

Agenda

- I. **Call to Order**
- II. **Public Comment** - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org*
- III. **Review Policies**
 - A. Policy 3000 - Concept and Roles in Business and Non-Instructional Operations
 - B. Policy 3100 - Budget/Budgeting System
 - C. Policy 3150 - Adoption of Budget
 - D. Policy 3160 - Transfer of Funds Between Categories
 - E. Policy 3170 - Extended School Day and Extended School Year Programs
 - F. Policy 3250 - Materials/Services Fees, Charges
 - G. Policy 3260 - Disposal of Obsolete Books, Equipment and Supplies
 - H. Policy 3280 - Gifts, Grants Bequests and Memorials
 - I. Policy 3313 - Relations with Vendors
 - J. Policy 3320 - Purchasing Procedures
 - K. Policy 3321 - Requesting Goods and Services
 - L. Policy 3324.1 - Contracts
 - M. Policy 3326 - Paying for Goods and Services
 - N. Policy 3510 - Operation and Maintenance of Plant
 - O. Policy 3516 - Safety
 - P. Policy 3517 - Maintenance and Security of Buildings and Grounds
 - Q. Policy 3560 - Capital Outlay
- IV. **Public Comment** - *The Board welcomes public participation. We ask that speakers please limit their comments to three minutes. Please be aware that the Board will not respond to any comments made during the public comment period, except to clarify issues, but we will take into consideration your comments, and when appropriate, district administration will follow-up with you at a later point in time. Public Comments may be submitted electronically to mdegennaro@woodbridgeps.org*
- V. **Adjourn**

Existing policy, number 3000 adopted 2/24/14, appropriate as written.

3000

Business/Non-Instructional Operations

Concept and Roles in Business and Non-Instructional Operations

The Board of Education recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board of Education shall:

1. Encourage advance planning through the best possible budget procedures.
2. Explore all practical sources of dollar income.
3. Guide the expenditure of funds so as to extract the greatest educational returns.
4. Establish top-quality accounting and reporting procedures.
5. Maintain the level of unit expenditure needed to provide high quality education within the ability of the community to pay.

Non-Instructional Operations

The operation and maintenance of school plant and equipment shall set high standards of safety, to promote the health of students and staff, to reflect prudent management of available resources and to support environmentally the efforts of the staff to provide a good education.

Policy adopted: ~~February 24, 2014~~

Existing policy, number 3100 adopted 2/24/14, appropriate as written.

3100

Business/Non-Instructional Operations

Budget/Budgeting System

Annual Operating Budget

General

The Board of Education shall prepare an annual operating budget for the school district, consistent with provisions of State statutes and Board of Finance requirements that govern preparation, timelines and available appeal procedures of reductions to the educational budget.

Establishing Budget Priorities

Before developing and adopting a proposed budget, the Board of Education shall study school programs in relation to present and future students and community needs and establish budget priorities for the fiscal year.

Supplemental Appropriations

State law provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from the Board of Finance. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system.

Policy adopted: February 24, 2014

Existing policy, number 3150 adopted 2/24/14, appropriate as written.

3150

Business/Non-Instructional Operations

Adoption of Budget

The Board of Education will present an itemized estimated cost for the operation of the public schools to the Board of Finance on or before the requested date for review prior to the annual town meeting at which appropriations are to be made. The estimated cost for operation of the public schools for the ensuing year 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 town for the operation of the schools.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget.

Policy adopted: ~~February 24, 2014~~

Business and Non-Instructional Operations

Transfer of Funds Between Categories

The Board of Education may transfer any unexpended or uncontracted for portion of any appropriation for school purposes to any other item of such itemized estimate, but all expenditures shall not exceed the total appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes. The approval of such transfers shall be based upon need, emergencies, and/or circumstances that were unforeseen at the time of the adoption of the budget, or a reordering of priorities during the fiscal year.

The Board authorizes the Superintendent and/or Director of Business Services and Operations to make limited transfers under emergency circumstances if the urgent need for a transfer prevents the Board from meeting in a timely fashion to consider such transfer.

