

Business and Non-Instructional Operations

Relations with Vendors

General

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

Members of the Board of Education and employees shall avoid any conflict, or appearance of conflict, between personal interests and the interests of the school system in dealing with suppliers, contractors, and all organizations or individuals doing, or seeking to do, business with the school system.

Although some suppliers offer gifts to employees at different times which are not intended to influence the school system's procurement practices, the Board of Education requests that vendors do not place on their gift lists the names of individuals employed by, or officially connected with, the school system.

No employee shall endorse a product or service of any type or kind in such a manner as will identify him or her in any way as an employee of the district.

Gifts

No Board member or employee shall directly or indirectly solicit any gift; or accept or receive any gift having a value of ~~twenty-five~~ fifty dollars (~~\$25~~ \$50) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence the Board member or employee, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

[Note: added text about employee endorsements comes from the current 3313 BOE policy.]

[Note: \$50 change in gift section is to match amount in BOE bylaw 9271b: Code of Ethics]

Policy adopted:

Business and Non-Instructional Operations

Local Purchasing

As a public agency the Board of Education is aware of its responsibility to spend its funds so as to obtain the greatest possible educational value for every dollar spent. Therefore, even though the Board will make its purchases locally whenever bids and prices are fully comparable with those of outside bidders, the lowest bid and the lowest price for goods and services shall be sought and accepted.

The district shall abide by any applicable City of New Haven local purchasing ordinances.

Policy adopted:

Policy Service

The Connecticut Reference Manual of School Board Policies, Regulations, and Bylaws

3320

Business and Non-Instructional Operations

Purchasing Procedures

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

The Superintendent of Schools shall develop regulations and procedures for the purchasing program of the school system, including ordering, verifying receipt of orders, distribution of materials received, and payment of bills. Every transaction 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.

The purchase system shall be followed as established with exception to be made only upon the approval of the Superintendent, and purchases or contracts made outside of the approved purchasing system shall not be the responsibility of the Board of Education. The Superintendent and other staff shall:

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.

~~The Business Manager~~ All staff involved with purchasing 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.

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

Legal Reference: Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns; adjustments to payments. Investment of funds. Temporary borrowing. Reserve fund.

10-222 Appropriations and budget. Financial information system.

10-259 Fiscal and school year defined.

Policy adopted:

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.

Business and Non-Instructional Operations

Ordering Goods and Services — Purchase Orders and Contracts

General

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 Superintendent or designee, and where appropriate, subject to approval of the legal adviser to the district.

Affirmative Action

The 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, or physical handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

Legal Reference: Connecticut General Statutes

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

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

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

Charter of the City of New Haven, Art. XXIX, §150

[Note: New Haven Charter reference needs checked]

Policy adopted:

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Paying for Goods and Services

The Board of Education shall not enter into a contract or pay a bill until it has been authorized at a regularly called meeting and shall authorize payment for goods and services under the following conditions:

1. The expenditure is within budgetary limits.
2. The expenditure has been made within approved purchasing policies and regulations.
3. The equipment, material, or supplies has or have been certified by the purchasing agent or school business manager as received in acceptable condition or a service having been completed in an acceptable manner.

Alternate language:

~~The Superintendent, or his/her designee, shall be authorized to approve for payment the current obligations of the school district.~~

~~A report of these expenditures shall be made at the regular meetings of the Board.~~

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

Charter of the City of New Haven, Art. XXIX, §150

[Note: New Haven Charter reference needs checked]

Policy adopted:

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Payroll Procedures and Authorized Signatures

The Superintendent of Schools or 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 clerk shall be authorized to make all 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 Board of Education. Each payroll and other orders for the payment of expenses by the ~~town~~ city treasurer on behalf of the Board of Education shall be signed by the Superintendent or the Superintendent's designee.

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

Policy adopted: