

BRIDGEPORT PUBLIC SCHOOLS

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS SERIES 3000

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BRIDGEPORT PUBLIC SCHOOLS

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS SERIES 3000

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Business and Non-Instructional Operations

Concept and Roles in Business and Non-Instructional Operations

The Board shall have responsibility for securing adequate finances for the school district via its approving an annual budget, securing grants and for the evaluation of school expenditures.

Financial management for Bridgeport Public Schools shall be the joint responsibility of the Board, the Superintendent, the Chief of Staff, and the School Business Administrator.

The Board shall have control and management of educational appropriations, and shall use such funds as it deems necessary and proper to support the mission and goals of Bridgeport Public Schools.

Non-Instructional Operations

The operation and maintenance of school facilities, equipment and school property shall be based upon high standards of safety to promote the health of students, staff and visitors; to reflect prudent management of available resources; and to support environmentally the efforts of the staff to provide a good education.

Business and Non-Instructional Operations

Goals and Objectives

The Board of Education 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 achievement of the purposes to which they are allocated.

Business and Non-Instructional Operations**Budget / Budgeting System**

The budget shall represent the controlled expenditure plan for the Bridgeport Public School System. The Superintendent shall make expenditures and commitments in accordance and in harmony with such budget. The Superintendent shall be responsible for the preparation and implementation of the annual school budget adopted by the Board of Education.

Business / Non-Instructional Operations

Budget: Planning

As a preliminary part of the development of the budget, the Board of Education shall study the school program in relation to the present and future instructional needs of the students, the strategic plan, and the community. In an effort to make the budget a comprehensive reflection of the financial needs of the school system, recruited in a special committee will be representatives of the community, students, certified and non-certified staff, and the administrative staff in the budget process. Their names will be submitted to the Board of Education. The procedure for the involvement of these representatives shall be developed by the Superintendent of Schools and implemented by the Superintendent's office with notification to the BOE of selected participants in this process.

Setting Budget Priorities

The Board of Education will, on an annual basis, establish and approve budget guidelines and priorities.

Adoption of Budget

A recommended budget shall be compiled and submitted to the Board of Education and Mayor in accordance with the City Charter. Before taking action, the board shall hold at least one budget workshop. It shall be examined, altered if necessary, and approve the school budget, which shall then be submitted to the city.

The Board of Education shall adopt and transmit an itemized estimated cost for the maintenance of the public schools to the fiscal authority not later than March 15. The estimated cost of maintaining the public schools for the ensuing years shall be the final budget for the schools, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the city.

Legal Reference: Connecticut General Statutes

10-51 Fiscal Year, Budget. Payments by member towns (regional school districts).

10-222 Appropriations and Budget.

Business and Non-Instructional Operations

Budget Planning

Preparation of Budget Document

The Superintendent of schools shall be responsible for the preparation of the annual school budget.

As a preliminary part of the development of the budget, the Board of Education shall study the school program in its relation to the present and future needs of the students, parents and the community. In an effort to make a budget a comprehensive reflection of the financial needs of the school system, steps shall be taken to involve representatives of the certificated and non-certificated staff, and the administrative staff in the developmental process. The procedure for the involvement of these representatives shall be developed by the Superintendent of schools and implemented by the Superintendent's office upon the formal approval of the Board of Education.

An annual budget calendar shall be developed and distributed in October of each year to all involved in the budgeting process.

The budget document shall contain:

1. Brief explanations of significant increases or decreases from previous year.
2. Brief explanation of program initiatives, improvements or deletions.
3. Budget expenditures from previous year, current year's budget, current year expenditures, current year staffing, request for upcoming budget year, staffing for upcoming year and the dollar difference with current year.
4. An estimate of revenue and expenditures by category.
5. The proposed expenditures will be presented in a standard accounting classification required by the Connecticut State Department of Education and the U.S. Department of Education and as designated by the Superintendent.
6. Shall include the capital requests for the forthcoming year.

Business and Non-Instructional Operations

Transfer of Funds Between Categories-Amendments

Appropriations Transfers

The Superintendent may transfer any unexpended portion of any appropriation for school purposes to any other item. Expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes.

The Board of Education shall be notified monthly of any individual budgetary transfer of funds between major object codes which exceeds \$ 50,000 before such transfers are made.

The definition of "major object code" as used in this policy, shall be limited to the following six budget categories:

1. Salary and Employee Benefits (object codes 1000 and 2000)
2. Purchased and Professional and Technical Services (object code 3000)
3. Purchased and Other Property Services (object code 4000 and 5000)
4. Supplies and Materials (object code 6000)
5. Property and Equipment (object code 7000)
6. Other goods and services (object code 8000)

Legal Reference: Connecticut General Statutes
 10-222 Appropriations and Budget
 PA 98-141

Business and Non-Instructional Operations

Capital Outlay

Consistent with City budget requirements, a five year Capital Improvement Program shall be developed annually by the Superintendent and submitted to the Board of Education for review and approval.

The Board of Education will review and approve the capital budget on a yearly basis and submit it to the City by January 30 each year.

Business and Non-Instructional Operations**State/Federal Funds**

A financial statement of grant funds shall be prepared and submitted to the Board of Education at least quarterly.

Business and Non-Instructional Operations

Gifts, Grants and Bequests

The Superintendent shall develop criteria for the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the school system.

At the discretion of the Superintendent, a gift to a particular school will be used in said school. Items contributed to the schools or to the district become the property of the district and are subject to the same controls and regulations that govern the use of all school-owned property.

The Board of Education will be notified of any gift to the school district with a value of \$2,500 or more.

Legal Reference: Connecticut General Statutes
7-194 Powers [esp. (5) which allows that cities may accept by gifts, grants, bequests and devise and hold real and personal property absolutely or in trust for education.

Business and Non-Instructional Operations

Gifts, Grants and Bequests

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

1. Donations to an individual school can be designated by the donor to a class or teacher within the school. While the donor may express a preference and the intention of this policy is to honor the donor's request, the final decision for the use of the gift will be made by the Superintendent or designee.
 2. Consistent with board policy, any and all equipment and/or supplies to be donated must be reviewed by the Superintendent or his designee to determine its acceptability in regard to: safety; compatibility with existing equipment, programs and/or materials; installation costs and maintenance costs; and general impact upon the curriculum.
 3. Have a purpose consistent with the strategic plan, mission and goals of the Bridgeport Public School System.
 4. Would not bring undesirable or hidden costs to the school system.
 5. Will place no restrictions on the school system.
 6. Will not be inappropriate or harmful to the best education of students.
 7. Will not imply endorsement of any business or product.
 8. Will not be in conflict with any provision of state law or public law.
- Donations shall be fittingly recognized by the board via a letter of appreciation signed by the Superintendent or his/her designee sent to the donor. Such recognition shall in no case be considered as a testimonial or endorsement by the school system of a product, service, or other business enterprise.

Business**Gifts, Grants and Bequests** (continued)

- Donations to a particular school that meet all the regulations above in excess of \$2,500 will be reviewed and approved by the Superintendent or designee prior to acceptance. Donors' gifts will be acknowledged in writing immediately.
- The Superintendent shall submit notice of the gift of \$2,500 or more to the Board of Education at the next regular meeting.
- Gifts to a school made through the [PTSO/PAC](#) must meet all the criteria for gifting but may be accepted directly by the principal.
- In the event of significant changes in the nature of the needs of the school, the reorganization of grades, or the closing of a school, a donation intended for one school may be used at another school or location.
- Any gift rejected by the Superintendent shall be returned to the donor or the donor's estate with a statement indicating the reason for the rejection of such gift. The Superintendent will notify the Board of Education of such action.

Business and Non-Instructional Operations

Tuition Fees

The Board of Education will permit students from other school districts to attend local schools when they can be accommodated in existing classes. The students or their sending district shall pay a tuition fee to be established annually by the Superintendent or his/her designee and based on Per-Pupil expenditures as published by the State Department of Education. The tuition fee will be adjusted annually.

As per Connecticut General Statute 10-186(b)(4) "The board of education may assess tuition against the parent or guardian of the child or the emancipated minor or pupil eighteen years of age or older based on the following: One one-hundred-eightieth of the town's net current local educational expenditure, per pupil multiplied by the number of days of school attendance of the child in the district while not entitled to school accommodations provided by that district. The local board of education may seek to recover the amount of the assessment through available civil remedies."

The parent, guardian or sending school district will be responsible for the transportation of the student to and from school.

With the approval of the Superintendent, a high school pupil who has completed at least one full school year in a Bridgeport high school may be permitted to complete the remaining full school years at that high school on a tuition basis if his/her parents move from Bridgeport.

Legal Reference: Connecticut General Statutes
 10-186(b)(4) Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.
 10-33 Tuition in cities in which no high school is maintained.
 10-35 Notice of discontinuance of high school service to nonresidents.
 10-55 Pupils to attend regional school.
 10-220 Duties of boards of education.
 10-253 School privileges for children in certain placements, nonresident children and children in temporary shelters.
 10-266 Reimbursement for education of pupils residing in state property.

Business and Non-Instructional Operations

Calculation of Tuition Fees

Each school year the tuition rate will be recalculated in the following manner:

1. The previous year's ED-001 financial report will be used as the basis of the calculation.
2. Schedule 12 of the ED-001 reports the total K-8th grade student cost (line 1214/1) and the 9th-12th grade student cost (line 1215/1).
3. Depending on the grade level of the student, the tuition will be calculated based on the total expense for that grade range (K-8 or 9-12), minus the cost of transportation for that grade range.
4. Transportation will be calculated using Line 505/3 divided by the number of students reported on October 1 (ED-006) for that grade range.
5. Special needs students attending from other school districts are not affected by this procedure. Tuition will be developed on a case-by-case basis by the Department of Student Support based on the needs of the students.

Business and Non-Instructional Operations

Fees, Fines, Charges

In accordance with the Connecticut General Statutes' requirement to provide a free public school education, the Board of Education will provide students equipment, books, and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

The administration will prescribe rules to impose sanctions against pupils who fail to return or damage textbooks, library books, or other educational materials.

Legal Reference: Connecticut General Statutes
 1-15. Application for copies of public
 records. 10-228. Free textbooks, supplies,
 materials and equipment.
 10-15(b). Access of parents
 10-221(c). Fees

Business and Non-Instructional Operations

Textbook Inventory

A textbook inventory will be maintained by the school district.

1. Books received at school from BBOE Distribution Center on George Street
2. Books distributed to each high school department bookrooms
3. Department Chairs notify Destiny Administrator
4. Destiny Administrator notified bar-coding teams
5. Bar-coding team logs and barcodes all books (bar code data is stored in Destiny software)
6. Department Chairs distribute books to teachers for student and classroom use
7. Teachers check books out to students or to themselves if for classroom use (data stored in Destiny software)
8. Teachers check books in and return to department bookroom
9. Any books not returned at the end of the class term or school year, the students will be charged at the rate listed on the letter.
10. Funds will be deposited into the school's student activities account titled textbooks. Funds will be returned to the Bridgeport Board of Education Business Office twice a year. At the end of January (end of first half) and the end of school in June. The funds will be deposited into the textbook accounts and used for replacing textbooks.