The Board establishes the following criteria for authorization of above transfers:

- Principals and the Special Education Director have the authority to transfer funds within object codes (i.e. supplies, furniture, equipment, etc. from one department to another) within their budgets for amounts not to exceed \$1,000.

The Superintendent has the authority to:

- Transfer funds between line items not to exceed \$5,000.

All other transfers shall require authorization from the Board of Education. In all cases transfers will be reported at the subsequent Board of Education meeting and a written explanation of such emergency transfer shall be provided to the legislative body of the municipality or, in a municipality where the legislative body is a town meeting, to the Board of Selectmen.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget as amended by PA 13-60

Policy adopted: ~~June 17, 2019~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Extended School Day and Extended School Year Programs

The Board of Education may offer Extended School Day and Extended School Year Programs, a Summer Enrichment Program, a Summer Reading Program and other similar programs. All such programs shall be in conformity with existing State Department of Education specifications and requirements for extended school day and extended school year programs. A goal is to provide an enrichment program while meeting the needs of as many families as possible.

1. Reports and Record-keeping

The Superintendent will insure that all legally required and other appropriate and necessary records are maintained on file by the Woodbridge School District, including financial accounts, business records, personnel and program enrollment information and other information appropriate to program operation. The Superintendent will provide periodic income/expense reports to the Board of Education for its review.

2. Program Fees

Program fees shall be set by the Program Director, with approval of the Superintendent, at such a rate to fully support the program, including the cost of personnel, insurance, materials, bookkeeping and record-keeping, overhead costs and other costs associated with the program. Any surplus or deficit in the program shall be reviewed by the Board of Education. Any surplus monies spent outside of the goals of the program will be determined by the Board of Education.

3. Employment and Contracts

Teachers and other staff members, including the Director, are employees of the Board of Education. All federal and state employment statutes, and district policies, related to employment shall pertain to employees of extended school day and extended school year programs.

4. On-Site Medical Coverage

It will be the responsibility of the Director to insure that the program has on site coverage by a registered nurse. In addition, the Director and Assistant Director shall maintain CPR/First Aid Certification and annual Epipen Training.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. (as amended by PA 98-141)

Policy adopted: ~~November 21, 2022~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Extended School Day and Extended School Year Programs

The Extended Day Program will be in operation during the school year on student school days from dismissal time until 6:00 PM. The program will not be offered on parent conference early release days. The Extended School Year (ESY) and Summer Enrichment Program occur over four weeks during the summer break, typically in July, although the dates will be determined by the Director of Special Services.

Extended Day Program Hiring Protocols

1. Director of Extended Day Position

- a. The Superintendent shall post the position for the Director of Extended Day yearly in June for the following school year.
- b. 10 ½ month position (Mid-August through last day of the school year in June).
- c. The Director of Extended Day must be a certified teacher currently employed by the Woodbridge School district and a member of the Woodbridge Educator Association (WEA) bargaining unit. A teacher with an 092 certification is preferred, however, not required. Only in the case of there being no qualified member of the WEA interested in applying for the Director position will the Superintendent seek outside candidates.
- d. The Superintendent will interview applicants with a committee to be determined by the Superintendent. The Superintendent will make the final selection.
- e. This is a one-year position and must be applied for each year.
- f. All work for the position is to be completed outside the scope of the employee's teaching position at Beecher Road School.

2. Assistant Director of Extended Day Position

- g. The Superintendent shall post the position for the Assistant Director of Extended Day yearly in June for the following school year.
- h. 10 ½ month position (Mid-August through last day of the school year in June)
- i. The Assistant Director of Extended Day must be a certified teacher currently employed by the Woodbridge School district and a member of the Woodbridge Educator Association (WEA) bargaining unit. A teacher with an 092 certification is preferred, however, not required. Only in the case of there being no qualified member of the WEA interested in applying for the Assistant Director position will the Superintendent seek outside candidates.
- j. The Superintendent will interview applicants with a committee to be determined by the Superintendent. The Superintendent will make the final selection.
- k. This is a one-year position and must be applied for each year.
- l. All work for the position is to be completed outside the scope of the employee's teaching position at Beecher Road School.

