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2300 - BUSINESS MANAGEMENT

2305

BUILDINGS AND GROUNDS MANAGEMENT

2305

1. **Insurance Program**

It is the policy of the District that all the property and personnel of the District shall be covered by a comprehensive plan of insurance including casualty, liability, fire insurance, etc.

In setting the amount of coverage, the Board shall follow wherever possible, the recommendations of the insurance underwriters.

The Board shall periodically invite bids for its insurance program on the basis of specifications provided by the Superintendent/designee.

2. **Safety**

It shall be the policy of the Board to take every reasonable precaution for the safety of the students, employees, visitors, patrons, and all others having business with the District. The Board believes that safety is important to everyone concerned with the schools not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

Each Principal is responsible for the supervision of the safety program for his/her school, and the supervisor of the safety program for the entire District is the responsibility of the Superintendent/designee.

Each Principal, with the Director of Buildings and Grounds and Lead Custodian, shall periodically conduct safety inspections of the school and grounds and submit reports to the Superintendent of Schools or designee. Reports shall be submitted to the School board when appropriate or upon request.

Unsafe conditions shall be reported to the appropriate contact at each school immediately. If the conditions present an immediate threat to the safety of staff, students, or the public, the person notified will take reasonable steps to prevent injuries until the appropriate personnel arrive. All injuries reported as a result of slip, trip, and fall related incidents will be documented in the Slip, Trip, and Fall Log kept at the Superintendent's Office. Each incident will be reviewed by the Principal and forwarded to the SAU for entry into the log. The log itself will be reviewed, at least quarterly, by the appropriate Principal/designee, building and grounds supervisor, and/or the Joint Loss Management Committee (JLMC).

3. **Security**

The Director of Buildings and Grounds after consultation with the Building Principal, shall be responsible to establish and maintain a procedure which will assure building security after regular school hours.

4. **Cleaning Programs**

An effective cleaning program is important to prevent deterioration of the school buildings and grounds. It is the responsibility of the Director of Buildings and Grounds to coordinate an efficient cleaning program.

5. **Repairs**

It is the policy of the Board that the Business Administrator shall prepare and keep up to date with the Director of Buildings and Grounds in consultation with Building Principals, a continuous program of repairs and maintenance of buildings and grounds. Each year prior to the preparation of the budget, the Business Administrator shall submit to the Superintendent a recommended program of repairs and maintenance for the next fiscal year. Upon adoption and financing of this annual program, he/she shall proceed with plans and specifications for all projects requiring public bidding of contracts and with the program of work on all other items.

6. **Emergency Repairs**

Should an emergency occur which might endanger the safety of students and/or employees or impair the functioning of the school, the Building Principal shall notify the Superintendent who will assume the responsibility for initiating proper action.

7. **Air Quality on School Property**

The Superintendent/designee shall establish procedures to eliminate and/or minimize the effect of emissions from buses, cars, and other motorized vehicles upon students and school employees. Anti-idling and clear air measures established by state and federal environmental services shall be taken into account.

The Superintendent/designee shall make a good faith effort to evaluate physical conditions that can impact indoor air quality, including general cleanliness, ventilation, moisture control, and chemical use and storage. A checklist developed by the Department of Education shall be completed and filed annually with the Department. The Superintendent/designee who has conducted said report under RSA 200:11 shall be immune from civil liability.

RSA 200:48
RSA 200:11-a

Adopted: 3/1995
Revised: 11/2006, 5/2011

1. **Insurance**

It is the policy of the Board that all equipment and supplies shall be insured as a part of the District's comprehensive insurance plan.

2. **Use of Equipment**

It is the policy that only authorized personnel shall use computer, audiovisual, or power equipment and shall operate the equipment at all times in adherence with the strictest of safety precautions.

3. **Inventory, Ordering, and Purchasing Equipment and Supplies**

The District shall ensure efficient methods of taking inventory and ordering equipment and supplies. Each Building Principal and district-wide Program Director shall then be responsible for taking a complete inventory of all equipment and supplies for which he/she is responsible and submitting purchase requisitions as necessary.

4. **Equipment Maintenance**

All in-service equipment shall be maintained in a safe operating condition. Equipment known not to be in a safe operating condition shall be tagged as out-of-service.

Adopted March 1989

Revised 11/06

1. Contracted Services

Student transportation to and from school is provided through contracted services in accordance with bid specifications. The Superintendent/designee is responsible for the preparation of the specifications for contracted transportation services and to have the services put out to bid. All contracted buses shall be maintained and inspected as required by the laws and rules of the State of New Hampshire.

2. Scheduling and Routing

The scheduling and routing of the contracted buses is the responsibility of the Business Administrator/designee. Each year, prior to the opening of school, he/she shall meet with the contractor to determine the routes and time schedules, taking into consideration primarily the safety and well-being of the students. He/she will also coordinate for scheduling of buses with the opening and closing of all schools to obtain maximum efficiency in the use of the buses. Pupils attending private schools, up to and including the twelfth grade, shall be entitled to the same transportation privileges within the District as are provided for pupils in public schools. The final determination of schedules and routes shall be vested in the School Board through the Superintendent/designee.

The Milford School District provides student transportation in accordance with the laws and rules of the State of New Hampshire. Kindergarten students are provided transportation to school for the morning program and from school for the afternoon program; mid-day transportation is the responsibility of the parent(s)/legal guardian(s). Full Day students through grade 5 are provided transportation to and from school. Students in grades 6 through 12 who live at least one and one half (1 ½) miles from school are provided transportation to and from school.

Kindergarten, Readiness, and first grade students may not be discharged from afternoon buses unless:

- Child is met by a parent or guardian;
- Child is to be met by another adult when a parent/guardian has provided signed, written instruction;
- Child is released with or met by an older sibling (2nd grade and above) when a parent/guardian has provided signed, written instruction;
- A parent/guardian has provided signed, written instruction that the child is to be released to walk to his/her destination alone from the bus stop;

Any person meeting a Kindergarten, Readiness, or first grader who is not known to the bus driver may be required to show identification to the driver.

3. Use of Bus Video/Audio Recorders

Video cameras may be used on school buses to monitor student behavior. Audio recordings in conjunction with video recordings may also be captured on school buses, in accordance with the provisions of RSA 570-A:2.

Notification of such recordings is hereby established in this policy. The superintendent/designee will ensure that there is a sign prominently displayed on the

school buses informing the occupants of the school buses that such video and audio recordings are occurring.

The Superintendent is charged with establishing administrative procedures to address the length of time the recording is retained, ownership of the recording, limitations on who may view and listen to the recording, and provisions for erasing or destroying the recordings.

All recordings shall be retained for a period not to exceed ten (10) days, unless the Superintendent determines that the recording is relevant to a disciplinary proceeding.

Recordings may be reviewed only by the following persons and only after expressly authorized by the Superintendent/designee.

- Superintendent/designee
- Business Administrator
- Building Administrator
- Law Enforcement Officers
- Transportation Contractor Official
- Parents

Parents of a student against whom a recording is being used as part of a disciplinary proceeding will be permitted to listen to the recording.

In the event a video recording is used as part of a student discipline proceeding, such video may become part of a student's educational record. Should the parents/guardians wish to view the video recording as part of a subsequent disciplinary hearing, the superintendent/designee shall take steps to ensure that the privacy rights of other students on the bus, whether involved in the disciplinary incident or not, are protected.

4. Transporting Ill Students

It is the responsibility of the parent to provide transportation for children sent home because of illness. In instances when a parent or legal guardian is not available to provide transportation for an ill child, a person or persons duly authorized by the parent or legal guardian may transport the child.

5. Emergency Transportation

When an immediate response is needed, particularly when time is of the essence, transportation will be at the discretion of the Building Principal/designee. If a student requires transportation by ambulance, the cost of the ambulance service will be the responsibility of the parents.

6. Use of Private Vehicles to Transport Students

6.1 District employees who are not employed primarily to transport students may drive students to and from school-related functions only during regular school hours in a district-owned or private vehicle only with the prior written permission of the Superintendent/designee and only if employees are not reimbursed for any associated expenses. District employees including paid coaches, officials and advisors, may not

drive students before or after regular school hours unless they meet the requirements of federal and state regulations and other applicable school district policies, as well as receive prior written permission of the Superintendent /designee.

Individuals requesting permission of the Superintendent/designee must submit the following with their written request:

1. An insurance certificate indicating current automobile insurance coverage limits of not less than \$100,000 per person, \$300,000 per accident liability; \$100,000 property damage; and \$5,000 medical payments. The certificate must clearly indicate that the vehicle that will be utilized in the transport is covered on the policy. In lieu of a certificate of insurance, an insurance policy declaration page containing this information is acceptable.
2. A written acknowledgement signed and dated by the employee, and the owner of the insurance policy if the policyholder is not the employee, indicating the employee/policyholder fully understands that by NH law, their insurance is primary.
3. Valid operator's license for each person who will be driving.
4. Valid registration for the vehicle to be utilized in the transport.
5. Proof of current inspection of the vehicle to be utilized in the transport.
6. Written permission of the employee's principal or supervising administrator.
7. Permission may be requested for a series of events and/or for like reasons over an extended period of time.

6.2 Except as provided in Section 6.1 above or in cases of emergency, individuals not specifically contracted by the district to transport students, including but not limited to private citizens; parents/guardians; students; unpaid coaches, officials and advisors; and volunteers who provide transportation to and/or from school, field trips, athletic events, or any school function whatsoever, without the prior written authorization of the Superintendent/designee, do so at their own risk, expense, and liability.

Individuals requesting permission of the Superintendent/designee must submit the following with their written request:

1. Documentation that a criminal records check has been completed.
2. An insurance certificate indicating current automobile insurance coverage limits of not less than \$100,000 per person, \$300,000 per accident liability; \$100,000 property damage; and \$5,000 medical payments. The certificate must clearly indicate that the vehicle that will be utilized in the transport is covered on the policy. In lieu of a certificate of insurance, an insurance policy declaration page containing this information is acceptable.
3. A written acknowledgement signed and dated by the employee, and the owner of the insurance policy if the policyholder is not the employee, indicating the employee/policyholder fully understands that by NH law, his/her insurance is primary.
4. Valid operator's license for each person who will be driving.
5. Valid registration for the vehicle to be utilized in the transport.
6. Proof of current inspection of the vehicle to be utilized in the transport.
7. Written permission of a parent/guardian of each student being transported, except the individual's own children, indicating the following:
 - a. Student's name
 - b. Student's address and home phone number

- c. Dates of transportation
 - d. Departure and destination locations
8. Permission may be requested for a series of events and/or for like reasons over an extended period of time.

No student shall be sent on school errands using any automobile.

Legal Reference:

RSA 189:6, 189:8, 189:9, 570-A: 2, 200:37, 263:29

Adopted: 8/98, 2/73

Revised: 10/73, 8/76, 5/77, 3/89, 3/95, 11/06, 4/11, 1/13

In order to ensure the safety of students while being transported on school vehicles, the Board requires the following of school bus drivers transporting Milford students. These requirements shall be included within any District contractual agreement with school bus vendors.

1. Medical Examinations

In accordance with RSA 200:37, before employing any person as a school bus operator, directly or through a vendor, the District shall require that such person submit a certificate signed by a licensed physician setting forth the physician's findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such certificate shall be submitted to the District prior to the commencement of such employment. The District shall require physical examinations of operators and submission of certificates every two years, and, for drivers age 70 and over, an annual examination along with submission of certificates.

2. School Bus Driver Certificates

No person shall be employed as a school bus operator, directly or through a vendor, unless the person has received a School Bus Operator's Certificate from the NH Department of Motor Vehicles as required by RSA 263:29.

3. Criminal Background Investigation

Before employing any person as a school bus operator, directly or through a vendor, the District shall require a criminal background investigation as set forth in RSA 189:13-a.

4. Mandatory Drug and Alcohol Testing

In compliance with the United States Department of Transportation's Title 49 Code of Federal Regulations, Part 391, all Commercial Driver License (CDL) holders and personnel performing safety-sensitive inspections related to the transportation of students will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the tests shall conform to the requirements of 49 C.F.R Part 40. The term CDL Holder refers to someone who is required, as part of their job duties, to hold a Commercial Driver's License. The term safety-sensitive function refers to all tasks associated with the operation and maintenance of commercial vehicles. For purposes of this policy, a commercial vehicle is any vehicle capable of carrying 16 or more passengers, including the driver.

If the District employs bus drivers directly, the District will ensure compliance. If the District contracts with a vendor for student transportation, the vendor shall provide an annual written assurance of compliance to the District.

Drug and alcohol testing includes pre-employment, random, reasonable suspicion, and post-accident testing as defined by Department of Labor regulations. Any person having a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 or greater will be terminated from employment.

5. Other

Drivers shall comply with all other regulations as described in Milford School District policy and handbooks. The District reserves the right to remove any driver at any time if the District determines it to be in the best interests of the District.

References:

RSA 200:37, Medical Examination of Bus Drivers

RSA 263:29, School Bus Driver's Certificate

RSA 189:13-a, Background Investigations

49 C.F.R, 40.1-40.13 (2001), Transportation Workplace Drug Testing

49 C.F.R, Part 391 (1995), Qualifications of Drivers

Adopted: 10/2010

1. Menus

Menus will be prepared in accordance with all New Hampshire and Federal rules and regulations.

2. Sanitation

It shall be the responsibility of the Superintendent/designee to maintain proper sanitation and health standards in the storage, preparation, and serving of foods in conformance with all applicable Federal, State and Local laws and regulations.

3. Physical Examinations

All School Lunch Service employees are required to have a complete physical examination prior to employment, and thereafter as may be required by the District.

4. Distribution of Food

All food, which has not been sold and distributed as prescribed by law during the school lunch schedule, is not to be carried or sent home by any District or Food Service employee. School District personnel shall not be permitted to purchase left-over food.

5. Lunch Payments

The Superintendent/designee shall ensure that all students have access to a healthy school lunch in accordance with RSA 189:11-a. The parent or guardian of all accounts with a negative balance will be notified on a weekly basis by email or other means informing them of the amount due on an account. Arrangements can be made at the individual schools to bring the account(s) current. If a family is having financial difficulty in bringing an account current, they will be assisted in applying for free or reduced meals and in making acceptable payment arrangements. Applications for Free & Reduced School Breakfast and Lunch can be submitted to the cafeteria at any time during the school year. School personnel are available to assist in filling out the application.

6. Discrimination

In accordance with Federal civil rights law and the U.S. Department of Agriculture (USDA) civil rights regulations and policies, institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. The full non-discrimination statement can be found on the District's website. To file a complaint of discrimination, please see School Board Policies 2404, 2422 or 3575, and visit the USDA Program Discrimination website or any USDA office, or write a letter addressed to the USDA. Contact information for the USDA can be found on the District's website or the USDA website at <http://www.usda.gov>.

Adopted: 2/1973,

Revised: 6/1975, 3/1989, 11/1996, 11/2006, 08/2016

Checks drawn on the general fund or any special fund (with the exception of the individual school activity funds) require the approval of manifests by the members of the School Board Finance Committee and the signature of the School District Treasurer or Deputy School District Treasurer.

Checks issued by the District will be sequentially numbered.

Adopted: 5/2012

Legal References: RSA 197:23-a, Treasurer's Duties

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that achievement of the District's purposes requires excellent fiscal management. Further, the Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, State, and Federal funds allocated for use in public education, the Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

In the District's fiscal management, the Board seeks to achieve the following goals:

1. To engage in thorough advance planning, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To establish levels of funding which will provide high quality education for the District's students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.
6. To communicate noteworthy cost-controlling decisions to the public and press.

The adopted annual school budget is the financial outline of the District's educational program; it is the legal basis for the establishment of tax rates. The annual school budget process is an important function of school district operations and should serve as a means to improve communications within the school organization and with the residents of the community.

The Superintendent will be responsible for preparing and presenting the annual school budget to the Board for adoption. The Board expects the Superintendent to work closely with the principals and other administrators in their respective areas in studying the needs of the schools and in compiling a budget to meet those needs. The administrators are expected to confer with appropriate staff in getting budgetary requests and information on requirements.

The School Board will adopt guidelines in a timely manner to govern budget development. Budget planning will be related to the goals and objectives of the district and its programs. It should include an assessment of existing programs and an examination of alternative program possibilities.

The budget proposal must be within the parameters of Board policy and include provisions for:

1. Programs to meet the needs of the entire student body.
2. Staffing arrangements adequate for proposed programs.
3. Maintenance of the District's equipment and facilities.
4. Efficiency and economy.

