

HARTFORD PUBLIC SCHOOLS

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS SERIES 3000

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Business and Non-Instructional Operations

Goals and Objectives

The Board of Education recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state, and federal funds allocated for use in public education, the board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Policy adopted: January 4, 2000
Policy updated: December 7, 2004

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Business and Non-Instructional Operations

Budget Planning

Preparation of Budget Document

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

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

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

Setting Budget Priorities

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

Adoption of Budget

A recommended budget shall be compiled and submitted to the Board of Education and city manager in accordance with the City Charter. Before taking action, the board shall hold at least one public hearing. It shall examine, alter if necessary, and approve the school budget, which shall then be submitted to the city council.

The Board of Education shall adopt an itemized estimated cost for the maintenance of the public schools to the fiscal authority not later than two months preceding the annual meeting at which appropriations are to be made. The estimated cost of maintaining 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 city.

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

Policy adopted: January 4, 2000
Policy updated: December 7, 2004

HARTFORD PUBLIC SCHOOLS
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Business and Non-Instructional Operations

Transfer of Funds Between Categories-Amendments

Appropriations Transfers

The Superintendent and/or designee may transfer any unexpended portion of any appropriation for school purposes to any other item of less than \$50,000. Expenditures shall not exceed the appropriation made by the fiscal authority combined with such money as may be received from other sources for school purposes. Any transfers authorized by the Superintendent and/or designee shall be reported to the Board of Education at the next regular meeting thereof.

The Board of Education shall approve any budgetary transfer of funds between major object codes in excess of \$50,000 before such transfers are made. The Board of Education, by majority vote, may delegate responsibility for such approvals to the Finance and Audit Committee with respect and up to transfers not to in excess of \$250,000. To the extent that authority is delegated to the Finance and Audit Committee, said Committee shall report any transfers it authorizes to the Board of Education at the next regular meeting thereof.

In the event that it is impracticable to wait until the next regularly scheduled meeting of the Board of Education to obtain approval of transfers in excess of \$50,000, the Superintendent will inform the President of the Board of Education of the circumstances. The President of the Board of Education is authorized to either call a special meeting of the Board of Education to consider any such transfer or to approve the transfer. If the President of the Board of Education approves the transfer, he shall report such approval to the Board of Education for ratification at the next regular meeting thereof. To the extent that authority for approval of transfer has been delegated to the Finance and Audit Committee, the Chair of said Committee shall be authorized to either call a special meeting of said Committee to consider any such transfer or to approve such transfer. If the Chair approves such transfer, he/she shall report such approval to the Committee for ratification at the next regular meeting thereof.

The definition of "major object code" as used in this policy shall be the following seven budget categories:

1. Salary (object code series 1000 and 2000)
2. Purchased and Professional Technical Services (object code series 3000)
3. Purchased and Other Property Services (object code series 4000 and 5000)
4. Supplies, Materials , and Utilities (object code series 6000)
5. Property and Equipment(object code series 7000)
6. Other goods and services (object code series 8000)
7. Fringe and Insurance (object code series 9000)

Nothing herein shall apply to any intra-school transfer or any other transfers covered by policies relating to student-based budgeting. Any such transfers shall be reported to the Board of Education no less frequently than on a quarterly basis.

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

Policy adopted: January 4, 2000
Policy revised: May 21, 2013

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Business and Non-Instructional Operations

Capital Outlay

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

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

All grant applications shall be submitted to the Board of Education for approval prior to submission to the funding source.

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

Business and Non-Instructional Operations

Gifts, Grants and Bequests

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

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

Any gift with a value of \$50,000 and over shall be submitted to the Board of Education for approval.

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

Policy adopted: January 4, 2000
Policy updated: December 7, 2004
Policy updated: December 18, 2007

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Business and Non-Instructional Operations

Gifts, Grants and Bequests

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

1. Donations to an individual school may not be designated by the donor to a specific program, class or teacher within the school. While the donor may express a preference and the intention of this policy is to honor the donor's request, the final decision for the use of the gift will be made by the Board of Education or its designee, e.g. principal, Superintendent.
2. Consistent with board policy, any and all equipment and/or supplies to be donated must be reviewed by the Superintendent or his designee to determine its acceptability in regard to: safety; compatibility with existing equipment, programs and/or materials; installation costs and maintenance costs; and general impact upon the curriculum.
3. Have a purpose consistent with the mission and goals of the Hartford Public School System.
4. Would not bring undesirable or hidden costs to the school system.
5. Will place no restrictions on the school system.
6. Will not be inappropriate or harmful to the best education of students.
7. Will not imply endorsement of any business or product.
8. Will not be in conflict with any provision of state law or public law.

The Board of Education will be made aware of all gifts received by the district and individual schools, as indicated in the policies.

- A summary list of donations contributed for school use shall be reported to the Board of Education by the Superintendent's office at least annually.
- Donations shall be fittingly recognized by the board via a letter of appreciation signed by the Superintendent or his/her designee sent to the donor. Such recognition shall in no case be considered as a testimonial or endorsement by the school system of a product, service, or other business enterprise.

Business

Gifts, Grants and Bequests (continued)

- Donations to a particular school that meet all the regulations above in excess of \$50,000 will be reviewed and approved by the Board of Education prior to acceptance. The Superintendent is authorized to accept gifts in the name of the Board of Education in amounts up to \$50,000. Principals may accept gifts in the name of the Board of Education in amounts up to \$1,000.
- The Superintendent may accept gifts over \$50,000 if the funds are given for a specific purpose or event that is scheduled to occur prior to the next regular meeting of the Board of Education. The Superintendent shall submit notice of the gift to the Board of Education for approval at the next regular meeting.
- Gifts to a school made through the PTO/PTA must meet all the criteria for gifting but may be accepted directly by the principal.
- In the event of significant changes in the nature of the needs of the school, the reorganization of grades, or the closing of a school, a donation intended for one school may be used at another school or location.
- Lastly, any gift rejected by the Board of Education shall be returned to the donor or the donor's estate with a statement indicating the reason for the rejection of such gift.

Regulation: January 4, 2000
Policy updated: December 7, 2004
Policy updated: March 20, 2007
Regulation updated: December 18, 2007

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Business and Non-Instructional Operations

Tuition Fees

The Board of Education will permit students from other school districts to attend local schools when they can be accommodated in existing classes. The students or their sending district shall pay a tuition fee to be established annually by the Superintendent or his/her designee. The tuition fee may be adjusted as changes in costs indicate unless a multiple year agreement to provide educational facilities is entered into with another Board of Education.

With the approval of the Superintendent, a high school pupil who has completed at least one full school year in a Hartford high school may be permitted to complete the remaining full school years at that high school on a tuition basis if his/her parents move from Hartford; except that, with the approval of the Superintendent of schools, a pupil who has completed at least the sophomore and junior years in a Hartford high school when his/her parents move from Hartford may be permitted to complete the senior year tuition free.

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

Business and Non-Instructional Operations

Fees, Fines, Charges

The Board of Education will provide all instructional equipment, books, and materials as it deems necessary to maintain the desired instructional program free of charge, subject to reasonable rules concerning their care and use.

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

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

Business and Non-Instructional Operations

Copies of Records

Any individual, parent or guardian may apply in writing to receive a plain or certified copy of any public record. A fee may be charged for the service to extent allowed by law. Exceptions to the fee may be granted by the Superintendent based on need and applicable state statute.

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

Policy adopted: January 4, 2000
Policy updated: December 7, 2004

HARTFORD PUBLIC SCHOOLS
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Business and Non-Instructional Operations

Sales & Disposal of Books, Equipment & Supplies

Disposition of Outdated Books

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

Equipment may not be sold directly to individuals. Any proceeds from disposition of equipment or supplies shall be deposited in the city general fund.

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

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

Business and Non-Instructional Operations**Sales, Licensing and Rental of Property**

The Board of Education desires to cooperate with other city agencies and community organizations by making available school facilities and certain specified items of equipment or services when so doing will not be in conflict with the educational program. To this end, all schedules of rental and service charges will reflect recovery of operational and maintenance expenses. Rental and service charges will be reviewed annually by the business administrator.

Policy adopted: January 4, 2000
Policy updated: December 7, 2004

HARTFORD PUBLIC SCHOOLS
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Business and Non-Instructional Operations

Expenditures/Expending Authority

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

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

Purchasing procedures shall be developed to guide the daily administration of purchasing activity.