3. The Director and Assistant Director of Extended Day will hire for all positions to operate the Extended Day Program and will give preference to current Beecher Road School employees. All district hiring protocols will be followed. The Director and Assistant Director report directly to the Superintendent and will provide monthly updated reports on extended day schedules and financials.

Extended School Year (ESY) hiring will be completed through the office of the Director of Special Services.

Summer Enrichment Program Hiring Protocols

a. The Superintendent shall post the position for the Director of Summer Enrichment yearly in March for the summer program.

b. Four-week program that overlaps with the Extended School Year program dates. Dates to be set by the Director of Special Services.

c. The Director of Summer Enrichment must be a certified teacher currently employed by the Woodbridge School district and a member of the Woodbridge Educator Association (WEA) bargaining unit. A teacher with an 092 certification is preferred, however, not required. Only in the case of there being no qualified member of the WEA interested in applying for the Director position will the Superintendent seek outside candidates.

d. The Superintendent will interview applicants with a committee to be determined by the Superintendent. The Superintendent will make the final selection.

e. This is a one-time position and must be applied for each year.

f. All work for the position is to be completed outside the scope of the employee's teaching position at Beecher Road School.

g. The Director of Summer Enrichment will hire for all positions to operate the Summer Enrichment Program and will give preference to current Beecher Road School employees. All district hiring protocols will be followed. The Director reports directly to the Superintendent and will provide an updated report on the summer enrichment schedules and financials.

Regulation approved: November 21, 2022

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Materials/Services Fees, Charges

In line with the responsibility of the state to provide a free public school education, the Board of Education will provide all instructional equipment, books and materials needed to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

Copies of Records

Any person who applies in writing will receive a plain, facsimile, electronic or certified copy of any public record pursuant to State statute. A fee not to exceed fifty cents per page will be established.

(cf. 9330 Board/School District Records)

Legal Reference: Connecticut General Statutes

- 1-212 Copies and scanning of public records. Fees.
- 10-221 Boards of education to prescribe rules.
- 10-228 Free textbooks, supplies, material and equipment.
- 10-228a Free textbook loans to pupils attending non-public schools.
- 10-229 Change of textbooks.

Policy adopted: ~~April 19, 2022~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Disposal of Obsolete Books, Equipment and Supplies

The Superintendent shall be authorized to dispose of obsolete books, equipment or supplies individually valued at less than \$2,000, and shall report such disposal to the Board of Education. The disposal of books, equipment, or supplies individually valued at \$2,000 or more requires approval of the Board of Education. Items with useful life or monetary value may be sold at public sale. If items are otherwise disposed, disposal shall be conducted whenever possible following guidelines supporting best recycling and reuse practices. If property acquired under grant funds is disposed of, such disposal shall follow grant procedures and applicable State and federal guidelines.

Legal Reference: Connecticut General Statute
10-241 Powers of School Districts

Policy adopted: ~~April 19, 2022~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Gifts, Grants Bequests and Memorials

The Superintendent of Schools shall be authorized to accept or decline, on behalf of the Board of Education, any gift of money and/or property, grants, bequests and memorials to the school system valued at \$1,000 or less and shall inform the Board of such gifts, grants, bequests and memorials. Contributions of gifts, equipment or services in excess of \$1,000 in value or that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds, or special requests by donors shall be presented to the Board of Education for approval. Gifts, grants, bequests and memorials from the PTO, however, shall be brought to the Board at the discretion of the Superintendent.

