

NORTH STONINGTON BOARD OF EDUCATION

North Stonington Education Center
298 Norwich-Westerly Road
North Stonington, CT 06359

Our Goals: Safe, Valued, Sense of Belonging - Innovative Instruction – Efficient and Transparent Processes

Wednesday, September 13, 2023

6:30 PM

Regular Meeting

Via Hybrid Meeting Platform

<https://us02web.zoom.us/j/88083817207?pwd=ZHh6cjhLRTUwQnFCMIRFWmR0Y3h2UT09>

Via Telephone: (646) 558-8656

Meeting ID: 880 8381 7207

Passcode: 549953

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comment**

Please be advised that our meeting structure does not allow for two-way dialogue during public comment, but the Board uses this information to guide their decision-making. Depending on the topic, they may ask the Superintendent or another District employee to follow up with you. Likewise, public comment might lead to a topic being added to a future meeting agenda.

4. **Reports**
 - a. Superintendent's Report
 - b. BOE Chair's Report
5. **Old Business**
 - a. Before & After Care Program
 - b. STEAP Grant
6. **New Business**
 - a. Capital Projects
7. **Facility and Finance Discussion**
 - a. Present August Report
 - b. Finance Procedures
 - c. Signs for leashing of dogs
8. **Policy and Advocacy Discussion**
 - a. 5132 - Dress and Appearance
 - b. CABA AI Policy
 - c. 3541 & 5131 Transportation Guidelines
 - d. 9000 - 9020 BOE Bylaws
 - e. CABA Recommended Policies to Consider
9. **BOE Comments for Future Agenda Items**
10. **Public Comments**
11. **Adjournment**

**North Stonington Public Schools
Business Managers Monthly Report
September 13, 2023**

The total expenses for August were \$516,587.77 and the total year to date is \$903,387.53. We still have 93.5% of the budget left. The majority of the expenses in August were for supplies to start up the school year. The large expense of \$41,422.34 in Other Supplies (0250-690) is for software and software licenses. Most of these are annual expenses that we pay at the beginning of the school year. August also includes the expenses for summer school staff and transportation. The large expense of \$19,931.19 in Purchased Property Services (0700-400) was for the new container storage, HVAC repair and safety systems testing. We also had legal fees of \$4,327.08 and audit fees for \$4,000.00 in Central Office Expenses.

We had the Auditors from King & King onsite at Town Hall on September 6 and 7. So far everything is going smoothly with no major issues at this time. We were able to provide them with all the information they requested. The first payroll for teachers was September 1 and September 8 for everyone else. The breakfast and lunch program has started with no major concerns and we are working on processing the free and reduced lunch applications. There were not issues with Transportation with the one less run.

North Stonington Board of Education

General Ledger - BOE Report

Fiscal Year: 2023-2024 From Date: 8/1/2023 To Date: 8/31/2023

Account Mask: 100????????????????

Account Type: EXPENDITURE

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Include PreEncumbrance

INTERNAL OBJECT / OBJECT

	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
0110 - Salaries, Central Office						
110 - Salaries, Central Office	\$631,386.12	\$49,543.19	\$98,609.84	\$0.00	\$532,776.28	84.38%
0130 - Expenses, Central Office						
250 - Unemployment Compensation	\$15,000.00	\$455.00	\$455.00	\$0.00	\$14,545.00	96.97%
300 - Purchased Professional Services	\$25,000.00	\$4,327.08	\$4,327.08	\$0.00	\$20,672.92	82.69%
303 - E-Rate	\$2,300.00	\$0.00	\$2,000.00	\$0.00	\$300.00	13.04%
305 - GASB Studies	\$3,500.00	\$1,000.00	\$1,000.00	\$0.00	\$2,500.00	71.43%
310 - Purchased Administrative Services	\$36,600.00	\$4,675.00	\$4,675.00	\$0.00	\$31,925.00	87.23%
580 - Travel/Conferences	\$4,500.00	\$0.00	\$35.00	\$0.00	\$4,465.00	99.22%
690 - Other Supplies	\$9,000.00	\$576.92	\$576.92	\$0.00	\$8,423.08	93.59%
810 - Dues & Fees	\$16,000.00	\$700.00	\$8,672.62	\$0.00	\$7,327.38	45.80%
0140 - Negotiations Funds						
300 - Purchased Professional Services	\$39,675.00	\$0.00	\$0.00	\$0.00	\$39,675.00	100.00%
0211 - Salaries, Administrators						
111 - Salaries, Administrative & Grants	\$607,948.00	\$44,218.32	\$90,983.56	\$0.00	\$516,964.44	85.03%
0213 - Salaries, Teachers						
110 - Salaries, Central Office	\$106,698.68	\$0.00	\$0.00	\$0.00	\$106,698.68	100.00%
112 - Teacher Salaries	\$6,621,178.60	\$23,253.50	\$49,369.00	\$0.00	\$6,571,809.60	99.25%
118 - Salaries, Social Workers	\$120,262.00	\$0.00	\$0.00	\$0.00	\$120,262.00	100.00%
120 - Other Salaries	\$184,000.00	\$1,849.00	\$3,094.00	\$0.00	\$180,906.00	98.32%
121 - Non-Public Nursing	\$15,061.88	\$0.00	\$0.00	\$0.00	\$15,061.88	100.00%
208 - Course Reimbursement	\$26,000.00	\$0.00	\$0.00	\$0.00	\$26,000.00	100.00%
320 - Purchased Professional/Ed. Svcs	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00%
321 - Tutoring Services	\$5,000.00	\$4,216.00	\$4,485.90	\$0.00	\$514.10	10.28%
560 - Tuition	\$30,705.00	\$0.00	\$0.00	\$0.00	\$30,705.00	100.00%
0214 - Salaries, Guidance						
112 - Teacher Salaries	\$158,324.00	\$0.00	\$0.00	\$0.00	\$158,324.00	100.00%
0215 - Salaries, Secretarial						
113 - Secretarial Salaries	\$204,232.40	\$12,762.08	\$25,441.24	\$0.00	\$178,791.16	87.54%
0216 - Salaries, Teacher Assistants						
116 - Aides Salaries	\$436,900.37	\$1,782.75	\$3,817.75	\$0.00	\$433,082.62	99.13%
0217 - Salaries, Library/Media						
112 - Teacher Salaries	\$172,463.00	\$0.00	\$0.00	\$0.00	\$172,463.00	100.00%
0218 - Other Purchased Services						

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INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
323 - Contracted Student Services	\$150,000.00	\$2,455.08	\$2,455.08	\$931.50	\$146,613.42	97.74%
0220 - Textbooks						
641 - Textbooks	\$28,246.10	\$17,040.15	\$15,740.15	\$6,293.24	\$6,212.71	21.99%
0231 - Library Books						
642 - Library Books	\$3,150.00	\$1,527.65	\$1,527.65	\$1,517.54	\$104.81	3.33%
0240 - Instructional Supplies						
611 - Instructional Supplies	\$129,559.70	\$25,961.48	\$37,218.97	\$20,643.73	\$71,697.00	55.34%
0250 - Other Expenses, Schools						
580 - Travel/Conferences	\$5,500.00	\$0.00	\$0.00	\$125.00	\$5,375.00	97.73%
612 - Administrative Supplies	\$7,518.06	\$2,369.45	\$2,552.48	\$439.99	\$4,525.59	60.20%
690 - Other Supplies	\$118,980.00	\$41,422.34	\$47,877.89	\$22,152.30	\$48,949.81	41.14%
890 - Other Miscellaneous Expenditures	\$28,611.52	\$0.00	\$10,232.29	\$0.00	\$18,379.23	64.24%
0400 - Nursing Supplies						
690 - Other Supplies	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	100.00%
0500 - Transportation						
331 - Other services	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	100.00%
510 - Pupil Transportation	\$895,632.00	\$0.00	\$42.50	\$0.00	\$895,589.50	100.00%
518 - Special Education Transportation	\$150,000.00	\$8,201.10	\$23,982.06	\$0.00	\$126,017.94	84.01%
519 - Purchased Student Transportation	\$63,565.00	\$0.00	\$0.00	\$0.00	\$63,565.00	100.00%
629 - Fuel for school buses	\$98,000.00	\$11,046.04	\$11,046.04	\$0.00	\$86,953.96	88.73%
0610 - Salaries, Custodial						
115 - Salaries, Custodial Overtime	\$20,000.00	\$343.53	\$636.77	\$0.00	\$19,363.23	96.82%
119 - Custodial Salaries	\$435,319.33	\$35,128.25	\$69,818.58	\$0.00	\$365,500.75	83.96%
0630 - Natural Gas						
400 - Purchased Property Services	\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	100.00%
0640 - Utilities						
400 - Purchased Property Services	\$174,000.00	\$9,590.03	\$9,590.03	\$0.00	\$164,409.97	94.49%
530 - Communications	\$32,600.00	\$1,464.73	\$4,038.73	\$0.00	\$28,561.27	87.61%
0650 - Custodial Supplies/Services						
690 - Other Supplies	\$54,900.00	\$1,410.33	\$5,885.18	\$278.22	\$48,736.60	88.77%
0661 - Postage						
530 - Communications	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	100.00%
0700 - Maintenance Services						
040 - Building Repairs	\$0.00	\$1,500.00	\$0.00	\$9,467.00	(\$9,467.00)	100.00%
400 - Purchased Property Services	\$125,000.00	\$19,931.19	\$29,364.07	\$14,646.00	\$80,989.93	64.79%

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603 - Athletic Supplies	\$22,500.00	\$0.00	\$0.00	\$0.00	\$22,500.00	100.00%
703 - Repairs, Instructional Equipment	\$33,475.00	\$4,538.64	\$6,135.64	\$1,597.00	\$25,742.36	76.90%
704 - Repairs non-instructional equipment	\$50,000.00	\$0.00	\$8,196.00	\$0.00	\$41,804.00	83.61%
0725 - Lease of Equipment						
442 - Rental of Equipment and Vehicles	\$29,000.00	\$3,895.62	\$3,904.62	\$0.00	\$25,095.38	86.54%
0730 - Replacement Equipment						
702 - Replacement Equipment	\$0.00	\$0.00	\$0.00	\$2,240.87	(\$2,240.87)	100.00%
0812 - Social Security - Medicare						
220 - Social Security	\$268,034.39	\$7,925.27	\$15,726.38	\$0.00	\$252,308.01	94.13%
0830 - Employee Benefits						
205 - Insurance Waivers	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	100.00%
260 - Workmen's Comp	\$95,000.00	\$0.00	\$21,176.62	\$0.00	\$73,823.38	77.71%
270 - Health Insurance	\$1,665,375.00	\$154,406.40	\$161,352.18	\$0.00	\$1,504,022.82	90.31%
271 - Dental Insurance	\$94,378.00	\$11,342.95	\$11,761.00	\$0.00	\$82,617.00	87.54%
272 - Eye Wear Reimbursement	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	100.00%
274 - HSA Contributions	\$145,800.00	\$0.00	\$69,550.00	\$0.00	\$76,250.00	52.30%
520 - Other Insurance	\$71,950.00	\$0.00	\$12,561.43	\$0.00	\$59,388.57	82.54%
0832 - Employee Retirement						
230 - Retirement Contributions	\$80,000.00	\$0.00	\$4,323.07	\$0.00	\$75,676.93	94.60%
1000 - Student Activities						
120 - Other Salaries	\$50,000.00	\$99.21	\$99.21	\$0.00	\$49,900.79	99.80%
441 - Rental of Land & Buildings	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
520 - Other Insurance	\$9,000.00	\$0.00	\$9,250.00	\$0.00	(\$250.00)	-2.78%
601 - Medical Supplies	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00	100.00%
602 - Awards & Banquet Supplies	\$6,030.00	\$0.00	\$0.00	\$0.00	\$6,030.00	100.00%
603 - Athletic Supplies	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	100.00%
604 - Tournament Fees	\$3,330.00	\$0.00	\$0.00	\$0.00	\$3,330.00	100.00%
610 - General Supplies	\$23,450.00	\$0.00	\$4,400.00	\$0.00	\$19,050.00	81.24%
690 - Other Supplies	\$18,570.00	\$0.00	\$0.00	\$0.00	\$18,570.00	100.00%
1230 - New Equipment						
739 - Other Equipment	\$1,500.00	\$229.49	\$0.00	\$0.00	\$1,500.00	100.00%
1400 - Tuition						
560 - Tuition	\$300,000.00	\$5,400.00	\$5,400.00	\$0.00	\$294,600.00	98.20%
561 - VO-AG Tuition	\$22,000.00	\$0.00	\$0.00	\$0.00	\$22,000.00	100.00%
562 - Magnet School Tuition	\$49,875.00	\$0.00	\$0.00	\$0.00	\$49,875.00	100.00%

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INTERNAL OBJECT / OBJECT	Budget	Range To Date	Year To Date	Encumbrance	Budget Balance	Percent Remains
Grand Total:	\$15,168,084.15	\$516,587.77	\$903,387.53	\$80,332.39	\$14,184,364.23	93.51%

End of Report



North Stonington Public Schools

298 Norwich-Westerly Road, North Stonington, CT 06359

Phone: (860) 535-2800

Fax: (860) 535-1470

Central Office Finance Procedures Guide

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Financial Primer on North Stonington

1. General Accounting is done in-house using iVisions Software. Purchase orders are submitted and approved electronically.
2. Payroll is done in-house using the NOVATIME biometric time clock (custodians, paraprofessionals) and time cards (remaining hourly employee) and iVisions Software;
3. Payday is every other Friday;
4. Direct Deposit is mandatory for all new employees;
5. Most payroll vouchers are delivered to school email addresses;
6. Checks from the general (town approved) funds (payables and payroll) are drawn on Citizens Bank. The Superintendent and town treasurer are signatories on this account and both signatures are required;
7. The district also has a Student Activity Account and a lunch program account with Chelsea Groton Savings Bank. The Superintendent and business manager are signatories on these accounts. The Superintendent's signature is on the checks, the business manager is on the account only for administrative purposes;
8. The district maintains several business credit cards; the Superintendent has access to a Citizens Bank Mastercard when necessary;
9. Food Service and bus transportation are contracted to Aramark and M & J Bus Company respectively;
10. Financial reports are prepared monthly by the business manager and presented to the Board of Education after review by the Superintendent.

Board of Education Bank and Expenditure Reconciliation

PURPOSE

Reconciliation between the Board of Education and the Town is paramount in relation to budgetary expenditures and reconciliation between two different accounting systems. All BOE expenditures are recorded in the Town's accounting software, which holds the entire Town budget. Because more detail exists within the BOE system, it is essential that both systems reconcile, to give an accurate, dependable and consistent report to the Board of Finance on an ongoing basis. The bank reconciliation is equally important, and while it is to be completed in the BOE accounting software, it is also completed on the Town side within Excel, allowing the Town to balance not only infinite Visions (the BOE accounting software) for expenditures, but also reconcile the Town's accounting software with the BOE bank account.

Reconciliation Procedures

It is the responsibility of the Accounting Generalist and the BOE Business Manager to reconcile the bank account for the Board of Education, as well as their expenses on a monthly basis. This process will remain consistent, and no back entries will be made by the BOE for prior periods after the reports have been sent to the Town and reconciliations have been concluded.

The Board of Education will provide the following reports by the 10th of each month:

- Journal Entry Report
- Check listing cash distribution report
- Disbursement Report (detail)
- Voided check report
- Deposit detail report

On a weekly basis, the BOE Bookkeeper emails payroll runs and payable vouchers to the Accounting Generalist and the Treasurer. The Accounting Generalist enters them into the accounting system. The Treasurer overlooks the payroll run with attached documentation, and transfers the requested amount two (2) days prior to post, from the General Fund to the BOE checking account. For payable, a transfer is also made two (2) days prior to the Treasurer's on-site review of individual checks and approval of them. If there are checks that are not approved by the Treasurer, he will mark them as such and withdraw that portion of funds from the BOE account and return them to the General Fund.

Purchasing Regulations

1. Purpose

These regulations are enacted to guide and control the purchasing of items and services utilized by the North Stonington Public Schools in performing its functions as a school district.

- a. To procure materials, supplies, equipment, public improvements, and services at the lowest cost consistent with the quality and service rendered.

2. Regulation Statement

- a. Purchases of any type of goods or services up to \$3,999 may be made without obtaining multiple quotations or bids.
- b. Purchases between \$4,000 and \$19,999 must be based on the solicitation of at least three written quotations or bids, if the nature of the commodity or service permits effective competitive pricing and if possible, feasible, and to the advantage of the district. Purchases between \$10,000 and \$19,999 must be approved by the Superintendent.
- c. Purchases over \$20,000 must be posted for competitive bidding. All requests for proposals/quotations must be posted on the Town website and the state equivalent for a minimum of 10 business days. If a state contract or a purchasing consortium exists for the goods or services, the district may use that contract pricing instead of holding its own bidding process. If there are more than two vendors on the state contract list, the school must get bids from at least three of the vendors.
- d. Contracts will be awarded to the lowest qualified bidder.
- e. Purchase of Used Equipment will be based on:
 - i. Year
 - ii. Condition
 - iii. Previous maintenance history
 - iv. Hours/Mileage
 - v. Guarantee
 - vi. Operational test and inspection
 - vii. Price
- f. Exemptions:
 - i. Professional services such as but not limited to lawyers, architects, and engineers are exempt from this procedure. The election of professional services can be at the discretion of the Board of Education or designee. In making their selection, they may consider those firms or individuals that have the best understanding of the needs of the school and that can provide the most cost effective results. This should not preclude providing cost estimates and hourly and/or project rates to use as a cost comparison to assure the school is getting the most competitive values.
 - ii. The nature of certain purchases preclude competition and may be purchased directly without obtaining competitive quotations or bids
 1. Seminar or Certification fees
 2. Publications
 3. Subscriptions
 4. Advertising
 5. Certain public utility services
 6. Cable and satellite television equipment and services

7. Renewal of software licenses and renewal of software maintenance
8. Postage
9. Catering services
10. Products or services from professional associations
11. Historical document conservation treatment
12. Textbooks or electronic resources for learning
13. Purchases where only one supplier exists

3. End of Fiscal Year

- a. The following schedule has been created to address the transactions that occur at the end of the year.
 - i. April 30: Last day to post RFP for purchases in excess of \$20,000
 - ii. June 10: Any order/item/service requiring creation of Purchase Order
 - iii. June 23: Credit card charges must be processed by this date to be a part of the last statement of the fiscal year
 - iv. June 30: All goods must be invoiced by this date

4. Procedures

- a. The Central Office shall have the responsibility for approval of specifications for equipment, materials, supplies or services to be acquired, as submitted by Departments.
- b. The Superintendent or his/her Agent is responsible for the execution and distribution of all contracts.
- c. Waiver of this policy will be executed with a two thirds vote of the Board of Education.

5. Emergency Situations

The Board of Education recognizes that emergency situations may arise which affect the health, welfare and/or safety of students and/or staff. In an emergency situation these regulations may be suspended, with knowledge by the BOE chair. The decision as to whether a given situation is an emergency shall be made by the superintendent and a report will be given to the Board of Education, as soon as possible, detailing the emergency, why the regulations were suspended, and the amount of funds expended.

Purchase Order Procedures

Preparing PO:

- Receive order from source (teachers, nurse, administrators, etc.)
- Prepare Purchase Order in General Accounting System
- Receive copies of approved PO (approvals by Business Manager or Superintendent)
- Place Order or Communicate via email to Business Office (Accounts Payable) to place order include option:
 - o Mail PO to vendor
 - o Fax PO order — provide fax number
 - o Email PO to vendor — provide email address
- Send copy of itemized list of items ordered to Business Office to be filed with Vendor copy of purchase order

When items are received:

- Check items received on Receiving copy of purchase order then send signed Receiving Copy of PO and packing slips to Accounts Payable for payment
- If a partial order is received send the following to Accounts Payable for payment:
 - o Place a checkmark on the line for the item received on the Receiving copy of the PO
 - o The packing slip of items received
 - o signed *copy of the Receiving* noted “*partial order received*”

Items are often invoiced as they are shipped so it is important to forward paperwork as soon as items are received. The Business Office needs to have documentation that items were received before we can pay the invoices.

Summer orders received:

- Items received during summer break should be checked in by each school secretary following above procedures prior to sending order to the classrooms. We are unable to wait until teachers return to check the items in. Invoices need to be paid within a timely manner relying on assurance that items billed have actually been received.

Payroll

Payroll Processing

The Board of Education processes payroll in-house. The Bookkeeper processes payroll on a biweekly basis. The Bookkeeper is responsible for payroll, and all related functions.

Payroll is run on Monday mornings, with the following process:

- Bi-weekly Group hours are reviewed and edited with memo if necessary, by their supervisor's. Any staff timekeeping errors are to be directed to the Bookkeeper by email, stating the error and the proposed correction prior to Monday at noon (12 p.m.).
- Once complete, the Bookkeeper prints out group hours and individual time sheets from NovaTime.
- Each sheet is reviewed, and time entered manually in Infinite Visions separated by regular, overtime.
- Using the verified bi-weekly payroll sheet, the times are entered into the payroll system. Totals are calculated by the software and are then cross-checked to the biweekly payroll sheet.
- A payroll journal report is run through the payroll system and reviewed for accuracy.
- A copy of the journal report is printed and attached to the payroll package with time sheets.
- The journal report is then saved to the Payroll folder on the Bookkeeper's computer by the Payroll number date.
- The payroll package (group hours, timesheets, biweekly payroll sheet & journal report) is filed for future review.
- Once the package has been approved, it is returned to the Bookkeeper, who files Group hours, biweekly payroll Sheet, and journal report.
- The Bookkeeper next prints out the final payroll run with all liabilities.
- The Bookkeeper then posts the full payroll into the accounting software. Next, a printout of the pension contributions is generated and forwarded to the Business Manager for electronic deposit of funds withheld to the corresponding accounts in TCG. These deposits are made within 3 days of employee direct deposit once approved by the Treasurer.

Payroll Procedures-IV

Deadline is Monday by noon for all to be submitted to Payroll.

Deadline is Wednesday before 3 p.m. for Business Manager to get payroll to Chelsea Groton.

Prior to processing payroll in IV, copy and clear a new Excel spread sheet to balance to save with next pay date. Salaried people tab normally will not change and does not have to be cleared.

In IV:

Go to Payroll, Employee

Check Employee Tax Portal

Check Employee Direct Deposit Portal

Payroll Processing

Process Payroll

Change Pay Period

Click on Set PP Default

*****No TRB 3rd pay of the month*****

*****No insurance deductions in June!!!!**

***** New employees – Activate Prenotes, Complete Changes/adjustments to deductions etc.*****

Go to NovaTime, be sure you are in the correct pay week. Verify you have all Absence Forms, verify absence forms, **Approve completed pages** in Summary of Time sheets, then go to Reports and Open and choose Payroll Previous Pay, (it automatically defaults now to the pay period when you go into reports) choose Preview & Print.

****Enter all NovaTime hours under Payroll, Attendance, Employee Time Card Entry. Choose Time Card Actual under pay method. Apply Selection.** Enter hours, Extra Hours, OT and Double time if applicable. Add adjustments to pay line if necessary.

To adjust pay, double click on the persons' salary line, go to actions, adjustments, right click and add in the body of the window. Choose pay period. Enter hours or dollars whatever is applicable. Enter a "type" and "reference". Put short description Check close dialogue box after update and OK.

To adjust deductions, In Employee Maintenance, go to deductions and benefits.

Choose the deduction you need to make an adjustment on. Open deduction, go to actions, Deduction Adjustments. Do a right click and add in the body of the screen. Choose the pay period, enter amount adjusting and date within the pay period you are paying for. Check close dialogue box after update and OK.

Step 1 Go back to Process Payroll, choose hours entry, under pay method choose ALL. Check "show adjustments" and apply selection.

Take regular total, adjustment total and over time total and add together. Enter on the Balancing tab on the balancing sheet in the PR Excel file enter amount in Totals Register.

*****If total does not match check to see what needs to be corrected. Once balanced, "Lock" records by going to actions and choose lock records.**

Step 2 to Accrue Leave. Under payroll go to Attendance. Employee Leave Plan Request Portal. Apply selection. Check the from date for days employees took off. Granted date must be within the pay period. If not change it. Choose the employees dates within the pay period and check box. After choosing go to Actions and then Post.

Step 3 Calculate Employee Leave Docking

Step 4 Calculate Pay Period

Step 5 Print Pre-Payroll Reports – create all reports available. These can be emailed to yourself to save and print at any time. Print the reports you need to complete the payroll process and to ensure you balance. Review payroll journals, deductions, TRB, 403b, insurances taxes, Direct Deposits. **If something is not correct you can correct and begin Step 1 again to recalculate and go through the rest of the steps again.**

Step 6 – Once everything looks good you can complete step 6

Step 7 – Generate Direct Deposit/Pay Receipts

Step 8 – Post to GL

Step 9 - Create Deduction Invoices

***Open Last Payroll Reconciliation Excel Spreadsheet and save with the new payroll date. Complete to ensure the payroll balances. You will go back to this to add check numbers.

Next Build ACH File – Go to Payroll Processing. Make ACH File, Choose Pay Cycle, save to Destination <\\tsclient\\H\\ACH IV\\Biw-007.txt> Ext txt. Click OK. Rename file with payroll date. See previous files for correct format.

Step 9 – Build Reporting Files

Build ACH NACHA File

Click on Build button, Print Verification Report. Give to Deb.

Change file name – In Liberty Nacha files **CCD ck date, PPD ck date**

**9a. Verify Employee Dollars Amount from Nacha = All Direct Deposits, including Charter Oak.
Verify Taxes, checks, deductions match Gross on Totals Register.**

Step 10 - Build 403b file in IV - saves to C: drive403bfiles/voya403b.csv

Change file name – In C: drive 403b file 403b ck date

Step 11 - Send 403b File After Deb signs & sends it to bank

Go to Voya online (on Chrome)

Contribution Submission – Choose IFT – choose file – Upload – Verify numbers – Submit – Print Confirmation Page.

Step 12 – Print Pay Checks and Deduction Checks, then Vouchers

Check log for next check number

Enter **check number** , continue. After checks show on screen, click on **Print. Print Deduction Checks.**

---put in **Perforated Paper**. Verify Voucher number –
Print Vouchers ***Log Check and voucher numbers***

Under the IRSe PRDate - Go to A/P Expenditures **Vendor #999999** and enter that P/R 's **IRSe** amount with

Acct no. **1-1-2-01-1000-071-220-0812**

(Employer FICA & Med X 1) **ALWAYS CLICK ON “NO CHECK” FOR ALL!!!!**

Under the Liab PRDate - **Vendor #999999** - Do the same for P/R's **Liability** Amt. with

Acct no. **L-1-00-0000-471-000-0000**

(Fed & Employer FICA (1), and Employer Med (1))

Under LiabPRDate - **Vendor #999999**

Do the same for P/R's **CT SIT** Amt. with Acct no. **L-1-00-0000-471-000-0000** (SIT)

Vendor #999999 –

Do the same for **Voya's** Amt. with Acct no. **L-1-00-0000-481-000-0000**

When complete, close each batch.

Step 14 - Transmit Direct Deposit Online (Chelsea Groton)

Online banking – Business banking – ACH – PIN & passcode from token

ACH –Pass Thru Choose files – Upload –

Send NACHA Files

Send Payroll Fund Totals page to Treasurer

Step 15 – Print Reports

Step 16 - Pay taxes – EFTPS <https://www.eftps.com/eftps/> (Federal), **Taxpaper Service Center**)

- 6550446000 - <https://drsbustax.ct.gov/AUT/welcomebusiness.aspx> (State Taxes,

Rhode Island Taxes – 06600164700 - <https://www.ri.gov/taxation/business/>

Sign-in, start new tax filing, WH Type, Yr/Mo/Day, choose o type, Yr/Mo/Day, ck I want to submit now, amt, continue

Step 17 – Reports

Print Current Expenditure by Account Report

Print Expenditures by Vendor Report (**1 for town**) by choosing **IRSE & Liab** Batches.

Also print **Dist, Enc, IRSe & Liab**.

Write 'No Check' on it.

Step 18 – Town Hall Reconciliation (send to Mark, Sue, Christine & Bill)

Excel file

Step 19 – Scan Account Distribution, Acct Summary & Encumbrance Rpt Detail to Deb on Pay Day.

Step 20 – Enter Taxes on 941 – 2018 Worksheet, Qtly 941 Worksheet, & TRB Reports

Step 21 – *Load Payroll into History**

Step 22 - * Reset Payroll**

January – Calculate GTL (this is automatic now is IV)

Seasonal Employees – Groundskeeper – Inactivate Dec, Jan & Feb each year.

Pay #s Mar – Jun 18 – 26, Jul – Nov 1 – 11

Custodians – New Pay Rate each year starts with **July** Pd Hours. Deductions:

Medical, Dental – Jul – May (24), Aflac – Sept – Jun (20), Dues – Jul – Jun (24)

Summer School – PR Options – **Uncheck**; Teachers, & Substitutes

TRB codes, 1, 6 & 30, Aflac, NSEA, NSFSA

****NO GRANT MONEY** used during Summer School

Para's – Uncheck; No Dental, Health or dues come out – Dues (20)

Per Diem rate is Salary divided by 187 for regular teachers. Guy hourly On Call rate is Sal/80/26.

******* If a salaried employee has no check for a period of time, inactivate GTL as well.

Vehicle Use Pay – Pay EOFY & EOY – Guy, Robbie gives the number of days x \$3.00/day

If someone does not get paid that has a default, check to see if:

The Limit is met, the Start & Stop are correct, & the Pay Cycle - End of Fiscal Year – erase Rate limits

New School Year* Do Rollovers**

System Variables – change 20, 21, 22 to new year. Salary Rollover, Linking & Attendance.

Enter New Salaries, Check Rate limit – ProRate if Mid-Year start

Default Units – 1, Regular 1, Bi-Weekly (for Stipends, use Other)

FOR Teachers -UNCHECK 'Elected' & UNCHECK FICA In Ck Setup. Also, UNCHECK FICA under Salary Tab.

Check Pension on CK Setup for all Teachers & 403b members, John Hancock eligible employees.

GTL for Teachers, Admins, anyone more than 50K Excess Life. Enter under Salary code 31 & Deductions code 13, code 6, 100% Specified Rates. Under Deductions, click Modify, Click on rates button and make sure Excess Life only has Excess Life checked off.

*****LT Subs & Per Diems – FICA – Yes, Excess Life – No*** PD only get LT pay after covering for 41= days.**

If Opting for Health Benefits , enter Code 935, If opting for H.S.A., enter code 937, calcs on sheets from Robbie

Check no. 2 for ex., Stipend is for after school work OR Insurance Waiver – No FICA tax (teachers)

Enter all Extra-Duty & Coaches stipends with limits (encumbrances).

If Stipend ends – hit not Active, change limit amount if paid a lesser amount.

New Hires: Under HR - Fill out Demo 1 & 2. Enter Hire/Start date.

Put ID number on sheet from Robbie, Deb will need also.

Enter info under 'Salary' tab, same for 'Benefits' tab, even if no insurance chosen yet.

Go to PR and enter info under 'Check Setup' tab. If a teacher Uncheck FICA and Elected.

Click Check Multiplier 5 & 26 pays if they chose 21 & Balloon. Leave 0 if 22 pays chosen.

If another profession is hired, leave 'FICA' checked but **uncheck 'Elected' for all.**

Fill in 'W4's' info and 'Position' info. If someone checks 'E', enter 'D'

Go to 'Salary' tab. Fill in rate, salary amount, limit, Dist. Code, pay cycle, etc., uncheck 'FICA' & 'FICA/Med'.

Go to 'PR Deductions' tab. Enter in bank info for Direct deposit and check active. Codes 95-99. Demographic populates from HR.

***If a Retiree returns, create a new check code. (Supplemental Pay) Typically FICA should not be deducted.

Deduction number of pays –

Para's & Groundskeeper – Med & Dntl – 19 Sept - May

Health ABS – 20 Sept - Jun

Teachers -Med & Dntl – 20 Sept - May

TRB – 20 Sept - Jun

Admins - NFSFA – 20 Sept – Jun – FY start new rate

Aflac – 20 Sept start

Excess Life - 26

H.S.A. – Teachers – 20 Sept - Jun

NSEA – 20 Sept – Jun – FY start new rate

Cust, Sectry, Admins, CO – Med & Dntl – 24 July - May

AFSCME – 24 – Custodians, 20 Para's New rate eff. 1/1/YR

(Employer Portion Medical) – 10 pays – once per month

if enrolled in Health Insurance, \$1,000 Ind, \$2,000 Family

F.S.A. - Fiscal, H.S.A. - Yearly, TRB - Calendar Year

If a deduction was taken in error, go to 'Deduction Table' enter adjustment to deduction

Benefits:

When someone signs up for insurance or changes their coverage, be sure to include code 935 (deduction) with deduction to pay over '10' pays.

Go to HR and set them up under Benefit table/& tab, as well as in PR under deductions.

In HR go to Benefits tab and choose which coverage for both Medical and Dental. If none chosen, enter NMC or NDC, no coverage.

Then go to PR Table and update 'deduction table'. Choose 'Go To Deduction' and pick 935. Go to 'Linked Benefits' and click Modify, then Update Deduction.

Check in Employee Maintenance and see if it populated correctly

Voiding checks:

Check Reconciliation, Form, Add new check

Find, enter check number, click VOID, Save

To clear checks:

Check reconciliation, enter bank # & Ck #, choose VOID tab, enter clear date and Update

W2's – Classification Setup, Table driven, Type, How many, etc.

Accounts Payable Processing Step-by-Step

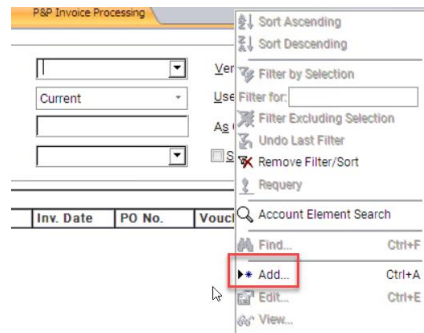
Step 1 - Invoice Processing

Purchasing and Payables > Payables > Invoice Processing

Use this window to maintain invoices

Pay an invoice linked to a purchase order

1. Right-click in the grid and select **Add** (The Add Invoice window displays.)



2. From the PO Number dropdown, select a purchase order. Once selected, the system displays the purchase order information associated with the PO.

The screenshot shows the 'Add Invoice' window. It has tabs for 'Invoice Information', 'General Information', and 'Notes'. The 'Invoice Information' tab is active. It contains fields for 'Invoice Number' (10), 'Vendor' (SASA Registration), 'Invoice Date' (06/17/2019), 'Group ID', 'Check Group', 'DAC' (NWSD - NORTHWOOD SCHOOL DISTRICT), 'Imported PO Number' (0), 'Credit Memo', 'Freight Invoice', and 'ECard/EFT Payee'. The 'Payment Information' section shows a table with columns 'Invoice', 'Freight', 'Tax', 'Total', 'Variance', 'Plar', 'Detail', and 'Invoice'. The table contains the following data:

Invoice	Freight	Tax	Total	Variance	Plar	Detail	Invoice
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00		\$40.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.00		\$40.00
					\$0.00		\$0.00

Below the table is a grid with columns: 'PO Line', 'Unit', 'Description', 'Part #', 'Ordered', 'Qty', 'Ytd', 'Recd', 'Unit Price', 'Est Price', 'Balance Remain', and 'Account'. The grid contains two rows of data:

PO Line	Unit	Description	Part #	Ordered	Qty	Ytd	Recd	Unit Price	Est Price	Balance Remain	Account
1	EA	glue	123	1.00	1.00		0	25.0000	\$25.00	\$25.00	01.1100.5610.000
2	EA	crayons	134	3.00	3.00		0	5.0000	\$15.00	\$15.00	01.1100.5610.000

At the bottom of the window, there are buttons for 'Save As Suspended', 'OK', 'Cancel', and 'Help'. The 'Save As Suspended' button is highlighted with a red box.

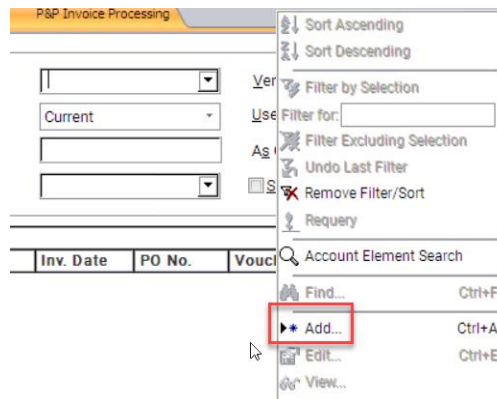
3. Enter the **Invoice** number for this invoice (**overwrite the number that populates with the vendors invoice #**)
4. Enter the **Date** for this invoice.
5. In the **Payment Information** fields, enter the amounts for this **invoice**. (Invoice, Freight and Tax amounts)
6. Click **OK** to save

NOTE: To save the invoice but keep it available to continue working on, click the Save as Suspended option and then click OK. To edit an invoice already saved, highlight that invoice, go to

actions and select suspend.

Paying an invoice not linked to a purchase order is possible

1. Right-click in the grid and select **Add** (The Add Invoice window displays.)



2. Select the **Vendor** for the invoice
3. Enter the **Invoice** number for this invoice (**overwrite the number that populates with the vendors invoice #**)
4. Enter the **Date** for this invoice.
5. Select **Central Office** in the **DAC** for this invoice.
6. In the **Payment Information** fields, enter the amounts for this **invoice**. (Invoice, Freight and Tax amounts)
7. To enter the detail for this invoice, select **Actions – Quick Invoice**

The screenshot shows the 'Edit Invoice' window. The 'Invoice Information' tab is active, showing fields for 'Vendor' (Guay Fire Equipment Inc), 'Invoice' (INV543), 'Date' (10/04/2021), and 'Due Date' (10/04/2021). The 'Payment Information' tab is also visible, showing a table with columns 'Prior', 'Detail', and 'Invoice'. The 'Invoice' column has a value of \$500.00. Below the tabs, there is a table with columns 'Account', 'Description', 'Amount', and 'Recd'. The table has one row with '1000.0000.2620.57300.900' in the 'Account' column, 'General Equipment' in the 'Description' column, '500.0000' in the 'Amount' column, and '0' in the 'Recd' column. The 'Add' button is highlighted with a red box.

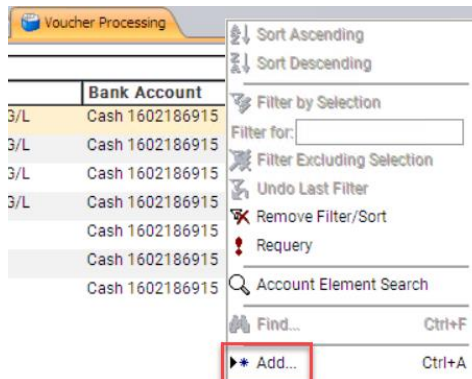
8. Click **OK** to save

Step 2 - Payables Voucher Processing

[Purchasing and Payables > Payables> Voucher Processing](#)

Create a Voucher (Check Batch)

1. Right-click in the grid and select **Add** (The Add Voucher window displays.)



2. Leave the **Number** field blank and the system will assign the next available voucher number.
3. In the **Date** field, enter the check date. ***This date is the posting date.***
4. Select a **Bank Account** for this voucher.
5. Click **Apply Selection**
6. Select the invoices to pay. (**Actions** to select **ALL**)

The screenshot shows the 'Add Voucher' dialog box. The 'Voucher Information' section has fields for 'Number' (blank), 'Date' (07/01/2019), 'Status' (Pending), and 'Bank Account' (Cash 1602186915). Below these are checkboxes for 'Non Check Batch', 'Direct Deposit Batch', and 'Post in Vendor Detail'. The 'Selection Criteria' section has fields for 'Group ID', 'User ID', and 'As Of Due Date' (None), with 'Apply Selection' and 'Clear Selection' buttons. The 'Voucher Invoices' table lists various invoices with columns for 'Select', 'Name of Vendor (Remit)', 'Date', 'Invoice', 'Due Date', 'PO No.', 'Total', and 'Grd'. The 'Select' column has checkboxes, and the first four are checked. At the bottom, there are 'Mode: Add' buttons, 'Selected Total: \$10,197.74', 'Total: \$10,197.74', and a checkbox for 'Close this dialog after update?'. 'OK', 'Cancel', and 'Help' buttons are at the bottom right.

Select	Name of Vendor (Remit)	Date	Invoice	Due Date	PO No.	Total	Grd
<input checked="" type="checkbox"/>	4 imprint	05/30/2019	V502354	05/30/2019	1	\$302.50	
<input checked="" type="checkbox"/>	4 imprint	05/30/2019	14582	05/30/2019	2	\$4,313.23	
<input checked="" type="checkbox"/>	4 imprint	05/30/2019	V658240	05/30/2019	2	\$4,313.23	
<input checked="" type="checkbox"/>	AASA Registration	06/17/2019	V205329	06/17/2019	10	\$40.00	
<input checked="" type="checkbox"/>	ABC SCHOOL SUPPLY	05/30/2019	1234	05/30/2019	3	\$187.83	
<input checked="" type="checkbox"/>	ABC SCHOOL SUPPLY	05/30/2019	123575	05/30/2019	4	\$11.00	FS
<input checked="" type="checkbox"/>	Accelerate Learning Inc.	05/30/2019	1538	05/30/2019	0	\$150.00	
<input checked="" type="checkbox"/>	Accelerate Learning Inc.	07/01/2019	67898	07/01/2019	0	\$63.99	
<input checked="" type="checkbox"/>	AIREX FILTER CORPORATION	05/30/2019	V547388	05/30/2019	7	\$102.96	
<input checked="" type="checkbox"/>	FirstLight Fiber	06/17/2019	V131520	06/17/2019	13	\$488.00	
<input checked="" type="checkbox"/>	FOLLETT School Solutions Inc.	07/01/2019	15328	07/01/2019	6	\$225.00	

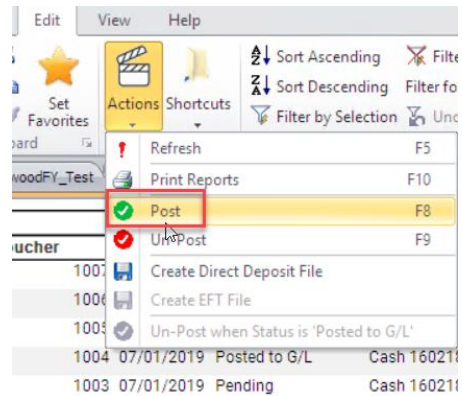
7. Click **OK** to save

Step 3 - Post Voucher(s) (Check batch)

[Purchasing and Payables > Payables > Voucher Processing](#)

After creating your voucher(s), they have a voucher status of **Pending**.

1. From the **Actions** menu select **Post**, the status changes from *Pending* to *Prepped* on voucher batches

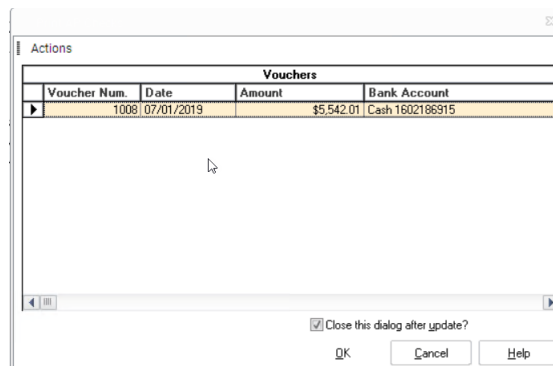


Step 4 - Print Accounts Payable Checks

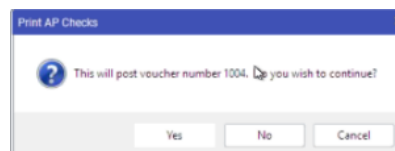
General Ledger > Banking > Check Manager

Create Accounts Payable Checks

1. Select **Bank Account**
2. From the **Actions** menu - Select **Print AP Checks**. A window displays with vouchers that are ready to be processed. The voucher number is the number that was created during Step 2 of accounts payable processing.



2. Click **OK**



3. To post the voucher select **Yes** to continue.
4. The Check Print Options window displays with the accounts payables checks listed.

Actions

Check Run Information
 Voucher: 1008
 Check Date: 7/1/2019
 Check Layout: Type W

Report Options
☒ Check Listing
☒ Journal Entries

Voucher Report Options
☐ Cover Page
☐ Detail Listing
☐ Account Summary
☐ Vendor Labels
☐ Page Break
 Include Ded Voucher:

Check Options
☒ Print Signature
☐ Print Benefits
☐ Print Fiscal YTD

Checks to Print

Select	Payee	Amount	Check Number	Date	Status	Bar
<input checked="" type="checkbox"/>	4 imprint	\$4,313.23	8	7/1/2019	Printed	Cash
<input checked="" type="checkbox"/>	ABC SCHOOL SUPPLY	\$187.83	9	7/1/2019	Printed	Cash
<input checked="" type="checkbox"/>	ABC SCHOOL SUPPLY	\$11.00	10	7/1/2019	Printed	Cash
<input checked="" type="checkbox"/>	Accelerate Learning Inc.	\$213.99	11	7/1/2019	Printed	Cash
<input checked="" type="checkbox"/>	AIREX FILTER CORPORATION	\$102.96	12	7/1/2019	Printed	Cash
<input checked="" type="checkbox"/>	FirstLight Fiber	\$488.00	13	7/1/2019	Printed	Cash
<input checked="" type="checkbox"/>	FOLLETT School Solutions Inc.	\$225.00	14	7/1/2019	Printed	Cash

5. In **Check Options**
 - Select **"print signature"** (cover page, Detail Listing, Account Summary)
 6. From the **Actions** menu - Select **Print All Checks**.
 - The **checks display** in the Enterprise Report viewer for printing.
 - Make sure check stock is properly loaded, then click the **Print** icon to change the printer and print the AP checks.
 - When finished close the Report Viewer.
 7. In **Voucher Report Options** **Select voucher #**
 - Select **Cover Page** > Action > print reports
 8. From the **Actions** menu – Select **Print Voucher Reports**
 - When finished close the Report Viewer.
 9. In **Report Options** **General ledger > reports – cash mgmt. reports**
 - Select **Check Listing**
 - Select **Journal Entries**
 10. From the **Actions** menu – **Select Print Reports**
 - When finished close the Report Viewer.
- *****NOTE: Only click OK when you've done 5 through 10 above. *****
11. Click **OK** to Post the Checks.

FISCAL YEAR END CHECKLIST

- ☐ General Ledger Default Settings | Cross Year Update (Current Year)
- ☐ General Ledger Rollover (Current Year)
- ☐ General Ledger Default setting (New Year)
- ☐ Purchasing and Payables Default setting (New Year)
- ☐ Set Fiscal Year Rollover Settings (Current Year)
 - ☐ Close Positions – make sure all positions that are marked as closed in the current year should not roll forward when using this check box.
 - ☐ Remove Terminated Employee Positions – check this box if you do not want ANY position to roll forward for someone with a Termination Date – even if there is a rehire date.
 - ☐ Reset Subtract from Position Distribution Amount to Zero
 - ☐ Remove Inactive Funding Lines – verify the inactive funding lines.
 - ☐ Zero Pay on any Positions with the listed Descriptions – choose the position description in the drop-down box.
- ☐ Update projection amounts on Salary Schedules (Current Year) if done before PR is rolled.
 - ☐ If you have the new amounts, you can enter them in the Projection, and then when you roll just move from the projection to the schedule, if not then you will need to enter them in the New Year.
- ☐ Payroll Rollover (Current Year)
- ☐ Check payroll Default Setting (New Year)
- ☐ Delete Positions (New Year)
 - ☐ Delete any supplemental/imported positions that will not be paid e.g., Sub Positions, stipends, or extra duty for one year only.
- ☐ Update Pay cycles (New Year)
 - ☐ Remove any Dot Pay Periods
 - ☐ Update with new fiscal year dates
- ☐ Update dates and calendar tab on Work Calendars (New Year)

- Update Start/End Date with New year dates.
- Add Non-Workdays to the Calendar
- Use Actions | Apply Calendar Template to copy the non-workdays of one work calendar into another for ease of input – start with licensed and then copy it to the others.
- Highlight work calendar(s) and use Actions to Update Positions (New Year)
- Highlight Work Calendar(s) and use Actions | Set Ready to Generate (New Year)
- Copy Projection to Schedule in Salary Schedules (New Year)
 - If new salary amounts are in projection tab, copy projection to Schedule.
 - If new salary amounts are NOT in projection, then enter in the Schedule Tab.
- Move Positions a step-in Salary Schedules (New Year)
 - In the Schedule if all employees tied to the schedule are moving a step go to Actions | Move Positions – choose the appropriate direction to move them.
 - Once positions are moved go to the Schedule Tab then go to Actions | Update Current Amount on Linked Positions.
- Verify positions look good (New Year) – Make any moves/changes necessary.
- Verify Deductions & Benefit Amounts (New Year)
 - If any amounts change at the fiscal year rollover you can make the changes to the deduction amounts in the new year
 - Verify that all deductions start on pay period 1 unless a later start date is needed.
 - Verify that the Scheduled periods in Deduction & Benefit Maintenance are correct, Actions | Schedule.
 - If deductions are not being used, please put a z in front of the deduction and you do not need to check Sync to prior year on the master deduction. Then, in a future year, you may want to delete them all together.
- Roll Leave Balances forward (Current Year) – after the final payroll has been completed in the current year.
- Transfer any leave that needs to be transferred to another leave before the first pay is done. This is done through the Leave balance transfer.
- Export Contracts (Current Year) Only transfers Contract Maintenance setup screen.

- ☐ Export ePars if using this portion of the program. (Current year)
- ☐ Export Evaluations (Current Year)
- ☐ Zero out leave balances (New Year) – if applicable – can be done in current year if the negative adjustments cause concern to employees viewing in iVisions.
- ☐ Encumbrances – Payroll Processing – Compute the pay periods (New Year)
- ☐ History Connection Group – Add new group – Security | Workflow Config | History Connection Group (New Year)
- ☐ Email Alerts – (New year) Create Alert job in New year to allow alerts to be sent.
- ☐ Emails Setting (New) Create Report Server Job for your Report Scheduler.
- ☐ Export open POs – 4 different way and all ways can be used. (Current Year)
- ☐ Export AR invoices if using Module (Current Year)
- ☐ Export Fund Balances

There is no 'close' in School ERP - the system will add the original fund balance – add revenue – subtract expenses and come up with a new fund balance. At the same time, asset accounts are rolling over the ending balance to become the beginning balance in the new year.

This is from the Student Year End guide:

This utility is used to export selected fund balances to the new fiscal year. **If using Budget Control Groups, it is necessary to manually bring over budget balances.** Export Fund Balances only rolls cash.

Asset and liability account types are posted with the net offset posted to the FUND BALANCE offset. The offset amount is verified against the net revenues minus expenses by the fund. The system posts a beginning balance journal entry. When the Export Fund Balances process is run, any new accounts are automatically added based on the offsets and a list of the newly added accounts is created.

Students**Dress and Appearance**

Students are advised to dress with the idea in mind that the successful functioning of the school requires the cooperation of all concerned. Students should assume the responsibility for dressing in terms of their family's and their own personal pride, and the esteem in which they hold their school. It is also important that students realize that one of our most important goals is to prepare students for the future.

Dress or styles which are hazardous to health and safety, which may be distracting or immodest, too tight or interfere with school work, will not be allowed. A list including dress-related rules and some examples of dress or styles are in the Student/Parent Handbook.

Any administrator may dismiss from class any student whose appearance or dress interferes with the learning process. Students who do not follow acceptable standards may be asked to change clothing or be disciplined. Exceptions to this policy for religious and/or health reasons will be made on an individual basis by an administrator.

These rules are not intended to infringe on student's freedom of expression.

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut



Connecticut Association of Boards of Education

Jody I Goeler, Senior Staff Associate for Policy Service

PRESENTS POLICY HIGHLIGHTS

August 31, 2023

CABE's New Model Generative AI Policy

Even with a handful of impactful policy revisions in development for the upcoming year ranging from school climate to educator/leader evaluation and support, Artificial Intelligence will likely remain *the* topic of conversation in schools for the foreseeable future. After reading hundreds of articles and reports, listening to news reports, and engaging in conversations with other state policy directors, educators and board of education members, my thoughts on developing a specific policy for Generative AI changed.

Back in January, when ChatGPT hit the headlines and in the months that followed, it seemed the best policy approach would be to revise the two current policies impacted by this technological advancement: plagiarism/cheating and responsible use. However, as more concerns were raised regarding AI and its anticipated (and frankly unanticipated) impact on teaching and learning, it appeared a separate policy with corresponding regulations would be in order.

Having reviewed a handful of policy statements ranging from prohibiting to encouraging the use of AI, CABE is offering a model policy that attempts to position AI with other technologies and tools to support the teaching and learning process. In addition, it is important that a model policy on this topic aligns with and supports district work in advancing tenets drafted in Portraits of a Graduate and other aspirational, mission-driven documents designed to advance student learning and prepare them for life beyond high school:

The Board of Education is committed to providing our students with the most innovative and effective educational experiences to foster high levels of learning and opportunities for self-expression. As our schools prepare students for a future that demands adaptability, critical thinking, and digital literacy, we recognize the potential of Artificial Intelligence (AI) and other related technology tools.

As with all technologies, users must be mindful of and adhere to all considerations ensuring responsible and ethical use, especially as it relates to mitigating bias, promoting transparency, and ensuring the benefits of AI are accessible to all students.

While ensuring the responsible use for those interacting with and creating content from generative AI technologies, the Board underscores its commitment to fostering a dynamic and engaging learning environment that leverages the advances in AI to enhance student learning outcomes and equip students with the skills and dispositions needed for success in the digital age.

Among the many articles written about ChatGPT and other generative AI products under development, Education Week (Caitlyn Meisner, August 29, 2023) featured Wichita, Kansas's school district's work introducing the technology to leadership, coaches and teachers. Beginning with training instructional coaches the previous school year, the district is now focusing its attention on training teachers. Primarily, generative AI is being introduced as a new time-saving tool and ways it can allow teachers to "capitalize on ChatGPT to streamline their day-to-day." Clearly, training teachers is a critical step in reducing "the stigma surrounding AI" among teachers, an essential step towards ensuring students receive the full benefits of the tools available.

In addition, through these training opportunities, teachers became better able to distinguish among the various generative AI products available and determine which were better suited for schools. In the same article (Education Week, August, 2023), Wichita Public School's CIO noted, "The district is rolling out Bing Chat Enterprises as a way to fill the gaps in ChatGPT." He continued, "Teachers will now be able to input student information into the system without compromising student data." (a significant concern for educators) He added, "Staff must use their district credentials to sign into Bing to chat with AI; this is different from ChatGPT, because the latter is a public model and if educators use it, they run the risk of leaking private information."

Along with providing educators with information as to what these tools can do, a key point supporting the need for training is to allow for differentiation. Not all generative AI tools are alike and do the same things while offering the same protections. Following are CABE's newly drafted model regulations for generative AI designed to assist Boards and superintendents to engage strategically and purposely with these evolving technologies:

Generative AI (Artificial Intelligence)

The Board of Education, in its commitment to supporting teachers and students in their use of generative AI, recognizes many challenges to overcome and significant opportunities to explore that will ultimately deepen the teaching/learning process. The following considerations are offered to guide, support, and deliver on the opportunities expressed in [6141.3273/4118.53/4218.53](#):

Considerations for Effective Generative AI Use:

- Encourage a "team" approach in determining effective use and appropriate guidelines regarding AI-related practice, with a staff member with a strong understanding of how AI works, administrators, teachers, students, parents, and legal experts.
- Consider establishing a district AI Advisory Committee comprised of staff and administrators charged with studying the potential advantages and challenges of AI and recommend training on the tools for teachers, students, and parents. Emphasize the district's commitment to using AI fairly and safely.
- Before assigning an AI-required task, ensure all students have access to the tool and can comply with the technology's user agreement and CT's student privacy law.
- Review how generative Artificial Intelligence works, expectations for safe and ethical use, and the role you expect this tool to play in the completion of and approach to the assignment.
- Ensure students are provided instruction and reminders in the following areas:
 - How and when to cite and provide attribution of sources
 - When and where generative AI can and cannot be used

- Effective uses of generative AI
- Users assume responsibility for the results when using AI
- When permissions are required and Terms of Use followed
- What constitutes cheating? What constitutes support?
- Academic Integrity – Policy and practical applications.
- Consider requiring students to acknowledge and document how they used generative AI tools. For example, students could use Chat GPT to get feedback on their essay drafts and explain which tool suggestions they agreed with or didn't – to encourage students to learn how to use the tool as a partner rather than having it do all the work for them. AI should not be allowed to replace the teacher or the student. However, it can and should be used to augment learning and instruction. Augmentation over automation.
- Provide students with direct instruction on the limits and flaws related to generative AI technology – hallucinations, bias, inaccuracies, misinformation, etc. Remind students to think critically and fact-check using primary sources and that AI can have implicit bias and even present incorrect information.
- Lay out potential risks and what responsible use looks like. Regularly remind students about the safety concerns related to sharing personal and private info/data with AI bots, as well as using them to invade other's privacy.

Considerations for Teachers:

- When the need arises to limit the use of generative AI, one may look to the following sample of pedagogical approaches:
 - Create lessons/assignments that would be challenging to complete with these tools.
 - Allow students to complete assignments in class.
 - Ask students to give oral presentations, or have them integrate the narrative of their search into their research/writing.
 - Encourage project-based learning/assignments.
- Confer with colleagues on what writing assignments look like in an era when students can simply employ chatbots to generate prose for them.
- Consider ways schools, teachers, and students can use bots effectively and creatively.
- Openly discuss the complex ethical questions, such as whether or not it is considered cheating when a student asks generative AI to fabricate a rough draft they then can revise themselves.
- Use generative AI programs as smart search engines that present information in ways that are easy to understand.
- Use AI to generate ideas, topics, writing assignments, and other materials for engaging lessons.

Perhaps the only certainty that exists in the area of AI technology is it will continue to be more impactful in all of our lives; it will continue to raise complex and contentious pedagogical and ethical dilemmas, and it will provide teachers and students with new and unforeseen opportunities. The above “guidelines” are provided with the hope of initiating healthy and productive discussions and advancing higher levels of critical thinking and cognitive engagement.

Business/Non-Instructional Operations

Transportation Guidelines

A. Definitions

- 1. "School transportation"** means the procedure, program, or fully effective and implemented plan by which a student is conveyed to and/or from school from his/her residence or the bus stop at public expense, whether by use of publicly owned equipment or by contract. Such transportation shall be over public roads approved by the municipality.
- 2. "Walking distance"** means the linear measure of a prescribed or authorized pedestrian route between the student's residence and his school from a point at the curb or edge of a public or private road nearest the student's residence to a point at the entrance of the school, or a safe entrance to the school grounds located within one hundred (100) feet of the school building entrance or the bus pick-up area, or the route from the point on the public thoroughfare nearest the residence to the school bus or vehicle embarkation point established by the Board of Education.
- 3. "One mile walking distance"** means a reasonable measurement of a route to be traversed extending from the point of measurement at least 5,280 feet, but not more than 5,380 feet.
- 4. "Grade Pre-K"** means pre-kindergarten, or a school program appropriate to a beginning student.
- 5. "Hazard"** means a thing or condition, as prescribed in these guidelines, affecting the safety of students walking to and from school, or a designated bus pick-up area; a possible source of peril, danger, duress, or difficult (cf. Webster), exposure to molestation or attack considered morally degrading or physically harmful.
- 6. "Raised walk area or sidewalk"** means a portion of the landscaped right of way at least three (3) feet wide, usually parallel to the traffic lanes which may be paved or unpaved; distinguished by some elevation above the street pavement level and marked by curbing, drainage ditch, grass area, fencing; apart from the independent of any white line safety markings along the street pavement.
- 7. "Student"** means any individual of school age enrolled in a public or nonprofit private school located with the school district or contiguous school districts as the case may be.

B. The maximum walking distance from home to school or to a bus stop as follows:

1. Students below the age ten (10), or enrolled in grades Pre-K through three, one (1) mile;
2. Students age ten (10) to fourteen (14), or enrolled in the equivalent of grades 4 through 8, at middle school or junior high school, one and one-half (1-1/2) miles;
3. Students aged fourteen (14) and over or enrolled in grades 9 through 12, two (2) miles.

C. Hazardous Conditions

A street or road having an adjacent or parallel sidewalk or raised walk area shall be deemed hazardous when any one of the following conditions exist:

1. For students under age ten (10), or enrolled in grades Pre-K through 3, absence of pedestrian crossing light or crossing guard where three (3) or more streets intersect, and at street crossings where there are no stop signs or crossing guards and the traffic count during the time that students are walking to or from school exceeds sixty (60) vehicles per hour at the intersection.
2. For students over age ten (10), or enrolled in grades 4 through 12, the absence of a traffic light or stop signs or crossing guard where three (3) or more streets intersect and has a traffic count which exceeds (90) vehicles per hour during the time that students, are walking to or from school.
3. For all students, the usual or frequent presence of any nuisance such as open manholes, construction, snow plowed or piled on the walk area making walkways unusable, loading zones where delivery trucks are permitted to park on walkways, commercial entrances and exits where cars are crossing walking areas at speeds in excess of five (5) miles per hour.
4. Any walkway, path, or bridge in an area adjacent or parallel to railroad tracks shall be considered hazardous unless a suitable physical barrier along the entire pedestrian route is present and fixed between students and the tracks; and any crossing of railroad tracks that carry moving trains during hours that students are walking to or from school shall be deemed hazardous unless, (1) a crossing guard is present; or (2) an automatic control bar is present at crossings used by students under age ten (10), or, a bar or red flashing signal light is operational when the crossing is used for students over ten (10) years of age.
5. A lake, pond, stream, culvert, waterway, sidewalk, or bridge having a drop of three (3) or more feet per four (4) feet of travel length on either side of the established lanes with the absence of a fence or other suitable barrier for students in grades Pre-K through 5.
6. Any area adjacent to a roadway, walkway, sidewalk, or bridge having a drop of three (3) or more feet per four (4) feet of travel length on either side of the established lanes with the absence of a fence or other suitable barrier for students in grades Pre-K through 5.
7. Any street, road, walkway, sidewalk, or path designated as a walking route for all school age students which passes through an area which has a history of aggressive acts of molestation resulting in actual or threatened physical harm or moral degradation during the hours when students ordinarily walk to or from school shall be deemed hazardous.
8. Special Education students shall be judged on an individual basis:

Exception: The Board of Education may grant an exception to any provision of this guideline wherein a peculiar condition or combination of conditions renders such condition a hazard upon reasonable judgment.

Legal Reference: Connecticut General Statutes

[10-76d](#) re transportation for special education program services.

[10-97](#) Transportation to vocational schools.

[10-186](#) Duties of local and regional boards of education re school attendance. Hearings. Appeals to state board. Establishment of hearing board.

[10-220](#) Duties of boards of education.

[10-220c](#) Transportation of children over private roads. Immunity from liability.

[10-273a](#) Reimbursement for transportation to and from elementary and secondary schools.

[10-280a](#) Transportation for students in non-profit private schools outside school district.

[10-281](#) Transportation for students in non-profit private schools within school district.

[14-275a](#) Use of standard school bus required, when.

[14-275b](#) Transportation of handicapped students.

[14-275c](#) Regulations re school buses and motor vehicles used to transport special education students.

[14-280](#) Letters and signals to be concealed when not used in transporting children. Signs on other vehicles.

20 U.S.C. NCLB Act of 2001, P.L. 107-110, Title I, Section 1116

McKinney-Vento Homeless Education Assistance Act of 2001, P.L. 107-110, 42 U.S.C., Sections 11431-11435

Regulation approved: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Business/Non-Instructional Operations

Routes and Services (Transportation)

Daycare Center Transportation

The Board of Education may provide transportation to and from licensed daycare centers in lieu of accommodating students at their residences. Daycare centers which are located along established bus routes will be accommodated under the following conditions:

1. The daycare provider holds a current Connecticut license and has provided a copy to the Board of Education.
2. The daycare center maintains an adequate staffing level in order to comply with bus transportation rules and regulations. Pre-kindergarten and primary school students must be supervised by daycare staff during the loading and unloading process.
3. Annually in July, the daycare center must register with the Board of Education providing evidence of adequate staffing and the number of students anticipated for the coming school year.
4. Transportation provided to a daycare center is solely at the discretion and convenience of the Board of Education. In no case shall a bus route be extended to accommodate a daycare center.
5. Unlicensed daycare providers or "baby-sitters" will receive no special accommodation for transportation beyond that which would be provided to the residence of currently enrolled students.

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Business/Non-Instructional Operations

Bus Driver Safety

When a complaint is received from a bus driver concerning a discipline problem, the following procedure shall be utilized:

1. The administrator shall discuss the problem with the student. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.
2. Should a second complaint be made, the administrator will again discuss the situation with the student. At that time the parents will be notified of the problem and informed that continued misbehavior will result in a suspension of bus privileges.
3. A third complaint will result in a discussion with the administrator, notification of parents and suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

In cases where the offense is of such gravity as to endanger the safety and well being of other occupants of the bus, the above procedure may be disregarded and immediate suspension be invoked. In all cases due process procedures shall be followed as described in Policy [5114](#).

Information concerning this policy shall be given to students and parents early in each school year.

(cf. [5114](#)- Suspension/Expulsion)

(cf. [5131.1](#)- Bus Conduct)

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

North Stonington Public Schools

North Stonington, Connecticut

BUS CONDUCT REPORT

(Please Print)

Student's Name: _____

Grade or Class: _____ Date of Incident: _____

_____ 1st Notice _____ 2nd Notice _____ 3rd Notice

Bus No. and School: _____

Driver's Name: _____

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.
2. The following is a description by the driver and corrective action taken by the school.

DRIVER'S REPORT

___Rude-Discourteous-Annoying ___Violation of Safety Rules ___Smoking

___Fighting-Pushing-Tripping ___Destruction of Property ___Writing

___Eating-Drinking-Littering ___Unacceptable Language ___Excessive Mischief

Description of Problem or Comment:

Date Reported: _____ Driver's Signature: _____

Received by Bus Manager: Comment: _____

Date: _____ Signature: _____

Received Transportation Office: Date: _____ Signature: _____

PRESENT ACTION AND RECOMMENDATIONS:

___ Student regretful, cooperative Denied Bus Privilege Until: _____

___ Student Warned Suspended Until: _____

___ Telephoned Parent Referred to: _____

Comment: _____

Administrator's Signature

Date

Business/Non-Instructional Operations**Records and Reports****Transportation Safety Complaints**

The Superintendent of Schools or his or her designee shall be responsible for receiving all complaints from students, parents or others relative to school transportation safety and cause to be maintained a written record of all such complaints received. The Superintendent or his/her designee will request that all safety complaints be reduced to writing and be signed by the complainant on a form prescribed by the Superintendent. Any complaint not reduced to writing shall be recorded by the receiver on a form prescribed by the Superintendent. Each year, the Superintendent shall, within thirty (30) days after the end of the school year, provide the Commissioner of Motor Vehicles with a copy of the written record of complaints received for the previous twelve-month period.

Reports of Accidents

Any accident involving vehicles operated by a bus contractor on an annual or multi-year contract or passengers in such vehicles shall be reported to the Office of the Superintendent of Schools as soon as possible and not later than twenty-four (24) hours from the date of such accident. A detailed written report must be submitted to the Board as soon thereafter as possible by the bus contractor and not later than five (5) business days after the date of such accident.

The Superintendent shall make a written report of the circumstances of any accident within his or her jurisdiction and knowledge involving a motor vehicle and any pedestrian who is a student, which occurs at a designated school bus stop or in the immediate vicinity thereof, to the Commissioner of Motor Vehicles within ten (10) days thereafter on a form prescribed by the Commissioner.

Legal Reference: Connecticut General Statutes

[10-221c](#) Development of policy for reporting complaints re school transportation safety.

[10-220](#) Duties of boards of education

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Business/Non-Instructional Operations**Transportation****Denial of Transportation**

The following considerations shall apply in all instances with respect to the denial of bus transportation for students:

1. A degree of road grade or incline so steep as to present a grave risk of loss of vehicular control, particularly during inclement weather conditions.
2. A road so narrow that a school bus or van designed for student transportation will occupy more than half the width of such road, unless such road is designed for one-way traffic only, or unless the road is a through road.
3. A degree of visibility that reduces the driver's ability to safely handle the bus or van; to safely bring it to a full stop; to safely allow the boarding or discharge of student or to safely avoid oncoming vehicles.
4. A road that is unsuitable for effective maneuverability of either bus or van, especially in emergency situations or inclement weather conditions.
5. A road that calls for a bus or van to turn around or to reverse in the possible presence of boarding students.
6. Any other road condition not enumerated above which represents such an obvious hazard to the safety of students transported by school bus or van that a reasonable and prudent person charged with the safe transportation of such students would not approve use of such road.
7. Buses shall not travel on roads that are not regularly maintained by the state, county or town highway departments. **NOTE:** Without the express permission of the Board of Education, no school bus shall enter onto any private road for purposes of picking up or discharging students.

Parents or guardians of students who are dissatisfied with the decision of the School District with respect to school bus transportation, may appeal the decision under the State of Connecticut statutes.

In the event that the parent or guardian of a student who has been denied school bus transportation wished to contest the decision governing such denial, a hearing shall be scheduled. The forms to be used in conducting such hearing shall include:

1. Notice of Hearing
2. Names and Positions of those attending a hearing
3. Worksheet notes - (giving all pertinent data relative to the contested matter)
4. Opening Statement - language pertinent to opening and conducting the hearing

5. Exhibit List

Legal Reference: Connecticut General Statutes

[4](#)-177 Contested cases. Notice. Review

[4](#)-178 Evidence in contested cases.

[4](#)-179 Proposal for decision. Procedure. Waiver.

[4](#)-180 Final decision to be rendered within ninety days.

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Students

Bus Conduct

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus.

Students will be advised that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

(cf. [5114](#)/5114.1 - Suspension/Expulsion; Due Process)

Legal Reference: Connecticut General Statutes

[10](#)-186 Duties of local and regional boards of education re school attendance.

[10](#)-220 Duties of boards of education

[10](#)-221 Boards of education to prescribe rules

[10](#)-233c Suspension of students

Policy adopted: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Students

Bus Conduct

The following rules are designed to promote good conduct on the school bus and to ensure that the safety and welfare of all individuals riding the bus can be maintained:

1. Students waiting at their bus stops should stand in orderly fashion at a safe distance from the traveled portion of the road.
2. Students should wait until the bus comes to a complete stop before moving toward the vehicle.
3. Students crossing the road to load or unload from the bus shall cross in front of the bus and at the signal of the driver.
4. Students loading onto the bus shall move as rapidly as possible to the rear of the bus.

5. While on the bus, students will remain seated and wear seat belts at all times, even when the bus is stopped.
6. Students are not to open windows or tamper with any equipment on the bus.
7. Throwing of objects, verbal abuse of the driver or another student, swearing, or fighting will not be tolerated.
8. Students may not exit the bus at other than their designated stops unless they have prior written permission from a parent/guardian which has been approved by the school office.
9. Smoking on the bus is not permitted.
10. Students are liable for expenses arising from damages or the defacing of school bus equipment.
11. Students are not to consume food or beverages on the bus.
12. Failure to observe bus rules will result in disciplinary action.

The number of days of bus suspension and the action taken will depend on the severity and frequency of the offense.

Removal from Bus

The decision to remove or deny transportation to a student shall be made by the administration. The following guidelines shall be observed in such cases:

1. Bus drivers shall report, in writing, all violations to their bus supervisor.
2. The supervisor shall report such violations, in writing, to the administration responsible for the student(s) concerned.

In the event of a serious problem or repeated violation of bus regulations, the administration may:

1. Immediately suspend the student(s) from riding the bus.
2. Notify the parent(s)/guardian(s), by telephone, of the decision to suspend.
3. Confirm the decision to suspend, in a letter to the parent(s)/guardian(s).
4. Conduct a hearing prior to allowing a student(s) back on the school bus. Persons invited to the hearing should include the parent(s)/guardian(s), bus officials, bus driver, and the student(s) involved.
5. Recommend to the Superintendent of Schools and/or the Board of Education that a long term suspension be implemented.

Reporting Transportation Safety Concerns

Concerns about bus safety issues should be brought to the attention of the Bus Supervisor at 535-1917.

Legal Reference: Connecticut General Statutes

[10](#)-186 Duties of local and regional boards of education re school attendance.

[10](#)-220 Duties of boards of education

[10](#)-221 Boards of education to prescribe rules

[10](#)-233c Suspension of students

Regulation approved: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

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Bylaws of the Board

Role of the Board and its Members

The Board of Education is the governing body of the North Stonington School District and derives its power and exists under the Constitution General Statutes of the State of Connecticut and the procedures of the Connecticut State Board of Education.

The Board has the power and responsibility to discharge any duty imposed by law upon it or upon the district of which it is the Board of Education.

Board-Related Responsibilities

In order to assure that its operations support the schools in providing all students with a high quality education, the Board of Education hereby establishes as its goals:

1. to work closely with the community to ensure that Board actions and performance reflect the concerns and aspirations of the community;
2. to identify the educational needs and aspirations of the community, and to transform such needs and aspirations into policies aimed at stimulating the students and the learning process;
3. communicate the educational programs to the people of the community.
4. to provide leadership in order that the goals and objectives of the school system, as set forth by the Board, can be effectively carried out;
5. to employ a Superintendent capable of ensuring that the district maintains a position as an outstanding school system and that school personnel carry out the policies of the Board with energy and dedication;
6. to formulate Board policies which best serve the educational interests of students and provide the Superintendent with sufficient and adequate guidelines for implementation;
7. to develop and provide data useful to the planning evaluation, organization and execution of Board management functions;
8. to perform all Board functions and operations in conformity with state, federal and local laws, rules, and regulations;
9. to evaluate the Board's performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation;
10. to adopt an annual budget.

Legal Reference: Connecticut General Statutes

[10-186](#) Duties of local and regional boards of education

[10-220](#) Duties of boards of education.

[10-221](#) Boards of education to prescribe rules

[10-240](#) Control of schools

[10-241](#) Powers of school districts

Bylaw adopted by the Board: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Bylaws of the Board**Responsibilities and Duties of Board of Education Members**

The Board of Education should make every effort to sustain a high level of professionalism in the school system. In order to maintain appropriate standards it is essential that individual Board members exhibit civility, integrity, and a willingness to apply themselves wholeheartedly to the business of supporting and governing the school system. Board members have the following basic duties and responsibilities:

1. To be aware of state school laws, regulations of the Department of Education, district policies, rules and regulations;
2. To have a general knowledge of the educational aims and objectives of the system;
3. To thoroughly prepare for Board meetings;
4. To participate, if possible, in the various training opportunities that are offered locally, regionally, and nationally for Board members to become better informed Board members;
5. To work harmoniously with other Board members without trying to either dominate or neglect one's share of the work;
6. To vote and act impartially in Board meetings for the good of the school district;
7. To accept the will of the majority vote and give support to the resulting policy;
8. To refer all suggestions and complaints from constituents to the Superintendent and, or Board, and to abstain from individual counsel and action;
9. To understand the individual Board member has no authority when the Board is not in session unless authorized by the Board;
10. To make no promise or commitment on school questions unless they are fully discussed and acted upon in a Board meeting;
11. To hold confidential all matters properly discussed in executive session of the Board and all matters pertaining to the schools that, if discussed, might needlessly injure individuals or the schools;
12. To immediately object to public matters that may be inappropriately brought up during executive session;
13. To make every reasonable attempt to remedy any and all complaints and objections about procedures with members of the Board and the Superintendent before making them a matter of public controversy;
14. To represent the Board and the district schools to the public in such a way as to promote both interest and support for public education in the community.

Legal Reference: Connecticut General Statutes

[1](#)-200 Definitions

[10](#)-186 Duties of local and regional boards of education

[10](#)-220 Duties of boards of education.

[10](#)-221 Boards of education to prescribe rules

[10](#)-240 Control of schools

[10](#)-241 Powers of school districts

Bylaw adopted by the Board: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Bylaws of the Board

Role of the Board and Its Members

Statement of Integrity

The long term health of a representative democracy requires that citizenship and leadership act upon what is right, rather than what is popular. As Board of Education members, our goal is to improve the education of our children and to advocate for them and their best interests. Board members must be working effectively together and with others in the community to successfully reach this goal. A Board of Education that operates with integrity will be a more effective Board. Integrity is first, discerning what is right and what is wrong, second, acting upon what you have discerned even at personal cost; and third, saying openly that you are acting on your understanding of right from wrong. It requires that students, colleagues, constituents, and others in the community be considered in every decision. A Board of Education with a sense of integrity will consider what is right, and what is wrong. This takes discipline and an awareness of one's environment.

To this end, as a Board of Education with integrity, we will:

- Understand that our first and greatest concern is the educational welfare of the students, and that all decisions must be based on this understanding;
- Render all decisions based solely on our judgment of the available facts and not surrender that judgment to individuals, special interests, or our own personal agendas;
- Attend all Board meetings insofar as possible, and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;
- Be responsible for becoming informed on any and all issues coming before the Board;
- Seeks to facilitate ongoing communication between the Board and students, staff, parents and all elements of the community;
- Conduct our meetings and foster an environment where all elements of the community can express their ideas;
- Declare a conflict of interest when it arises and excuse ourselves from related discussion and action on that issue;
- Refrain from using our position on the Board for personal or partisan gain;
- Insist on regular and impartial evaluation of all staff, and conduct a yearly self-evaluation and set annual goals;
- Fairly assess all non-instructional aspects of the school operation;
- Support all decisions by the Board to the community once a decision has been reached; **AND**

- Attend all Board meetings insofar as possible and be responsible for becoming informed on any and all issues coming before the Board, as well as being prepared to discuss and/or act upon all agenda items;
- Understand that we have no authority beyond that which is exercised at the Board meeting, and that we shall not lend the impression that we are speaking on the Board's behalf unless that authority has been so delegated.

The North Stonington Board of Education is committed to the highest legal and ethical standards essential in governing its school system. It endeavors to encourage growth and support established and innovative educational objectives.

(cf. [9000](#)- Role of Board and its Members)

(cf. [9271](#)- Code of Ethics)

Bylaw adopted by the Board: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Bylaws of the Board

Limits of Authority

The responsibility of individual Board members is one of trust to the Board and to the District. This trust can best be upheld when relationships are established with regard to the Board, administration, staff and citizenry. Such relationships as established by the Board are as follows:

1. Board member's primary responsibility is to serve the District as a member of the Board of Education whose authority is derived from its compliance with statutory requirements, and its bylaws, policies and regulations. As an individual, Board member's legal authority exists at such time the Board is in session.
2. Individual Board members shall be granted authorization to conduct Board business upon Board approval. Such authorization will be with regard to such matters as, but not restricted to, educational needs, facility needs, transportation, budget preparations, negotiations, and those matters pertaining to the function of a standing committee or the responsibility of an officer of the Board.
3. Personnel records other than those made available to the entire Board by the Superintendent of Schools shall not be made available to individual Board members unless it is appropriate and necessary in order to fulfill specific responsibilities set forth by the Board.
4. Board members shall exercise respect in those matters pertaining to the responsibilities of the Superintendent of Schools whose authority for administering the educational program and conducting school business is vested in his/her office and his/her professional and non-professional staff.
5. Board members shall uphold the position that they are without legal authority outside of meetings of the Board and shall conduct their relationships with school staff, district citizens and all media of communication on the basis of this fact.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

[10-232](#) Restrictions on employment of members of the board of education.

Bylaw adopted by the Board: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Bylaws of the Board

Accountability

The public is accountable for:

- Maintaining a vigorous interest in, concern for, and constructive criticism of the schools;
- Electing the most able men and women available to represent them on the Board of Education;
- Providing the resources necessary or the Board and staff to accomplish publicly endorsed goals and objectives of the school district.

The Board is accountable for:

- Being responsive to the community's desires and concerns regarding the quality and performance of the school system;
- Carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives;
- Requesting the resources necessary for the achievement of the goals and objectives through the budget process;
- Evaluating the degree to which the goals and objectives are accomplished;
- Selecting and evaluating the Superintendent of Schools.

The Superintendent is accountable for:

- Providing creative professional leadership counsel and management in all aspects of the school district programs;
- Being responsive to the Board of Education's desires and concerns regarding the quality and performance of the school district;
- Effecting the policies, goals and objectives established by the Board of Education;
- Providing fiscal leadership in the implementation of the budget process;
- Selecting all professional staff;
- Ensuring that all professional staff are properly evaluated.

The administration, the teachers and other employees are accountable for:

- Achieving the goals and objectives related to their stated job responsibilities;

- Being responsive to the Superintendent of School's desires and concerns regarding the quality and performance of their job responsibilities;
- Maintaining communications with students, parents and the community regarding their stated job responsibilities;
- Conforming to the policies established by the Board of Education.

The parents are accountable for:

- Providing an atmosphere that supports the education of their child;
- Maintaining close communication with the school.

The students are accountable for:

- Diligently pursuing their own learning;
- Following the rules of the school district.

Legal Reference: Connecticut General Statutes

[10-220](#) Duties of boards of education.

Bylaw adopted by the Board: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Bylaws of the Board

Legal Responsibilities of Board of Education

The Board of Education shall have authority to take all action necessary or advisable to meet its responsibilities under state statute and Town Charter including but not limited to the following:

1. To annually establish, with the Superintendent of Schools, educational priorities for the school district.
2. Create, abolish, modify and maintain such positions, schools, divisions and classifications as may be necessary for the efficient administration of the educational enterprise.
3. To elect a Superintendent of Schools in accordance with state statutes.
4. To consider and adopt an annual budget, prepared by the Superintendent of Schools.
5. To determine the number, classification, duties and remuneration of employees.
6. To establish policy for employment, promotion and dismissal of personnel in accordance with state statutes.
7. To provide for the appraisal of the performance of personnel.
8. To initiate and approve the acquisition and disposition of school sites and to initiate and approve plans for school buildings.
9. To consider any specific recommendations made by the Superintendent of Schools.
10. To keep the citizenry informed of purposes, values, conditions and needs of public education in the Town.
11. To consider, revise and adopt any changes in the curriculum.
12. To take any other actions required or permitted by law.
13. To make reasonable provision to implement the educational interests of the State, as defined by law, so that
 - (a) each child shall have for the period prescribed in the General Statutes equal opportunity to receive a suitable program of educational experiences;
 - (b) the school district shall finance at a reasonable level an educational program designed to achieve this end;
 - (c) the school district shall provide educational opportunities for its students to interact with students and teachers from other racial, ethnic and economic backgrounds;

(d) the mandates in the General Statutes pertaining to education within the jurisdiction of the State Board of Education shall be implemented.

14. To maintain a safe school setting and shall, in accordance with the statutes, maintain records of allegations, investigations, and reports that a child has been abused or neglected by a school employee, as defined in C.G.S. [53a-65](#).

Legal Reference: Connecticut General Statutes

[53a-65](#) Definitions

[10-220](#) Duties of boards of education. (as amended by PA 11-93)

Bylaw adopted by the Board: May 9, 2012

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Bylaws of the Board**Public Statements**

The North Stonington Board of Education recognizes that communication is a continuous two-way process. The Board believes that it is important to keep the public informed about educational programs, and, in turn, that the community should have the opportunity to provide input.

Communication will be a concurrent responsibility of the Board of Education and the Superintendent of Schools. The Superintendent of Schools will work with the members of the Board of Education to conduct an active and comprehensive program throughout the school district and community for the prompt dissemination of information about decisions made at all Board meetings. Releases to the press and brief summaries of Board meeting actions prepared for distribution to staff members and parent/guardians are regarded as appropriate media of information for meeting the requirements of this bylaw. Press releases relative to Board of Education action shall be released only by the Board Chairperson.

(cf. 1112.2-School News Releases)

(cf. 1120-Board of Education Meetings)

Bylaw adopted by the Board: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut

Bylaws of the Board

Public Statements

Advocacy

The Board of Education believes that advocacy is a critical part of its activity and an important responsibility of school Board members. Advocacy is engagement in the political process at local, state and national levels to influence the public policies that affect Boards of Education and school children.

Education advocacy requires the Board of Education to publicly state what is needed to achieve effective public education. It is a recognition that the Board of Education has an important message to deliver to all governmental levels, the media and community, that affect educational policy and power to influence outcomes.

Education must be a priority in local, state and national policy and actions. Advocacy is necessitated by the many laws mandated on the school district by the state and federal government as well as regulations promulgated by State and Federal Departments of Education.

School Board members, respected by legislators are powerful advocates, with the responsibility to explain to legislators, the local impact of state and federal policy decisions. Local school Board members must help the Connecticut Association of Boards of Education deliver its message to legislators.

In fulfilling its advocacy responsibilities, the Board of Education will cooperate with parent groups, other educators, special interest groups, business and service organizations other school Boards, CAFE, and community members to achieve favorable legislation on education issues. Coalition building is critical to effective advocacy.

The Board of Education will develop a plan to fulfill its advocacy responsibilities.

To fulfill its advocacy role, the Board of Education will:

1. join a broad advocacy network, including CAFE membership, at the state and national levels;
2. recognize the Board of Education Chairperson, as the press spokesperson for the Board of Education on state and national educational issues;
3. use varied available means of communication, such as newsletter, general media, public forums to publicize federal and state legislative policy issues being addressed by the Board;
4. agree, as a Board, in its lobbying effort on the particular issues and tactics, to be given priority;
5. cooperate, in a coalition with other Boards of Education, teachers parents, administrators, local elected officials, business and community leaders on agreed upon education lobbyist issues;

6. use media as an advocacy tool, meeting with the editorial board of newspapers serving the local area, writing letters to the editor and talking with reporters on educational legislative issues.

Bylaw adopted by the Board: June 6, 2007

NORTH STONINGTON PUBLIC SCHOOLS

North Stonington, Connecticut



Connecticut Association of Boards of Education
Custom Policy Update Service

List of Identified Existing Policies
for
Possible Modification or New Policies to Consider
~Page 1~

District: North Stonington Public Schools

Date: August 29, 2023

Please check the checkbox if you would like to receive the suggested policies.

- ☐ **#4121 – “Substitute Teachers”**
☒ **District currently has policy in its manual.**
An optional revised policy and administrative regulation to consider.
- ☐ **#5112.3 – “Dropouts”**
☒ **District currently has policy in its manual.**
A revised recommended policy to consider.
- ☐ **#5118.21 – “Educational Opportunities for Military Children”**
☐ **District currently has policy in its manual.**
A revised optional policy and administrative regulation to consider.
- ☐ **#5145.53 – “Transgender and Gender Non-Conforming Youth”**
☒ **District currently has policy in its manual.**
A revised recommended policy to consider.
- ☐ **#6159 – “Individualized Education Program/Special Education Program”**
☒ **District currently has policy in its manual.**
A revised mandated policy to consider.
- ☐ **#6172.6 – “Remote/Online Courses”**
☒ **District currently has policy in its manual.**
A revised optional to consider.
- ☐ **#7230.2 – “Indoor Air Quality/Heating, Ventilation, and Air Conditioning (HVAC)”**
☒ **District currently has policy in its manual.**
A revised recommended policy to consider.