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

Policy adopted: January 4, 2000
Policy updated: December 7, 2004

HARTFORD PUBLIC SCHOOLS
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Business and Non-Instructional Operations

Contracts

All contracts between the school system and outside agencies shall conform to prescribed standards as required by law and policy, including discrimination.

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

All contracts and consultant agreements over \$50,000 shall be submitted to the Board of Education for approval.

Affirmative Action

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

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

Policy adopted: January 4, 2000
Policy updated: December 7, 2004
Policy updated: March 20, 2007
Policy updated: December 18, 2007

HARTFORD PUBLIC SCHOOLS
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Business and Non-Instructional Operations**Payment of Bills**

The Superintendent or his/her designee shall authorize payment of bills only after the receipt of verification from the school or department that is responsible for the receipt and use of the articles or services purchased. All bills, before being processed for payment, shall bear the authorized approval.

Payment of bills will be made in a timely manner.

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

Policy adopted: January 4, 2000
Policy updated: December 7, 2004

HARTFORD PUBLIC SCHOOLS
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Business and Non-Instructional Operations

Payroll Procedures and Authorized Signatures

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

Each payroll and other orders for the payment of expenses by the 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.

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

The Superintendent shall submit monthly financial statements. The financial statements shall include a listing of expenditures and obligations, a forecast of future expenditure requirements, variations in expenditures and obligations as compared to July 1 appropriations, and the reasons for these variations.

Business and Non-Instructional Operations

Internal Audit

An audit of the business activities, operations and financial systems, and internal controls of the school system shall be made according to a plan developed annually with the City's Internal Audit Department and will be conducted in accordance with the accompanying regulations.

Business and Non-Instructional Operations

Internal Audit

Mission

The mission of the Internal Audit Department is to provide independent and objective reviews and assessments of the City and Hartford Public Schools business activities, operations and financial systems, and internal controls. The Internal Audit Department accomplishes its mission by carrying out a plan of operational, financial and performance audits, selected as a result of a formal risk analysis process.

Reporting Structure

The Internal Audit unit consists of a Chief Auditor and such staff as approved by the Hartford Court of Common Council. The Chief Auditor reports to the City Manager and the City Council. For school district audits, the assigned auditor will be responsible to and issue reports to the Superintendent and the Board of Education. This reporting structure demonstrates support of Internal Audit and ensures that audit findings and recommendations receive adequate consideration and effective action. The Internal Audit Department has complete autonomy for matters relating to the technical performance of audits and reporting of results.

The Internal Audit organization is designed to respond to management's needs while maintaining an appropriate degree of independence to render impartial and unbiased judgments in performing its services. The Internal Audit unit will discharge its responsibilities in a manner consistent with the code of ethics of the Institute of Internal Auditors and in accordance with generally accepted auditing standards.

An Audit Committee comprised of members of the City Council acting through its OMBEL committee, and the Board of Education, will approve the final audit plan and review audit results (school district audits only). The Board of Education will annually name two members to the Audit Committee.

Scope of Audit Work

Internal auditing encompasses examination and evaluations to determine:

- The system of internal control and degree of compliance with related procedures are adequate to provide reasonable assurance that material irregularities will be detected.
- Established policies, plans, procedures, laws and regulations are being observed.
- Organization assets are accounted for and safeguarded from losses of all kinds.
- Resources are used economically and efficiently, including adequate internal capacity to sustain financial and operational improvements.
- Financial and operational information reports to management are factual and reliable.

Business and Non-Instructional Operations

Internal Audit

Audit Coverage/Plan

In March/April of each year the Internal Audit department of the City of Hartford will contact HPSS operations management to solicit input on areas that they feel should be audited in the upcoming fiscal year.

A consistent risk assessment process (risk model) is applied to all proposed projects as well as projects that Internal Audit has identified in its ongoing involvement with operations. Annually, Internal Audit will develop an analysis of audit areas based on risk assessment reviews.

Based on audit resources and the risk assessment results, a list of projects for the upcoming fiscal year is outlined by the internal audit department and sent to HPSS management and the Board of Education for review and comment. Final approval of the selected areas will be made by the Audit Committee.

Given the number of joint processes and systems between the City of Hartford and the Board of Education coordination of projects will be required. Projects that will involve both City and Board staff will be shared with the management of each organization and will be prioritized based on the risk assessment of the internal audit department. Discussions and decisions on the timing of joint audits will be made by the City and Board at their monthly meetings.

