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# **POLICY D. 1**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: FIXED ASSET POLICY**

#### **Purpose**

The School District recognizes the need to implement the required accounting and financial reporting standards promulgated by the Governmental Accounting Standards Board (GASB). GASB Statement 34 was issued to provide new and additional information to the diverse users of the District's financial statements.

A fixed asset or capital asset is defined as a physical commodity (i.e. land, buildings, machinery, vehicles, equipment, and furnishings) having an estimated period of usefulness in excess of one year and an estimated value of at least \$1,000.

The School District is committed to fostering proper management of the District's assets.

#### **Guidelines**

1. The disposal of all fixed assets shall be recorded and approved for disposition by the Board.
2. Obsolete or surplus items shall be kept to the lowest levels.
3. The Board shall designate a person who will be responsible for safeguarding all fixed assets and who will ensure that none are removed from school property unless authorized by the Board.
4. Employees are not permitted to use the District's assets for personal activities.
5. Generally, capital assets should be considered for disposal when they can be identified with one or more of the following:

- (a) Obsolete: An asset which is no longer suitable for its original purpose and which is incapable of being modified to achieve an acceptable level of operation, with little or no resale value.
- (b) Not Repairable: An asset which cannot be repaired or restored to an acceptable level of operation, or where the cost of repair in relation to replacement of cost is not economically justifiable.
- (c) Surplus: An asset may become surplus if it is in excess of estimated requirements or if the purpose for which it was originally acquired no longer exists.

### **Recording of Fixed Assets**

All assets will be recorded on an ongoing basis in a Fixed Asset Register. The Register will record an identifying number, a description of the asset, and the original cost of the asset.

All items that are listed as fixed assets shall be tagged and identified in the District's Register of Assets. All other assets shall be tagged if such assets may be conducive to theft and have a value of at least \$100, (e.g., a digital camera costing \$400) and shall be included in the register.

### **Physical Inventory of Fixed Assets**

Inventories are physical reviews and confirmations of the District's assets. A periodic evaluation of the inventory will ensure the integrity of the amounts of the District's financial statements, maintain current insurance valuations, and assist in loss detection.

Inventories shall be conducted as follows:

- land and buildings – every 5 years
- machinery, equipment, vehicles, furnishings – every 2 years
- all other fixed assets – at least annually

Any assets not accounted for must be immediately brought to the attention of the Board.

## **Transfer of Fixed Assets**

The transfer of an asset from its original location must be specified in the Register by date, the new location, the purpose of the transfer, and the person(s) responsible for the transfer.

## **Disposal of District Property**

### **Policy**

Building Principals are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year a determination shall be made of equipment, supplies and/or materials that are obsolete and cannot be salvaged or utilized effectively or economically by the District. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price. The Business Manager shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the School District;
2. centralize the storage of items of potential usefulness;
3. discard or sell as surplus those items determined to be of no further use or worthless following approval by the Board of Education.

Following approval by the Board of Education, items may be sold in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at public sale. In the event of a public sale, notice of availability of such equipment, supplies, and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means.
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

Adopted: 7/07/10

# **POLICY D. 2**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: DISPOSAL OF DISTRICT PROPERTY**

Building Principals and Supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest price. The Business Manager shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the school district;
2. centralize the storage of items of potential usefulness; or
3. discard or sell as surplus those items determined to be of no further use or worthless.

Following approval by the Board of Education, items may be sold in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale or public auction. In the event of a public auction or sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. Items shall be offered for sale to the general public, except that no Board member, Officer or School District Employee, or anyone in the immediate family of the above-listed persons, shall be eligible to purchase the equipment, supplies or materials.
3. give such items to a municipality or municipal corporation; and
4. sell remaining items as scrap for the best price or discard in the safest, least expensive manner.
5. all items offered for sale or donated according to this policy shall be sold "as is" and potential buyers shall be notified that all sales and gifts of District property are "as is".
6. all items approved for sale by the Board of Education should include an upset price approved by the Board, which is the lowest price that the Board of Education will accept for a particular item.

# **POLICY D. 3**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: CREDIT CARD POLICY**

The Comptroller of the State of New York has expressed the opinion that a municipality may not use a multi-purpose credit card (such as Visa) issued by one of the major commercial credit card firms. The Comptroller's primary concern is that the use of credit cards of this type involves the use of credit of a third party. The Comptroller has expressed approval of the use of gasoline company credit cards to provide gasoline and oil to a municipally owned vehicle as long as such cards are not used for private vehicles. The Comptroller has, however, indicated that a multi-purpose credit card may be used if the credit card company meets certain conditions relating to the audit of the bills produced by the credit card company.

A multi-purpose credit card may be issued in the name of the School District for use by individuals in the following position: Deputy Treasurer . Such credit card shall only be used for expenses which are directly related to the School District. No amount greater than \$2,000 shall be charged for any expense. An original receipt for such expense must be delivered to the Business Office within 14 calendar days of incurring such expense. Any claim submitted by the credit card company shall be paid within a reasonable time to avoid occurring service or interest charges.

The School District's accountant shall review the manner and method of having the credit card company comply with the form and audit of claims requirements of Education Law (currently §1724).

Adopted: 7/07/10

# **POLICY D. 4**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: PETTY CASH FUNDS AND CASH IN SCHOOL BUILDINGS**

#### **Petty Cash Funds**

A petty cash fund of not more than one hundred dollars (\$100) shall be maintained in the Business Office. Payments from petty cash funds may be made for materials, supplies or services only when payment is required upon delivery. At the time of reimbursement, an itemized statement of expenditures, together with substantiating receipts, shall be submitted. Such accounts shall be authorized by Board resolution at their annual meeting.

Appropriate regulations shall be developed for implementation of this policy.

#### **Cash in School Buildings**

Not more than \$250, whether District or extraclassroom funds, shall be held in the main office of each District school building. Under no circumstances shall cash be left in classroom areas or desks. The District will not be responsible for funds left unprotected.

All funds, whether District or extraclassroom funds, shall be deposited prior too close of school each week. Only authorized personnel designated by the building administrator shall be allowed in the main office vault.

Adopted: 7/07/10



# **POLICY D. 5**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: CELLULAR TELEPHONES**

It is recognized that specific district employees will be required to carry cellular telephones to meet their job responsibilities. Job titles requiring cellular telephones shall be listed in Regulation and reported to the Board of Education each year at the District's organizational meeting in July.

The Superintendent or his/her designee shall establish the level of service contract for each specific employee, with the contract for same subject to review and approval by the Purchasing Agent. Employees shall make every attempt to use their cellular phones for only business purposes; however, in the event an employee uses a cellular phone for other than business purposes he/she shall reimburse the District for such non-business calls pursuant to the Regulation attached hereto. Individuals authorized to use District cellular telephones shall agree in writing to accept financial responsibility for any inappropriate usage by that individual.

At least once per year, the Purchasing Agent shall evaluate the effectiveness of the cellular telephone plan.

Adopted: 7/07/10

# **POLICY D. 6**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: EXTRACLASSROOM ACTIVITIES FUND**

An extraclassroom activity fund shall be established for activities conducted by students whose financial support is raised other than by taxation or through charges of the Board of Education. All funds in the extraclassroom activities fund shall be kept according to standards of good financial management. Proper books will be kept and all monies deposited in appropriate accounts as set up by the Board of Education. These accounts shall be subject to audit.

All transactions involving extraclassroom funds shall be on a cash basis and no accounts shall remain unpaid at the end of the school year. The building principals, with approval of the Superintendent of Schools, shall set up procedures for receipt and payment from the extraclassroom activities fund in their respective buildings.

Adopted: 7/07/10

# **POLICY D. 7**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: EMPLOYEE'S PERSONALLY IDENTIFIABLE INFORMATION**

The District shall not, unless otherwise required by law, publicly post or display an employee's Social Security number, print a Social Security number on any identification badge or card, including any time card, place a Social Security number in files with unrestricted access, or communicate an employee's personally identifying information to the general public. For purposes of this section, personal identifying information shall include Social Security number, home address or telephone number, personal electronic mail (e-mail) address, Internet identification name or password, parent's surname prior to marriage, or driver's license number.

Adopted: 7/07/10

# **POLICY D. 8**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: HEARING OFFICER EXPENSE REIMBURSEMENT**

In accordance with the Commissioner's Regulations, the maximum compensation rate for Impartial Hearing Officers is \$100 per hour. The activities associated with impartial hearings which are reimbursable under this compensation rate are:

- Pre-hearing activities such as scheduling the hearing and determining the location, conducting pre-hearing conference calls, arranging for interpreters, witnesses, subpoenas, and a stenographer, writing letters to the parties involving the hearing;
- Hearing activities such as conducting the hearing, handling settlement agreements placed on the record, and arranging for subsequent hearing dates;
- Post-hearing activities such as researching information pertinent to the hearing issues and writing the decision.

In addition, travel reimbursement is not considered to be an activity associated with the compensation rate set. Accordingly, and in addition to the maximum hourly rate of \$100, the School District agrees to reimburse an Impartial Hearing Officer at the IRS per mile rate for travel as well as reimbursement for reasonable lodging and meal expenses upon timely presentation of appropriate receipts of such expenses.

Adopted: 7/07/10

# POLICY D. 9

## Non-Instructional/Business Operations/Community Relations

### SUBJECT: INDEPENDENT EDUCATIONAL EVALUATION

#### INTRODUCTION

The School District has established the following policy on independent educational evaluations for children with disabilities or for children who are referred to the Committee on Special Education because they are suspected of having an educational disability and may, therefore, be in need of special education.

