

SECTION D-FISCAL MANAGEMENT

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FISCAL MANAGEMENT GOALS

As the trustee of local, state, and federal funds allocated for use in public education, the School Committee will use these funds wisely in pursuit of the district's goals.

The quantity and quality of the district's educational programs are dependent on the effective, efficient management of allocated funds. Achievement of the district's purposes can best be achieved through excellent fiscal management. It is imperative that the educational program be held of paramount importance. Decisions made due to resource limitations must center on the educational goals of the district. The prioritization will be incorporated into all aspects of district management and Committee decision making.

Regarding the district's fiscal management, it is the Committee's intent:

1. To allocate public funding, centering equity while achieving the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets.
3. To advocate for levels of funding that will provide high quality education for all students.
4. To support the use of the best techniques for budget development and management.
5. To provide timely and appropriate information to the community.

SOURCE MASC 2021

First Reading: February 15, 2023

Second Reading: March 1, 2023

ANNUAL BUDGET

The annual budget is the financial expression of the goals of the School Committee in meeting the needs of all students. The budget then requires an orderly and cooperative effort by the Committee, the staff, and the community to achieve the goals of the district.

Public school budgeting is regulated and controlled by legislation, state regulations, and local School Committee policy. The operating budget for the school district will be prepared and managed in line with the above.

In developing a budget, care shall be taken to make all presentations and documents associated with the budget clear and accessible to the members of the School Committee, to the municipal officials, and to the general public.

The budget shall be in compliance with the foundation budget. It is acknowledged that the foundation budget reflects the minimum recommended spending for a District, and excludes transportation costs, debt service costs, and costs associated with the acquisition of fixed assets. The aforementioned items must, therefore, be budgeted in addition to the foundation budget, and funds to support those expenditures must be raised from the community, after the use of any offsetting revenues received from the state.

The Superintendent will serve as budget officer but may delegate portions of this responsibility to members of their staff, as they deem appropriate. The three general areas of responsibility for the Superintendent as budget officer are budget preparation, budget presentation, and budget administration.

A budget is a spending plan which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

Annual budgets for each school operated by the District shall be developed with input from the School Site Council and shall reflect the priorities established in the annual school improvement plan.

SOURCE: MASC 2021

LEGAL REFS.: M.G.L. 71:34; 71:37 and 71:38N

First Reading: February 15, 2023

Second Reading: March 1, 2023

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date.

Whatever dates are assigned, the final date for the submission of the budget to the Select Board will be arranged cooperatively with the School Committee and finance committee. The Select Board has authority to impose a date as early as December 1.

In reaching its decision on the budget amount that it will submit to the Select Board, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

LEGAL REFS.: M.G.L. 71:38N

SOURCE: MASC 2021

First Reading: December 21, 2022

Second Reading: January 11, 2023

BUDGET PLANNING

A major portion of income for the operation of the Milton Public Schools is derived from local property taxes, and the School Committee will, consistent with its statutory authority and obligations, use its best efforts to protect the valid interest of the taxpayers.

A sound budget development process must be established to ensure that the annual operating budget accurately reflects the District's goals. The budget is a financial planning tool that grounds itself in careful analysis of student achievement, enrollment, mandated services, and community values to allocate resources towards the goals set by the Committee. The first priority in the development of an annual budget will be the educational welfare of the children in our schools.

The budget document shall reflect all sources of revenue. It shall clearly explain how those funds will be used. In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all students;
3. Use the best available techniques for budget development and management;
4. Afford ample opportunity to discuss the potential financial impact of proposed new programs and procedures; and
5. Develop a multi-year plan which shall include financial projections in anticipation of resources which may be necessary to meet the educational goals of the school system.

The Superintendent will have the overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar which will be shared publicly with the community. Such calendar will take into consideration the requirement that School Site Councils are to be consulted in developing school budgets.

