive Director and Assistant Executive Director for Finance and Operations who are so authorized.

Policy adopted: April 10, 2014

3300 Expenditures/Expending Authority

The Executive Director or designee shall develop regulations establishing the purchasing program for the school system, including such activities as ordering, verifying receipt of orders, distribution of materials received, and payment of bills.

Purchases or contracts made outside of the approved purchasing system may not be the responsibility or honored for payment by the Governing Board.

(cf. 3170 — Budget Administration)

Policy adopted: April 10, 2014

3313 Relations with Vendors

The Agency shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery with past service being a factor.

Conflicts of Interest and Endorsements
The district will not purchase supplies or materials from a staff member of the school district, nor from a member of the household of the staff member unless the purchase follows acceptable purchasing procedures.

Employees of the district will not endorse products or services unless authorized by the Executive Director in such a manner that will identify him/her as an employee of the district.

Affirmative Action

The Agency shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, gender, religious creed, age, marital status, national origin, sex, sexual orientation, physical handicap, disability, gender identity and genetic identity either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Connecticut General Statutes 46a-58 through 46a-81 re discriminatory practices

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act
Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted: April 10, 2014

3313.5 Affirmative Action for Vendors

The purpose of this policy is to prohibit discrimination based on race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental 'disorder, mental retardation, learning disability, physical disability, gender identity or genetic identity and insure equal employment opportunity for minority group persons and women in all contracts, including the bidding process, for the purchase of labor and materials, supplies or services pursuant to contracts offered and awarded by the Governing Board.

Vendors will not discriminate against any employee or applicant for employment because of race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, physical disability, gender identity or genetic identity. The vendor will take affirmative action to ins sure that applicants are employed and that employees are treated during employment, without regard to their race, color, religious creed, age, sex,
marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, or physical disability.

The contractor will comply with all provisions of this policy and of the relevant rules, regulations and orders of the Executive Director or designee.

The contractor will furnish all information and reports required by the rules, regulations and orders of the Executive Director or designee issued pursuant to this policy.

In the event of the contractor's noncompliance with the anti-discrimination clauses of this policy or With any of such rules, regulations, or orders, policy shall be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further contracts, and such other actions shall be imposed and remedies invoked as provided by law.

The contractor agrees to comply with all applicable state and federal statutes, regulations, and executive orders.

**Legal Reference: Connecticut General Statutes**

- 10-153 Discrimination on account of marital status
- 461-81a Sexual orientation discrimination defined
- 56a-60 Discriminatory employment practices prohibited.
- TitleVII, Civil Rights Act 42 U.S.C. 2000e, et. seq

*Policy adopted: April 10, 2014*

**TABLE OF CONTENTS**

3320 Purchasing Procedures

The duties of purchasing for the Governing Board shall be centralized under the Assistant Executive Director for Finance and Operations.

The Assistant Executive Director for Finance and Operations shall conduct purchase transactions for the district.

The Assistant Executive Director for Finance and Operations shall be familiar with and perform purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Governing Board policies.
Four fundamental functions for the purchasing personnel are as follows:

- Buy the proper product for the purpose required.
- Have the product available when needed.
- Buy the proper amount of the product.
- Pay the proper price.

Transactions involving the transfer of property shall be by purchase order or formal contract.

Purchase orders and other purchase obligations shall be signed by the Executive Director or designee.

Specifications governing materials are a joint responsibility of the educational, support services and fiscal departments.

*Policy adopted: April 10, 2014*

### 3320.1 Procedures for Entering into a Lease Purchase/Agreement

These regulations are provided to ensure proper authorization and recording of Lease/Purchase obligations of ACES.

**Definition:**

A Lease/Purchase agreement is a commitment to acquire equipment or materials where payments will be made from more than one fiscal year, and where the Board may have option to take permanent title to the equipment or materials at the end of the lease for a nominal or zero payment.

1. Lease/purchase agreements will be coordinated by the Assistant Executive Director for Finance and Operations.

2. Lease/purchase agreements will be executed by the Executive Director or his/her designee.

3. All lease/purchase agreements will contain a non-appropriation clause permitting early termination of the agreement if sufficient funds are not appropriated.

4. When deemed necessary by the Executive Director of designee, lease/purchase agreements will be reviewed by the ACES Attorney.
3320.2 Standards for Supplies

The Executive Director or designee shall determine standards for equipment and supplies used in the operation of the program. Such supplies shall be appropriate to the activities of ACES. Quality shall be the controlling factor.

3321 Requesting Goods and Services (Requisitions)

The Executive Director shall arrange appropriate administrative review channels in which all requisitions will be examined and approved prior to purchase.

The Executive Director or designee shall receive and process requisitions in a manner most beneficial to the overall purposes of the Agency.

3323 Competitive Pricing

The following guidelines are designed to clarify purchasing policies and procedures. The objectives of these policies are:

1. To protect ACES's interest at all times.
2. To maintain the efficient and economical expenditure of agency funds.
3. To secure the best possible price and quality for materials, supplies, equipment, and services.
4. To purchase the best quality or service for the appropriate price.
5. To obtain discounts whenever possible.

PURCHASE ORDERS

The Purchase Order is an instrument designed to expedite, control, and centralize purchasing for ACES. The Purchase Order is the vendor's authorization to deliver and charge for the desired goods or services.
It is the Board’s commitment for the value of those goods or services. A purchase order is required for all purchases. The Executive Director shall pre-authorize all purchases exceeding $10,000.

**BIDS AND QUOTATIONS**

All purchases over $10,000 are to be done on a competitive basis. This can be done in a variety of ways, depending on the dollar amount of the purchase involved.

**PROCEDURE**

A. All purchases must have a purchase order prior to purchase.

B. Purchases of $10,001 to $25,000: Oral or written quotations based on specifications must be obtained from at least two (2) suppliers before placing an order.

C. Purchases of $25,001 to $50,000: Written quotations based on specifications must be obtained from at least three (3) suppliers before placing order.

D. Purchases In Excess Of $50,000:
   A. **Invitation for Bids.** An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

   B. **Public Notice.** An invitation to bid shall be published either on the Connecticut Department of Administrative Services procurement website or in a newspaper having circulation in the Greater New Haven area. The public notice shall state the place, date, and time sealed bids will be opened.

   C. **Bid Opening.** Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection. Bids returned later than the time or date specified cannot be considered, and will be returned to the bidder unopened.

   D. **Bid Acceptance and Bid Evaluation.** Bids shall be unconditionally accepted without alteration or correction. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose.
E. **Award of Contract.** ACES reserves the right to accept or reject any or all bids, the purpose of this being to protect the public interest and not the private interest of any bidder. Contracts shall be awarded to the lowest responsible bidder, who shall be determined by the following factors in addition to price:

   a. The ability, capacity, and skill of the bidder to perform the contract.
   b. Whether the bidder can perform the contract or provide the service promptly, or within the specified time, without delay or interference.
   c. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
   d. The quality of performance of previous contracts or services to the agency or others.
   e. The previous and existing compliance by the bidder with laws or ordinances relating to the contract or service.
   f. The sufficiency of the financial resources of the bidder.
   g. The ability of the bidder to provide an acceptable certificate of insurance.
   h. The ability of the bidder to provide labor, material, and performance bonds as may be required (In lieu of a bid bond, other forms of surety may be acceptable).

E. **Exceptions to Bids and Quotations**

   a. Contracts for professional services (legal, engineering, architectural, auditing, etc.).
   b. Purchases made through regional or state agencies, purchasing consortia, or other public entities that permit school districts to participate in their bidding process.
   c. When the nature of the services to be performed are best provided by one source because of the sources expertise or prior knowledge, or when one material is most suitable and that material is only reasonably obtainable from one source.
   d. Reordering of stock when the continued purchase of the identical item is in the best interest of the agency and there is only one source for that product reasonably available.
   e. When Federal or State laws or regulations prescribe procedures different than those found in these Purchasing and Bidding Procedures.

**EMERGENCIES**

ACES, through its Executive Director, may waive the procedures outlined herein, and prescribe alternative procedures for particular situations.

*Policy adopted: October 09, 2014*
3324.1 Awarding of Contracts

Contracts will be awarded on the basis of the lowest responsible bid received. Other factors to be carefully considered are quality, overall suitability of each item for its intended purpose, and delivery terms.

All contracts between ACES and outside agencies shall conform to prescribed standards as required by law.

All contracts between ACES and outside agencies shall be prepared under the supervision of the Executive Director or designee, and where appropriate, subject to the approval of the legal advisor to ACES.

Affirmative Action

The school district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, physical handicap, gender identity, genetic identity or disability, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference:

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act
Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Connecticut General Statutes

10-248 Payment of school expenses

Policy adopted: April 10, 2014
An accounting system will be established and maintained in accordance with generally accepted accounting practices and all applicable State and Federal regulations.

The Executive Director, or his/her designee, shall be authorized to approve for payment the current obligations of the agency.

Legal Reference: Connecticut General Statute

10-248 Payment of school expenses

Policy adopted: April 10, 2014

3326.1 Payroll Procedures and Authorized Signatures

The Executive Director shall have authority to co-sign checks and financial records on behalf of ACES.

The ACES Governing Board’s Fiscal Officer shall have authority to co-sign checks with the Executive Director.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses.

Policy adopted: April 10, 2014

3326.2 Payment of Bills

Payment of bills shall be approved by the Executive Director or designee upon presentation of proof of receipt of merchandise or services satisfactorily rendered. A procedure for the processing of such invoices shall be established and maintained by the Executive Director or designee.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses

Policy adopted: April 10, 2014
3326.3 Board of Education Credit Card

The credit card will be under the sole supervision of the Superintendent or the Assistant Executive Director for Finance and Operations or the Fiscal Services Manager, and only expenditures by Board employees to conduct business associated with the Agency will be authorized. The Governing Board credit card shall be used for school business only, not for any personal business. If the Governing Board credit card is used for personal business, disciplinary action which may include termination, may be taken.

The Board employee will pay any charges against the credit card not authorized, not properly identified on the statement of expenses, or disallowed following an internal or external audit.

An employee may not be able to use the credit card if any of his/her charges are have been disallowed. The Executive Director, or Assistant Executive Director for Finance and Operations has the unlimited authority to terminate the use of the credit card by any employee if there is any suspicion the use of the credit card is being abused in any manner.

**Legal Reference: Connecticut General Statutes**

10-248 Payment of school expenses.

Policy adopted: April 10, 2014

3326.4 Expenditure of Funds

All expenditures from ACES funds shall be requested through and handled by the Executive Director or staff to whom he/she may delegate this responsibility. A procedure for the processing of such requests shall be established and maintained by the Executive Director or designee.

**Legal Reference:**

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)
3330.1 Depreciation

For the purposes of computing annual depreciation expense, the straight line method will be used over the estimated useful life of the buildings, permanent fixtures, vehicles or equipment.

Legal Reference: Connecticut General Statutes

7-392 Making of Audits
7-393 Working papers of accountant; preservation for inspection
10-260a Auditing of state grants for public education

3420 Classification of Expenditures

Proposed expenditures shall be budgeted under and actual expenditures shall be aligned as applicable to those budget categories as defined in Financial Accounting Classifications and Standard Terminology for Local and State School Systems: Department of Health, Education, and Welfare Publication No. (OE) 73-11800, and/or any State mandates.

Legal Reference:

Financial Accounting Classifications and Standard Terminology for Local and State School Systems

3432.1 Financial Records

Financial records will be kept on the file at the office of ACES for such periods as may be consistent with generally accepted accounting practices and all applicable State and Federal regulations.

Acting in accordance with the provisions of federal or state law for record retention, ACES will use permanent digital tiles or other advanced technological medium to record its files for permanent storage.
3434 Periodic Audit

The Board shall from time to time appoint a firm of Certified Public Accountants to serve at the pleasure of the Board as Auditor for ACES.

An annual audit for the preceding fiscal year shall be made by the Auditor each year.

Special audits shall also be made from time to time as required by applicable State, private or Federal programs, and shall conform to audit standards issued by the State Department of Education, State Tax Department, or the federal agencies.

Copies of all audits will be made available to all Board members at the first meeting after the Auditor's report is received.

3435 Fraud Prevention and Investigation

The Board expects all employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the District to act with integrity and due diligence in duties involving the District's fiscal resources.

The Executive Director or his/her designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, financial impropriety or irregularity within the District. Each
member of the management team shall be alert for any indication of fraud, financial impropriety, or irregularity within his/her areas of responsibility.

An employee who suspects fraud, impropriety or irregularity shall immediately report the suspicions to his/her immediate supervisor and/or the Executive Director or designee. The Executive Director or designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

(cf. 3100 — Budget/Budgetary System)
(cf. 3300 — Expenditures/Expending Authority)
(cf. 3324.1 — Contracts)
(cf. 3434 — Periodic Audit)

Fraud, financial improprieties or irregularities include, but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document.
3. Misappropriation of funds, securities, supplies or other assets.
4. Impropriety in the handling of money or reporting of financial transactions.
5. Profiteering as a result of insider information of District information or activities.
6. Disclosing confidential and/or proprietary information to outside parties.
7. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment.
8. Failing to provide financial records to authorized state or local entities.
9. Any other dishonest or fraudulent act.

