The Myles Elementary School PTA will host a reception for the Board of Education at 6:30 p.m. in the Library

AGENDA

1. Call to Order

2. Pledge of Allegiance

3. Recognition of Visitors and Delegations
   - Highlights of the Myles Primary 12:1:1 Program
   - Elementary Student Performance Results – Allen Hyde

4. Approval of Minutes
   - Regular Meeting of October 21, 2014

5. Correspondence and Communications

6. Board Committee Reports

7. Old Business
   - First Reading of Policies/Regulations

   The following policies/regulations are presented for the first reading:

   #4001 Fiscal Responsibilities
   #4002 Reports of Possible Violations of Policy or Law
   #4101 Bonding of School District Employees and Officers
   #4102 Periodic Financial Reports
   #4103 Tax Certiorari Proceedings
   #4104 School Tax Exemptions
7. **Old Business – First Reading of Policies/Regulations (cont’d.)**

- #4105 Authorized Signatures
- #4200 Budget Policy
- #4201 Budget Publications and Hearing
- #4203 Contingency Budget
- #4204 Investments
- #4300 Cash Management
- #4301 Expense Reimbursement (Employees)
- #4301.1 Claim Form
- #4301.2 Mileage Claim Form
- #4302 Meals and Refreshments
- #4303 Use of Phones
- #4304 Use of District Vehicles
- #4304.1 Use of District Vehicle – Request Form
- #4305 Use of District Credit Card
- #4400 Audit Committee
- #4401 Annual Audit
- #4402 Internal Audit Function
- #4403 Auditing Claims for Payment
- #4404 Medicaid Billing Compliance Program
- #4500 General Procurement Standards
- #4500.1 Competitive Bidding
- #4500.2 Non-Bid Purchasing
- #4500.3 Procurement of Goods and Services Quote Form
- #4503 Inventory
- #4504 Construction Contracts and Change Orders Signed by the Board President
- #4600 Fundraising in the New Hartford Central School District
- #4600.1 Fundraising Guidelines for School Related Organizations
- #4600.2 Raffle Request Form
- #4600.3 Fundraising Request Form
- #4601 Public Gifts, Grants and Bequests to the School
- #4602 Gold Card Passes
- #4603 Petty Cash Accounts

8. **New Business**

A. **Personnel**

1. **Appointments**
8. New Business – Personnel – Appointments (cont’d.)

a. Substitute Teacher List

It is recommended that the following teachers be appointed to the per diem substitute teacher list, pending satisfactory clearance for employment by the State Education Department:

<table>
<thead>
<tr>
<th>Name</th>
<th>Certification</th>
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<tbody>
<tr>
<td>Paige Whitney</td>
<td>Students with Disabilities 7-12 (generalist), Earth Science 7-12, Earth Science 5-6 (extension) &amp; Coaching Swimming 7-12 (temp)</td>
</tr>
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<td>Samantha North</td>
<td>Mathematics 7-12</td>
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<tr>
<td>Kimberly Reale</td>
<td>Childhood Education 1-6</td>
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b. Coaches

It is recommended that the following coaches be appointed for the winter 2014-2015 sports season:

<table>
<thead>
<tr>
<th>Name</th>
<th>Sport</th>
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<tr>
<td>Paige Whitney</td>
<td>Asst. Boys' Varsity Swimming</td>
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<tr>
<td>Holly Connors</td>
<td>Boys' Varsity Diving</td>
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<tr>
<td>Sean Dwyer</td>
<td>Asst. Boys' Modified Swimming</td>
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<tr>
<td>Ryan McNerney</td>
<td>JV Wrestling</td>
</tr>
</tbody>
</table>
c.  Advisors

It is recommended that the following advisors be appointed for the 2014-2015 school year:

Matt Romanow  Masque Advisor (Fall & Spring)
Fall Musical Co-Producer and Asst. Stage Director

Bonnie Hibbard  Fall Musical Co-Producer and Asst. Stage Director

d.  School Monitor

1.  It is recommended that Tammy Matys be appointed to the position of school monitor, effective November 5, 2014.

2.  It is recommended that Amy Stappenbeck be appointed to the position of school monitor, effective November 5, 2014.

e.  Bus Driver

It is recommended that John Winter be appointed to the position of bus driver, effective November 5, 2014.

f.  Substitute School Monitor

1.  It is recommended that Marybeth Zalewski be appointed to the position of substitute school monitor, effective November 5, 2014.

2.  It is recommended that Sharon Merkel be appointed to the position of substitute school monitor, effective November 5, 2014.

g.  Substitute School Monitor/Substitute Teacher Aide

1.  It is recommended that Cheryl Mody be appointed to the substitute positions of school monitor and teacher aide, effective November 5, 2014.

2. It is recommended that Martha Middaugh be appointed to the substitute positions of school monitor and teacher aide, effective November 5, 2014.

h. Substitute Bus Driver

1. It is recommended that Sharon Merkel be appointed to the position of substitute bus driver, effective November 5, 2014.

2. It is recommended that Mary Bowee be appointed to the position of substitute bus driver, effective November 5, 2014.

i. Substitute Bus Attendant

It is recommended that Mary Bowee be appointed to the position of substitute bus attendant, effective November 5, 2014.

B. Committee on Special Education

The recommendations from the Committee on Special Education’s meetings of October 14, 2014 (2) and October 21, 2014 (4) are presented for approval.

C. Treasurer’s Reports

It is recommended that the July 31, 2014, August 31, 2014 and September 30, 2014 Treasurer’s Reports be accepted.

D. Budget Transfers

It is recommended that the September 30, 2014 Budget Transfers be approved.

9. Other Business

10. Adjournment
Regular Meeting of the Board of Education  
Sr. High School Library  
Tuesday, October 21, 2014 – 7:00 p.m.

MEMBERS PRESENT:  Mr. Flemma, Mr. Jadhon, Ms. King, Ms. Philipson,  
Mr. Piotrowski, Mr. Stephens

EXCUSED:  Ms. Soggs

OTHERS PRESENT:  Mr. Nole, Mr. Hyde, Ms. Mandel, Ms. Heil

The meeting was called to order at 7:00 p.m. following a reception hosted by the Senior High PTSA.

Pledge of Allegiance

Recognition of Visitors and Delegations

- Performance by the Marching Band

- Presentation to the 2015 National Merit Program Commended Students

- Presentation by the Spartan to Spartan Club

Approval of Minutes

Mr. Piotrowski moved and Ms. King seconded that the minutes from the Regular Meeting of October 7, 2014 be approved.

Ayes 6, nays 0, motion carried.

Correspondence and Communications

Mr. Nole shared with the Board an invitation from the World Language Department to an International Dessert Party and Costume Competition. He also shared a letter recently received from the Head Strength Coach of Olympic Sports at the University of Buffalo regarding a meeting he had with physical education teachers Jamie Hall and Lindsay McDonald and praising the district for its physical education curriculum. Mr. Nole distributed a small gift of appreciation to the Board of Education members in honor of School Board Recognition Week October 27 – 31, 2014. He thanked the Board members for their service. Mr. Nole reported that the elementary performance results will be presented at the November 4, 2014 Board of Education meeting. He referenced an addendum for this agenda which was distributed to the Board members. Mr. Nole distributed a letter which was received today in his office, addressed to Mr. Nole and Board members from a district parent regarding the lockdown which took place on September 26, 2014. Mr. Nole noted that he and Board President, Jadhon will meet with the resident to address her concerns.
Mr. Flemma notified the Board of a meeting will take place with Town of New Hartford officials and an emergency information sharing company. The meeting will take place on Friday, October 31, 2014 at 10:00 a.m. and all Board members are invited to attend. Additional information on the meeting will be shared with the Board in the next Friday Letter.

Board Committee Reports

- **Budget & Finance Committee – 10/1/14**

  Ms. Philipson reported that the fourth quarter 2013-2014 financial reports and budget transfers were reviewed, audited and are presented to the Board on this meeting’s agenda. Updates were given on the status of tax certiorari claims and the bus bond anticipation note. Mrs. Mandel provided the committee with a report from the Tri-County School Business Administrators.

- **Audit Committee – 10/1/14**

  The committee reviewed the independent audit report which indicated that it was an excellent audit year – there were no negative comments for the management letter and the audit report reflects an unqualified opinion which is the most favorable opinion that can be issued. The audit report will be presented to the Board on this meeting’s agenda.

- **Policy Committee – 10/6/14**

  Mr. Stephens noted that the committee reviewed Policy Section 4000 – Fiscal Management. Some minor changes were made to several policies and those policies will be presented to the Board of Education at an upcoming meeting. In addition, the committee reviewed a new policy - #8109 – Substitute Non-Teaching Employees. It is anticipated that this policy will assist the district with its difficulty in the recruitment and retention of substitute nurses, bus drivers and also will align sub pay rates with the minimum wage. The committee had no suggested changes to the draft policy and it will be presented to the Board at an upcoming meeting.

- **Buildings, Grounds & Transportation Committee – 10/7/14**

  Mr. Flemma reported that John Banek provided the committee with an overview of the precautionary safety measures enacted district-wide on Friday, September 26, 2014 in response to a local police matter. Mr. Banek also provided an update on new safety initiatives that will be implemented. Mrs. Mandel reviewed the RFP, interview and selection process and criteria used to appoint an architect to provide pre-referendum and post-referendum services to the district. The committee agreed that Mrs. Mandel should proceed with negotiations with March Associates Architects to provide these services. Representatives from March Associates will be invited to a future Buildings, Grounds & Transportation Committee meeting. The Hughes Elementary and Perry Jr. High buildings were toured with Board of Education members and administrators.
- **Staffing & Curriculum Committee – 10/15/14**

The committee received K-12 enrollment and class size reports, secondary class size reports, and a Teacher Center report. In addition, Mr. Hyde reported on the DELTA Reading and DELTA STEM programs. The DELTA enrollment figures will be provided to the Board in the next Friday Letter. The Professional Development Plan was presented to the Staffing & Curriculum Committee for approval.

**New Business**

**A. Personnel**

1. **Resignations**

   a. Mr. Stephens moved and Ms. King seconded that the resignation of **David Whitney** from the position of bus driver/dispatcher be accepted, with regret, effective October 31, 2014.

      Ayes 6, nays 0, motion carried.

   b. Ms. Philipson moved and Ms. King seconded that the resignation of **Chris Phelps** from the position of school monitor be accepted, effective October 23, 2014.

      Ayes 6, nays 0, motion carried.

   c. Ms. King moved and Mr. Flemma seconded that the resignation of **Scott Gaffney** from the position of school monitor be accepted, effective October 21, 2014.

2. **Appointments**

   a. **Coaches**

      Ms. Philipson moved and Ms. King seconded that the following coaches be appointed for the winter 2014-2015 sports season:

      | Name           | Sport                     |
      |----------------|---------------------------|
      | Anthony Malta  | Boys’ JV basketball       |
      | Kris Holbert   | Varsity volleyball        |
b. Substitute Bus Drivers

1. Ms. King moved and Mr. Piotrowski seconded that William Sewell be appointed to the position of substitute bus driver, effective October 22, 2014, pending satisfactory clearance for employment by the State Education Department.

   Ayes 6, nays 0, motion carried.

2. Mr. Stephens moved and Ms. Philipson seconded that Vincent Nesci be appointed to the position of substitute bus driver, effective October 22, 2014, pending satisfactory clearance for employment by the State Education Department.

   Ayes 6, nays 0, motion carried.

c. Substitute School Monitor/Substitute Office Specialist I

Ms. King moved and Mr. Piotrowski seconded that Samantha North be appointed to the substitute positions of school monitor and office specialist I, effective October 22, 2014.

   Ayes 6, nays 0, motion carried.
3. **Reclassification**

Ms. Stephens moved and Mr. Flemma seconded that **Scott Gaffney** be reclassified from the position of bus driver to the position of bus driver/dispatcher, effective October 22, 2014.

Ayes 6, nays 0, motion carried.

**B. Committee on Special Education (CSE)**

Mr. Piotrowski moved and Ms. King seconded that the recommendation from the Committee on Special Education’s meeting of **October 9, 2014** (1) be approved.

Ayes 6, nays 0, motion carried.

**C. Treasurer’s Reports**

Ms. Philipson moved and Mr. Piotrowski seconded that the Treasurer’s Reports for **April, May and June, 2014** be accepted.

Ayes 6, nays 0, motion carried.

**D. Revenue and Expense Reports**

Ms. Philipson moved and Ms. King seconded that the Revenue and Expense Reports for **April, May and June 2014** be accepted.

Ayes 6, nays 0, motion carried.

**E. Audit Reports**

Mr. Flemma moved and Ms. Philipson seconded that the Audit Reports dated **June 30, 2014** be accepted.

Ayes 6, nays 0, motion carried.

**F. Extra-Classroom Activity Report**

Ms. Philipson moved and Mr. Flemma seconded that the Extra Classroom Activity Report dated **June 30, 2014** be accepted.

Ayes 6, nays 0, motion carried.
G. **Multi-Year Request for Telecommunications Broadband Service**

Mr. Flemma moved and Ms. King seconded that the following be approved:

WHEREAS, the Board of Education of the New Hartford Central School District desires to enter into a 3 year contract with the Madison-Oneida BOCES in order for the Mohawk Regional Information Center to furnish certain services to the District pursuant to Education Law 1950(4) (jj), those services being Broadband Telecommunications.

NOW, THEREFORE, it is

RESOLVED, that the Board of Education of the New Hartford Central School District agrees to enter into a contract with the Madison-Oneida BOCES through the provision of said services to the District not to exceed $806.40 (Myles Elementary) and $806.40 (Perry Jr. High) monthly plus any one time vendor installation costs, subject to the approval of the Commissioner of Education, for a period of 3 years, beginning November 1, 2014 and ending on or about October 31, 2017.

Ayes 6, nays 0, motion carried.

**Other Business**

Mr. Piotrowski reported as the Board of Education liaison on the parent task force regarding a meeting that was recently held. At Mr. Iadhon’s request, Ms. Mandel clarified the process for bidding for use of outside athletic facilities.

**Executive Session**

Mr. Stephens moved and Mr. Flemma seconded that the Board go into Executive Session at 8:25 p.m. and invite Attorney Henry Sobota for the purpose of soliciting and receiving legal advice and for discussion of matters made confidential by federal and state laws, proposed litigation, the employment history of a particular person, and matters leading to the removal of a particular person.

Ayes 6, nays 0, motion carried.

The Board unanimously agreed to go out of Executive Session at 8:50 p.m.
Approval of Agreement/Resignation

Mr. Flemma moved and Mr. Piotrowski seconded that the following be approved:

It is resolved that the agreement with Alicia Loomis dated October 21, 2014 is hereby approved and the resignation of Ms. Loomis is hereby accepted, effective February 28, 2015.

Ayes 6, nays 0, motion carried.

Adjournment

Mr. Flemma moved and Ms. King seconded that the meeting be adjourned at 8:51 p.m.

Ayes 6, nays 0, motion carried.

Respectfully submitted,

Betty Heil, Clerk
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### New Hartford Central School District
#### Board of Education Policy Audit
**Section 4000 Fiscal Management**
**October 8, 2014**

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*If District claims $500,000 or more annually from Medicaid*
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FISCAL RESPONSIBILITIES FINANCIAL MANAGEMENT

I. The Board is responsible, as the most important part of its duties, to raise and administer funds for the education of the district's children. The aim is to purchase the best education that the financial status of the community can afford. In doing so, the Board will conform to and follow all laws pertaining to finances in the Education Law, General Finance Law and General Municipal Law governing financial affairs within the school district.

A. The District's plan to achieve these ends includes Board Member participation in statutorily required financial oversight training, the establishment of an Audit Committee, the use of External Audits, the development of an Internal Audit Function and the use of a Claims Auditor.

B. The Board of Education authorizes the Superintendent to commit school funds as appropriated by approved operational and capital budgets, and by the adoption of special resolutions. He/she will make expenditures in accordance with applicable law and in a manner that attempts to achieve the maximum benefit.

II. School Budget

A. The school budget is the legal basis for the establishment of the tax levy. It is the official document that describes the programs to be conducted during a given period of time. It is the operational plan, stated in financial terms, for the conduct of all programs in the school system.

B. The Superintendent of Schools, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. He/she shall acquaint District employees with the final provisions of the program budget and guide them in planning to operate efficiently and economically within these provisions.

III. The Superintendent, assisted by the Assistant Superintendent for Business Affairs is responsible for ensuring that provision is made for the adequate storage, security, and disposition of all financial and inventory records, as required by law.

I. Purpose:

A. The Board of Education is committed to ensuring that the District's finances are administered responsibly and in a manner that inspires public trust and confidence.

B. The District's plan to achieve these ends includes Board Member participation in statutorily required financial oversight training, the establishment of an Audit
FISCAL RESPONSIBILITIES FINANCIAL MANAGEMENT

Committee, the use of External Audits, the development of an Internal Audit Function (or Internal Auditor) and the use of a Claims Auditor.

New Hartford Central School District
Legal Ref: Education Law Sections 1711, 2102; and 8 NYCRR 170.12
Adopted: 06/20/06
Revised: 03/18/08, _____
I. Nonretaliation for Good Faith Reports

Neither the District, nor any employee or officer of the District, shall take, request, or cause a retaliatory action against any employee of the District who, having reasonable cause to suspect that the fiscal practices or actions of an employee or officer of the District violates any local, state, or federal law, rule, or regulation relating to the financial practices of the District, makes a good faith report of such information to an official of the District, or to the Office of the State Comptroller, the Commissioner of Education, or to law enforcement authorities.

II. Consequences of Bad Faith Report

Any individual who knowingly makes false accusations against another individual of financial improprieties or fraud may not be afforded immunity from civil liability arising from the making of the report, and may also face appropriate disciplinary action by the District.

IV. Whistleblower Protection

A. Any employee of the District who has reasonable cause to suspect that the fiscal practices or actions of an employee or officer of the District violates any local, state, federal law or rule and regulation relating to the financial practices of the District, and who in good faith reports such information to an official of the District, or to the Office of the State Comptroller, the Commissioner of Education, or to law enforcement authorities, shall have immunity from any civil liability that may arise from the making of such report. Further, neither the School District, nor employee nor officer thereof, shall take, request, or cause a retaliatory action against any such employee who makes such a report.

B. Any individual who knowingly makes false accusations against another individual as to allegations of financial improprieties/fraud may also face appropriate disciplinary action.
BONDING OF SCHOOL DISTRICT EMPLOYEES AND OFFICERS

I. Those school employees, officials and members of the Board of Education authorized to sign checks or required to handle school funds shall be covered by bonds.

II. The Board of Education shall fix the amount of the bonds for the District Treasurer, Tax Collector, Claims Auditor, and the Central Treasurer of the Extra-Classroom Activity Fund at the time of the organizational meeting.
Policy

FISCAL MANAGEMENT

PERIODIC FINANCIAL REPORTS TO BE REVIEWED BY THE BOARD OF EDUCATION

I. The New Hartford Board of Education shall review throughout the year financial reports prepared by the School District Treasurer and Assistant Superintendent for Business Affairs. The Budget and Finance Committee shall initially review Budget Status Reports, Audit Reports and collateral Reports and present findings and/or recommendations to the full Board at the next appropriate meeting following the Committee meeting.

II. Monthly Reconciliation

The Treasurer shall provide the Board with a monthly bank reconciliation statement for all funds showing the cash balance on hand at the beginning and end of the month, the sources of all receipts during the month, and total disbursements during the month. The Treasurer's Report is reviewed by the Budget and Finance Committee and Board of Education following the end of each reporting quarter (i.e., September's report would be reviewed prior to the Budget and Finance committee and at the regular November meeting). (i.e., September's report would be reviewed prior to and at the Regular August Board Meeting)

III. Budget Status Statement

Quarterly the Treasurer shall provide the Board with a budget status statement showing of the District's revenue accounts and appropriations accounts. The budget status report shall conform to the Commissioner's Regulation 170.2(p), and provide such other information as the Treasurer believes prudent to include.

IV. Monthly Investment Report

Each monthly report of the Treasurer shall include a schedule of all current investments, including sales, purchases, and changes in value of current holdings.

V. Audit Reports:

A. External Audit Reports are reviewed annually by the Audit Committee and the Board of Education.

B. The Claims Auditor reports to the Board at least semi-annually, and as necessary to carry out the responsibilities of the position.

C. The Internal Auditor reports to the Board at least annually, and reports to the Board Audit Committee quarterly.

VI. Year End Report
PERIODIC FINANCIAL REPORTS
FINANCIAL REPORTS TO BE REVIEWED BY THE BOARD
OF EDUCATION

A. An annual financial report that includes a full and detailed account of all moneys
received and expended shall be presented to the Board upon completion and review of
the external audit.

B. The annual financial report shall be available at the Clerk's office, and shall be published
in one public newspaper published or generally circulated within the District.
TAX CERTIORARI PROCEEDINGS

The District may intervene on all tax certioraris seeking tax assessment reductions of $10,000 and/or tax refunds of $3,000 or more. All cases exceeding these amounts will be reviewed by the Budget and Finance Committee for recommended Board action. The Superintendent is authorized to direct the School Attorney to enter a notice of appearance on behalf of the District in any proceeding meeting the criteria set forth above, if the Superintendent determines that the District’s time to respond to the petition may expire before the Budget and Finance Committee can meet.

Any case in which the District chooses to intervene will be discussed by the District’s legal counsel and representatives of the Budget and Finance Committee with Town officials before an appraisal is done for the purpose of exploring settlement options at minimum cost to the District.
FISCAL MANAGEMENT

SCHOOL TAX EXEMPTIONS

I. The New Hartford Board of Education grants a tax exemption of the school tax to qualified property owners. In order to qualify for the school tax exemption for senior citizens: 1) either the husband or wife (if jointly owned property) must be sixty-five (65) years of age or older; 2) the combined income of all the owners must have been below a level determined by the School Board and State law during the twelve (12) months preceding the application; 3) title to the property must have been held for at least five (5) years; and 4) the property must be their legal residence. No exemption will be granted if a child residing on the property attends a public school within the school district. Forms for the exemption should be secured and filed in the Town Assessor's office on or before the appropriate taxable status date.

II. The New Hartford Board of Education grants a partial tax exemption of the school tax to property owned by persons with disabilities according to Section 459-C of the Real Property Tax Law. (Effective March 1, 1999).

III. The New Hartford Board of Education grants an exemption from taxation to the extent of any increase in assessed value of residential property resulting from the construction or reconstruction of the property for the purposes of providing living quarters for a parent or grandparent, who is sixty-two years of age or older. This exemption is subject to certain limitations detailed in Section 469 of the Real Property Tax Law.
FISCAL MANAGEMENT

AUTHORIZED SIGNATURES

I. The Board of Education authorizes the single signature of the District Treasurer on all district checks for the payment of all salaries, bills, expenses, obligations, and liabilities of the district.

Payments of bills shall be made by the District Treasurer on the drawing of the correct fund voucher check signed by the District Treasurer after the warrant of bills has been presented and approved by the Internal Auditor.

III. The Board authorizes the use of a signature disk to stamp school district checks with the required signature. The check-signing device must be a recognized manufactured product with safeguards for the school district's protection.

This signature will normally be affixed by signature disk, but under emergency situations, a hand written signature will be authorized by the Assistant Superintendent for Business Affairs prior to its being executed.

V. The signature disk shall be used to sign checks only by the Treasurer, or under the direct supervision of the Treasurer.
FISCAL MANAGEMENT

BUDGET POLICY

I. Responsibility

A. The school budget is the legal basis for the establishment of the tax levy. It is the official document that describes the programs to be conducted during a given period of time. It is the operational plan, stated in financial terms, for the conduct of all programs in the school system.

B. The annual school budget process is important to school district operations and serves as a means to improve communications within the school organization and with the residents of the school community.

C. The responsibility for budget formulation and presentation rests with the Board of Education.

II. Designation

The Superintendent and all members of both the professional and classified staffs are charged with the responsibility for assisting the Board of Education in the budget development process.

III. Initiation

The Superintendent is responsible for initiating the budget process, and will be assisted by the Assistant Superintendent for Business Affairs.

IV. Budget Calendar

A. The Superintendent and Assistant Superintendent for Business Affairs shall develop a budget calendar setting forth the dates and order of consideration of budget items by the board.

B. The budget calendar will be adopted in November and continue throughout the year until the budget is formally adopted.

C. The Superintendent with the assistance of the Assistant Superintendent for Business Affairs will develop an administrative calendar of target dates for use by the staff in preparing data for presentation to the board.
V. Authorization

Final approval of the tentative budget document for presentation to the district voters rests with the board. The Superintendent and such members of his staff as he/she shall deem necessary, shall be prepared to explain and justify the budget to the board in sufficient detail to make clear the importance of each item in the educational program.
BUDGET PUBLICATION AND HEARING

I. The Board of Education will hold an annual budget hearing at which it will present a detailed proposed budget for the following school year. The purpose of the budget hearing is to inform the public of the contents of the budget and to provide an explanation and justification for the decisions the proposed budget reflects.

II. The budget hearing will be held not less than seven (7) nor more than fourteen (14) days prior to the annual district meeting, at which the district’s voters will vote on the budget. The proposed budget will be completed at least seven (7) days before the budget hearing. A copy of the proposed budget may be obtained

A. Copies of the budget and all required attachments will be made available to residents within the district (not just district taxpayers) during the fourteen (14) days preceding the date of the annual meeting and budget vote at each school during certain designated hours on each day (other than a Saturday, Sunday or holiday) and on the District’s website.

B. At least once during the school year, the Board will include in a district-wide mailing, notice of the availability of copies of the budget.

C. Notice of the date, time, and place of the budget hearing will be included in the notice of the annual meeting sent by the Clerk.

