

# **Policy Committee Meeting**

Tuesday, March 19, 2024 6:30 PM

Town Campus Hammonasset Room/Zoom, 10 Campus Drive , Madison, CT 06443

## **I. Policy for Rescission**

- **8110 Purpose and Role of the Board**
- **8111 Board Liaison to Schools**
- **8201 Student Representation on the Board of Education**
- **9550 Board Hearings / Appeal Proceedings**
- **9850 Board Member Insurance / Liability**

## **II. Policy for Review**

- **9300 Ethical Standards for Board Members**
- **9310 Board member Conflict of Interest**
- **9440 Board-Superintendent Relationship**
- **9490 Student Representatives**
- **9540.5 Parliamentarian**
- **9540.12 Broadcasting/Taping of Meetings**
- **3542.4 Meal Charging**
- **4000s Gifts to Employees – NEW**

## **III. Public Comment**

- IV. The Town of Madison does not discriminate on the basis of disability, and the meeting facilities are ADA accessible. Individuals who need assistance are invited to make their needs known by contacting the Town ADA/Human Resources Director, Debra Ferrante, at 203-245-6310 or by email at [ferranted@madisonct.org](mailto:ferranted@madisonct.org) at least five (5) business days prior to the meeting.**

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10 Campus Drive  
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## **Meeting Agenda**

### **I. Policy for Rescission**

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- 8201 Student Representation on the Board of Education
- 9550 Board Hearings / Appeal Proceedings
- 9850 Board Member Insurance / Liability

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- 9310 Board member Conflict of Interest
- 9440 Board-Superintendent Relationship
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## Policy Summary

March 19, 2024

### **Rescind**

#### 8110 Purpose and Role of the Board

The policy is redundant and was last reviewed in 1972. Recommend rescission.

#### 8111 Board Liaison to Schools

The policy is redundant and was last reviewed in 1988. Recommend rescission.

#### 8201 Student Representation on the Board of Education

The policy is redundant and was last reviewed in 1989. Recommend rescission.

#### 9550 Board Hearings / Appeal Proceedings

This bylaw is not required and we recommend repeal. In addition, the bylaw calls for hearings to be held in a "fair, open and objective manner" but does not account for situations in which hearings may need to be held in executive session (e.g., expulsion hearings).

#### 9850 Board Member Insurance / Liability

This bylaw is not required and we recommend repeal. In addition, state law requires that school districts hold Board members and school employees harmless when they are sued for alleged negligence or other actions taken while acting in the discharge of their duties (or course of their employment) as long as such actions are not wanton, reckless, or malicious. This right to indemnification includes the right to have counsel provided or to be reimbursed for reasonable attorneys' fees in defending against such claims.

### **Review**

#### 9300 Ethical Standards for Board Members

We recommend review of this bylaw and consolidation with the model bylaw Code of Conduct for Board Members. The model bylaw includes fewer provisions than the Board's current bylaw. The Board may wish to incorporate some or all of the current provisions into the model. We are happy to assist with this process after the Board's review.

#### 9310 Board Member Conflict of Interest

We recommend repeal of this bylaw and replacement with the model bylaw Conflict of Interest. The Board policy 4112.8/4212.8 already addresses the employment of relatives of Board members (and we previously recommended use of our model policy Nepotism).

#### 9440 Board-Superintendent Relationship

This bylaw may be repealed because it is not necessary. However, if the Board elects to maintain this bylaw, we recommend review to ensure that all provisions continue to be applicable. There are no legal concerns with the bylaw. *The administration has reviewed the policy and would like to keep it.*

#### 9490 Student Representatives

This bylaw is district-specific. We recommend review to clarify that the two student representatives are non-voting Board members (if that is accurate), and not just that they are seated at public Board meetings. We also recommend that this bylaw be reviewed to ensure compliance with the town charter. *The policy has been updated in accordance with the guidance.*

#### 9540.5 Parliamentarian

This bylaw is not required and we recommend repeal. *Policy chair would like to keep this policy.*

#### 9540.12 Broadcasting/Taping of Meetings

This bylaw is not required and we recommend repeal. If the Board wishes to retain this bylaw we recommend further legal review to ensure compliance with state records retention requirements. *The policy has been reviewed and updated to ensure legal compliance.*

#### 3542.4 Meal Charging

Recommend repealing the policy and replacing with the S&G model policy. The model policy has been modified slightly to reflect the fact that the District does not participate in the National School Lunch Program (NSLP).