SOURCE: MASC 2021

First Reading: February 15, 2023

Second Reading: March 1, 2023

BUDGET PROCESS

It is the responsibility of the Milton School Committee to explain to the public in a clear and understandable manner the objectives and needs of the Milton Public Schools so as to encourage support of an educational system which is capable of providing all children with equal and suitable educational programs.

The financial condition of the school system, along with its needs and goals, will be communicated on a regular basis to the citizens through an ongoing public information program. Prior to any public hearing regarding the public consideration of an operating budget, the School Committee shall cause such proposed budget to be made available publicly to the press, on the Milton Public Schools' Website and by such other methods of dissemination as the School Committee may deem appropriate, at least one week prior to any scheduled hearing.

The annual operating budget, as finally approved by the School Committee shall be published and distributed to:

- The School Committee Members
- The Select Board
- The Town Administrator
- The Warrant Committee Members
- The Town Accountant
- The Milton Public Library
- The Local Press
- The Milton Public Schools' Website

Although the Annual Town Meeting has the responsibility of approving the aggregate authorized expenditures for the Milton Public Schools, it can neither increase nor decrease individual line items of the school budget as adopted and presented by the School Committee.

LEGAL REF: M.G.L. 71:34; 71:38N

REC'D: NESDEC

Original Adoption: February 7, 2006

Revised and Readopted: February 26, 2020

BUDGET ADOPTION PROCEDURES

The district budget is adopted by the School Committee at the cost center level. Cost centers should represent appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day-to-day work. Cost Centers will be agreed upon by the Committee and administration.

All revenue sources are subject to adoption by the School Committee. The budget is adopted by a simple majority.

Authority for adoption of the final school budget bottom line lies with the citizens who comprise, and who are entitled to vote at the town meeting. The school budget is presented as part of the total town budget for action at the annual town meeting.

SOURCE: MASC 2021

LEGAL REFS.: M.G.L. 71:34

Cross Reference: DBJ

First Reading: February 15, 2023

Second Reading: March 1, 2023

BUDGET IMPLEMENTATION/ TRANSFER AUTHORITY

The budget serves as a benchmark upon which expenditures are controlled. Overall responsibility for such control rests with the Superintendent, who shall establish, subject to such policies as may be established by the School Committee, the procedures for control and reporting of expenditures consistent with the budget as approved by the School Committee.

The total amounts which may be expended during the fiscal year for the operation of the Milton Public Schools are set forth in the annual operating budget. The total amount budgeted for each identified category within the annual operating budget is the maximum amount that may be expended during the fiscal year with respect to such categories, except as a transfer of funds is authorized by the School Committee or by the Superintendent, as applicable.

In keeping with the need for periodic reconciliation of the school department's annual operating budget, the Superintendent shall recommend, and the School Committee shall approve, the procedure for transfers of funds within the budget and the circumstances under which the School Committee's approval will be required.

As a general matter and except under emergency circumstances, the School Committee wishes to be kept abreast by the Superintendent of the anticipated need for any such adjustments. Such communications from the Superintendent should generally be transmitted to the Finance Subcommittee of the School Committee. Without limiting the foregoing, whenever any funds are proposed to be transferred in connection with the establishment of a new or expanded educational or extracurricular program which will require subsequent support in the annual operating budget, it is expected that the Superintendent will use best efforts to present such proposal for discussion by the full School Committee for approval.

All funds in the school department's general account not expended or encumbered by the close of the fiscal year shall, unless otherwise permitted by applicable law or regulation, be returned to the Town of Milton.

LEGAL REF: Town By-Laws
REC'D: NESDEC

Original Adoption: February 7, 2006
Readopted: February 26, 2020

CASH MANAGEMENT POLICY

The Superintendent shall issue regulations (“Cash Management Regulations”) regarding required processes and procedures for the collection and disbursement of cash, including checks and other cash equivalents, related in any way to academics, athletics or other activities within the Milton Public Schools (“MPS”). The primary objectives of the Cash Management Regulations shall be:

- Reduction of risks related to the loss or theft of funds;
- Protection of MPS personnel from allegations of theft or wrong-doing;
- Retention of documentation for accounting and auditability; and
- Increasing the operational efficiency of the cash management cycle.