III. The budget will be presented to the public to be voted upon as one proposition. It will be written in plain language. The budget will categorize revenues, property tax refunds, expenditures, budget transfers and fund balance information, and will be formatted to show changes in the data as compared with the previous year. It will be organized to separately reflect the following three components:

A. A program component, which includes all program expenditures of the district, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;

B. A capital component, which includes all transportation capital, debt service and lease expenditures; costs resulting from court judgments, administrative orders or settled or compromised claims; and all facilities costs of the district, including facilities lease expenditures, annual debt service and total debt for all facilities financial by bonds and notes of the district and costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that, the budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operational and maintenance charges, costs per square foot for each
facility leased by the district, and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repair of school facilities;

C. An administrative component, which includes office and central administrative expenses; traveling expenses; all compensation, salaries and benefits of all school administrators and supervisors, including the Superintendent of Schools, any deputy, assistant or associate superintendent, and the business administrator under all employment contracts and collective bargaining agreements, all expenditures associated with the operation of the school board, the office of the Superintendent of Schools, general administration, the school business office, any consulting costs not directly related to direct student services and programs, planning and all other administrative activities.

IV. The following documents will be attached to the budget:

A. A detailed statement of the total compensation to be paid to the Superintendent of Schools, and any assistant or associate superintendent in the coming school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;

B. A list of all other school administrators and supervisors, if any, whose annual salaries are budgeted to be paid at or above a certain level pursuant to Section 1716(5) of the Education Law in the coming year, along with their title and annual salary;

C. A school district report card detailing the academic and fiscal performance of the district; and

D. A property tax report card to include:

1. the amount of total spending and total estimated school tax levy that would result from adoption of the proposed budget and the percentage increase or decrease in total spending and total school tax levy from the school district budget for the preceding school year;

2. the projected enrollment growth for the school year for which the budget is prepared, and the percentage change in enrollment from the previous year.

3. the percentage increase in the consumer price index; and

4. the projected amount of the unappropriated unreserved fund balance that will be retained if the proposed budget is adopted, the projected amount of the reserved fund balance, the projected amount of the appropriated fund balance,
BUDGET PUBLICATION AND HEARING

the percentage of the proposed budget that the unappropriated unreserved fund balance represents, the actual unappropriated unreserved fund balance retained in the budget for the preceding school year, and the percentage of the budget for the preceding school year that the actual unappropriated unreserved fund balance represents.

V. The Board may use district monies to present educational and informational material about the annual budget and related information to the voters. It shall not, however, use these funds to urge voters to cast their ballots in a particular fashion.
CONTINGENCY BUDGET

I. The annual district budget and any related propositions related thereto may be submitted to the voters only twice. If the original budget is not approved by the voters, the Board of Education may either resubmit the original or a revised budget to the voters for approval or adopt a contingency budget. If the Board decides to submit the budget to the voters a second time and the voters do not approve it, the Board will adopt a contingency budget and levy a tax for its implementation.

II. The contingency budget will fund only teachers’ salaries and those items the Board determines constitute “ordinary contingency expenses.” Ordinary contingent expenses include pre-existing legal obligations of the district, those expenditures specifically authorized by statute, and other items necessary to maintain the education program, preserve property and assure the health and safety of students and staff.

III. The contingency budget will comply with all state laws and regulations concerning the calculation of a contingent budget cap. The contingency budget will be prepared in accordance with the statutory spending limits on the administrative component of the contingency budget and on overall district spending. Specifically, the monies in the administrative component of the contingency budget will not exceed either the percentage of the administrative component of the district’s prior year’s budget, or the percentage the administrative component comprised in the last proposed defeated budget. In addition, the percentage increase in the district’s total spending under the contingency budget in comparison to the district’s total spending under the budget for the prior year will be limited to 120 percent of the consumer price index (CPI) or 4 percent, whichever is less. In determining total district spending, the Board will disregard the following types of expenditures:

A. expenditures resulting from a tax certiorari proceeding;

B. expenditures resulting from a court order or judgment against the district;

C. emergency expenditures that are certified by the Commissioner of Education as necessary as a result of damage to, or destruction of, a school building or school equipment;

D. capital expenditures resulting from the construction, acquisition, reconstruction, rehabilitation or improvement of school facilities, including debt services and lease expenditures, subject to voter approval.

E. expenditures, attributable to projected increases in public school enrollment; and

F. non-recurring expenditures in the prior year’s budget.
IV. In the event the Board elects or is required to adopt a contingency budget, it will pass a resolution officially doing so. That resolution will contain or refer to a statement which specifies the projected percentage increase or decrease in total spending for the school year and which explains the reasons why the Board disregarded any portion of the increase in spending in determining the contingency budget.

