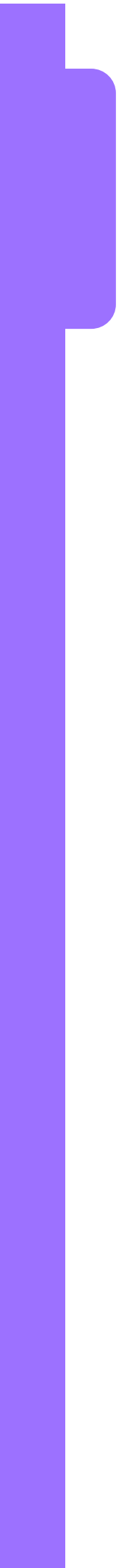


# 3000 Fiscal Management



**3000 - FISCAL MANAGEMENT - SUPPORT SERVICES**  
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## **FISCAL MANAGEMENT - SUPPORT SERVICES**

### **General Policy Statement**

The Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, State, and Federal funds allocated for use in public education, the Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for the achievement of the purposes to which they are allocated.

### **A. Principles**

In the school system's fiscal management the Board shall abide by the following principles:

1. To engage in thorough advance planning to develop budgets and to guide expenditures so as to achieve the greatest educational benefits for the dollars expended.
2. To use the best available techniques for budget development and management.
3. To establish procedures of maximum efficiency for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management and control. The Board shall abide by those sections of the City Charter which are related to the development, submission and administration of its operating and capital budgets.

### **B. Adherence**

The Superintendent shall make regular reports that will apprise the Board on the adherence to the above principles.

### **Policy Adopted:**

November 24, 1987

### **Readopted:**

November 28, 2000

## FISCAL MANAGEMENT - SUPPORT SERVICES

### Adherence to Principles

Using generally accepted financial practices, the Superintendent or designee shall apprise the Board on a regular basis on adherence to the principles.

1. A reporting package submitted to the Board as of September 30, December 31, March 31 and June 30 shall include the following:

- A condensed expenditure report which presents reallocated budget amounts, transfers, revised budget, year-to-date expenditures and encumbrances. Any current or projected variances will be explained in narrative form.
- Summaries of budgeted grant expenditures and of capital projects which include budget revisions, year-to-date expenditures and encumbrances and a narrative explaining variances.
- Areas of concern to be addressed or the resolution of prior concerns.
- Any other information that the Superintendent deems necessary to keep the Board informed.

2. Operating Budget manual procedures relevant to principle number two shall be followed.

### Regulation Adopted:

November 24, 1987

### Amended:

November 28, 2000

## **Business**

### **Equivalent Funding**

In all schools with the same grade levels, state and local funds will be used:

- to provide comparable services
- to provide an equivalent level of professional staff and administration
- to provide equivalent curriculum and instructional materials, books and supplies

Any additional funds, including Chapter I grants, will be used to supplement or increase the level of state and local support.

### **Policy Adopted:**

June 27, 1989

### **Readopted:**

November 28, 2000

## **FISCAL MANAGEMENT - SUPPORT SERVICES**

### **Budget Preparation**

Budget preparation shall be an integral part of program planning so that the budgets may reflect and cause the effective implementation of all programs and activities of the school system.

Budget planning and revision shall be a year-round process involving broad participation by the Board, Stamford citizens, administrators, supervisors, teachers, and other personnel throughout the school system.

The goals of the Board shall serve as the overall framework for budget planning for the operating and capital budgets.

#### **Policy Adopted:**

November 24, 1987

#### **Readopted:**

November 28, 2000

## **FISCAL MANAGEMENT - SUPPORT SERVICES**

### **Budget Preparation**

An Operating Budget Manual shall be prepared by the Superintendent or designee and submitted annually to the Board by January for the next fiscal year. Included in the Manual shall be: budget guidelines, program structures, budget calendar and other appropriate information, materials and data forms.

This Manual shall document the school system priorities as a guide to budget preparation.

An annual capital budget shall be prepared and submitted to the Board for discussion at one meeting and approval at a subsequent meeting. It will include proposals for the next fiscal year as well as projections for the ensuing six years.

### **Regulation Adopted:**

November 24, 1987

### **Readopted:**

November 28, 2000

## FISCAL MANAGEMENT - SUPPORT SERVICES

### **Operating Budget Transfer**

In accordance with Conn. Gen. Stat. § 10-222, the Board of Education shall prepare an itemized estimate of its budget each year for submission to the fiscal authority for review and appropriation.

Following the annual appropriation, the Board of Education shall meet and revise such itemized estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in the same format as the annual budget showing for each line item, and major object of expense: the appropriated budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be submitted to the Board of Education no later than the 20th of the month following the quarter ending period date.

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board of Education transfers in the operating budget from one line item, and (as set forth above) to another, as needed. The Superintendent is authorized to make such transfers as necessary with the approval of the President of the Board or Chair of the Fiscal Committee, if the urgent need for transfer prevents the Board of Education from meeting in a timely fashion to consider the transfer. Transfers made in such instances shall be announced at the next regularly scheduled meeting of the Board of Education.

The Board of Education shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. As a control mechanism, this policy shall ensure that appropriated funds are expended in accordance with the annual and long-term goals reflected in the operating budget. If any occasion arises whereby additional funds are needed by the Board of Education, the Chairperson of the Board shall notify the Board of Finance and submit a request for such necessary additional funds. No additional funds



shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

**Adopted:**

November 24, 1987

**Amended**

May 27, 2003

July 26, 2011

**FISCAL MANAGEMENT - SUPPORT SERVICES**

**Operating Budget Transfer**

All requests for operating budget transfers shall be submitted to the Finance Department for approval using the REQUEST FOR TRANSFER OF FUNDS form.

All budget transfers in excess of \$10,000 in aggregate to an account will be reviewed by the Fiscal Committee.

**Adopted:**

November 24, 1987

**Amended**

May 27, 2003

July 26, 2011

**FISCAL MANAGEMENT - SUPPORT SERVICES**

**Chart of Accounts**

**Object Codes**

**Major Object**

**111 Certified Salaries**

- 101 Teachers
- 102 Administrators
- 104 Tchr Extra Services
- 105 Class Coverage
- 106 Maternity Leave
- 108 Mentor Stipends
- 109 Substitutes
- 110 Retirement
- 111 L/T Sick Leave

**Major Object**

**112 Non-Certified Salaries**

- 113 Admin. Non-Certified
- 114 Clerical/Technical
- 115 Paraeducators
- 116 Custodial/Mechanical
- 117 Other Salary
- 120 Temporary Part-time Salary
- 121 Custodial/Mechanical Overtime
- 122 Clerical Overtime
- 123 Police & Fire Overtime

**Major Object**

**200 Employee Benefit**

- 201 Clothing/Tool Allowance
- 202 Health/Hospital Insurance
- 207 Social Security
- 208 Unemployment Comp.
- 215 Tuition Reimbursement
- 216 Childcare Reimbursement

230 Pension  
260 Worker Compensation

**Major Object**

**300 Purchased Professional/Technical Services**

321 Instructional Services  
322 instructional Program Improvement Services  
323 Pupil Services  
324 Legal Services  
330 Other Professional/Technical Services  
Major Object  
400 Property Services  
411 Electricity  
412 Gas Non-Heat  
413 Water/Sewer  
420 Repair/Maintenance/Cleaning  
440 Rentals  
450 Construction Services  
452 Grounds Maintenance  
490 Other Property Services

**Major Object**

**500 Other Purchased Services**

510 Pupil Transportation  
511 Pupil Transportation-Field Trips  
520 Risk Management Allocation  
530 Telephone  
531 Postage  
540 Advertising  
541 Recruitment/Retention  
550 Printing  
560 Tuition  
580 Professional Development  
581 In-district Travel  
590 Other Purchased Services

**Major Object**

**600 Supplies**

611 Instructional Supplies

613 Maintenance Supplies  
621 Gas Heat  
624 Oil Heat  
626 Gasoline  
629 Bus Fuel  
641 Texts/Workbooks  
642 Library Books/Periodicals  
643 Computer/AV Materials  
690 Office Supplies  
691 Other Supplies

**Major Object**

**700 Equipment**

730 Instructional Equipment  
739 Non-Instructional Equipment

**Major Object**

**800 Other Object**

890 Dues and Fees

**Adopted:**

November 28, 2000

**Revised**

July 7, 2011

## FISCAL MANAGEMENT - SUPPORT SERVICES

### Chart of Accounts

#### Program Structure

"Program" is defined as "a specific service or activity as it relates to instruction or support service". This program structure is divided into two areas: one area includes 23 programs for instruction and the other includes 10 programs for support services.

#### Instructional Programs

01 Magnet School Program  
 02 Art  
 05 Elementary Education  
 06 Educational Media  
 07 World Languages  
 09 Athletics/Extracurricular  
 10 Kindergarten  
 11 Language Arts  
 12 Mathematics  
 13 Music  
 14 Physical Education  
 15 Science  
 16 Social Studies  
 17 Student Activities  
 18 Summer School  
 19 Unified Arts  
 20 Adult and Continuing Education

21 Pupil Personnel Services  
 22 Special Education  
 23 Agriscience  
 28 English Language Learners (ELL)  
 29 Alternate Routes to Success (ARTS)  
 64 Early Learning - Pre-Kindergarten

#### Support Programs

25 City Information Technology  
 30 Board of Education  
 31 Buildings and Grounds  
 32 Central Management Services  
 33 General Business Services  
 35 Human Capital Development  
 36 Research and Development  
 37 School Management Services  
 41 Non-Public Transportation  
 49 Student Health Centers

#### **Adopted:**

November 28, 2000

#### **Revised**

July 7, 2011

## **FISCAL MANAGEMENT**

### **Additional Positions**

Following the annual appropriation, the Board of Education shall meet and revise its budget estimate, if necessary, and adopt a final appropriated budget for the year, both in dollars and in employment positions.

A separate grants budget shall also be approved by the Board of Education.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the operating and grants budgets through the course of the year.

Where positions have been budgeted as "contingency" positions, the Superintendent shall have the authority to distribute them to positions, for which they have been designated, i.e., contingency teaching positions may be assigned as teaching positions; educational assistant contingency positions as educational assistant positions, etc.

The creation of any new positions, not in the budget (either operating or grant paid), shall require a vote by the full Board of Education. Use of contingency funds for positions or expenses other than that for which they have been designated shall also require a vote of the full Board of Education. Transfers of positions between the operating budget and the grants budget shall require a vote of the full Board of Education.

### **Policy Adopted:**

October 28, 2003

**FISCAL MANAGEMENT – Support Services****Tuition Fees**

The Board may permit students from other districts to attend the Stamford Public Schools so long as there is room for them without undue crowding as determined by the Superintendent in accordance with Board policies and negotiated contract provisions on class size, Permission may be granted providing that the sending district pays a tuition fee according to services provided.

No tuition student shall be allowed to enter class until a contract has been signed by the responsible parties and approved by the Superintendent or designee.

The Superintendent or designee shall report annually to the Board on students from other districts.

**Policy Adopted:**

November 24, 1987

**Amended:**

November 28, 2000



## **FISCAL MANAGEMENT – Support Services**

### **Tuition Fees**

A. Tuition fees for out-of-district students shall be based on the following:

1. The regular cost per student for kindergarten, elementary, middle or senior high school for the previous school year as reported in the official end-of-year school report. Added to this amount shall be the percent of increase in the operating budget over the previous fiscal year.
2. The special education cost per student is calculated on an actual program case-by-case basis projected for each school year in which the student will be in attendance.

An annual report shall be submitted by the end of the fiscal year to the Board.

B. Tuition Fees: Summer School Courses, Grades 9-12

Tuition Fees for a course of instruction offered to students in grades 9 through 12 on a voluntary basis during the summer months shall be based on the cost per student, provided that the Principal may waive such tuition fees for students meeting the [financial aid/need?] criteria established for PSAT/SAT fee waivers.

Legal Reference:

- Connecticut General Statutes Section 10-74a

**Regulation Adopted:**

November 24, 1987

**Readopted:**

February 3, 2004

## FISCAL MANAGEMENT – Support Services

### Purchasing/Expending Authority

All schools, departments and offices of the school system shall follow procedures outlined in the City of Stamford Purchasing Ordinance, Chapter 23, Article II, as may be amended from time to time, and all instructions issued by the City's Office of Finance except where pre-empted by instructions issued by the Board of Education Finance Department as empowered by State Law.

The Stamford Municipal Code of Ethics, Chapter 19, as may be amended from time to time, shall apply to all members of the Board of Education, all employees of the schools system and all outside vendors. All contracts and purchase orders shall contain a provision to this effect.

The Board of Education Purchasing Policy shall differ from the City's Purchasing Ordinance in the following respects:

1. All contracts for goods or services which exceed \$100,000 shall require approval from the Board of Education;
2. Vendor contracts over \$50,000 must be signed by the Superintendent of Schools;
3. Either the Superintendent of Schools or the Executive Director of Finance must sign vendor contracts of \$50,000 or less;
4. Bid Waivers will be signed by all of the following school system personnel: Department Head, Purchasing Agent, Director of Grants (grants only), Executive Director of Finance and Superintendent of Schools;
5. Section 23-18.8 Reports – Reports on contract awards, contract extensions, contracts obtained through state bids, and bid waivers are prepared as requested by the Superintendent of Schools and district officials; and
6. Approval Levels for each school system Purchase Requisition in H.T.E.:  
 Level I assigned to Principals and Central Administrators;  
 Level II assigned to Assistant Superintendents and Executive Directors;  
 Level III assigned to Management Analyst – Operating or Grants;  
 Level IV and V assigned to school system Purchasing Agent; and  
 Requisitions less than \$3,000 will not require a Level II approval.

Policy Adopted:  
November 24, 1987

STAMFORD PUBLIC SCHOOLS  
Stamford, Connecticut

Amended:  
November 28, 2000  
December 6, 2016

**FISCAL MANAGEMENT – Support Services****Loan, Control and Disposition of Materials and Equipment**

No school equipment or materials shall be used for other than school purposes. The Board shall permit school equipment to be loaned to staff members when such use is directly, indirectly, or peripherally related to their employment and to students when the equipment is to be used in connection with their studies or extra-curricular activities. Proper controls shall be established by the Superintendent or designee for the safeguarding of assets.

All equipment and materials, whether purchased or donated, are the property of the school system. The Superintendent or designee shall be the authority for the assignment, transfer, removal or other disposition (within the City Charter) of all equipment.

The Office of Finance, in conjunction with the City must maintain and revise annually a current inventory record of school system materials and equipment. A physical inventory is updated annually by the Office of Finance, in conjunction with the City.

**Policy Adopted:**

November 24, 1987

**Amended:**

November 28, 2000

**FISCAL MANAGEMENT – Support Services**

**Loan, Control and Disposition of Materials and Equipment**

All school departments and offices of the school system shall follow all instructions and guidelines issued by the Office of Finance relative to the loan, control and disposition of materials and equipment.

**Regulation Adopted:**

November 24, 1987

**Amended:**

November 28, 2000

## **FISCAL MANAGEMENT – Support Services**

### **Classification of Expenditures**

The operating budget shall be developed and accounting records shall be maintained in accordance with a coding and classification system prescribed by the State of Connecticut.

#### **Policy Adopted:**

November 24, 1987

#### **Amended:**

November 28, 2000

**FISCAL MANAGEMENT – Support Services**

**Classification of Expenditures**

The Superintendent or designee shall direct the Office of Finance to use the current accounting system as prescribed by the State of Connecticut Financial Accounting for Local and State School System - from the National Center for Education Statistics." June 1980 or any revision thereof.

**Regulation Adopted:**

November 24, 1987

**Amended:**

November 28, 2000

## **FISCAL MANAGEMENT – Support Services**

### **Periodic Audit**

An audit of all accounts of the school system including grant program funds shall be made annually by a certified public accountant.

The Superintendent or designee shall assume the responsibility of the internal audit function within the school system.

From time to time the Board may hire an independent accounting firm to provide a review of operations of support services.

### **Policy Adopted:**

November 24, 1987

### **Amended:**

November 28, 2000

**FISCAL MANAGEMENT – Support Services**

**Periodic Audit**

An audit shall be made of all accounts. In compliance with the: Federal "Single Audit Requirement, -- the Superintendent or designee shall arrange with the City Finance Commissioner to have all Board of Education accounts audited by the firm engaged by the City of Stamford.

The Superintendent or designee, when requested by the Board, shall report the: results of procedures performed in connection with the internal audit function.

**Regulation Adopted:**

November 24, 1987

**Amended:**

November 28, 2000



## **FISCAL MANAGEMENT – Support Services**

### **Gifts, Grants, and Bequests to the District**

Gifts of personal property to the school district, which meet criteria set forth in the administrative regulations established in accordance with this policy, are welcomed and encouraged.

The superintendent of schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The superintendent or designee may approve gifts to a school that are valued at \$10,000 or under and meet criteria established by the administrative regulations established in accordance with this policy. Only the Board of Education may accept gifts that are valued over \$10,000 and meet criteria established by the administrative regulations established in accordance with this policy.

The superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$10,000.

The Board of Education will receive periodic reports on donations received by the district.

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

#### **Legal Reference:**

- Conn. Gen. Stat. § 10-237

#### **Adopted:**

May 27, 2003

#### **Revised:**

July 26, 2011

## **FISCAL MANAGEMENT – Support Services**

### **Gifts, Grants, and Bequests to the District**

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 Board of Education.

To be accepted, a gift must be used for the educational benefit of students and satisfy the following criteria:

- Have a purpose consistent with the purposes of the school district
- Would not bring unanticipated costs to the school district
- Will place no restrictions on the school program
- Will be suitable for use in meeting the instructional needs of the school
- Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration
- Will not be in conflict with any provisions of the school code or public law

All gifts, grants and bequests shall become school district property.

#### **Adopted:**

May 27, 2003

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**School Activity Funds**

The Superintendent or his/her designee may establish school activity funds to handle any of the following:

- 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations;
- 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations;
- 3) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amount received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any school activity fund. Such treasurer shall be bonded and shall keep separate accounts for each school activity fund. The treasurer may expend monies from the school activity funds only to the extent such expenses are in furtherance of the stated purposes of the school activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the school activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any school activity fund shall be considered municipal accounts and shall be audited by the town auditor in the same manner as all other municipal accounts.

**Legal Reference:**

- Conn. Gen. Stat. §10-237.

**Policy Approved:**

December 5, 2006

## **Business/Non-Instructional Operations**

### **School Activity Funds**

School Activity Funds may be established to handle school funds and the funds of school organizations that the Board determines to be in the best interests of the school district. Although the control of these funds shall remain in the name of the respective schools and organizations, the Superintendent's office must adopt regulations and/or procedures to control the collection of funds and the expenditures from these accounts in a fiduciary manner.

All activity within these funds should be directed towards promoting the general welfare, education and morale of the student body and financing the normal legitimate extra-curricular activities of various student organizations, each activity fund should have a clear statement of purpose on file. This statement of purpose should address both the raising and spending of funds. Insofar as possible, funds should be used to benefit those students who contributed to the accumulation of the funds.

The management of activity funds shall be in accordance with sound business practices. Each building Principal, as trustee for activity funds, shall be directly responsible for the operation of the funds/account in accordance with established procedures. The building Principal shall be responsible for the adequate maintenance of records and timely issuance of reports for the same.

The following general guidelines are to be implemented via specific administrative procedures:

1. All bank accounts managed by the district are to be listed with the District's Finance Department.
2. Only transactions dealing with student related activities or for those activities expressly permitted by the Board through the Superintendent or his/her designee may flow through these accounts.
- 3
  - a. All accounts require at least two (2) signatures for expenditures or withdrawals. At least one of the signatures must be the Building Principal and the second signature may be another building administrator or the Director of Finance
  - b. Notification shall be sent to banks to accept only checks that have two signatures from a list of eligible signers.
  - c. No activity account can be overdrawn; and a budget transfer can be done from one activity account to another account to cover a shortage.
4. These accounts must be included as part of the annual municipal audit.
5. An annual report for all accounts must be submitted to the City's Finance Department.
6. All money collected shall be placed in a locked and secure location for safe keeping prior to making a bank deposit.
7. To reduce the cost of licensing and maintenance, the student activity accounts must use a standard financial management program for all transactions. Currently, the Software

recommendation is QuickBooks. The student activity software should have shared ownership between all participating schools. It is recommended that the software be installed on a network so that files are backed up routinely.

8. No debit cards or visa check cards can be drawn on student activity accounts.

**Legal Reference:** Connecticut General Statutes 10-237 Student Activity Funds

### **Account Classifications**

1. Activity Specific (Adult Ed., Building Use, Driver Education, Medical Expense, Vending Commissions, Summer School, etc.)
2. Scholarship & Awards
3. Student Organizations
4. School Enterprises
5. General

### **Establishing an Account**

All bank accounts must be listed with the District's Finance Department. Before any new account is opened or established an "Application for Establishing a New Activity Account" must be submitted to the District's Finance Department.

### **Closing an Account- Class Accounts**

Class account money accumulated by prior graduating classes will revert to the "Building General Fund" after the 5<sup>th</sup> year reunion.

### **Revenue/Receipts**

Revenue or income may be generated from a number of sources including athletics, class activities, club activities, collections from students and/or parents, concessions, donations, dues, fees, fund raising, etc. The proper recording of all revenue is an essential part of accounting for activity funds. Receipt control procedures shall include but not be limited to the following:

- a. Funds should be turned in to the school Principal or his/her designee within 24 hours of receipt.
- b. Pre-numbered receipt forms, written promptly upon receipt of the funds, should be used to account for all funds. Each receipt should bear the name of the specific account (Student Council, Class of 2004, Mrs. Smith's Boston field trip, etc.) for which it is intended. The source of funds being presented for deposit should also be identified (dance ticket sales, class dues, field trip, gate receipts, etc.). Some type of a "proof of cash" should accompany all deposits. (140 tickets @ \$3.00 = \$420.00 or 220 candy bars @ \$0.75 = \$165.00). This is especially relevant for ticket sales and fund raising activities.
- c. Receipts should be posted to a "Receipts Ledger" as soon as feasible, but no later than one time per month.
- d. All checks to be deposited in an activity account are to be endorsed immediately upon receipt with a restricted endorsement (For Deposit Only Acct #XXXX.)

- e. All money collected shall be placed in a locked and secure location for safe keeping prior to making the bank deposit.
- f. Bank deposits are to be made on a regular basis. (Daily if needed depending upon the volume of activity.) In no case should funds be left in a building over weekends or holidays.

### **Disbursements**

All disbursements or expenditures should be made via pre-numbered checks, which shall serve as the basis for making an entry recording the disbursement. All disbursements or withdrawals shall be recorded regularly into the financial management system. In most instances a check register will serve this purpose: All accounts shall require at least two (2) signatures for expenditures or withdrawals. This pertains to savings as well as checking accounts.

In no instance may activity funds be used for any purpose that represents an accommodation, loan or credit to any person.

- b. Invoices or documentation bearing signatures of the purchaser or receiver certifying receipt of goods or services must support disbursements.
- c. Accuracy of prices, extensions and totals should be checked prior to payment.
- d. Payments should not be made based upon statements or copies of invoices but rather original invoices.
- e. If a reimbursement is being made for a direct purchase, an invoice or cash register receipt should accompany it. If such an item is not available, a signed statement acceptable to the treasurer must be provided.
- f. Under no circumstance is a district employee to be paid salaries or wages directly from an activity account for any type of service.

### **Other**

The following procedures are also essential for proper accounting of activity funds:

- a. Appropriate subsidiary ledgers/accounts are to be maintained for any general type account/fund so as to insure that funds are being expended by the activity and/or students who have raised the funds.
- b. Bank statements are to be reconciled on a monthly basis. The end of each month will serve as the cut-off date for reconciling the bank statement and the related activity account(S).
- c. A Monthly financial report should be submitted to the Controller's office. The following reports are to be included:
  - 1. Bank Reconciliation
  - 2. A statement of fund balances showing opening balance, receipts for the month, disbursements for the month, and closing balance.
- d. On purchases with dollar amounts greater than \$600 (one time or anticipated annual total) where the vendor is not incorporated, a tax identification number must be kept at the school in the form of a completed W-9 form. An annual report should be submitted to the Controller's office before January 20th detailing all vendors who received payments in excess of \$600 in

aggregate for the previous calendar year including their social security or tax identification number so a 1099 10rm can be issued.

e. The appropriate advisor/officer of each organization for which an account is maintained should receive a report at least twice each fiscal year, or anytime that they need such reports for financial decision-making purposes.

f. The Director of Finance shall have the responsibility and authority to implement all policies, procedures and rules pertaining to the supervision and administration of all activity accounts within the district.

g. All accounts are subject to municipal audit. In addition, the Finance Department will implement such internal checks and procedures as deemed necessary to insure compliance with applicable procedures and policies.

### **PTO's**

The Stamford Public Schools recommends that all PTO's follow the same set of guidelines, policy and procedures as outlined in this manual. A copy of this manual shall be distributed to each PTO within the school system.

### **Revised:**

July 7, 2011

## **Fiscal management – Support Services**

### **Monies in School System Buildings**

Monies collected by school system employees and by student organizations shall be handled using generally accepted financial practices. In no case shall such monies be left overnight in schools or other buildings without appropriate security.

#### **Policy Adopted:**

November 24, 1987

Amended

November 28, 2000



## **Fiscal management – Support Services**

### **Monies in School System Buildings**

The Superintendent or designee shall be responsible for directing that all monies collected be accounted for in writing and directed daily to the proper location of deposit. In addition, all banks used as depositories shall provide for making deposits after regular banking hours in order to avoid having money in schools or other buildings overnight.

All student funds shall be handled in accordance with the Procedures Manual for School Activity Funds and School Organization Activity Funds.

#### **Regulation Adopted:**

November 24, 1987

#### **Amended**

November 12, 1991

#### **Readopted:**

November 28, 2000

**Fiscal management – Support Services**

**Operation and Maintenance of Plant**

School system buildings, plants, grounds and equipment shall be maintenance in a safe and operable condition through a continuing program of repair, reconditioning, and remodeling. All facilities shall be maintained and operated with a high degree of efficiency.

**Policy Adopted:**

November 24, 1987

**Readopted:**

November 28, 2000

**Fiscal management – Support Services**

**Operation and Maintenance of Plant**

The operating budget shall reflect the implementation of a continuing plan to keep school system buildings clean and well maintained and in concert with the capital projects budget to ensure suitable and equitable space in the school buildings for the delivery of quality educational programs.

**Regulation Adopted:**

November 24, 1987

**Readopted:**

November 28, 2000

**Fiscal management – Support Services**

**Facilities Use - Telephone**

The Superintendent or designee shall establish procedures for the use of school system telephone facilities to ensure that such facilities are used primarily for school-related purposes, that the school district will not bear the cost of personal calls, and that personal calls will not disrupt the school system.

**Policy Adopted:**

November 24, 1987

**Readopted:**

November 28, 2000

**Fiscal management – Support Services**

**Facilities Use - Telephone**

All schools, departments and offices of the school system shall follow all instructions and guidelines issued by the Office of Finance relative to:

1. Building level verification of long distance calls.
2. Authorization by building principal/chief administrator on a quarterly or monthly basis.
3. Procedure for reimbursement for personal calls.

**Regulation Adopted:**

November 24, 1987

**Readopted:**

November 28, 2000

**Fiscal management – Support Services**

**Facilities Use - Parking**

There shall be provisions for parking for disabled persons and visitors at all schools and other district facilities.

**Policy Adopted:**

November 24, 1987

**Readopted:**

November 28, 2000

## **Fiscal management – Support Services**

### **Facilities Use - Parking**

Principals/chief building administrators are responsible for developing a parking plan at each individual facility. These individual plans will be reviewed by the Facilities Manager in order to ensure accessibility to the physically disabled and visitors and compliance with all local, State and Federal regulations concerning safety.

#### **Regulation Adopted:**

November 24, 1987

#### **Readopted:**

November 28, 2000

**Fiscal management – Support Services**

**School Building Use Fund**

After paying for custodial wage costs associated with building rental events, all purchases charged to the School Building Use Fund shall be restricted to facility repair and upkeep and approved by the Superintendent of Schools.

**Adopted:**

July 26, 2011



## **Fiscal Management – Support Services**

### **Security**

To provide appropriate security to all buildings and sites and to prevent vandalism, the appropriate staff shall:

Work with local police, fire and other agencies to obtain appropriate protective service and information.

Prosecute to the fullest extent of the law all persons illegally entering into any school district facility or willfully destroying or damaging any property of the Stamford Public Schools or under its jurisdiction, and take all action necessary to return the value of such property to the school district plus costs involved.

Through the City of Stamford Risk Manager provide adequate insurance to replace buildings and equipment destroyed or lost due to fire, water, theft, vandalism, etc.

#### **Policy Adopted:**

November 24, 1987

#### **Amended:**

November 28, 2000

## **Fiscal Management – Support Services**

### **Security**

The Facilities Department is responsible for security of all buildings and sites within the school system.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it (except for the authorized use of the buildings and grounds as approved by the Central Office). A well controlled key management system shall be established and maintained by the Facilities Manager, which will limit access to buildings to authorized personnel only and will safeguard against the potential entrance to buildings by unauthorized persons.

Such a system shall consider at a minimum:

- Records and funds shall be kept in safe places and under locks when required.
- Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate.
- Employment of watchmen shall be: approved in situations where special risks are involved.
- The Retirement and Insurance Department of the School System shall act as liaison to the City on insurance claims for replacement or repair of buildings and equipment.
- A close working relationship shall be maintained with police, fire and other relevant City departments and agencies.

### **Regulation Adopted:**

November 24, 1987

### **Amended:**

November 28, 2000

## **Fiscal Management – Support Services**

### **Employee Bonds**

The following school system employees who handle funds shall be covered under a blanket fidelity bond:

Accounting Supervisor

Accountant

Director of Finance

Buyer

Assistant Superintendent Business, Facilities & Transportation

### **Policy Adopted:**

November 24, 1987

### **Amended:**

November 28, 2000

## **Fiscal Management – Support Services**

### **Employee Bonds**

The Superintendent or designee shall arrange through the office of the City Risk Manager for a general employee blanket bond to be issued in compliance with the Statutes of the State of Connecticut.

#### **Regulation Adopted:**

November 24, 1987

#### **Amended:**

November 28, 2000

**Fiscal Management – Support Services**

**Transportation Equipment – Contract Vehicles**

The Board shall enter into contracts with firms qualified to furnish transportation services within the State of Connecticut as authorized by the Board and in compliance with all Connecticut State Statutes. Such services shall include vehicles, operators, equipment, permits, and other facilities necessary to transport pupils on all days when school is in session as well as for other transportation services as authorized by the Board.

**Policy Adopted:**

November 24, 1987

**Amended:**

November 28, 2000

## **Fiscal Management – Support Services**

### **Transportation**

It is the aim of the Stamford Board of Education to provide the Stamford Public Schools with a safe home to school/school to home transportation system, one which will enable all qualified children of school age to attend public school by school bus wherever transportation is reasonable and desirable. The transportation system shall be planned and operated in compliance with the General Statutes of the State of Connecticut and all regulations of the State Department of Education and the State Department of Motor Vehicles governing the operation of school buses. The Board of Education shall further attempt to maintain transportation schedules which shall provide equal opportunity for all qualified students consistent with efficient and economic operations.

#### **GENERAL REGULATION;**

- 1) The administrator in charge of transportation shall make periodic reports to the Superintendent and the Superintendent will make reports to the Board concerning the safety, quality, penalties if any imposed on the carrier, and the efficiency of the transportation services provided.
- 2) Bus service reports will be kept for all schools in order to have the ability to assess the on-time performance record of the contract carrier. These reports can also be used to detect scheduling conflicts caused by traffic, distance, geography, etc.
- 3) The administrator in charge of transportation shall review applications for public service licenses on file at the school bus contractor's office.
- 4) The administrator in charge of transportation shall maintain a file of Driver Incident Reports and maintain such reports for a period of three years.
- 5) In accordance with Section 10-22Ic, all complaints concerning transportation safety shall be reported in writing. Each year, the Superintendent shall provide a copy of the written record of complaints to the Commissioner of Motor Vehicles for the preceding twelve month period, in accordance with the statute.

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## **RULES AND REGULATIONS**

### **Eligibility for Transportation**

- 1) All pupils in K through 5 who live more than one mile from their elementary school of attendance.
- 2) All pupils in grades 6 through 8 who live more than one and one half miles from their middle school of attendance.
- 3) All pupils in grades 9 through 12 who live more than two miles from their high school of attendance.
- 4) Exceptions: At the discretion of the Superintendent of Schools or his designee, distances may be waived for:
  - a) Children who for physical conditions or health reasons as certified by a physician have a 504 plan in place. (Refer to Board Policy #5131).
  - b) An area where hazardous condition exists.
- 5) Distances will be determined by the Transportation Office using a city Geographic Information System (GIS)map and or Versatrans Routing System and or a measuring device (i.e. vehicle odometer, measuring wheel).
  - a) Distance will be measured along the shortest prescribed or authorized pedestrian route between a student's residence and assigned school. The distance will be measured from a point at the curb or edge of a public or private road nearest an accepted entrance to the subject resident to a point at the curb or edge of a road nearest a safe entrance to school grounds.
- 6) Other students shall be transported when, in the judgment of the Board or the Superintendent or his/her designee it is necessary to protect the health and safety of the student.
- 7) Transportation complaints or requests for extension of transportation service shall be referred to the Transportation Office.
- 8) Students who are granted attendance zone (out-of-district) placements within the City shall not be eligible for transportation



**WHERE REASONABLY POSSIBLE TRANSPORTATION WILL BE PROVIDED AT THE END OF THE DAY TO APPROVED NON-PROFIT ORGANIZATIONS UNDER THE FOLLOWING GUIDELINES**

- 1) Transportation support services to approved sites will be granted when the assigned ridership of less than 55 eligible passengers exists on a bus.
- 2) No additional buses or financial resources will be used to provide the above listed ridership.
- 3) Current routes for eligible students who are transported will not be increased in length or time to provide the additional accommodation.
- 4) Permissions can only be granted with the understanding that each agreement can be terminated if space is needed on the subject bus or if a route must be changed for any reason. Any student's permission to ride can be rescinded for any violation of Board Policy or Regulations concerning behavior or safety of bus riding.
- 5) All requests must be on a five day basis (Monday through Friday) in order to reduce confusion for pick up and drop offs.
- 6) No special permission can be granted until at least the beginning of the third week of school so that the routes and ridership are allowed to stabilize.
- 7) Transportation will be considered for out of district special education students or out-of-district placements on a case by case basis.
- 8) Any request that is the exception to the above may be brought to the Superintendent or his/her designee.

**Vocational Schools**

The Board of Education shall perform the following services for any student under 21 years of age who resides with his/her parents or guardian in Stamford, who has not graduated from high school or a vocational school and who attends a state or state approved vocational school as a regular, all-day student or as a high school cooperative student:

The Board of Education shall provide reasonable and necessary transportation. In no case shall the Board be required to expend more for the transportation of any student than the amount specified in the Connecticut General Statutes.

**Private Schools**

Stamford Public Schools shall perform the following duties as required in Connecticut General Statutes Section 10-281:

The Board of Education shall provide transportation service for its children attending private schools not conducted for profit, when a majority of the children attending such o I.~ schools are from the State of Connecticut. The transportation services provided shall be the same for its children attending public schools. In no case shall the Board of Education be required to expend for private school transportation, in anyone year, a per pupil expenditure greater than an amount double the local per pupil for public school transportation during the last completed school year.

### **Special Education**

Transportation for students eligible for Special Education services will be administered on a case by case basis.

### **TRANSPORTATION EQUIPMENT - CONTRACT VEHICLES**

The Superintendent or his/her designee will periodically solicit proposals from qualified vendors for the transportation of public and non-public children as needed.

### **TRANSPORTATION/RESPONSIBILITIES AND DUTIES** **BUS CONDUCT AND SAFETY**

While the law requires the school district to furnish transportation, parents are responsible for the supervision of their children until the time the children board the bus to go to school and directly after the time they leave the bus on a return trip.

Once a child boards the bus - and only at that time - does he or she become the responsibility of the school district. Such responsibilities shall end when the child is delivered to the regular bus stop at the close of the school day. Parents of kindergarten students or another designated adult are required to accompany their child to the bus in the morning and to meet each at his/her designated bus stop on return trips home.

Since the bus is an extension of the classroom, students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior in accordance with the Board Policy #5 I 3 I.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the students involved become responsible for seeing that they get to and from school safely.

School bus discipline report forms will be made available to all drivers to facilitate reporting students who misbehave on the bus. These reports should be submitted to school administration on a daily basis.

School bus safety is included as part of the Health and Safety curriculum. Twice a year, the Transportation Office with the cooperation of the school bus contractor(s) will make provisions for emergency evacuation drills and other drills in accordance with safe riding practices.

## **TRANSPORTATION/EMPLOYEES/DRIVER QUALIFICATIONS- DUTIES**

By the direction of the Superintendent, the school bus contractor shall require all new applicants to submit to a criminal record check through the police department of the city or town of which they reside and will assure compliance with all legal requirements for the employment of school bus drivers.

### **Hazardous Conditions:**

- 1) Any street or road having an adjacent or parallel sidewalk, raised walk or separate walk area shall be deemed hazardous when anyone of the following conditions exist:
  - a. **For pupils enrolled in grades K-5;** absence of pedestrian crossing light or a crossing guard at street crossings where there are no stop signs and the average traffic count\* during the time that pupils are walking to or from school exceeds sixty vehicles per hour at the crossing.
  - b. **For pupils enrolled in grades 6-12;** the absence of pedestrian crossing light or a crossing guard at street crossings where there are no stop signs and the average traffic count\* during the time that pupils are walking to or from school exceeds ninety vehicles per hour at the crossing.
  - c. **For all pupils;** any street, road, or highway with speed limits in excess of forty miles per hour which do not have pedestrian crossing lights or crossing guards or other safety provisions at points where pupils must cross or walk when going to or from school or the bus stop.
- 2) Any street, road, or highway which has no sidewalks, or raised or separate walk areas shall be deemed hazardous when the stopping sight distance relative to the assigned speed limit does not permit vehicular braking/stopping in accordance with the Connecticut Department of Transportation, Highway Design Guidelines.
- 3) Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between pupils and the tracks, and any crossing of railroad tracks that carry moving trains during hours that pupils are walking to or from school shall be deemed hazardous unless a crossing guard is present; or an automatic control bar is present at crossings used by pupils in grades K-5, or a bar or red flashing signal light is operational when the crossing is used by pupils in grades 6-12.
- 4) Any street, road, walkway, sidewalk, or path designated as a walking route for pupils that pass an area with a history of aggressive acts of molestation resulting in actual or **MISSING**

5) Any street, road, or highway which has no sidewalks, or raised or separate walk areas within the roadway right of way shall be deemed hazardous if anyone of the following conditions exists:

- a. For pupils enrolled in grades K-5, any street, road, or highway with a posted speed limit in excess of thirty miles per hour.
- b. For pupils enrolled in grades K-5 any street, road or highway possessing an average traffic count\* of sixty or more vehicles per hour at the time that pupils are walking to or from school or their designated bus stop.
- c. For all pupils, any roadway except a low volume local roadway available to vehicles that does not have a minimum width of twenty-two feet along the path for which a pupil is expected to walk.
- d. For all pupils, any low volume local roadway that does not have a minimum width of eighteen feet along the path for which a pupil is expected to walk. This width can include usable unpaved shoulders suitable for occasional vehicle traffic and if used as a walking area must be a minimum of 3 feet in width.
- e. The Board of Education may grant an exception to any provision of the rules and regulations of this policy wherein a peculiar condition or combination of conditions renders such condition(s) a hazard based upon reasonable judgment made by the Superintendent or his designee.

\*Average traffic count to be determined over a minimum of 3 normal school days excluding days before /after holidays.

### **Concerns and Request for Change of Bus Stop**

All concerns should be reported to the transportation office by phone, fax or email. All requests for a bus stop change should be submitted in writing to the transportation office stating the reason for the request. An acknowledgement of the request will be made within fifteen days and a final resolution will be made based on the nature of the request.

The Director of Transportation and his/her staff will review the nature of the request/complaint and respond within thirty days. This response could take up to forty-five days at the start of each school year. If you do not agree with the decision from the transportation office an appeal can be made.

## **Appeals on Rulings**

Initial identification of hazardous conditions and the need for special transportation shall be the responsibility the Superintendent of Schools or his/her designee.

Request for a hearing to appeal an administrative ruling on transportation may be made by any parent or guardian by petitioning the Board of Education in writing. The request for a hearing shall be made on a petition form which is available from the Transportation Office to substantiate a claim of a hazardous condition. After the Board of Education receives the petition, the following steps shall occur:

- The Board of Education shall grant a hearing within ten days.
- The Board of Education shall make a stenographic record or tape recording of such hearing.
- The Board of Education shall make a finding within ten days after such hearing.
- Such a hearing shall be held in accordance with the provisions of the Connecticut General Statutes, Sections 4-177 to 4-180, inclusive, of the Uniform Administrative Procedure Act.
- Any parent, guardian, emancipated minor, student 18 years of age or older, or officer aggrieved by the finding of the Board of Education shall, upon request, be provided with a transcript of the hearing within thirty days of such request, and may take appeal to the State Board of Education.

The findings of the Board of Education shall be upheld by the State Board of Education unless it is determined that such finding was illegal, arbitrary, capricious or unreasonable.

## **Requirements for Bus Operations**

The Stamford Board of Education places safety as its primary concern in the operation of its school buses. While efficiency in service and punctuality in the operation of buses are important and expected from the contractor and bus operators, the safety of school children must always take precedence.

### **Cul-de-sac Roadways:**

1. School buses will not be scheduled to enter a cul-de-sac unless:
  - a. The bus stop or roadway on which the student must walk to the bus stop has been deemed to have a hazardous condition and or;
  - b. The distance a student must walk exceeds the eligibility for transportation and or;

c. The transportation office has identified a hazard that requires that the bus stop be placed within a cul de sac and or;

d. There is sufficient turning room for the bus to safely enter and exit the cul de sac without having to back up;

### **Private Roads**

School buses will not be scheduled to service private roads.

**State roadways:** For bus stops on minor arterial type roadways such as (High Ridge and Long Ridge Road) buses will stop only at locations where the bus stop is on the right side of the bus in the direction that the bus is traveling. Students will not be expected nor permitted to cross these State roads.

**Crossing roadways:** When children must cross a roadway, the bus must remain stationary with its stop lights flashing until the children safely reach the opposite side of the road. Children must cross the road in front of the bus.

**Maximum speed:** Stamford school buses shall be operated at a safe rate of speed consistent with the volume of traffic, intersections, curbs and any other condition requiring special caution. The maximum speed when carrying passengers shall not exceed speed limits for the roads traveled.

**Passengers:** No passengers or other persons other than pupils, teachers and school administrators, supervisory personnel, drivers in training, or individuals granted written permission from the Superintendent of Schools or his/her designee are allowed to board the bus during periods when pupils are present.

### **Bus Stops and Schedules;**

The establishment of bus stops will be the responsibility of the Transportation Office of the Administration. Bus operators must adhere to the schedules and to the designated bus stops established.

In developing designated stop locations the Transportation Office is to consider various factors. These include but are not limited to the safety of a stop location and/or the route along which the student must walk to and from the bus stop, including sight distance afforded the student or oncoming vehicles, the number, speed and stopping distance of such vehicles, topography of the area including the availability of a shoulder area along the roadway, the existence and type of foliage along the pathway, the proximity of water, the existence of steep slopes adjacent to the pathway, the possible requirement or limitation for the student to cross a road, and the age or special needs of each student.

In developing designated route schedules, the transportation function is to consider various factors, including but not limited to, the time available for routes, stop and load times, bus capacity, geographic location of residences, anticipated speed of travel, distances between stops, fairness of ride times for all riders, efficient use of equipment, and risk management practices (student miles).

**Pick-Up Time:** AM pick-up times are expected to be within 10 minutes of established schedules. Within this window period, bus drivers are not required nor expected to wait for students assigned to the stop.

**Highway Stops:** The operator shall not stop his bus on the main traveled portion of the roadway when existing shoulders or adequate roadway width is available or when curbs, bus stops or special facilities exist.

**Children Seated:** The bus operator shall not put his bus in motion until the door of the bus has been closed and all children have been seated.

### **Requirement for Compliance**

Motor vehicles used to transport school children eligible for Stamford Board of Education transportation services shall comply with all regulations established by the State of Connecticut and / or the United States Department of Transportation and all other legal requirements as may apply.

The Stamford Board of Education places safety as its primary concern in the operation of its school buses. While efficiency in service and punctuality in the operation of buses are important and expected from the contractor and bus operators, the safety of school children must always take precedence

Drivers and buses used by the contractor to provide transportation services to Stamford Public Schools must meet all the specifications required by the Connecticut DOT / DMV and be in accordance with the regulations of the Connecticut State Board of Education concerning the transportation of public school children.

**Maintenance:** The transportation/bus contractor is responsible for maintaining vehicles used to transport students in full compliance with all applicable requirements, including but not limited to DOT and DMV requirements. The Superintendent of Schools and/or his/her designee may require the contractor to provide written record of maintenance efforts and inspections performed to verify compliance. The school district also has the right to conduct, or to require the contractor to conduct, inspections of the contractor's equipment and to require changes, repairs or additions to the equipment as necessary to comply with all applicable requirements to ensure the safe transportation of students.

**Bus Lists:** The contractor will, upon request, submit an updated list of buses to be used for Stamford Public School transportation. The list of buses shall include the name of the manufacturer, the date of manufacture and the pupil seating capacity.

**Accidents:** The contractor shall make the trips on the time schedule required by the Board of Education and should a bus accident breakdown or other delay occur, it shall provide a substitute bus for the immediate transportation of the pupils, to the end that as little time as possible be lost, and safety assured. The Superintendent of Schools or his/her designee shall be notified of all accidents and

all delays which prevent the buses from operating on schedule. The notification is to be given as soon as possible after the accident; breakdown or other delay is known.

**Driver conduct:** A driver, in the course of his/her duties as a representative of Stamford Public Schools, is required to act with the highest level of personal, moral and ethical integrity and must exhibit a personal concern for the welfare of the children and families serviced by the organization. Stamford Public Schools expects drivers and related personnel to conduct themselves in a manner that exemplifies leadership and that protects the interests and safety of children, parents, employees and the Stamford Public School organization.

**Student conduct:** Transportation of students is considered an extension of the school day. Pupils riding the buses are to demonstrate behavior consistent with that expected during the school day. This includes, but is not limited to, being thoughtful of others, acting in a manner that supports safe operation of the vehicle, and contributes to the safe transport of those on the bus or those in the area in which the bus is operating. Please refer to the Stamford Board of Education policy concerning Student Conduct for a more detailed description of expectations, and the consequences for violating such expectations, regarding student conduct on buses. (Please refer to Board Policy 5131)

**Parental expectations:** Parents/Guardians should be familiar with bus rules intended to support the safe transportation of students. Parents/Guardians are encouraged to review these rules with their children and reinforce their expectation that children should act accordingly. This includes behavior during AM and PM travel between the home and the bus stop, any waiting time for the bus to arrive in the morning as well as time spent on the bus.

Parents of kindergarten students, or another designated adult, are required to accompany each student to his/her designated bus stop in the morning and to meet each at his/her designated bus stop on return trips home.

**Information confidentiality:** Employees/individuals may learn of or be entrusted with sensitive information of a confidential nature during the course of conducting Stamford Public Schools business. Individuals shall not, at any time during or after his/her service disclose, disseminate, convey, utilize, or otherwise profit from the use or sharing of confidential information.

### **Glossary of Terms**

Definitions listed below are words or terms as they are used in the context of the transportation policy:

**The Board:** means Stamford Public Schools, Board of Education

**"Grade K":** means kindergarten pupils.

**"Hazard"** means a thing or condition, as prescribed in this policy, affecting the safety of pupils walking to and from school, or a designated bus pickup area; a possible source of peril, danger, duress or difficulty, exposure to molestation or attack considered morally degrading or physically harmful.



**"One mile walking distance"** means a reasonable measurement of a route to be traversed extending from the point of measurement 5,280 feet.

**"Pupil"** means any individual of school age enrolled in a public or private school located within the school district or contiguous school district as the case may be.

**"Raised walk area or sidewalk"** means a portion of the landscaped right of way at least three feet wide, usually parallel to the traffic lanes which is paved, distinguished by some elevation above the street pavement level, and marked by curbing, drainage ditch, grass area, fencing, apart from and independent of any white line safety markings along the street pavement.

**"Separate walking area"** means absent of a sidewalk, a portion of the roadway right of way that is at least 3 feet away from the roadway edge with a minimum 3 foot wide walking area along the roadway for continuous sections of the roadway and which may connect to other raised walk areas or sidewalks.

**"School Transportation"** means the procedure, program, or fully effective and implemented plan by which a pupil is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly-owned equipment or by contract.

#### **Types of Roadways:**

**"Minor Arterials"** mean a type of roadway in rural areas that provide a mix of interstate and interregional travel service. Minor Arterials provide lower travel speeds than Principle Arterials, accommodate shorter trips and distances and lower traffic volumes but provide more access to properties. State roads in Stamford are considered minor arterials.

**"Collectors"** mean a type of roadway characterized by a roughly even distribution of their access and mobility functions. Traffic volumes and speeds will typically be somewhat lower than those of arterials. For school transportation purposes, most two-way through roads in Stamford are to be considered collector type roadways.

**"Local Roads"** mean roadways not classified as arterials or collectors and are characterized by their many points of direct access to adjacent properties and their relatively minor value in accommodating mobility. On these primarily residential roads, speed limits, whether posted or assumed are typically low, volumes are usually low and trip distances are short. Through traffic is discouraged and is often not possible.

**"Low Volume Local Roads"** mean a subset of roadways classified as local roadways including cul-de-sacs and other dead end roadways with very low traffic volumes (less than 400 vehicles per day or 30 vehicles per hour\*) and assigned speed limits of 25 miles per hour or less. This subset of local roads is classified by the City of Stamford.

**"Usable unpaved shoulder"** means a portion of the roadway right of way which is adjacent to the roadway, unpaved but suitable for occasional vehicle traffic and if used as a walking area must be a minimum of 3 feet wide. This usable width can be included in determining the local roadway width.