Business and Non-Instructional Operations

Copies of Records

Any individual, parent or guardian may apply in writing to receive a plain or certified copy of any public record. The maximum fee per page allowable under the Connecticut Freedom of Information Act will be charged. Copies of material in electronic format will be charged based on actual cost to the school district. Exceptions to the fee may be granted by the Superintendent based on need and applicable state statute.

Legal Reference: Connecticut General Statutes
 1-15 Application for copies of public records.
 10-221 Boards of education to prescribe rules.

Business and Non-Instructional Operations

Sales & Disposal of Books, Equipment & Supplies

Disposition of Outdated Books

When equipment books and materials become worn out, obsolete, surplus, or otherwise unusable in the schools, the Superintendent may authorize their disposal in a manner to the district's best advantage and in compliance with City Charter and Code of Ordinance.

Equipment may not be sold directly to individuals. Any proceeds from disposition of equipment or supplies shall be credited to the respective equipment or supply line in the Board of Education's Adopted Budget.

The Superintendent may, authorize the donation or destruction of outdated textbooks which are no longer useful to the educational program, or have been determined obsolete by the professional administrative staff.

Legal Reference: Connecticut General Statutes
 10-220 Duties of boards of education.
 10-240 Control of schools.
 10-241 Powers of school districts.

BUSINESS

Disposition of Obsolete Books and Equipment

The Superintendent of Schools shall periodically take the necessary steps to dispose of books and equipment no longer of use to the Bridgeport Public Schools. The disposal of books shall be in accordance with the City Charter.

The following procedures are to be followed in sequence by the administration in the disposal of obsolete books and equipment:

1. A complete list of material to be discarded shall be prepared by the Superintendent of Schools describing the material and its condition.
2. The list shall be circulated to all Bridgeport Schools to determine if any material on the list can be used at other schools or departments.
3. A list of the remaining material shall be circulated to all Departments in the City and any material requested by be supplied.
4. The schools may also arrange a sale to commercial firms that buy used books with proceeds of the sale going to the textbook account.
5. The schools may also arrange a sale to commercial firms that buy used equipment with proceeds of the sale going to the equipment account.
6. The schools also may give books and equipment to any civic non-profit organization at no expense to the Board of Education.
7. Any remaining books or equipment may be disposed of as junk.

Business and Non-Instructional Operations

Sales, Licensing and Rental of Property

| The Board of Education desires to co-operate with other city agencies and non-profit community organizations by making available school facilities and certain specified items of equipment or services when so doing will not be in conflict with the educational program. To this end, all schedules of rental and service charges will reflect recovery of operational and maintenance expenses. Rental and service charges will be reviewed and revised annually by the Superintendent or Designee. Any change in fees will be reported to the Board of Education.

Business and Non-Instructional Operations

Expenditures/Expending Authority

The Bridgeport Board of Education recognizes the importance of maximizing the use of district resources, the need for sound business practices in spending public money, the requirement of complying with state laws and city regulations governing purchasing, the importance of standardized purchasing practices, and the need for clear documentation in meeting State of Connecticut and Federal Auditing requirements.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

Purchasing procedures shall be developed by the school administration purchasing activity.

Legal Reference: Connecticut General Statutes
 10-222 Appropriations and budget

Business and Non-Instructional Operations

Contracts

All contracts between the Bridgeport Public School System and outside agencies shall conform to prescribed standards as required by law and policy, including discrimination.

All contracts between the school system and labor unions as well as outside agencies shall be prepared under the supervision of the Superintendent or designee and shall comply with all applicable provisions of the Bridgeport City Charter.

All contracts - including labor agreements approved by the Board of Education- and consultant agreements over \$25,000 shall be submitted to legal counsel for review.

Affirmative Action

The school system shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates either in employment practices or in the provision of benefits or services to employees on the basis of race, color, religious, creed, age, sex, marital status, national origin, ancestry, pregnancy, present or past mental disorder, mental retardation or physical disability, including, but not limited to, blindness of any individual except in the case of a bona fide occupational qualification or need.

Legal Reference: Connecticut General Statutes
 31-126. Unfair employment practices. (as amended
 by P.A. 80-285)
 4-114a. Nondiscrimination clauses in state contract
 Title IX, Equal Employment Opportunity

Business and Non-Instructional Operations

Purchasing

The procurement function is a major business responsibility of the Bridgeport School District.

The duties of purchasing for the Bridgeport Public Schools, shall be centralized under Superintendent's designee.

The Director of Business shall conduct all purchase transactions for the School District.

The Director of Business shall be familiar with and perform all purchasing activities within the limitations prescribed by law and in accordance with Board of Education Policies and the City of Bridgeport Charter and Small Business and Minority Business Enterprise Ordinance.

The fundamental functions for the purchasing personnel are as follows:

1. Buy the proper product for the purpose required.
2. Have the product available when needed.
3. Buy the proper amount of the product.
4. Pay the proper price.
5. Stay within the proper budget allocation.

Every transaction shall be by purchase order or contract.

Purchase orders shall be signed by the Superintendent or designee.

Specifications governing materials are a joint responsibility of the of the education and business departments.

Payment of Bills

The Superintendent or his/her designee shall authorize payment of bills only after verification of receipt.

Payment of bills will be made in a timely manner.

Legal Reference: Connecticut General Statutes
10-248 Payment of school expenses

Business/Non-Instructional Operations

Purchasing Procedures

Soliciting Prices – Bids and Quotations

Quotations

For all materials, good, and services (excluding educational and medical specialty services) totaling more than \$1,000 but less than \$7,500 the submitting Department shall prepare at least three quotations with a recommendation for final selection to be attached to the Purchasing Requisition. The lowest quotation, consistent with quality, responsibility and education requirements will be accepted.

Formal Bids

For all materials, goods and services (excluding educational and medical specialty services) totaling \$7,500 or more, the submitting Department shall prepare specifications and submit them to formal bid to at least three (3) qualified vendors.

The lowest bid, consistent with quality, responsibility and education requirements will be accepted.

Cooperative Purchasing

Bids through cooperative bidding procedures or bidding conducted by the State of Connecticut [Purchasing](#) Department shall be excluded from local purchasing requirements.

Local Vendor Purchasing

A local vendor is defined as one who: maintains an actual place of business located within the city limits of Bridgeport by occupying real property in which to conduct such business; and by paying taxes on business property to the City of Bridgeport. All purchases will be made according to Small and Minority Business procurement regulations as stated in the City Charter.

On formal bids or quotations (defined above) any qualified local vendor which has submitted a bid quotation not more than five percent (5%) higher than the lowest qualified bid or quotation will be awarded the contract or purchase order so [long](#) as such local vendor [agrees](#) to provide the materials, goods or services at the same price as the lowest qualified bid received, provided the lowest qualified bidder is not a local vendor.

Business/Non-Instructional Operations

Purchasing Procedures

The Business Administrator is responsible for all purchases.

No transaction shall be authorized until a purchase order has been issued by the Business Office.

All contracts between the district and vendor and/or outside agencies shall be prepared under the supervision of the Superintendent or designee, and when over \$25,000, is subject to review and approval of the legal counsel.

No contract will be signed except by the Superintendent or designee.

Textbook purchases must be reviewed and recommended by the Department of Learning and Teaching; submitted to the Superintendent or designee for approval before it can be purchased.

Approval of the Superintendent must be obtained prior to any sales representative contacting school staff.

Business and Non-Instructional Operations

District Owned Cell Phones

1. All district owned cellular phone contracts will be managed by the ITS to insure the value and economy of the plans are appropriate.
2. Copies of the bills will be distributed to each user monthly.
3. Each user will review the bills for personal calls and reimburse the school district for personal minutes used.
4. The Business Office has established a cost/minute for reimbursement at six cents per minute per cal and said rate will be reviewed on an annual basis. This rate will be used across the district by all users of District owned cell phones.
5. The cost/minute will be reviewed and adjusted annually to reflect changing rates and plans.
6. Users should sign each monthly bill indicating they have reviewed it for personal calls and return it to the ITS with a check made out to the Bridgeport Board of Education for any personal calls.

This protocol not only addresses the IRS rules, but it also blunts criticism of personal use of phones by the media and taxpayers.

This regulation is used by many school districts and is expected to have minimal impact on staff unless they are heavy users.

Instituted 9/1/2006

Business and Non-Instructional Operations

Payroll Procedures and Authorized Signatures

The Superintendent or his/her designee shall supervise the preparation of all payrolls. He/she shall certify payments for periods of approved absence in accordance with adopted policies of the Board of Education. The payroll supervisor shall be authorized to make any deductions from each individual's pay as required by local, state, or federal regulations and any other deductions authorized by the individual and approved by the Superintendent or his/her designee. It is the individual employee's responsibility to verify that voluntary deductions are deducted in the agreed upon amount. These deductions are made at the direction of the employee and no liability for same shall accrue to the

Board

City Treasurer is responsible to issue all checks for the City of Bridgeport and Bridgeport Board of Education and in compliance with existing Procurement and Accounts Payable procedures.

Legal Reference: Connecticut General Statutes
 10-248 Payment of school expenses.

Business and Non-Instructional Operations

Payroll distribution and Authorized Signatures

| The principal/administrator shall be responsible for monitoring the distribution of paychecks.

Paychecks/deposit advices can only be released to the employee.

The employee may not have another person sign on his/her behalf.

The principal/administrator shall be responsible for returning the paycheck/deposit advice form to the Payroll/Benefits Office by close of business day, each Monday or, in the event of a Holiday falling on any given Monday, on Tuesday.

If an employee is absent on a payday but expected to return the following workday or shortly thereafter, his/her check should remain in the school or department.

| If you receive a check for an employee who is out long term or not in your building call the Payroll/Benefits Office immediately at (203) 275-1054.

When school is cancelled on a scheduled payday, paychecks can be picked up at the Payroll/Benefits Office, Room 311, City Hall, 45 Lyon Terrace. Checks will only be released to staff members who must show identification.

Business and Non-Instructional Operations

Payroll / Hiring Process

ADMINISTRATION & OPERATIONS CIRCULAR 2006-2007

NUMBER 6

TO: ADMINISTRATORS, SUPERVISORS, AND PRINCIPALS

FROM: Robert Henry, Chief of Staff

DATE: April 4, 2007

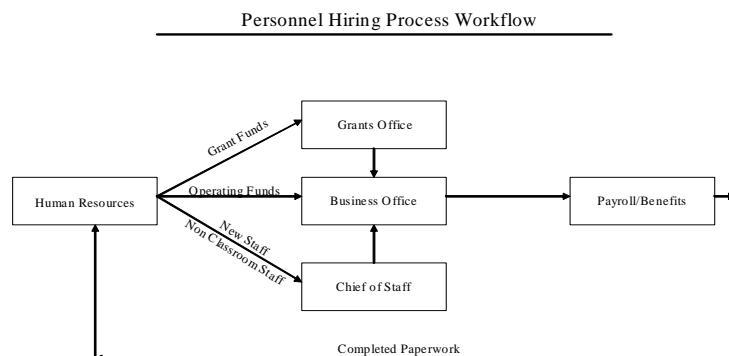
SUBJECT: PERSONNEL HIRING PROCESS WORKFLOW (effective April 2, 2007)

The budget projection provided to the Board of Education on Monday, March 26, 2007 was balanced contingent on pending State funds arriving before June 30, 2007. Connecticut General Statutes and City Charter require the Board of Education to spend only within its official appropriation. With only three months left in the fiscal year and very little discretionary funds left in the budget, the Superintendent is taking the precautionary approach of putting a **freeze** in selected functions.

Please note that effective immediately, personnel staffing changes will be initiated through the Department of Human Resources **only**; sent to the Business Office if the position is funded from the operating budget or Grants Office if the position is funded by grants. Once complete, the personnel requisition will be forwarded to the Payroll/Benefits Office for processing.

Any personnel being hired to fill vacancies beyond a direct one-on-one replacement of existing **classroom** positions, including part time employees, will require the approval of the Chief of Staff.

No position will appear for approval on a Board Agenda unless it is vetted as described above. Please note that this measure will remain in effect until further notice. Thank you for your cooperation.



Business and Non-Instructional Operations**Budget and Expense Report****Monthly Financial Statement**

The Superintendent shall submit monthly financial statements to the Board of Education beginning on November 1st each school year. The financial statements shall include a listing of expenditures and obligations, a forecast of future expenditure requirements, variations in expenditures and obligations as compared to July 1 appropriations, and the reasons for these variations.

These financial statements will also be distributed to the school administration and the public.

Business and Non-Instructional Operations

Periodic Audit

An audit of all accounts of the school system shall be made annually by an auditor selected by the City.

The audit shall include all funds of the school system including the student body and cafeteria funds and accounts, and any other funds under the control or jurisdiction of the Board of Education. The audit shall identify all expenditures by source of funds, and shall contain (1) a statement that the audit was conducted pursuant to standards and procedures approved by the State of Connecticut and (2) a summary of audit exceptions and management recommendations.

It shall be expected that the independent public accountant will hold an “exit interview” with the Superintendent or designee.

The annual audit summary of exceptions and management recommendations will be provided to the Board of Education, and the independent public accountant will be asked to attend the meeting as required.

Legal Reference: Connecticut General Statutes
7-391 et seq. Municipal Auditing Act (including school districts as “audited agencies”)
10-260a Auditing of state grants for public education

Business and Non-Instructional Operations

Internal Audit

Internal audits are a function of the City.

| Internal audits of the business activities, operations and financial systems, and internal controls of the school system may be made at the discretion of the Chief of Staff or Business Administrator as necessary and subject to available funding.

Business and Non-Instructional Operations

Inventories

An equipment inventory shall be maintained on all school district assets valued at \$500.00 or more. The inventory shall serve both the functions of inventory and conservation.

Responsibility for inventories shall lie with the Director of Finance and Business Services or his/her designee, to whom the building administrator shall be accountable for the maintenance of proper inventories in the school.

Lost Equipment

1. A "report of loss" memo must be filed immediately with the Director of Finance and Business Services or his/her designee for any items that are stolen, burned, broken, or missing. Items should be reported by name, district inventory number, and manufacturer's serial number (if possible) to the business administrator and to the police. Also list the law enforcement officer's name, badge number, and report number on this memo.
2. If items are later recovered, a corrected memo is to be sent to the Director of Finance and Business Services or his/her designee.
3. In all cases, it should be noted clearly what inventory changes should be made.

Business and Non-Instructional Operations

Activity Funds Management

The Superintendent or his/her designee may establish student activity funds to handle any of the following: 1) the finances of that part of the cost of the driver education program that is not provided by local appropriations; 2) 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 Business Administrator shall develop regulations which will set out the purpose, procedures and controls for student activity funds.

- | The student activity funds may only be expended in furtherance of the stated purposes of student activities. The control of school funds of any school organizations shall remain in the name of the respective school .
- | The independent public account of any student activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

Legal Reference: Conn. Gen. Stat. §10-237.

Business and Non-Instructional Operations**Activity Funds Management****GUIDELINES TO STUDENT ACTIVITY FUND ACCOUNTING****AUTHORITY:**

Public School Districts in the State of Connecticut have authority and responsibilities in maintaining Student Activity Funds under Section 10-237 of the Connecticut General Statutes.

The guidelines listed below have been developed to conform to this [statute](#).

PURPOSE:

The basic purpose of education is to prepare each generation of children for life's experiences. In order for this preparation to occur properly, the programs available to young people must be as broad as life itself. An important segment of these programs are extra-curricular activities. These programs represent experiences, which should be available to all Bridgeport students.

The various extra-curricular programs, which have been established by Bridgeport Public Schools, should ensure that young people have an opportunity to participate in these experiences.

The following is being established as a guide to Student Activities' Financial Accounting. This is to ensure that efficient procedures are available for the creation, operation and culmination of student activity funds.

Regardless of the methods used to finance school activities, the school district, and thus the school administrator, is ultimately responsible for the funds. State Statutes require that separate accounts be maintained and, further, that such school activity funds should be considered District accounts and shall be audited by the [public independent accountant](#) in the same manner as all other accounts.

The raising and expending of activity money by student bodies should have but one purpose – to promote the general welfare, education, and morale of the students and to finance the normal legitimate extra-curricular activities of the student body organization.

Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money. The management of student activity funds shall be in accordance with sound business practices including sound budgetary and accounting procedures and thorough audits.

It is the intent of these guidelines to recommend a system of bookkeeping procedures for handling the money, and policies to govern the school activity accounting.

I. PRINCIPLES GOVERNING ACTIVITY FUND ACCOUNTING:

The accounting procedures outlined in this section are based on the following principles.

- A. The administration of the activity funds shall be governed by the rules and regulations prescribed by the State of Connecticut and the Bridgeport Public Schools.
- B. The Principal of the school, as trustee for the fund, shall be directly responsible for the management of the student financial activities in accordance with policies, rules and procedures set forth by the State, and the School District.
- C. The Principal of the School, as trustee for the fund, shall be directly responsible for all student activity funds within the school and shall be responsible for the maintenance of records and administration of procedures as prescribed by the Central Administration.
- D. The Director of Business Services shall have the responsibility and authority to implement all procedures and rules pertaining to the supervision and administration of student activity funds in schools in accordance with established policies of the Bridgeport Board of Education.

II. MANAGEMENT OF STUDENT ACTIVITY FUNDS:

Deposits and financial records are kept at each school. Principals are responsible for maintaining financial records of receipts, expenses and financial standing of the specific activity.

Student activity records and financial procedures shall be subject to periodic and random audits by internal personnel and annual audits by outside independent auditors. Audit reports shall be referred to the Principal and to Central Administration for information purposes and possible improvement of procedures. Regular monthly reports shall be prepared by the school principal, then submitted to the Business Office. A similar report will be prepared by the Activities Accounting Coordinator at each secondary school and provided to the Building Principal and each Activities Advisor. Copies of the reports prepared by the secondary schools will be provided to the Business Office. These reports shall reflect the financial condition of the student activity fund and the monthly reconciliation of funds with the bank statement. As each monthly statement is received it is the obligation of each Principal and Activities Coordinator to reconcile the monthly statement to his or her local records. This monthly reconciliation must be kept with local records.

Student activity funds shall not be used for any purpose that represents an accommodation, loan, or credit to any person.

No savings, checking or investment accounts will be established for programs or activities authorized by the Bridgeport Board of Education without the knowledge and written consent of the Business Office.

II. MANAGEMENT OF STUDENT ACTIVITY FUNDS: (Cont.)

The Building Principal is responsible for overseeing student activities accounting practices in his/her building. The Director of Business Services, when requested, will assist Principals in carrying out this function.

Interest should be earned on savings and checking accounts whenever possible and practical.

Each activity must insure that the origin of its resources, obligations, revenues, and expenditures are continually maintained.

Most receipts originate at individual buildings and these revenues are deposited by the School promptly at local banks. This does not relieve the Principal or Activities Coordinator from maintaining records identifying resources, obligations and the origination of revenues through written receipts. The Business Office is available to assist all parties in establishing procedures to maintain these records. The software program "Quickbooks" has been installed at all locations and will be use to maintain student activities accounts. The Business Office will assist secondary schools in setting up these accounts.

III. GENERAL PROCEDURES FOR RECEIVING AND DISBURSING FUNDS:

Collection and Deposit of Cash

Numbered duplicate-copy receipts must substantiate all monies collected from any source. The individual collecting the funds will issue a receipt immediately upon receipt of such funds. The original copy of the receipt is to be given to the person from whom the money is received. The second copy is to be retained by the individual receiving the funds.

Cash should be deposited in a timely manner. All monies collected shall be placed in the school safe (or other locked repository) until deposits can be made. All checks to be deposited should be endorsed immediately upon receipt, showing a restrictive endorsement. Deposits for field trips (or other monies to be re-disbursed) must be in the bank before check requests drawn against funds collected will be processed.

Documentation of Receipts

Cash receipts should include supporting documentation. The receipt should also include a brief summary of the reason for the deposit.

All deposits are made directly by the school and should be checked against bank statements as part of the account reconciliation. The Activity Coordinator, or person responsible for the account, should retain copies of each deposit.

Disbursements

All student activities disbursements shall be made from each individual school. Principals or Activities Coordinators shall maintain documentation with supporting invoices, receipts or reason for the disbursement on signed forms. Accuracy of prices, extensions and totals should be checked prior to submitting a request for payment. The Activity Coordinator or person responsible for the account should retain the copy of each withdrawal/disbursement form. Disbursements for field trips should not be made/requested until all funds collected have been deposited in the bank. As several activities are generally served by one account, all activities should maintain a positive balance to avoid overdrafts.

III. GENERAL PROCEDURES FOR RECEIVING AND DISBURSING FUNDS: (Cont.)

Forms W-9 and 1099 MISC

Any vendor engaged to provide goods and services to the school district must fill out an IRS Form W-9 as per existing Procurement regulations. They can contact the Business Office if they have any questions. This should be done before any payment is rendered and the form kept on file. If at the end of the calendar year, the vendor has been paid \$600 or more, the City of Bridgeport will then be able to issue a 1099-MISC.

Monthly Financial Statements

Each month the Schools will receive bank statements. Upon receipt, the responsible individual will reconcile the deposits and expenses made to the accounts with the records retained in the buildings of receipts and expenses. A yearly summary of the districts student activities will be provided to the Superintendent and Board after completion of the external audit.

Audit

The External Auditor shall conduct an annual audit each year in the same manner as all other accounts. Copies of the audit report shall be maintained as a permanent record.

A WORD TO THE STUDENT ADVISOR

1. Fund raising is a well-established procedure in Connecticut schools regardless of grade level. When involved in fund raising, accurate records with respect to distribution and receipts of inventories is essential to a successful fundraiser.
2. When receiving money for trips, an accurate record of student deposits and destination costs are imperative for a successful trip. A full rebate for students who withdraw at the last minute should be the general rule. However, there may be a penalty to the entire group if a certain size group needs to be guaranteed. In this case, it is acceptable to determine a reasonable rebate penalty as determined by Principal. It is the advisor's obligation to make such penalties clear at the onset of student participation.
3. Under no circumstances are advisors to open student accounts using their own signatures or names of parents.
4. Always issue receipts when monies are received.
5. In many cases, fund raising is a valuable learning experience for the students involved. Where age-appropriate, students should be involved in establishing the purpose for fund-raising, methods of generating funds and vote on the disbursements of funds. It is appropriate for the advisor to guide the students in these processes, but it is inappropriate to "pressure" or overrule student decisions. In many cases this is a fine line, and common sense should prevail.

These guidelines are established to avoid problems and to protect student and staff. Should you have any questions, please do not hesitate to contact the Building Principal or the Director of Business for assistance or clarification.

Bridgeport High School Class Accounts

- A.** A Student Activities Account may be established for each individual class at any Bridgeport High School for the purpose of receiving funds and paying class obligations. Upon graduation it is mandated that once class obligations are paid, balances be permanently transferred to a trust account that is not part of the Bridgeport Public School's activity accounts. This transfer should take place by December 31 following the class graduation. The signatories will be at least two officers of the graduating class. Beginning with the class of 2005, account balances still remaining by December 31 following the fifth anniversary of a class graduation shall be transferred to the Bridgeport High School General Scholarship Account.
1. The Principal of Bridgeport High School, working with the Business Office, will contact class officers or, if officers cannot be located, at least three individuals of the class, to arrange for final expenditure or transfer of funds and closing of the class account.
 2. The members of the class will be informed in writing of the balance of the class account.
 3. Disbursement of class accounts shall be made only in the following manner:
 - a. To a separate trust account established by at least three members of the class.
 - b. A gift to a Bridgeport High School as directed by at least three members of the class.
 - c. A donation to a Bridgeport High School general scholarship account as designated by three members of the class.
 4. If no members of the class can be located, the High School Principal and the Director of Business shall place a legal notice in a newspaper with general circulation in the Town of Bridgeport, indicating there is a plan to disburse class funds and stating the date of a final committee meeting. The cost for legal notification shall be drawn from the class account. If the cost of placing the legal notice is higher than the balance in the account, authorization is given to transfer the funds to the High School general scholarship account.
- B.** To establish a separate trust account (item a., above):
1. Class members can establish the new account using one of their own tax identification numbers (SSN).
 2. An Employer Identification Number for banking purposes only can be obtained by filing Form SS-4 with the IRS.

Bridgeport High School Class Accounts (Cont.)

3. If the alumni intend to aggressively raise funds, and expect donations/fees plus interest to exceed \$25,000 per year, the following applies for establishing tax exempt status:
Recognition of Exemption under Section 501(c)(3)-Charitable, Religious, Educational, etc., Organization. This type of organization is exempt from Federal Income Tax and files either Form 990 or 990EZ. Donations to this type of organization are deductible as charitable contributions on the donor's federal income tax return.

Legal Reference: Conn. Gen. Stat. §10-237.

Business / Non-Instructional Operations

The Board expects operation and maintenance of school plan and equipment to set high standards of safety, to promote the health of pupils and staff, and to support environmentally the efforts of the staff to provide a good education.

Business and Non-Instructional Operations**Plant Operation and Maintenance****Safety Inspections**

The Executive Director of Operations will be responsible for the oversight of safety committees.

Each principal of each school will create a safety committee which will include at least one (1) certified staff member, one (1) non-certified staff member, the head custodian, the school nurse and a parent.

Principals shall conduct inspections monthly of all school building and grounds including playgrounds and their equipment. The principals shall report immediately to the Facilities Manager all hazards to safety which cannot be corrected by the custodial staff. Such report shall not relieve the principal from responsibility for seeing that the hazard is removed.

Business and Non-Instructional Operations

Plant Operation and Maintenance

STORAGE AND CONSUMPTION OF FOOD

In the interest of providing a safe, clean, and healthy environment for students, and ensuring that we are not cited for violations by the Health Department, please note that the storage and consumption of food should only occur in designated areas. Such areas include the school cafeteria, lunch and workrooms, and other official break areas. The following procedures must be practiced in all areas:

- No food in classrooms or offices
- No paper clutter on floors or in closets
- All food products are to be kept in storage bins
- All sightings of roaches and mice must be logged in
- Head Custodian needs to log in problem areas

The exception to this is in schools where the alternative “breakfast in the classroom” program. In those buildings, a component of the program includes the immediate collection and disposal of waste so as not to compromise pest management efforts.

Our efforts to keep buildings free of insects and rodents can in fact be successful. All staff are to be reminded to comply with the above directive so that students, staff, and the community will enjoy a cleaner and healthier environment in buildings.

Business and Non-Instructional Operations

Plant Operation and Maintenance

APPLIANCES IN SCHOOLS

| The following list of small electrical appliances should not be used in general areas of schools; i.e. classrooms, offices, and storage areas:

Hot plates

Toaster ovens

Microwaves

Toasters

| Electric heaters

Portable air conditioning units

Coffee makers

Individual refrigerators

The appliances should only be used in kitchens or break rooms where they are plugged directly into electrical outlets. They should never be used with extension cords. All electrical equipment used in classrooms should be plugged directly into electrical outlets.

BUSINESS

FACILITIES MAINTENANCE POLICY

The Bridgeport Board of Education believes that the condition of the school buildings is central to the ability of the schools to provide an excellent education. Therefore, school buildings and grounds shall provide to students, staff and visitors a safe and comfortable environment, with appropriate fixtures and furnishings, in order to provide an atmosphere conducive to learning.

The Superintendent and Superintendent 's designees shall create a comprehensive maintenance plan for long and short-term projects. A summary of the plan will be presented to the Board of Education's Facilities Committee on or about October 1 of each school year and the Board of Education during the regularly scheduled first meeting in November of each school year. It is recognized that the plan is subject to review and modification based upon the needs of the school district.

Oversight of this policy will be in the realm of the Facilities Committee and the Board of Education. Reports relative to the condition of the facilities will be shared quarterly with the Facilities Committee and semi-annually with the Board of Education.

Accountability: Superintendent or Designee

BUSINESS**FACILITIES MAINTENANCE POLICY****Establishment of a Square foot Standard for Policy 3512**

Footage to be revised as new schools are occupied and old schools are returned to the City.
Please note: Changes could not be made to the graph & will be done manually prior to the final version.
Delete: George/Madison, Garfield & Whittier. And add: Discovery Magnet.

Cross	66,415
Curiale	76,531
Dunbar	70,934
Edison	51,263
Garfield	40,089
Hall	39,114
Hallen	47,998
Harding	251,600
High Horizons	45,898
JFK Campus	155,377
Hooker	62,172
Longfellow	81,228
Luis Munoz Marin	104,100
Madison	60,964
Academic Building	64,163
South End	115,640
Multicultural	45,316
Johnson	105,000
Park City Magnet	54,099
Read	83,405
Roosevelt	98,324
Skane	27,287
Thomas Carrol NC	38,280
Tisdale	105,000
Waltersville	80,076
Winthrop	89,508

3,384,800

BUSINESS

DRAFT

3515

R1330

Facility Use Fee

It is the policy of the Bridgeport Board of Education (the “Board”) to make school facilities available for use by the public, when such use does not interfere with school-related activities, through the issuance of School Building Use Permits. Eligible users of school facilities include those shown on the Table of Eligible Users adopted by the Board and incorporated herein by reference. An organization that is delinquent in paying fees from a previous rental may not be eligible for a Permit.

In order to obtain a School Building Use Permit, all organizations, agencies or individuals shall pay the fee shown on the Facility Use Fee Schedule (the “Schedule”) adopted by the Board and incorporated herein by reference. As shown on the Table of Eligible Users, some organizations will be charged the Full Fee and others will pay a Reduced Fee. The Table of Eligible Users and the Schedule are subject to revision at the discretion of the Board. The intent of the fee is to recover the Board’s out-of-pocket expenses incurred for the use of space or grounds, such as utilities, custodial services, and security services.

Any organization, agency or individual that wishes to apply for a School Building Use Permit must follow the procedures specified in the Rules and Procedures for School Building Use Permits (the “Permit Rules and Procedures”) adopted by the Board and incorporated herein by reference, including completing and signing the Application for Use of Public School Buildings adopted by the Board and incorporated herein by reference. The Superintendent or his or her designee may establish such additional procedures, forms, and deadlines as are necessary to carry out the purpose of this Policy.

On an annual basis, the Board will identify the types of organizations, if any, that are eligible for a discounted fee or waiver of fees and update Board policy. No other individual waivers or discounts will be reviewed or granted by the Board.

This policy supersedes any waivers or agreements with respect to school facility use except those granted in association with a Building Use Permit in effect at the time of adoption of this policy.

Legal Reference: Connecticut General Statutes § 10-239

RULES AND PROCEDURES FOR SCHOOL BUILDING USE PERMITS

Applying for a School Building Use Permit

1. Complete the Application for Use of Public School Buildings. The signing of the Application shall, among other things, constitute the applicant's acceptance of the Indemnification provision included in that Application.
2. Submit the Application to the address shown on the Application at least 30 days before the first date on which the applicant proposes to use the facility.
3. Submit, together with the Application, a certificate of insurance covering all damages to persons or property associated with the applicant's use of the facility, with a limit of no less than \$1 million.
4. An applicant that wishes to receive other services beyond those included in the Facility Use Fee ("additional services") shall submit, together with the Application, a written request for such services. See chart "Additional Custodial and Security Charges for Groups Larger Than 125 People" on page 6 for additional information.
6. An applicant that wishes to provide or consume food in the space rented shall indicate such activity by checking the appropriate box on the Application.

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Handling of an Application for a School Building Use Permit

1. The Facilities Office shall determine the eligibility and fee class of each applicant and shall grant School Building Use Permits in accordance with Policy 3515, the Table of Eligible Users and Fee Classes, and the Facility Use Fee Schedule.
2. Facilities Office may decline to issue a permit if it believes that the proposed activity will be detrimental to the District.
3. If an applicant wishes to appeal a decision of the Facilities Office regarding its eligibility, fee class, or detrimental effect, the applicant must file a written appeal with the Superintendent or his or her designee within ten (10) days of the date on which it was informed of that decision. In that case, the Superintendent or his or her designee shall uphold or modify the decision of the Facilities Office.
4. If an applicant wishes to appeal such a decision by the Superintendent or his or her designee, the applicant must file a written appeal with the Facilities Committee of the Board of Education within ten (10) days of the date on which it was informed of the decision by the Superintendent or his or her designee. The Facilities Committee will make a recommendation to the Board of Education regarding such appeal.
5. The Board of Education, at the regular meeting following the meeting at which the Facilities Committee made such a recommendation, will adopt or modify the recommendation.
6. The Superintendent or his or her designee may at any time determine that an applicant falls in the category "An applicant facing a critical need or emergency."

Paying Facility Use Fees

1. If the Facility Use Fee is \$1,000 or less, it must be paid in advance. The Board encourages all applicants to pay Facility Use Fees in advance. If the Facility Use Fee is greater than \$1,000 and the period during which the facility will be used (the "Use Period") is 30 days or less, the applicant may pay 50% of the Fee in advance and pay the remaining 50% of the Fee at least fifteen days before the end of the Use Period. If the Facility Use Fee is greater than \$1,000 and the Use Period is greater than 30 days, the applicant may pay 34% of the Fee in advance, 33% of the Fee on the first day of the month following the first day of the Use Period, and the remaining 33% at least fifteen days before the end of the Use Period.

2. Payments from City departments, City or Board Grants, or other internal users must be made by journal entry through the Board’s financial system. In such cases, acceptance of the permit shall constitute permission to collect the Facility Use Fee by journal entry.

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3. These Facility Use Fees are intended to reflect the normal costs associated with use of the facility, including utilities, custodial services and security. These services shall be provided to permitted users at a level deemed appropriate by the Superintendent or her or his designee.

4. Other services beyond those included in the Facility Use Fee (“additional services”) shall be paid for by applicants on a case-by-case basis based in advance based on an estimate of the cost of those services. The Superintendent or her or his designee shall determine which services are additional services in individual cases. 5 No applicant may provide or consume food in any part of a facility, except in a cafeteria, unless otherwise approved by the Superintendent or his or her designee. An applicant that wishes to provide or consume food must formally request permission as noted under Applying for a School Building Use Permit. A applicant that has received such permission must have a member of the staff of the City of Bridgeport Board of Education Nutrition Center (the “Nutrition Center”) present during the entire event. That staff member will oversee the proper use of the kitchen appliances and facilities. Such a applicant must agree to compensate the Nutrition Center for the hours worked by the Nutrition Center employee during the event. Hourly rates for the use of a Nutrition Center employee will be set by the Nutrition Center.

6. School staff may not allow the applicant access to the kitchen space or equipment unless the Superintendent or his or her designee has approved a request, in advance, that specifically allows the guest organization to use the kitchen facilities.

TABLE OF ELIGIBLE USERS AND FEE CLASSES

<u>Eligible User</u>	<u>Fee Class</u>
<u>Commercial entities engaged in activities that benefit the Bridgeport community</u>	<u>Full Fee</u>
<u>Religious organizations</u>	<u>Full Fee</u>
<u>Non-school organizations, associations or individuals whose activities are related to civic, cultural, recreational, public welfare activities that benefit Bridgeport residents</u>	<u>Full Fee</u>
<u>SES providers</u>	
<u>Federal, state and City of Bridgeport agencies</u>	<u>Reduced Fee (50%)</u>
<u>Bridgeport Board of Education activities</u>	<u>No Fee</u>
<u>Youth or adult activities sponsored by the City of Bridgeport, such as recreation programs, civic groups, and cultural groups</u>	<u>Reduced Fee (50%)</u>
<u>Bridgeport Board of Education departments, scholastic athletics and other school-related agencies</u>	<u>Reduced Fee (50%)</u>
<u>Elections</u>	<u>Reduced Fee (50%)</u>
<u>Bridgeport Board of Education school employee groups</u>	<u>Reduced Fee (50%)</u>
<u>Bridgeport-based non-profit youth organizations such as Boy Scouts and Girl Scouts</u>	<u>Reduced Fee (50%)</u>
<u>Bridgeport Board of Education parent-teacher organizations</u>	<u>No Fee</u>
<u>An applicant facing a critical need or emergency</u>	<u>No Fee</u>

FACILITY USE FEE SCHEDULE

Monday-Friday: Minimum two hours

Weekend/Holidays: Minimum four hours

<u>Space</u>	<u>Fee per hour</u>
<u>auditorium or gymnasium</u>	<u>\$110 \$50</u>
<u>School cafeteria, library, multipurpose room or cafetorium</u>	<u>\$85 -\$25</u>
<u>School athletic field</u>	<u>\$80 \$75 Daily</u>
<u>Parking lot</u>	<u>\$50 N/A</u>
<u>1 classroom</u>	<u>\$70 \$10</u>
<u>2 classrooms</u>	<u>\$80</u>
<u>3 classrooms</u>	<u>\$90</u>
<u>4 classrooms</u>	<u>\$100</u>
<u>5-8 classrooms</u>	<u>\$135</u>
<u>9-12 classrooms</u>	<u>\$170</u>
<u>13-20 classrooms</u>	<u>\$240</u>

Additional Custodial and Security Charges for Groups Larger Than 125 People

	<u>126-300 People</u>		<u>301-600 People</u>		<u>601-1,000 People</u>	
<u>Custodians</u>	<u>2</u>	<u>\$70</u>	<u>3</u>	<u>\$105</u>	<u>4</u>	<u>\$140</u>
<u>Security Guards</u>	<u>2</u>	<u>\$52</u>	<u>4</u>	<u>\$104</u>	<u>7</u>	<u>\$182</u>
<u>Police officer(s)</u>	<u>1</u>	<u>\$32</u>	<u>2</u>	<u>\$64</u>	<u>2</u>	<u>\$64</u>
<u>Hourly charge</u>		<u>\$154</u>		<u>\$273</u>		<u>\$386</u>

**Bridgeport Board of Education
Application for Use of Public School Buildings**

Date: _____

To the Board of Education of the City of Bridgeport:

The undersigned hereby makes application on behalf of _____
(Here state name and full address of organization)

-

for permission to use the (auditorium) or (gymnasium) _____ room in
_____ School on Date: _____ Time: From

To: _____ for the following purposes:

-

-

-

The number of people expected: _____

Applicant Name _____

Address _____

Telephone number (_____) _____ Fax number (_____) _____

E-Mail address _____

The undersigned acknowledges that a fee will be charged and that an insurance certificate must be submitted to the Office of Operations along with this application. An additional fee may also be charged if Board of Education Security staff are required.

Building Use Indemnification Form

_____, its' officers, employees and / or agents agree to hereby release, relinquish, discharge and indemnify protect and save harmless the Board of Education of the City of Bridgeport, its officers, agents and employees from any and all claims, suits, actions, demands and liability for any cost, loss, damage or injury to property (whether it be that of either of the parties hereto or of third persons) and to persons (whether they be third persons or agents or employees of either of the parties hereto) arising in connection with this agreement.

_____ shall not be liable for any loss, damage or injury occasioned by the sole negligence of the Board of Education of the City of Bridgeport, its agents or employees.

_____ shall give to the Board of Education of the City of Bridgeport prompt notice in writing of any claim made or suit instituted which in any way directly or indirectly, contingently or otherwise may affect the Board of Education of the City of Bridgeport shall have the right to compromise and defend the same to the extent of the Board of Education of the City of Bridgeport interest therein. Such indemnity shall not be limited by reasons of any insurance coverage herein. The provisions of this section shall survive the expiration or early termination of this agreement.

Applications should be directed at least 30 days before the facility is needed to: Penny E. Lee, Board of Education Office of Operations, [1085 Connecticut Avenue](#) Bridgeport, Connecticut [06607](#). Telephone (203) [275-2730](#), Fax (203) 330-2475, E-Mail plee@bridgeportedu.net

All requests must be approved by the Board of Education, which is scheduled to meet on the second and fourth Monday of each month from September through June during the school year.

Signed: _____ Date: _____

The Board of Education of the City of Bridgeport does not discriminate on the basis of race, color, creed, religion, age, gender or sexual orientation. The granting of permission by the Board of Education is a temporary license, which may be revoked at any time, upon reasonable notice to the licensee, if the Board concludes, in its sole discretion, that such revocation shall serve the best interests of the school district. No endorsement, of the licensee or its views, programs or policies may be inferred from the granting of such license.

Form 11/17/2004

Business and Non-Instructional Operations

Hazardous Materials

In the interest of providing safe, clean and healthy school environments, it is the policy of the Bridgeport Board of Education to minimize exposure of students, staff and the community to hazardous materials in schools. Where necessary to implement an Integrated Pest Management Plan, provide for curriculum-required science, art and craft materials and to otherwise maintain, repair or operate school facilities, the use of hazardous materials shall be in compliance with the Federal OSHA Regulations and applicable State Statutes.

Legal Reference: Connecticut General Statutes:

22a-46 Connecticut Pesticide Control Act

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

Occupational Safety and Health Act, 29 CFR, in pertinent part

Business and Non-Instructional Operations

Travel by Staff Members

1. Use of Cars in Bridgeport

Staff members whose assigned duties necessitate the regular use of their personal cars, as traveling from school to school, shall be granted a monthly allowance which shall be based on the estimated average use of the car, according to a schedule approved and published by the Superintendent and/or his/her designee on a yearly basis. A monthly, non-specific travel allowance is subject to income taxes under Internal Revenue Service regulations

2. The receipt of a monthly stipend for travel, or reimbursement for specific miles traveled for Board of Education business, indicates the recipient is receiving reimbursement for fuel, wear and tear on the vehicle, depreciation and insurance. A "Travel Expense Reimbursement Form" is required unless disallowed in contractual obligations. In case of an accident the employee's insurance is first coverage.

3. Travel Outside the Metropolitan Bridgeport Area

Staff members traveling outside the metropolitan Bridgeport area (for more than fifty miles round trip), for reasons approved in advance by the Superintendent or his/her designee may be reimbursed for travel expenses, the amount to be determined on the basis of the most direct route and the one including the least overall expense to the board. When personally owned cars are used, payments shall be made in accordance with the rate established by the Superintendent or his/her designee based on the I.R.S published rate. Staff members traveling by common carrier shall secure federal tax exemption by indicating to the travel agent that they are on school business. Employees failing to do so shall not be entitled to reimbursement of any tax paid.

Staff members attending educational conferences or on official school business approved in advance by the Superintendent or his/her designee may be reimbursed for other expenses, including hotel room, meals, and registration, within the allowance appropriated in the annual budget. Reimbursement rates and limitations shall be established annually by the Superintendent.

Business and Non-Instructional Operations

CONFERENCE AUTHORIZATION FORM PROCEDURES

1: Weekly Absence Reports: Attendance by school based staff, certified and non-certified, at all workshops will be verified by the principal's signature on the weekly attendance report submitted to the Payroll/Benefits Office every Friday.

- **A:** If the weekly attendance report is submitted by e-mail, it must have the principal's electronic signature.
- **B:** If the weekly attendance report is submitted by FAX, it must have the principal's actual signature.
- **C:** Weekly attendance reports must be submitted every Friday to the Payroll/Benefits Office.

2: In District Workshop (i.e. NUA): Travel forms are not required for a workshop taking place within the Bridgeport School District. Attendance will be verified by the principal on the weekly attendance report.

3: Out of District Workshop – In State (i.e. ACES, CES): Attendance at a conference outside the Bridgeport Public School District will require a travel authorization form. The sequence for the travel authorization form is as follows: Principal>Assistant Superintendent>Deputy Superintendent>Assistant Superintendent>Principal. Attendance will be verified by the principal on the weekly attendance report.