Upon receipt of the Superintendent's recommendations the Board will schedule meetings on the budget to receive in-depth information with regard to budget items prior to specific action by the Board. The Budget Committee will be invited to these meetings.

1. **Budget Implementation**

The District budget serves as the control to direct and limit expenditures. Overall responsibility for this control rests with the Superintendent, who will establish the procedures for budget control and reporting throughout the District.

The total amounts which may be expended during the fiscal year for the operation of the school system are set forth in the budget.

The School District Treasurer is not permitted to honor any invoice against the School District that is in excess of adopted appropriation per RSA 32, except as may be authorized by existing law. (Ref: RSA 32:10, 10-a)

2. **Budget Recommendations/Hearings/Adoption**

The budget will be made available to the press, the public, and the Budget Committee at the same time the Superintendent presents the budget to the School Board. It is the intent of the School Board to have the budget information disseminated so the public and Budget Committee may review it several weeks prior to any public hearing.

The annual budget will be adopted by a majority vote of the voters present and voting at the annual district meeting and at any special district meeting. (Ref: RSA 32:5)

3. **Audits**

Good business practice requires that an annual audit be made by a certified public account. Such an audit will be made in accordance with RSA 197:25.

The auditors shall carefully examine the accounts of the treasurer and school board at the close of each school year, and at other times whenever necessary, and report to the district whether the same are correctly cost and properly vouched.

4. **Taxing and Borrowing Authority/Limitations**

No funds will be borrowed without the expressed approval of the School District electorate as determined by a vote of the School District at an annual or Special School District Meeting in accordance with the Municipal Finance Act, RSA Chapter 33.

5. **Funding Proposals and Applications**

The School Board is to be kept informed of all possible sources of State, Federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

The Warrant for the March 1994 Annual School District Meeting included an Article 8 which was moved, seconded and passed on a voice vote. This Article was adopted indefinitely until specific rescission of such authority. Warrant Article 8 read as follows: To see if the School District will vote to authorize the School Board to apply for, accept, and expend money from any source which becomes available during the fiscal year in

accordance with RSA 198:20b. Shall the School District accept the provisions of RSA 198:20b providing that any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept and expend, without further action by the school district, money from a State, Federal, or other governmental unit or a private source which becomes available during the fiscal year.

6. **Fiscal Year**

The fiscal year is defined as beginning on the first day of July and ending on the thirtieth day of June following.

Adopted: 3/95

Revised: 11/06

The School Board authorizes the School District Treasurer, working in conjunction with the Superintendent/designee and pursuant to RSA 197:23, to invest the funds of the District subject to the following objectives and standards of care.

OBJECTIVES:

The three objectives of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

STANDARDS OF CARE:

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent/designee involved in the investment process, shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officer Association's Recommended Practices and Policy Statements Related to Treasury and Investment Management, as a guide to the prudent investment of public funds.
2. Conflict of Interest. Officials involved in the investment process shall not engage in or have a financial interest in any activity or investment that could conflict with or could create the appearance of conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials, Auditors and School Board Members shall disclose to the School Board any material, personal, business-related, or financial interests in financial institutions that conduct business with the district, and they shall further disclose any material financial relationships or business responsibilities that could be related to the impartial management of the District's financial assets. Where conflicts of interest or the appearance of conflict of interest cannot be avoided through policies or procedures approved by the School Board, affected official(s) shall recuse themselves from subject decisions.
3. Internal Controls. The District Treasurer and Superintendent/designee shall establish a system of internal controls which shall be documented in writing. The

internal controls shall be reviewed periodically by the School Board and an independent auditor.

The investment of funds is delegated by the School Board to the District Treasurer.

The Board will, at least annually, review and adopt the investment policy.

Reference: RSA 197:23-a, Treasurer's Duties
RSA 383:22, Public Deposit Investment Pool
RSA 386:57 Collateralization of Funds

Adopted: 6/2009

The Superintendent/designee shall ensure that the application and receipt of both competitive and entitlement federal funding is consistent with both the mission of the School District and goals of the School Board. Application for competitive and entitlement funding that encumbers the District for future staffing costs and/or significant maintenance issues shall be submitted to the School Board for approval.