**"Walking distance"** means the linear measure of a prescribed or authorized pedestrian route between the pupil's residence and his school from a point at the curb or edge of a public road nearest the pupil's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred feet of the school building entrance or the bus pick -up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Board of Education.

**Regulation adopted:**

November 24, 1987

**Amended:**

September 19, 1988

October 9, 1989

March 1, 1992

November 28, 2000

**Revised:**

July 7, 2011

April 29, 2014

## **Fiscal Management – Support Services**

### **Transportation – Privately Owed Vehicles**

The Board recognizes the need for some school employees to use their own vehicles for school purposes regularly or occasionally. If (he employee at (he time of an accident or injury was acting in the' performance of his/her duties as approved by the Superintendent or' designee and such occurrence was not the result of any willful or wanton act, such employee is covered under the Automobile Liability - Non-City Vehicles provisions of the City of Stamford. Municipal liability is statutory.

#### **Policy adopted:**

November 24, 1987

#### **Amended:**

November 12, 1991

#### **Readopted:**

November 28, 2000

**Fiscal Management – Support Services**

**Transportation – Automobile Liability – Non-City Vehicles**

**I. SCHOOL EMPLOYEES**

- Employees who use their personal vehicles regularly on approved school business shall supply satisfactory evidence that there is currently in force liability and property insurance in the minimum amount of coverage as carried by the City.
- All vehicles must be registered and approved by the Superintendent's Office or the Transportation Manager.
- If an employee's vehicle is damaged by the negligence of another, the employee may recover from the third party or his insurance company. There is no provision for damages to an employee's privately owned vehicle. The City is only responsible for damage to third parties.
- "Employee" shall include a member of the Board of Education and any teacher including a student teacher doing practice teaching under the direction of such a teacher, or any other person employed by the Board.

**Regulation adopted:**

November 24, 1987

**Amended:**

November 12, 1991

**Readopted:**

November 28, 2000

## **Stamford Public Schools Nutrition Policy**

Stamford Public Schools will maintain a Nutrition Committee as part of the District Wellness Committee that will meet periodically. Members shall include the Superintendent's designee(s), building administrators, teachers, nurse, and wellness coordinator, representative of the cafeteria food services provider, students and community members. The mission of the nutrition committee will be as follows:

The Stamford Public Schools Nutrition Committee is committed to making positive, concrete and visible changes in the area of nutrition in our schools. Our goal is to identify and set nutritional targets and to ensure that our students are provided with nutritious, well-balanced and satisfying meals in order to enhance their ability to meet standards-based criteria for academic excellence as well as achieve wellness on a physical, mental and emotional level.

The committee shall create and review school food and beverage practices in the following areas to support its mission statement.

### **A. School Breakfast, Lunch and After-School Snack Programs**

1. Ensure that all meals and snacks sold to students during the day comply with the nutritional requirements articulated by the United States Department of Agriculture's ("USDA") Breakfast, National School Lunch and After-School Snack Programs.
2. Review and recommend to the Superintendent of Schools annually a price structure that encourages healthy choices and maintains the quality of the food service program.
3. Ensure that all full-day students will have a daily lunch period of not less than 20 minutes.
4. Encourage school breakfast, lunch and after-school snack menu choices linked with nutrition education curriculum.
5. Provide periodic food promotions to encourage taste testing of healthy new foods being introduced on the menu which correspond with current curriculum themes. Promote meals that reflect the cultural diversity of Stamford at least once a month.
6. Conduct student and family food preference surveys to develop and revise school lunch menu items.
7. Maximize use of food service provider resources such as nutritional planning, healthy eating promotions, dietitian consultation, and special events.
8. Recognize and accommodate individual students' cultural and medical concerns.

9. When feasible, coordinate participation with regional farmers to promote regionally grown fruits and vegetables.

#### **B. Food Sold Outside the School Breakfast, Lunch and After-School Snack Programs**

1. All food items sold to students through vending machines, school stores, fundraisers, or any manner other than the USDA's Breakfast, After-School Snack or National School Lunch Programs should meet Connecticut Nutrition Standards.
2. All food items sold to students through any manner other than the USDA's Breakfast, National School Lunch, or After-School Snack Programs shall not compete with the food sold during mealtimes. To monitor the sale of competitive foods, the Committee shall ensure compliance with federal and state regulations concerning the sale of competitive foods.
3. The Committee should encourage nonfood promotional activities.

#### **C. Beverages**

The Committee shall ensure that the sale of beverages to students at school, from any source, complies with the requirements of Connecticut General Statutes Section 10-221q.

#### **D. Nutrition Practices in Classroom**

1. Encourage the use of healthy snacks in appropriate portion sizes.
2. Discourage the use of food as either an incentive or a reward for good behavior or academic performance.
3. Encourage healthy party menus and nonfood alternatives for birthday celebrations.

#### **E. Parent/Guardian/Staff Information**

School menus should contain relevant information on each of the menu selections including calories, fat, sodium, vitamin and nutritional content.

Nutritional information should be provided to parents and staff members through newsletters, publications, health fairs, and other activities focusing on, but not limited to: .

- Healthy snack ideas
- Healthy lunch ideas
- Healthy breakfast ideas
- Nonfood birthday celebration ideas
- Calcium needs of children
- Healthy portion sizes
- Food label reading guidelines
- Fun activities to encourage increased physical activity inside and outside of school

#### **Policy adopted:**

May 27, 2008

**Fiscal Management – Support Services**

**Board Responsibilities: Food Service**

The Superintendent or designee will administer the School Food Service Program in compliance with School Lunch Regulations, Connecticut State Department of Education, Child Nutrition Program 1979 or as revised.

**Regulation Adopted:**

November 24, 1987

**Readopted:**

November 28, 2000

## **Fiscal Management – Support Services**

### **Board Responsibilities: Food Service**

The Board shall operate its food service program in conformance with Federal, State and local legal requirements.

The Board shall enter into a yearly agreement with the Connecticut State Department of Education to participate in the National School Lunch Program including the provision of free and reduced price meals to students who qualify under guidelines established by the State of Connecticut.

The Board shall enter into an agreement with a private company to establish and manage food service operations in the Stamford Public Schools in a manner which is in conformance with the law.

### **Policy Adopted:**

November 24, 1987

### **Readopted:**

November 28, 2000



## **Fiscal Management – Support Services**

### **Mail and Delivery**

An internal mail service system shall be maintained in order that professional communications within the school system and from outside sources may be delivered to the intended recipient in the fastest and most practicable way.

Use of school system mail facilities and personnel for the distribution of materials and communications shall be restricted to those materials and communications that further the educational purposes of the school system. Provisions in union/association contracts related to use of the system mail facilities shall be considered to further the educational purposes of the school system.

The primary use of the school mail system shall at all times be the delivery of professional communications to employees. Occasionally, however, the Superintendent or designee may authorize use of the school mail system for other communications. The Superintendent or designee shall advise the Board of all authorizations.

Partisan political materials or commercial materials shall not be distributed through the school system mail boxes or school mail systems unless received through the United States mail.

#### **Policy Adopted:**

November 24, 1987

#### **Readopted:**

November 28, 2000

**Fiscal Management – Support Services**

**Mail and Delivery**

The Superintendent or designee shall develop an efficient schedule to address the needs of the Stamford Public School System for the delivery and pick-up of internal mail.

**Regulation Adopted:**

November 24, 1987

**Readopted:**

November 28, 2000