Review and approval of gift, grants, bequests and memorials shall adhere to Board Policies 1313, 1324 and 7551 and the following guidelines:

1. Gifts, grants, bequests and memorials deemed eligible for acceptance may include money, services, programs, equipment, furniture, works of art, library materials and/or other items of value.
2. Anticipated gifts, grants, bequests and memorials shall not supplant Board of Education responsibility for educational funding, nor shall outside funding produce major educational inequities.
3. School staff and the educational program shall be safe-guarded against any inappropriate influence or constraints from individual or corporate donors because of their contributions to the school district.
4. Public recognition for received gifts, grants, bequests and memorials shall be appropriate and balanced.
5. Gifts and equipment contributed to the schools shall become the property of the Board of Education and subject to the same controls and regulations that govern the use of other district-owned property. All gifts and equipment become the sole property of the Board of Education and shall be used and expended at the Board of Education's discretion. The Board shall consider the special requests of donors before the acceptance of any gift and evaluate the donor's requests in light of the laws of this state, the policies and procedures of the school district, and the short and long-term interests of the district. The Board retains the prerogative of deciding how the donation shall be used and/or refusing any donation that requires major alterations to a physical plant, causes any future indebtedness, increases the Board's liability or any other considerations. At no time will the Board be responsible for maintenance and/or replacement of any accepted item.

Legal Reference: Connecticut General Statutes
7-194 Powers.
10-9 Bequests for Education Purposes

~~Policy adopted: February 24, 2014~~

~~Policy revised: November 21, 2017~~

~~Policy revised: December 19, 2022~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Gifts, Grants Bequests and Memorials

Protocols for Gifts, Grants, Bequests, Memorials, Donations

1. The organization (i.e. PTO) or individuals making the request will review proposed gift/purchase/donation with building administration.
2. The initial request will be reviewed by the building administration looking for alignment with positive student learning outcomes and curricular connections aligned with BRS.
3. Building administration will review technology related donations (i.e. printers, computers, software, cameras) with the Information Technology Manager. The Information Technology Manager will check for compatibility with existing hardware and the network. The Information Technology Manager will also determine if there are additional costs related to installation, licenses, supplies, maintenance, etc. The Information Technology Manager will communicate findings back to building administration.
4. Building administration will review equipment related donations (i.e. furniture, shelving, structural items, playground equipment, items requiring installation, items requiring electricity) with the Facilities Manager. The Facilities Manager will check for compatibility with existing systems and building layout. The Facilities Manager will also determine if there are additional costs related to installation, licenses, supplies, technicians, re-wiring, upkeep/maintenance, etc. The Facilities Manager will communicate findings back to building administration. The Facilities Manager via consultation with the Superintendent shall bring matters that involve substantive alteration to buildings or grounds to the BOE Facilities Committee for review and approval by the Board of Education.
5. At all times the Superintendent has full discretion in granting or denying gifts, grants, donations. Any request that requires additional costs that impact the LEA budget will need to be reviewed by the Superintendent and the Director of Business and Operations who in turn will consult with the BOE.

Regulation approved: ~~December 19, 2022~~

WOODBIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Relations with Vendors

The Board of Education desires good working relationships with vendors who supply materials, supplies and services to the school system. Constructive efforts by the administration, and other district employees, to seek the advice and counsel of vendors about how to continue and to improve such relationships are encouraged.

Cooperative Purchasing

The Board of Education authorizes the Business Manager to participate in cooperative purchasing of materials, equipment, supplies, and services with other school districts or municipal sub-divisions where the participation will serve the best interests of the school system.

Requisitions

A requisition, duly signed, must be completed prior to issuance of a purchase order. Exceptions may be made in emergency situations.

Purchase Orders

A purchase order is required for all purchases and must be approved by the Business Manager or Superintendent.

Routine purchases (such as fuel, some equipment repair, and some maintenance services, and other items of a repetitive nature) do not require a purchase order.

Estimates

Where no firm price is obtainable, an estimate shall be made prior to placing a purchase order.

Soliciting Prices

Whenever possible and/or practical, competitive pricing will be secured on all materials, equipment, supplies, and services needed by the school system. Competitive pricing may consist of formal bidding, negotiations or informal pricing such as by letter or telephone, and by price quotations.

Expenditures up to \$1,000

Quotations, verbal or written, should be obtained prior to placing an order, except in emergencies or when specialized equipment or products are involved.

Expenditures from \$1,000 - \$10,000

Quotations based on general specifications FOR A SINGLE ITEM must be obtained from at least two (2) suppliers before placing an order.

Expenditures in Excess of \$10,000

Formal written bids, based on specific written specifications, shall be invited by advertising in area newspapers or by mailing to a bid list, if one exists, and shall be received sealed at a specified date, time, and place and publicly opened.

Award of Orders

In general the lowest responsible bidder will be awarded the order. Consideration shall be given to quality, delivery, terms, and other conditions required by the order.

State Bids

When Connecticut state bids are available for services and materials, such services and materials may be purchased without additional quotes or bids from suppliers who have been awarded the state bids.

Exceptions

Professional and consulting services, specialty items, repetitive services and supplies, equipment service contracts, and other non-competitive categories may be exempted from above procedures if it can be demonstrated that such an exception is favorable to the Town of Woodbridge and the Woodbridge School District.

Legal Reference: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities

4a-60a Contracts of the state and political subdivisions, other than municipalities, to contain provisions re nondiscrimination on the basis of sexual orientation

46a-58 through 46a-81 re discriminatory practices

Title VII, Civil Rights Act, 42 U.S.C. 2000e et seq. as amended by Title IX, Equal Employment Opportunity Act

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n et seq. (Higher Education Act)

Policy adopted: ~~February 24, 2014~~

Business/Non-Instructional Operations

Purchasing Procedures

The duties of purchasing for the Board of Education shall be directed by the Superintendent through the School Business Manager, who shall conduct all purchase transactions for the district in accordance with the annual budget spending plan.

The procurement function is one of the major business responsibilities of the Board of Education. The duties of purchasing for Board of Education approval should be centralized under the Business Manager. The Business Manager shall conduct all purchase transactions for the district.

The Business Manager shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Board of Education policies. Four fundamental functions of the Business Manager 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.

Every transaction between a buyer and seller involving the transfer of property shall be by purchase order or formal contract.

Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.

Specifications governing materials are a joint responsibility of the educational and business department. In the procurement of the required materials, the Business Manager shall ensure that all materials procured will meet the needs of the educational program.

Policy adopted: February 24, 2014

**WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut**

Business/Non-Instructional Operations

Requesting Goods and Services

Requisitions for budgeted items shall originate from the key personnel directly responsible for their use. The Superintendent of Schools shall arrange appropriate administrative reviewing channels whereby all requisitions will be examined and approved, or disapproved, for purchasing.

The Business Manager shall receive the process requisitions in a manner most beneficial to the overall purposes of the school.

Policy adopted: ~~February 24, 2014~~

**WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut**

Business and Non-Instructional Operations

Contracts

All contracts between the district and outside agencies shall conform to prescribed standards as required by law.

All contracts between the district and outside agencies shall be prepared under the supervision of the Director of Business Services and Operations, and where appropriate, subject to approval of the legal advisor of the district.

All contracts or obligations which commit funds to a subsequent budget year shall be approved by the Board of Education.

Affirmative Action

The Woodbridge School District shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, gender identity or expression, or physical handicap or disability, (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), either in employment practices or in the provision of benefits or services to students or employees.

Ordering Goods and Services

The Board of Education authorizes the Superintendent and/or the Director for Business Services and Operations to purchase and to supervise the purchase of all materials, equipment, supplies, services, and contracts for the school division in accordance with accepted purchasing practices and procedures.

Legal References: Connecticut General Statutes

4a-60 Nondiscrimination and affirmative action provisions in contracts of the state and political subdivisions rather than municipalities

4a-60a Contracts of the state and political subdivision

10-248 Payment of school expense

Title VII, Civil Rights Act, 42 U.S.C. 2000e et. seq. as amended by Title IX, Equal Employment Opportunity Act.

Title IX of the Education Amendments of 1972; 42 U.S.C. 1134n, et seq (Higher Education Act)

Policy adopted: ~~June 17, 2019~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Paying for Goods and Services

The Superintendent is authorized by the Board of Education to pay for goods and services under the following conditions:

1. When contracted for within budgetary limits.
2. When purchased according to relevant purchasing policies and regulations.
3. As certified by the Business Manager as having been received in acceptable condition.

Legal Reference: Connecticut General Statutes

10-248 Payment of school expenses

Policy adopted: ~~February 24, 2014~~

**WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut**

Business/Non-Instructional Operations

Operation and Maintenance of Plant

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities. In order to carry out an efficient maintenance program, the custodians must receive the cooperation of the students, the teachers and administrators.

Each custodian must have a daily work schedule in order to accomplish his/her part of the overall task. He/she must be given directions on how to perform the various duties assigned to him/her. The Facilities Supervisor will supervise all members of the maintenance and custodial staff. The Facilities Supervisor shall keep the Superintendent, the Director of Business Services and Operations, and the Principal(s) informed of all of the ongoing maintenance issues and interact on a daily basis with the Principal(s) in matters of daily operation of the school building.

Legal Reference: Connecticut General Statutes

10-203 Sanitation

Policy adopted: ~~April 19, 2022~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Safety

The Woodbridge Board of Education is committed to providing the resources necessary to establish and maintain a safe and orderly environment in support of the instructional mission of the school system. The procedures related to monitoring and the action(s) taken by school administration to insure a safe school setting for all children, staff and authorized visitors to the school grounds and building(s) will be reviewed by the Board of Education annually.

A detailed plan implementing this policy, will be maintained in the offices of the Board of Education and school administration. The plan will be reviewed on an annual basis by the Superintendent and a report to the Board of Education will be made regarding the status of school safety and security. The Board may exercise its prerogative to conduct this evaluation of school safety in Executive Session.

It shall be the responsibility of all school personnel to be alert to any hazard within or outside school buildings which may jeopardize the safety of school children, school employees, or the public; and it shall be the responsibility of all school personnel to report promptly to an administrator any condition, incident or suspicion which in their judgment warrants investigation. Nothing stated herein is intended to diminish the responsibility of teachers to supervise students or the Principal's role in implementing policies of the Board of Education.

The following is a partial but not necessarily complete listing of items requiring administrative monitoring:

1. Building access and surveillance
2. Security evaluation
3. Existing policies and guidelines for a full range of emergency situations
4. Visitor identification procedures
5. Risk evaluation
6. Preventative measures
7. Security alarm and notification systems
8. Local energy response conduct (for instance, power outages, communications failure)
9. Educational programs
10. Identification and determination of appropriate equipment required to meet the district Safety and Security Plan
11. Communication system
12. Lockdown procedures
13. Crisis management plan(s)

14. Boilers, housekeeping and facility procedures
15. Oversight of personnel charged with responsibilities for Safety and Security
16. Training of personnel in proper response procedures
17. Traffic patterns and procedures for the drop-off and pick-up of students

Precautionary measures against fire, explosion or other hazards shall be established together with appropriate instructions and drill for students and other school personnel in procedures to be followed in event of potential emergencies. Specific protocols for events and emergency procedures shall be maintained by the Building Principals; and staff shall be apprised annually of the location and requirements associated with the protocols. Protocols shall be maintained in a central book labeled Crisis Manual, which shall be reviewed and updated annually by Building Principals and distribution is school-wide to professional staff and substitutes.

Precautionary measures for safety of students on streets and sidewalks in the vicinity of school buildings shall be established and observed. Precautionary measures for safety of students within school buildings shall be established and observed. For example, rules established by administrators in charge should:

1. Prevent the accumulation of materials anywhere, especially in areas, which are flammable, noxious or otherwise dangerous unless adequate safeguards are provided.
2. Keep stage auditorium and large meeting areas free of debris. Custodians shall observe standing instructions to discard anything not part of regular stage equipment within 24 hours following the completion of performance.
3. Keep walkways clear of snow or other obstructions and safe for pedestrian traffic at all times.
4. Meet federal, state and local requirements related to health and safety.
5. Defined procedures to address emergency response and provide school communication support as needed through an identified Crisis Team of school personnel.