The Executive Director or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Executive Director or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know.

Policy adopted:  April 10, 2014
3440 Inventories

Property and equipment records will be updated as additions and dispositions take place. An annual inventory of all property and equipment with a unit value of $1,000 or more will be maintained. In addition, items purchased with Federal or State grant funds will be accounted for separately in the inventory in the manner prescribed by State and Federal regulations.

Policy adopted: April 10, 2014

3450 Monies in School Buildings

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of agency employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for in a timely manner. Monies shall be kept in a secure location until deposited.

Policy adopted: April 10, 2014

3451 Petty Cash Funds

Petty cash funds shall be established annually. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment.

Policy adopted: April 10, 2014

3453 Operations School Activity Fund

The Executive Director may establish school activity funds for school organizations.

Separate accounts for each school account and school organization fund in the school activity fund shall be kept. Expenditures from these funds shall be made in a manner and upon such authorization as
regulation prescribes, and the control of school funds and school organization funds shall remain in the name of the respective schools and organizations.

Accounts for the public school lunch program shall be maintained in accordance with prescribed regulations whether maintained directly by the Board or through a designated agent, and such funds may include a petty cash account on an interest basis. The School Lunch Program account shall be audited by the auditor in the same manner as the student activity fund and all other accounts as prescribed by State and Federal regulations.

**Legal Reference: Connecticut General Statutes**

10-237 School activity funds.

*Policy adopted: April 10, 2014*

### 3510 Operation and Management of Plant

The care, custody, and safekeeping of all school property shall be the general responsibility of the Executive Director or designee. The Executive Director or designee shall establish procedures necessary to: provide information on the condition, location, and value of school property; safeguard school property against loss, damage, or undue depreciation; recover and restore to usefulness any school property which may be lost, stolen, or damaged; and insure the proper maintenance and safekeeping of school property.

School maintenance shall be provided by an agency maintenance department.

**Legal Reference: Connecticut General Statutes**

10-203 Sanitation

*Policy adopted: April 10, 2014*

### 3513.1 Energy Conservation

The Governing Board believes that measures should be taken to conserve energy resources and to reduce expenditures of funds for energy, while providing a safe and comfortable learning environment for all staff and students. Therefore, the Board hereby directs the administration, supported by the school
staff, to continually assess the consumption of energy and implement reasonable operating procedures to reduce energy consumption in the District.

The Executive Director or designee shall regularly inspect District facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its energy conservation goals. Further, efforts shall be made to identify funding opportunities to help the District achieve its conservation goals.

1. As a general guideline, room thermostats shall be set at 70 degrees Fahrenheit during the heating season. However, other factors affecting comfort level may be taken into consideration, such as the number of outside walls, air movement within the room, and type and location of heating equipment.

2. Temperatures in special areas, such as shower rooms, locker rooms, therapy rooms, therapy pools and other areas, shall be maintained at levels suitable for their use.

3. During the heating season temperatures shall be set back to 55 degrees Fahrenheit when buildings are unoccupied providing that during severe weather the heating system is capable of recovering to daytime temperatures.

4. Fresh air dampers shall be set to provide the amount of fresh air required to conform to the latest ASHRAE indoor air quality standards.

5. Electric portable heaters are not to be used.

6. Thermostats in air-conditioned areas shall be set at no lower than 72 degrees but preferably at 76 degrees Fahrenheit during the cooling season.

7. Air conditioners shall be adjusted accordingly to a higher temperature during time of "no" or "minimal" occupancy. The exception to the rule would be when it is deemed necessary by facilities personnel to operate air conditioning systems continually during periods of severe high temperatures.

8. Doors and windows shall be kept closed whenever possible when heating and/or air conditioning systems are in operation. This is necessary for controls to function properly in maintaining comfort level.

9. Both inlet and outlet air grills for heating and cooling systems are to be kept free and clear from any items that might restrict air flow.
10. Domestic hot water temperatures shall be 120 degrees Fahrenheit, except for dishwashers in food service use requiring 180 degrees Fahrenheit.

11. Lights shall be turned off in classrooms and offices when they are fully unoccupied.

12. Lighting levels shall not be higher than needed to provide adequate lighting for the specific purpose intended and as recommended by the Illuminating Engineering Society.

13. Pumps, fans, and other motors shall be turned off when they are not required to be in operation.

14. The energy efficiency of equipment shall be given major consideration when preparing specifications and making purchases.

Students and employees are expected to contribute to energy efficiency as energy savers as well as energy consumers.

(cf. 7230.1 - New Construction)

Policy adopted: April 10, 2014

3514 Authorized Use of School Equipment

The Executive Director or designee may permit the use of District equipment by school personnel and other groups when such use does not interfere with the District educational programs. "District equipment" is defined as any movable hardware that is not normally identified as a part of a room or building, including chairs, risers, portable stages, audio-visual equipment, tools, physical education equipment, computers, etc.

User fees, if applicable, shall be paid in advance to cover actual costs, depreciation and insurance. Users shall be responsible for reimbursing the District for lost or damaged equipment.

The Executive Director or designee reserves the right to deny use of equipment for non-school use at their absolute discretion.

Control of Equipment

Title to and control over equipment and/or property purchased with federal funds, such as Title I funds, shall be maintained in accordance with the pertinent federal regulations.
Policy adopted: April 10, 2014

3515 Community Use of School Facilities

The Governing Board recognizes that the school, building and grounds, is a valuable resource. The Board is committed to making these facilities available to the community as much as possible under proper and appropriate conditions when such use does not conflict with school activities and functions. The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school-sponsored activities.

Any use of the school building and grounds by recognized community groups or organizations must be approved by the Executive Director or designee.

The Executive Director or designee is authorized to use his/her discretion in approving or disapproving applications under this policy.

School functions under the direction of the Principal and/or teachers and meetings and programs sponsored by the Board of Education shall be given priority in the use of the building.

Other groups use of building will be subject to the Building Use Manual.

Applications for the use of school facilities and grounds must be made in writing and submitted to the Assistant Executive Director for Finance & Operations or designee at least two (2) weeks before the date of intended use. Agencies using the school on a long term basis must submit applications annually.

A custodian must be present when the school building is being used to insure building security, proper maintenance, and to see that it is used appropriately and left in proper order. Any group or organization may be required to pay any or all maintenance costs, including the hourly rate for custodial services when and if a custodian time extends beyond regular employment hours.

Any group or organization using the school building, grounds, or equipment, is responsible for and must assume the cost of all damages to any school property.
School grounds **shall** not be available for use after sundown except by permission of the Board.

The possession or consumption of alcoholic beverages and/or illicit drugs on school grounds or property is prohibited.