Parents of children with disabilities have the right under Federal and State laws and regulations to obtain an independent educational evaluation at public expense under certain conditions. (Commissioner of Education Regulations, Part 200.5(a)(1)(vi); Federal Regulations 34 CFR 300.503). A parent does not have the right to an independent evaluation if the School District has not conducted and completed its evaluation of the child. In addition, the State Education Department Publication *A Parent's Guide to Special Education: Your Child's Right to an Education in New York State*, discusses independent evaluation requirements. This document is available from the District upon request.

The School District has adopted this policy in order to explain the rights of parents and the responsibilities of the School District with regard to independent educational evaluations and to avoid any misunderstandings.

#### DEFINED

An independent educational evaluation means an evaluation conducted by a person who is not employed by the school district responsible for the education of the child. Such an evaluation is for the purpose of determining a child's eligibility for special education or related services, and for planning to meet the child's educational needs.

If the parent disagrees with the evaluation conducted by the School District, the parent has a right to request an independent evaluation at public expense.

The District may, in turn, request the parent to specify the areas of disagreement with the evaluation to show that its evaluation is appropriate,

and may initiate an impartial formal hearing if it believes its evaluation is appropriate and does not intend to pay for the evaluation requested by the parent.

### **PUBLIC EXPENSE**

Public expense means that the School District either pays for the cost of the independent educational evaluation or ensures that the evaluation is otherwise provided at no cost to the parent provided that the cost does not exceed the monetary amount established in this policy by the District. The amounts set forth in this policy are also those amounts which the District will pay when scheduling its own outside evaluations. Requests for an exception to the rates set forth should be forwarded in writing to the Chairperson of the Committee on Special Education (CSE) or Chairperson on the Committee on Preschool Special Education (CPSE).

### **RESPONSIBILITIES**

When an independent educational evaluation is requested and approved by the School District and an evaluator is selected by the parent from the attached list, it becomes the responsibility of the person chosen to contact the School District to set forth in writing the services to be performed, the cost involved, the method of payment, dates of classroom visitations and discussions with school staff, and when a written report will be submitted.

The School District has the responsibility to designate a geographic area within which the parents would be limited in their search for an independent educational evaluator. The School District will not consider at public expense independent educational evaluators outside the county in which it is located or any adjoining county. Requests for an exception to the geographic area set forth should be forwarded in writing to the Chairperson of the CSE or CPSE as appropriate.

### **FURTHER INFORMATION**

The School District has developed a policy on independent educational evaluations in order to avoid any misunderstanding and to ensure that the District is meeting its responsibility to provide an independent educational evaluation. Parents can obtain further information on independent evaluations by contacting the Chairperson of the CSE or CPSE at the School District, and also the State Education Department by contacting the Office for Special Education Services, requesting to speak to the Regional Associate assigned to this area.

## **ADMINISTRATIVE PROCEDURES**

1. Upon completion of the evaluation conducted by the School District and appropriate notice being given to the parent, the parent is requested but not required to send written notice of a request for an independent evaluation within forty-five (45) calendar days from the date of receipt of the School District's evaluation.
2. The School District will not pay more than \$750 for a comprehensive independent educational evaluation that would meet the requirements under Commissioner's regulations, which may require an individual psychological evaluation, a physical examination, a social history and other suitable examinations and evaluations as may be necessary to ascertain the physical, mental and emotional factors which may contribute to the suspected disability.
3. The School District has established a list of specific rates and qualified professionals in private practice in this county and adjoining counties or employees of other public agencies to whom parents may go to secure an independent educational evaluation. The School District will pay for an evaluation performed by an employee of any other public school district or BOCES within the county or any adjoining county whom the parent chooses to employ as an independent educational evaluator at the then-current hourly rate paid to that licensed or certified individual which the School District would pay were it to request such an evaluation.
4. The School District will pay for an independent educational evaluation or assessment only if conducted by an individual who possesses current license or certification from the New York State Education Department in the area of the evaluation. The School District will permit parents to select an independent educational evaluator who is in the county in which the School District is located or within any adjoining county at the time the parent makes the request, as long as the individual selected by the parent is appropriately certified or licensed by the State of New York.
5. An independent educational evaluation must be conducted in accordance with the federal and State regulations, which require that, at a minimum:

- (a) tests and other evaluation materials –**
- (1) are provided and administered in the child’s native language or other mode of communication, unless it is clearly not feasible to do so;**
  - (2) have been validated for the specific purpose for which they are used; and**
  - (3) are administered by trained personnel in conformance with the instructions provided by their producer.**
- (b) tests and other evaluation materials include those tailored to assess specific areas of educational need and note merely those that are designed to provide a single general intelligence quotient.**
- (c) tests are selected and administered so as best to ensure that when a test is administered to a child with impaired sensory, manual, or speaking skills, the test results accurately reflect the child’s aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child’s impaired sensory, manual, or speaking skills (except where those skills are the factors that the test purports to measure).**

7. The School District, upon receiving a request for reimbursement for an independent educational evaluation, will forward an acknowledgement letter to the parent with a copy to the evaluator within ten calendar days after receipt of the request. Any information needed by the School District to reach a decision regarding payment will be set forth in the letter.

8. If denial for reimbursement is indicated, the reason(s) for that denial, as well as the School District’s intention immediately to initiate a hearing regarding such denial, will be forwarded to the parent in writing with a copy also being forwarded to the evaluator. If the District agrees to pay for the evaluation, the parent and the evaluator will be notified by letter.

*( A LIST OF THE SPECIFIC MONETARY RATES WHICH THE SCHOOL DISTRICT WILL PAY SHOULD BE ATTACHED. THE DISTRICT MAY ALSO DEVELOP A LIST IDENTIFYING SPECIFIC EVALUATORS IN THE COUNTY AND ADJOINING COUNTIES WITH WHOM THE DISTRICT IS FAMILIAR IN ORDER TO ASSIST PARENTS IN LOCATING APPROPRIATE EVALUATOR.)*

*Ref: 20 USC § 1415(d)(2)(A) 34 CFR § 300.502 8 NYCRR §§ 200.5(a-c) and (g)*

ADOPTED: 7/07/10



# **POLICY D. 10**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: LOSS OR DESTRUCTION OF DISTRICT PROPERTY**

Oneonta City School District will when authorized in law pursue restitution from the parent or legal guardian of a student who willfully maliciously or unlawfully damages or defaces or destroys any public or private property whether real or personal in the care of custody of Oneonta City School District. Restitution shall also be sought when allowed by law where a student wrongfully takes public or private property entrusted to the care and custody of Oneonta City School District or where such student has falsely reported an incident known as a bomb threat or otherwise taken any action which is in violation of the State law concerning bomb threats. Restitution when sought by the Oneonta City School District will be sought for the amount of damage or to the maximum amount of restitution permitted by law.

General Obligations Law 3-112

Adopted: 7/07/10

# **POLICY D. 11**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: BUILDING USE POLICY**

The use of school buildings and rooms and portions of the grounds designated for recreational activity may be used by the public when such facilities are not in use for District purposes and will not be disruptive of the normal operations of the District for any of the following purposes:

1. For the purpose of instruction in any branch of education, learning or the arts.
2. For holding social, civic and recreational meetings and entertainments and other uses pertaining to the welfare of the community. Such meetings, entertainments and uses shall be non-exclusive and shall be open to the general public.
3. For meetings, entertainments and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose but, such use will not be permitted if such meeting, entertainment and occasions are under the exclusive control and the proceeds are to be applied for the benefit of a society, association or organization of religious sect or denomination or a fraternal, secret or exclusive society or organization other than organization of veterans of the military, navy and marine service of the United States and organizations of volunteer firefighters or volunteer ambulance workers.
4. For polling place, for holding primaries and elections for the registration of voters.
5. For classes of instruction for mentally disabled minors operated by a private organization approved by the Commissioner of Education.
6. For recreation, physical training and athletics including competitive athletic contests of children attending a private, non-profit school.

7. For the provision of child care services during non-school hours or to provide child care services during school hours for the children of students attending the District and if space permits, for children of employees of the District. The cost of such child care shall not be a charge on the District but shall be provided for by charges determined by the Board of Trustees and paid by the parent of the children attending such day care.
8. For graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

All individual, groups, and agencies wishing to use District buildings or grounds must present a certificate of insurance of a general liability policy of at least one half million dollars naming the District as an additional insured on the insurance certificate. Persons responsible for use of the District facilities will also be required to pay a fee equal to the amount of the District costs in operating the facility in advance of the event. The District reserves the right to charge additional fees based on unexpected costs or damages associated with the use of its facilities.

Adopted: 7/07/10

# **POLICY D. 12**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: BUDGET TRANSFERS**

The Board of Education, during a fiscal year, may make additional appropriations or increase existing appropriations, the funds therefore to be provided from surplus revenues or unencumbered balances in appropriations or pursuant to the local finance law.

The Board of Education may transfer funds legally within certain items of the budget but the transfer should be authorized through resolution of the Board of Education.

The Board of Education delegates to the Superintendent the authority to make individual transfers in an amount not to exceed \$10,000 per line item. Whenever the Superintendent authorizes a transfer, it is to be incorporated in the next Board agenda for information only.

8 New York Code of Rules and Regulations, (NYCRR) Section 170.2  
Education Law Section 1718

Adopted: 7/07/10

# POLICY D. 13

## Non-Instructional/Business Operations/Community Relations

### **SUBJECT: MAINTENANCE OF FISCAL EFFORT (TITLE 1 PROGRAMS)**

A Local Educational Agency (LEA) may receive its full allocation of Title 1 funds if the combined fiscal effort per student or the aggregate expenditures of state and local funds with respect to the provision of free public education in the (LEA) for the preceding fiscal year was not less than ninety percent (90%) of the combined fiscal effort per student of the aggregate expenditures for the second preceding fiscal year.

In determining an LEA's compliance with the maintenance of effort requirement, the State Educational Agency (SEA) shall consider the LEA's expenditures from state and local funds for free public education. These include expenditures for administration, instruction, attendance, health services, student transportation services, plan operation and maintenance, fixed charges, and net expenditures to cover deficits for food services and student body activities.

The SEA shall not consider the following expenditures in determining an LEA's compliance with the maintenance of effort requirements:

- a) Any expenditures for community services, capital outlay, and debt service;
- b) Any expenditures made from funds provided by the federal government for which the LEA is required to account to the federal government directly or through the SEA.

The Board of Education assigns the School Business Manager the responsibility of reviewing, as part of the budgeting process, combined fiscal effort so that expenditures of state and local funds with respect to the provision of free public education per student and in the aggregate for any fiscal year are not budgeted at less than ninety percent (90%) of the combined fiscal effort per student or the aggregate of expenditures for the preceding fiscal year.

Title 1 of the Elementary and Secondary Education Act of 1965, as amended by the Improving America's Schools Act of 1994, 34 Code of Federal Regulations (C.F.R.) Part 200

Adopted: 7/07/10

# **POLICY D. 14**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: USE OF FEDERAL FUNDS FOR POLITICAL EXPENDITURES**

The Board of Education prohibits the use of any federal funds for partisan political purposes or expenditures of any kind by any person or organization involved in the administration of federally-assisted programs.

This policy refers generally, but is not limited to, lobbying activities, publications, or other materials intended for influencing legislation or other partisan political activities.

In recognition of this stricture, the Board of Education assigns the Purchasing Agent the responsibility of monitoring expenditures of federal funds so that said funds are not used for partisan political purposes by any person or organization involved in the administration of any federally-assisted programs.

Compliance Supplement for Single Audit of State and Local Governments  
(revised September 1990) supplementing OMB Circular A-128

Adopted: 7/07/10

# POLICY D. 15

## Non-Instructional/Business Operations/Community Relations

### SUBJECT: AUDIT COMMITTEE

No later than January 1, 2006, an Audit Committee shall be established by Board resolution. The Audit Committee may consist of:

- (a) The Board of Education as a whole;
- (b) A subcommittee of the Board of Education; or
- (c) An Advisory Committee that may include, or be composed entirely of persons other than Board members if, in the opinion of the Board, such membership is advisable to provide accounting and auditing expertise.

Persons other than Board members who serve on the advisory committee shall be independent and shall not be:

1. Someone currently or previously employed by the District during the past three years.
2. Someone currently or previously providing contractual services to the District during the past three years.
3. Someone of the immediate family (husband, wife and any children and their spouses) of an individual who is, or has been in any of the past three years, employed by the District, providing services contractually to the District or contractually related to the District as a board member or an administrator.
4. Someone who is a partner in, a controlling owner or an executive of, any for-profit business to which the District made, or from which the District received, payments that are or have been significant (over \$10,000/year) to the District or the for-profit business entity in any of the past five years.

The Audit Committee shall consist of at least three (3) members who should collectively possess knowledge in accounting, auditing, financial reporting, and School District finances. They shall serve without compensation, but shall be reimbursed for any actual and necessary expenditure incurred in relation to

attendance at meetings. Employees of the District are prohibited from serving on the Audit Committee. Members of the Audit Committee shall be deemed School District Officers, but shall not be required to be residents of the School District.

The role of the Audit Committee shall be advisory unless the Audit Committee consists of at least a quorum of Board members, and any recommendations it provides to the Board shall not substitute for any required review and acceptance by the Board of Education.

The Audit Committee shall develop and submit to the Board for approval a formal, written charter which includes, but is not limited to, provisions regarding the committee's purpose, mission, duties, responsibilities and membership requirements.

The Audit Committee shall hold regularly scheduled meetings and report to the Board on the activities of the Committee on an as needed basis, but not less than annually. The report will address or include at a minimum:

- (a) The activities of the Audit Committee;
- (b) A summary of the minutes of the meeting;
- (c) Significant findings brought to the attention of the Audit Committee;
- (d) Any indications of suspected fraud, waste, or abuse;
- (e) Significant internal control findings; and
- (f) Activities of the internal audit function.

The responsibilities of the Audit Committee include the following;

- (a) Provide recommendations regarding the appointment of the External (Independent) Auditor for the District;
- (b) Meet with the External (Independent) Auditor prior to commencement of the audit;
- (c) Review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;



- (d) Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents;
- (e) Make a recommendation to the Board on accepting the annual audit report; and
- (f) Review every corrective action plan developed by the School District and assist the Board in its implementation.

### **Corrective Action Plan**

Within ninety days of receipt of the report or management letter, the Superintendent shall prepare a corrective action plan approved by the Board in response to any findings contained in:

1. The annual external audit report or management letter;
2. A final audit report issued by the District's internal auditor;
3. A final report issued by the State Comptroller;
4. A final audit report issued by the State Education Department; or
5. A final audit report issued by the United States or an office, agency or department thereof.

The corrective action plan must be filed with the State Education Department, and if appropriate, must include the expected date(s) of implementation. To the extent practicable, implementation of the corrective action plan should begin no later than the end of the next fiscal year.

- (g) Additional responsibilities of the Audit Committee include: assisting in the oversight of the Internal Audit Function including, but not limited to, providing recommendations regarding the appointment of the Internal Auditor; reviewing significant findings and recommendations of the Internal Auditor; monitoring the School District's implementation of such recommendations; and participating in the evaluation of the performance of the Internal Audit Function.

The Audit Committee may conduct an Executive Session pursuant to Public Officers Law Section 105 pertaining to the following matters;

- (a) To meet with the External (Independent) Auditor prior to commencement of the audit;

- (b) To review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable; and
- (c) To receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents.

Any member of the Board of Education, who is not a member of the Audit Committee may attend an audit committee executive session if authorized by a resolution of the Board.

Education Law Sections 2116-c, and 3811-3813, Public Officers Law Sections 105(b),105(c),105(d), 8 New York Code of Rules and Regulations (NYCRR) Section 170.12 (d)

Adopted: 11/15/06

# **POLICY D. 16**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: INSURANCE**

The objective of the Board of Education is to obtain the best possible insurance at the lowest possible cost, regarding fire, boiler, general liability, bus and student accident insurance.

The Board shall carry insurance to protect the District's real and personal property against loss or damage. This property shall include school buildings, the contents of such buildings, school grounds and automobiles.

The Board may also purchase liability insurance to pay damages assessed against Board members and District employees acting in the discharge of their respective duties, within the scope of their employment and/or under the direction of the Board.

All insurance policies, along with an inventory of the contents of the building, should be kept in a fireproof depository or with the appropriate insurance agent for safekeeping and referral purposes. The Superintendent shall review the District's insurance program annually and make recommendations to the Board if more suitable coverage is required.

Public Officers Law Section 18, General Municipal Law Sections 6 and 52, Educational Law Sections 2503(10), 2503(10-a), 3023, 3028, and 3811

Adopted: 7/07/10

# **POLICY D. 17**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: MEALS AND REFRESHMENTS**

The Board of Education recognizes that from time to time it may be appropriate to provide and/or refreshments at District meetings and/or events, which are being held for an educational purpose. Any expenditure on such refreshments and/or meals must be approved in advance by the administrator having oversight responsibility for such meeting or event and the District Business Manager. All expenses made on such meals and/or refreshments should be appropriately documented with a receipt, itemized whenever possible and submitted to the District's business office for the purposes of audit and possible reimbursement.

Examples of authorized categories of expenditures include, but are not limited to, refreshments for staff on teacher orientation day at the beginning of each year, refreshments for Superintendent's Conference Day, community/district meeting, assessment day grading of tests, receptions for volunteers and other meetings at which district business is conducted.

Adopted: 7/07/10

# **POLICY D. 18**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: NAMING OF SCHOOL PROPERTY**

The Board of Education recognizes that from time to time, the District may be presented with suggestions from the staff and/or community to honor an individual or group who has made exceptional contributions to the education of our students. All suggestions must be presented to the Superintendent.

The Board of Education will consider the naming of any District property only after receiving detailed rationale including a listing of all accomplishments and contributions made as reviewed by the Superintendent. The Board shall determine the naming of property in response to recommendations from the Superintendent.

Environmental Protection Agency, 40 Code of Federal Regulations, (C.F.R.) 261 and 262, 6 New York Code of Rules and Regulations (NYCRR) Part 371

Adopted: 7/07/10

# **POLICY D. 19**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: ENERGY MANAGEMENT CONSERVATION POLICY**

The School Board of the Oneonta City School District supports efforts to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the Board members, administrators, teachers, students and support personnel and its success is based on cooperation at all levels.

The District will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

Each principal will assist in the implementation of energy management on his/her campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of each principal and charge custodian to ensure that an efficient posture is maintained on a daily basis. The Superintendent of Buildings and Grounds will be accountable for compliance at the bus garage and gray barn. The Business Manager will be accountable for the administrative offices.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. All district personnel will be expected to contribute to energy efficiency in our District. Every person will be expected to be an “energy saver: as well as an “energy consumer”.
2. Each building principal will encourage compliance with the Energy Management Program.
3. Within sixty (60) days, administrative Energy Guidelines will be adopted that will be the “rules of the game” in implementing our energy program.

Further, to maintain a safer and healthier learning environment and to complement the energy management program, the District shall develop and implement a preventative maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

The School Board of the Oneonta City School District directs the Superintendent and/or his agents to develop short and long range strategies in the areas of facilities management and preventative maintenance.

Adopted: 7/07/10

# **POLICY D. 20**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)**

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch and Breakfast Programs and to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary and secondary students in the schools of the District.

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Superintendent or his/her designee. Appeals regarding eligibility should be submitted to the Superintendent.

Free or reduced price "Type A" school meals may be allowed for qualifying students attending Oneonta City Schools upon written application of the student's parent or guardian. Applications will be provided by the School District.

Procedures for the administration of the free and reduced price meal program of this School District will be the same as those prescribed in current state and federal laws and regulations.

#### **Child Nutrition Program**

Because of the District's participation in the child nutrition program, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Superintendent is directed to develop rules which address:

- (a) What can be charged;
- (b) The limit on the number of charges per student;
- (c) The system used for identifying and recording charged meals;
- (d) The system used for collection of repayments.



The Board authorizes the administration to develop guidelines concerning disciplinary measures for the child nutrition programs to conform with and be incorporated into the School District's overall written guidelines on School Conduct and Discipline, which is designed to promote responsible student behavior. All parents/guardians are to be informed of the specific regulations and subsequent penalties concerning the child nutrition program by the District.

### **Restriction of Sweetened Foods in School**

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

Education Law Sections 915, 1709(22) and (23) National School Lunch Act 1946,  
Child Nutrition Act 1966

Adopted: 7/07/10

# **POLICY D. 21**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: RECORDS MANAGEMENT**

A Records Management Officer shall be designated by the Superintendent, subject to the approval of the Board of Education. Such Records Management Officer shall coordinate the development and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. The District's legal counsel, the fiscal officer, and the Superintendent/designee may comprise the Advisory Board.

Appropriate regulations and procedures shall be developed.

### **Retention and Disposition of Records**

The Superintendent shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1, established pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law.

8 New York Code of Rules and Regulations (NYCRR) Section 185, Public Officers Law Section 65-b, Local Government Records Act of 1987

Adopted: 7/07/10

# **POLICY D. 22**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: SAFETY AND SECURITY**

The Board of Education of the Oneonta City School District hereby declares that it is the policy of this School District to provide a safe and secure environment to all those persons, students, staff and visitors, who lawfully enter upon District property or who travel in District vehicles for the purposes of the District.

It shall be the responsibility of the Superintendent to establish and carry out written regulations that will:

- (a) Identify those staff members who will be responsible for the effective administration of the regulations;
- (b) Provide staff time and other necessary resources for the effective administration of the regulations;
- (c) Establish periodic written review of the activities of the staff to insure compliance with applicable laws and regulations;
- (d) Provide an on-going mechanism for the effective review of safety and security concerns of the staff, students and affected public;
- (e) Provide for annual reports to the Board of Education regarding the significant aspects of safety and security of the District.

Responsibility for developing, directing and coordinating all safety policies and activities rests with the Superintendent of Buildings and Grounds.

Labor Law Section 27-a

### **Student Safety**

All staff who are made aware of physical and/or verbal threats to students must immediately report these threats against students in writing to the next level of supervisory authority for prompt action. The immediate supervisor must then inform the Superintendent/designee, including any action taken, after learning of such threats to students.

The District shall disseminate this policy to all employees in order to ensure staff awareness.

### **Safety and Security of Possessions**

Students and other participants in School District programs are discouraged from bringing excessive amounts of money or valuables with them to school. The Oneonta City School District shall not insure personal possessions and shall not be held responsible for any personal property or possessions brought to program locations, carried on buses, stored in student lockers, or left overnight or on weekends.

### **Hazard Communication Standard**

All personnel shall be provided with applicable training to comply with the New York State "Right- to- Know" Law and the Hazard Communication Standard.

The Superintendent/designee shall maintain a current record of the social security numbers of every employee who handles toxic substances.

Rules and regulations will be developed to insure District implementation of this policy which shall include awareness information, employee training and record keeping.

### **Chemical Hygiene Plan**

The Board of Education strongly believes in providing a safe work place for employees in laboratory settings. Since the laboratory exposes employees to potentially unique health and physical hazards, it is necessary to set forth work practices and procedures that protect employees.

The occupational Safety and Health Administration (OSHA) published the final rule of its laboratory standard titled Occupational Exposures to Hazardous Chemicals in Laboratories 1910.1450. The laboratory standard requires a written Chemical Hygiene Plan (CHP) that outlines operating procedures that are designed to assure that safe work practices are in place in all laboratories.