Communicating Results

A summary of audit activity will be reported semi annually to the Board of Education and the Superintendent. This report will be presented at a public session of the Board.

A standard written report will be issued upon completion of each audit. This report will be issued to the Audit Committee members, Board of Education, and the Superintendent with copies to the City Manager, operating/financial management, and the external auditors. This report will contain an opinion on the segment audited and will include significant audit findings.

Relationship with External Auditors

Internal Audit will actively integrate its efforts with the external auditors to optimize overall audit coverage, minimize costs and avoid unnecessary duplication.

Business and Non-Instructional Operations

Periodic Audit

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

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

This audit does not serve the requirements of C.G.S. 10-260a regarding the obligation of the auditors of public accounts in auditing of state grants for public education.

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

Business and Non-Instructional Operations

Inventories

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

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

Lost Equipment

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

Policy adopted: January 4, 2000
Policy revised: December 5, 2000
Policy updated: December 7, 2004

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Business and Non-Instructional Operations

Maintenance and Control of Materials

The Board of Education shall permit school equipment to be loaned to staff members when such use is directly or indirectly or peripherally related to their employment, and to students when the equipment is to be used in connection with their studies or extracurricular activities. Proper controls shall be established to assure the lender's responsibility for, and return of, all such equipment with full knowledge of school administration.

The Superintendent or his/her designee shall establish procedures for inventory control of all materials assigned to his/her building in conjunction with the business office.

The business office must retain a current inventory of school system materials.

Proper maintenance procedures shall be established by the fiscal administrator.

Business and Non-Instructional Operations

Activity Funds Management

The Superintendent or his/her designee may establish student activity funds to handle any of the following: 1) the finances of that part of the cost of the driver education program that is not provided by local appropriations; 2) such funds of schools and school organizations as the Superintendent or his/her designee may determine to be in the best interest of the school district (which funds may include amount received as gifts or donations).

The Superintendent or his/her designee shall designate a person to serve as treasurer of any student activity fund. Such treasurer shall be bonded and shall keep separate accounts for each student activity fund. The treasurer may expend monies from the student activity funds only to the extent such expenses are in furtherance of the stated purposes of the student activity fund, and subject to any restrictions imposed by the Superintendent or his/her designee at the time the student activity fund is established or subsequently. The control of school funds and funds of any school organizations shall remain in the name of the respective schools and organizations.

The accounts of any student activity fund shall be considered town accounts and shall be audited by the town auditor in the same manner as all other town accounts.

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

Business and Non-Instructional Operations

Activity Funds Management

- I. General
 - A. Each school building shall establish a student activity account(s) to manage and account for funds outside of the Board of Education budget, received and used by the school for a variety of purposes.
 - B. The principal shall be the director of the student activity account(s).
 - C. Financial records of receipts and disbursements shall be kept in accord with standards outlined by the district auditors and the district's business office.
 - D. The district's business office is responsible for internal auditing of the school activity fund.
 - E. Financial records shall be audited annually in the same manner as other accounts of the Board of Education.
- II. Management of Student Activity Accounts
 - A. Money Collected
 1. The custodian of the account will deposit all cash receipts on a weekly basis. Under no circumstances is money to be left in a classroom or anywhere else in the building other than the school safe.
 2. The custodian of the account will issue a receipt for money received so its arrival is established for accounting and insurance purposes.
 - B. Payments
 1. All payments for the account are to be made by check.
 2. Requests for payments shall be supported by adequate evidence in the form of invoices, receipts or statements for the delivery of goods or the performance of services.
 3. All requests for payment shall be approved by the principal.
 - C. Financial Statements
 1. Bank accounts must be reconciled monthly and **Monthly Summary of Cash Transactions and Investments** reports sent to the district's business office by the 20th of the following month.
 2. An end on the fiscal year report is to be prepared and submitted by the principal to the district's business office prior to July 20 each year. This report should reflect the financial condition of the various trust and club accounts of the student activity account.
 - D. Audits
 1. The funds and annual financial report of the school activities will be audited annually by an independent auditor.
 2. For information purposes and possible improvement of procedures, a meeting will be held after the annual independent audit.
 3. The custodian of the account shall be responsible for the preparation of checks and maintenance of all records for the school activity fund.