Parking is restricted to designated parking areas. Parking is prohibited on all grass areas, playgrounds, and those areas designated for emergency vehicles.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule.

**Legal Reference:** *Connecticut General Statutes*

10-239 Use of school facilities for other purposes Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School, Sup. Ct., 6-11-01


*Policy adopted: April 10, 2014*

---

**3516.12 Asbestos Control**

The agency will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

- Use specifically accredited/certified persons to conduct inspections as required on all school buildings for asbestos-containing material.
- Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
- Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the Department of Public Health and Addiction Services.
- Post warning(s) on all areas containing asbestos, and send appropriate written notice to parents and employees, apprising them of the conditions.
- AO further information concerning the school districts procedures for asbestos control can be kind in the agency offices.
Legal Reference: Connecticut General Statutes

Sec. 19a-329 through Sec. 19a-333
The Asbestos Hazard Emergency Response Act of 1986 (AHERA)

Policy adopted: April 10, 2014

3517 Security of Buildings and Ground

Buildings constitute one of the greatest investments of ACES. It is in the best interest of all to protect that investment adequately.

Security includes:

- Minimizing fire hazards.
- Reducing the probability of faulty equipment. Guarding against the chance of electrical shock.
- Keeping records and funds in a safe place.
- Protecting against vandalism and burglary.

The Executive Director or designee is directed to establish such rules and regulations as may be needed to provide for security as outlined above.

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

Policy adopted: April 10, 2014

3517.1 Site and Building Access

Identification Badges-Employees

The Governing Board recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors to wear a District issued, approved identification badge.
Required Identification: All employees, while carrying out regular employment duties, will display identification badges in plain view.

**Issuing Identification Badges:** Identification badges will be provided to all employees. The initial badge, clip or lanyard will be provided to all employees at no cost to the employee. ID badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status.

**Visitors/Volunteers:** All visitors/volunteers are required to check in to the main office to obtain a visitor's badge. Volunteer and visitor badges may be permanent and lent to the person or disposable. A log shall be maintained of all visitors/volunteers in the building. When visitors/volunteers leave the building, they must return the badge to the office or security desk.

**Lost or Stolen Badges:** In the event the identification badge is lost or stolen, the District will provide a replacement at a cost to the employee.

(cf. 1250 — Visits to the School)
(cf. 9030 — Visits to Schools)
(cf. 3516 — Safety)

**Legal Reference:** Connecticut General Statutes

10-221 Boards of education to prescribe rules, policies and procedures.

Policy adopted: April 10, 2014

**3523.1 Acquisition and Updating of Technology**

**Technology Purchases**

The Governing Board encourages the use of technology for any District function where efficiency, reliability or student learning will be improved.

**New Programs - Philosophy**

New technologies or new applications of technology within the District shall be implemented only after careful and thorough planning by the Technology Department, Educational Technology Department, ACES Inter-district Technology Committee, administrative staff and other staff as necessary. Pilot projects shall be established and evaluated for effectiveness whenever possible prior to implementing a new
technological program on a school-wide or District-wide level. District support shall be given only to those new technologies that substantially improve efficiency, reliability or learning beyond current or "traditional" practice.

Whenever resources are allocated for the purchase of new technological hardware or software, resources shall also be allocated for staff training and the necessary supplementary materials and documentation.

**Technology Hardware Replacement**

Technology significantly impacts the classroom and the operation of District schools. The District's technology plan must address all technology-related operations. Primary attention shall be given to the integration of technology into the curriculum and instructional practices. The plan must also relate to the importance of technology in the administration and management of the schools. Moreover, in the selection of new resources, the District must review not only new and desirable technologies, but should also assess existing technologies to determine how they can be integrated with the new. The sophistication of integrated systems can be one of the major strengths of technology for schools.

Students must be technologically literate and acquire skills and knowledge that allow them to function as productive citizens in a technologically-oriented society. To support this goal, hardware purchase and replacement is one of the components requiring attention in an instructional program promoting technology literacy.

Specifications for hardware selection shall be designed to ensure durable, functional and updated equipment. The Executive Director or his/her designee shall work with staff to develop a long-range plan appropriate for instructional technology.

**Guidelines for Technology Purchases**

The following policy guidelines have been established because of the District's interest in technology and the need to engage in thoughtful planning prior to purchase.

1. The most important criteria for selection of technology are the needs and objectives of the site where technology will be used.
   a. The Technology Department, AITC and Educational Technology Department in conjunction with teachers and administrators involved will identify objectives, site needs and priorities.
b. Software selection and evaluation shall be weighed carefully in light of available technology and projected replacement hardware. All software must be compatible with licensing methods.

c. Hardware purchases shall be the result of consultations with users, demonstration of effectiveness, compatibility with district needs and evaluation of its worth from the standpoint of usability and "instructional merit." (Purchases must also be compatible with currently used configurations and platforms.)

d. Consolidation of purchases shall be planned to insure a more favorable price or bid and the ability to provide continuing hardware and software support.

2. Equipment and software purchase decisions may be the result of comparisons and study of the products from a variety of the vendors if multiple vendors are available.

3. Staff involvement in planning before purchase and in-service programs after purchase shall be considered. The goal of the professional development program will be to support staff at the current level of familiarity with technology and provide continuing training as their skills increase by offering mentoring, peer training, personal tutoring, and workshops.

ACES will follow when feasible and funds are allocated, the ACES State Technology Plan submitted and approval by the State Department of Education.

(cf. 6162.7 - Educational Software)

Policy adopted: April 10, 2014

3523.3 School Facilities—Playground Equipment

The Governing Board recognizes that playground equipment is an essential part of a complete school facility. Playgrounds allow children further exploration, in the context of play, to stretch their physical and intellectual abilities, social and emotional skills and to learn some basic principles that can be applied to life in the world. Playgrounds are defined as designated areas where stationary and manipulative play equipment is located to facilitate a child's physical, emotional, social and intellectual development.

All playground equipment, whether purchased by the District or donated by a community or school-related group, must be assessed in terms of suitability for the age level and student limitations to use the equipment in the school setting and for durability and possible health or safety hazards. Consideration shall also be given to potential hazards when the playground is unsupervised during non-school hours.
Legal Reference:

- Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Sections 4.19 through 4.8.7, and Sections 7.4.3 and 7.4.4

Policy adopted: April 10, 2014

TABLE OF CONTENTS

3524 Hazardous Materials in Schools

Hazardous materials include any substance or mixture of substances posing fire, explosive, reactive, or health hazards including a number of science laboratory chemicals and supplies, common school cleaning materials, spray oven cleaners, cleaning solvents, photo chemicals, soldering flux, some ceramic glazes, oils, and gasoline.