The Superintendent of Schools or his/her designee shall implement the regulations which outline the requirements of the Chemical Hygiene Plan.

New York State Labor Law 12, New York Code of Rules and Regulation (NYCRR) Part 820, Article 28 Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (C.F.R.) 1910.1200

Adopted: 7/07/10

# **POLICY D. 23**

## **Non-Instructional/Business Operations/Community Relations**

### **SUBJECT: EMERGENCY MANAGEMENT PLAN**

To be prepared for an emergency or crisis in the District and to insure a prompt, thoughtful response, the Superintendent will prepare guidelines for the development of a District Emergency Management Plan. The Plan shall make provision for:

- (a) Shelter,
- (b) Evacuation,
- (c) Early dismissal,
- (d) Annual written notification to students and staff,
- (e) An annual drill
- (f) Coordination with local emergency preparedness coordinators.

An Emergency Planning Committee may be established to supervise the plan, and an Emergency Management Plan Coordinator may be appointed with responsibility for overall coordination and decision-making should an emergency occur.

The Board of Education may create and sustain a control center in anticipation of an emergency. Further, a survey shall indicate the location of potential emergency sites on School District property as well as within the community itself.

8 New York Code of Rules and Regulations (NYCRR) Section 155.13

Adopted: 7/07/10

# **POLICY D. 24**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: SCHEDULING AND ROUTING**

Transportation services shall be provided to meet the needs of the students of the District with the following limits and areas established by the Board of Education.

The Board of Education will provide transportation from Home to School and School to Home.

Students in Kindergarten through Grade 8 living .8 miles or more and students and students in Grades 9 through 12 living 1.5 miles or more from the school which they attend, will be eligible for transportation. Distance will be measured following the nearest available roadway, from school building property line to residence property line.

Education Law Sections 3621 and 3635

Adopted: 7/07/10

# **POLICY D. 25**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: TRANSPORTATION OF STUDENTS**

### **Requests for Transportation to and from Non-Public Schools**

The parent or guardian of a parochial or private school child residing in the District who desires that the child be transported to a parochial or private school outside of the School District during the next school year should submit a written request to the Board of Education no later than April 1 of the preceding year, or within thirty (30) days of moving into the District. No late request of a parent or guardian shall be denied where a reasonable explanation is provided for the delay.

### **Transportation of Students with Disabilities**

Students with disabilities in the District shall be transported up to fifty (50) miles (one way) from their home to the appropriate special service or program, unless the Commissioner certifies that no appropriate nonresidential special service or program is available within fifty (50) miles. The Commissioner may then establish transportation arrangements.

### **Transportation of Non-Resident Students**

The District shall not extend its bus routes outside of the District to pick up non-resident students.

### **Transportation to School Sponsored Events**

If the District provides transportation for student athletes participating in inter-scholastic competition and students attending District sponsored educational field trips, students will not be authorized to use any other means of transportation when participating in these events, unless the principal or his/her designee authorizes such alternate transportation. The principal shall require written application prior to approval. As an exception to this policy a coach may release a student to the parent/guardian for transportation from an inter-scholastic event upon the receipt of a written request from the parent/guardian.

Where the District has provided transportation to students enrolled in the District to a school sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the District unless the parent or legal guardian of a student participating in such event has provided the District with written notice, consistent with District policy, authorizing an alternative form of return transportation for such student or unless intervening circumstances make such transportation impractical. In cases where intervening circumstances make transportation of a student back to the point of departure or to the appropriate school in the District impractical, a representative of the School District shall remain with the student until such student's parent or legal guardian has been contacted and informed of the intervening circumstances which make such transportation impractical; and the student has been delivered to his/her parent or legal guardian.

### **Special Trips**

At the earliest possible time that a special trip is anticipated, two special trip request forms should be filed with the Superintendent or his/her designee.

Education Law Sections 1604, 1709, 1804, 1903, 1950, 2503, 2554, 2590-e, 3635, 4401(4), and 4405

Adopted: 7/07/10



# **POLICY D. 26**

**Non-Instructional/Business  
Operations/Community Relations**

## **SUBJECT: USE OF VIDEO CAMERAS ON SCHOOL BUSES**

All school buses will be equipped to handle video cameras in order to monitor student behavior. Violations of the school code of conduct, as well as participation in any illegal activities, will be dealt with in accordance with applicable laws and school regulations.

All film used in relation to this policy shall be the sole property of the District, and the Superintendent or his/her designee shall be the custodian of such film. Requests for viewing a film must be made in writing to the Superintendent or his/her designee; and, if the request is granted, such viewing must occur in the presence of the District's designated custodian of the film. Under no circumstances will the District's film be duplicated and/or removed from District premises unless in accordance with court order and/or subpoena.

A copy of this policy shall be posted in all school buildings and will be discussed by classroom teachers with their students at the beginning of each school year.

Adopted: 7/07/10