Business and Non-Instructional Operations

Petty Cash Accounts

The Board of Education recognizes that efficient operation of the Hartford Public Schools is facilitated by the availability of petty cash funds. Monies used for this purpose by the individual schools and offices of the school district shall be handled with good and prudent business practices.

The Superintendent shall establish limits for petty cash accounts, not to exceed \$300.00. Petty cash accounts are to be used in the payment of necessary incidental expenses needed in too short a period of time to utilize the established purchase order system.

Petty cash disbursements shall be documented by voucher. Petty cash accounts shall be replenished through the submission of a purchase order with receipts. Appropriate accounting procedures consistent throughout the school district shall be established and maintained.

Business and Non-Instructional Operations

Petty Cash Accounts

Purpose

It is the purpose of petty cash funds to facilitate in a practical and economical manner the purchase of supplies and miscellaneous items needed for immediate use which are too minor to justify the use of central purchasing services and under \$20. They may not be used for the repeated purchase of items which when combined for a longer period offer themselves to efficient centralized purchasing.

The following maximum limits have been set for the size of petty cash accounts: elementary schools - \$100; middle schools - \$200; high schools - \$300.

Responsibility

Each principal will be the administrator of and personally responsible for such funds, except that, in special cases where divisional or decentralized funds may be warranted, the principal may delegate, with approval of the appropriate assistant superintendent, this responsibility to another administrator who then will be designated as custodian and will be personally responsible. Each administrator may appoint an account custodian who will be responsible for the maintenance of the funds. The administrator should regularly review and oversee the management by such account custodian. Principals shall advise the Assistant Superintendent of Finance and Business Services of all changes in administrators or account custodians.

The original invoice setting up the fund and all subsequent invoices replenishing the fund will:

1. Show the name and signature of the account custodian;
2. Show the name of the school or organizational unit; and
3. Be signed by the administrator.

Maintenance of Petty Cash Funds

The account custodian will maintain the Petty Cash Fund in a safe place, accessible only to the custodian, maintain it in an accurate manner, perform frequent examinations of the fund and replenish it when necessary according to prescribed procedures. At all times the petty cash vouchers and the cash should equal the total fund. Any shortages will be the responsibility of the administrator. The following practices are prohibited:

1. Commingling other City funds, including student activity funds, with petty cash funds.
2. The placing of personal checks in the fund.

Business and Non-Instructional Operations

Petty Cash Accounts

Procedures

The following procedures will be followed in administering the fund. The standard Petty Cash Voucher Form No CD 1300 will be completed for each disbursement, entering the following:

1. The date, the amount disbursed and a brief description of each payment.
2. The proper budgetary expenditure code.
3. The signatures of the recipient and the administrator.
4. Attach all sales slips.

Replenishment of Petty Cash Fund Expenditures

The following procedures will be used to replenish Petty Cash Funds:

1. Prepare a payment voucher (NPO – No Purchase Order) payable and deliverable to the principal/administrator with the words “Petty Cash” after the name.
2. Type in the proper budgetary code to be charged. If more than one code is to be charged, list the various codes and their respective amounts in the body of the payment voucher.
3. Prepare Petty Cash Report CD 1301 and sign.
4. Have the payment voucher signed by the principal/administrator.
5. Submit payment voucher with all petty cash vouchers, sales slips and the petty cash report attached to the Finance and Business Services.

All petty cash funds must be replenished at the end of the year prior to June 30, as directed by the Accounting Manager.

Please direct any questions to the Payments Supervisor (297-8470) or the Director, Financial Operations (297-8473).

CITY OF HARTFORD

RECEIVED OF PETTY CASH

Date _____

Amount _____

For: Description of Petty Cash Expense. Attach Reports.

Fund	Dept.	Div.	Acct.	Job	Obj.	Amount

Received by

Approved by Account Custodian

CITY OF HARTFORD

PETTY CASH REPORT

Submit with each invoice replenishing Petty Cash Fund and on June 30th of each year:

- | | | |
|---|----|-------|
| 1. Authorized PETTY CASH FUND. | \$ | _____ |
| 2. Actual cash now in Fund. | \$ | _____ |
| 3. Sum of Expenses on attached Petty Cash Receipts
with supporting detail. | | _____ |
| 4. Total (Lines 2 & 3 to equal Line 1) | \$ | _____ |

Date: _____

Prepared by: _____
(Account Custodian)

Approved by: _____
(Principal)

Business and Non-Instructional Operations

Naming of Facilities or Parts of Facilities

The responsibility for naming the public schools of Hartford or any part of a school rests with the Hartford Board of Education (Board) and the Board shall be guided by the following policy in carrying out this responsibility:

1. The naming of a school or any part thereof shall require a two-thirds vote of the Board for approval.
2. No school or any part thereof shall be named for an individual of the school system or a member of the Board unless such person is deceased.
3. The Board will accept suggestions in writing from any interested members of the community. Such suggestions shall be accompanied by biographical material and a list of achievements that justify special recognition on the basis of distinguished service.
4. Whenever a school or any part thereof is to be named for an individual, one of the following criteria will be met:
 - a. The individual should have been a prominent local, statewide or national figure whose name and reputation are widely known and accepted.
 - b. The individual shall have been involved over a long period of time with education in general or with Hartford Public Schools in particular and shall have exhibited demonstrably distinguished service, deserving of special recognition.
5. Whenever any part of a school (auditorium, library, gymnasium, swimming pool, playing field, clubroom, observatory or other facility) is to be named in honor of an individual, special consideration shall be given to persons whose lives had some special significance to the school and its traditions.
6. Because the naming of schools is an important decision which should not be hastily made, the Board will make a formal announcement at a regular meeting of the Board whenever a school or any part thereof is to be named or renamed, and the following timelines shall apply:
 - a. At least six months shall intervene between the date of the announcement and the date the decision when a school is involved. During this period public input shall be sought through active publications of the issue in all local papers.
 - b. At least six months shall intervene between the date of the announcement and the date of the decision when any part of a school is involved.

Business and Non-Instructional Operations

Naming of Facilities or Parts of Facilities (cont.)

7. During the period between the date of the announcement and the date of the decision, the Board shall seek comments and information from interested persons relative to the proposed naming, including (but not limited to) the following:
 - a. Individuals or groups who have suggested a name shall be required to furnish to the Board evidence of overwhelming support for their choice from the community (parents of the school, local residents, school staff).
 - b. The administration may be asked for a recommendation or requested to furnish additional information.
8. Whenever a school is named or renamed, the Board shall assume the financial responsibility. Whenever, a part of a school is named, the financial responsibility shall be assumed by those who initiated the request; however, the Administration shall have the right to approve the form and content of all plaques before they are installed.

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

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

Business and Non-Instructional Operations

Plant Operation and Maintenance

Hazardous Materials

The Board of Education recognizes its responsibility for providing an environment which is reasonably secure from known hazards. There are many areas of the school operation, from science laboratories and art departments to custodial services and vehicle maintenance, which use a variety of materials that are hazardous.

Hazardous materials include any substance or mixture of substances that poses a fire, explosive, reactive or health hazard as more fully defined by law.

The board, through the Superintendent, shall cause to be created procedures which address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations, including instructional areas. Emergency response actions and evacuation plans also shall be coordinated with the procedures.

The procedures shall comply with all local, state and federal laws and regulations which pertain to the safe and proper storage, transportation and disposal of hazardous materials.

The goal of the procedures shall be to set into place an ongoing process by which each location in the district may begin a program of identifying and managing potentially hazardous materials. District personnel shall be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the quantities of such substances stored on school property.

Appropriate school personnel shall be trained to take precautions to prevent accidents and to handle them in the event they do occur.

Business and Non-Instructional Operations

Travel by Staff Members

1. Use of Cars in Hartford

Staff members whose assigned duties necessitate the regular use of their personal cars, as traveling from school to school, shall be granted a monthly allowance which shall be based on the estimated average use of the car, according to a schedule approved by the Superintendent and/or his/her designee.

2. Travel Outside the Metropolitan Hartford Area

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

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

Business and Non-Instructional Operations

Insurance Coverage

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

1. Fire insurance, including extended coverage
2. Liability insurance
3. Boiler insurance
4. Insurance against robbery of money in transit-from school cafeterias to banks
5. Insurance against burglary of money from safes in schools having cafeterias
6. Automobile insurance to cover all school-owned vehicles
7. Such other insurance coverage as the Board of Education may determine from time to time.