When possible, non-hazardous materials for hazardous materials shall be substituted and minimized amounts of hazardous material shall be used and stored in the schools.

1. To the extent hazardous materials are necessary in educational programs or in school building maintenance, the Executive Director or designee shall develop regulations and practices on:
   2. identification and labeling of hazardous materials;
   3. use of hazardous materials;
   4. storage of hazardous materials; transportation of hazardous materials;
   5. disposal of hazardous materials;
   6. maintenance of material safety data sheets in the building Principal's office;
   7. chemical hygiene plans shall be maintained at all schools that have a science laboratory;
   8. training of appropriate staff in procedures and practices enumerated in 1-5 above.

Procedures must comply with applicable local, state, and federal laws and regulations pertaining to safe and proper use, storage, transportation, and disposal of hazardous materials.

Legal Reference: Connecticut General Statutes

19a-332 through 19a-332d re carcinogenic substances and asbestos abatement.

Policy adopted: April 10, 2014
3524.1 Pesticide Application/Integrated Pest Management

A pesticide is defined as a fungicide used on plants, an insecticide, a herbicide or rodenticide but does not mean a sanitizer, disinfectant, anti-microbial agent or pesticide bait.

No person, other than a pesticide applicator with supervisory certification under section 22a-54 of the general statues or a pesticide applicator with operational certification under section 22a-54 of the general statutes under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or the grounds of any school. This restriction shall not apply in the case of an emergency application of pesticide to eliminate an immediate threat to human health where it is impractical to obtain the services of any such applicator. Parents/guardians, staff will be notified of the Integrated Pest Management Policy under Section 10-231a et. seq.

In determining when to control pests and whether to use mechanical, physical, chemical, cultural or biological means, the Agency shall follow the principals of Integrated Pest Management (IPM). The Executive Director or designee shall ensure that the Agency follows Integrated Pest Management Procedures so as to use the most appropriate and least toxic method of control.

The Executive Director or designee will establish a Procedure to comply with this policy.

Legal Reference: Connecticut General Statutes

22a-54. Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility; aircraft, tree, public employee applicators.
22a-58. Records to be kept by distributors and applicators.
23-61b. Licensing for arboriculture; examination; fees; renewal; suspension, revocation.
PA 99-165 An Act Concerning Notice of Pesticide Applications at Schools and Day Care Centers.

Policy adopted: April 10, 2014

3524.2 Green Cleaning Program
Environmentally sound, effective and health cleaning and sanitizing products should be used in all schools. Accordingly, a Green Cleaning Program will be implemented no later than July 2011, to provide for the procurement and proper use of environmentally preferable cleaning products in all schools. In accordance with such Green Cleaning Program, only products that meet guidelines or standards set by a national or international certification program approved by the Department of Administrative Services in consultation with the Environmental Protection Commissioner, and that as far as possible minimize potential harmful effects on human health and the environment will be used in the schools.

In addition, a written statement of the Green Cleaning Program will be provided annually to all school staff and, if they request it, to parents or guardians of students. Staff and students who join schools during the school year will also be provided such written statement, and it shall be posted on the ACES website as well as the website of each school with a website.

No parent, guardian, teacher or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect.

**Legal Reference: Connecticut General Statutes**

Section 10-220 Duties of Boards of Education
P.A. 09-81 An Act Concerning Green Cleaning Products in Schools

*Policy adopted: April 10, 2014*

**3532 Insurance**

The insurance coverage of the district should provide the broadest, most complete coverage available, but should be secured at the most economical cost to the district consistent with sound insurance principles. Since good service is vital to an effective insurance program, the insurance agent who is awarded any part of the district's insurance business must be able to provide prompt and efficient service.

ACES shall indemnify and hold harmless any member(s) of the Governing Board against when any action is instituted or any judgment of money damages is obtained for the acts of such member(s) other than those of a reckless nature or which constitute gross negligence.

**Legal Reference: Connecticut General Statutes**

10-235 Indemnification.
10-236 Liability insurance.
10-236a Indemnification of personnel assault in line of duty.
14-29 Insurance or bond of public service motor vehicle and service bus owners.
52-557 Injury to children being transported to school.

Policy adopted: April 10, 2014

3533 Employee/Officer Bonds

All officers and employees of ACES responsible for the handling of funds shall be bonded in amounts satisfactory to the Board. These officers and employees shall be covered under a blanket fidelity bond purchased by ACES.

Policy adopted: April 10, 2014

3541 Transportation

The Governing Board will provide transportation, under provisions of state law and regulation, under contract, for all students who qualify for such service, for local educational agencies.

The Executive Director shall administer the operation so as to:

- Provide for maximum safety of students.
- Supplement and reinforce desirable student behavior patterns.
- Assist handicapped students appropriately.

Federal Compliance

Transportation will be provided for homeless students to and from the school of origin as required by the No Child Left Behind Act. These services shall be provided throughout the regularly scheduled school year and day as determined by the Board.

Legal Reference: Connecticut General Statutes

10-186 Duties of local and regional boards of education
10-220 Duties of boards of education
14-275 Equipment and color of school buses
14-275a Use of standard school bus required, when.
14-275b Transportation of handicapped students.
14-275c Regulations re school buses and motor vehicles used to transport special education
   students.
14-276a (c) Town/school district may require its school bus operators to have completed a safety
   training course.
14-280 Letters and signals to be concealed when not used in transporting children. Signs on other
   vehicles.
   11431-11435

Policy adopted: April 10, 2014

3541.23 Transportation—Bus Contractor

Student transportation services shall be provided by private contractors consistent with contractual
arrangements as offered by the Agency from time to time.

The student transportation services contract may be determined by public competitive bid and shall be
qualified in all ways as required by Connecticut General Statutes.

Contracts for transportation approved by the District shall contain, at a minimum, the following provisions:

1. assurance that the contractor will establish and implement a drug and alcohol testing program
   that meets federal requirements;
2. number of buses, including type of vehicles and fleet age, and specifications regarding equipment
   that is acceptable;
3. communication equipment required on each bus;
4. personnel including drivers, dispatchers, supervisors, and such other staff as are required to
   effectively implement the terms of the contract;
5. details regarding establishment of routes and schedules, and the method for amendment thereto;
6. compensation including regular routes, field trips, and extra trips, and the specific means for
   invoicing services;
7. requirements for performance, and penalties for nonperformance under the contract;
8. requirement that the contractor cooperate with the Executive Director or any designee of the Executive Director in following District procedures for the handling of complaints;
9. insurance requirements; and
10. declaration that the contractor meets or exceeds all legal requirements to enter into a contract for student transportation services.

Contractors shall cooperate with the District with respect to supporting the routing decisions made by the District when applicable.

School bus evacuation drills shall be conducted twice during each school year. Documentation shall be provided to the Executive Director or designee demonstrating compliance with this requirement.

**Legal Reference: United States Code, Title 49**

2717 Alcohol and controlled substance testing (Omnibus)
Transportation Employee Testing Act of 1991

*Policy adopted: April 10, 2014*

**3541.313 Routes & Services/Transportation**

1. **Video Cameras on School Transportation Policy:**
   Video cameras may be installed on school buses operated by the ACES Governing Board or its transportation contractor. All video tapes will remain in the custody of the transportation provider. The use of video cameras is primarily intended to be an extension of the disciplinary procedures employed by school administrators and for driver/student training purposes. Video tapes may be used to supplement or support the investigation of disciplinary infractions.

2. **Procedures:**
   A. **Camera installation/distribution:** Video system hardware and black boxes should be installed on designated buses operated by the transportation provider and/or ACES vehicles. The actual number of cameras employed will be at the discretion of the Board. The cameras will normally be rotated between the vehicles on a random daily basis, however, a school administrator or the transportation provider may request surveillance of a particular vehicle for a longer duration. Neither the vehicle operators or the students should have knowledge of which vehicles have cameras installed.
B. **Video tape custody:** Video tapes will be retained by the transportation provider or ACES for twenty (20) working days. After twenty working days, the tapes will be reused in the video equipment on the vehicles. If an administrator needs to view a tape, he/she must request the tape within twenty (20) working days of the time the incident occurred. A SCHOOL ADMINISTRATOR IS THE ONLY PARTY THAT MAY REQUEST TAPES FROM THE TRANSPORTATION PROVIDER FOR VIEWING PURPOSES.

C. **Video tape retention:** If a school administrator determines that a tape should be kept for evidence, the tape should be retained permanently by the school administrator and not returned to the transportation provider.

D. **Confidentiality:** Every effort must be made to preserve the confidential nature of video surveillance and the rights of students and vehicle operators.

**Legal Reference: Connecticut General Statutes**

10-97 Transportation to vocational schools.
10-186 Duties of local and regional boards of education re school attendance.
10-220 Duties of boards of education.
10-220c Transportation of children over private roads.
10-233a and 10-233c Suspension of students.

*Policy adopted: April 10, 2014*

**TABLE OF CONTENTS**

**3541.35 Procedures for Emergencies; Safety – Transportation**

Procedures to be Followed in the Event of an Accident to a Bus

In the event of an accident (any kind of impact) the driver shall contact, by radio or other means as soon as possible, the Transportation Office or other designated office if an outside contractor and inform them of the location and information on injuries, if any. If the driver is unable to contact the Transportation Office or other designated office, he/she shall contact the Police. The driver shall remain at the accident scene until a representative arrives from the office.

If necessary, the Transportation Office or Police will contact emergency medical services. If anyone is in need of immediate medical attention and/or hospitalization, they will be taken to the nearest hospital.

The driver, Police officers at the scene, and/or administrators on the scene, will take student names, seating arrangements, and provide police with dates of birth and addresses.
Bus drivers are not to release students until directed by an administrator or Police.

Parents of students in need of medical attention will be notified as soon as possible by an administrator. An administrator, at an appropriate time, may send written correspondence to parents briefly describing the situation. However, due to possible litigation, only information pertaining to location, date, time, and seriousness of reported injuries should be transmitted.

The Transportation Office or other ACES designated office or designated contractor will arrange, if necessary, alternate transportation from the scene of the accident to home or school as appropriate.

**Bus Driver Safety**

When a complaint is received from a bus driver concerning a discipline problem, the following procedure shall be utilized when it is deemed necessary and appropriate:

1. The administrator shall discuss the problem with the student. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.
2. Should a second complaint be made, the administrator will again discuss the situation with the student. At that time the parents will be notified of the problem and informed that continued misbehavior will result in a suspension of bus privileges.
3. A third complaint may result in a discussion with the administrator, notification of parents and suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

In cases where the offense is of such gravity as to endanger the safety and well-being of other occupants of the bus, the above procedure may be disregarded and immediate suspension be invoked. In all cases due process procedures shall be followed.

(cf. 5114 - Suspension/Expulsion)
(cf. 5131.1 - Bus Conduct)

*Policy adopted: April 10, 2014*

3541.4 Transportation Equipment
Buses or other transportation vehicles which do not conform to the requirements of law and the regulations of the State Department of Education shall not be used for transporting school children to and from school or on school-sponsored activities.

**Legal Reference: Connecticut General Statutes**

14-257 Crowded seats; riders on outside of vehicle. Aisle seats.
14-262 Width and length of vehicles.
14-273 Operation of public service motor vehicles.
14-274 Hours of operation of public service and commercial motor vehicles.
14-275 Equipment and color of school buses.
14-275a Use of standard school bus, required when

*Policy adopted: April 10, 2014*

**3541.44 Privately Owned Vehicles**

The Governing Board recognizes that, emergency circumstances, district employees may need to use private vehicles for school purposes.

Prior authorization may not be necessary in the event of an emergency. The district assumes no liability unless the employee has prior authorization for such transportation.

The emergency operation of a motor vehicle by a school employee to transport students does not require the operator to hold an operator's license endorsement.

(cf. 4133.1/4233.1 — Use of Board of Education Vehicles or Privately Owned Vehicles)

**Legal Reference: Connecticut General Statutes**

14-1(i) Motor vehicles: definitions.
14-212 (8) Definitions - "Student transportation vehicle."
14-212 (2) Definitions - "Carrier."
PA 07-224 An Act Concerning Operator's Licenses Bearing a School Bus Endorsement
Declaratory Ruling, Nov. 16, 2007 Robert M. Ward, Commissioner, DMV

*Policy adopted: April 10, 2014*
Exhibit

DRIVER'S INSURANCE LIABILITY

Teachers, parents or students driving for field trips or other school activities must realize that effective January 1, 1994, Connecticut No Fault Insurance (PIP) was changed by the Connecticut Legislature so that it is no longer mandatory coverage on an individual's automobile policy.

As in the past, your personal auto policy is considered primary coverage should you or a passenger be involved in an accident. Therefore, in accepting the responsibility of driving for school related events, you should first discuss the ramifications of this change in the law with your insurance agent so that you have adequate coverage in place.

The school insurance carrier has secondary responsibility in matters involving a claim and will only consider a claim after all claims are settled with your insurance carrier.

_________________________ understand and accept the responsibilities of the above statement.
Name

_________________________
Signature
Insurance Carrier

**NOTE:** This particular statement should be presented to the appropriate people whenever they are considering some outside activity that involves students or parents who volunteer for field trip driving.

---

### 3541.5 Records and Reports—Transportation Complaints

All complaints concerning school transportation safety will be made to the Transportation Coordinator. The Coordinator will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

The Executive Director will provide the commissioner of Motor Vehicles with a copy of the written record of complaints within thirty (30) days of the end of the school year.

*Legal Reference: Connecticut General Statutes*

10-221c Development of policy for reporting complaints re school transportation safety.

_Policy adopted: April 10, 2014_

---

### 3541.8 Transportation: Student Bus Assignments

All school buses have an approved seating capacity which shall not be exceeded. Since these buses are scheduled to make best use of the stated capacity, it shall be the policy of ACES that all students who are transported ride to and from school only on buses to which they are assigned. Exceptions will be made with the approval of the administrator. These exceptions must be approved by the school principal and/or ACES Transportation Coordinator. Before the administrator will approve any change in a bus assignment
that is a single day, the administrator may request a note, or e-mail from the parent or guardian be received for the change.

**Legal Reference: Connecticut General Statutes**

10-220 Duties of boards of education

*Policy adopted: April 10, 2014*

---

**3542 Food Service**

**School Lunch Service**

School lunch and/or breakfast service shall be provided in schools as determined by the Executive Director. This service shall be under the supervision of the Assistant Executive Director for Finance and Operations.

**Aims**

Policies governing the operation of the school lunch/breakfast program shall be:

1. Wherever breakfast and/or lunch is served, to provide nutritionally balanced and attractive lunches available to all students with sufficient time allowed for eating.
2. To provide lunches/breakfast free or at reduced rates to children whose economic or health needs require such action, with the approval of the Executive Director or designee.

**Maintenance of Sanitary Conditions**

Sanitary conditions in all phases of the preparation and serving of food shall be rigidly maintained at all times.

**Financing**
The school breakfast and lunch program shall be financed as follows:

- Prices of school breakfast/lunches shall be determined by the Executive Director or designee in accordance with all prevailing costs of the programs.
- Costs and other expenses directly incurred in the school lunch program shall be paid out of a separate fund, which shall be maintained under the control of the Assistant Executive Director for Finance and Operations or his/her designee and into which all receipts from sales and federal cash grants shall be paid. This fund shall be subject to annual audit by the district auditor.
- Office facilities, equipment, heat, light and power shall be paid out of funds appropriated by the Governing Board.

**Food Service Participation**

ACES may participate in the National School Breakfast and/or Lunch Program and is herewith authorized.

ACES shall follow the rules and regulations of the National School Breakfast and/or Lunch Program as administered by the State of Connecticut.

Authorization is granted to the Executive Director or designee to act on behalf of the Governing Board for purposes of participating in the National Breakfast and/or Lunch Program.

**Legal Reference: Connecticut General Statutes**

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.
10-215a Nonpublic school and nonprofit agency participation in feeding programs.
10-215b Duties of State Governing Board re feeding programs.
10-216 Payment of expenses.

National School Lunch Program and School Breakfast Program; Competitive Foods.
(7 CFR Parts 210 and 220, Federal Register, Vol 45
No. 20, Tuesday, January 29, 1980, pp 6758-6772 State Governing Board Regulations
10-215b-1 School lunch and nutrition programs.
10-215b-11 Requirement for meals.
10-215b-12 Reimbursement payments. (including free and reduced price meals)

Policy adopted: April 10, 2014

3542.41 Professional Standards for Food Service Personnel
The Board of Education (Board) recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. Therefore the Board provides a food service program for ACES school breakfasts; ACES school lunches that meet the dietary specifications in accordance with the Healthy Hunger-Free Kids Act of 2010 and applicable state laws and regulations.

This service shall be under the supervision of the Food Services Director who shall be responsible to the Superintendent, Business Manager/Director of Finance and/or Assistant Superintendent. The Food Services Director shall be hired under specific job specifications and approved by the Board.

The Board shall comply with the minimum professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs which are contained in the regulations to the Healthy, Hunger-Free Kids Act of 2010 (HHFKA), Public Law 111-296. These regulations, effective July 1, 2015, establish hiring standards for the selection of State and local school nutrition program directors, and requires all personnel in the school nutrition programs to complete annual continuing education/training.

The Board believes that the fulfillment of these professional standards for food service personnel will result in consistent, national professional standards that strengthen the ability of school nutrition professionals and staff to perform their duties effectively and efficiently. Requiring proper qualifications to serve in the District’s Child Nutrition Programs is expected to improve the quality of school meals, reduce errors, and enhance Program integrity.

The Superintendent is directed to develop administrative regulations which detail the required hiring standards and continuing education training for all District food service personnel.

(cf. 3542.31 – Participation in the Nutritional School Lunch Program)
(cf. 3542.33 – Food Sales Other Than National School Lunch Program)
(cf. 3542.34 – Nutrition Program)
(cf. 3542.43 – Charging Policy)
(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

Legal Reference: Connecticut General Statutes

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.
10-215a Nonpublic school and nonprofit agency participation in feeding programs.

Policy adopted: September 08, 2016

TABLE OF CONTENTS
3542.22 Food Service Personnel – Code of Conduct

In all applicable cases, food, food products, supplies, and equipment purchased with school food service funds shall be procured in accordance with the process and procedures established in District policies and in a manner that provides full and open competition consistent with the standards in applicable federal regulations.

The following conduct will be expected of all persons who are engaged in the award and administration of contracts supported by School Food Service Funds.

1. No District employee shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:
   a. District employee, officer, or agent;
   b. Any member of his/her immediate family, (spouse, brother, sister, parent, son or daughter);
   c. His/her partner;
   d. An organization that employs or is about to employ one of the above.

2. District employees, officers, or agents shall neither solicit nor accept gratuities, favors, or anything of a monetary value from contractors, potential contractors, or parties to sub-agreements. In determining whether an item is an impermissible gratuity or of monetary value, the definition of “gratuity” shall be anything of more than fifty dollars in value shall apply.

3. The purchase during the school day of any food or service from a contractor for individual use is prohibited.

4. The removal of any food, supplies, equipment, or school property, such as records, recipe books and the like is prohibited.

5. The outside sale of such items as used oil, empty cans and the like will be sold by contract between the District and the outside agency. Individual sales by any school personnel to an outside agency are prohibited.

Failure of any District employee to abide by the above stated code may result in disciplinary action, including, but not limited to, a fine, suspension, or dismissal.
(cf. 3320 – Purchasing Procedures)
(cf. 3323 – Soliciting Prices, Bids)
(cf. 3326 – Ordering Goods and Services, Paying for Goods and Services)
(cf. 3542 – School Lunch Service)
(cf. 3542.31 – Participation in the Nutritional School Lunch Program)
(cf. 3542.33 – Food Sales Other Than National School Lunch Program)
(cf. 3542.34 – Nutrition Program)
(cf. 4118.13/4218.13 – Conflict of Interest)
(cf. 6142.101 – Student Nutrition and Physical Wellness, School Wellness)

**Legal Reference: Connecticut General Statutes**

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.
10-215a Nonpublic school and nonprofit agency participation in feeding programs.
10-215b Duties of State Board of Education re feeding programs.
10-216 Payment of expenses.
State Board of Education Regulations.
10-215b-1 School lunch and nutrition programs.
10-215b-11 Requirement for meals.
10-215b-12 Reimbursement payments. (including free and reduced price meals)
School Lunch and Breakfast Programs 42 U.S.C. Section 1751 et seq.
42 U.S.C. Sec. 1758(h)/7 CFR Sect 210.13, 220.7 (School Food Safety Inspections).
7 CFR Parts 210 & 220 – Nutrition Standards in the National School Lunch & School Breakfast Programs.
Nondiscrimination on the Basis of Handicap in Programs or Activities.
Title 7 Chapter 11 of the Code of Federal Regulation Federal Management Circular A-102, Attachment 0 FNS Instruction 796-1 Revision 2.
2 CFR 200.318 General Procurement Standards.

*Policy adopted: September 08, 2016*
3542.45 Vending Machines

The Governing Board delegates to the Executive Director or designee the authority to make decisions on the placement of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed, and during which hours they might be used.

(cf. 3542.34 — Nutrition Program)

**Legal Reference: State Governing Board Regulations**

10-215b-1 Competitive foods.
10-2210 Lunch periods. Recess
10-221p Boards to make available for purchase nutritious low fat foods and drinks.
PA 06-63 An Act Concerning Healthy Food and Beverages in Schools

*Policy adopted: April 10, 2014*

3542.46 Sanitary Conditions

Sanitary conditions in all phases of the food preparation and serving of food shall be rigidly maintained at all times. All food services staff including staff employed by a food service company, who handle food shall meet all food handling regulations as prescribed and required by the State of Connecticut.

*Policy adopted: April 10, 2014*

3543.11 Printing and Duplicating Copyrighted Material

**Photocopying, Computer Software Duplication, and Videotaping for Education Purposes**

This policy is intended to mandate restrictions on illegal violations of the fair use doctrine so as to ensure that teacher behavior within these areas of the instructional process is legal and ethical.

The Governing Board recognizes that it is illegal for anyone to duplicate copyrighted printed, audio or visual materials, and computer software unless copying falls within the bounds of fair use: Any duplication
of copyrighted materials by District employees, therefore, must be done with permission of the copyright holder or within the bounds of "fair use" as described below.

Copyright Law

"Congress shall have the power to promote the progress of science and the useful arts by securing to authors and inventors for limited times the exclusive right to their writings and inventions." (Article I., Section 3, U.S. Constitution)

The following exclusive rights are enumerated by law:

a. To reproduce the copyrighted work...;
b. To prepare derivative works based upon the copyrighted work;
c. To distribute copies of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
d. Perform the copyrighted work publicly; and
e. To display the copyrighted work publicly (17USC106).

Fair Use Doctrine

In describing the purpose of "fair use," Congress specifically mentions education and permits certain uses of copyrighted material without the copyright holder's permission provided that four criteria are used to consider when determining if the classroom use is "fair." These four criteria are:

a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
b. The nature of the copyrighted work;
c. The amount and substantiality of the portion used in relation to the copyrighted works as a whole; and
d. The effect of the use upon the potential market for or value of the copyrighted work (17USC107).

The exclusive rights and fair use doctrine are the same for computer software, and copyrighted television programs as is for other copyrighted works.

(cf. 6162.6 - Use of Copying Devices)

Policy adopted: April 10, 2014
3560 Capital Outlay

A capital expenditure is an outlay made to acquire tangible fixed asset of buildings, permanent fixtures, vehicles or equipment. It can also be an expenditure that increases the value of existing property or equipment, prolongs its life or makes it adaptable to a different use. In order for expenditure to be capitalized, it must have a minimum cost at acquisition of $5,000. The value of an item to be capitalized will be based on cost including purchase price, freight and installation.

The amount above of a minimum cost may be changed from time to time by the Executive Director or designee.

Policy adopted: April 10, 2014

3998 Disposition of Agency Vehicles

The Board owns and operates a fleet of approximately 120 vehicles to transport students to and from school, clients to work programs, and employees to carry out functions of the agency’s work. The fleet of vehicles includes buses, vans, and automobiles. Normally the Board purchases vehicles to replace old and unsafe vehicles. The DMV maintains a list of inspections and our rating history has been very high. The Board aims to maintain that excellent rating.

Each October, the Coordinator of Transportation shall assess vehicles in the fleet and give each a letter rating in any of the four tiers:

A. normal service,  
B. substitute service  
C. use for parts, and  
D. disposition.

By February, the Executive Director and Coordinator will bid for new vehicles to be purchased in order to replace those vehicles that are to be disposed. The goal is to have new vehicles available for service beginning in July.

The administration will follow these guidelines when vehicles need to be disposed:

1. There is a five year rotation cycle for school buses, vans and cars.  
2. Vehicles will assessed in a five year replacement plan and rated as noted above keeping in mind:
a. Safety  
b. Repair needs and costs  
c. Overall qualities of the fleet and safety inspection results  
d. The Transportation Coordinator will recommend to the Executive Director which vehicles should be traded in, disposed of, or sold. Vehicles will be disposed of in this order:  
   i. First, vehicles will be offered to interested employees at the “trade-in value” derived at by taking the average of the Kelley’s Blue Book and one other recognized source among NADA, Edmund’s.com, or Cars.com.  
      a. If more employees are interested in such purchase than vehicles that are for sale, then a lottery shall be held to determine the buyer for each vehicle.  
      b. Vehicles sold to employees are sold “As Is” and employee will need to provide $1,000 deposit within seven (7) days of notice of sale, with balance paid within thirty, (30), days.  
   ii. Second, vehicles remaining are to be traded in to offset the purchase price of new vehicles and such trade in vehicles will be negotiated in the normal bidding process with dealers.  
   iii. Third, remaining vehicles may be donated to charitable organizations.  

Policy adopted: March 12, 2015

3999 Transportation Reimbursement for Board Members

The Board understands that there may be transportation expenses associated with Board work, including mileage to regular, special, committee and other meetings. Accordingly the Board directs the Executive Director to establish administrative regulation procedures for mileage reimbursement through invoice or fuel fill-ups at the agency transportation center.  

Policy adopted: March 12, 2015