Adopted: 1/1975

Revised: 1/2010

The Milford School Board welcomes donations to the District. Individuals or groups contemplating presenting a gift, or monetary donation to the school via a private donation or through crowd source funding websites, to a school or the District shall discuss the appropriateness of the gift in advance with the Building Principal or the Superintendent.

The School Board delegates the responsibility for acceptance of non-financial donations, to the Superintendent. This delegation includes the determination as to whether or not a specific donation is appropriate and/or useful and also includes the right to reject donations deemed unsuitable.

The School Board will consider for acceptance donations recommended by the Superintendent, pursuant to RSA 198:20b. Contributions of equipment or services that may involve major costs for installation or maintenance, initial or continuing financial commitments from the District, or other contractual obligations shall be presented by the Superintendent of Schools to the School Board for consideration. Information about the contribution shall be presented, in writing, to the School Board at one meeting and voted on at a subsequent meeting no less than two weeks later.

Upon acceptance, all gifts shall become the property of the Milford School District. At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift. The District will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the District of a commercial product or business enterprise or institution of learning. The use of donated items shall be subject to the same controls and regulations governing the use of other similar school-owned property. The District may dispose of such gifts at its discretion at any time.

Ref: 198:20b

Adopted: 11/1976

Revised: 6/1994, 9/1999, 6/2010, 12/2015

The Milford School District purchases supplies, equipment and services necessary to support its educational programs. The District is charged with the responsibility to provide the highest quality products and services at the optimum value and service level.

A successful purchasing program depends upon a partnership of the District's Business Office staff, the administration of each school and our suppliers of goods and services. The District and its vendors must share the following philosophy:

Every purchase must maximize the value of the District's resources through timely delivery of competitively priced, quality materials and services.

Only by working together will the District and its vendors assure mutually beneficial business relationships.

1. Purchasing Policy

The function of purchasing is to support the educational program by procuring necessary supplies, equipment and services.

The School Board declares its intention to purchase competitively, without prejudice and to see maximum educational value for every dollar expended.

The School Board assigns the Superintendent the responsibility for implementing the purchasing policy. The primary objectives governing this responsibility are that all purchases fall within the framework of the policy and of the budgetary limitations, and that they be compatible with the approved educational goals and programs of the District.

Purchasing procedures consistent with appropriate local, state and federal statutes, and sound financial management will be developed by the Superintendent/designee.

The acquisition of supplies, equipment and services will be centralized in the District's Business Office, with the cooperation of the administration of each school.

2. Cooperative Purchasing

The Board, at its option, will join in cooperative purchasing with other school districts and the town, through the Board of Selectmen, to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

3. Local Purchasing

It shall be the policy of the school district to purchase locally, provided goods of equal quality, and at competitive prices, are available from local suppliers. The District is not required to purchase any item locally that can be secured at a saving to the school district from outside sources, nor shall he/she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

4. Bidding Requirements

All contracts for, and purchases of: supplies, materials, equipment, and contractual services, for a single purchase order or for a related group of purchase orders, in the amount of \$3,000.00 or more will be based, when feasible, on at least two competitive bids or quotations.

All contracts for, and purchases of: supplies, materials, equipment, and contractual services, for a single purchase order or for a related group of purchase orders, in the amount of \$5,000 or more will be based, when feasible on at least three competitive bids or quotations unless waived by the School Board.

All contracts for, and purchases of supplies, materials, equipment, and contractual services for a category of items that in aggregate will result in anticipated total spending of \$10,000 or more during a school year, will be based, when feasible, on at least three competitive bids or quotations unless waived by the School Board.

Special arrangements may be made for ordering perishable and emergency supplies or repairs.

When bidding procedures are used, bids shall be advertised appropriately, including in local / community newspapers. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. The Board reserves the right to waive any formalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder.

The bidder to whom the award is made may be required to enter into a written contract with the district which may require bonding, security deposit, and retainer.

The Superintendent shall have the authority, on behalf of the School Board, to accept bids less than \$20,000.

Adopted 7/85

Revised 3/89, 5/90, 3/95, 2/98, 9/99, 11/01, 12/06, 10/15.

Upon approval from the Superintendent/designee, permission shall be granted to employees to travel at District expense on school business. The Superintendent shall establish procedures for reimbursement in order to insure efficient practices.

A. Definitions:

In-District Location: any location within the town of Milford to which employees travel to conduct business on behalf of the School District.

Temporary Place of Business: a location outside the town of Milford to which employees travel to conduct business on behalf of the School District.

B. Mileage Reimbursement:

Any employee wishing to be reimbursed for mileage expenses incurred under this section must complete a Monthly Request for Travel Reimbursement Form (T2A) containing a compilation of expenses incurred. Requests for mileage reimbursement shall be submitted in a timely fashion, and no later than the conclusion of the fiscal year.

Travel reimbursement for use of private transportation is at the rate established by the Internal Revenue Service and shall be subject to the following conditions:

Non-Reimbursable Expenses

- Commuting Expenses: No employees shall be reimbursed for the cost of traveling between home and any in-district location, unless such reimbursement is allowed as part of a negotiated agreement with a bargaining unit.

Reimbursable Expenses

- Limitations: All mileage expense reimbursement shall be limited to the direct travel distance between two locations.
- In-District Locations: Employees may be reimbursed for mileage expenses incurred traveling between two in-district locations to perform school district business. The Superintendent/designee shall maintain and disseminate a chart showing the mileage between the various schools and school-related facilities.
- Temporary Place of Business: Employees may be reimbursed for mileage expenses incurred traveling between an in-district location and a temporary place of business to perform school district business or between their home and a temporary place of business to perform school district business as follows:

The District will pay mileage reimbursement for the lesser of the following:

- Miles traveled from an employee's place of work to the temporary place of business and back.
- Miles traveled from an employee's home to the temporary place of business and back.

For mileage reimbursement, employees shall attach a printout of the directions and trip distance to support all out-of-district travel.

C. Conferences, Seminars, Workshops:

Upon approval from the Superintendent/designee, permission shall be granted to employees to attend work-related conferences, seminars, or workshops at District expense.

Any employee wishing to be reimbursed for expenses incurred under this section shall complete a Travel Approval/Reimbursement Form (T1/T2) and submit it, for approval using the following procedure:

1. Prior to Travel:
Complete part A of the Request for Travel Approval/Reimbursement Form (T1/T2), and the estimated expense column prior to the meeting date. Submit to your Principal or immediate supervisor for approval and signature. The Principal will forward to the SAU for the Superintendent/designee's pre-approval. When pre-approved, the T1/T2 form is returned to the employee. Travel that has not been pre-approved may not be eligible for reimbursement.
2. After Travel:
Complete the actual expense column on the T1/T2 form after the event, attach receipts, and the certificate of attendance, and forward to the SAU for final approval and payment. This shall be completed within sixty (60) days following the event or reimbursement may not be granted.
3. All receipts must be original, itemized receipts from the hotel, restaurant, or other venue. Credit card receipts alone, without itemization, shall not be accepted. Receipts may not be shared – each individual must request his/her own receipt(s). If the meeting involved multiple days, employees are to complete an Itemized List of Costs form, as included in the Professional Development Plan, and submit to the SAU along with the Request for Travel Approval/ Reimbursement Form (T1/T2).
4. Reimbursement for meals is capped at \$35 per person per day. Gratuities may be included in the meal reimbursement but shall not be reimbursed for more than 15% of the bill, unless a higher amount is automatically applied by the restaurant. This meal reimbursement shall only apply for meals and non-alcoholic beverages and shall not include incidentals, entertainment, or personal expenses.
5. For mileage reimbursement, employees shall attach a printout of the directions and trip distance to support all out-of-district travel. Mileage reimbursement for conferences and workshops is the same as mileage reimbursement in Section A (above).
6. Travel reimbursement forms shall not include any pre-paid expenses covered by the District. (eg. registrations paid in advance by purchase order)
7. If an employee chooses not to attend a District pre-paid, pre-registered workshop, s/he will be required to reimburse any costs incurred by the District.

Adopted: 10/01
Revised: 12/06, 2/13

The School District Treasurer and Deputy Treasurer, and any other individuals designated by the State of New Hampshire, shall be bonded as required by New Hampshire law. The District will arrange a Public Officials Bond to cover the identified individuals, if any, at the amounts designated by the State of New Hampshire, and including a faithful performance endorsement.

Adopted: 5/2012

Legal Reference: RSA 197:22