

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

ARTICLE

SERIES 3000

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DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS

Obsolete or surplus equipment/materials shall be removed from LEARN's inventory and disposed of only with the approval of the Board of Directors for items having a current value of \$1,000 or more: items with values less than \$1,000 may be disposed of upon the authority of the Executive Director or his/her designee. Items with no useful life or monetary value may be disposed of, upon approval of the Executive Director or his/her designee, without further reference to this policy.

Policy adopted: October 11, 1990
LEARN

PROCEDURES FOR DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIAL

Disposal of items with current value of \$1,000 or more require approval of the Board of Directors. Items with values less than \$1,000 may be disposed of upon authority of the Executive Director or his/her designee. Items with no useful life or monetary value may be disposed of upon approval of Director without further reference to this policy.

Procedures for disposal:

1. Prior to public sale the Director of Business/Finance shall notify all LEARN school districts of the equipment or materials approved for disposal and shall request a response within ten (10) days indicating the district's interest in such equipment or materials. The Executive Director may waive this procedure for material clearly not useful to districts.
2. In the event that two or more districts express interest in the equipment or materials, the Executive Director will determine which district can make the best use of the equipment or materials and authorize transfer of the item to the appropriate district.

Obsolete or surplus equipment/materials not transferred to districts may be sold in public sale. Groups or organizations (which are not districts) shall receive preference over individuals. Equipment/materials shall not be sold to an employee of LEARN unless the equipment is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment/materials.

Procedure adopted: October 11, 1990
LEARN

SOLICITING FUNDS FROM AND BY STUDENTS

Fund-raising activities may be approved by the Executive Director consistent with the following guidelines:

1. The fund-raising is in connection with school-sponsored projects. All such requests shall be made in writing.
2. There are sufficient educational or financial benefits which will accrue to the school and/or students, either directly or indirectly, from the activity.
3. The mechanics or procedures of fund-raising will neither be an unacceptable burden to teachers or other school staff members nor subject LEARN to inappropriate risks or responsibilities in handling funds.

There shall be no direct solicitation of funds by outside organizations from students except on specific approval of the Board of Directors.

Approved: December 10, 1992

Rev: March 14, 1996

LEARN

GIFTS, GRANTS AND BEQUESTS

The Executive Director shall be authorized to accept, on behalf of the Board of Directors, gifts to LEARN programs up to a cumulative value from one source of one thousand dollars (\$1,000.00). The Board shall be informed annually of the nature and source of such gifts. The Board of Directors shall approve all gifts to LEARN programs of more than one thousand dollars (\$1,000.00). All gifts received become the property of LEARN. Gifts shall include money, services, programs, equipment, or other items of value.

Community organizations, including parent/teacher organizations, raising funds for particular schools, school activities or programs must have prior Board approval for such fund-raising for particular programs which will eventually result in donations or gifts to LEARN. Board review and approval of such activities shall be in accordance with the following guidelines:

1. Request for fund-raising all or part of which will be given to programs, pupils, or LEARN by community organizations shall be made to the Board of Directors in writing and approved on the form provided.
2. There shall be sufficient educational or financial benefits to the program and/or students, either directly or indirectly, to justify fund-raising.
3. Anticipated gifts or donations will not supplant program budgets, nor shall outside funding produce major educational inequities among programs.
4. LEARN involvement in fund-raising will neither be an unacceptable burden to teachers or other staff members nor subject LEARN to any significant risks or responsibilities in handling funds.
5. Fund-raising shall be in good taste and appropriate for LEARN.
6. Staff and programs shall be safeguarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions.
7. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions shall be appropriate and balanced.

Neither the Executive Director nor the Board of Directors shall accept funds from outside organizations which have not obtained prior Board of Director's approval for fund-raising which resulted in the proposed gift.

Approved: March 14, 1996
LEARN

EXPENDITURES OF FUNDS

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

Policy Adopted: February 8, 1990
LEARN

Business and Non-instructional Operations**RELATIONS WITH VENDORS**

Purchasing personnel shall promptly acknowledge inquiries from suppliers' representatives. LEARN shall not extend favoritism to any vendors. Each order shall be placed on the basis of adherence to bid specifications, acceptable quality, service, price, and delivery.

LEARN shall not solicit funds or materials from vendors. No purchase will be made from an employee of LEARN, or from a member of the immediate household of an employee of LEARN without the approval of the Board of Directors.

No LEARN employee or member of the Board of Directors' shall secure or attempt to secure personal profit or gain by virtue of his/her position.

No employee shall endorse any product of any type or kind in such manner as will identify him/her in any way as an employee of LEARN.

The purchasing personnel should visit suppliers' places of business whenever possible to acquaint themselves with the product lines carried and with the vendors' ability to serve LEARN.

Policy Adopted: November 8, 2001
LEARN

INVESTING

LEARN shall deposit or invest any funds which are not needed immediately for the operation of the school system in any manner permitted by school districts in C.G.S. 7-399 et seq. – Municipal Finance.

LEARN authorizes its Executive Director and Director of Business/Finance to so invest such funds.

Any income derived from such deposits or investments shall be credited to General Fund Revenues.

Legal Reference:

Connecticut General Statutes: 7-40 Investment of Funds; 10-51 Fiscal year. Budget – Payments by member town; adjustments to payments. Investment of funds. Temporary borrowing.

Policy Adopted: October 13, 2011
LEARN

BIDDING REQUIREMENTS

Competitive quotes shall be required for all purchases of materials, equipment, and service contracts in amount between \$10,000 and \$24,999. Competitive bidding shall be required for all purchases of materials, equipment, and service contracts in amounts exceeding \$25,000.

Bids and quotes shall be directly solicited from at least three (3) companies dealing in the material, equipment, and/or service required. The Executive Director is authorized to fix appropriate specifications for a contract or agreement to purchase.

Bidding and quote requirements may be waived by the Executive Committee if it is in the best interest of LEARN to do so. Any decision to waive bid or quote requirements will be reported in the Executive Committee minutes.

The Executive Director may award bids and he/she may reject any or all such bids. All bid awards shall be reported to the Executive Committee of the Board.

The authority to sign contracts is delegated to the Executive Director.

Bids and quotes are not required on the following:

1. Purchases where only one supplier exists.
2. Architectural services.
3. Legal services.
4. Services requiring specific expertise. (consultants, specialists)
5. Textbook purchases.

Policy Adopted: March 8, 1990
Revised: September 10, 2015
LEARN

PETTY CASH

A petty cash account saves time and money for both the Fiscal Office and the Program Office by eliminating the normal purchase order and check writing procedures for the many small purchases that often occur in the day to day operation of an office. However, the use of these funds must be accounted for in the same way as for any other expenditure. Each individual purchase must be coded to the proper budget line item; each individual purchase must be supported by a store receipt or equivalent. The petty cash account must be "balanced" periodically to ensure the proper handling of these funds.

Petty Cash funds cannot be used for any "purchase" which requires another form of approval or record keeping, i.e.:

Printing
Temporary Employee
Contracted Service
Advertising
Bid Requirements

Petty Cash purchases are limited to \$50 for any single item.

Petty Cash accounts are not generally allowed for grant programs.

TRANSPORTATION SAFETY COMPLAINTS

All complaints concerning school transportation safety shall be made in writing to the Transportation Coordinator. The Transportation Coordinator or designee shall maintain a written record of all such complaints, and shall conduct appropriate investigations of the allegations. The Executive Director or designee shall provide the Commissioner of Motor Vehicles with a copy of the written record of complaints within thirty days of the end of the fiscal year.

Legal Reference:

P.A. 89-320

Policy adopted:

May 10, 1990

Revised:

September 12, 1996

LEARN

PRINTING AND DUPLICATING SERVICES

In compliance with Public Law 94-553, copyrighted materials shall not be duplicated by LEARN employees or on LEARN equipment in violation of the exclusive rights of the holders of the copyright on such materials.

Copyrighted materials may be duplicated with the prior written permission of the copyright holder, or where the duplication constitutes a "fair use" of the materials as that term is defined by law.

LEARN assumes no liability for infringement of copyright by individual employees.

Policy Adopted: September 12, 1996
LEARN

LEARN COMPUTERS

Recognizing that computer software piracy is a major problem for the industry, the following procedures shall be instituted to discourage violation of copyright laws and to prevent related illegal activities at LEARN:

1. No illegal copies of copyrighted programs may be made or used on LEARN equipment.
2. Legal back-up copies of copyrighted programs will be protected to prevent unauthorized additional copies.

Policy Adopted:
LEARN

September 12, 1996

HAZARDOUS MATERIAL IN SCHOOLS

Pesticide Application in School Buildings

The intent of this policy is to ensure that students, employees, and parents/guardians of LEARN programs/services receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings or on school grounds. LEARN will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

Pesticides are defined as fungicides used on plants, insecticides, herbicides or rodenticides, but not sanitizer, disinfectants, antimicrobial agents or pesticide baits. Integrated Pest Management is the use of all available pest control measures, including the judicious use of pesticides when warranted to maintain a pest population at or below an acceptable level while decreasing the unnecessary use of pesticides. Lawn care pesticides are pesticides registered by the EPA and labeled according to the Federal Insecticide, Fungicide and Rodenticide Act for lawn, garden, or ornamental use.

Effective January 1, 2006, the application of lawn care pesticides on the grounds of elementary schools must be in accordance with an integrated pest management plan (IPM). Such application is prohibited starting July 1, 2008 except in emergencies. An emergency application may be made to eliminate a human health threat as determined by the Executive Director.

LEARN shall:

- Provide notice of planned pesticide application to students, employees, and parent/guardians in the manner required by law.
- Post the areas scheduled to receive pesticide application(s)
- Maintain written records for five years of all pesticide applications
- Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
- Inform annually parents/guardians and staff of LEARN's pesticide application and management policy
- Establish a list of those parents, guardians, and staff members who wish to receive advance notice of all pesticide use and provide such notice as required by law.

Pest control applicators employed by LEARN shall provide the Director of Business/Finance with at least 72 hours notice prior to the date and time the pesticide applications is to occur. Included in the notice shall be:

- The brand name, rate of application, and any use restrictions required by the label of the specific herbicide or pesticide;
- The area or areas where the pesticide is to be applied
- The date and time the application is to occur

- The pesticide label and material safety data sheet.

In the case of pesticide applications performed for or by public health agencies or emergency applications because of immediate threat to public health, the licensed pesticide applicator shall give the oral, and if possible, written notice, to the Executive Director with posting of the area to be treated.

The Executive Director or his/her designee may require the pest control applicator to make required postings in accordance with both statutes and LEARN policies. The name and address of the applicator shall be part of any posting.

Someone other than a certified pesticide applicator may apply a pesticide in an emergency to eliminate an immediate human health threat when 1) it is impractical to obtain the services of a certified pesticide applicator and 2) a restricted use pesticide is not used.

Pesticide purchases made by LEARN shall be limited to amounts authorized by the Executive Director or his/her designee for use during the year. Pesticides shall be stored in a secure site which is not accessible to students or unauthorized staff. They shall be stored and disposed of in accordance with Federal Environmental Protection Agency registered label directions and applicable State statutes.

The Executive Director of LEARN shall prepare and disseminate regulations for the implementation of this policy.

Legal Reference:

Connecticut General Statutes

22a-46 Connecticut Pesticide Control Act

22a-54 Pesticide applicators, certification, classification, notice, fees, reciprocity; financial responsibility, aircraft, tree, public employee applicator

22a-58 Records to be kept by distributors and applicators

23-61a Definitions. Tree protection examining Board within Department of Consumer Protection. Regulations

23-51b Licensing for arboriculture; examination, fees; renewal, suspension, revocation.

Nonresidents. Records, Pesticides.

Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), 7 U.S. Code 136 et seq

PA 99-165 An Act Concerning Notice of Pesticide Applications at Schools & Day Care Centers

PA 05-252 An Act Concerning Pesticides at Day Care Centers

Policy Adopted: May 8, 2008

LEARN

SEXUAL OFFENDERS ON SCHOOL PROPERTY

Definitions

For the purposes of this policy, a “sexual offender” is one who is required to register as a sexual offender with the State of Connecticut pursuant to Chapter 969 of the Connecticut General Statutes.

“School property” includes all land within the perimeter of LEARN facilities and all school buildings, structures, computer networks, vehicles used for student transportation, whether owned or under contract to LEARN, and the site of any activity sponsored by a subdivision of LEARN.

Parent/Guardian Sexual Offender

A “parent/guardian sexual offender” is a sexual offender who has either parental or legal guardianship rights to a child attending a LEARN school or program.

Parent/guardian sexual offenders are prohibited from entering school property except as follows:

- With the Executive Director’s (or designee’s) prior written approval in the following instances:
 - To transport his/her own child to/from school.
 - To attend a conference to discuss his/her child’s educational progress, placement or individualized education plan (IEP).
 - Other circumstances on a case-by-case basis as determined by the Executive Director.

A parent/guardian sexual offender who attempts to communicate electronically with a student, other than his/her own child, while the student is on school property will be considered in violation of this policy and such action will be reported to the local police.

Student Sexual Offender

The Executive Director or his/her designee, shall determine the appropriate educational placement for student sexual offenders, except for those identified as having a disability. In making this determination, the Executive Director or his/her designee shall consider such factors as the safety and health of the student population. The Executive Director, or his/her designee, shall develop guidelines for managing each student sexual offender attending LEARN’s schools or programs.

A pupil placement team (PPT)/IEP team shall determine the educational placement of a student sexual offender who has a disability. The student sexual offender is entitled to the same due process procedures as for other students with disabilities. The PPT/IEP team shall develop procedures for managing each student sexual offender with a disability that attends a LEARN School or program.

Non-Parent/Non-Guardian Sexual Offender

A “non-parent/non-guardian sexual offender” is an adult sexual offender who has no parental or legal guardianship rights to a child attending a LEARN school or program.

A non-parent/non-guardian sexual offender is prohibited from entering school property. An attempt to enter school property by a non-parent/non-guardian will be considered a violation of this policy and such action will be reported to the local police.

A non-parent/non-guardian sexual offender who attempts to communicate electronically with a student while the student is on school property will be considered in violation of this policy and such action will be reported to the local police.

General Requirements and Notifications

The Executive Director or his/her designee shall inform the appropriate program director and other relevant LEARN staff of the scope of the permission granted to each sexual offender.

Sexual offenders who receive permission to enter school property must immediately report to the individual or location designated in the Executive Director’s, or his/her designee’s, written permission statement. The Program Director shall assign a chaperone to accompany the sexual offender while he/she is on LEARN property. The only exceptions to these requirements are when the Executive Director grants permission to a parent/guardian sexual offender to transport his/her child and when a student sexual offender receives permission to attend a LEARN school or program, in which case the guidelines developed for that individual shall apply.

The Executive Director shall use the Connecticut sexual offender registry law, to establish a system for identifying sexual offenders who are parents/guardians of children attending LEARN schools or programs and will inform those individuals of the requirements of this policy. Lack of notification by the Executive Director does not excuse sexual offenders from abiding by the requirements and prohibitions of this policy. The Executive Director shall contact the local police anytime a sexual offender violates this policy and shall immediately revoke any privileges granted to the sexual offender under this policy.

Parents/guardians who are registered sexual offenders shall receive a copy of this policy via registered/certified mail.

Legal References:

Connecticut General Statutes, Chapter 969, *Registration of Sexual Offenders*

Title 42, United States Code, Section 14071 – *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Program*

Policy adopted: April 9, 2009
LEARN