#### 4000s Gifts to Employees – NEW

Last meeting the committee reviewed the S&G Code of Ethics model policy. Shipman confirmed adopting the full model policy is not necessary. A revised policy addressing only gifts is presented for the committee's consideration.

**Purpose and Role of the Board**

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The powers and duties of the Board shall be as conferred and prescribed by law.

In the interpretation of the powers and duties of the Board, it is understood that the Board shall act as a governing body in the determination of general policies for the control, operation, maintenance and expansion of the public schools.

The Board reaffirms its faith in the wholesomeness of local control of education. Only by continually striving for excellence in leadership can this Board cope with the many problems which arise. The Board believes that, by establishing policies within which it will operate, it will be able to maintain and reflect the confidence and faith reposed in it by the people.

For that reason, the Board adopts the following guides for its operation.

The Board will:

1. Determine policy as the basis for serving the educational needs of the community and review the practical application of those policies by the administration. The suggestions and recommendations of the appropriate persons and groups will be considered in the establishment of policy;
2. Bring to the attention of the administration the opinions, interests and desires of the district and in turn interpret for the people the curriculum, program and policies of the school system;
3. Recognize the superintendent as the person through whom it acts in matters pertaining to school operation. Encourage the superintendent to recommend policies for adoption and to rely on him to administer the policies enacted by the Board. Such policies shall be broad enough to indicate a line of action to be taken by the superintendent. Application of such policies is an administrative detail to be performed by the superintendent;
4. Refer problems and complaints, whether originating with the public or internally, in the first instance to the superintendent;
5. Extend to all school personnel the necessary authority to perform the functions of their positions;
6. Demonstrate professional impartiality in relations with all employees and employee groups
7. Respect confidential information;
8. Avoid the exercise of any administrative functions with respect to the schools other than those specifically designated in the state statutes.

Legal Reference:        Connecticut General Statutes  
                                  Sec. 10-220  
                                  Sec. 10-221

Date of Adoption:        5/15/72

#8111

**Board Liaison to Schools**

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The Board of Education may assign one or more of its members to serve as liaison to the schools. The purpose of Board liaisons is to improve understanding of the schools and to improve communications. Board liaisons recognize that their authority exists only in regularly called meetings of the Board. Board liaisons are considered guests in the schools and will schedule visitations through the school administrator.

Legal Reference: Connecticut General Statutes

- 1-18a Definitions
- 10-186 Duties of local and regional boards of education
- 10-220 Duties of boards of education
- 10-221 Boards of education to prescribe rules
- 10-240 Control of schools
- 10-241 Powers of school districts

Date of Adoption: May 17,1988

#8201

**Student Representation on the Board of Education**

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It will be the policy of the Madison Board of Education to seat two students from Daniel Hand High School, in a non-voting capacity, at all public Board of Education meetings. Student opinion will be solicited to give an added dimension to the Board's decision-making process.

The two student representatives will not attend executive sessions of the Board of Education nor will they have access to associated backup material.