Legal Reference: Connecticut General Statutes

- 10-203 Sanitation
- 10-207 Duties of Medical advisers
- 10-231 Fire Drills
- 29-389 Stairways and fire escapes on certain buildings.

Policy adopted: ~~February 24, 2014~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut

Business/Non-Instructional Operations

Maintenance and Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the School District. It is in the best interest of students and taxpayers to protect that investment adequately. Facility maintenance requires:

1. Identification and maintenance of procedures intended to provide for the maintenance and upkeep of the facility and the well-being of students and staff when in the charge of the Board of Education.
2. Minimizing fire hazards.
3. Reducing the probability of faulty equipment.
4. Guarding against the chance of electrical shock.
5. Keeping records and funds in a safe place.
6. Protecting against vandalism and burglary.
7. Adherence to the policies and procedures established by the Board of Education State and official in matters of health, safety and security of the facility.

The Business Manager is charged with establishing and monitoring, under direction of the Superintendent, insuring follow-up through the office of the Facilities Manager such rules and regulations as may be needed to provide for maintenance at buildings, grounds and facilities.

Day-to-day building operations, of a custodial or maintenance nature related to students, staff and instruction, will fall under the direction of the Principal(s).

Legal Reference: Connecticut General Statutes

29-389 Stairways and fire escapes on certain buildings.

P.A. 13-3 An Act Concerning gun Violence Protection and Children's Safety

10-220f Safety Committees

10-222k District Safe School Climate Coordinator. Safe School Climate Specialist. Safe School Climate Committee.

10-222m School Security and Safety Plans. School Security and Safety Committees.

10-222n School Security and Safety Plan Standards.

10-231 Fire Drills



Optional sample regulation to consider

Business/Non-Instructional Operations

Security of Buildings and Grounds

Only persons having legitimate school business and prior approval of building administration are allowed access to school facilities. Incidents of illegal entry, theft of school property, vandalism or damage to school property from other causes will be reported by phone to the office of the Superintendent, as soon after discovery as possible. A written report of the incident will be made within 24 hours of discovery.

Keys

All keys used in a school shall be the responsibility of the Principal. Requests for permanent issuance of keys shall be made only in those instances where the employee regularly needs a key in order to carry out normal activities necessitated by the position which the employee holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

All keys shall be issued through the office of each Principal. A receipt showing the number of the key and room(s) or building(s) which it opens shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.

Each Principal shall set up a key control system with a record of the number of each key filed.

The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate keys are obtained only through the district business office. The Board of Education prohibits the duplication of school keys by other methods.

Keys shall be used only by authorized employees and shall never be loaned to students.

The greatest care shall be given to master and sub-master keys. Master keys shall never be loaned.

Building Checks

Building checks are to be made on Saturdays, Sundays, and at such other times as is necessary by the Superintendent's designee. A building check shall consist of:

1. Checking all entrances to the building to determine that they are secure;
2. Checking all boilers to see that they are functioning properly;
3. Checking for running water; and
4. Checking internal areas - audiovisual storage, office areas, and kitchen.

The building check is to be accomplished by the Head Custodian who will be paid a flat rate fee for this duty.

Regulation approved

Rev. 2/06

Sample policies are distributed for demonstration purposes only. Unless so noted, contents do not necessarily reflect official policies of the Connecticut Association of Boards of Education, Inc.

Existing policy, number 3560 adopted 2/24/14, appropriate as written.

Business/Non-Instructional Operations

Capital Outlay

Except for emergencies or reasons of economy, the purchase of major routine pieces of equipment such as school buses shall be scheduled so that annual budgetary appropriations for capital outlay will be of similar size or will show a continuous trend.

A long range and short range plan for capital outlay shall be developed by the Superintendent to provide an orderly process for acquisition of needed equipment and facilities within budgetary constraints.

Development of the capital outlay will be carried out in coordination with the Town's Capital Improvement Projects (CIP).

Policy adopted: ~~February 24, 2014~~

WOODBRIIDGE PUBLIC SCHOOLS
Woodbridge, Connecticut