

TRUMBULL PUBLIC SCHOOLS
TRUMBULL, CONNECTICUT

Policy Committee of the
Trumbull Board of Education Regular Meeting

Tuesday, November 9th, 2021 – 5:30 p.m.

MINUTES

- I. Call to Order/Introduction – The meeting was called to order by Mr. Gallo at 5:35 p.m.

Members Present

T. Gallo, Chair of Policy, Vice-Chairman of BOE
M. Ward for M. Petitti, BOE Member
A. Squicciarro, BOE Member
P. Coppola, TAA representative
C. Perrone, parent representative
K. Lynn, parent representative
E. Diaz, parent representative
P. Hendrickson, Business
S. Iwanicki, Ed.D., administrative designee

Members Absent

Edrina Laude, student representative
Eman Seyal, student representative
Roy Fuchs, community
A. Harmon, Trumbull Community Rep.
J. Mastrianni, TEA representative
M. Petitti, BOE Member

- II. Correspondence / Public Comment – Mr. Gallo indicated that he had not received any specifically for this policy meeting.
- III. Approval/Minutes – Meeting 10/12/2021-- Mr. Gallo moved to approve the Minutes from the 10/12/21 meeting. Mrs. Squicciarro seconded the motion. Mr. Gallo and Mrs. Squicciarro approved and Mr. Ward abstained from approval of the minutes.
- IV. Report of New Business/Action Items
- A. Policy CPS3451 Petty Cash
The committee reviewed sample CAFE provide policies regarding petty cash in schools and agreed that \$300 would be more appropriate for petty cash access than \$250. Mr. Hendrickson explained the procedures for petty cash in buildings and that a policy like this will formalize procedures. Dr. Iwanicki projected the draft as the committee chose preferred language for the TPS version of the policy draft and the committee made further suggestions. Mr. Gallo made a motion to bring the Policy CPS3451 Petty Cash as drafted by the committee to the Board for a first reading in December. Mike seconded. The motion was unanimously agreed to.
- B. Policy CPS3450 Monies in Buildings
CAFE provide policies regarding monies in buildings were also reviewed. The committee made note that after dances and fundraising events, it would be particularly important for a policy like to be in place so that it is clear that deposits should be made without delay and/or as soon as possible. Dr. Iwanicki projected the draft as the committee chose preferred language for the TPS version of the policy draft and the committee made further suggestions. Mr. Gallo made a motion to bring the Policy CPS3450 Monies in Buildings as drafted by the committee to the Board for a first reading in December. Mike seconded. The motion was unanimously agreed to.

C. Policy CPS3326.3 BOE Credit Card

Mr. Gallo asked for information regarding how many credit cards are currently in use by the district and Mr. Hendrickson shared while in the past there had been several, there are currently now one two (2) credit cards district-wide. The committee then reviewed the suggested CAGE policies regarding a Board of Education Credit Card. Dr. Iwanicki projected the draft as the committee chose preferred language for the TPS version of the policy draft and the committee made further suggestions. Mrs. Squicciarro suggested that the following lines be added to the draft policy: *“The use of the credit card is not intended to circumvent the Board of Education’s policies and procedures relating to purchasing,”* and *“Board employees with access to and/or using the credit cards shall take all reasonable precautions against damage, loss or theft, which must be reported immediately to the Business Office and to the appropriate financial institutions.”* The committee agreed. Mr. Gallo made a motion to bring the Policy CPS3326.3 BOE Credit Card as drafted by the committee to the Board for a first reading in December. Mike seconded. The motion was unanimously agreed to.

D. Policy CPS3293.1 Authorization of Signature

The last policy reviewed was the Authorization of Signature policy. The committee again reviewed several versions of the policy provide by CAGE and agreed that the direct language provided would be best. Dr. Iwanicki projected the draft as the committee chose preferred language for the TPS version of the policy draft and the committee made further suggestions. Mrs. Squicciarro suggested that language should be added specifying that the Superintendent and Business Manager cannot sign for business regarding certain transactions without the Town of Finance’s approval. It was noted that the Town of Trumbull has separate policies that are followed and that certain decisions are entrusted to the Superintendent. Authorization of Signature policies were reviewed in a few other towns and it was noted that while Town of Finance approval is not present in area districts, perhaps more investigation needs to be done before moving forward. Mr. Gallo made a motion to table the policy while we research more language regarding the relationship between the Town of Finance and this policy. Mr. Ward seconded. The motion was unanimously agreed to.

Adjournment

Mr. Gallo moved to adjourn the meeting at 6:50 p.m.; Mr. Ward seconded. The motion was unanimously agreed to.

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

P3451/Petty Cash

SECTION: **3000**
CATEGORY: **Business & Non-
Instructional Operations**
POLICY CODE: **P3451/Petty Cash**

PETTY CASH

Policy Statement

Petty cash funds shall be established annually in the amount of \$300.00 for the central administrative office and all other Trumbull Public Schools. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Expenditures must be logged on the form provided by the TPS Business Department. Allowances, responsibility, security and accounting of petty cash funds shall be in accordance with policies and procedures of the Trumbull Public Schools Board of Education.

Adopted: 12/14/2021

P3450/Cash in School Buildings

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 3000
CATEGORY: Business & Non-
Instructional Operations
POLICY CODE: P3450/Cash in School Buildings

CASH IN SCHOOL BUILDINGS

Policy Statement

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.

Other than authorized revolving funds or petty cash accounts, no monies shall be left overnight in any school building except in secured safes or vaults. To avoid any necessity for leaving money in schools overnight, school representatives shall understand and use procedures for making bank deposits after regular banking hours.

Adopted: 12/14/2021

P3326.3/Board of Education Credit Card

SECTION: **3000**
CATEGORY: **Business & Non-
Instructional Operations**
POLICY CODE: **P3326.3/Board of
Education Credit Card**

BOARD OF EDUCATION CREDIT CARD

Policy Statement

Any credit card(s) issued for use by the Trumbull Board of Education will be under the sole supervision of the Superintendent or the Business Administrator. Only expenditures by Board employees to conduct business associated with the school system will be authorized by the Superintendent or the Business Administrator. 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. The Board, Superintendent, or Business Administrator 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.

The use of the credit card is not intended to circumvent the Board of Education's policies and procedures relating to purchasing.

Board employees with access to and/or using the credit cards shall take all reasonable precautions against damage, loss or theft, which must be reported immediately to the Business Department and to the appropriate financial institutions

Adopted: 12/14/2021

Reference: Connecticut General Statutes § 10-248 Payment of school expenses

P3293.1/Authorization of Signature

SECTION: **3000**
CATEGORY: **Business & Non-
Instructional Operations**
POLICY CODE: **P3293.1/Authorization of
Signature**

BOARD OF EDUCATION CREDIT CARD

Policy Statement

The Superintendent and/or the Business Administrator, 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 designated 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 Business Administrator who are so authorized.

Adopted: **TABLED FOR FURTHER REVISION**