4: Conference Requiring District Funding – In State: Attendance at a conference outside the Bridgeport Board of Education in Connecticut requiring district funding will require a travel authorization form. The sequence for the travel authorization form is as follows: Principal>Assistant Superintendent>Executive Director of Teaching and Learning/or other Funding Source Agent>Deputy Superintendent>Assistant Superintendent>Principal. Attendance will be verified by the principal on the weekly attendance report.

5: Out of State of Conference: Attendance at an out of state conference will require a travel authorization form. The sequence for the travel authorization form is as follows: Principal>Assistant Superintendent>Executive Director of Teaching and Learning/or other Funding Source Agent>Deputy Superintendent>**Superintendent**>Deputy Superintendent>Assistant Superintendent>Principal. Attendance will be verified by the principal on the weekly attendance report.

All travel authorizations must be signed by the building principal and submitted to the appropriate assistant superintendent. The assistant superintendent will facilitate the remainder of the process.

All direct reports of the Chief of Staff must submit travel authorizations directly to his office for final process

Bridgeport Public Schools
45 Lyon Terrace
Bridgeport, Connecticut 06604

Paul G. Vallas
Superintendent of Schools

CONFERENCE/TRAVEL AUTHORIZATION FORM

Submit this form to your immediate supervisor or principal with all pertinent information at least **30 business days** prior to the registration deadline. A brief report must be submitted to the supervisor or principal following conference attendance with a copy to the Superintendent.

Name: _____ Account No.: _____
School: _____ Account Name: _____
Title/ _____ Signature of Director of
Grade: _____ Private and Public
Department: _____ Grants: _____
Date of Request: _____
No. of Absences _____
Date(s) of _____
Conference: From: _____ To: _____ Destination: _____
Total »»»»»»»» # of Days: _____

Sponsoring Agency: _____

Purpose of Trip: _____

**Attach a copy of
conference/workshop
brochure and registration
form.**

Transportation: Air Rail City-Owned Car Personal Car

Estimated Costs:

Registration	_____
Travel	_____
Lodging	_____
Meals	_____
Others	_____
TOTAL	_____

CHECK(S) PAYABLE TO: _____
Payable: _____
Amount: _____

Employee Signature: _____	Date: _____
Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ , Date
<input type="checkbox"/> <input type="checkbox"/>	Principal (if teacher request); Supervisor (non-classroom teacher request)
<input type="checkbox"/> <input type="checkbox"/>	_____ , Date
<input type="checkbox"/> <input type="checkbox"/>	Signature of Funding Source Director
<input type="checkbox"/> <input type="checkbox"/>	_____ , Date
	Signature of Appropriate Associate/ Assistant Superintendent

Reason for Denial: _____

Superintendent of Schools
Date

Procedures for Travel

This document was generated by the Grants Office, RM 302

Registration:

- Complete registration form-WATCH DEADLINES- should be done AS SOON AS POSSIBLE
- Register for conference/workshop via phone/fax to guarantee spot
- If payment/PO is required for registration, a school check may need to be sent, and reimbursed once approval is issued. Make copy of check before mailing for reimbursement requests.
- In most cases, payment is required prior to arrival. Occasionally, checks may be carried to conference. Please verify requirement at time of phone/fax registration.

Travel Arrangements:

- Contact Sanditz Travel (contact information attached hereto) for price quote for travel/lodging (lodging for out of state travel ONLY)
- **Do not** book arrangements until approval is received (contact Sherrie at 203-275-1030 for confirmation of approval)

Travel Authorization Form:

- Complete forms including necessary signatures from principal/administrator; allow *minimum* of 10 business days for signatures from Assistant Superintendent, Funding Source Director, and Superintendent.
- Allow AT LEAST **30 business days** prior to registration deadline for processing
- Be sure packet includes Authorization Form, completed Registration Form, Conference Information, Map Quest, etc...
- No cost travel authorizations do not need to be submitted to Cynthia Fernandes. All “**no cost**” authorizations should be submitted directly to the Ms. Sherrie Weller, Accounting Specialist, Grants Office – Room 302, City Hall.

Reimbursements:

- Submit ALL **itemized** receipts for meals – out of state trips ONLY
- Receipts for tolls, etc...
- **Tape ALL** receipts to 8 ½” X 11” paper
- **Please note that meal reimbursements will be limited to \$50.00 per day plus tax and tip.***
- Mileage, if applicable, reimbursed at 51 cents per mile (rate as of 1/1/11 - per IRS-subject to change) *For all First time reimbursement requests, please provide home address – Map Quest print-out needed
- Mileage should be indicated as “upon return” – contact Sherrie 203-275-1030 after conference to generate reimbursement (all calculations are based on Mapquest)
- Checks will be mailed to home address* (Can not be mailed to school)
- **Reimbursements will only be issued if original paperwork indicates costs.**

*** NOTE: Alcohol is NOT reimbursable and must be kept on a separate receipt. Incidentals (i.e. candy, gum, snacks) are NOT reimbursable.**

*Secretaries should be made a part of this paperwork process for record keeping purposes.

Business and Non-Instructional Operations

Insurance Coverage

The Superintendent or his/her designee shall obtain appropriate insurance coverage for the district. Such coverage shall include but not be limited to:

1. Fire insurance, including extended coverage
2. Liability insurance
3. Boiler insurance
4. Theft insurance
5. Automobile insurance to cover all school-owned vehicles while transporting students.
6. Such other insurance coverage as the Board of Education may determine from time to time.

The Superintendent shall be advised of all policies and furnished a copy of each contract. The Superintendent should be advised immediately by the City of any claims against the insurance, if the claim has not been processed through the Superintendent's office. The Superintendent must be informed of all the insurance policies for the schools and advise the auditors of this information.

Legal Reference: Connecticut General Statutes
10-235 Indemnification of teachers, board members, and employees in damage suits; expenses of litigation
10-236 Liability
10-236a Indemnification of educational personnel assaulted in the line of duty
14-29 Insurance or bond of public service motor vehicle and service bus owners
52-557 Injury to children being transported to school

Business/Non-Instructional Operations

Transportation

The Board of Education will provide transportation, under provisions of state law and regulation, under contract, for all students who qualify for such service, except in those instances wherein the services may be provided more economically by other means.

The Superintendent of Schools shall administer the operation so as to:

1. Provide for maximum safety of students.
2. Supplement and reinforce desirable student behavior patterns.
3. Assist handicapped students appropriately.
4. Enrich the instructional program through carefully planned field trips as recommended by the staff.

Transportation by private carrier may be provided whenever such practice is more economical than using school district-owned [vehicles](#). Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient.

Federal Compliance

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

Transportation will be provided for an eligible student who attends a district school out of the student's attendance area because his/her home school has been identified as in need of improvement, or the student is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

Transportation may be provided to eligible students who transfer from a district school to an out-of-district school under a cooperative agreement because their home school has been identified as in need of improvement under the No Child Left Behind Act.

Business/Non-Instructional Operations

Transportation

- Legal Reference: Connecticut General Statutes
- 10-186 Duties of local and regional boards of education
 - 10-220 Duties of boards of education
 - 14-275 Equipment and color of school buses
 - 14-275a Use of standard school bus required, when.
 - 14-275b Transportation of handicapped students.
 - 14-275c Regulations re school buses and motor vehicles used to transport special education students.
 - 14-276a (c) Town/school district may require its school bus operators to have completed a safety training course.
 - 14-280 Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.
 - 20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116
 - McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Transportation Administrative Guidelines

I. Responsibilities:

Under Connecticut General Statutes, it is the responsibility of the Bridgeport Board of Education to provide for the transportation of children to and from school, within the criteria listed below.

- a. The Connecticut Department of Motor Vehicles establishes rules and regulations about equipment, capacity and operation of buses; and inspects vehicles, which provide student transportation, services to school.
- b. The Bridgeport Police Department is responsible for crossing guard protection, physical security and enforcement of traffic regulations.
- c. The transportation contractor is responsible for providing student transportation within the laws and regulations established by the State of Connecticut, the Bridgeport Police Department and within the policies established by the Bridgeport Board of Education as listed below.
- d. School bus drivers shall be responsible for the safety of all pupils while they are on and about the bus. Drivers are required to report to the building principal and bus company supervisor violations of any rules and regulations concerning the conduct of pupils on the bus or at bus stops. Drivers are expected to maintain order among the students in their charge.
- e. The School Administration is responsible for managing and overseeing the adopted policy and administrative regulations of the Bridgeport Board of Education. At each school, the principal shall provide for the safe unloading and loading of buses at the beginning and end of the school day.
- f. The student is responsible [for remaining](#) seated during the ride to and from school, to be respectful of others, to not use foul language, to not throw items from the bus and to follow the instructions of the driver.
- g. The parents and guardians are responsible for the behavior of their children and for working with the school district to make student transportation as safe as possible.

II. Definitions:

- A. **“School transportation”** means the procedure, program, or fully effective and implemented plan by which a student is conveyed to and /or from school from the student’s residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such Transportation shall be over public roads approved by the City or private roads approved pursuant to Connecticut General Statutes Section 10-220c.
- B. **“Walking distance” for elementary school students** means the linear measure of a prescribed or authorized pedestrian route between the student’s residence and the bus stop or school, measured from the center of the curb line or edge of the paved road in front of the student’s residence to the bus stop or bus pickup or drop-off area at the elementary school.

“Walking distance” for high school students means the linear measure of a prescribed or authorized pedestrian route between the student’s residence and his/her bus stop or school, measured from the center of the curb line or edge of the paved road in front of the student’s residence to the designated stop or nearest safe entrance to the school grounds.

- C. The maximum walking distances from home to school or to a prescribed bus stop are as follows:

Students enrolled in elementary school, grades k-8, one mile

Students enrolled in grades 9 through 12, two miles

Parents and guardians are encouraged to walk children to bus stops and monitor behavior until the students enter the bus.

- D. **“One mile walking distance”** means the reasonable measurement of a route to be traversed, extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
- E. **“Hazard”** means a thing or condition, as prescribed in these administrative procedures, affecting the safety of students walking to and from school. The Board of Education recognizes the City’s Director of Public Safety for the purposes of making judgments regarding safety.
- F. **“Raised walk or sidewalk”** means a portion of the landscaped right-of-way at least three feet wide, usually parallel to the traffic lanes which may be paved or unpaved; and may be distinguished by some elevation above the street pavement level; and may be marked by curbing, drainage ditch, grass area, or fencing, apart from and independent of any white line safety markings along the street pavement.
- G. **“Student”** means any individual of school age residing in Bridgeport and enrolled in a public or non-profit private school, located within the school district.
- H. **“Grade K”** means a kindergarten student.
- I. **“Elementary Student”** means a student in grades K through 8.
- J. **“High School Student”** means a student in grade 9, 10, 11 or 12.
- K. **“Bus Stop”** means a geographical location designated by the Bridgeport Board of Education or school administration where students can safely wait for purposes of boarding or debarking a school bus.

III. Guidelines for extending transportation to students for reasons of safety and/or health.

The following guidelines are established to assist the administration in making judgments relative to extending transportation privileges to students who must travel to and from school and whose safety and/or health may be affected by requiring such a student to walk.

A. Health Considerations

1. The Bridgeport Public Schools may provide transportation to students who have a disability or illness, which could be aggravated by requiring the student to walk the required distance set forth in the Policy.
2. Each request shall be filed with the Coordinator of School Transportation. The request shall be accompanied by any medical record, certificate, evaluation, recommendation, etc., deemed sufficient to review the medical status of the student annually.
3. The Coordinator of School Transportation will make his/her findings and recommendations within five working days of receipt of all documentation related to the case and previously requested.
4. **Appeals For Health Considerations**
If a parent is dissatisfied with the ruling of the school official the parent may make a request in writing for a hearing to appeal the decision.

Appeals resulting from decisions of the Coordinator of School Transportation shall be heard by the Transportation Committee of the Bridgeport Board of Education.

B. Safety Hazards

1. Bridgeport Public Schools may provide transportation to students where a hazardous condition exists according to the following standards:
 - (a) street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:

For elementary students, absence of a pedestrian crossing light or crossing guard where three or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that children are walking to or from school exceeds 60 vehicles per hour.

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 students must cross while going to or from school.

The usual or frequent presence of any nuisance which is potentially dangerous to children including but not limited to open manholes; construction; snow plowed or piled on the walk areas making walkways unusable; loading zones where delivery trucks are permitted to park on walkways; commercial entrances and exits where cars are crossing walking areas at speeds in excess of five miles per hour.

- (b) Any highway or main artery, which has no adjacent or parallel sidewalks or raised walk area and is used as an accepted or suggested route for

non-residential vehicular traffic shall be deemed hazardous for elementary school students. Streets in residential sections in which the use primarily serves the needs of the people living in those areas shall not be considered hazardous unless otherwise determined by the Director of Public Safety of the City of Bridgeport.

- (c) A lake, pond, stream, culvert or waterway may be deemed a hazard in the absence of a fence or other suitable barrier fixed between the student and the water.
 - (d) Any area adjacent to a roadway, walkway or bridge having a drop of three or more feet per four feet of travel length on either side of the established lanes, without a fence or other suitable barrier, shall be deemed hazardous for elementary school students.
 - (e) Any street, road walkway or path designated as a walking route for school students which passes through an area which has a history of aggressive acts or molestation resulting in actual or threatened physical harm or moral degradation during the hours when students ordinarily walk to or from school shall be deemed hazardous. However, the school administration may designate alternate walking routes that students should travel.
 - (f) 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 students and the track; and any crossing of railroad tracks that carry moving trains during hours that students are walking to or from school shall be deemed hazardous unless, (1) a crossing guard is present, or (2) an automatic control bar is present at crossings used by students under age ten, or, a bar or red flashing signal light is operational when the crossing is used by students over ten years of age.
2. The school administration, in consultation with the Director of Public Safety of the City of Bridgeport, may grant an exception to any provision of this guideline where in the judgement of the school administration a unique condition or combination of conditions renders such conditions(s) a hazard.
 3. The Transportation Coordinator shall be responsible for administering the transportation program for students.
 4. **Appeals for safety or denial of service:** If a parent is dissatisfied with the decision of the Transportation Coordinator, the parent may make a written appeal of the decision. Appeals resulting from decisions of the Director of Business shall be considered by the Transportation Committee of the Bridgeport Board of Education.

IV. Transportation for Magnet School, NCLB or Controlled Transfer:

To accommodate children selected to participate in the Bridgeport Magnet Programs or transportation provided as a result of No Child Left Behind, Bridgeport Public Schools offers transportation within the same guidelines that apply to other elementary students.

Transportation is offered from a designated stop near the home, provided it is one mile or more from the school. Pickup and drop-off locations must be the same address.

V. **Transportation for Day Care**

Bridgeport Public Schools provides transportation from the home to the school and back. The school district will not provide transportation services to baby sitters or relatives.

VI. **Private, Charter Schools, Vocational Technical and Vocational Agricultural School Transportation** – Connecticut General Statutes require Bridgeport Public Schools to transport children, who reside in Bridgeport, to and from private non-profit schools and certain Vocational-Technical Schools in nearby communities. The guidelines for this transportation are the same as those for public school children of the appropriate grade level.

VII. **Student Behavior** - Connecticut General Statutes allows school administration to take away transportation privileges to students engaging in improper behavior. The school administration will use due process procedures when removing privileges and must contact parents or guardians during the exclusion process. Video cameras may be used to monitor behavior.

X. **Reporting Safety Complaints**

- a. The Superintendent shall maintain a written record of complaints regarding school transportation safety and report them to the Commissioner of Motor Vehicles within thirty days after the end of the school year.
- a. The Superintendent shall report to the Commissioner of Motor Vehicles, within ten days of occurrence, any accident involving a motor vehicle and any student pedestrian at any bus stop or immediate vicinity thereof.

XI. **Miscellaneous Regulations**

- a. The School administration shall establish suitable pickup and drop-off points for those students being transported.
- b. Buses, with or without students, will not be permitted to enter roads that end in cul-de-sacs that require buses to back up. Motor vehicle regulations prohibit backing up a school bus during the pickup and drop off process.
- c. Except for Magnet or NCLB, transportation across school attendance area lines is not permitted.
- d. Bridgeport Public Schools reserves the right to use video cameras to monitor behavior on school transportation vehicles. Under Federal Law, these recordings are considered student records and not available to the general public for viewing.

- e. Transportation is the responsibility of the parent when a controlled transfer is requested and granted.

XII. Appeals

Parents may appeal a decision of a Transportation Committee created by the Bridgeport Board of Education to the State Board of Education pursuant to Section 10-186 of the Connecticut General Statutes and in accordance with Sections 4-177 through 4-180 inclusive.

Legal Reference: Connecticut General Statutes

10-221c	Development of procedures for reporting complaints.
10-280a	Transportation for students in non-profit private schools outside school district.
10-281	Transportation for students in non-profit private schools within school district.
14-275a	Use of standard school bus required when.
14-275b	Transportation of handicapped students.
14-275c	Regulations - school buses and motor vehicles used to transport special education students.
14-280	Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

Business and Non-Instructional Operations

Transportation

Use of Private Automobiles on School Trips

The Bridgeport Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education and the Connecticut Department of Motor Vehicles. The board also recognizes that on limited occasions, it may be more cost effective and/or responsive for school employees to transport small number of students in private automobiles.

Private automobiles may be used for school programs to transport students under the following conditions:

1. Trip is approved by principal in advance.
2. If a field trip, proper field trip authorized form is submitted and approved by principal and central administration.
3. Use of private automobile is approved by principal.
4. A limited number of students are involved.
5. The licensed driver completes the "Verification of Liability Insurance" form prior to the trip (see also policy 3530 paragraph 2).
6. The principal will maintain a file of the above noted forms.
7. Parent authorization forms must include notification that staff member will be driving other than a school vehicle.
8. In a emergency, the principal can authorize the transportation of student(s) without parental permission.

It is expressly forbidden for any student to drive a vehicle on a school sponsored trip.

Business and Non-Instructional Operations

School Meal Service

In accordance with state statutes and the National School Lunch Act, the board will operate a school lunch and breakfast program, which shall be offered to all students, and will provide lunch services for its employees.

All meals will be provided to the enrolled students of Bridgeport's Public Schools and will be offered at no charge under the Federal Universal Free Meals Program. Every enrolled Bridgeport Public School Student is entitled to one free breakfast and one free lunch. A Bridgeport Public School Student who is enrolled in an approved after school program is entitled to one free after school snack.

All students shall be required to remain at their schools during the designated lunch schedule except when special trips are planned by the school.

Legal Reference: National School Lunch Program and School Breakfast Program Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol. 45, No. 20, Tuesday, January 29, 1980, pp. 6758-6772)
Connecticut General Statutes 10-215b-1, 10-215b-23

Business and Non-Instructional Operations

School Meal Service

Program Description

The Food Service Department operates under policies established by the Board of Education. The prices of school lunches and school breakfasts shall be approved by the board.

The Food Service Department purchases all food, equipment, supplies, and other essential services necessary for the operation of the school food service program.

Additionally, all personnel, including administrative, supervisory, food service, distribution, and lunchroom supervisory staff, are paid by the Food Service Department's fund (except that portion of the Director's salary which is charged to the General Budget as required by Connecticut State statute). The City of Bridgeport shall provide funding for all personnel contractual health benefits.

The Board of Education enters into a contract with the Connecticut State Department of Education. Through this contract, the United States Department of Agriculture and the State Department of Education provide funds and donated commodities. Both agencies play a major role in the conduct of the National School Lunch and School Breakfast Programs.

The State Department of Education conducts a Coordinated Review Effort audit as required by Federal regulations.

Department Supervision

The Director of Food Services works under the direct supervision of the Superintendent's designee.

In the absence of the Director of Food Services, the Assistant to the Director of Food Services directs the Food Service operation, including the acquisition of foodstuffs and routine operating supplies. In other financial areas, the Assistant to the Director Food Services must refer all matters to the Superintendent's designee for approval.

Business and Non-Instructional Operations

School Meal Service (continued)

Finance

All transactions of the Food Service Department shall be kept separate from the current operating budget of the board (and shall be treated as an Enterprise Fund).

The Food Service Department receives monies from several sources as follows:

- Student and adult daily receipts
- Federal revenue (paid on a reimbursement basis only)
- State revenue
- Contracts with outside agencies
- Catering

Revenue from all sources is under the control of the Director of Food Services and the Superintendent's designee, identified by categories for accounting purposes and either deposited to a savings/checking account or invested until such time as obligated expenses must be paid.

To maintain a financially solvent Food Service operation, up to a three month's operating fund balance is allowed under regulation to pay obligated expenses in a timely manner.

Insofar as possible , school food service shall be operated on a self-sustaining basis. Deficits, if any, are paid from board appropriations when approved by the board.

Purchasing

The Director of Food Services, subject to the supervision of the Superintendent, shall be authorized to award all bids for food, supplies, equipment, and other services particular to food services to the lowest bidder meeting specifications/requirements.

Specifications for all purchases by the Food Service Department will be developed by the Director of Food Services.

Contract form will be followed as specified in the City Charter.

The Food Service Department will award contracts in accordance with the policies of the City of Bridgeport Municipal Code and the policies of the Board of Education. The Director of Food Services will report all awarded bids to the Superintendent.

Business and Non-Instructional Operations

School Meal Service

Purchasing (continued)

Through publicly advertised bids and/or competitive quotations, the Department develops purchase orders, verifies delivery records against company invoices, develops payment vouchers, and writes checks to pay all expenses incurred on a monthly basis.

Food, supplies, equipment, and other services particular to the Food Service Department are purchased by the Food Service Department with Food Service funds.

Equipment and services not particular to food services may be purchased through the Board of Education's Purchasing Department or by the Purchasing Department of the City of Bridgeport when it is cost effective and efficient for the operational needs of the Food Service Department.

Personnel

The Food Service Department oversees the employment, promotion, transfer, or other personnel action of all rostered personnel.

