

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Policy Committee of the Trumbull Board of Education Meeting

Long Hill Administration Building  
Tuesday, November 9, 2021, 5:30 p.m.

AGENDA

- I. Call to Order/Introduction
- II. Correspondence/Public Comment
- III. Approval/Minutes – Special Policy Meeting 10/12/2021
- IV. New Business
  - a. Policy CPS3451 Petty Cash
  - b. Policy CPS3450 Monies in Buildings
  - c. Policy CPS3326.3 Board of Education Credit Card
  - d. Policy CPS3293.1 Authorization of Signature

TRUMBULL PUBLIC SCHOOLS  
TRUMBULL, CONNECTICUT

Policy Committee of the  
Trumbull Board of Education Special Meeting

Tuesday, October 12th, 2021 – 5:30 p.m.

MINUTES

- I. Call to Order/Introduction – The meeting was called to order by Mr. Gallo at 5:33 p.m.

Members Present

T. Gallo, Chair of Policy, Vice-Chairman of BOE  
M. Petitti, BOE Member  
A. Squicciarro, BOE Member  
Paul Coppola, TAA representative  
Cassandra Perrone, parent representative  
Efralim Diaz, parent representative  
Regina Williams, Director of Human Resources  
S. Iwanicki, Ed.D., administrative designee

Members Absent

Edrina Laude, student representative  
Eman Seyal, student representative  
Roy Fuchs, community  
A. Harmon, Trumbull Community Rep.  
Katie Lynn, parent representative  
John Mastrianni, TEA representative

- II. Correspondence / Public Comment –Mr. Gallo indicated that he had not received any specifically for this policy meeting.

- III. Approval/Minutes –Meeting 10/5/2021-- Mr. Gallo moved to approve the Minutes from the 10/05/21 meeting. Mrs. Squicciarro seconded the motion. Mr. Gallo and Mrs. Squicciarro approved and Mrs. Petitti abstained from approval of the minutes.

- IV. Report of New Business/Action Items

A. Policy 4118.239 and 4218.239 Required COVID-19 Vaccinations for certified and non-certified staff was reviewed with the changes by the committee on 10/5/2021. After full review of the policy with suggestions for change. Mrs. Squicciarro motioned to move the policies forward to the Board for approval and Mrs. Petiti seconded and the motion was unanimously agreed to.

A sample policy to consider.

**Business/Non-Instructional Operations  
Petty Cash Funds**

Petty cash funds shall be established annually in the amount of \$250.00 for the central administrative office. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment.

Allowances, responsibility, security and accounting of petty cash funds shall be in accordance with regulations of the Board.

Policy adopted:

*A version from Region 17 to consider.*

## **Business and Non-Instructional Operations**

### **Petty Cash Funds**

In order to facilitate minor purchases, the Superintendent shall establish a small, petty cash fund in each school. Expenditures against the fund must be carefully itemized by the Principals. After a budget item is exhausted, no expenditures against this item may be made even from the petty cash fund.

Policy adopted: February 8, 2000 REGIONAL SCHOOL DISTRICT NO. 17  
Higganum, Connecticut

Another version of this policy, from Ansonia

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

### **Cash in School Buildings**

Money collected by school system employees and by student organizations shall be handled both carefully and quickly, both to demonstrate the ability of school system employees to handle funds and to model appropriate procedures to students.

All monies collected shall be accounted for, and directed without delay to the proper bank for deposit.

In no case shall cash be left overnight in schools except in safes provided for the safekeeping of valuables, and even then no more than \$100 should be left. To avoid any necessity for leaving money in schools overnight, schools shall understand and use procedures for making bank deposits after regular banking hours.

A log shall be maintained at each school requiring two signatures each day the school safe is opened (unlocked) and closed (locked).

*Region #17's regulation.*

## **Business and Non-Instructional Operations**

### **Petty Cash Funds**

### **Imprest Cash Funds**

1. Imprest cash funds shall not exceed \$100 elementary, \$200 middle or high school, and \$150 Central Office.
2. Imprest cash funds are to be used for the following purposes:
  - a. Miscellaneous postage
  - b. Collect deliveries
  - c. Small disbursements, including miscellaneous hardware and cleaning supplies
3. Imprest cash funds **are not** to be used for the following purposes:
  - a. Travel
  - b. Salaries or casual labor
  - c. Telephone
  - d. Loans to staff
4. Imprest funds will be replenished only upon presentation by the school Principal; or Bookkeeper and the Central Office.
5. Imprest funds must be reconciled and accounted for when replacement of the fund is requested or whenever the fund is depleted by approximately 90%
6. Principals are responsible for the funds and shortages of funds.

Regulation approved: February 8, 2000      REGIONAL SCHOOL DISTRICT NO. 17  
Higganum, Connecticut

cps 7/00

*This is an optional "good practice" policy.*

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

### **Monies in School Buildings**

Monies collected by school district employees and by student organizations shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to the students.

All monies collected shall be receipted and accounted for and directed without delay.

In no case shall monies be left overnight in schools except in safes, and even then no more than \$100 should be so kept. All activity funds shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

Policy adopted:

*A succinct version of this policy to consider.*

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

### **Monies in School Buildings**

Other than authorized revolving funds or petty cash accounts, no monies shall be left overnight in any school building except in totally secured safes or vaults.

Policy adopted:

cps 9/15



**PUBLIC SCHOOLS**

**, Connecticut**

**Request For Replenishing of Emergency Cash**

Date of Request:

Location:

Requested By:

Profit Center No.

Date of Expenditure	Supplier	Description	Amount
<b>Total Funds</b>		<b>Expended</b>	
<b>Cash</b>		<b>Unexpended</b>	
<b>Cash</b>		<b>(Over) Short</b>	
<b>Total Emergency Cash Authorized</b>			

Above expenditures totaling \$ \_\_\_\_\_ made on behalf of the Board of Education and requested for replenishment is in order.

\_\_\_\_\_  
Approved By

*A sample regulation to consider.*

## **Business and Non-Instructional Operations**

### **Monies in School Buildings**

1. Everyone is to be discouraged from leaving money, personal or school funds in his/her desk or file cabinet. The District cannot accept the responsibility for the disappearance of such funds.
2. All school funds are to be properly accounted for, including the necessary receipts, deposit slips, bank statements, etc. The prescribed procedure is to make frequent deposits in the approved bank accounts, especially on Fridays and the last business day of the month. No more than \$250 shall remain in the school overnight unless stored in a school vault or safe.
  - a. No new account will be established without the approval of the Superintendent of Schools.
  - b. All monies collected must be deposited in full and a number receipt must be given the depositor.
  - c. All expenditures must be made by a check.
  - d. An invoice must support any checks written.
3. All thefts of money should be reported promptly in writing to the Superintendent or his/her designee.

Regulation approved:  
cps 7/07

*An optional policy to consider.*

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

### **Board of Education Credit Card**

A credit card will be issued only in the name of the Board of Education. The credit card will be under the sole supervision of the Superintendent or the Business Manager, and only expenditures by Board employees to conduct business associated with the school system will be authorized by the Business Manager. The Board of Education credit card shall be used for school business only, not for any personal business. If the Board of Education credit card is used for personal business disciplinary action, which may include termination, will be taken.

Immediately subsequent to the use of the credit card, the Board employee will return the credit card and submit a fully itemized statement of expenses. The Board employee will pay any charges against the credit card not authorized, not properly identified on the statement of expenses, or disallowed following an internal or external audit.

An employee will not use the credit card if any of his/her disallowed charges are outstanding. The Board, Superintendent, or Business Manager has the unlimited authority to terminate the use of the credit card by any employee if there is any suspicion the use of the credit card is being abused in any manner.

Legal Reference: Connecticut General Statutes

10248 Payment of school expenses.

Policy adopted:  
cps 12/03

*An optional policy to consider.*

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

### **Authorization of Signature**

The Superintendent and/or the Director of Financial Services, individually or jointly as may be required, are hereby authorized to execute agreements, to apply for grants or to sign other documents as may be necessary in the normal course of the school system's business, including documents that support the adopted budget or that implement the Board's established policies or programs. This authorization does not extend to those agreements or other documents which require specific, formal approval of the Board of Education and/or the signature of the Board Chairman or other officer of the Board of Education.

To comply with regulations of the State Department of Education, the Board of Education will annually renew this authority, designating by name the individuals holding the positions of Superintendent and Director of Financial Services who are so authorized.

Policy adopted:

cps 9/99