

REGIONAL SCHOOL DISTRICT NO. 4
CHESTER • DEEP RIVER • ESSEX

Ruth I. Levy, Ed.D.
Superintendent of Schools
rlevy@reg4.k12.ct.us

Sarah Smalley
Director of Pupil Services
ssmalley@reg4.k12.ct.us



Kristina Martineau, Ed.D.
Assistant Superintendent of Schools
kmartineau@reg4.k12.ct.us

Kim Allen
Business Manager
kallen@reg4.k12.ct.us

AGENDA & NOTICE FOR
JOINT BOARD OF EDUCATION FINANCE COMMITTEE MEETING

To: Members of the Region 4, Chester, Deep River, and Essex BOE Finance Committee

Subject: November 27, 2018 Joint BOE Curriculum Finance Meeting

Time and Place: 6:30 PM at Central Office Conference Room

If you are unable to attend, please email kallen@reg4.k12.ct.us

Mission Statement

We, the communities of Chester, Deep River, Essex and Region 4 engage all students in a rigorous and collaborative educational program. We prepare our learners to be respectful citizens who are empowered to contribute in a globalized society.

AGENDA

- I. Review Status of 17/18 Audits
- II. Health Reserve
- III. Policy 3260 Review (Disposal of Books, Equipment, and Supplies)
- IV. Policy 3280 Review (Gifts, Grants and Budgets)
- V. Policy 3324 Review (Ordering Goods and Services – Purchase Orders)
- VI. Future Agenda Items (3/26/18 meeting conflict with Essex BOF Presentation)

cc: BOE Chairs, Leigh Rankin, Town Clerks - Chester, Deep River, and Essex

Business

Sales & Disposal of Books, Equipment & Supplies

When equipment, books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorize their disposal or trade-in in a manner to the district's best advantage.

Disposition of Outdated Books

The Superintendent of Schools may authorize the disbursement or destruction of outdated textbooks which are no longer useful to the educational program, provided that such books are a minimum of ten years old and have been determined obsolete by the professional administrative staff.

Disposition of Equipment and Materials

Items with a market value may be traded in or be appropriately advertised to the general public in an attempt to produce a sale at fair market value. The proceeds of the sale shall be deposited to the General Fund.

1. The method of advertising and sale shall be determined by the Superintendent of Schools or his/her representative.
2. The Board shall be notified by the Superintendent of Schools prior to the sales of any item or items having an estimated value in excess of \$500.

Items without market value may be disposed of in such manner as the responsible building principal shall determine, with the prior approval of the Superintendent of Schools or his/her representative.

Disposition of Funds

When books, equipment or materials are sold either to used book vendors or shredders, this money must be returned to the General Fund. If and when such books are given to the PTO, the PTO may dispose of them as they wish. Any monies received therefrom can be retained in the PTO account.

Business

Sales & Disposal of Books, Equipment & Supplies (continued)

Legal Reference: Connecticut General Statutes

 10-220 Duties of boards of education.

 10-240 Control of schools.

 10-241 Powers of school districts.

Policy adopted:
Policy reviewed:

April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Business

Gifts, Grants and Bequests

A donor who wishes to present a gift to the Public Schools Of Chester, Deep River, Essex, Regional School District No. 4 and Supervision District will submit a letter identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education. *Stewardship of any gift or bequest shall be administered by the Superintendent consistent with the wishes of the donor. If it is not possible to obtain guidance from the donor, written guidelines shall be developed by the Superintendent and approved by the Board of Education.*

To be accepted, a gift must satisfy the following criteria:

- The use of the gift will be consistent with the goals of the educational program;
- The donor represents an acceptable group, organization or individual;
- The gift will become the property of the school system, and may be assigned to a particular school or program.

The letter from the donor and the proposed gift will be evaluated on the following criteria:

- The gift will comply with the provisions of local policies or regulations as well as applicable State and Federal laws;
- The gift will not require new or more personnel to use this gift;
- The gift will not require the assumption of the responsibilities for a new program by the Boards of Education, if it is unable to support this project once the gift has been used;
- The gift will not produce hidden or undesirable, new financial expenses;
- The gift will not introduce unusual restrictions, inequities or limitations upon the existing school program or table of allowances;
- The gift will be appropriate to the best education of students;
- The gift will not imply endorsement of any business or product;
- The gift will not violate the principal of equal opportunity for all students at a given grade level and/or would not create significant inequities among district schools of similar grade levels.

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

Legal Reference: Connecticut General Statutes
 7-194 Powers.
 10-9 Bequests for educational purposes.

Policy adopted: January 16, 2003
 Policy reviewed:

CHESTER PUBLIC SCHOOLS
 DEEP RIVER PUBLIC SCHOOLS
 ESSEX PUBLIC SCHOOLS
 REGIONAL SCHOOL DISTRICT NO. 4

Business

Gifts, Grants and Bequests

A donor who wishes to present a gift to the Public Schools of Chester, Deep River, Essex, Regional School District No. 4 and Supervision District will submit a letter identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

To be accepted, a gift must satisfy the following criteria:

- The use of the gift will be consistent with the goals of the educational program;
- The donor represents an acceptable group, organization or individual;
- The gift will become the property of the school system, and may be assigned to a particular school or program.

The letter from the donor and the proposed gift will be evaluated on the following criteria:

- The gift will comply with the provisions of local policies or regulations as well as applicable State and Federal laws;
- The gift will not require new or more personnel to use this gift;
- The gift will not require the assumption of the responsibilities for a new program by the Boards of Education, if it is unable to support this project once the gift has been used;
- The gift will not produce hidden or undesirable, new financial expenses;
- The gift will not introduce unusual restrictions, inequities or limitations upon the existing school program or table of allowances;
- The gift will be appropriate to the best education of students;
- The gift will not imply endorsement of any business or product;
- The gift will not violate the principle of equal opportunity for all students at a given grade level and/or would not create significant inequities among district schools of similar grade levels.

Business

Gifts, Grants and Bequests (continued)

Any gift rejected by the Board of Education shall be returned to the donor or the donor's estate within 60 days, with a statement indicating the reason for rejection of such gift.

Regulation approved: April 30, 1997
Regulation reviewed:

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4

Business

Ordering Goods and Services (Purchase Orders) .

Purchase Order Processing Procedure

1. Phase 1 - Distribution of Purchase Orders and Record Keeping
 - A. Each location principal will be allotted a reasonable number of purchase orders as often as necessary.
 - B. Purchase orders should be utilized in the numerical sequence in which they are distributed.
 - C. Purchase orders filled out in error, or canceled by an administrator, shall be voided at the location, with this indicated on the voided P.O. Voided purchase orders must be submitted to the Business Office for the void record which will be filed in the closed P.O. file.
2. Phase 2 - Purchase Requisitions shall be completely filled out, including all required Budget Coding Information.
 - A. The requesting agent, (teacher, clerk, custodian, nurse, etc), shall present such request upon the purchase requisition form to the building principal for his/her approval.
 - B. The purchase requisition must include the following:
 - (1) Item and number requested.
 - (2) Unit item (i.e. per dozen, per 100, etc.)
 - (3) Description of item and catalog item number if available.
 - (4) Catalog or list cost of the item.
 - (5) Appropriate vendor with address.
 - (6) Appropriate budget code number.
 - C. Upon approval, the location principal shall verify the code number and also verify that there is ample funding for orders via budget printout. He/she also must verify its being budgeted or its necessity. His/her approval is indicated by his/her signature on the requisition.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

3. Phase 3 - Purchase Orders are to be completely filled out at the school after Phase 2 has been completed.
 - A. The purchase order must be typed and include all the information categorized in Phase 2, item B.
 - B. The principal must approve of the purchase order (this is a re-approval of the requisition).
 - (1) The principal's or authorized administrative person's approval signature must appear in the appropriate location on the completed purchase order.
 - (2) The location principal or administrator is responsible for seeing to it that orders do not exceed budget allocation.
 - C. Principal/administrator must maintain record of the order (this may be done with a purchase order.)
 - D. The order should be complete with four copies and carbons left intact. The fifth copy (yellow) is retained by the school.
4. Phase 4 - Purchase Orders Received at the Business Office
 - A. Purchase order is scrutinized to insure the form is properly completed with appropriate signature (if it is in error, it will be returned to the requestor.)
 - B. Funding verification is made via computer system. If insufficient funds are present, the purchase order will be returned to the requestor.
 - C. Purchase order is then forwarded to the Business Manager or Principal for review and final approval.
 - D. If there are any significant adjustments to be made in price, or change in product specifications, the Business Manager or Principal or his/her designee will notify the appropriate administrator on how to proceed.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

4. Phase 4 - Purchase Orders Received at the Business/Principal's Office (continued)
 - E. If no beneficial adjustments are necessary, the Business Manager or Principal approves the purchase order by affixing his/her signature to the document.
 - F. Purchase order is logged into the computer system.
 - G. Distribution of the five (5) part purchase order is as follows:
 - (1) Page 1 is given to the vendor.
 - (2) Pages 2 (green) and 3 (yellow) are retained by the school.
 - (3) Page 4 (pink) shall be placed in a numerical file.
 - (4) Page 5 (gold) shall be sent to the requesting principal or administrator who shall, upon receipt of goods and/or service, sign it, certifying acceptance of the goods and/or service and return it to the Business Office.
5. Phase 5 - Receipt of Order by Requesting School
 - A. When shipment arrives, the principal or his/her designate will check and verify contents against the original copy of the purchase order.
 - (1) When the order is complete, he/she will write complete, with signature, and attach the packing slip(s) to the copy of the P.O. and send it to the Business Office for payment.
 - (2) When the order is incomplete the principal will check off and initial those items that have arrived. He/she should hold this purchase order and packing slip until the balance of the order is shipped, and then forward the gold copy to the Business Office. A recommendation for payment of partial orders may be requested from the Business Office and approved/denied by the Principal/Administrator for valid reasons.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

5. Phase 5 - Receipt of Order by Requesting School (continued)

- (3) If the remaining portion of the order is not filled within ninety (90) days then the remaining portion of the unfilled order should be canceled with a letter from the principal to the vendor. A copy of such cancellation notice shall be maintained by the principal and a copy forwarded to the Business Office with the purchase order and packing slip to indicate recommendation of payment for items received. (The principal may re-order these items if he/she wishes.)
- (4) If anything is received damaged it should be noted on the purchase order and packing slip sent to the Business Office. The principal should contact the trucking company when damage occurs and receive the proper credits or adjustments.

- B. The gold copy should be returned to the Business Office as soon as possible after receiving the order.

6. Phase 6 - Receipt of Invoice and Purchase Order, Copy with Packing Slip from Principal

- A. Upon receipt of the invoice from the vendor and certification of receipt of goods and/or services from the building principal, the purchase order copies shall be matched and made ready for payment.
 - (1) When paid, the encumbrance record is credited and the expenditure record is debited by the amount.
- B. Upon acceptance for payment, checks will be produced by computer and signed by check signer.
 - (1) Upon payment to the vendor, page 5 (gold), shall be refiled alphabetically with page 3 (yellow) and all other pertinent information.
 - (2) Page 4 (pink) is already filed numerically - nothing happens.
 - (3) Page 2 (green) shall be forwarded to the requesting principal with an indication of amount of payment and as confirmation to payment.
 - (4) In the case of items eligible for reimbursement from federal funds, page 5 (gold) shall be forwarded to the appropriate authority as evidence of purchase.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure (continued)

7. Phase 7 - Bills

- A. Regular monthly bills shall include the following:
- (1) The appropriate account numbers will be included for such items as utilities, insurance, services, etc.
 - (2) Installment payments on services shall be made out on one purchase order with the monthly payments listed for the entire year. This way the entire amount will be encumbered and such encumbrance will be reduced by each payment that is made. Each payment will be made against this one purchase order indicating payment against the appropriate installment. (Expenditure is debited and encumbrance is credited.)

8. Phase 8 - Maintenance, Repairs & Petty Cash

- A. When an emergency situation arises whereby a purchase of materials or services is required immediately, the principal shall authorize such purchase to remedy the situation.
- (1) The Superintendent or Business Manager should be notified as soon as possible of such situation, preferably prior to such authorization if possible.
 - (2) The building principal shall then complete the required purchase order with costs as soon as possible in conformance with Phase 2 of these regulations and submit it immediately to the Business Office indicating on the purchase order that it was an emergency purchase.

Business

Ordering Goods and Services (Purchase Orders)

Purchase Order Processing Procedure

8. Phase 8 - Maintenance, Repairs & Petty Cash (continued)
- (3) The principal shall have authority over this fund and distribute the funds as necessary and request appropriate receipts for purchases made.
 - (4) When the fund is nearly depleted, the principal shall request reimbursement by completing a purchase order with all receipts attached and appropriate account numbers for all such purchases followed by the dollar amounts charged to each account. (Phase 3 through Phase 6 of these regulations shall apply to requests for such reimbursement).

Regulation approved: April 30, 1997

CHESTER PUBLIC SCHOOLS
DEEP RIVER PUBLIC SCHOOLS
ESSEX PUBLIC SCHOOLS
REGIONAL SCHOOL DISTRICT NO. 4