

**GROTON BOARD OF EDUCATION
SPECIAL MEETING
AUGUST 10, 2020 @ 6:00 P.M.
CENTRAL OFFICE, ROOM 11 ***

* Due to limited seating, only Groton Board of Education members will be allowed to attend this meeting in-person. Members of the public may view or listen to the meeting by following the below steps:

- 1) Using Google Chrome browser, go to www.grotonschools.org
- 2) Hover your mouse over "About Us" and click on Board of Education
- 3) The link to the meeting will be posted prominently on the Board of Education page

Mission Statement: Our mission is teaching and learning.

Board Goals: (1) Provide Dynamic Rigorous Curriculum, (2) Ensure Effective and Engaging Instruction, (3) Embrace Excellent Learning Environment

AGENDA

I. CALL TO ORDER

II. COMMENTS FROM CITIZENS RE: AGENDA ITEMS AND OTHER SUBJECTS OF CONCERN THAT LIE WITHIN THE JURISDICTION OF THE BOARD OF EDUCATION -

This is the portion of the agenda where the Board welcomes comments from citizens. Each presentation should be limited to five minutes or less, and citizens should, if possible, submit written comments. Presentations should be related to matters pertinent to Groton. Board members will only ask questions in order to clarify the speaker's presentation and cannot respond during the Comments of Citizens' portion of the Board meeting. Citizens should state their names and addresses for the record.

III. RESPONSE TO COMMENTS FROM CITIZENS

IV. SUPERINTENDENT'S REPORT

- A. Introduction of Mr. Vin Varrechione, Athletic Director
- B. Update re: Plan for Fall Athletics
- C. Update re: Parent Focus Groups

V. ACTION ITEMS

A. New Business

1. Discussion and possible action re: the reopening of schools

MOTION: To approve the district's reopening plan

V. ACTION ITEMS (Cont'd)

B. Old Business

1. Discussion and possible action regarding a second reading of policy P 3230.1 Federal Grant Procurement and regulations for policy P 3230.1 (Attachment #1)

MOTION: To approve as a second reading policy P 3230.1 Federal Grant Procurement and regulations for policy P 3230.1

2. Discussion and possible action regarding a second reading of policy P 3323 Bidding and regulations for policy P 3323 (Attachment #2)

MOTION: To approve as a second reading policy P 3323 Bidding and regulations for policy P 3323

3. Discussion and possible action regarding a second reading of policy P 4118.7 Good Samaritan (Attachment #3)

MOTION: To approve as a second reading policy P 4118.7 Good Samaritan

VI. ADVANCED PLANNING

A. Suggested Agenda Items

VII. ADJOURNMENT

Business/Non-Instructional Operations

Federal Funds

Federal Grants and Awards Administration (Federal Fiscal Compliance)

The Board of Education (Board) of the Groton Public Schools intends to administer federal grant awards efficiently and to comply with all requirements imposed by law, the awarding agency, the Connecticut Department of Education, and/or other applicable pass-through entities, and all requirements applicable to the use of federal funds. To the extent that any provision of a Board policy is contrary to a federal law, regulation, term, or condition applicable to a federal award, the applicable federal requirement must be followed.

The Superintendent or his/her designee shall be responsible to develop, monitor, and enforce effective internal controls over federal awards and grants that provide reasonable assurance that the District is managing the funds in compliance with all requirements for federal grants and awards.

- Legal References:
- Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2 CFR Part 200
 - Department of Education Direct Grant and State-Administered Programs, Title 34, Code of Federal Regulations – 34 CFR Part 75, Part 76
 - Uniform Administrative Requirements for Federal Awards, Title 2, Code of Federal Regulations – 2CFR Sec. 200.474

Business/Non-Instructional Operations

Federal Funds

Federal Grants and Awards Administration (Federal Fiscal Compliance)

A. Internal Controls

Internal controls must meet all requirements of federal law and regulation, including the Uniform Guidance issued by the U.S. Office of Budget and Management, and shall be based on best practices.

The internal controls must provide for the following:

- 1) identification of all federal funds received and expended and their program source;
- 2) accurate, current, and complete disclosure of financial data in accordance with federal requirements;
- 3) records sufficient to track the receipt and use of funds;
- 4) effective control and accountability over assets to assure they are used only for authorized purposes;
- 5) comparison of expenditures against budget; and
- 6) written procedures for cash management and determining the allowability of costs.

At a minimum, the internal controls shall address the following areas.

1. Allowability

Costs charged by the District to a federal grant must be allowed under the individual program and be in accordance with the cost principles established in the Uniform Guidance. Costs will be charged to a federal grant only when the cost is:

1. reasonable and necessary for the program;
2. in compliance with applicable laws, regulations, and grant or award terms;
3. allocable to the grant;
4. adequately documented; and
5. consistent with Board of Education (Board) policies and administrative regulations that apply to both federally-funded and non-federally funded activities.

Prior written approval for certain cost charges must be obtained as required by the awarding agency in order to avoid subsequent disallowances.

2. Cash Management and Fund Control

Payment methods must be established in writing that minimize the time elapsed between the draw of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments.

Federal Funds – cont.**3. Procurement**

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal and state laws and regulations. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, must be excluded from competing for such purchases.

Contracts are to be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed purchase or service. No contract shall be awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

4. Conflict of Interest

The requirements for conflicts of interest are applicable to all purchases or services.

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest shall disclose that conflict in writing to the Superintendent. The Superintendent shall disclose in writing any potential conflict of interest to the federal awarding agency.

For purposes of this paragraph, a conflict of interest would arise when the employee, Board member, or agent of the District, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of these parties has a financial interest in or receives a tangible personal benefit from a firm considered for a contract. An individual who is required to disclose a conflict of interest shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

The employee, Board member, or agent with a conflict of interest shall not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award but they may accept a single unsolicited item with a value of \$10 or less or multiple unsolicited items from a single contractor or subcontractor having an aggregate monetary value of \$50 or less in a 12-month period. Violations of this provision are subject to disciplinary action.

5. Mandatory Disclosures

The Superintendent shall disclose in writing to the federal awarding agency in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Superintendent shall fully address any such violations promptly and shall notify the Board accordingly. The Board may request the Superintendent to develop a plan of correction for Board approval in appropriate situations as determined by the Board.

Federal Funds – cont.**6. Equipment and Supplies Purchased with Federal Funds**

Equipment and supplies acquired with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds.

7. Accountability and Certifications

All fiscal transactions must be approved by the Superintendent or designee and by the person managing the federal program who can attest that the expenditure is allowable and approved under the federal program. The Superintendent or designee shall submit all required certifications and is authorized to sign them on behalf of the Board.

8. Monitoring and Reporting Performance

The Superintendent shall establish sufficient oversight of the operations of federally supported activities to assure compliance with federal requirements and to ensure that program objectives established by the awarding agency are being achieved. Performance reports, including reports of significant developments that arise between scheduled performance reporting dates, must be submitted as required by federal or state authorities.

B. Audits and Corrective Action

1. An annual independent audit will be conducted and the Superintendent or designee will prepare all financial statements, schedules of expenditures, and other documents required for the audit.
2. At the completion of the audit, the Superintendent or designee shall prepare a corrective action plan to address any audit findings. The plan must identify the responsible party and the anticipated completion date for each corrective action to be taken. The Superintendent shall present the plan to the Board for approval.
3. Compliance deficiencies discovered internally through administrative supervision must be addressed promptly with the goal of improving processes to encourage future compliance and reduce audit findings.

C. Training

All individuals responsible for the administration of a federal grant or award shall be provided sufficient training and/or guidance to carry out their duties in accordance with all applicable requirements for the federal grant or award.

Federal Funds – cont.

D. Reporting Mismanagement of Federal Funds

Any employee who reasonably believes that federal funds have been misused or that the District is otherwise in violation of any requirement applicable to the receipt and use of federal funds shall report the matter to the Superintendent or designee.

Policy Adopted:

GROTON PUBLIC SCHOOLS
Groton, Connecticut

Business and Non-Instructional Operations

Soliciting Prices/Bidding Requirements

A. Definitions

1. **Quotation:** A notice, either oral or in writing, whereby a vendor informs the purchaser of the conditions and price under which he/she will furnish supplies, materials, equipment, or services to the purchaser.
2. **Bid:** ~~A notice, in writing in a sealed envelope, delivered to the buyer by a specified date, to be opened in public at a specified date and time by the buyer, whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials, or equipment.~~ A notice, either in writing or buyer-requested electronic format, delivered to the buyer by a specified date and time whereby a vendor informs the buyer of the conditions and price under which he/she will furnish supplies, materials or equipment. The bid responses shall be opened in public at a specified date and time at the discretion of the Business Manager or designee. Technical assistance will be provided by the requestor, where applicable, to the Business Manager who has the final responsibility for determining the vendor/price.

B. Procedures

1. Purchases for more than \$5,000 but less than \$10,000

The Superintendent and/or their designee shall solicit quotations from at least three (3) companies if the nature of the commodity or service permits effective competitive pricing, and if possible, feasible, and to the advantage, of the district. The Superintendent of Schools or designee may award bids and/or quotes up to \$10,000 and he/she may reject any or all such bids.

~~An exception may be made if the State of CT negotiated a price.~~

2. Purchases for \$10,000 and above

Purchases for \$10,000 or more shall be bid. Bids shall be advertised if deemed appropriate by the Superintendent or his/her designee. If a bid is not advertised, a vendor list will be utilized. All bids must be submitted in sealed envelopes and marked appropriately on the outside of the envelope. Bids shall be opened at the time specified. Bid openings shall be public. The school district reserves the right to reject any or all bids and reserves the right to waive the bidding procedure. The Superintendent or designee shall award all other bids upon receiving recommendations and bid results from the Business Manager or Superintendent designee.

3. Vehicle Purchase/Replacement Policy

- a) **New-** New vehicles will be purchased within the framework of this policy.
- b) **Used -** Used vehicles shall be purchased from authorized dealers only. The purchase of a used vehicle from private individuals is prohibited. An independent appraisal may be required in addition to the Blue Book Value to determine the value of the vehicle. A vehicle which is more than seven years old may not be considered for purchase unless it is determined to be in the best interest
- c)

Soliciting Prices/Bidding Requirements – cont.

of the district. State of Connecticut bid awards are an acceptable means of purchasing a used vehicle. The process for awarding a contract on a state bid will be consistent with other bid awards.

4. Purchases involving Federal Funds

Purchases involving federal funds must follow policy P 3230.1 Federal Funds

5. Emergency Situation

The Board of Education (Board) recognizes that emergency situations may arise which affect the health, welfare and/or safety of students and/or staff. In an emergency situation, the procedures of sections for quotation and bidding may be suspended for the emergency only. The decision as to whether a given situation is an emergency situation shall be made by the Superintendent and a report will be given to the Board within a two week period of time detailing the emergency, why the policy was suspended and the amount of funds expended and to whom.

The Superintendent of Schools may provide temporary special education transportation pending completion of the bidding process. Such temporary arrangements shall not exceed 30 days without Board approval.

The authority to sign contracts is delegated to the Superintendent of Schools or their designee.

Bids are not required on The following purchases are excluded from the above quotes and bid requirements:

1. Purchases where only one supplier exists.
2. Goods and services available through the pre-approved State contracts. (State of Connecticut, Department of Administrative Services website www.das.state.ct.us/busopp.asp)
3. Architectural services.
4. Legal services.
5. Services requiring specific expertise. (consultants, specialists)
6. Textbook purchases.

