

**Chaplin Elementary School
Board Policies Committee**

Meeting Minutes

**April 22, 2020
6:30 p.m.**

REMOTE MEETING VIA WEBEX

Jaclyn Chancey, Daniel Caron, William Hooper, Kevin Chavez in attendance

1. Meeting called to order at 6:32
2. Review and Discussion of Existing Board Policies and CABA Model Policies

Continuing work on policies arising from the financial procedures manual, as requested by BOF.

- 3313 “Relations with Vendors” – *revised policy*
- 3320 “Purchasing Procedures” – *revised policy*
- 3323 “Soliciting Prices/Bidding Requirements” – *revised policy*
- 3324 “Ordering Goods and Services — Purchase Orders and Contracts” – *new policy*
- 3320.1 “Receiving” – *new policy*
- 3326 “Paying for Goods and Services” – *revised policy*
- 3326.2* “Cash Disbursement” – *new policy*

Note: To remain consistent with the financial procedures manual, administration is expected to adopt the following new regulations: R3320, R3323, R3320.1, R3326, R3450, R3326.2. These regulations should be uploaded to the COPS site.

Future meetings will continue working on the financial procedures manual, followed by CABA required policies 5144.4 and the 6000 series.

** In video and notes, this policy was referred to as 3326.1. This is an error and would result in a conflict with another policy with this number.*

3. Motion to adjourn: William Hooper
Second: Dan Caron
Meeting adjourned at 7:25

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.

No employee, officer or agent of the Board of Education shall participate in the selection, award, or administration of a contract supported by federal funds where the possibility of a conflict of interest, real or apparent, exists.

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.

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 dollars (\$25) 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.

Tentative Approval:

Final Approval:

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 district finance manager, 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 finance 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.

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.

Tentative Approval:

Final Approval:

Business and Non-Instructional Operations

Purchasing Procedures

Receiving

All materials, supplies, and equipment will be received and signed for by an authorized employee.

Tentative Approval:

Final Approval:

Business and Non-Instructional Operations

Soliciting Prices/Bidding Requirements

The Superintendent or Principal shall solicit quotations from at least three (3) companies if the nature of the commodity or service permits effective competitive pricing and if possible, feasible, and to the advantage of the district. For purchases less than \$5,000, verbal quotes are sufficient. For purchases greater than \$5,000 and less than \$10,000, written quotes are required.

All contracts for, and purchases of supplies, materials, equipment and contractual services in the amount of \$10,000 or more shall be based, when possible, on at least three competitive bids. Alternatively, purchases may be made from a state-approved vendor, and/or following the Town of Chaplin ordinances governing purchases of this size, a Town's internally-approved vendor. Bids are not required for purchases where only one supplier exists, architectural services, legal services, services requiring specific expertise, and textbook purchases.

In an emergency situation these requirements may be waived by the Superintendent. The Superintendent shall notify the Board Chairman as soon as possible and the entire Board of Education at the next regularly scheduled meeting.

All contracts and all open market orders will be awarded to the lowest responsible qualified contractor or supplier, taking into consideration all of the factors set forth in policy [#3320](#).

When bidding procedures are used, bids shall be advertised in the area newspapers for at least one day. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding on the items or services being bid.

All bids must be submitted in sealed envelopes, addressed to the appropriate school and plainly marked with the name of the bids and the time of the opening. Bids shall be opened at the time specified and all bidders and other interested persons shall be invited to be present.

The school district reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the town/city. The school district reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The school district, after going out to bid for a good or service and receiving submissions shall consult with the town's legislative body if the town provides or uses such good or service, and, if the equivalent level of such good or service is provided by the town or through a town contract for a lower cost than the lowest qualified bid received by the school district. In such situations, the district shall consider a cooperative arrangement with the town for the provision of such good or service. A "good or service" includes but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.

(cf. 3320 – Purchasing Procedures)

Legal Reference: Connecticut General Statutes

[7-148v](#) Requirements for competitive bidding

P.A. 13-71 An Act Concerning Requirements for Competitive Bidding for the Award of Contracts or Purchase of Property by Municipalities

June 2017 Special Session PA 17-2, Section 161

Tentative Approval:

Final Approval:

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.

The Board of Education shall follow Federal procedures & guidelines governing the awarding and administration of Federal funds.

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

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)

Tentative Approval:

Final Approval:

Business and Non-Instructional Operations**Paying for Goods and Services**

The Superintendent, or his/her designee, shall be authorized to approve for payment the current obligations of the school district. All invoices, check requests, and travel vouchers must be approved for payment by the Administration.

The Superintendent shall establish procedures to establish Board of Education obligation and ensure accuracy in accounting.

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.

Tentative Approval:

Final Approval:

Business and Non-Instructional Operations

Paying for Goods and Services

Cash Disbursement

All cash disbursements, except those from petty cash, will be made by check. All cash disbursements must be approved by the Principal and accompanied by all required documentation.

The Superintendent shall establish procedures to ensure accuracy in accounting and disbursement.

Tentative Approval:

Final Approval: