



WINCHESTER BOARD OF EDUCATION

338 MAIN STREET, P.O. BOX 648 • WINSTED, CT 06098
TELEPHONE: 860-379-0706; FAX: 860-738-0638
MELONY BRADY-SHANLEY - SUPERINTENDENT OF SCHOOLS

Winchester Board of Education April 9, 2024

Board of Education Members

Jeannette Brodeur
Shane Centrella
Salvatore Lovetere
Nora Mocarski
Jonathan Morhardt
Alison Pierce
Sondra Strubhar
Renata Waldron
Elizabeth Whitney



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VISION STATEMENT

REVISED 7-18-2018

At Winchester Public Schools, students are provided with a nurturing and caring community that enlightens, inspires, and empowers our students to explore their creativity, talents, and desires so all students can realize and achieve their dreams.

OPERATING PRINCIPLES

AS APPROVED: SEPTEMBER 12, 2006

- We will arrive on time, prepared, and participate fully.
- We will listen with respect and with intent to understand.
- We will support and take responsibility for group decisions.
- We will be open and honest.
- We will operate with a clear purpose that aligns with our mission and vision.
- We will celebrate the positive.
- We will nurture and develop leadership in others.

April 5, 2024

TO THE BOARD OF EDUCATION MEMBERS:

Here is your packet for the Board of Education Meeting on April 9, 2024. The Board of Education meeting will be held at the Town Hall in the Hicks Room.

Please call if you have any questions about the information for the meeting.

Sincerely yours,

Melony Brady-Shanley
Superintendent of Schools

Winchester Board of Education

**Policy - #1120 Regulations for Public Participation at Board of Education Meetings
Approved by BOE on 12/13/2022**

The Winchester Board of Education welcomes you to its business meeting. There are two opportunities set aside to hear comments from the public.

We welcome and encourage public participation as a valued part of communicating input with the Winchester Board of Education.

We appreciate your adherence to the following:

1. Complete the requested information on the sign-in sheet if you wish to speak (name, address, and email);
2. State your name and address when called upon to speak;
3. You will be allotted three minutes to share your comments.

Please be advised that it is not the practice of the Board of Education to engage in dialogue regarding commentary. The Superintendent of Schools will be directed by the Chairperson to prepare an appropriate response in a timely manner.

We appreciate your time and thoughtful commentary.

The Winchester Board of Education

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APRIL 9, 2024

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PUBLIC COMMENT

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or Community members should be defamed within a public comment.

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PUBLIC COMMENT

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.

ADJOURN:

Winchester Board of Education

Type of Meeting: Board Of Education Meeting Agenda

Date: April 9, 2024, @ 7:00 p.m.

Location: Town Hall – Hicks Room

Meeting Facilitator: Melony Brady-Shanley, Superintendent
Nora Mocarski, BOE Chairman

Jeannette Brodeur, Shayne Centrella, Salvatore Lovetere, Jonathan Morhardt, Alison Pierce, Sondra Strubhar, Renata Waldron, and Elizabeth Whitney

- I. Call to order:
- II. Pledge of Allegiance:
- III. Roll call:
- IV. Agenda Review Discussion Possible Action:
 - a) Board of Education Agenda: April 9, 2024
- V. Comments from the Chairman:
- VI. Public Comment:

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.
- VII. Consent Agenda Items Discussion Possible Actions:
 - a) Minutes of BOE Meeting – March 12, 2024
 - b) Minutes of Special Meeting – March 14, 2024
 - c) Minutes of Committee Meeting – March 27, 2024
- VIII. Gilbert Report from Board of Education Representative:
- IX. Superintendent’s Reports & Action Items Discussion Possible Action:
 - a) Superintendent’s Report
 - b) Monthly Registration & Staff Vacancy Report
 - c) School Enrollment
 - d) Chronic Absences
 - e) Gilbert Enrollment & Grade Level Enrollment
 - f) Monthly Budget Summary - FY24
- X. Correspondence to the Board:
 - a) Letters of Resignation

- XI. Presentations:
- XII. New Business Discussion and Possible Action:
- a) New Hires - No action
 - b) Healthy Food Certification
 - c) Discussion of Boiler @ Pearson School
 - d) The National Drone Competition Team Field Trip – Out-of-State
 - e) Revisions to the Proposed Fiscal Year 2025 Budget
 - f) Policies for First Read
 1. Non-Discrimination (Community)
 2. Volunteers
 3. Sexual Offenders
 4. Budget Procedures and Line Item Transfers
 5. Code of Conduct Federal Procurement
 6. Disposal of Obsolete or Surplus Equipment or Materials
 7. Gifts, Grants, and Bequests to the District
 8. IDEA Fiscal Compliance
 9. Purchasing
 10. Student Activities Funds
- XIII. Public Comment:
- Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.
- XV. Adjourn:

Winchester Board of Education

Type of Meeting: Board Of Education Meeting Minutes

Date: March 12, 2024, @ 7:00 p.m.

Location: Town Hall – Hicks Room

Meeting Facilitator: Melony Brady-Shanley, Superintendent
Nora Mocarski, BOE Chairman

Jeannette Brodeur, Shayne Centrella, Salvatore Lovetere, Jonathan Morhardt, Sondra Strubhar, Renata Waldron, and Elizabeth Whitney

- I. Call to order - 7:00 PM
- II. Pledge of Allegiance:
- III. Roll call - Renata Waldron, Jeannette Brodeur, Sondra Strubhar, Nora Mocarski, Melony Brady-Shanley, Elizabeth Whitney, Salvatore Lovetere, Shayne Centrella. Absent: Jonathan Morhardt.
- IV. Agenda Review Discussion Possible Action:
 - a) Board of Education Agenda: March 12, 2024
- V. Comments from the Chairman:

Nora Mocarski wanted to publicly recognize the efforts and work of Cheryl McGlynn. She resigned because she found it was getting too difficult to manage her businesses and her time with the Board. I wanted to recognize her 6 years of service. She was a strong advocate for education for kids and her background was very helpful and she guided us through discussions.

I would like to recognize Alexa Hinton. She quickly responded to our discussion about the town and BOE website. She has made some changes and has the BOE link right at the top of the town website, and I appreciate her prompt attention to this matter.

I also wanted to thank all of you here. Serving on this Board over the last three months has been time-consuming, and I appreciate your flexibility in scheduling and on-time attendance. I appreciate your time.

- VI. Public Comment:

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.
- VII. Consent Agenda Items Discussion Possible Actions:
 - a) Minutes of BOE Meeting – December 12, 2023

Salvatore Lovetere Motion to approve Minutes of BOE Meeting – December 12, 2023

2nd - Renata Waldron

Vote: 7-0

b) Minutes of BOE Meeting – February 13, 2024

Salvatore Lovetere Motion to approve Minutes of BOE Meeting – February 13, 2024

2nd - Sondra Strubhar

Vote: 7-0

c) Minutes of Special Meeting – February 12, 2024

Renata Waldron Motion to approve Minutes of Special Meeting – February 12, 2024

2nd - Salvatore Lovetere

Vote: 7-0

d) Minutes of Special Meeting – February 17, 2024 - Jeanette, Renata, 8, 0

Jeannette Brodeur Motion to approve Minutes of Special Meeting – February 17, 2024

2nd - Renata Waldron

Vote: 7-0

e) Minutes of Committee Meeting – February 27, 2024

Sondra Strubhar Motion to approve Minutes of Committee Meeting – February 27, 2024

2nd - Shayne Centrella

Vote: 7-0

f) Minutes of Special Meeting – February 29, 2024

Salvatore Lovetere Motion to approve Minutes of Special Meeting – February 29, 2024

2nd - Renata Waldron

Vote: 7-0

VIII. Gilbert Report from Board of Education Representative:
No report at this time

Superintendent’s Reports & Action Items Discussion Possible Action:

- a) Superintendent’s Report
- b) Monthly Registration & Staff Vacancy Report
- c) School Enrollment
- d) Chronic Absences
- e) Gilbert Enrollment & Grade Level Enrollment
- f) Monthly Budget Summary - FY24

IX. Correspondence to the Board:
a) Letters of Resignation

The Board accepts both resignations with regret.

X. Presentations:

Not at this time

XI. New Business Discussion and Possible Action:

- a) New Hires - No action - Melony Brady-Shanley announced new hires
- b) Increasing Educator Diversity Plan - anticipated action
Melony Brady-Shanley reviewed documents with the Board.

Renata Waldron Motion to Approve Increasing Educator Diversity Plan
 2nd - Elizabeth Whitney
 Vote: 7-0

- c) Reduce the student calendar for 2023-2024 to 180 days. The last student day would be June 12, 2024, pending additional weather days.

Salvatore Lovetere Motion to approve Reduce the student calendar for 2023-2024 to 180 days.
 The last student day would be June 12, 2024, pending additional weather days.

Nora Mocarski will amend that motion to include that we are moving the 2023-2024 calendar from 181 to 180 days for this year.
 2nd - Jeannette Brodeur
 Vote: 7-0

- d) Replacement of Pearson Boilers - Melony Brady-Shanley presented to the Board

The Board would like to direct Melony Brady-Shanley to move forward with the project.

XIII. Public Comment:

Board of Education Chairman to read Public Comment Regulations. Three minutes are allotted to each speaker per Board Policy #1120. No BOE employee, student, or community member should be defamed within a public comment.

Theresa Padin, 124 Meadow Street, Winsted. Read the letter she wrote to Nora Mocarski regarding her interest in remaining on the W.L. Gilbert School Corporation.

Dear Ms. Mocarski,

I am writing to express my strong interest in remaining on the W.L. Gilbert School Corporation Board, as a Community Representative appointed by the Winchester Board of Education. Throughout my tenure on the W. L. Gilbert School Corporation Board, I have viewed all School Corp. business and decisions through the lens of what is in the best interest of the children in our community. As a non-partisan, unbiased representative, I feel my contributions to the W.L. Gilbert School Corporation Board have directly benefited the children in our community.

Throughout my six years on the School Corp., I have been an active and engaged participant. I have

attended all Regular, Special, and Committee meetings, with minor exceptions. I have served on the Policy, Finance, Personnel, Nominating and Celebration of Education Committees throughout my terms. Some highlights from these committee assignments include:

The hiring of a new Superintendent/Head of Schools

Negotiating the Gilbert Administrators Union Contract (This group became unionized during my time on the School Corp.)

Presenting, developing, and implementing salary scales, steps, and wage caps for Non-Union, Non-Certified staff members of the Gilbert School

I am the first WBOE appointee to serve as an officer of the W.L. Gilbert School Corporation, serving one term as Vice-Chairman, and currently serving my second consecutive term as Secretary.

Advocating for the educational needs of the children of Winsted through fiscal responsibility in budgets and support of expanding services and offerings to students where needed. Tirelessly advocating for the collaboration between the WBOE and the W.L. School Corporation Board Bridging the gap between the two entities by engaging other W.L. Gilbert School Corporation members in WPS activities (Drone Competition, Read Across America, etc.), and by collaborating with Gilbert to bring WPS students to The Gilbert School, (Holiday concerts, Pearson Drama Program, etc.)

It is my firm belief that the children of this town deserve the very best education available to them. Though many metrics can and will be used to measure the success of education, I believe that the commitment and stability of the governing organizations is the first step. By allowing me to continue my role, the WBOE can be assured that they have selected a candidate with a proven history of putting forth time, effort, and energy into the students of our community. Thank you.

XIV. Executive Session:

- a) Possible Executive Session - Discussion and Possible Action on the selection of a candidate to fill the open Winchester seat on The Gilbert School Corporation.

Sondra Strubhar Motion to Move to Executive Session

2nd - Jeannette Brodeur

Vote: 7-0 at 7:49 PM

Salvatore Lovetere Motion to Come Out of Executive Session

2nd - Renata Waldron

Vote: 7-0 at 7:53 PM

Theresa Padin was appointed to the W.L. Gilbert School Corporation.

XV. Adjourn - Motion Salvatore Lovetere, 2nd Sondra Strubhar

Vote: 7-0 at 7:54 PM

Minutes submitted by Barb Aurell

Winchester Board of Education

Type of Meeting: Special Meeting Minutes

Date: Thursday, March 14, 2024, @ 6:00 pm

Location: Town Hall – Hicks Room

Meeting Facilitator: Nora Mocarski, BOE Chair

Jeannette Brodeur, Shane Centrella, Salvatore Lovetere, Jonathan Morhardt, Sondra Strubhar, Renata Waldron, and Elizabeth Whitney

- I. Call to order - 6:04 PM
- II. Roll call: Jeannette Brodeur, Sondra Strubhar, Nora Mocarski, Elizabeth Whitney, Renata Waldron, Shane Centrella, Jonathan Morhardt. Salvatore Lovetere is absent.

Salvatore Lovetere joined the meeting at 6:12 PM.

- III. Possible Executive Session - Interview and possible selection of a candidate to fill the vacant position on the Winchester Board of Education.
 - A. Interview candidates to fill the vacant position on the Board.

Candidate: **Seth Roy**

1. In addition to your WBOE obligations, you may be asked to serve on the Gilbert Corp. Is this something you would have an interest in doing, and are you familiar with the relationship between the two entities with regard to educating our students?
 - Yes, I am more familiar with the relationship since my interest in becoming a board member and attending meetings.
2. What motivated you to apply for the position of Board of Education member?
 - After I went to the board of education meeting.
 - There is a very slim relationship with the people in our town who serve on the Board and the Board of Selectmen, and the people who work in the school system and would like them to have a better understanding of their responsibilities/roles.
 - I think everyone is doing the best that they can. I am involved with the kids in this town and try to do my best for the kids. I would like to be a part of the decisions for these kids.
3. If you are selected, what do you personally hope to accomplish during your time as a board member?
 - Create a good and creative place for our kids to learn.
 - Bring our kids more athletic programs.
 - I believe we can do better, and I would like to be a part of that change.
4. We often have to make difficult decisions as a board and even as an individual. How have you resolved conflicts in a group you have worked with in the past?
 - What was the best decision for our company
 - How would it benefit our company

- Decide whether it was ethically right or financially the right decision.

QUESTION: Do you have financial experience?

- I do not have a Finance degree, but both my degrees and my current job involve financials.

5. What is your understanding of the legal and ethical responsibilities of a member of the Board of Education?

- I would always work for the Board of Education, the town of Winsted, and the school system.
- I would not commit any crimes and would conduct myself ethically.

6. What do you see as the biggest challenges our school district faces?

- The biggest challenge, I believe, is kids coming out of COVID.

7. Do you have any questions for us?

- Wanted to know if the Board is involved with kids.
- Does the Board attend basketball games or school plays?
- Every decision we make affects the kids.
- It is important the kids know the BOE members are here for the kids.

Candidate **Tara Sundie**

Shane Centrella Motion to move to Executive Session at 6:50 PM for the purpose of the interview with Tara Sundie for the Vacant Winchester Board of Education Position.

2nd - Jonathan Morhardt

Vote: 8, 0

Salvatore Lovetere Motion to come out of Executive Session at 7:21 PM

2nd - Elizabeth Whitney

Vote: 8,0

Shane Centrella left the meeting at 7:22 PM

Shane Centrella returned to the meeting at 7:30 PM.

Candidate **Alison Pierce**

1. In addition to your WBOE obligations, you may be asked to serve on the Gilbert Corp. Is this something you would have an interest in doing, and are you familiar with the relationship between the two entities with regard to educating our students?

- Yes, I am extremely familiar with and interested in mending the relationship between the two.
- It is best to make friends and get to the goals together.
- Yes, I would like to serve on the Gilbert Corp.

2. What motivated you to apply for the position as a Board of Education member?

- I have been in town for 10 years and have a child in the school system.
- I do think it is important that people have knowledge on the Board.
- My skills and abilities would be useful to the town and help to provide a better education for the kids.

3. If you are selected, what do you personally hope to accomplish during your time as a board member?
- Making community members feel comfortable
 - I can commute and be transparent about how the system works.
 - My goal is to share knowledge with the Board and be a good resource
4. We often have to make difficult decisions as a board and even as an individual. How have you resolved conflicts in a group you've worked with in the past?
- Keep the end goal in mind.
 - What is the mission?
 - Is the decision going to get us to the goal?
 - Work backward and work collaboratively.
5. What is your understanding of the legal and ethical responsibilities as a member of the Board of Education?
- Adequate and safe
 - Schools are equally funded
 - We hold the superintendent to task
 - Authorizing policies

QUESTION: Do you have financial experience?

- Yes, I do. Our general budget is 3.3 million.
 - Budgets
 - 57 grants every year
 - Oversee 5 staff members in the business office, 15 staff members in facilities, 30 staff members in housekeeping
 - We outsource transportation and food service. Sodexo is used for food service.
6. What do you see as the biggest challenges our school district faces?
- We don't have a tax revenue
 - We don't have opportunities to do things.
 - We are not a complete school district.
 - Our board is limited.
 - Since we have Melony Brady-Shanley, we attract better talent and have seen growth and better test scores.
 - We need to make a collaborative effort with the town.
 - Tough dynamic, and we do the best that we can
7. Do you have any questions for us?
- No questions.

B. Discussion of candidates to fill the vacant position on the Board.

Salvatore Lovetere Motion to move to Executive Session at 7:42 PM to discuss the possible election to fill the vacancy on the Winchester Board of Education

2nd - Jonathan Morhardt

Vote: 8,0

Salvatore Lovetere Motion to come out of Executive Session at 8:01 PM
 2nd - Sondra Strubhar
 Vote: 8,0

IV. Election of candidates to fill the vacant position on the Board.

Round 1

Ballot for the vacancy position on the Winchester Board of Education to replace Cheryl McGlynn who resigned effective February 27, 2024

Salvatore Lovetere, Alison Pierce
 Jeannette Brodner, Alison Pierce
 Sondra Strubhar, Alison Pierce
 Nora Mocarski, Tara Sundie
 Elizabeth Whitney, Alison Pierce
 Renata Waldron, Alison Pierce
 Shane Centrella, Alison Pierce
 Jonathan Morhardt, Alison Pierce

First vote, Alison Pierce
 Second vote, Alison Pierce
 Third vote, Alison Pierce
 Fourth vote, Alison Pierce
 Fifth vote, Alison Pierce
 Sixth vote, Alison Pierce
 Seventh vote, Alison Pierce
 1 vote, Tara Sundie

7 to 1

Alison Pierce is the Board Member

V. Adjourn - Motion Sondra Strubhar, 2nd Renata Waldron
 Vote: 8, 0 at 8:09 PM

Minutes submitted by Barb Aurell

BYLAWS state:

As soon after this deadline as is practical, the Chairman shall place on the agenda of a posted regular or special session of the Board an item titled "Interview and possible selection of a candidate to fill the vacant position on the Board. For the purposes of this and subsequent meetings, a quorum of the Board shall be a majority of the remaining Board members.

Each candidate will be interviewed using a standard format.

The Board may meet in executive session for some or all of this process, provided, however, that each candidate shall have the right to have his or her portion of the interview process held in open session and may elect to do so by advising the Board of that fact at the time of the interview.

Following the interviews, the Board may discuss the candidates, which may be in executive session. The Chair may call an end to the discussion, and if there is only one candidate, the Board, by voice vote, may elect such candidate. If there is more than one candidate, the Chair shall distribute ballots containing the name of each candidate and identifying the member vacancy to be filled. Each Board Member will sign his or her ballot and will vote for one candidate or may abstain from voting. In the event of a tie, the Board shall discuss the candidates and re-vote by another written ballot. In the event the tie continues for three votes, the Board Chair shall select the candidate to fill the vacancy from among those candidates submitting an application.

Winchester Board Education

Type of Meeting: Policy and Finance Committee Meeting Minutes

Date: Wednesday, March 27, 2024, @ 6:30-8:30 pm

Location: Hinsdale School

Budget & Finance Committee Meeting Facilitator: Nora Mocarski

Committee Members: Renata Waldron, Jeannette Brodeur, Salvatore Lovetere, Sondra Strubhar, Shane Centrella, Jonathan Morhardt, Alison Pierce, and Elizabeth Whitney

Invitees: Melony Brady-Shanley and Nancy O’Dea-Wyrick

Quorum: 4

- I. Call to order - 6:35 PM
- II. Roll call: Jonathan Morhardt, Renata Waldron, Jeannette Brodeur, Alison Pierce, Nora Mocarski, Shane Centrella, Sondra Strubhar, and Salvatore Lovetere. Elizabeth Whitney is absent.

III. Agenda Review

- a) Review Budget & Finance Committee Meeting Agenda – March 27, 2024

Salvatore Lovetere Motion to switch b) and a) under Item VI

2nd - Jeannette Brodeur

Vote: 7-0-0

IV. Approval of Minutes

- a) Review of Budget & Finance Committee Minutes – February 27, 2024

Jonathan Morhardt Motion to approve Review of Budget & Finance Committee Minutes – February 27, 2024

2nd - Shane Centrella

Vote: 7-0-0

V. New Business

- a) HVAC Grant Information - Melony Brady-Shanley and Nancy O’Dea-Wyrick presented

Board would like to add to the April Board of Education Meeting to approve the initiation of the application process for DAS.

- b) Reflection on the Board of Selectmen Public Budget Hearing - Open Discussion

VI. Adjourn - Motion Jonathan Morhardt, 2nd Alison Pierce

Vote: 7-0-0 at 7:32 PM

Policy & Bylaws Committee Meeting Facilitator: Jeannette Brodeur

Committee Members: Shane Centrella, Renata Waldron, Jonathan Morhardt, Nora Mocarski, and Sondra Strubhar

Invitees: Salvatore Lovetere, Alison Pierce, Elizabeth Whitney, Nancy O’Dea-Wyrick, and Melony Brady-Shanley

Quorum: 4

- I. Call to Order - 7:39 PM
- II. Roll Call - Jonathan Morhardt, Nora Mocarski, Shane Centrella, Renata Waldron, Jeannette Brodeur, Melony Brady-Shanley. Invitees: Salvatore Lovetere and Alison Pierce. Absent: Elizabeth Whitney
- III. Agenda Review
 - a) Review the Policy/Bylaws Committee Agenda – March 27, 2024
- IV. Approval of Minutes
 - a) Review of the Policy/Bylaws Committee Meeting Minutes – February 27, 2024
Renata Waldron Motion to approve Review of the Policy/Bylaws Committee Meeting Minutes – February 27, 2024
 2nd - Jonathan Morhardt
 Vote: 7-0-0
- V. New Business
 - a) Review Shipman’s Policies 1000 Series
 1. Non-Discrimination
Nora Mocarski Motion to accept Non-Discrimination to the first read with regulations
 2nd - Renata Waldron
 Vote: 7-0-0
 2. School Volunteers, Student Interns and Other Non-Employees
Nora Mocarski Motion to accept School Volunteers, Student Interns, and Other Non-Employees to first read
 2nd - Jeannette Brodeur
 Vote: 7-0-0
 3. Sexual Offenders
Nora Mocarski Motion to accept Sexual Offenders with edits by Melony Brady-Shanley to first read
 2nd - Jeannette Brodeur
 Vote: 7-0-0
 - b) Review Shipman’s Policies 3000 Series
 1. Budget Procedures and Line Item Transfers
Nora Mocarski Motion to accept Budget Procedures and Line Item Transfers to first read

2nd - Shane Centrella
Vote: 7-0-0

2. Code of Conduct Federal Procurement

Shane Centrella Motion to accept Code of Conduct Federal Procurement to first read
2nd - Jonathan Morhardt
Vote: 7-0-0

3. Disposal of Obsolete or Surplus Equipment or Materials

Nora Mocarski Motion to accept Disposal of Obsolete or Surplus Equipment or Materials to first read
2nd - Shane Centrella
Vote: 7-0-0

4. Gifts, Grants, and Bequests to the District

Shane Centrella Motion to accept Gifts, Grants, and Bequests to the District to first read
2nd - Jonathan Morhardt
Vote: 7-0-0

5. IDEA Fiscal Compliance

Shane Centrella Motion to accept IDEA Fiscal Compliance to include regulation to the first read
2nd - Renata Waldron
Vote: 7-0-0

6. Purchasing

Melony Brady-Shanley made an amendment, Definition 1; Winchester should be on the line in Section D

Shane Centrella Motion to accept Purchasing with amendment included in the appendix to the first read
2nd - Jonathan Morhardt
Vote: 7-0-0

7. Student Activities Funds

Renata Waldron Motion to accept Student Activities Funds to first read
2nd - Shane Centrella
Vote: 7-0-0

c) Review Canton's Board of Education Policies

1. 6161 Selection of Educational Materials / Instructional Resources
2. 6161.11 Challenged Instructional Materials

d) General Review of Board Bylaws and Board Member Decorum and Expectations
During Board of Education Meetings.
Tabled to April's Committee Meeting

VI. Adjourn - Motion Renata Waldron, 2nd Jonathan Morhardt
Vote: 7-0-0 at 8:48 PM



Winchester Public Schools

338 Main Street, P.O. Box 648 Winsted, CT 06098
Telephone: 860-379-0706; Fax: 860-738-0638
Melony M. Brady-Shanley – Superintendent of Schools

SUPERINTENDENT'S REPORT

April 2024

Instruction:

- Attended to Alliance District Meetings
- PreK Screenings were held for all new students at Hinsdale
- Our PDEC Team met and is in the process of finalizing our updated plan
- Met with Rachael and Theresa to prepare for the Out-of-State National Drone Competition
- Eclipse planning to address safety and instructional opportunity
- Reviewed recommendations for special education caseloads for the 24/25 school year
- Our team met and began planning for the 24/25 building/grade level schedules

Building Operations:

- Presented a Public Budget Presentation to the Board of Selectman
- Refined the budget proposal based on Town Manager cut of \$400,000

Leadership:

- Attended the CAPSS Board of Directors Meeting
- Media Interviews
- BOE new member meeting
- Completed the 3000 series policies
- CAPSS Legislative Meeting
- BOE Committee Meeting
- CAPSS Board of Directors Meeting

Upcoming Important Dates:

4/15 – 4/19 – Spring Break

4/23 at 6:30 PM – BOE Committee Mtgs.

4/24 at 6:15 PM – PTO Mtg. at Hinsdale

4/26 – DRAMA Club Performance of "Finding Nemo" held at TGS 7 PM

5/1 – LCSA Awards Banquet – 4:30 PM

**SUPERINTENDENT'S MONTHLY STUDENT REGISTRATION
AND STAFF VACANCY REPORT**

March 2024

Position	Staff Vacancies									
	8/23	9/23	10/23	11/23	12/23	1/24	2/24	3/24	4/24	5/24
Special Education	1	0	0	0	0	0	0	0		
TGS Building Interventionist	1	1	1	0	0	0	0	0		
Interventionist	1	0	0	0	0	0	0	NF		
Paraprofessional	1	0	2	1	0	1	1	NF		
Custodian	-	1	0	0	0	1	0	0		
PT Admin Asst.	-	.6	0	0	0	0	0	0		
PT FRC Coord.	-	.6	0	0	0	0	0	0		
BCBA (grant)	-	-	-	1	1	0	0	0		
Social Worker	-	-	-	1	0	0	0	0		
2 nd Gr. Teacher	-	-	-	-	1	0	0	0		
Library Media P	-	-	-	-	-	-	-	0		
Music – H	-	-	-	-	-	-	-	0		

Hiring Strategies: *Indeed, Applitrack, Job Spot, CTReap, Winchester Schools Facebook, Shared on Facebook.*

New Registrations from 3/6/24 to 4/5/24			
School	Number	Cause	Supports
Hinsdale	2	2 – New to District K - 2	
Pearson	1	1 – New to District Gr. 3	

Withdrawals from 2/6/24 to 3/4/24			
School	Number	Causes	Supports
Hinsdale	0		
Pearson	0		

Winchester Public Schools

Enrollment Data

2023-2024

Date	Grade Level (Hinsdale & Pearson)	School District Enrollment (Hinsdale & Pearson)	Hinsdale Enrollment	Pearson Enrollment	Special Ed Gilbert Enrollment	Special Ed In-District Enrollment	Special Ed Out of District Enrollment	Special Ed Out of District Vo-Ag, Magnet/Charter Schools Enrollment	603 Out of District Placement	District Enrollment (all Winchester Nexus)
	PreK		47							
	K		77							
	1		78	1						
	2		101							
	3			67						
	4			70						
	5			70						
	6			82						
9/5/2023		600	299	301	68	89	25	6	0	699
4/1/2024		596	303	293	59	101	31	7	0	693
YTD	Changes	-4	4	-8	-9	12	6	1	0	-6

Winchester Public Schools

Specific Attendance Data

2023-2024

		AVERAGE DAILY STUDENT ATTENDANCE (%)											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
District	23-24	96.5%	93.5%	93.9%	92.5%	91.7%	93.3%	95.1%	99.5%				94.54%
Hinsdale	23-24	96.90%	92.4%	93.59%	92.0%	91.3%	93.0%	95.8%	99.6%				94.35%
Pearson	23-24	96.0%	94.5%	94.10%	92.9%	92.0%	93.6%	94.4%	99.5%				94.72%

		STUDENT CHRONIC ABSENTEEISM RATE (%)											
		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	YTD
District	23-24	4.4%	15.2%	15.89	34.3%	32.67%	18.0%	23.4%	26.4%				11.70%
Hinsdale	23-24	3.87%	15.3%	16.9%	37.16	36.2%	18.82%	18.8%	30.74%				11.67%
Pearson	23-24	4.7%	15.0%	15.05%	31.8%	29.6%	17.1%	27.3%	22.0%				11.6%

Gilbert Grade Level Enrollment - Winchester Only											
	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
Grade 7	80	88	89	89	89	90	89	89	89		
Grade 8	66	72	72	71	70	72	72	72	71		
Grade 9	61	64	67	66	66	66	64	65	66		
Grade 10	61	61	61	61	60	62	61	61	61		
Grade 11	85	88	88	85	86	85	83	82	82		
Grade 12	55	55	55	54	53	54	55	54	54		
Total	408	428	432	426	424	429	424	423	423		

FY2024 3Q Winchester Public Schools Budget Snapshot by Resource Year to Date March 2024

Budget Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year End Balance
Town Appropriation	\$ 21,504,910	\$ 15,708,436	\$ 6,115,547	\$ (319,073)	\$ (324,334)	\$ 5,261
Town Support for Education	697,272	378,018	278,715	40,539	40,539	-
Town Capital Funding	200,000	190,000	10,000	-	(10,000)	10,000
Non-Lapsing Fund	565,530	-	358,952	206,578	206,578	-
Grants	3,364,642	1,471,772	907,197	985,673	295,851	689,822
Medicaid	65,000	43,628	23,272	(1,900)	(1,900)	-
Total	\$ 26,397,354	\$ 17,791,854	\$ 7,693,683	\$ 911,817	\$ 206,734	\$ 705,083

OBJECT CODE DEFINITIONS

- 000-199 Wages** – Includes personal services salaries for regular employees, temporary employees, overtime, contractual paid leave and stipends.
- 200-299 Benefits** - Includes Group Insurance, social security, retirement, tuition reimbursement, unemployment, workers' compensation and health benefits.
- 300-399 Professional Technical Services** – Includes official/administrative services, professional educational services, employee training and development, other professional services, technical services, occupational and physical therapists, legal, audit and staffing services.
- 400-499 Property Services** – Includes water/sewage, cleaning, refuse services, snow plowing, landscaping, repairs, maintenance, equipment, vehicle maintenance and building rentals.
- 500-599 Purchased Services** – Includes tuition, transportation, insurance (non employee), communications, advertising, printing, and travel.
- 600-699 Supplies** – Includes general teaching & office supplies, energy, natural gas, electricity, gasoline, diesel, books, periodicals, instructional software, and technology related supplies.
- 700-799 Equipment** – Includes equipment, machinery, vehicles, furniture, fixtures, technology related hardware and operational software.
- 800-899 Dues** - Includes dues and fees, interest and miscellaneous expenditures.
- 900-999 Other Objects** – Is rarely used and is usually for special items

Winchester Public Schools

FY2024 Appropriated Budget 3Q Year to Date March 2024

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year End Balance
0-100	Wages	\$ 7,470,695	\$ 5,190,116	\$ 2,508,050	\$ (227,470)	\$ (142,157)	\$ (85,313)
	ELL Teacher changed to Full Time, Some certified new hires at higher step than budgeted						
200	Employee Benefits	2,039,255	1,490,186	258,783	290,286	199,066	91,220
	Subtotal Personnel Expense	\$ 9,509,950	\$ 6,680,301	\$ 2,766,833	\$ 62,816	\$ 56,909	\$ 5,907
300	Professional Technical Services	\$ 108,766	\$ 121,148	\$ 26,417	\$ (38,798)	\$ 8,766	\$ (47,564)
400	Property Services	112,000	72,446.68	14,618	24,935	(100,539)	125,474
51X	Pupil Transportation	1,444,023	1,000,475	541,115	(97,567)	-	(97,567)
	OOD Transportation costs have increased due to lack of available drivers and additional student need						
560	Special Ed Out of District Tuition	1,649,573	1,323,404	646,330	(320,161)	(292,467)	(27,694)
	OOD Tuition & Services have increased due to student needs and additional students						
563	Gilbert School Tuition	8,101,718	6,071,420	2,025,429	4,868	-	4,868
5XX	All Other Purchased Services	321,880	196,376	92,023	33,482	3,891	29,591
600	Supplies	124,000	96,929	1,108	25,963	(6,894)	32,857

FY2024 Appropriated Budget 3Q Year to Date March 2024

Object	Description	Adopted Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year End Balance
700	Equipment & S/W	113,000	128,513	1,674	(17,187)	6,000	(23,187)
800	Dues & Fees	20,000	17,424	-	2,576	-	2,576
	Subtotal Non-Personnel Expense	\$ 11,994,960	\$ 9,028,135	\$ 3,348,714	\$ (381,889)	\$ (381,243)	\$ (646)
	TOTAL Appropriation	\$ 21,504,910	\$ 15,708,436	\$ 6,115,547	\$ (319,073)	\$ (324,334)	\$ 5,261

Fund 12 TOTAL Non-Lapsing Fund							
400	Property Services	\$ 432,335	\$ -	\$ 358,952	73,383	\$ -	73,383
500	Purchased Services	-	-	-	-	206,578	(206,578)
800	Undesignated Non-Lapsing Fund	133,195	-	-	133,195	-	133,195
	TOTAL Non-Lapsing Budget	\$ 565,530	\$ -	\$ 358,952	\$ 206,578	\$ 206,578	\$ -

Fund 5 Medicaid Reimbursements

Wages	\$ 65,000	\$ 43,628	\$ 23,272	\$ (1,900)	\$ (1,900)	\$ -
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Winchester Public Schools

FY2024 3Q Town Resources Summary Operating Budget Year to Date March 2024

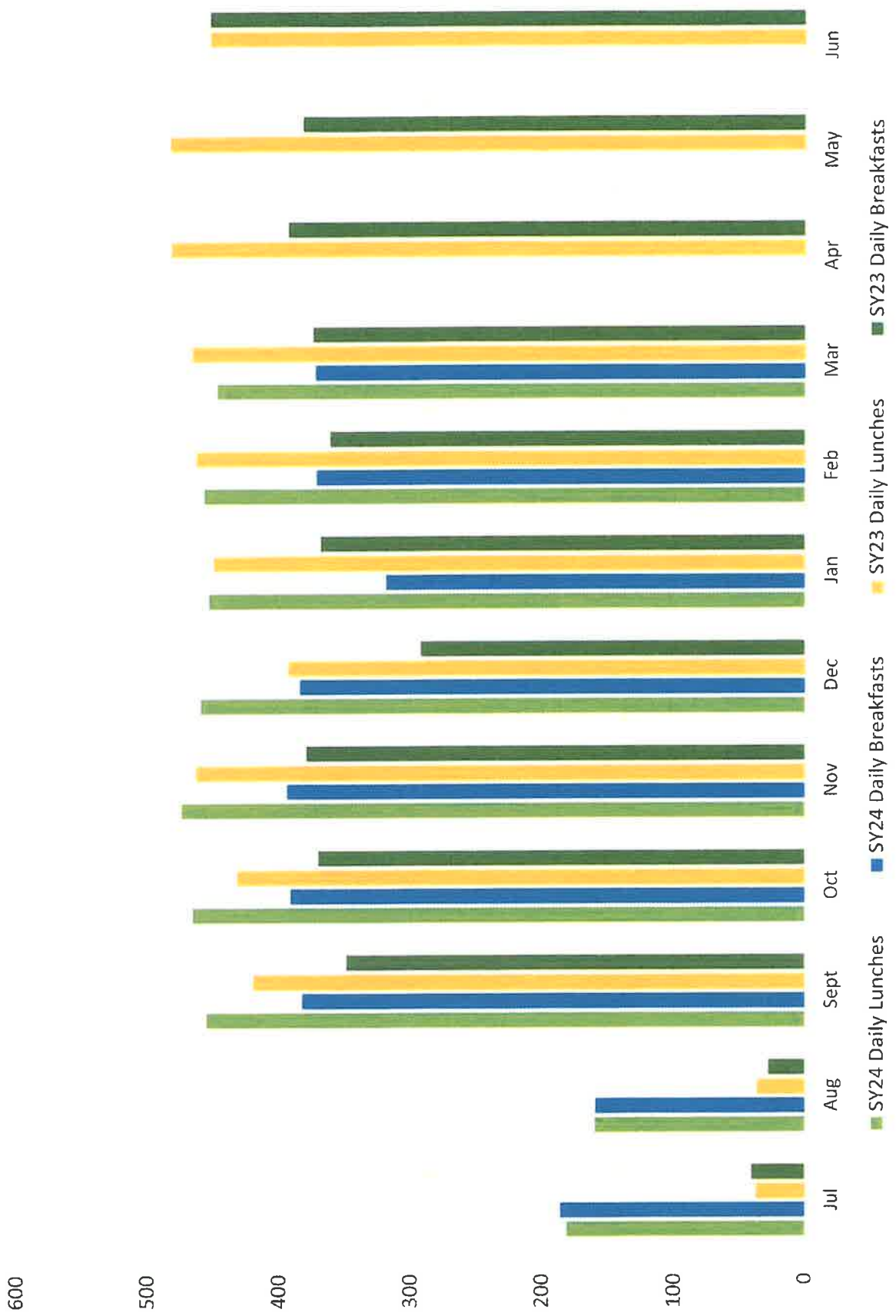
Object Description	TOWN APPROPRIATION						TOWN SUPPORT FOR EDUCATION						TOTAL
	Town Appropriated Budget	Expended to Date	Encumbered	Estimated Adjustments	Projected Year End Balance	Fund 6 Budget	Expended to Date	Encumbered	Estimated Adjustments	Projected Year End Balance	Total Summary Operating Year-End		
0-100 Wages	\$ 7,470,695	\$ 5,190,116	\$ 2,508,050	\$ (142,157)	\$ (85,313)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (85,313)		
200 Employee Benefits	2,039,255	1,490,186	256,783	199,066	91,220	-	-	-	-	-	91,220		
Subtotal Personnel Expense	\$ 9,509,950	\$ 6,680,301	\$ 2,766,833	\$ 56,909	\$ 5,907	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,907		
300 Professional Technical Services	\$ 108,766	\$ 121,148	\$ 26,417	\$ 8,766	\$ (47,564)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (47,564)		
400 Property Services	112,000	72,447	14,618	(100,539)	125,474	111,000	81,316	34,600	40,539	(45,455)	\$ 80,019		
500 Purchased Services	11,517,194	8,591,675	3,304,897	(288,576)	(90,802)	128,500	116,870	25,731	-	(14,101)	\$ (104,903)		
600 Supplies	124,000	96,929	1,108	(6,894)	32,857	457,772	179,832	218,384	-	59,556	\$ 92,413		
700 Equipment & Capital	113,000	128,513	1,674	6,000	(23,187)	-	-	-	-	-	\$ (23,187)		
800 Dues, Fees & Other Objects	20,000	17,424	-	-	2,576	-	-	-	-	-	\$ 2,576		
900 Special Items	-	-	-	-	-	-	-	-	-	-	\$ -		
Subtotal Non-Personnel Expense	\$ 11,994,960	\$ 9,028,135	\$ 3,348,714	\$ (381,243)	\$ (646)	\$ 697,272	\$ 378,018	\$ 278,715	\$ 40,539	\$ -	\$ (646)		
TOTAL	\$ 21,504,910	\$ 15,708,436	\$ 6,115,547	\$ (324,334)	\$ 5,261	\$ 697,272	\$ 378,018	\$ 278,715	\$ 40,539	\$ -	\$ 5,261		
400	TOWN CAPITAL FUNDING										\$ 10,000		
	\$ 200,000	\$ 190,000	\$ 10,000	\$ (10,000)	\$ 10,000	\$ 200,000	\$ 190,000	\$ 10,000	\$ (10,000)	\$ 10,000	\$ 10,000		

Winchester Public Schools

FY2024 3Q Grant Budget Year to Date March 2024

Grant	Description	FY 2022-24 Grant Award	Funds Received	Spent Prior Years	FY2024 Budget	Expended to Date	Encumbered	Balance	Estimated Adjustments	Projected Year End Balance
634	IDEA 611	313,614	127,621		313,614	133,846	62,256	117,512	70,000	47,512
653	IDEA 611 Carryover	295,207	245,011	165,835	129,372	83,918	41,749	3,705	3,705	-
635	IDEA 619 Preschool	15,078	4,976		15,078	5,313	1,682	8,083	8,083	-
652	IDEA 619 Preschool Carryover	14,130	14,130	14,130	-	-	-	-	-	-
647	ARP IDEA 611	54,747	54,747	49,175	5,572	5,572	-	-	-	-
648	ARP IDEA 619	5,235	5,235	3,570	1,665	1,665	-	-	-	-
657	ARP ESSER Homeless	15,898	7,000	3,649	12,249	-	-	12,249	12,249	-
659	ARP CHAMPS	180,000	147,445	77,663	102,337	75,133	4,613	22,591	22,591	-
651	ESSER II Dyslexia Recovery Carryover	16,250	8,266	3,054	13,196	5,212	-	7,984	-	7,984
660	ESSER II Family Resource Center	25,000	25,000	18,065	6,935	6,935	-	-	-	-
636	Title I	274,514	107,312	224,169	274,514	115,653	82,867	75,994	35,000	40,994
654	Title I Carryover	244,488	233,942		20,319	12,901	7,823	(405)	(405)	-
637	Title II	35,312	-		35,312	-	-	35,312	-	35,312
655	Title II Carryover	35,608	30,415	7,095	28,813	26,131	-	2,682	2,682	-
638	Title III	2,464	-		2,464	2,256	1,410	(1,202)	(1,202)	(0)
672	Student Support Title IV	20,005	6,622		20,005	6,962	3,395	9,649	2,543	7,106
675	Student Support Title IV Carryover	17,482	17,482	9,464	8,018	8,018	-	-	-	-
682	ARP MOE Provision	660,633	660,633	-	660,632	23,298	3,487	633,848	150,000	483,848
684	BCBA Specialist	70,000	7,380		70,000	9,910	8,889	51,201	5,000	46,201
688	ARP Right to Read	51,000	-		51,000	-	51,000	-	-	-
689	ARP Small Town Right to Read	150,000	-		150,000	-	142,031	7,969	-	7,969
690	ARP ESSER High-Dosage Tutoring	44,000	4,374		44,000	4,374	39,366	260	260	-
627	Family Resource Center	112,629	65,471		112,629	81,652	26,681	4,296	4,296	-
629	School Readiness	272,789	162,394		272,789	172,953	92,035	7,801	7,801	-
632	CHAMPS	169,400	127,045		169,400	143,202	42,318	(16,120)	(16,120)	-
633	Quality Enhancement School Readiness	3,881	-		3,881	-	-	3,881	3,881	-
639	Alliance	200,966	148,196		200,966	154,502	46,456	8	8	-
644	Winsted Family Alliance FRC	500	500	335	165	-	-	165	165	-
646	CBITS Bounce Back	13,936	13,936		13,936	978	43	12,914	1,000	11,914
656	Excess Cost Grant	477,151	-		477,151	363,073	178,188	(64,110)	(64,110)	-
658	Adult Education	14,737	-		14,737	14,737	-	-	-	-
662	Critical Needs Fund	1,950	1,950		1,950	1,950	-	-	-	-
665	School Readiness COLA	13,249	-		13,249	-	13,249	-	-	-
676	Unified Champion Schools	1,000	1,000	18	982	-	-	982	-	982
678	NSLP Equipment	40,699	-		40,699	-	40,699	-	-	-
680	School Readiness Competitive Enrollment	27,840	23,152		27,840	-	16,960	10,880	10,880	-
681	IDEA CT-SEDS Stipend	1,050	1,050		1,050	1,050	-	-	-	-
683	Preschool Development Birth to Age 5	7,550	-		7,550	-	-	7,550	7,550	-
685	Multi Media Security Pearson	29,994	-		29,994	-	-	29,994	29,994	-
686	Para HDHP Deductible Assistance	10,579	10,579		10,579	10,579	-	-	-	-
TOTALS										689,822
		\$ 3,940,565	\$ 2,262,864	\$ 576,222	\$ 3,364,642	\$ 1,471,772	\$ 907,197	\$ 985,673	\$ 295,851	\$ 689,822

FY2024 Daily Meal Volumes



Winchester Public Schools

FY2024 Food Service Budget

Year to Date March 2024

Description	Budget	Actual To Date	Estimated Adjustments	Projected Year End
INCOME				
Lunch Receipts	\$ 11,800	\$ 7,839	\$ 3,000	\$ 10,839
NSLP Reimbursement	501,000	342,961	158,039	501,000
HeadStart	25,000	12,094	12,906	25,000
NSLP State Match	16,000	-	16,000	16,000
FY24 Supply Chain Assistance Grant	18,874	18,874	6,000	24,874
Locally Grown for CT Kids Grant	2,651	-	2,651	2,651
Ct Pandemic Offset Administration Grant	1,306	1,306	-	1,306
New England Dairy low and Fat Free Grant	1,202	-	1,202	1,202
Catering	100	-	-	-
Donations, Refunds, Other	100	-	-	-
Total Income	578,033	383,074	199,798	582,872
EXPENSE				
Wages	225,000	150,517	79,483	230,000
Benefits	17,472	12,026	5,796	17,822
Management Services	54,640	32,784	21,856	54,640
Equipment Repairs	250	400	-	400
Purchased Services	350	-	-	-
Supplies	295,377	226,449	51,928	278,377
Equipment	1,500	-	-	-
Total Expense	594,589	422,176	159,063	581,239
FY23 Supply Chain Assistance Grant C/O	2,353	2,353	-	2,353
Net Profit/(Loss)	\$ (11,552)	\$ (36,749)	\$ 40,735	\$ 3,986



Darlene Bentley <darlene.bentley@winchesterschools.org>

Resignation

Suzanne Waldron <suzanne.waldron@winchesterschools.org>

Sun, Mar 31, 2024 at 6:05 PM

To: Barbara Silverio <barbara.silverio@winchesterschools.org>

Cc: Melony Brady-Shanley <melony.brady-shanley@winchesterschools.org>, Cassandra Murphy <cassandra.murphy@winchesterschools.org>, Darlene Bentley <darlene.bentley@winchesterschools.org>, Lois Carey <lois.carey@winchesterschools.org>

I am resigning as of Monday, April 1st., 2024. Please note that my building key fob, ID badge, and bathroom key are on Susan Goodenough's desk in room 207. My laptop and charger are also there on the table for Joe Cifaldi.



Darlene Bentley <darlene.bentley@winchesterschools.org>

Fwd: Letter of Resignation

1 message

Nancy O'Dea-Wyrick <nancy.odeawyrick@winchesterschools.org>

Thu, Apr 4, 2024 at 4:55 PM

To: Darlene Bentley <darlene.bentley@winchesterschools.org>

----- Forwarded message -----

From: **Cj Peterson** <cjpete97@gmail.com>

Date: Thu, Apr 4, 2024 at 4:54 PM

Subject: Letter of Resignation

To: <tyrrell@edadvance.org>, nancy.odeawyrick@winchesterschools.org <nancy.odeawyrick@winchesterschools.org>, melony.brady-shanley@winchesterschools.org <melony.brady-shanley@winchesterschools.org>, lisa.whipple@winchesterschools.org <lisa.whipple@winchesterschools.org>

To Whom it May Concern,

I am writing to inform you that I will be leaving my employment at Winchester Public Schools. My last day will be effective 4/12/2024. I will be moving out of state this year and am needed to pack up the household. Thank you for the opportunity to be a part of your organization. I have enjoyed working with my peers and being a part of student's lives.

Sincerely,

Cassandra Peterson

--
Nancy O'Dea-Wyrick
Director of Finance & Operations
Winchester Public Schools
PO Box 648
338 Main Street
Winsted, CT 06098
860.738.5203

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Rosanne Field Date: 2/29/2024
Sent To: Melony Brady-Shanley Date: 2/29/2024

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Elizabeth Reyes (name) is a new hire within our organization in the position of: MUSIC TEACHER

* Employee's location(s): Hinsdale

* Proposed starting date: MARCH 2024

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: (10 months or 12 months)

Is this a stipend position? NO

List:

1. FTE
2. Days per week: 5 days
3. Daily start time: 8:25 am Daily end time: 3:25 pm
4. Lunch (paid or unpaid): 30 Minutes
5. Paid hours per week: 35 hrs
6. Is this a newly added position? NO
7. If not a newly added position, who will this new employee replace: Jennifer Cabbe

Who will be this new employee's evaluator? Emily Bernard

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? N/A

9. Recommended Hiring Step: 10 Year 23-24 Benefits applicable?

Funding Source: General Budget Wage: \$64,321 BA-10

Superintendent Approval: [Signature] Date: 2/29/24

Business Manager Approval: MBS for Now Date: 2/29/24

Director of Student Services Approval: _____ Date: _____

Principal Approval: [Signature] Date: 2/29/2024

Initial Recommendation to Hire Form

(New Hires, Rehires, Extra Duties, and Stipend Positions, please fill out completely)

Completed By: Barbara Silverio Date: 3/12/24
Sent To: Melony Brady-Shanley Date: 3/12/24

Instructions: This form is to be completed by an administrator. When completed, forward this initial recommendation to hire form to Darlene Bentley in the Superintendent's Office, along with the three telephone reference checks.

* Brendan Eckert (name) is a new hire within our organization in the position of: Library media Specialist

* Employee's location(s): Pearson School

* Proposed starting date: August 27, 2024

(Needs to go before BOE at their regular monthly meeting before starting)

*Indicate if the employee is: (10 months or 12 months)

Is this a stipend position?

List:

1. FTE yes
2. Days per week: 5
3. Daily start time: 8:15 Daily end time: 3:15
4. Lunch (paid or unpaid): 30 Minutes
5. Paid hours per week: 35
6. Is this a newly added position? NO
7. If not a newly added position, who will this new employee replace? Karli Heneghan

Who will be this new employee's evaluator? Barbara Silverio

8. Is this candidate subject to TEAM? If so, who will be the assigned mentor? No

9. Recommended Hiring Step MA+30 Year 9 Benefits applicable? yes

Funding Source: Wage: \$ 72,695.98

Superintendent Approval: [Signature] Date: 3/15/24

Business Manager Approval: [Signature] Date: 3/18/24

Director of Student Services Approval: Date:

Principal Approval: Barbara Silverio Date: 3/12/24

HEALTHY FOOD CERTIFICATION (HFC) for BOE ACTION

The requirement for Annual HFC Statement C.G.S. Section 10-215f requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students separately from reimbursable meals will or will not meet the Connecticut Nutrition Standards (CNS). Public schools include all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies. We request that both of the following motions be affirmatively passed.

Motion language for healthy food option

Pursuant to C.G.S. Section 10-215f, the Winchester board of education certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2024, through June 30, 2025. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Motion language for combined food and beverage exemptions

The Winchester board of education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards and beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met:

- 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend;
- 2) the sale is at the location of the event; and
- 3) the food and beverage items are not sold from a vending machine or school store.

An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

FIELD EXPERIENCE REQUEST FORM – HINSDALE & PEARSON SCHOOLS

GRADE LEVEL 5th Grade DATE OF REQUEST 04/03/20243

Prior to submission to the building principal for approval, Team Leaders should be consulted to assist in preliminary planning. This form is to be submitted at least two weeks before the trip. Also to be submitted are other items as stipulated in the "Field Trip Procedures".

NAME OF CLUB OR ACTIVITY Pearson Drone Competition Team

TRIP TO: National Drone Competition- Chattanooga, TN

PURPOSE: Two Pearson Aerial Drone Competition teams qualified for the REC National Drone Aerial Drone Competition. These teams will be attending the first-ever Middle School Only Drone National Championship. At the event, teams will compete in Teamwork, Piloting, Autonomous, and Communication Missions. They will work with teams from all across the United States, even from as far away as Hawaii. On Thursday night, they can unwind, relax, and have some fun with their new friends at the University of Chattanooga's water park. Let's cheer for our Winchester teams as they compete on the national level.

ARE THERE ANY WATER ACTIVITIES ON THIS FIELD TRIP?

Yes- Indoor Water Park (Please see attached waiver required by parents from the University of Tennessee, Chattanooga) The waterpark will have American Red Cross Certified lifeguards on duty. The waterpark is ADA-accessible.

Chaperones

- Rachael Manzer
- Rene St. Hilare
- Bradley Burcroff

TRANSPORTATION: Bus _____ Car _____ Other (Flight, Uber/Public Transportation)

DEPARTURE TIME: May 15, 2024. Return time: May 18, 2024

Date of Trip: 5/5/24-5/18/24* See Flight Specifics Below

Funding Sources:

Cost per Teacher \$0.00

Parent Chaperone \$0.00

Cost per Student \$400.00 (\$1600.00 total)

BOE: \$3000.00

Drone Competition Proceeds: \$1000.00

CHAMPS: \$4500.00

Approved by Principal

Date _____

Approved by Superintendent of Schools

Date _____

Competition Agenda

Thursday, May 16:

8 AM – Doors open

9 AM – Inspection begins

9 AM – Skills fields open (must pass inspection first)

11 AM – Pilots' Meeting

11:30 AM – Opening Ceremony

12-1 PM – Lunch break

1-6 PM – Qualification matches & Skills fields open

6:30 PM – Venue closes

8 pm-10 pm University Indoor Water Park Open only for Event Participants

Friday, May 17:

8 AM – Doors open

9 AM - 12 PM – Qualification matches & Skills fields open

12-1 PM – Lunch break

1 - 3 PM – Qualification matches & Skills fields resume

3 PM – Alliance Selection

3:30 - 5 PM – Elimination matches

5 PM – Closing Ceremony and Awards

Note: This agenda is tentative and subject to change.

Flights:

Flight information is tentative until final approval from WBOE is received.

Current information (subject to change at the time of booking)

Main Cabin

Round trip (non-refundable)
\$640 average
per person

Total \$4,474.40 (all passengers)

Includes taxes and carrier-imposed fees

Price and tax information

Bag and optional fees

, Opens in a new window

DEPART

Hartford, CT to Chattanooga, TN

Wednesday, May 15, 2024

5:39 AM 10:31 AM

4h 52m

1 stop

, CLT, Charlotte Douglas International Airport

Opens 1 stop details for BDL to CHA, departing at 5:39 AM

Main

BDL - CLTAA649321-Airbus A321

Onboard amenities

CLT - CHAAA5304CR9-Canadair RJ 900

RETURN

Chattanooga, TN to Hartford, CT

Saturday, May 18, 2024

6:46 AM 11:01 AM

4h 15m

1 stop

,CLT, Charlotte Douglas International Airport

Opens 1 stop details for CHA to BDL, departing at 6:46 AM
Main

CHA - CLTAA5948ER4-Embraer ERJ-145

Operated by Piedmont Airlines as American Eagle

CLT - BDLAA2992321-Airbus A321

Lodging: The Chattanooga Hotel, Curio Collection by Hilton

Total Cost: \$3935.00

4 Rooms Reserved:

Room 1 (2 Doubles)- Rachael Manzer


Room 2 (1 King) -Renee St. Hilare

Room 3 (2 Doubles) -Male Student/Male Parent Chaperone

Room 4 (2 Doubles w/ roll-away)-3 Female Students


The Chattanooga Hotel, Curio Collection by Hilton

May 15-18

 Check in
May 15, 4:00 PM

Check out
May 18

Duration of stay
3 nights

 Phone number
+1 423-756-3400

 Confirmation number
3493954923

 Address
1201 Broad Street, Chattanooga, TN 37402, USA

[Modify reservation](#)

**Series 1000
Community/Board Operation**

NON-DISCRIMINATION

Protected Class Discrimination Prohibited:

It is the policy of the Winchester Board of Education (the "Board") that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law ("Protected Class") is prohibited in the Winchester Public Schools (the "District"), whether by students, Board employees, Board members or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics, school-sponsored activities, as well as the district website. When the Board has created a limited public forum, the Board shall provide equal access to the community Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual's association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment, and is therefore prohibited by this policy.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

Definitions:

The following definitions apply for purposes of this policy:

A. Discrimination: Discrimination in violation of this policy occurs when an individual is denied participation in, or the benefits of, a program or activity of the Board because of such individual's actual or perceived membership in a Protected Class.

B. Harassment: Harassment is a form of Protected Class discrimination that is prohibited by law and by this policy. Harassment constitutes unlawful discrimination when it creates a hostile environment, which occurs when the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the District.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
- other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
- display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
- graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
- bigoted conduct or communications; or
- physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Sexual harassment is a form of harassment that is prohibited by law and Board policy. For more information regarding harassment based on sex, sexual orientation, pregnancy, or gender identity or expression, contact the District's Title IX Coordinator at:

Cassandra Murphy, Director of Student Services
15 Hinsdale Ave.
Winsted, CT 06098
860-379-0706

C. Gender identity or expression: Gender identity or expression refers to a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be

shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

D. Sexual orientation: Sexual orientation refers to a person's identity in relation to the gender or genders to which they are romantically, emotionally or sexually attracted, inclusive of any identity that a person (i) may have previously expressed, or (ii) is perceived by another person to hold.

E. Veteran: A veteran is any person honorably discharged from, released under honorable conditions from or released with an other than honorable discharge based on a qualifying condition from, active service in, the United States Army, Navy, Marine Corps, Coast Guard and Air Force and any reserve component thereof, including the Connecticut National Guard. "Qualifying condition" means (i) a diagnosis of post-traumatic stress disorder or traumatic brain injury made by an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, (ii) an experience of military sexual trauma disclosed to an individual licensed to provide health care services at a United States Department of Veterans Affairs facility, or (iii) a determination that sexual orientation, gender identity or gender expression was more likely than not the primary reason for an other than honorable discharge, as determined in accordance with Conn. Gen. Stat. §§ 27-103(c), (d).

F. Race: The term race is inclusive of ethnic traits historically associated with race, including but not limited to, hair texture and protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

G. Domestic violence: Domestic violence means (1) a continuous threat of present physical pain or physical injury against a family or household member, as defined in Conn. Gen. Stat. § 46b-38a; (2) stalking, including but not limited to, stalking as described in Conn. Gen. Stat. § 53a-181d, of such family or household member; (3) a pattern of threatening, including but not limited to, a pattern of threatening as described in Conn. Gen. Stat. § 53a-62, of such family or household member or a third party that intimidates such family or household member; or (4) coercive control of such family or household member, which is a pattern of behavior that in purpose or effect unreasonably interferes with a person's free will and personal liberty. "Coercive control" includes, but is not limited to, unreasonably engaging in any of the following: (a) isolating the family or household member from friends, relatives or other sources of support; (b) depriving the family or household member of basic necessities; (c) controlling, regulating or monitoring the family or household member's movements, communications, daily behavior, finances, economic resources or access to services; (d) compelling the family or household member by force, threat or intimidation, including, but not limited to, threats based on actual or suspected immigration status, to (i) engage in conduct from which such family or household member has a right to abstain, or (ii) abstain from conduct that such family or household member has a right to pursue; (e) committing or threatening to

commit cruelty to animals that intimidates the family or household member; or (f) forced sex acts, or threats of a sexual nature, including, but not limited to, threatened acts of sexual conduct, threats based on a person's sexuality or threats to release sexual images.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability-based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy Section 504/ADA (Personnel) or Section 504/ADA (Students).

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g., an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

It is the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

Any individual who believes a community member has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of this policy should report such concern in writing to Cassandra Murphy, Director of Student Services in accordance with the Board's complaint procedures included in the Board's Administrative Regulations Regarding Non-Discrimination/Community, which accompany this policy, and are available online at www.winchesterschools.org or upon request from the main office of any District school.

Reporting to State and Federal Agencies:

In addition to reporting to District officials in accordance with this policy, individuals also may file a complaint with the following agencies:

Office for Civil Rights, U.S. Department of Education ("OCR"):

Office for Civil Rights, Boston Office
 U.S. Department of Education
 8th Floor
 5 Post Office Square
 Boston, MA 02109-3921
 (617-289-0111)
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

Connecticut Commission on Human Rights and Opportunities:

Connecticut Commission on Human Rights and Opportunities
 450 Columbus Blvd.
 Hartford, CT 06103-1835
 (860-541-3400 or Connecticut Toll Free Number 1-800-477-5737)

Equal Employment Opportunity Commission (employees only):

Equal Employment Opportunity Commission, Boston Area Office
 John F. Kennedy Federal Building
 475 Government Center
 Boston, MA 02203
 (800-669-4000)

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;
OR
2. wishes to request or discuss accommodations based on religion; OR
3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any District administrator or the following District official:

Melony Brady-Shanley, Superintendent
338 Main Street, 4th Floor
Winsted, CT 06098
860-379-0706 Ext 1

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator:

Cassandra Murphy, Director of Student Services
15 Hinsdale Ave.
Winsted, CT 06098
860-379-0706

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator:

Cassandra Murphy, Director of Student Services
15 Hinsdale Ave.
Winsted, CT 06098
860-379-0706

Legal References:

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e et seq.
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.
Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905
Age Discrimination in Employment Act, 29 U.S.C. § 621 et seq.
Americans with Disabilities Act, 42 U.S.C. § 12101
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794
Connecticut General Statutes § 1-1n, "Gender Identity or Expression"
defined

Connecticut General Statutes § 27-103
Connecticut General Statutes § 46a-51, Definitions
Connecticut General Statutes § 46a-58, Deprivation of rights
Connecticut Fair Employment Practices Act, Connecticut General Statutes
§ 46a-60
Connecticut General Statutes § 46a-81c, Sexual orientation discrimination:
Employment
Connecticut General Statutes § 46b-1, Family relations matters and
domestic violence defined
Public Act No. 23-145, “An Act Revising the State’s Antidiscrimination
Statutes”

ADOPTED: _____

REVISED: _____

9/29/23

ADMINISTRATIVE REGULATIONS REGARDING DISCRIMINATION COMPLAINTS (COMMUNITY MEMBERS)

Protected Class Discrimination Prohibited:

It is the policy of the Winchester Board of Education (the “Board”) that any form of discrimination or harassment on the basis of race, religion, color, national origin, ancestry, alienage, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, veteran status, status as a victim of domestic violence, or any other basis prohibited by state or federal law (“Protected Class”) is prohibited in the Winchester Public Schools (the “District”), whether by students, Board employees, Board members or third parties subject to the control of the Board. When the Board has created a limited public forum, the Board shall provide equal access to the Boy Scouts and other groups as required by law.

Retaliation Prohibited:

The Board further prohibits reprisal or retaliation against any individual who reports incidents in good faith that may be a violation of this policy, or who participates in the investigation of such reports.

The District will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of Protected Class harassment or discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator, and other corrective actions as appropriate.

Discrimination on the Basis of Protected Class Association Prohibited:

Discrimination and/or harassment against any individual on the basis of that individual’s association with someone in a Protected Class may also be considered a form of Protected Class discrimination and/or harassment.

Scope and Applicability:

Students, Board employees, Board members and community members (e.g., other individuals affiliated with the District, accessing or seeking access to District facilities) are expected to adhere to a standard of conduct that is respectful of the rights of all members of the school community.

It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging Protected Class discrimination or harassment.

The following non-exhaustive list provides examples of the types of prohibited conduct that may be considered Protected Class harassment that can lead to a hostile environment:

-
- objectively offensive racial, ethnic, or religious epithets (or epithets commonly associated with any Protected Class membership);
 - other words or phrases considered demeaning or degrading on the basis of Protected Class membership;
 - display of images or symbols commonly associated with discrimination against individuals on the basis of their membership in a Protected Class;
 - graphic, written or electronic communications that are harmful or humiliating based on Protected Class membership;
 - bigoted conduct or communications; or
 - physical, written, electronic or verbal threats based on Protected Class membership.

Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Alleged Discrimination/Harassment of Students or Employees:

Complaints of alleged discrimination and/or harassment of students and/or employees will be investigated in accordance with the non-discrimination policies applicable to students and/or personnel respectively. Complaints pertaining to specific forms of discrimination and/or harassment, such as sexual harassment or disability- based harassment, have specific policies and procedures applicable to these forms of harassment and will be investigated in accordance with the specific procedures for such issues. If a complaint involves allegations of discrimination or harassment of an employee or of a student based on sex, sexual orientation, pregnancy, or gender identity or expression, such complaints will be handled in accordance with the procedures set forth in Board Policy Regarding Prohibition of Sex Discrimination and Sexual Harassment in the Workplace (Personnel), Policy Regarding Title IX of the Educational Amendments of 1972 – Prohibition of Sex Discrimination and Sexual Harassment (Students). Complaints involving allegations of discrimination or harassment of an employee or of a student based on disability will be addressed in accordance with the procedures set forth in Board Policy Section 504/ADA (Personnel) or Section 504/ADA (Students).

Alleged Discrimination/Harassment of Community Members on the Basis of Sex:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) on the basis of sex, sexual orientation, pregnancy, or gender identity or expression, the complaint shall be referred to the District's Title IX Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Alleged Discrimination/Harassment of Community Members on the Basis of Disability:

In the event the District receives a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) based on disability, the complaint shall be referred to the District's Section 504/ADA Coordinator, who shall take steps designed to ensure that applicable state and federal law are followed.

Reporting to District Officials:

Any individual who believes that they, or another individual, has experienced Protected Class discrimination or harassment or an act of retaliation or reprisal in violation of Board policy should report such concern in writing to **Cassandra Murphy, Director of Student Services, 15 Hinsdale Ave. Winsted, CT 06098, 860-379-0706** in accordance with the Board's complaint procedures included in these Administrative Regulations Regarding Non-Discrimination/Community.

Complaint Procedure

Preferably, complaints should be filed within thirty (30) calendar days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. The District will investigate such complaints promptly and equitably, and will take corrective action when allegations are verified.

As soon as an individual feels that they, or another individual, has been subjected to Protected Class discrimination or harassment, the individual should make a written complaint to the Superintendent or designee.

The individual who is alleged have experienced Protected Class discrimination/harassment (the "complainant") and any individual accused of Protected Class discrimination/harassment (the "respondent") (if applicable) will be provided a copy of the Board's policy and regulation and made aware of the individual's rights under this policy and regulation. In the event reported conduct allegedly violates more than one policy, the Board will coordinate an investigation in compliance with the applicable policies, laws and regulations.

The complaint should state the:

- A. Name of the complainant,
- B. Date of the complaint,
- C. Date(s) of the alleged harassment/discrimination,

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- D. Name(s) of the harasser(s) or discriminator(s),
 - E. Location where such harassment/discrimination occurred,
 - F. Names of any witness(es) to the harassment/discrimination,
 - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
 - H. Proposed remedy.

Any individual who makes an oral complaint of discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. If an individual is unable to make a written complaint, the employee receiving the oral complaint will either reduce the complaint to writing, assist the individual with completing the written complaint form, or request the assistance of a District administrator to do so.

All complaints received by employees are to be forwarded immediately to the Superintendent or designee. Upon receipt of a complaint alleging discrimination or harassment of a community member (e.g. an individual affiliated with the District, accessing or seeking access to District facilities who is not a student or an employee) under this complaint procedure, the Superintendent or designee shall promptly investigate the complaint. During the course of the investigation, the investigator shall interview or consult with all individuals reasonably believed to have relevant information, including the complainant, the reporter (if different from the complainant), the respondent and any witnesses to the conduct. Complaints will be investigated promptly within the timeframes identified below. Timeframes may be extended as needed given the complexity of the investigation, availability of individuals with relevant information and/or other extenuating circumstances. Confidentiality will be maintained by all persons involved in the investigation to the extent possible, as determined by the investigator.

Upon receipt of a written complaint of discrimination or harassment of a community member, the investigator should:

1. Offer to meet with the complainant and respondent (if applicable) within ten (10) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) to discuss the nature of the complaint, discuss the availability of interim measures, identify individuals the complainant or respondent believes has relevant information, and obtain any relevant documents the complainant or respondent may have;

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2. Provide the complainant and respondent (if applicable) with a copy of the Board's non-discrimination policy and accompanying regulations;
 3. Conduct an investigation that is adequate, reliable, and impartial. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with the parties to the complaint and any relevant witnesses or other individuals deemed relevant to the complaint;
 4. Review any records, notes, statements, or other documents relevant to the complaint;
 5. Maintain confidentiality to the extent practicable throughout the investigative process, in accordance with state and federal law;
 6. Complete a final investigation report that includes: (i) a findings of fact based on the evidence gathered; (ii) for each allegation, the conclusion(s) and reasoning(s) as to whether the discrimination or harassment occurred; and (iii) for any individual(s) found to have engaged in discrimination or harassment, a broad statement of consequences imposed (to the extent permitted by state and federal confidentiality requirements) (i.e. "Consequences were imposed.").
 7. Communicate the outcome of the investigation in writing to the complainant and respondent (if any) (to the extent permitted by state and federal confidentiality requirements), within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) from the date the complaint was received by the Superintendent's office. The complainant and respondent (if any) shall be notified of any extension of the investigation timeline. The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the District will remedy the discrimination or harassment, adhering to the requirements of state and federal law;
 8. If a complaint is made during summer recess, the complaint will be reviewed and addressed as quickly as possible given the availability of employees and/or other individuals who may have information relevant to the complaint. If fixed timeframes cannot be met, the complainant and respondent (if any) will receive notice and interim measures may be implemented as necessary (see subparagraph 6);
 9. Whenever allegations are verified, ensure that appropriate corrective action is taken (including, but not limited to, disciplinary action) aimed at preventing the recurrence of the discrimination or harassment. Corrective action should include steps to avoid continuing discrimination or harassment;

10. If a complainant or respondent is not satisfied with the findings and conclusions of the investigation, such party may present the complaint and written outcome to the Superintendent within thirty (30) calendar days of receiving the findings. Upon review of a written request from the party requesting an appeal, the Superintendent shall review the investigative results of the investigator and determine if further action and/or investigation is warranted. Such action may include consultation with a designated investigator (if applicable), complainant, and respondent (if any) and meeting with appropriate individuals to attempt to resolve the complaint, or a decision affirming or overruling a designated investigator's conclusions or findings (if applicable). The Superintendent shall provide written notice to the complainant and respondent (if any) of the proposed actions within thirty (30) business days (provided that such timeframe may be reasonably extended based on the availability of necessary witnesses and/or participants, the complexity of the investigation, and/or other extenuating circumstances) following the receipt of the written request for review.

Complaint Procedure for Superintendent/Board Member Complaints:

Any district administrator or Board member who receives a complaint of discrimination, harassment or retaliation of a community member by a Board Member and/or the Superintendent shall forward the complaint promptly to **Cassandra Murphy, Director of Student Services, 15 Hinsdale Ave. Winsted, CT 06098, 860-379-0706**. Complaints pertaining to the Superintendent or Board of Education members will be forwarded to the Chair of the Board of Education. Complaints pertaining to the Board Chair will be forwarded to the Board Vice Chair. In all cases, the individual receiving the complaint shall take appropriate steps to cause the matter to be investigated in a manner consistent with the procedures described above.

If a complainant or a respondent is not satisfied with the findings and conclusions of an investigation in which the Superintendent or a member of the Board is the respondent, within (30) calendar days of receiving the findings such party may present the complaint and written outcome to the Board Chair (or, if initially presented by the Board Chair, the Board Vice Chair), who will take appropriate steps to cause the matter to be reviewed in a manner consistent with the Board's non-discrimination policy and regulation. Such steps may include retention of an independent investigator different from the investigator who investigated the complaint.

Remedial Action:

If the District makes a finding of discrimination, harassment or retaliation of a community member, the District will take remedial action designed to:

- A. eliminate the discriminatory/harassing/retaliatory conduct,
- B. prevent its recurrence, and
- C. address its effects on the complainant and any other affected individuals.

Examples of appropriate action may include, but are not limited to:

- A. In the case of a student respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, discipline (including but not limited to suspension and/or expulsion), educational interventions, exclusion from extra-curricular activities and/or sports programs, and/or referral to appropriate state or local agencies;
- B. In the case of an employee respondent, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, supervisor notification, discipline (including possible termination of employment), training, and/or referral to appropriate state or local agencies;
- C. In the case of respondent who is otherwise associated with the school community, interventions for the individual who engaged in the discrimination/harassment may include, but are not limited to, exclusion from school property and/or activities and/or referral to appropriate state or local agencies;
- D. Follow-up inquiries with the complainant and witnesses to ensure that the discriminatory/harassing conduct has stopped and that they have not experienced any retaliation;
- E. Supports for the complainant; and
- F. Training or other interventions for the larger school community designed to ensure that students, staff, parents, Board members and other individuals within the school community understand the types of behavior that constitute discrimination/harassment, that the District does not tolerate it, and how to report it.

Staff Development:

The District will periodically provide staff development for District administrators and periodically distribute the Board's Non-Discrimination policies and the implementing administrative regulations to staff, students and parents in an effort to maintain an environment free of discrimination and harassment.

Reporting to State and Federal Agencies:

A complainant alleging discrimination or harassment may file a formal complaint with the Boston Office, Office for Civil Rights, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (TELEPHONE NUMBER: 617-289-0111).

A complainant may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Blvd., Hartford, CT 06103-1835 (TELEPHONE NUMBER: 860-541-3400).

An employee alleging discrimination or harassment related to their employment may also file a complaint with the Equal Employment Opportunity Commission, Boston Area

Office, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203
(TELEPHONE NUMBER: 800-669-4000).

Questions/Requests for Accommodation:

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who:

1. has questions or concerns about this policy or its accompanying regulations;
OR
2. wishes to request or discuss accommodations based on religion; OR
3. who would like a copy of the Board's complaint procedures or complaint forms related to claims of discrimination or harassment:

may contact any building administrator or the following District official:

Melony Brady-Shanley
338 Main Street, 4th Floor
Winsted, CT 06098
860-379-0706 Ext 1

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of gender/sex, gender identity or expression, sexual orientation or pregnancy may contact the District's Title IX Coordinator:

Cassandra Murphy, Director of Student Services,
15 Hinsdale Ave.
Winsted, CT 06098
860-379-0706

Any parent, student, staff member, Board member or community member (e.g., other individual affiliated with the District, accessing or seeking access to District facilities) who has questions or concerns about the Board's policies regarding discrimination or harassment on the basis of disability, and/or who may wish to request or discuss accommodations for a disability, may contact the District's Section 504/ADA Coordinator:

Cassandra Murphy, Director of Student Services,
15 Hinsdale Ave.
Winsted, CT 06098
860-379-0706

9/29/23

DISCRIMINATION/HARASSMENT COMPLAINT FORM
(For complaints based on race, color, religion, age, sex, sexual orientation, marital status, national origin, alienage, ancestry, disability, pregnancy, gender identity or expression, veteran status, or status as a victim of domestic violence)

Name of the reporter _____

Relationship of reporter to the District _____

Name of the alleged complainant/victim _____

Relationship of alleged complainant/victim to the District _____

Date of the complaint _____

Date of the alleged discrimination/harassment _____

Name or names of the discriminator(s) or harasser(s) _____

Location where such discrimination/harassment occurred _____

Name(s) of any witness(es) to the discrimination/harassment _____

Detailed statement of the circumstances constituting the alleged discrimination or harassment _____

Proposed remedy: _____

9/29/2023

**Series 1000
Community/Board Operation**

**SCHOOL VOLUNTEERS, STUDENT INTERNS AND
OTHER NON-EMPLOYEES**

The Winchester Board of Education (the “Board”) recognizes the importance of school volunteers at all levels of schooling. Volunteers can enhance collaboration between the school and community, broaden the school’s educational environment and ultimately enrich students’ school experience. The Board further acknowledges that it may, from time to time, be asked to provide learning experiences for student interns within the school environments, which experiences are not part of the teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. In recognition of the benefit of having volunteers, interns and other such non-employees providing services within the schools, the Board supports the involvement of these individuals in accordance with suitable regulations and safeguards to be developed by the Administration.

Volunteers, interns and other such non-employees working within the schools (“volunteers”) must work under the supervision of Winchester Public Schools (“District”) staff. Volunteers are held to the same standards of conduct as school staff and must observe all Board policies, including applicable policies on the confidentiality of student information.

Volunteers are be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

No employee of the District shall serve as a volunteer in any capacity, except as may be approved by the Superintendent or his/her designee based on the specific situation.

Persons interested in volunteering their services should contact the school principal.

Legal References:

Connecticut General Statutes § 10-4g

Parental and community involvement in schools; model program; school-based teams.

Connecticut General Statutes § 10-220
Connecticut General Statutes § 10-235

Duties of boards of education.
Indemnification of teachers, board
members, employees and certain
volunteers and students in damages
suits; expenses of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

ADOPTED: _____
REVISED: _____

7/12/2021

**Series 1000
Community/Board Operation**

**ADMINISTRATIVE REGULATIONS REGARDING
SCHOOL VOLUNTEERS, INTERNS AND OTHER NON-EMPLOYEES**

Screening Procedure

The following procedure has been established for screening volunteers, interns and other non-employees (“volunteers”) within the Winchester Public Schools (the “District”). For the purpose of this procedure, volunteers are defined as those individuals who volunteer their time to assist in schools for the benefit of the student body with the express knowledge, consent and direction of a District employee. Student interns are defined as individuals currently enrolled in a post-secondary program for which an authorized internship is required or for which the student may be granted credit as part of an approved course of study; however, student interns are not students who are enrolled in a teacher preparation program, as defined in section 10-10a of the Connecticut General Statutes. As with other volunteers, all student interns must be approved in advance by the building administrator or his/her designee and must be under the direction of a Board employee.

This procedure identifies those situations in which an individual may be required to submit to state and federal criminal record checks and a record check of the Department of Children and Families (“DCF”) Child Abuse and Neglect Registry within 10 days of application and/or request to volunteer within the District. All results must be received by the [**Human Resources Office**] before the volunteer may commence his or her services. Volunteers required to submit to such checks shall be subject to such checks at least every five (5) years, or more frequently in the discretion of the District. The results of such checks shall be maintained by the [**Human Resources Office**] for a period of five (5) years. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may volunteer in the District.

Screening Procedure Definitions

The District has identified two classifications of volunteers: Group I and Group II.

Group I

Volunteers will be classified in Group I when they assist school staff members with school activities in the presence of a District employee. Background checks will not be required of Group I volunteers. Group I volunteers are those who assist school staff members with school activities such as those listed below:

- a. assisting in a classroom, cafeteria, or library when a staff member is present; or
- b. accompanying a class on a field trip during the school day with a staff member; or

- c. helping in the school office during regular school hours; or
- d. assisting in the cafeteria or library during regular school hours; or
- e. assisting during extracurricular events (e.g., dances, fairs, open houses, sporting events).

Group II

Volunteers will be classified in Group II when they provide services to students when not in the direct presence of a District employee. Group II volunteers will be required to complete a consent form regarding the release of information concerning any prior or pending criminal offenses, and such volunteers will be required to submit to a record check of the DCF Child Abuse and Neglect Registry. Group II volunteers are those who engage in activities such as those listed below:

- a. accompanying a class on a field trip in which the plans include that students be divided into small groups supervised solely by the volunteer chaperone for any length of time; or
- b. chaperoning an overnight field trip; or
- c. working in direct contact with students without the direct presence of a District employee; or
- d. working as a student intern; or
- e. coaching.

Upon receipt of DCF Child Abuse and Neglect Registry results indicating that the volunteer is involved in an abuse or neglect investigation or that the volunteer is listed as a perpetrator of abuse or neglect on the DCF registry, the Superintendent or his or her designee will notify the volunteer of the results of the DCF registry check and will provide an opportunity for the volunteer to respond to the results of the DCF registry check. No person who is required to register as a sex offender under state or federal law, or whose name is currently listed on the DCF registry, may be approved to volunteer within the District.

When a criminal record check of a volunteer reveals a criminal conviction, whether disclosed or undisclosed on the volunteer's consent form, the Superintendent will make a case-by-case determination as to whether to allow the individual to volunteer in the District. Prior to any such decision by the Superintendent or designee, the Superintendent or designee shall inform the volunteer and shall provide an opportunity for the volunteer to respond. Notwithstanding the foregoing, the falsification or omission of any information on a volunteer consent form, including, but not limited to, information concerning criminal convictions or pending criminal charges, may be grounds for the Superintendent or designee to prohibit the individual from becoming a volunteer.

Prior Approval Required

All school volunteers (including student interns or other non-employees working in the schools) must be approved in advance by the building principal or other administrative

designee. The school district, acting through the appropriate building administrator or his/her designee, reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.

Sign-in Procedure

All volunteers must report to the school office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in/sign-out log will be maintained in each school office. Volunteers must indicate the purpose of their visit and include any other information (*i.e.*, destination, proof of identification, etc.) as may be required by the log. Additionally, volunteers will be provided with identification badges, which must be displayed during each visit. All volunteers must comply with all school health and safety protocols in place at the time, including but not limited to any health screening protocols.

Legal Reference:

Connecticut General Statutes § 10-4g Parental and community involvement in schools; model program; school-based teams.

Connecticut General Statutes § 10-220 Duties of boards of education.

Connecticut General Statutes § 10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damages suits; expenses of litigation.

Connecticut General Statutes § 54-250 et seq. Registration of sexual offenders.

ADOPTED: _____

REVISED: _____

7/12/2021

Series 1000
Community/Board Operation

SEXUAL OFFENDERS

Pursuant to state law, the Connecticut Department of Emergency Services and Public Protection is obligated to notify school superintendents whenever a sexual offender is released into the community or whenever a registered sexual offender changes his or her address.

In order to provide information from the Connecticut Department of Emergency Services and Public Protection to interested persons in the Winchester Public Schools' community, a link to the Connecticut Department of Emergency Services and Public Protection's sexual offender registry has been placed on the school district's website.

Legal references:

Conn. Gen. Stat. § 54-258 Availability of registration information. Immunity.

ADOPTED: _____

REVISED: _____

8/2/16, Technical Rev. 11/5/2020

**Series 3000
Business**

BOARD BUDGET PROCEDURES AND LINE ITEM TRANSFERS

In accordance with Conn. Gen. Stat. § 10-222, the Winchester Board of Education (the “Board”) shall prepare an itemized estimate of its budget each year for submission to the fiscal authority (i.e., Board of Finance, Board of Selectmen, Town Council, or other appropriating municipal authority) (the “Fiscal Authority”) for review and appropriation. For purposes of this policy, an itemized estimate means an estimate in which the following broad budgetary categories listed below are divided into one or more budgetary category line items.

- Salaries
- Employee Benefits
- Purchased Services
- Tuition, Public In-State
- Tuition, All Other
- Supplies
- Property
- Utilities
- Grounds Maintenance
- Other

The itemized estimate provided to the Fiscal Authority is referred to herein as the “Itemized Estimate.”

The Board shall review the recommendations and suggestions made by the Fiscal Authority as to how it may consolidate non-educational services and realize financial efficiencies. If the Board rejects such suggestions and recommendations, it shall provide the Fiscal Authority a written explanation of the reason for the rejection.

Following the annual appropriation, the Board shall meet and revise the Itemized Estimate, if necessary, and adopt a final appropriated budget for the year. Line items in the budget may be allocated more specifically by the Superintendent or his/her designee in the development, administration and monitoring of the budget.

The Superintendent and/or his/her designee shall be responsible for administering and monitoring the budget through the course of the year. The Superintendent or his/her designee shall maintain a system of appropriate expenditures and encumbrance accounting that is organized to conform with the requirements for State and Federal Accounting Reports. A quarterly budget report shall be prepared in the same format as the Itemized Estimate showing for each budgetary category line item the appropriated

budget amount, expenditure to date (to include encumbered and expended amounts), projected expenditures, difference between the projected expenditures and the appropriation, and general comments indicating the reasons for the difference.

Such budget report shall be presented to the Board at the [second] regularly scheduled meeting in the month following the period for which such report is prepared, in accordance with the following schedule:

<u>Period Covered</u>	<u>Submitted</u>
July, August, September	October
October, November, December	January
January, February	March
March, April	May

Based on expenditures and budget projections, with such budget reports, the Superintendent shall recommend to the Board transfers from one of the broad budgetary categories in the Itemized Estimate (as set forth above) to another as needed.

The Superintendent is authorized to make such transfers as necessary if the urgent need for transfer prevents the Board from meeting in a timely fashion to consider the transfer, provided that such transfers by the Superintendent shall not exceed five percent (5%) of the annual budget. Transfers between the broad budgetary categories in the Itemized Estimate made in such instances shall be announced at the next regularly scheduled meeting of the Board and a written explanation of such 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 and transfers subsequently ratified by the Board at any such meeting shall not be counted in the limitation on the authority of the Superintendent to make transfers.

The Board shall not expend more than the amount of the appropriation and the amount of money received from other sources for school purposes. If any occasion arises whereby additional funds are needed by the Board, the Chairperson of the Board shall notify the Fiscal Authority and submit a request for such necessary additional funds. No additional funds shall be expended until such supplemental appropriation is granted and no supplemental expenditures shall be made in excess of those so authorized.

Legal Reference:

Conn. Gen. Stat. § 10-221
 § 10-222

ADOPTED: _____

REVISED: _____

7/23/2020

**MODEL CODE OF CONDUCT
GOVERNING PROCUREMENTS UNDER A FEDERAL AWARD**

In compliance with Code of Federal Regulations 2 C.F.R. § 200.318

Federal law requires non-Federal entities, including school districts, that receive Federal funds to develop and implement a written code of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and/or administration of Federally funded contracts. This means that, in all applicable cases, property and/or services purchased with Federal awards, including Connecticut School Nutrition Program funds, must be purchased in accordance with a written code of conduct. Federal law also requires that the school district's code of conduct provide for disciplinary actions to be taken for violating the standards set forth in its code of conduct. This document provides a sample code of conduct that complies with 2 C.F.R. § 200.318 and outlines proper practices for procuring property and services under a Federal award with fairness and integrity.

In accordance with Federal and State regulations, the following Code of Conduct applies to the selection, award, and/or administration of a contract procuring property or services under a Federal award, including the expenditure of Connecticut School Nutrition Program ("School Nutrition Program") funds by any Winchester Board of Education ("Board") employee or agent.

Article I. Purpose

The purpose of this Code of Conduct is to establish standards of conduct covering real or apparent conflicts of interest and governing the actions of Board employees engaged in the selection, award, and/or administration of contracts procuring property or services under a Federal award, including expending School Nutrition Program funds on goods and/or services. This Code of Conduct also sets forth discipline that may result from violating these standards.

Article II. Code of Conduct Provisions

In addition to other applicable policies and regulations promulgated by the Board, the Board expects the following conduct of all persons who are engaged in the award and administration of contracts supported by Federal funds, including School Nutrition Program funds:

1. No employee, officer, or agent of the Board shall participate in the selection, award and/or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Conflicts of interest arise when one of the following has a financial or other interest in, or a tangible personal benefit from, the firm selected for the award:
 - a. The employee, officer, or agent of the Board;

- b. Any immediate family member of the Board employee, officer, or agent (spouse, sibling, parent, child);
 - c. The partner of the Board employee, officer, or agent; or
 - d. An organization that employs or is about to employ one of the above.
2. The Board's employees, officers, or agents shall neither solicit nor accept gratuities, favors, travel packages, incentives or anything of monetary value from contractors, potential contractors, or parties to sub-agreements related to programs funded by the Federal government, in whole or in part.
 3. The Board's employees, officers, or agents shall disclose any actual or potential conflict of interest to the Superintendent of Schools or his/her designee. Thereafter, as required by law, the Board shall disclose in writing any potential conflict of interest to the Connecticut State Department of Education.

Failure of any Board employee to abide by this code of conduct may result in disciplinary action, up to and including termination. The Board reserves the right to pursue legal actions for violations as permitted by law.

Legal References:

Federal Regulations and Guidance

2 C.F.R. § 200.112 Conflict of Interest.

2 C.F.R. § 200.318 General Procurement Standards.

2 C.F.R. § 400.2 Conflict of Interest.

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for School Food Authorities, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a2.pdf (May 2016).

United States Department of Agriculture, Contracting with Food Service Management Companies: Guidance for State Agencies, https://fns-prod.azureedge.net/sites/default/files/cn/SP40_CACFP12_SFSP14-2016a1.pdf (May 2016).

United States Department of Agriculture, Written Codes of Conduct and Performance of Employees Engaged in Award and Administration of Contracts, SP 09-2015, CACFP 03-2015, SFSP 02-2015, https://fns-prod.azureedge.net/sites/default/files/cn/SP09_CACFP%2003_SFSP02-2015os.pdf (November 2014).

Connecticut Statutes, Regulations and Guidance

Conn. Gen. Stat. § 1-79 Definitions.

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

Conn. Gen. Stat. § 10-215b Duties of State Board of Education re feeding programs.

Conn. Gen. Stat. § 10-216 Payment of expenses.

Regs. Conn. State. Agencies § 10-215b-1 Competitive foods.

State of Connecticut, Department of Education, Operational Memorandum No. 10-16, Written Code of Conduct and Performance of Employees Engaged in Award and Administration Contracts,

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Memos/OM2016/OM10-16.pdf>

(August 2016).

7/29/2020

**Series 3000
Business**

DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Prior to making a donation or conducting a public sale, and after determining there is no appropriate use of such equipment or materials within the school system, the Superintendent of Schools or his/her designee shall notify the Town Manager of the Town of the equipment or materials approved for disposal, and shall request a written response within 15 days indicating the Town's interest, if any, in such equipment or materials. Any transfer costs shall be borne by the recipient of the surplus or obsolete equipment or materials.

Obsolete or surplus equipment or materials not retained within the school system or transferred to the Town may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

1/27/05

SHIPMAN

Series 3000
Business

DISPOSAL OF OBSOLETE OR SURPLUS EQUIPMENT/MATERIALS (REGIONAL SCHOOL DISTRICT VERSION)

No obsolete or surplus equipment or materials will be discarded or disposed of by a teacher or other school employee. Such items will be set aside and reported to the principal. The principal or his/her designee will prepare lists of such equipment and materials annually and forward such lists to the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials shall be donated or sold only upon the approval of the Superintendent of Schools or his/her designee.

Obsolete or surplus equipment or materials not retained within the school system may be donated or sold to the general public in a manner determined by the Superintendent of Schools to be in the best interests of the school district. Such equipment or materials shall not be donated to an employee of the school district and shall only be sold to an employee of the school district if the equipment or material is offered for sale to the general public. Under those circumstances, the employee shall receive an equal, but not preferential, opportunity to purchase the equipment or materials.

If the equipment and materials cannot be donated or sold, the Superintendent of Schools or his/her designee may dispose of such items.

ADOPTED: _____

REVISED: _____

1/27/05

**Series 3000
Business**

GIFTS, GRANTS, AND BEQUESTS TO THE DISTRICT

Gifts of personal property to the district, including monetary donations, that meet criteria set forth in the administrative regulations established in accordance with this policy are welcomed and encouraged.

The Superintendent of Schools shall develop administrative regulations governing the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the district.

The school principal may approve gifts to a school that are valued at \$500 or under and meet criteria established by the administrative regulations established in accordance with this policy. The Superintendent of Schools must accept gifts that are valued over \$500 and meet criteria established by the administrative regulations established in accordance with this policy.

The Superintendent, in consultation with the principals and considering the wishes of the donor, may determine the school(s), program(s) or facility(ies) to which the gift shall go if it is valued at more than \$500. The Superintendent shall inform the Board of Education of any gift valued at more than \$500 that has been accepted by the district.

If the Superintendent determines that a gift fails to meet the criteria established in the administrative regulations, the Superintendent shall inform the Board of Education. 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 rejection of such gift.

Legal Reference:

Conn. Gen. Stat. § 10-237

ADOPTED: _____

REVISED: _____

Last revised 5/14/07

**Series 3000
Business**

**ADMINISTRATIVE REGULATIONS REGARDING GIFTS, GRANTS,
AND BEQUESTS TO THE DISTRICT**

Any gift presented to the school district must be accompanied by a letter from the donor identifying the subject and purpose of the gift and any restrictions that may apply for official action and recognition by the Board of Education.

To be accepted, a gift must be used for the educational benefit of students and satisfy the following criteria:

- Have a purpose consistent with the purposes of the school district
- Will not begin a program that the Board of Education would be unwilling to take over when the gift or grant funds are exhausted
- Would not bring unanticipated costs to the school district
- Will place no restrictions on the school program
- Will be suitable for use in meeting the instructional needs of the school
- Will not be inappropriate or harmful to the best educational interests of students, as determined by the administration
- Will not imply endorsement of any business or product
- Will not be in conflict with any provisions of the school code or public law

All gifts, grants, and bequests shall become school district property.

ADOPTED: _____
REVISED: _____

Last revised 5/14/07

**Series 3000
Business**

**INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL
COMPLIANCE**

The Winchester Board of Education (the “Board”) will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 et seq. (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time. The Superintendent or designee shall develop administrative regulations with regard to such fiscal compliance.

Legal References:

Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)
34 C.F.R. § 300.144
34 C.F.R. § 300.202(a)(3)
34 C.F.R. § 300.133(d)
34 C.F.R. § 300.172
34 C.F.R. § 300.205(d)
34 C.F.R. § 300.226(a)
34 C.F.R. § 300.209(b)
34 C.F.R. § 300.818, Appendix A

ADOPTED: _____
REVISED: _____

7/23/2020

**Series 3000
Business**

**ADMINISTRATIVE REGULATIONS CONCERNING
INDIVIDUALS WITH DISABILITIES EDUCATION ACT FISCAL
COMPLIANCE**

The Winchester Board of Education (the “Board”) will, in all respects, comply with the requirements of state and federal law with regard to special education fiscal compliance. Pursuant to the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 *et seq.* (“IDEA”) and its associated regulations, the Board shall specifically ensure compliance with the fiscal provisions of the IDEA, as they may be amended from time to time.

1. Property, Equipment and Supplies

The Board, through the Director of Special Education or designee, shall ensure that any property, equipment or supplies purchased with funds from an IDEA grant shall be purchased, used and maintained in accordance with such grant requirements. Among any other statutory or regulatory requirement, the Director of Special Education or designee must ensure that:

- A. All property, equipment and supplies purchased with IDEA grant funds are labeled as such, including equipment supplied to students with disabilities attending private schools at parental expense;
- B. A labeling procedure is in place for all property, equipment and supplies purchased with IDEA grant funds;
- C. All property, equipment and supplies purchased with IDEA grant funds are used for assistive technology, instructional or educational purposes;
- D. Copies of purchase orders for property, equipment and supplies purchased with IDEA grant funds indicate the source of funding for such purchases; and
- E. A tracking procedure is in place for all property, equipment and supplies purchased with IDEA grant funding.

Any procedures mentioned above shall be developed and maintained by the Director of Special Education or designee.

2. Supplanting

Funding provided to the Board through an IDEA grant must be used to supplement state, local and other federal funds, not to supplant those funds. The Board shall comply with all federal and state laws in this regard.

3. Parentally Placed Private School Special Education Students - Expenditures

The Director of Special Education or designee will maintain an ongoing census of all students with disabilities who are eligible for special education and related services and attend school within the geographical bounds of the district. Eligible students with disabilities who attend private schools within the geographical bounds of the district will receive services equal to a proportional share of the IDEA grant funds received annually by the district. The proportionate share shall be calculated on an annual basis in accordance with federal law, but no later than October 1st of any given year. Calculation of the proportionate share shall be the responsibility of the Director of Special Education or designee.

The Director of Special Education or designee shall meet annually with all private school representatives to consult on matters related to the distribution of funds under the IDEA. Documentation regarding annual meetings shall be maintained by the Director of Special Education or designee.

The Director of Special Education or designee shall annually maintain budgets with regard to the manner in which IDEA grant funds are expended for eligible parentally placed private school students with disabilities.

4. National Instructional Materials Accessibility Standard

The Board shall ensure compliance with the National Instructional Materials Accessibility Standard (“NIMAS”). In this regard, the Director of Special Education or designee shall maintain procedures to inform all staff within the district how a blind and/or print disabled student shall be referred in order to receive materials from the National Instructional Materials Access Center (“NIMAC”). Such procedures shall include, but not be limited to, the following:

- A. Initial referral to a planning and placement team (“PPT”), or if such child is already identified as having a disability under the IDEA, direct referral to the child’s PPT;
- B. Identification of the name of the district personnel who shall receive, and are responsible for, referrals for the receipt of materials from NIMAC; and
- C. The requirement that either (i) publishers prepare and, on or before delivery of the print instructional materials, provide to the NIMAC electronic files containing the contents of the print instructional materials

using the standards of the NIMAS; or (ii) instructional materials are purchased from the publisher that are produced in, or may be rendered in, specialized formats.

5. Coordinated Early Intervening Services

Coordinated Early Intervening Services (“CEIS”) may be used to support students in grades K-12 who are not currently identified as needing special education or related services, but who need additional academic or behavioral support to succeed in a general education environment. Up to 15% of IDEA grant funds may be used for CEIS. In this regard, the Director of Special Education or designee shall maintain procedures to ensure that:

- A. The funds used for CEIS are used only for the K-12 levels;
- B. Students receiving CEIS are tracked directly over a three-year period to determine if, at any time during this period, these students should be referred for special education services; and
- C. Documentation of funds spent on professional development are maintained, which documentation shall include the teachers who receive professional development for CEIS and the names of the students of those teachers who would have benefited from the teacher receiving the professional development.

6. Charter Schools

In compliance with federal law, the Board shall ensure that all eligible students with disabilities who attend charter schools that are part of the district receive special education services in the same manner as eligible students with disabilities who attend other district schools. Further, the Board shall ensure that IDEA grant funds are provided to charter schools within the district that serve eligible students with disabilities on the same basis as the district provides funds to other public schools within the district.

7. Excess Costs Calculation - Federal Requirement

The Board shall comply with federal law with regard to the calculation of excess cost. The Director of Special Education or designee shall maintain documentation regarding the separate excess cost calculations for elementary and secondary school students, as well as the formulas used for each level of students.

Legal References:

Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. (IDEA)

- 34 C.F.R. § 300.144
- 34 C.F.R. § 300.202(a)(3)
- 34 C.F.R. § 300.133(d)
- 34 C.F.R. § 300.172
- 34 C.F.R. § 300.205(d)
- 34 C.F.R. § 300.226(a)
- 34 C.F.R. § 300.209(b)
- 34 C.F.R. § 300.818, Appendix A

ADOPTED: _____
REVISED: _____

7/23/2020

SHIPMAN

Series 3000
Business

PURCHASING

I. DEFINITIONS

For purposes of this policy:

- A. “Goods or service” includes, but is not limited to, portable classrooms, motor vehicles or materials and equipment, such as telephone systems, computers and copy machines.
- B. “General services” include all services that result in a measurable end product that can be defined by bid specifications and all services used in the process of building or altering property (excluding architectural, engineering and other design services).
- C. “Property” means real property or personal property.
- D. “Special or Professional Services” are those that involve the furnishing of judgment, expertise, advice or effort by persons other than Winchester Board of Education (“Board”) employees, and may result in the delivery of reports, recommendations, designs, or other documents to assist the Board with a project or venture, but need not involve the delivery of a specific end product that is defined by bid specifications. Examples of Professional Services include, but are not limited to, in-service instructional leaders, pupil services personnel, special education evaluators, interpreters, tutors, computer programmers, architects, auditors, attorneys, instructional consultants, and temporary agencies. Examples of Special Services include, but are not limited to, repair services for Board property, equipment and vehicles where the nature of the repair cannot be defined in advance by bid specifications and the professional expertise of the service provider is critical.

II. REQUIREMENTS APPLICABLE TO PURCHASES OF ALL GOODS AND SERVICES

- A. Consultation with Municipality Regarding Contracts for Goods or Services

After going out to bid for a good or service and receiving submissions, if the local municipality uses such good or service, the Board shall consult with the legislative body

of the municipality, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, and, if the equivalent level of such good or service is provided by the municipality through a municipal contract for a lower cost than the lowest qualified bid submission received by the Board, the Board will consider a cooperative agreement with the local municipality for the provision of such good or service.

B. Consultation with Municipality Regarding Contracts for Payroll Software and Insurance

The Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, prior to purchasing payroll processing or accounts payable software systems to determine whether such systems may be purchased or shared on a regional basis.

When possible, the Board will consult with the local municipality's legislative body, or in the case of a municipality for which the legislative body is a town meeting or representative town meeting, the board of selectmen, regarding the joint purchasing of property insurance, casualty insurance, and workers' compensation insurance.

III. THRESHOLD PROCUREMENT AMOUNTS

The following thresholds shall apply to the Board's procurement of goods or general services and special or professional services. *[Note: If the Board wishes to adjust these threshold levels, as provided in Sections IV, V, and VI in this policy, it should ensure the corresponding threshold amounts are adjusted in the chart below.]*

	Anticipated Expenditure	Procedure
Goods or General Services	Under \$1,000 \$5,000	Direct purchase from the vendor. Competitive quotes and/or bidding not required.
Goods or General Services	\$5,000 to \$9,999.99	Two competitive quotes required. See Section V.
Goods or General Services	\$10,000 or more	Three Competitive bidding required. See Section IV.
Special or Professional Services	Under \$10,000	Competitive proposals not required.
Special or Professional Services	\$10,000 to \$24,999.99	Three Informal Competitive Proposals required. See Section VI.
Special or Professional Services	\$25,000 or more	RFP Formal Competitive Proposals required. See Section VI.

IV. GOODS OR GENERAL SERVICES: COMPETITIVE BIDDING PROCESS

A. Purchases Requiring Competitive Bidding Process \$10,000 or More)

Purchases of goods or general services, including high technology equipment, expected to involve an expenditure of **\$10,000** or more must be made by sealed competitive bid. As set forth below, such purchases in the amount of at least **\$10,000**, but less than **\$25,000**, may be awarded by the Superintendent of Schools or designee (collectively referred to as "Superintendent"). Such purchases in the amount of **\$25,000** or more must be awarded by the Board.

B. Bid Specifications

When competitive bidding is required, all requirements, terms and conditions describing and detailing the goods or general services to be purchased must be included in the bid specifications. The bid specifications should define the requirements for quality of materials, equipment and/or services to be procured, and as such, they should clearly and accurately reflect the required characteristics of the goods and services. The bid specifications should also include any vendor or contractor qualification requirements, a school district contact person responsible for all communications with prospective bidders, a requirement that all communications between the school district contact person and prospective bidders be in writing and, if the purchase will require entering into a contract, a form of contract whenever possible.

The Superintendent shall develop the proposed bid specifications and other bid documents.

C. Advertising

A legal notice inviting sealed bids shall be published by the Superintendent on the website of the municipality and/or Board and in a daily local newspaper, if publication in a newspaper is required by law. At least five (5) calendar days must intervene between the date of the website and/or newspaper publication and the final date for submitting bids. The notice shall contain a general description of the goods or services being bid, the school district contact person and the day, hour and place of the bid opening and may contain other information relating to the bid including, but not limited to, where and when bid packages may be obtained.

D. Bid Openings and Awards

All bids, and bid security if applicable, must be submitted to the Superintendent in sealed envelopes and show on the face of the envelopes the bid number, the title of the bid and the bidder's name. All envelopes will be date stamped as received.

All bids shall be opened in public, and the name of the bidder(s) and total cost(s) shall be read aloud at the time stated in the legal notice. No bids shall be accepted, or opened, that were not submitted in compliance with the procedures set forth in the notice advertising the bid.

Within a reasonable time following the bid opening, the Superintendent will tabulate and analyze the bids. For contracts of at least **\$10,000 or amount set by the Board of Education**, but less than **\$25,000 or amount set by the Board of Education**, the Superintendent shall make a provisional award, subject to finalization of the contract or other applicable conditions, to the Selected Bidder, as that term is defined below. For contracts of **\$25,000 or amount set by the Board of Education** or more, the Board shall make a provisional award, subject to finalization of the contract or other applicable conditions, to the Selected Bidder, as that term is defined below.

A record of all bids submitted, giving the names of the bidders, the amounts of the bids and indicating the successful bidder, shall be preserved by the Superintendent in accordance with State law.

E. Bid Security

When, in the judgment of the Superintendent, bid security is advisable, all bids must be accompanied by security in one of the following forms - certified check, cashier's check, personal money order, letter of credit or bid bond. The requirement for, and the amount of, the security must be set forth in the bid advertisement. All security presented must show the "Winchester Board of Education" as the payee.

F. Requirements Governing Bid Awards

The award shall be made to the bidder (1) whose bid meets the requirements, terms and conditions contained in the bid specifications and (2) is deemed to meet the criteria identified below among those bidders possessing the skill, ability and integrity necessary for faithful performance of the work (the "Selected Bidder"). To be considered as a Selected Bidder, the bidder must have submitted all of the required information identified in the bid specifications. The determination of the Selected Bidder shall then be made after consideration of the objective criteria identified below and after consideration of a cooperative agreement with the municipality as described in Section I.B, above. Unless otherwise required by law, the Board reserves the right to award the bid to a Selected Bidder that is not the lowest bidder. In such instance, the reason for the selection shall be documented and preserved by the Superintendent or as may be required by law.

In determining the Selected Bidder the following criteria will be considered, as applicable:

- (1) The ability and capacity of the bidder to perform the work based on an evaluation of the character, integrity, reputation and experience of the bidder. Consideration shall be given to previous work performed by the bidder for the Board or for other agencies, including the quality and degree of satisfaction with the work performed.
- (2) The financial resources of the bidder and the bidder's ability to secure any required bonds and/or insurance.
- (3) Compliance by the bidder with all applicable federal, state and local laws, including any licensing requirements.
- (4) Delivery or completion time.
- (5) Cost and/or considerations of additional value included in the proposal.
- (6) Involvement in litigation.

Should a situation arise where it is impossible to distinguish between two bidders to identify the Selected Bidder, and one of the bidders has its principal place of business located within the Town of Winchester, the award will be made to the local bidder.

G. Rejection of Bids

The Superintendent has the right to reject any and all bids in whole or in part. Any or all bids may be rejected if there is any reason to believe that collusion exists among the bidders. Individual bids may be rejected for irregularities of any kind, including, without limitation, alteration of form, additions not called for, conditional bids, incomplete bids, and unexplained erasures.

The Superintendent retains the right to waive any formality or procedural irregularities in the bids received. Nothing in this Section should be construed to limit in any way the right of the Board or the Superintendent to reject any and all bids.

H. Advisement of Bid Award

Upon acceptance of the Selected Bidder, a letter will be sent to the successful bidder(s) announcing the selection of the chosen bidder. All unsuccessful bidders will be sent a letter notifying them that they were not selected.

V. GOODS OR GENERAL SERVICES: COMPETITIVE QUOTATION PROCESS

A. Purchases Requiring Competitive Quotation Process

Price quotations should be requested for all purchases of goods or general services, including high technology equipment, expected to involve an expenditure of at least \$1,000 but less than **\$10,000**. Purchases of goods or services that involve an expenditure of less than \$1,000 may be made directly, without regard to any competitive bid or quotation process. Waivers from the quotation process are available for the same reasons that Waivers are available from the bidding process. (See Section VII.)

B. Process for Obtaining Quotations

Generally, quotations, either oral or written, should be solicited by the Superintendent from at least three (3) vendors or obtained from current catalogues or price sheets. The refusal of an otherwise valid supplier to quote shall qualify as a quotation. The quotation process does not require a public opening, and the Superintendent may send requests to a limited number of selected vendors. If such request includes a date for submission of quotations, vendors must furnish all of the necessary information to the Superintendent by the specified date.

The purchase shall be awarded to the provider whose proposal is deemed to best provide the good and/or services desired, taking into account cost and the project requirements, and after consideration of a cooperative agreement with the municipality as described in Section I.B, above.

VI. SPECIAL OR PROFESSIONAL SERVICES: COMPETITIVE PROPOSAL PROCESS

A. Purchases Requiring Competitive Proposal Process

Purchases of Special or Professional Services shall be made by competitive proposal should the situation warrant if the purchase exceeds the monetary thresholds set forth below. Waivers from the competitive proposal process are available for the same reasons that Waivers are available from the bidding process. (See Section VII.) Funds must be available in the proper account in order to solicit proposals.

Purchases of Special or Professional Services that are expected to be less than **\$10,000 or amount set by the Board of Education** shall be made directly by the Superintendent, without regard to a competitive proposal process.

B. Informal Competitive Proposal Process \$10,000 to \$24,999

Purchases of Special or Professional Services for at least **\$10,000** but less than **\$25,000** shall be based upon a reasonable and documented attempt to solicit proposals. Where possible, proposals should be solicited from at least three (3) potential service providers. The refusal to submit a proposal from an otherwise valid provider shall qualify as a proposal. The process shall be documented in writing by the Superintendent. If a single reasonable source exists for the service, this fact shall be documented in writing.

An evaluation of the proposals received will be made by the Superintendent. The Superintendent shall provisionally award the contract, subject to finalization of the contract or other applicable conditions, to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the project requirements. Nothing in this Section should be construed to limit in any way the right of the Superintendent to reject any and all proposals.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent in accordance with State law.

C. Formal Competitive Proposal Process **\$25,000** or more.

A Request for Proposals (“RFP”) for purchases of Special or Professional Services for **\$25,000** or more shall be prepared by the Superintendent. All requirements, terms and conditions, including provider qualifications, should be included in the RFP, as well as a form of contract whenever possible. The award of any such contracts for **\$25,000**-or more shall be approved by the Board.

The Superintendent will arrange to have a legal notice requesting proposals published on the website of the municipality and/or the Board and in a daily local newspaper, if publication in a newspaper is required by law, at least ten (10) business days prior to the deadline for submitting proposals. Whenever the Superintendent determines that the service requested is so specialized that few appropriate providers can reasonably be expected to respond to the notice, the Superintendent may substitute another means of notifying potential providers of the RFP in lieu of such website and/or newspaper notice, except as provided by law. Any advertisement or other notice of the RFP shall include the general description of the services sought and the location where RFPs may be obtained.

An evaluation of the proposals will be made by the Superintendent. The contract shall be provisionally awarded, subject to finalization of the contract or other applicable conditions, to the service provider whose proposal is deemed to best provide the services desired, taking into account cost and the requirements, terms and conditions contained in the RFP. Nothing in this Section should be construed to limit in any way the right of the Superintendent to reject any and all proposals.

A record of all proposals submitted, giving the names of the service providers, the amount of the proposal and indicating the successful provider, shall be preserved by the Superintendent in accordance with State law.

VII. WAIVERS

In certain situations the bidding, quotation and proposal processes described above may be waived even though the estimated cost exceeds the dollar threshold established by the Board. The processes identified in this policy may be waived for any of the following reasons:

- (1) Only one (1) reasonable or qualified source can be identified. This shall include situations such as the purchase of copyrighted materials and textbooks.
- (2) Time is a critical factor, and taking the time necessary to comply with the formal process would not be in the best interests of the school district.
- (3) In the opinion of the Superintendent, an emergency requires the purchase of goods or services to avoid injury or damage to human life or property.
- (4) A special source, including but not limited to a sale, purchasing plan, government discount or trade-in allowance, will supply a lower cost than that which would result from a bid process.
- (5) A formal process would result in substantially higher costs to the school district, or inefficient use of personnel, or cause substantial disruption of school district operations.
- (6) Regional or cooperative purchases.
- (7) Cooperative agreement with the local municipality.

For a requesting administrator to obtain a Waiver, the requesting administrator must make a written request to the Superintendent. The Waiver must bear the signature of the requesting administrator and state the reason(s) for requesting the Waiver. Upon receipt of such request, the Superintendent will promptly notify the requesting administrator if such Waiver has been granted.

In addition, the Superintendent, in their sole determination, may grant a Waiver for any of the above-listed reasons. Upon granting such a Waiver, the Superintendent must, in writing, state the reason(s) for granting such Waiver.

VIII. PROCUREMENT OF PROPERTY AND SERVICES UNDER A FEDERAL AWARD

When procuring property and/or services under a Federal award, the Board will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, as amended from time to time, to the extent it is required to do so. See Appendix A.

When procuring property and/or services purchased with Federal funds as part of the National School Lunch Program, including Connecticut School Nutrition Program funds, the Board will comply with relevant regulations in the Code of Federal Regulations, including but not limited to those described in 2 C.F.R. § 200.318 through 2 C.F.R. § 200.327, 7 C.F.R. § 220.16, and 7 C.F.R. § 210.21 through 7 C.F.R. § 210.23, as amended from time to time, to the extent it is required to do so. The Board's school nutrition program director, management, and staff tasked with National School Lunch Program procurement responsibilities shall complete annual training on Federal procurements standards and retain records to document compliance with this requirement. The Board shall also comply with school food authority procurement reviews and audits, as may be required and in accordance with applicable law.

IX. COMPLIANCE WITH GRANTS

When procuring goods or services pursuant to a Federal or State grant or award, the Board will comply with applicable grant or award requirements and assurances made in connection with such funds. Such requirements may include, but are not limited to, use of such funds for authorized purposes and the inclusion of required contract provisions in any contract funded by Federal or State grants.

X. AUDITS

The Board may periodically engage an independent audit firm to review the purchasing procedures outlined in this policy.

Legal References:

State Law:

- | | |
|---------------------------|--|
| Conn. Gen. Stat. §10-241c | Local board of education to consult with municipality re joint purchasing of property insurance, casualty insurance and workers' compensation insurance. |
| Conn. Gen. Stat. §10-241d | Local board of education consultation with municipality re goods and services. Cooperative arrangements. |

Conn. Gen. Stat. §10-241e Local board of education consultation with municipality prior to purchase of payroll processing or accounts payable software program.

Federal Law:

- 2 C.F.R. § 200.317 through 2 § C.F.R. 200.327.
- 2 C.F.R. § 200.81 (definition of property).
- 7 C.F.R. § 210.21 through 2 C.F.R. § 210.23.

United States Department of Agriculture, Food and Nutrition Service, Policy Memorandum SP 39-2017, *Local Agency Procurement Reviews for School Food Authorities* (June 30, 2017).

ADOPTED: _____
REVISED: _____

11/27/2023

APPENDIX A

Procurement Standards for the Acquisition of Property or Services

Under a Federal Award

2 C.F.R. §§ 200.317-300.327

This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the “Board”), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.

2 C.F.R. §	FULL TEXT OF C.F.R. SECTION	BRIEF SUMMARY
200.317	<p>Procurements by States</p> <p>When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.</p>	<p>A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.</p>
200.318	<p>General Procurement Standards</p>	

200.318(a)	<p>The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.</p>	<p>The Board must have and use documented procurement procedures consistent with State, local, and Federal requirements for procurements made under a Federal award.</p>
200.318(b)	<p>Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.</p>	<p>The Board must maintain oversight of its contractors.</p>
200.318(c)(1)	<p>The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.</p>	<p>The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. See Code of Conduct Governing Procurements Under a Federal Award.</p>
200.318(c)(2)	<p>If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity</p>	<p>The Board's conflict of interest policy must cover relationships with</p>

	<p>must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.</p> <p>The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.</p>	<p>certain parent, affiliate, or subsidiary organizations, if any.</p>
200.318(d)	<p>To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.</p>	<p>The Board must avoid acquisition of unnecessary or duplicative items.</p>
200.318(e)	<p>The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.</p>	<p>The Board is encouraged to use intergovernmental agreements or inter-entity agreements.</p>
200.318(f)	<p>The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.</p>	<p>The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.</p>
200.318(g)	<p>The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as</p>	<p>The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.</p>
200.318(h)		<p>The Board must award contracts to responsible contractors, after considering contractor integrity, compliance with public policy, past</p>

	contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.	performance, and financial and technical resources.
200.318(i)	The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	The Board must maintain procurement records.
200.318(j)(1)	The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.	The Board may only use time-and-materials type contracts in limited circumstances.
200.318(j)(2)	Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.	The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.
200.318(k)	The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.	The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.

<p>200.319</p>	<p>Competition</p>	
<p>200.319(a)</p>	<p>All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.</p>	<p>The Board must conduct procurement transactions in a manner providing full and open competition.</p>
<p>200.319(b)</p>	<p>In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.</p>	<p>Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board must avoid practices that are restrictive of competition.</p>
<p>200.319(c)</p>	<p>The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.</p>	<p>The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.</p>



200.319(d)	<p>The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.</p>	<p>The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.</p>
200.319(e)	<p>The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.</p>	<p>The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.</p>
200.319(f)	<p>Noncompetitive procurements can only be awarded in accordance with § 200.320(c).</p>	<p>Noncompetitive procurements must be awarded in accordance with § 200.320(c).</p>
200.320 Methods of Procurement to be Followed		
200.320	<p>The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used</p>	<p>The Board must have and use documented procurement procedures</p>

	for the acquisition of property or services required under a Federal award or sub-award.	for procurements made under a Federal award or sub-award.
200.320(a)	<p>Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:</p> <p>(1) Micro-purchases—</p> <p>(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.</p> <p>(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.</p> <p>(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</p>	<p>For purchases under the simplified acquisition threshold, or a lower threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).</p>
200.320(a)(1)		<p>Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents its files accordingly.</p>

	<p>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</p> <p>(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;</p> <p>(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,</p> <p>(C) For public institutions, a higher threshold consistent with State law.</p> <p>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</p>	
200.320(a)(2)	<p>(2) Small purchases—</p> <p>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</p> <p>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR.</p>	<p>For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from an adequate number of qualified sources.</p>

	<p>When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.</p>	
200.320(b)	<p>Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:</p>	<p>For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.</p>
200.320(b)(1)	<p>(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the</p>	<p>In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.</p>

	<p>bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</p>	
200.320(b)(2)	<p>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services through A/E firms that are a potential source to perform the proposed effort.</p>	<p>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the most responsible offeror with the most advantageous proposal.</p>

200.320(c)	<p>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply:</p> <p>(1) The acquisition of property or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);</p> <p>(2) The item is available only from a single source;</p> <p>(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;</p> <p>(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or</p> <p>(5) After solicitation of a number of sources, competition is determined inadequate.</p>	<p>The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.</p>
200.321	Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms	
200.321(a)	<p>The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</p>	<p>The Board must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.</p>
200.321(b)	<p>Affirmative steps must include: (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery</p>	<p>Affirmative steps include, among other things, placing qualified small and minority businesses and women’s business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing</p>

	<p>schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.</p>	<p>total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the requirement permits, which encourage participation by such businesses.</p>
200.322	Domestic Preferences for Procurements	
200.322(a)	<p>As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.</p>	<p>The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.</p>
200.322(b)	<p>For purposes of this section:</p> <p>(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.</p> <p>(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.</p>	
200.323	Procurement of Recovered Materials	
200.323	<p>A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation</p>	<p>The Board must follow standards in procuring certain items over \$10,000 to ensure, among other things, the</p>

	<p>and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and recourse recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</p>	<p>highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</p>
200.324	Contract Cost and Price	
200.324(a)	<p>The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.</p>	<p>The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.</p>
200.324(b)	<p>The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.</p>	<p>The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.</p>
200.324(c)	<p>Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may</p>	<p>Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.</p>

	reference its own cost principles that comply with the Federal cost principles.	
200.324(d)	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.
200.325	Federal Awarding Agency or Pass-Through Entity Review	
200.325(a)	The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.	The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.
200.325(b)	The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to	Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or passthrough entity in a number of circumstances.

	<p>other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.</p>	
200.325(c)	<p>The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.</p>	<p>The Board is exempt from pre-procurement review if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.</p>
200.326	Bonding Requirements	
200.326	<p>For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:</p>	<p>For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or pass-through entity may accept the Board's bonding requirements if it determines that its interest is adequately protected.</p>

200.326(a)	A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.	The Board must require a bid guarantee of 5% of the bid price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.
200.326(b)	A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor’s obligations under such contract.	The Board must require a performance bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.
200.326(c)	A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.	The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board’s bonding requirements.
200.327	Contract Provisions	
200.327	The non-Federal entity’s contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.	The Board must include the Federal contract provisions in its contracts.



APPENDIX A

**Procurement Standards for the Acquisition of Property or Services
Under a Federal Award
2 C.F.R. §§ 200.317-300.327**

This Appendix addresses procurements of property and services under a Federal award. Whenever these Federal Uniform Guidance Procurement Standards, as may be amended from time to time, are applicable to procurements made by the Board of Education (the "Board"), the Board shall apply the more restrictive procurement rules, to the extent it is required to do so.

2 C.F.R. §	FULL TEXT OF C.F.R. SECTION	BRIEF SUMMARY
200.317	<p>Procurements by States</p> <p>When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with §§ 200.321, 200.322, and 200.323 and ensure that every purchase order or other contract includes any clauses required by § 200.327. All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in §§ 200.318 through 200.327.</p>	<p>A State must follow the same policies and procedures when making procurements under a Federal award and when making procurements using non-Federal funds. The Board must follow 2 C.F.R. §§ 200.318 through 200.327 when making procurements under a Federal award.</p>
200.318	<p>General Procurement Standards</p> <p>The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services</p>	<p>The Board must have and use documented procurement procedures consistent with State, local, and</p>

	<p>required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in §§ 200.317 through 200.327.</p> <p>Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.</p>	<p>Federal requirements for procurements made under a Federal award.</p> <p>The Board must maintain oversight of its contractors.</p>
200.318(b)	<p>The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.</p>	<p>The Board must have written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. Board officers and employees (and their immediate family members, partners, and organizations which employ or are about to employ them) must not have a financial or other interest in a contract and must not solicit or accept gifts from contractors or subcontractors. The standards of conduct must provide for disciplinary actions for violations. See Code of Conduct Governing Procurements Under a Federal Award.</p>
200.318(c)(2)	<p>If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization,</p>	<p>The Board's conflict of interest policy must cover relationships with certain parent, affiliate, or subsidiary organizations, if any.</p>

	the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.	
200.318(d)	The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.	The Board must avoid acquisition of unnecessary or duplicative items.
200.318(e)	To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.	The Board is encouraged to use intergovernmental agreements or inter-entity agreements.
200.318(f)	The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.	The Board is encouraged to use Federal excess and surplus in lieu of purchasing new, when feasible.
200.318(g)	The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.	The Board is encouraged to use value engineering clauses in construction contracts of sufficient size.
200.318(h)	The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.	The Board must award contracts to responsible contractors, after considering contractor integrity, compliance with public policy, past performance, and financial and technical resources.

200.318(i)	The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.	The Board must maintain procurement records.
200.318(j)(1)	The non-Federal entity may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of: (i) The actual cost of materials; (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.	The Board may only use time-and-materials type contracts in limited circumstances.
200.318(j)(2)	Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.	The Board must set a ceiling price and assert a high degree of oversight on time-and-materials type contracts.
200.318(k)	The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.	The Board must be responsible for settling contract disputes and administrative issues arising out of procurements.
200.319	Competition	

200.319(a)	All procurement transactions for the acquisition of property or services required under a Federal award must be conducted in a manner providing full and open competition consistent with the standards of this section and § 200.320.	The Board must conduct procurement transactions in a manner providing full and open competition.
200.319(b)	In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to: (1) Placing unreasonable requirements on firms in order for them to qualify to do business; (2) Requiring unnecessary experience and excessive bonding; (3) Noncompetitive pricing practices between firms or between affiliated companies; (4) Noncompetitive contracts to consultants that are on retainer contracts; (5) Organizational conflicts of interest; (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and (7) Any arbitrary action in the procurement process.	Contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements. The Board must avoid practices that are restrictive of competition.
200.319(c)	The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.	The Board is generally prohibited from using geographical preference in the evaluation of bids or proposals.
200.319(d)	The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations: (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not,	The Board must have written procedures for procurement transactions that ensure that solicitations (1) incorporate a clear

	<p>in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.</p>	<p>and accurate description of technical requirements and (2) identify all requirements the offeror must fulfill and all other factors to be used in evaluating bids or proposals.</p>
200.319(e)	<p>The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.</p>	<p>The Board must ensure all prequalified lists are current and include enough qualified sources to ensure open and free competition.</p>
200.319(f)	<p>Noncompetitive procurements can only be awarded in accordance with § 200.320(c).</p>	<p>Noncompetitive procurements must be awarded in accordance with § 200.320(c).</p>
200.320	<p>Methods of Procurement to be Followed</p>	
200.320	<p>The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and §§ 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.</p>	<p>The Board must have and use documented procurement procedures for procurements made under a Federal award or sub-award.</p>
200.320(a)	<p>Informal procurement methods. When the value of the procurement for property or services under a Federal award does not exceed the simplified</p>	<p>For purchases under the simplified acquisition threshold, or a lower</p>

	<p>acquisition threshold (SAT), as defined in § 200.1, or a lower threshold established by a non-Federal entity, formal procurement methods are not required. The non-Federal entity may use informal procurement methods to expedite the completion of its transactions and minimize the associated administrative burden and cost. The informal methods used for procurement of property or services at or below the SAT include:</p> <p>(1) Micro-purchases—</p> <p>(i) Distribution. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (See the definition of micro-purchase in § 200.1). To the maximum extent practicable, the non-Federal entity should distribute micro-purchases equitably among qualified suppliers.</p> <p>(ii) Micro-purchase awards. Micro-purchases may be awarded without soliciting competitive price or rate quotations if the non-Federal entity considers the price to be reasonable based on research, experience, purchase history or other information and documents it[s] files accordingly. Purchase cards can be used for micro-purchases if procedures are documented and approved by the non-Federal entity.</p> <p>(iii) Micro-purchase thresholds. The non-Federal entity is responsible for determining and documenting an appropriate micro-purchase threshold based on internal controls, an evaluation of risk, and its documented procurement procedures. The micro-purchase threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations. Non-Federal entities may establish a threshold higher than the Federal threshold established in the Federal Acquisition Regulations (FAR) in accordance with paragraphs (a)(1)(iv) and (v) of this section.</p> <p>(iv) Non-Federal entity increase to the micro-purchase threshold up to \$50,000. Non-Federal entities may establish a threshold higher than the micro-purchase threshold identified in the FAR in accordance with the requirements of this section. The non-Federal entity may self-certify a</p>	<p>threshold established by the Board, the Board may use informal procurement methods (micro-purchases and small purchases).</p>
<p>200.320(a)(1)</p>		<p>Micro-purchases should be distributed equitably among qualified suppliers and may be awarded without soliciting competitive price or rate quotations if the Board considers the price to be reasonable based on research, experience, purchase history, or other information and documents its files accordingly.</p>

	<p>threshold up to \$50,000 on an annual basis and must maintain documentation to be made available to the Federal awarding agency and auditors in accordance with § 200.334. The self-certification must include a justification, clear identification of the threshold, and supporting documentation of any of the following:</p> <p>(A) A qualification as a low-risk auditee, in accordance with the criteria in § 200.520 for the most recent audit;</p> <p>(B) An annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or,</p> <p>(C) For public institutions, a higher threshold consistent with State law.</p> <p>(v) Non-Federal entity increase to the micro-purchase threshold over \$50,000. Micro-purchase thresholds higher than \$50,000 must be approved by the cognizant agency for indirect costs. The non-federal entity must submit a request with the requirements included in paragraph (a)(1)(iv) of this section. The increased threshold is valid until there is a change in status in which the justification was approved.</p>	
<p>200.320(a)(2)</p>	<p>(2) Small purchases—</p> <p>(i) Small purchase procedures. The acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources as determined appropriate by the non-Federal entity.</p> <p>(ii) Simplified acquisition thresholds. The non-Federal entity is responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk and its documented procurement procedures which must not exceed the threshold established in the FAR. When applicable, a lower simplified acquisition threshold used by the non-Federal entity must be authorized or not prohibited under State, local, or tribal laws or regulations.</p>	<p>For small purchases, the aggregate dollar amount of which is higher than the micro-purchase threshold but lower than the simplified acquisition threshold, price or rate quotations must be obtained from an adequate number of qualified sources.</p>

200.320(b)	<p>Formal procurement methods. When the value of the procurement for property or services under a Federal financial assistance award exceeds the SAT, or a lower threshold established by a non-Federal entity, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement can be used in accordance with § 200.319 or paragraph (c) of this section. The following formal methods of procurement are used for procurement of property or services above the simplified acquisition threshold or a value below the simplified acquisition threshold the non-Federal entity determines to be appropriate:</p>	<p>For purchases that exceed the simplified acquisition threshold, or a lower threshold established by the Board, formal procurement methods must be used and public advertising may be required.</p>
200.320(b)(1)	<p>(1) Sealed bids. A procurement method in which bids are publicly solicited and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction, if the conditions [stet]. (i) In order for sealed bidding to be feasible, the following conditions should be present: (A) A complete, adequate, and realistic specification or purchase description is available; (B) Two or more responsible bidders are willing and able to compete effectively for the business; and (C) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price. (ii) If sealed bids are used, the following requirements apply: (A) Bids must be solicited from an adequate number of qualified sources, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised; (B) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond; (C) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly; (D) A firm fixed price contract award will</p>	<p>In sealed bid procurements, bids are publicly solicited and the Board awards the contract to the lowest responsible bidder. The Board should use sealed bidding for procuring construction whenever complete, adequate, and realistic specifications are available, two or more responsible bidders are able to compete, and selection of a successful bidder can be made principally on the basis of price. If sealed bids are used, they must meet certain requirements. Any or all bids may be rejected if there is a sound documented reason.</p>

	<p>be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and (E) Any or all bids may be rejected if there is a sound documented reason.</p>	
200.320(b)(2)	<p>(2) Proposals. A procurement method in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements: (i) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical; (ii) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and making selections; (iii) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the non-Federal entity, with price and other factors considered; and (iv) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby offeror's qualifications are evaluated and the most qualified offeror is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms that are a potential source to perform the proposed effort.</p>	<p>Proposals for fixed price or cost-reimbursement type contracts are generally used when conditions are not appropriate for the use of sealed bids. Proposals are awarded after requests for proposals are publicized with evaluation factors identified; an adequate number of offerors are solicited, considered and evaluated; and contracts are awarded to the responsible offeror with the most advantageous proposal.</p>
200.320(c)	<p>Noncompetitive procurement. There are specific circumstances in which noncompetitive procurement can be used. Noncompetitive procurement can only be awarded if one or more of the following circumstances apply: (1) The acquisition of property or services, the aggregate dollar amount of</p>	<p>The Board may procure goods via noncompetitive procurement only when the aggregate dollar amount does not exceed the micro-purchase</p>

	<p>which does not exceed the micro-purchase threshold (see paragraph (a)(1) of this section);</p> <p>(2) The item is available only from a single source;</p> <p>(3) The public exigency or emergency for the requirement will not permit a delay resulting from publicizing a competitive solicitation;</p> <p>(4) The Federal awarding agency or pass-through entity expressly authorizes a noncompetitive procurement in response to a written request from the non-Federal entity; or</p> <p>(5) After solicitation of a number of sources, competition is determined inadequate.</p>	<p>threshold; the item is available only from a single source; in times of public emergency; when the Federal awarding agency expressly authorizes noncompetitive procurement; or competition is determined inadequate after solicitation of a number of sources.</p>
200.321	Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms	
200.321(a)	The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.	The Board must take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.
200.321(b)	Affirmative steps must include: (1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises; (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; (5) Using the services and assistance, as appropriate of such organizations as the Small Business Administration and the Minority Business Development Agency of	Affirmative steps include, among other things, placing qualified small and minority businesses and women’s business enterprises on solicitation lists; assuring such businesses are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities; and establishing delivery schedules, where the

	the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	requirement permits, which encourage participation by such businesses.
200.322	Domestic Preferences for Procurements	
200.322(a)	As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.	The Board will, to the greatest extent practicable, provide a preference for goods, products or materials produced in the United States.
200.322(b)	For purposes of this section: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	
200.323	Procurement of Recovered Materials	
200.323	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of	The Board must follow standards in procuring certain items over \$10,000 to ensure, among other things, the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

	competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and recourse recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.	
200.324	Contract Cost and Price	
200.324(a)	The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.	The Board must perform a cost or price analysis for every procurement in excess of the simplified acquisition threshold.
200.324(b)	The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.	The Board must negotiate profit for sole-source procurements and for procurements where cost analysis is performed.
200.324(c)	Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E [Cost Principles] of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.	Costs incurred or estimated costs are allowable only to the extent they comply with Federal Cost Principles.
200.324(d)	The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.	The cost plus a percentage of cost and percentage of construction cost

		methods of contracting must not be used.
200.325	Federal Awarding Agency or Pass-Through Entity Review	
200.325(a)	The non-Federal entity must make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements when the Federal awarding agency or passthrough entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or passthrough entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.	The Board must make technical specs for procurements available upon request by the Federal awarding agency or passthrough entity.
200.325(b)	The non-Federal entity must make available upon request, for the Federal awarding agency or passthrough entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when: (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part; (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation; (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product; (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.	Upon request, the Board must make procurement documents available for pre-procurement review by the Federal awarding agency or passthrough entity in a number of circumstances.

200.325(c)	<p>The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part. (1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis; (2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.</p>	<p>The Board is exempt from pre-procurement review if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.</p>
200.326	Bonding Requirements	
200.326	<p>For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:</p>	<p>For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold, the Federal awarding agency or pass-through entity may accept the Board's bonding requirements if it determines that its interest is adequately protected.</p>
200.326(a)	<p>A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as</p>	<p>The Board must require a bid guarantee of 5% of the bid price if the awarding agency or pass-through</p>

	assurance that the bidder will, upon acceptable of the bid, execute such contractual documents as may be required within the time specified.	entity does not accept the Board's bonding requirements.
200.326(b)	A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.	The Board must require a performance bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.326(c)	A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided in the contract.	The Board must require a payment bond for 100% of the contract price if the awarding agency or passthrough entity does not accept the Board's bonding requirements.
200.327	Contract Provisions	
200.327	The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.	The Board must include the Federal contract provisions in its contracts.

**Series 3000
Business**

SCHOOL ACTIVITY FUNDS

The Superintendent or his/her designee may establish school activity funds to handle any of the following: 1) the finances of that part of the cost for the school lunch program that is not provided by local appropriations; 2) the finances of that part of the cost of the driver education program that is not provided by local appropriations; and/or 3) 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 amounts received as gifts or donations).

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

ADOPTED: _____

REVISED: _____

Last revised 1/27/05