Business and Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

Regulations Relative to the Bidding Activity

1. The purchasing personnel shall periodically estimate requirements of standard items or classes of items and make quantity purchases, thereby effecting economies. Whenever storage facilities or other conditions make it impractical to receive an entire order at one time, the total quantity should be bid and staggered delivery dates made a part of the bid specifications, or estimated quantities bid with deliveries to be made as requested.
2. Bid instructions and specifications should be clear and complete, setting forth all necessary conditions conducive to competitive bidding.
3. The purchasing personnel shall seek bids from those sources able to offer the best prices, consistent with quality, delivery and service.
4. The bids shall be **opened in made available to the public at the discretion of the Business Manager or designee. prescribed time and place and tabulated for review. Whether or not bid opening occurs exactly at the time advertised, no bids may be accepted after said advertised time.**
5. After the bids have been opened and tabulated, they will be available for those interested to copy or examine. **They shall not, however, be removed from the purchasing office. Copies may be shared electronically in pdf format upon request.**

Groton Public Schools
Requisition review checklist

Requisition #: _____

Vendor: _____

Person making request: _____

Requisition total: _____

Date: _____

Per Groton Board of Education policy (P3323), all purchases more than \$5,000 but less than \$10,000 require at least three quotes (with certain exceptions).

Were three quotes obtained (circle one)? Yes No

If yes, above, please provide non-awarded vendor names:

If no, check one of following:

- State of CT negotiated price
- Purchase where only one supplier exists
- Architectural services
- Legal services
- Service requiring specific expertise
- Textbook purchases
- Superintendent waived
- Other: _____

Per Groton Board of Education policy (P3323), all purchases more than \$10,000 shall be bid (with certain exceptions).

Was this purchase bid (circle one)? Yes No

If yes, above, please provide non-awarded vendor names:

If no, check one of following:

- State of CT negotiated price
- Purchase where only one supplier exists
- Architectural services
- Legal services
- Service requiring specific expertise
- Textbook purchases
- Superintendent waived
- Other: _____

(Continued next page)

Groton Public Schools
Requisition review checklist

For purchases involving federal funds, C.F.R. Sections 200.317 to 200.325 must be followed, per Groton Board of Education policy (P3230.1).

Please check all of the following:

- Avoided unnecessary or duplicate items.
- Purchase awarded to responsible, capable vendors/contractors.
- Free from real or apparent conflicts of interest.
- Contractor/vendor not suspended or debarred.
- Procurement includes a termination for cause clause.
- Contractor is on prequalified list, if used.

Signed: _____

Date: _____

P 4118.7

Personnel

Good Samaritan

All employees are encouraged to respond to health emergencies involving students or other employees which may occur on school grounds or at a school function, until qualified medical personnel are available. Such response should be reasonable under the circumstances and within the limits of the person's training and capabilities.

Teachers or other school personnel who have completed a course in first aid offered by the American Red Cross, the American Heart Association, the National Ski Patrol, the Department of Public Health or any Director of Health, who render emergency first aid to a person in need thereof on school grounds or at a school function, shall not be liable for ordinary negligence.

Teachers or other school personnel who have completed both a course in first aid, as described above, and a course given by the medical advisor of the school or by a licensed physician **or by the school nurse** in the administration of ~~medication by injection~~, oral, topical, intranasal, inhalant, or cartridge injector medication, who render emergency care by administration of ~~medication by injection~~ oral, topical, intranasal, inhalant, or cartridge injector medication to a person in need thereof on school grounds or at a school function, will not be liable for ordinary negligence.

This Policy shall not be construed to require any teacher or other school personnel to render emergency first aid or to administer medication by injection.

(cf. 5141.21 Administering Medication)

Legal Reference: Connecticut General Statutes 52-557b
 Connecticut General Statutes 10-235
 Connecticut General Statutes 10-236

Policy adopted: July, 1979
Revised: April 13, 1998

GROTON PUBLIC SCHOOLS
Groton, Connecticut