The following procedures will be followed for the seating of the student representatives:

1. The members will be recommended by the Student Council, subject to the approval of the principal, the superintendent, and the Board of Education. It is understood that one student should be a member of the senior class and one student should be a member of the junior class.
2. Such students seated will be given an orientation session by the Superintendent of Schools after the students have been approved.
3. Student representatives may be removed from their position of nonvoting members of the Board of Education by an affirmative vote of 2/3 of the Board of Education.
4. At least one student representative must be present at each regular meeting of the Board of Education. If this is not possible, the representatives must advise the principal and the superintendent's office in advance of the meeting.
5. The Board of Education reserves the right to dismiss a student representative due to poor attendance and call for the selection of a new member.
6. The student representatives will report to the student body, through their student council representatives, on the deliberations of the Board of Education.
7. The student representative should be available for attendance at Board of Education meetings beginning with the start of the school year.

Date of Adoption: 9/15/87 [as 9200 (a)]

Adopted as 8201: 2/21/89

**#9550****Board Hearings / Appeal Proceedings**

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In conducting public hearings required by law, and any other hearings as it deems advisable, the Board will adhere strictly to any statutory requirements that apply to the specific type of hearing and shall seek to conduct the hearings in a fair, open, and objective manner, giving all persons involved an equal opportunity to be heard.

The Chairperson of the Board, or another member at his / her and the Board's approval, will preside at hearings before the Board.

At the beginning of the proceedings, the attending public will be informed of particular rules that it will be following in regard to questions, remarks, rebuttals, time limitations, or other rules necessary to give everyone an opportunity to be heard.

In conformance with customary hearing procedures, statements and supporting information will be presented first by the Board, or by others on behalf of the Board. To address the Board, citizens must be recognized by the Chairperson, and all remarks must be addressed to the Chairperson and be germane to the topic.

Date of Adoption: 1/3/95

**#9850****Board Member Insurance / Liability**

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Because they are members of an agency of government whose powers and duties can only be exercised by a decision of the majority of Board membership when the Board is officially in session, the members of the Board and its employees act as agents of the Board. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the Town or assigned by this agency.

Therefore, in order to protect the individual members of the Board, its agents, and the educational interests of the Town, the Board will purchase, in the absence of governmental immunity, or in addition to governmental immunity, from public school funds adequate insurance to indemnify Board members and agents of the Board for their official actions in the service of the Town schools.

If a Board member is made a defendant in any legal proceeding resulting from the member's action in good faith in his or her official capacity as a member of the Board and compensatory or punitive damages are requested as a result thereof, the Board will fully protect and indemnify the member against any determination of judgment which may be rendered against him or her.

If a Board member is made a defendant in any legal proceeding pertaining to any act performed in good faith in his or her official capacity as a member of the Board, the Board will furnish legal counsel to represent and defend the member.

Date of Adoption: 3/7/95

Code of Conduct for Board Members

It is the policy of the Madison Board of Education (the "Board") that all members of the Board will:

1. adhere to all Board policies, rules and regulations;
2. conduct themselves in a fair and impartial manner;
3. refrain from interfering with the implementation of a Board policy decision by the administration;
4. refrain from interfering with the duties of any school district official; and
5. refrain from divulging to anyone any aspect of matters considered and discussed in executive session.

Each member of the Board shall act in complete accordance with the provisions and tenor of this policy. Should any member of the Board fail to so act, such failure shall constitute cause for censure or other such disciplinary action as deemed appropriate by the Board.

**Procedures for Censure or Other Disciplinary Action**

The following procedures shall be used in lieu of any procedures set forth in Robert's Rules of Order with respect to any proposed action to censure or take other disciplinary action regarding a Board member for cause:

- 1) The Board shall review the performance and/or conduct of the Board member in open or executive session (as determined by the Board and the Board member in accordance with the Freedom of Information Act) at a regular or special meeting of the Board, prior to initiating any action to censure or take other disciplinary action regarding a Board member for cause.
- 2) If the Board determines as a result of such discussion that censure or other disciplinary action concerning a Board member may be appropriate, the Board shall provide the Board member with:
  - a) reasonable written notice of the Board's intent to consider censure or other disciplinary action, including the factual basis for the claimed "cause" for the censure or disciplinary action against the member, with such notice to be provided after being authorized by ~~majority~~ a two-thirds vote of those Board members present and voting; and
  - b) an informal opportunity to be heard by the Board regarding such possible censure or other disciplinary action, at which the Board member shall have the right to be represented by counsel at the Board member's own expense and to present relevant evidence to the Board. The informal opportunity to be heard shall take place in open or executive session (as determined by

47 the Board and the Board member in accordance with the Freedom of  
48 Information Act) at a regular or special meeting of the Board.

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50 3) Any action to censure or take other disciplinary action regarding a Board  
51 member for cause following such informal hearing shall require an affirmative  
52 vote by ~~a majority~~ two-thirds of all members of the Board.

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55 Legal References:

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57 Connecticut General Statutes  
58 10-220 Duties of boards of education.

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**#9300****Ethical Standards for Board Members**

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Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Board to operate under the highest ethical standards.

Members of the Madison Board of Education will strive to improve public education, and to that end they will . . .

- render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- strive to avoid being placed in a position of conflict of interest, and refrain from using a Board position for personal or partisan gain;
- take no private actions that will compromise the Board of Education or the administration, and respect the confidentiality of information that is privileged under applicable law; and
- remember always that the first and greatest concern of a Board member must be the educational welfare of the students attending the public schools.

In carrying out his / her fiduciary duties, a Board member will not:

- disclose or use confidential information acquired in the course of his / her official duties to further substantially his or her personal financial interests;
- accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in his or her position or which he or she knows or should know is primarily for the purpose of rewarding him / her for official action taken;

9300 (Continued)

- engage in a substantial financial transaction for his or her private business purposes with a person whom he or she supervises in the course of official duties;
- perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which he / she has a substantial financial interest, or in which he / she is engaged as a counsel, consultant, representative, agent or public speaker.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for a Board member to receive:

- an occasional non-pecuniary gift which is insignificant in value;
- non-pecuniary award publicly presented by a nonprofit organization in recognition of public service;
- payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he / she is scheduled to participate;
- reimbursement for or acceptance of any opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of his / her position; and
- tickets to school-sponsored sporting, recreational, educational, or cultural events.

Date of Adoption: 4/4/95

**Conflict of Interest**

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1. No member of the Madison Board of Education (the “Board”) shall be employed for compensation by the Board in any position in the school system.
2. If any member of the Board is employed contrary to the provisions of this bylaw, the office to which the Board member was elected or appointed shall become vacant.

Legal Reference:

Connecticut General Statutes  
10-232 Restrictions on employment of members of board of education

**#9310****Board Member Conflict of Interest**

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The Board desires its members not only to adhere to all laws regarding conflict of interest, but to be alert to situations which have the appearance of a conflict of interest and to avoid actions that might embarrass themselves or the Board.

Two areas of Board operations must be guarded with particular care in order that there be no real or seeming conflict of interest. These are purchasing and hiring of personnel. Therefore,

- no member of the Board will have any direct pecuniary interest in a contract with the school district, nor furnish directly any labor, equipment, or supplies to the district. It is not the intent of this policy to prevent the district from contracting with corporations or businesses because a Board member is an employee of the firm. However, in such instances, the member may be expected to declare an association with the firm and refrain from debating or voting on the question; and
- no member of the immediate family or any member of the Board will be employed in any continuing capacity by the school system. This will not be construed as necessitating the resignation of any employee should a member of his or her immediate family be elected to the Board.

For the purpose of this Bylaw the term immediate family shall mean the following relatives of the Board member: father, mother, spouse and / or domestic partner, siblings, children, or the spouse and / or domestic partners of those individuals.

The closeness with which the Board works with other agencies of the Town may also give rise to situations in which the Board may be subject to charges of favoritism and / or involve itself in interagency disputes.

9310 (Continued)

Therefore,

- the Board will not engage the services of persons in the paid employ of other Town agencies on a continuing basis, except for employees who are hired on a joint basis. However, police, fire, and part-time clerical personnel may be employed on a noncontinuing basis when the employment of such persons is deemed to be in the best interest of the school system and the Town, as approved by the Board; and
- the Board will not make purchase from companies in which paid Town employees have a major financial interest, nor from companies by which they are employed.