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

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

Policy adopted: January 4, 2000
Policy updated: December 7, 2004

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Business and Non-Instructional Operations

Transportation

Use of Private Automobiles on School Trips

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

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

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

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

Business and Non-Instructional Operations

School Meal Service

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

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

The board also authorizes the establishment of a school breakfast program as provided for in the Federal Child Nutrition Act and other child-feeding programs as needed.

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

Business and Non-Instructional Operations

School Meal Service

Program Description

The Food Service Department operates under policies established by the Board of Education. The prices of school lunches and school breakfasts shall be approved by the board. Operating expenses are paid from the Food Service fund into which all Federal, State, student, staff, and miscellaneous receipts and revenues are deposited.

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

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

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

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

Department Supervision

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

As determined by the Director of Financial Management, his/her designee co-signs all checks initiated and approved by the Director of Food Services and Nutrition Education.

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

A quarterly report on the Food Service fund will be provided to the board.

Business and Non-Instructional Operations

School Meal Service (continued)

Finance

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

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

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

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

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

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

Purchasing

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

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

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

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

Business and Non-Instructional Operations

School Meal Service

Purchasing (continued)

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

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

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

Personnel

The Food Service Department interviews and recommends to the Human Resources Department of the Board of Education the employment, promotion, transfer, or other personnel action of all rostered personnel.

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

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

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

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

Supervision of the Meal Program

Supervision of the meal program will be carried out under the direction of a Head Lunch Supervisor/Meal Coordinator, a Cook-Manager, a Food Service Supervisor in the High Schools, or the Director of Food Services and Nutrition Education. The Principal , in cooperation with the

Director of Food Services and Nutrition Education, will be directly responsible on matters of school policy such as scheduling, movement, discipline and safety of students in the dining area.

Business and Non-Instructional Operations

School Meal Service

Supervision (continued)

Elementary and Middle Schools

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

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

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

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

High Schools

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

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

Free or Reduced Price Meals

Lunches and/or Breakfasts shall be provided free or at a reduced price to all students meeting eligibility requirements as determined by the U.S. Department of Agriculture.

Meal Price Categories - Students

The Board of Education establishes prices charged to students for complete lunches and breakfasts. Three categories of meals currently exist as follows:

- Full paid meal means a meal for which a child must pay the full price as established by the Board of Education.

Business and Non-Instructional Operations

School Meal Service

Free or Reduced Price Meals (continued)

- Reduced price meal means a meal, which by regulation, must meet all of the following criteria: (1) The price shall be less than the full price of the meal; (2) the price shall not exceed the amount as set by Federal regulation; and (3) neither the child nor any member of his family shall be required to supply an equivalent value in work for the school or the school's food service.
- Free meal means a meal for which neither the child nor any member of his family pays or is required to work in the school or in the school's food service.

Payment Responsibilities

The Hartford Public School System has as its mission to offer a well balanced lunch each day, which furnishes approximately 1/3 of the Recommended Daily Allowances for children of various age groups. Breakfast is also offered in all elementary and middle schools.

Parents/guardians are responsible for payment of all meals except for those children of families who qualify under Federal guidelines for a free meal (lunch and breakfast). In order to qualify for free or reduced priced meals, parents/guardians must submit a properly completed meal application or direct certification letter for processing each school year for each child.

Exceptions to this procedure must fall into the following category for all elementary students who do not have a completed application for the new school year on file:

- A student new to the Hartford Public Schools may be fed free for one day.

After one day, lunches must be brought from home, or the full rate must be paid until an application has been received and certified to determine the student's meal status. In an emergency, a student may be served a supplemental lunch up to a maximum of three (3) days. During these three (3) days, parents/guardians will be notified that their child (children) will no longer be served a lunch at school effective on a specific day/date; principals will be notified accordingly.

In other words, no meals are served to students without being paid for or a proper meal ticket received for full paid, reduced price and free meals.

In some schools, principals may arrange for payment of all meals charged by a student(s) beyond the three day limit. The number is to be reported to the Food Service Department's accounting office by the HLS/MC on a monthly basis; principals will be billed accordingly.

Business and Non-Instructional Operations

School Meal Service

Free or Reduced Price Meals (continued)

Payment of Meals of Guests

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

Credits and Refunds

If a student pays for breakfasts or lunches and does not receive them during the scheduled period, credit will be given. After the last day of lunch service each year, students may claim refunds based on their account balances until the last day of school. All funds not distributed at that time will be deposited in the bank to the Food Service Department's account.