Part-time and substitute employees are hired by the Food Service Department as deemed necessary for the efficient operation of the Department.

The Food Service Department recommends to the Human Resources Department the discipline and termination of any Department personnel.

Salaries and hourly wages of all rostered personnel are determined by the Board of Education and are charged to the Food Service Department's fund.

Hourly wages of part-time and substitute employees are determined by the Director of Food Services and approved by the Superintendent and/or designee.

Supervision of the Meal Program

Supervision of the meal program will be carried out under the direction of a Head Lunch Supervisor, a Cook-Manager, a Food Service Supervisor in the High Schools, or the Director of Food Services. The Principal, in cooperation with the Director of Food Services, will be directly responsible on matters of school policy such as scheduling, movement, discipline and safety of students in the dining area.

Business and Non-Instructional Operations

School Meal Service

Supervision (continued)

Elementary Schools

All teachers will be scheduled for a duty-free lunch period equal to that set for their respective students.

There will be in each school at least one professional person on call but without duty assignment during the noon hour. This professional coverage will be shared on a volunteer basis to the extent possible. On days when a teacher is on call, the teacher will eat in the school during the lunch period.

To relieve teachers of the necessity for supervising children during the assigned lunch period for their respective students, outside supervisors will be employed at an hourly rate to provide such supervision.

In cooperation with the principal and staff of the school, every effort will be made to explain the program to children and parents and discuss with them the responsibility and authority of the lunchroom supervisors.

High Schools

All teachers will be scheduled for a duty-free lunch period equal to that set for their respective students.

Principals will be responsible for providing the staff necessary for supervising cafeterias/dining commons during the entire lunch period.

Free Meals

Lunches and/or Breakfasts shall be provided free to all students as determined by the U.S. Department of Agriculture.

Business and Non-Instructional Operations

School Meal Service

Free or Reduced Price Meals (continued)

- Free meal means a meal for which neither the child nor any member of his family pays or is required to work in the school or in the school's food service.

Payment Responsibilities

The Bridgeport Public School System has as its mission to offer a well balanced lunch each day, which furnishes approximately 1/3 of the Recommended Daily Allowances for children of various age groups.

A public news release containing income information will be made available to local news representative early in the school year. Copied of this press release will be made available upon request to any interested party.

Business and Non-Instructional Operations

School Meal Service

Free or Reduced Price Meals (continued)

Payment of Meals of Guests

Guest of the school are the responsibility of the Principal; guests of the school system, the responsibility of the Superintendent. The responsible person will make provisions for paying the bill.

Special Dietary Needs of Students

When requested by a recognized medical authority, the Food Service Supervisors, working closely with the school nurses, will provide simple substitutions such as fruit juice for milk and fresh fruit or juice for canned fruit.

Additional substitutions in foods shall be made on a case by case basis and require a statement of need signed by a Physician or a recognized medical authority.

Food Sales other than National School Lunch Program

No food or drinks which do not meet the minimal nutritional values set by the Food and Nutrition Service of the United States Department of Agriculture (Section 17 of Public Law 95-166 amending Section 10 of the Child Nutrition Act of 1966) may be sold or made available for sale in school of the district between the beginning of the school day through thirty (30) minutes after the last lunch period. No food or drink distributing machine shall be accessible to students during those hours unless the food or drink being sold meets the minimal nutritional values specified and such sales accrue to the school Food Service account.

Legal Reference: National School Lunch Program and School Breakfast Program,
Competitive Foods (7 CFR parts 210 and 220. Federal Register, Volume
45, No. 20 Tuesday, January 29, 1980, pp. 6758-6772)

Business and Non-Instructional Operations**School Meal Service** (continued)

The listing of categories of foods of less than minimal nutritional value shall be used as a guide to sales of competitive foods and drinks in the schools, with the understanding that the listing may be modified by the USDA and/or the State of Connecticut. The list is as follows:

1. Soda Water -- As defined by 21 CFR 165.175 FDA regulations
2. Water Ices -- As defined by 21 CFR 165.175 FDA regulations
3. Coffee and Tea, and fruit drinks or 'ades' of less than 50% full strength juice
4. Chewing gum -- Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.
5. Certain candies - Processed foods made predominately from sweeteners with a variety of minor ingredients which characterize the following types:
 - a. Hard candy, such as sour balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers, and cough drops.
 - b. Jellies and gums, such as gum drops, jelly beans, jellied and fruit-flavored slices.
 - c. Marshmallow candies.
 - d. Fondant, such as candy corn, soft mints.
 - e. Licorice -- a product made mostly from sugar and corn syrup which is flavored with an extract made from the licorice root.
 - f. Spun candy.
 - g. Candy coated popcorn, a product made by coating popcorn with a mixture made predominately from sugar and corn syrup.

Business and Non-Instructional Operations

Vending Machines

The Board of Education delegates to the Superintendent or the Superintendent's designee the authority to make decisions on the placement of food and beverage vending machines in the schools. This includes whether such machines may be installed, where they would be placed, what items would be dispensed, and during what hours they might be used. The use of such vending machines shall not violate any policies or practices defined within the School Meal Service policies.

Legal Reference: State Board of Education Regulations
 10-215bl -1 Competitive foods.

Business and Non-Instructional Operations

Mail and Delivery

The use of school system mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the school system. The Superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Political and commercial materials shall not be distributed through the school system mail boxes or school mail system unless received through the United States mail.

Business and Non-Instructional Operations

School Closing Policy

A building operated and maintained by the Bridgeport School District may be retired from use when the Board of Education determines that it is no longer useful to the district and/or is unsuitable to meet the current needs or projected needs of the district and/or cannot be operated and maintained within the district's budgetary constraints. The facilities master plan for the district should be a factor in considering the closing of a facility, and should require additional study of the possibility of remodeling the facility for other educational purposes. When a building is retired from use it shall be returned to the City of Bridgeport and shall no longer be operated or maintained by the Board of Education.

R-3600 (b)

Business and Non-Instructional Operations

| [Rev. January 20, 2012](#)

BRIDGEPORT PUBLIC SCHOOLS
Bridgeport, Connecticut

School Construction Shutdown Procedure

Any school building that is operated and maintained by the school district may be shutdown for construction activities if the facilities master plan contains a major addition and/or renovation project for the school and the following conditions apply:

1. The conditions in the building require improvement, modification or expansion to meet programmatic or code related issues.
2. A set of educational specifications has been developed for the project work and they have been approved by the Board of Education
3. A school construction grant application has been reviewed and approved by the Connecticut State Department of Education's Bureau of School Facilities Unit.
4. A grant commitment letter has been issued to the City of Bridgeport by the State of Connecticut.
5. Full funding for the project work has been authorized and the City Council has approved an appropriation for the total cost of the project work.
6. The Bridgeport School Building Committee has determined that the project budget can support the cost of swing space to relocate students to another location.
7. The Bridgeport Board of Education has determined the best possible interests of students, parents, and staff will be served by relocating programs to swing space to allow construction to occur.
8. The parents and community are advised of the construction shutdown immediately after the approval of the Board of Education prior to the date of transfer realizing the complexity and hardship this will bring to all involved.
9. The parents and community are provided with a timeline of construction activities that defines all the critical items in the construction project and the date when the school will be ready for occupancy.

A school construction shutdown may last between fourteen (14) and twenty-seven (27) months depending on the complexity of the project work. A transfer plan will be developed and published as soon as practicable prior to the construction shutdown. The plan will detail where the programs and services will be provided. The specific location and duration of the shutdown will be defined.

As early as possible prior to occupancy, parents and the community will be notified of the reopening of the renovated facility. A relocation plan will be developed and the actual move-in date will be established.

Business and Non-Instructional Operations

School Closing Administrative Procedures

If any school building becomes inadequate because of age, condition, size of site, lack of need or other overriding limitations, or cannot reasonably and economically be brought up to the current educational standards, or cannot be operated or maintained within the district's budgetary constraints, notice of a recommended closure of a school building shall be sent to the parents of the affected school children immediately after approval of the Board of Education. Further, the recommended building for closure shall be considered for a comprehensive closing study. The Superintendent and the Board of Education shall conduct the comprehensive closing study according to the procedures set forth below.

A closing study will include direct involvement by those communities considered in the study and will be concerned with all the following factors:

1. Building characteristics, age and current physical conditions of the facilities including:
 - A. Age and condition of building including whether or not the building is energy efficient.
 - B. Adequacy of building for programs; existence of multipurpose room and/or other special areas; feasibility of replacement and/or additions.
 - C. Suitability of the building for other uses.
 - D. Capacity of buildings, space to house additional students.

2. Adequacy of site, location, access and other environmental conditions including:
 - A. Adequacy of the building in terms of student health and safety.
 - B. Frequency of vandalism and amount of damage.
 - C. Location and size of site.
 - D. Traffic hazards and/or serious deterrents to learning in surrounding community.

3. Enrollment and program including:
 - A. Enrollment size in relation to that needed to provide quality educational programs and services.
 - B. Enrollment projections indicative of continued small student population.
 - C. Effect upon programs for students in all schools affected by the closing.
 - D. Proximity of the school to community resources.
 - E. Relationship to the plan for special education.
 - F. Transportation factors, including numbers of children bused, time, distance, and safety.
 - G. School performance in relation to No Child Left Behind

4. Cost/Savings project including:
 - A. Staff requirements.
 - B. Comparative per student operating costs related to status quo.
 - C. Food service and student transportation requirements and expenses resulting from school closure.
 - D. Value of property for other uses.
 - E. Saving which might accrue from reducing the number of schools in the district.

5. Community considerations:
 - A. Attitudes toward reducing the number of schools and reduction of cost.
 - B. Hardship and/or benefits to parents and/or children resulting from closure; distance from where students reside to schools where assignments would be made.
 - C. Reactions on the part of parents and other residents to the potential closing of a school(s).
6. Alternatives to closing a school will also be considered. These may include:
 - A. Changing boundaries; effect upon enrollments in schools affected by changes.
 - B. Shifting of programs/grade levels from one building to another.
 - C. Housing of new program(s) in building under construction.

A school closing study shall follow these procedures before submitting their report to the Board of Education.

1. Parents and other community members will be involved early in the discussions pertaining to possible school closings and program relocation.
2. An orderly procedure, including the provision of information to all who will be affected, will be used when closing a school. Parents will be informed in advance regarding recommendations and of possible Board action.
3. Attendance boundaries will be realigned when school is to be closed, taking into account distances from other schools, traffic patterns, building capacities, enrollments, and programs.
4. Time will be provided for adequate preparation for closing and reassignment of students and staff members.
5. Alternate uses of the building or disposition of this property will be considered in the light of current and projected needs.
6. The closing committee may make use of outside consultants when considering school closings.
7. The full resource of the office of the Superintendent shall be available to the study committee throughout the deliberations.
8. Public hearing regarding the closing of a school will be held by the Board of Education, at the school prior to any vote by the Board to close a school.

The final report shall be sent to parents of the school children affected by the recommended school building closure prior to said report being submitted to the Board of Education for any hearing.