Date of Adoption: 1/3/95

Board - Superintendent Relationship

The Board of Education believes that the legislation of policies is a function of the School Board and that the execution of the policies should be the function of the Superintendent of Schools.

While the Board reserves to itself the ultimate decision of all matters concerning policy and expenditures of funds, delegation by the Board of its executive powers to the Superintendent provides flexibility for the Superintendent to manage the school system according to the provisions of the Board's policies and decisions, and allows Board members to devote their time to policy making and appraisal functions.

The Board holds the Superintendent responsible for the administration of its policies and regulations, the execution of Board actions and decisions, the operation of schools and for keeping the Board informed about school system activities, operations, and concerns.

The Board will strive to procure, when a vacancy exists, the best professional leader available for the Superintendent's position. The Board as a whole, and individual members, will:

- give the Superintendent complete administrative authority for properly discharging all professional and legal responsibilities and duties;
- hold all meetings of the board in the presence of the Superintendent except when the Superintendent's contract and salary are under consideration;
- refer all concerns to the Superintendent for appropriate investigation and action; and
- provide adequate safeguards for the Superintendent and ~~his / her~~ the Superintendent's staff members so they can discharge their professional and legal responsibilities and duties.

The Superintendent will assist the Board in making decisions and establishing policies by giving Board members relevant facts, information, and reports. The Superintendent may not perform, cause, or allow to be performed any act that is unlawful, in violation of commonly accepted

36 business and professional ethics, in violation of any contracts into which the Board has entered,  
37 or in violation of policies and regulations adopted by the Board.

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41 Date of Adoption: 1/3/95

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**#9490**

**Student Representatives**

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The Madison Board of Education (the "Board") shall ~~seat~~appoint two high school students ~~from Daniel Hand High School,~~to serve as student representatives. Student representatives shall attend all public Board of Education meetings in a non-voting capacity. ~~in a non-voting capacity, at all public Board of Education meetings.~~

The two student representatives will not attend executive sessions of the Board of Education,- nor will they have access to- associated backup material.

Date of Adoption: 9/15/87 [as 9022 (a)]

1st Revision: 3/7/95

**#9540.5**

**Parliamentarian**

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The parliamentarian will be either a member of the administrative staff or a Board member appointed by the Board who will be well versed in *Robert's Rules of Order, Newly Revised*, and able to advise the Board to resolve any questions related to the rules of order that arise during a public meeting.

Date of Adoption: 3/7/95

#9540.12

**Broadcasting / Taping of Meetings**

Photographic and electronic audio and video broadcasting and recording devices may be used at regular and special Board of Education meetings legally open to the public according to the following guidelines:

- ~~• Photographs, broadcasting, and recordings of meetings are permitted only when all parties involved have been informed that cameras, broadcasting, and / or recording devices will be used.~~
- Persons operating cameras, broadcasting, and / or recording devices must do so with a minimum of disruption to those present at the meeting. Specifically, the view between Board members and the audience must not be obstructed, interviews must not be conducted during the meeting, and no commentary is to be given in a manner that distracts Board members or the audience.
- The Board will make the necessary arrangements to have video recordings of all regular meetings and any special meeting that it deems appropriate. All video recordings will be made available to the public on the school district's internet website. ~~Through the facilities of public television, the Board will televise all regular meetings and any special meetings that it deems appropriate to meet the needs of the community and to better educate citizens about the schools. Following approval of the minutes which will be the official record of the meeting, video recordings will be held for six months for reference, then erased.~~
- ~~• Video recordings of special hearings will be retained for a minimum of three years. Video recordings, as specified, are for the use of staff members, residents of the school district, and representatives of the news media. Audio recordings are not to be considered part of the minutes of any meeting.~~
- ~~• Persons who wish to review any of the above should contact the Superintendent's office. The school system also will utilize the facilities of cable television in interpreting and promoting its various programs.~~

Date of Adoption: 3/7/95

**Meal Charging**

The Madison Board of Education (the “Board) is committed to providing nutritious food to students in the Madison Public Schools (the “District”) to support a productive learning environment.

The District does not participate in the National School Lunch Program (NSLP). The Board accepts full responsibility for providing free and reduced-price meals for eligible elementary & secondary students enrolled in the District’s schools.

**Charging Meals**

The District uses an automated debit-based system for student meal accounts. Students whose accounts have insufficient funds, and who do not bring a meal or other funds to school to pay for meals, may charge meals to their meal accounts. Students will be informed of their right to purchase a meal, which excludes a la carte items, for any school breakfast, lunch or other meal offered by the District, even if the student’s account has insufficient funds. The Board prohibits publicly identifying or shaming a student for any unpaid meal charges, including, but not limited to, the following:

- Delaying or refusing to serve a meal to such student;
- Designating a specific meal option for the student; or
- Otherwise taking any disciplinary action against the student.

**Collection of Unpaid Meal Charges**

The District’s efforts to recover from households, money owed due to the charging of meals, must not have a negative impact on the children involved and shall focus primarily on the adults in the household responsible for providing funds for meal purchases. The District shall consider whether the benefits of potential collections outweigh the costs that would be incurred to achieve those collections. For purposes of this policy, “delinquent debt” means unpaid meal charges.

The District will contact the parents/guardians of students who charge meals to their meal accounts in order for the District to collect the delinquent debt. The first such communication will be a written communication, by mail or e-mail, after **five (5)** meals have been charged. Subsequent written and verbal communications with parents/guardians concerning delinquent debt will be made as may be necessary and appropriate. All communications regarding unpaid meal charges shall be made directly and discreetly to parents/guardians. Written communications with parents/guardians regarding collection of a student’s unpaid meal charges shall include an application for free or reduced-price meals, information on local food pantries and the Connecticut Department of Social Services’ supplemental nutrition assistance program, and a link to the District’s or Town’s website that lists any community services available to Town residents.

In the event a student’s unpaid meal charges are equal to or more than the cost of thirty (30) meals, the parents/guardians of such student will be referred to the District’s homeless education liaison.

The Board shall comply with applicable federal and state laws and other federal or state requirements concerning the collection of unpaid meal charges. The Board may accept gifts, donations or grants from any public or private sources for the purpose of paying off any unpaid charges for school lunches, breakfasts or other such feeding.

**Dissemination of Policy**

This policy shall be provided in writing to all households at the start of each school year and to households transferring to the District during the school year. This policy shall be provided to all District staff responsible for

49 its enforcement. In addition, school social workers, nurses, the homeless liaison, and other staff members assisting  
50 children in need or who may be contacted by families with unpaid meal charges shall be informed of this policy.  
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52 The District shall maintain, to the extent required by law, documentation of the methods used to communicate this  
53 policy to households and District staff responsible for policy enforcement.  
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55 The District shall provide this policy to the Connecticut State Department of Education during Administrative  
56 Reviews.  
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58 The Superintendent or superintendent's designee may, if necessary and appropriate, develop administrative  
59 regulations in furtherance of this policy.  
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61 **Legal References:**

62 State law:

63 Connecticut General Statutes

64 § 10-215 Lunches, breakfasts and other feeding programs for public school  
65 children and employees.  
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67 State of Connecticut, Department of Education, School Health, Nutrition and Family Services  
68 Operational Memorandum No. 11-22, "Connecticut Statutory Requirements for Unpaid Meal  
69 Charges in Public Schools," June 15, 2022.  
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71 State of Connecticut, Department of Education, Bureau of Health/Nutrition, Family Services and  
72 Adult Education Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and  
73 Collection of Delinquent Meal Payments," Nov. 2, 2016.  
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75 Federal law:

76 7 C.F.R. Part 210 National School Lunch Program.