Lost and Mutilated Barcode Cards (Snap and Microcheck)

Because of the cost of laminated and "barcode" cards, parents may be charged for lost and damaged cards. The parent cover letter or a special notice will state this; it will be highlighted and hold the parent/guardian responsible for this cost.

Special Dietary Needs of Students

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

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

Food Sales other than National School Lunch Program

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

Business and Non-Instructional Operations

School Meal Service (continued)

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

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

Business and Non-Instructional Operations

Vending Machines

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

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

Business and Non-Instructional Operations

Mail and Delivery

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

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

Business and Non-Instructional Operations

School Closing Policy

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

Policy adopted: February 4, 2003
Policy updated: December 7, 2004

HARTFORD PUBLIC SCHOOLS
Hartford, Connecticut

Business and Non-Instructional Operations

School Construction Shutdown Policy

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

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

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

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

Business and Non-Instructional Operations

School Closing Administrative Procedures

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

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

1. Building characteristics, age and current physical conditions of the facilities including:
 - A. Age and condition of building including whether or not the building is energy efficient.
 - B. Adequacy of building for programs; existence of multipurpose room and/or other special areas; feasibility of replacement and/or additions.
 - C. Suitability of the building for other uses.
 - D. Capacity of buildings, space to house additional students.
2. Adequacy of site, location, access and other environmental conditions including:
 - A. Adequacy of the building in terms of student health and safety.
 - B. Frequency of vandalism and amount of damage.
 - C. Location and size of site.
 - D. Traffic hazards and/or serious deterrents to learning in surrounding community.
3. Enrollment and program including:
 - A. Enrollment size in relation to that needed to provide quality educational programs and services.
 - B. Enrollment projections indicative of continued small student population.
 - C. Effect upon programs for students in all schools affected by the closing.
 - D. Proximity of the school to community resources.
 - E. Relationship to the plan for special education.
 - F. Transportation factors, including numbers of children bused, time, distance, and safety.
 - G. School performance in relation to No Child Left Behind
4. Cost/Savings project including:
 - A. Staff requirements.
 - B. Comparative per student operating costs related to status quo.
 - C. Food service and student transportation requirements and expenses resulting from school closure.
 - D. Value of property for other uses.
 - E. Saving which might accrue from reducing the number of schools in town.

5. Community considerations:
 - A. Attitudes toward reducing the number of schools and reduction of cost.
 - B. Hardship and/or benefits to parents and/or children resulting from closure; distance from where students reside to schools where assignments would be made.
 - C. Reactions on the part of parents and other patrons to the potential closing of a school(s).

6. Alternatives to closing a school will also be considered. These may include:
 - A. Changing boundaries; effect upon enrollments in schools affected by changes.
 - B. Shifting of programs/grade levels from one building to another.
 - C. Housing of new program(s) in building under construction.

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

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

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

Business and Noninstructional Operations

Building Lease/Acquisition Policy

Purpose: The purpose of this policy is to set for the guidelines by which leases/acquisitions will be entered into when the Board determines there is a need for additional space/buildings to address educational or administrative needs.

When the Board of Education determines that there is a need for additional space/buildings to address educational or administrative needs, the Board shall request that the City of Hartford lease or otherwise acquire the building for such use.

The Superintendent or their designee shall assess whether the space/buildings to be leased or acquired meet educational standards and can be used, operated and maintained economically and within the Hartford Public Schools' budget, taking into account at least the following factors:

1. Educational specifications, if applicable, for use of the building;
2. The most recent long range facilities plan;
3. The terms of school construction grants that may exist or may be sought with respect to the building;
4. The expected cost of leasing, operating and maintaining the building over the term of the lease
5. The extent of modifications or renovations to the building to meet applicable school building codes and the estimated cost of such modifications/renovations;

All leases and lease renewals for buildings used and operated by the Hartford Public Schools executed after the effective date of this Policy for which the Hartford Public Schools is financially responsible shall be subject to this Policy and shall be recommended by the Superintendent and approved by the Board of Education.

As a non-profit governmental entity, the Hartford Public Schools is not subject to sales or property taxes. Leases or acquisition of property by the Hartford Public Schools for educational purposes shall not include payment of municipal property taxes.

Any lease longer than three years in duration shall be considered an unusual circumstance and will require due diligence and study, prior to Board approval.