The Cash Management Regulations shall be adhered to by all MPS personnel that collect or disburse funds relating to any MPS program, event or activity.

The key requirements of the Cash Management Regulations shall be as follows:

- A strict separation of duties. Only MPS personnel with specified authority may receive cash or checks on behalf of MPS. Authority must be approved in advance by the Superintendent or her/his designee. Personnel responsible for coordinating programs, events and activities may not receive cash or checks on behalf of MPS.
- Under no circumstance shall MPS personnel open or maintain a bank account for funds received for MPS programs, events or activities. Furthermore, MPS personnel may not hold MPS funds in their personal bank accounts.
- Specific processes and procedures for cash receipts, cash disbursements, quality review of cash receipts process, document retention, and the high school student activity accounts.

CROSS REFERENCES: POLICY DFD; POLICY DM

Original Adoption: January 14, 2015

Readopted: February 26, 2020

GRANTS OR GIFTS FROM PRIVATE SOURCES

The Milton School Committee recognizes the benefits accrued through active citizen involvement and support of the public schools. The School Committee further acknowledges the value of individual or group donations for the benefit of the public schools which, particularly in times of fiscal constraints, may be helpful to maintain, augment or initiate programs. All such donations shall be subject to acceptance by the School Committee, and shall be utilized in a manner acceptable to the School Committee. In this regard, the following general guidelines shall apply:

1. Acceptance of Grants or Gifts; The School Committee may, to the extent not prohibited by applicable law, accept grants or gifts from private sources. However, the School Committee may, in the exercise of its discretion, decline to accept any grants or gifts. In this regard, such decision may, but need not be, based upon one or more of the following factors: (i) the grant or gift is deemed not to be in the best educational interests of the system; (ii) the grant or gift may require special supplies or maintenance, or otherwise require funding, which are not covered by such grant or gift; (iii) the grant or gift is not consistent with existing or planned curriculum, programs, facilities, or equipment; (iv) the grant or gift would result in an unreasonable or undesirable acknowledgement or degree of advertising for the donor; (v) the grant or gift was not consistent with, or did not provide for, applicable safety or regulatory requirements; or (vi) the grant or gift would be inconsistent with existing policies or applicable rules or regulations
2. Fundraising; Fundraising activities on behalf of the Milton public Schools, to the extent they are subject to control; by the Milton Public Schools (and, in any event, those which are conducted on school grounds), require the prior approval of the school principal or the Superintendent. The School Committee requires that any such fundraising activities be conducted in a lawful manner and in a manner consistent with preserving the good name and reputation of the Milton Public Schools.

REC'D: NESDEC

REF: Policy GBEBD, Online Fundraising and Solicitations - Crowdfunding

Original Adoption: February 7, 2006

Readopted: November 17, 2010

Revised and Readopted: February 26, 2020

TITLE 1 COMPARABILITY PROCEDURE POLICY

The Milton Public Schools will use district funds to provide educational services in Title 1 schools that are comparable to the services provided in non Title 1 schools. The district's Comparability Procedure and annual Demonstration describe district compliance with comparability requirements. In addition, districts will file a written assurance that Title I has established and implemented (a) district- wide salary schedule; (b) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and (c) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

The Milton Public Schools will designate the Title 1 Director/office or Superintendent's designee to implement and demonstrate compliance with the Comparability Requirements on an annual basis.

1st Reading: January 19, 2011
2nd Reading: February 9, 2011
Adoption: February 9, 2011

Title 1 Comparability Procedure Policy

Definition:

Districts are required to use district funds to provide educational services in Title 1 schools that are comparable to the services provided in non Title 1 schools. The district's Comparability Procedure and annual Demonstration describe district compliance with comparability requirements. In addition, districts must file a written assurance that I has established and implemented (a) district- wide salary schedule; (b) a policy to ensure equivalence among schools in teachers, administrators, and other staff; and (c) a policy to ensure equivalence among schools in the provision of curriculum materials and instructional supplies.

Policy:

The Milton Public Schools will designate the Title 1 Director/office or Superintendent's designee to implement and demonstrate compliance with the Comparability Requirements on an annual basis as indicated below:

- A. Written assurance of district –wide salary schedule will be published each spring for the following school year. This assurance document will be available for all grant requirements and will be kept on file with Title documentation, inclusive of copies of contractual salary schedules.
- B. The Title 1 Director/office will oversee the computation of the ratio of pupils to total instructional staff at each school within a grade span. This calculation will be completed on or before October 15. School enrollment figures will be based on October SIMS and instructional staffing will be based on October Education Personnel Information Management System (EPIMS) report.

For these computations, only the following EPIMS classification personnel at each school, who are paid out of State or Local Funds, are included:

- EPIMS 1305 Principal
- EPIMS 1310 Asst/Vice Principal
- EPIMS 2305 Teacher
- EPIMS 2310 Teacher – Support content instruction
- EPIMS 2325 Long Term Substitute
- EPIMS 2330 Instructional Coach
- EPIMS 3329 Guidance Counselor

Staff paid from Title 1 or other federal funds are excluded.

The Title 1 Director/ office will perform the Comparability demonstration calculations using the Massachusetts Department of Elementary and Secondary Education Comparability Instruction and forms.

The Comparability demonstration will be completed by October 15 so that necessary adjustments in staffing can in place by November 15.

When a Title 1 School does not meet comparability, state and local resources that are provided to the school will be adjusted to bring the school into comparability with other schools at the same grade- span. The Milton Public School's Assistant Superintendent of Business and the Assistant Superintendent for Curriculum and Personnel will participate in making staff adjustments. Adjustments will be made in a timely manner, but no later than November 15 to get schools back into a comparable position to avoid Title 1 financial sanctions.

- C. The Milton Public Schools purchases materials and instructional supplies based on a per-pupil, by school allocation. All instructional purchases are reviewed by the Curriculum Coordinators in collaboration with the principals, Assistant Superintendent for Business and Assistant Superintendent for Curriculum and Personnel.

1st Reading: January 19, 2011
2nd Reading: February 9, 2011
Adoption: February 9, 2011

FEDERAL FUNDS SUPPLEMENT NOT SUPPLANT POLICY

The Milton School District is committed to utilizing federal grant funds to supplement instructional programs funded by local, state and other sources as required by law and regulation. Federal funds will be used to complement and extend district-funded programs, not to take the place of (supplant) programs previously funded by the district, except as provided by the granting program.

The Superintendent or designee will ensure that federal grant funds are disbursed appropriately and that associated record-keeping and reporting complies with required guidelines and mandates.

LEGAL REF: Elementary and Secondary Education Act, as amended

SOURCE: MASC 2021

First Reading: December 21, 2022

Second Reading: January 11, 2023

GATE RECEIPTS AND ADMISSIONS

Admission receipts from school events shall be adequately controlled, using the standard procedures of the school system. Such procedures, in any event, shall include proper accounting for all funds, proper security of such funds, and the prompt deposit of such funds into previously approved revolving accounts or student activity accounts. The Principal is responsible for the administration and supervision of all phases of school events for which an admission fee is charged (except athletic events, which are the responsibility of the Athletic Director).

The Superintendent of Schools shall be advised of fees to be charged for school events including the criteria for free admissions or guest passes.

REC'D: NESDEC

REF: Policy DC, Cash Management Policy

Original Adoption: February 7, 2006

Revised and Readopted: February 26, 2020

AUTHORIZED SIGNATURES

The Chair of the School Committee or designee and the Superintendent or designee will sign payrolls when properly presented for approval.

The Town Treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

LEGAL REF: M.G.L. 41:41; 41:52

SOURCE: MASC 2021

First Reading: December 21, 2022

Second Reading: January 11, 2023

BONDED EMPLOYEES AND OFFICERS

Each employee of the school district who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The town will pay the cost of the bond.

SOURCE: MASC

LEGAL REFERENCE: M.G.L. 40:5

First Reading: December 21, 2022

Second Reading: January 11, 2023

FISCAL ACCOUNTING AND REPORTING

The Superintendent will be ultimately responsible for receiving and properly accounting for all funds of the Milton Public Schools.

The accounting system used will conform with the Uniform Massachusetts Accounting System as well as good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The School Committee will receive periodic financial statements from the Superintendent showing the financial condition of the school department. Such other financial statements as may be determined necessary by either the Committee or the administration will be presented as found desirable.

SOURCE: MASC 2021

LEGAL REFERENCE: M.G.L. CH. 44:38
603 CMR 10:00

CROSS REFERENCE DBJ, DIE

First Reading: December 21, 2022

Second Reading: January 11, 2023

TYPES OF FUNDS/REVOLVING FUNDS

The School Committee in accordance with Massachusetts General Laws, Chapter 71, Sections 47, 71C, and 71E, may from time to time, establish revolving accounts.

All monies received by the School Committee in connection with certain organizations composed of public school pupils and bearing the school name or organized in connection therewith, and any activity for which participation is contingent upon the payment of a fee, including, but not limited to, athletic programs, school organizations, adult education and continuing education programs, shall be deposited with the Treasurer of the Town of Milton and held as separate accounts. The receipts held in such accounts may be expended by the School Committee for the purposes of the program or programs from which the receipts held in such account were derived.

REC'D: NESDEC

Adopted: February 7, 2006

INVENTORIES

To serve the functions of conservation and control, a running inventory shall be maintained by the Superintendent's office of (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

Each Principal is responsible for maintaining an inventory of equipment, materials and supplies in his or her school, including shops, laboratories, or classrooms. A record shall be made available yearly at a minimum, and more often if requested by the School Committee.

REC'D: NESDEC

Adopted: February 7, 2006

AUDITS

As a department of the Town of Milton, an audit of the school department's accounts shall be conducted annually by external auditors. This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U. S. Comptroller General.

Upon completion of the external audit, the superintendent will share the resulting documentation with the Committee. The Committee will consider the recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Additionally, the district is also subject to the following:

- End of Year Financial Compliance Report: Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- Government Accounting Standards Board 34: The District is covered in these government financial statements of revenue and expenditures of the municipality.
- Federal grant audits: As a district that spends about thresholds required, the district is subject to the Single Audit Act.
- Student Activity Account: As required by state law, student activity accounts are audited annually.

In addition, the Committee may request an additional audit of the school district's accounts at its discretion

LEGAL REFS: M.G.L. 44:38-40; 71:47; 72:3

CROSS REF: DI, Fiscal Accounting and Reporting

SOURCE: MASC 2021

First Reading: December 21, 2022

Second Reading: January 11, 2023

PURCHASING

It shall be the responsibility of the Superintendent:

- To procure materials, supplies, equipment, and services at the lowest possible cost consistent with the quality necessary for the proper operation of the District, thereby attaining the maximum value for each public dollar spent
- To maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District;
- To encourage a mutually cooperative relationship with requesting departments, recognizing that successful purchasing is a result of team planning and effort;
- To promote social and economic goals such as encouraging local, small, minority, and women-owned businesses to participate in bidding for District purchases.

The acquisition of materials, equipment and services will be centralized in the Superintendent's office of the school district.

The Superintendent will designate the District's purchasing agent. They will develop and administer the purchasing program for the schools in keeping with legal requirements and within the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent, with such exceptions as may be made by the latter for emergency purchases.

LEGAL REFS.: M.G.L.; 30B; 71:49A

SOURCE: MASC 2021

First Reading: December 21, 2022

Second Reading: January 11, 2023

PURCHASING AUTHORITY

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through cost-center appropriation as part of the district budget process.

The purchase of items and services within the cost-center appropriation requires no further Committee approval except when by law or by Committee policy.

SOURCE: MASC 2021

LEGAL REFS.: M.G.L. 30B

Cross Reference: DJE, Bidding Requirements

First Reading: February 15, 2023

Second Reading: March 1, 2023

PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of the General Law.

When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

The Committee reserves for the District the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school district. The Committee reserves for the District the right to waive any informality 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 the bids.

Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The bidder to whom an award is made may be required to enter into a written contract with the school district.

LEGAL REF.: M.G.L.; 30B

CROSS REF.: DJA, Purchasing Authority

SOURCE: MASC 2021

First Reading: December 21, 2022

Second Reading: January 11, 2023

SALES CALLS AND DEMONSTRATIONS

Sales people are not permitted to call on teachers or other school staff members on school property without authorization from the school administration.

School principals may give permission to sales representatives of educational products to see members of the school staff on school property at times that will not interfere with the educational program.

REC'D: NESDEC

Adopted: February 7, 2006

**MILTON PUBLIC SCHOOLS
SCHOOL OWNED VEHICLES/
ENERGY EFFICIENT VEHICLES POLICY**

The Town of Milton School Department will purchase only fuel-efficient vehicles for School Department use whenever such vehicles are commercially available and practicable. Heavy-duty and emergency vehicles are exempt from this Policy. However, the Town of Milton School Department commits to purchasing exempted fuel efficient vehicles when they become commercially available.

The Town of Milton maintains a vehicle inventory for non-exempt vehicles that meet the fuel efficiency ratings below.

Based on 2009 and 2008 EPA date, vehicles are to have a combined city and highway MPG no less than the following:

- 2 wheel drive car: 29 MPG
- 4 wheel drive car: 24 MPG
- 2 wheel drive small pick-up truck: 20 MPG
- 4 wheel drive small pick-up truck: 18 MPG
- 2 wheel drive standard pick-up truck: 17 MPG
- 4 wheel drive standard pick-up truck: 16 MPG

1st Reading: February 9, 2011

2nd Reading: March 2, 2011

Adoption: March 2, 2011

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive at least monthly lists of bills (warrants) for payment from school department funds. The lists will be certified as correct and approved for payment by the School Committee and then forwarded to the Town Accountant for processing and subsequent payment by the municipal treasurer.

Actual invoices, statements, and vouchers will be available for inspection by the School Committee upon request.

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56

SOURCE: MASC 2021

First Reading: December 21, 2022

Second Reading: January 11, 2023

PAYROLL PROCEDURES

All salaries, supplements, and payments for extra duties to school department employees shall be paid through the official payroll procedures as established by the Superintendent. No payment shall be made directly to any school personnel by the local school. Compensation records shall be maintained by the office of the Superintendent so as to reflect an accurate history of the compensation and related benefits applicable to each employee.

LEGAL REF: M.G.L. 41:41

REC'D: NESDEC

Adoption: February 7, 2006

EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur authorized expenses in carrying out their duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Committee, aligned with the Internal Revenue Service standard mileage rate.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

LEGAL REF.: M.G.L. 40:5; 44:58

SOURCE: MASC 2021

First Reading: December 21, 2022

Second Reading: January 11, 2023

CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be reflected in appropriate receipts, and thereafter shall be properly accounted for, and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools, except in safes provided for safekeeping of valuables. All schools shall provide, whenever possible, for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

REC'D: NESDEC

Adoption: February 7, 2006