77 7 C.F.R. Part 220 School Breakfast Program.

78 7 C.F.R. Part 245 Determining Eligibility for Free and Reduced Price Meals and Free Milk in  
79 Schools.

80 U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 46-2016, "Unpaid  
81 Meal Charges: Local Meal Charge Policy," July 8, 2016.

82 U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 47-2016, "Unpaid  
83 Meal Charges: Clarification on Collection of Delinquent Meal Payments," July 8, 2016.

84 U.S. Department of Agriculture, Food and Nutrition Service, Policy Memo SP 57-2016, "Unpaid  
85 Meal Charges: Guidance and Q&A," Sept. 16, 2016.  
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**#3542.4****Lunch Charging**

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The Madison Public Schools' food services program is an essential part of the education system. By providing good-tasting, affordable, nutritious meals in pleasant surroundings; we are supporting the learning environment and helping to teach students the value of good nutrition.

The Board accepts full responsibility for providing free and reduced price meals for eligible elementary & secondary students enrolled in the district's schools.

The Board recognizes that there is no legal requirement to allow students to charge meals, and the District strongly discourages the charging of meals. However, it is understood, that an occasional emergency may occur. In the event a student has no money, or their account balance is insufficient, the student will be allowed up to \$20 in meal charges. No snack or a-la-carte items shall be charged. Parents shall be notified of any negative balance and asked for prompt payment. Adults are not allowed to charge meals and shall pay for such meals at the time of service or through pre-paid accounts.

Once a student has reached their charging limit of \$20, they will be offered an alternate meal, which will be identified at the discretion of the District. "Alternate Meals" are not clearly defined in federal and state regulations but refer to a meal served to a student that is different from the day's advertised meal. The District shall determine the alternate meal to be offered.

**Legal Reference: Connecticut General Statutes**

10-215 Lunches, breakfasts and other feeding programs for public school children and employees.

10-215a Nonpublic school and nonprofit agency participation in feeding programs.

10-215b Duties of State Board of Education re feeding programs.  
State Board of Education Regulations

Operational Memorandum #19-10, State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education. "Unallowable Charges to No-profit School Food Service Accounts and the Serving of Meals to No-Paying Full and Reduced Price Students.

National School Lunch Program and School breakfast Program; Competitive Foods. (7 CFR Parts 210 and 220, Federal Register, Vol 45 No. 20, Tuesday, January 29, 1980, pp 6758-6772)

State of Connecticut, Bureau of Health/Nutrition, Family Services and Adult Education  
Operational Memorandum No. 4-17, "Guidance on Unpaid Meal Charges and Collection of  
Delinquent Meal Payments", November 2, 2016.

USDA Guidance:

SP46-2016, "Unpaid Meal Charges: Local Meal Charge Policies"

SP47-2016, "Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payment"

SP57-2016, "Unpaid Meal Charges: Guidance Q and A"

SP58-2016, "2016 Edition: Overcoming the Unpaid Meal Challenge: Proven Strategies from our  
Nation's Schools"

Date of Adoption: October 4, 2011  
Date of Revision: October 3, 2017  
Date of Revision: January 7, 2020

**#4###**

**Gifts to Employees**

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Employees of the Madison Board of Education (the “Board”) shall refrain from soliciting, accepting, or receiving, directly or indirectly, from any person, by rebate, gifts, or otherwise, any money, or anything of value whatsoever, or any promise, obligation, or contract for future reward or compensation in exchange for the performance of their duties as a Board employee.

The Board recognizes that employees may receive gifts from students and their families. This policy is not intended to prevent employees from accepting reasonable and customary gifts typically associated with holidays, the end of the year or other special occasions.

No student or family shall be compelled to contribute, financially or otherwise, to a collective gift to an employee of the Board.

Any gift thought to be inappropriate or monetarily exorbitant shall not be accepted by the employee, as determined by the employee’s responsible administrator or administrator’s designee.