V. Before adopting the contingency budget, the Board shall refer it to the school attorney for review.
INVESTMENTS

I. Objective

A. Funds held by the District that are in excess of the amount required to meet short term cash flow needs, and are not otherwise encumbered, shall be invested to provide the District with the best rate of return available without exposing the principal to an unreasonable risk of loss.

B. All investments made on behalf of the District shall comply with the requirements of all applicable federal and state laws, including the Education Law, General Municipal Law, and Local Finance Law.

1. Invest available balances to obtain a competitive yield
2. Safeguard principal
3. Conform with applicable legislation regarding investment of school district funds
4. Provide efficient liquidity to meet operating requirements

II. Permitted Investments

As authorized by General Municipal Law, Section 11, the New Hartford Central School District, through the Superintendent authorizes the Assistant Superintendent for Business Affairs to invest moneys in the following types of investments:

1. Special time deposit accounts;
2. Certificates of deposit;
3. Obligations of the United States of America;
4. Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
5. Obligations of the State of New York;
6. Obligations issued pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, New Hartford Central School District or district corporation other than the New Hartford Central School District.
7. Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statues
POLICY

FISCAL MANAGEMENT

INVESTMENTS

governing such entities or whose specific enabling legislation authorizes such investments.

III. Collateralizing of Deposits

In accordance with the provisions of General Municipal Law, Section 10, all deposits of the New Hartford Central School District, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of "eligible securities" with an aggregate "market value" as provided by GML Section 10, equal to the aggregate amount of deposits.

2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the New Hartford Central School District for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

3. By an eligible surety bond payable to New Hartford Central School District for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IV. Standards for Security Agreements

A. Eligible securities used for collateralizing deposits shall be held by (depository) bank or trust company subject to security and custodial agreements.

B. The security agreement shall provide that eligible securities are being pledged to secure New Hartford Central School District deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the New Hartford Central School District to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the New Hartford Central School District, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the New Hartford Central School District or its custodial bank.

C. The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the New Hartford Central School District, will be kept
INVESTMENTS

separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the New Hartford Central School District a perfected interest in the securities.

V. Purchase of Investments

A. The Assistant Superintendent for Business Affairs, through the Superintendent is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.

2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.

3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

B. All purchased obligations, unless registered or inscribed in the name of the New Hartford Central School District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the New Hartford Central School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, Section 10.

C. The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the New Hartford Central School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the New Hartford Central School District a perfected interest in the securities.
INVESTMENTS

VI. Purchase: The District will utilize an open competitive system of bids and/or quotes to obtain the maximum yield possible in all investments. Investments made for over a thirty-day period will require three quotations. Investments made for under a thirty-day period will compare yields obtainable from a minimum of two sources.

VII. Diversification: The District shall diversify its investments through the use of competitive quotations.

VIII. Qualifications of Investment Agents: Investment agents and dealers shall be those authorized by the State of New York as bank or trust companies. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers.

IX. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

1. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

2. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

3. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.

4. No substitution of securities will be allowed.

5. The custodian shall be a party other than the trading partner.

X. Audit and Reporting

The independent auditors will audit the investments proceeds of the New Hartford Central School District for compliance with applicable law, rules and the provisions of these regulations.

New Hartford Central School District
Legal Ref: Sections 1709, 1723-a and 3652 of the New York State Education Law; Sections 24.00, 25 and 165 of the New York State Finance Law; Section 6, General Municipal Law.
Adopted: 6/4/91, 03/02/04, 03/18/08
Revised: 1/18/94, ___
CASH MANAGEMENT

I. Uncashed Checks

All checks issued in the name of the District that remain uncashed twelve (12) months after the date of issuance shall be deemed void. The Treasurer is responsible for adopting procedures to implement this standard, and shall have authority to stop payment on a stale check when deemed appropriate by the Treasurer.

II. Cash Advances

A. The Treasurer is authorized to make cash advances to Board members and District employees that have been authorized to attend a conference or educational program, in an amount reasonably related to the estimated expenditures for registration fees, travel, meals, lodging, or tuition fees.

B. A person to whom an advance is made is responsible for submitting an itemized voucher, with supporting vendor receipts, showing actual expenditures, and returning any money advanced in excess of actual expenses, not later than 15 days after attendance at the conference or educational program.

1. As authorized by General Municipal Law Section 77-b(6), if a person advanced money in compliance with this policy fails to return any unspent excess as required, then the District shall deduct the amount of the unreturned excess from the salary or other money owed that person.

2. Any amount not substantiated as a necessary expense by a receipt and voucher shall be considered unspent excess.