

Madison Board of Education Policy Review

Shipman & Goodwin LLP

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Madison Board of Education Existing Policies - Section 3000 - Business		
Policy #	Name	S&G Policy on point?
3020.2	Fiscal Year	No
3020.7	Budget Adoption	Yes
3090	Financial Records and Reports	Yes
3100.3	Petty Cash Accounts	No
3130	Money in School Buildings	No
3140	Line Item Transfers	Yes
3150	Medical Reimbursement for Special Education Students	No
3240	Non-Resident Admission and Tuition Fees	No
3250	Materials/Services Fees, Charges	No
3260	Sale and Disposal of Books, Equipment and Supplies	Yes

3820	Fundraising	Yes
3281	Grants, Gifts, and Donations	Yes
3323	Soliciting Prices (Bids and Quotations)	Yes
3440	Inventories: Control of Equipment and Materials and Equipment Repair	No
3453	School Activity Funds	Yes
3526	Energy Conservation	No
3541	Student Transportation Services	Yes
3541.1	Student Transportation Services Contractor and Equipment	No
3541.2	Student Transportation Services - Drivers	No
3541.5	Transportation Safety Complaints	No
3542.4	Lunch Charging	No
3543	Employees Self-Funding Health Insurance Plan	No
	Additional Model Policies Recommended for Adoption	
	Code of Conduct for Procurement of Child Nutrition Programs	
	IDEA Fiscal Compliance	

Notes

Recommend repealing this policy because its substance is prescribed by statute.

Recommend repealing this policy and adopting S&G model Budget Procedures and Line Item Transfers, which covers the issues addressed in the Board's current policy and consolidates additional policies

Recommend repealing this policy because the issues addressed are included in the S&G model Budget Procedures and Line Item Transfers. The Board may wish to revise the model policy to require monthly statements, instead of the quarterly statements provided for in the model policy.

This policy is not required; however, the Board may wish to maintain this policy, as it allows for the efficient use and transfer of funds. If not already developed, we recommend including administrative regulations to further delineate how the funds are managed.

This policy is not required. If the Board elects to maintain this policy, we recommend that it review the policy to determine if it remains necessary and is being implemented as written.

Recommend repealing this policy because the issues addressed are included in the S&G model policy Budget Procedures and Line Item Transfers.

This policy is not required and may be repealed because its mandates are required by statute. The District should maintain a consent form to provide families at PPT meetings. If the Board elects to maintain this policy, we recommend review to ensure compliance with the statute.

Policy recently reviewed and revised by S&G. Recommend moving to Series 5000 (Students), in conjunction with attendance and admission policies.

This policy is not required. Recommend repealing this policy because its requirements are prescribed by statute.

Recommend repealing this policy and replacing it with the S&G model policy Disposal of Obsolete or Surplus Equipment/Materials, for purposes of consistency. The Board may wish to include a minimum of \$500 value for purposes of approval by the Board prior to disposal or sale, which is included in the current policy, but not included in the model policy nor required by law. We recommend that the Board review the Madison Town Charter in conjunction with review of this policy to ensure consistency.

Recommend repealing this policy and replacing it with the S&G model policy in Series 5000, Fundraising Activities. The model policy addresses the involvement of students in any fundraising activities for the school. We recommend that the Board regulate only student involvement in fundraising, because the regulation of outside organizations (without the use of students) will be difficult to monitor. We recommend prohibiting door-to-door fundraising, as it may impose unnecessary liability on the school. Further, we recommend using the model administrative regulations to clearly delineate the process for fundraising approval.

Recommend repealing this policy and replacing it with the S&G model policy Gifts, Grants and Bequests to the District, for purposes of consistency. The Board may wish to review its current policy and determine if it wishes to maintain any specific element of the current policy that may be in addition to what is provided in the model.

Recommend repealing this policy and replacing it with the S&G model policy Purchasing. We recommend that the Board review its Town Charter to ensure compliance with any specific town requirements.

This policy is not mandatory and may be repealed. If the Board wishes to maintain the policy, we recommend the Board review the substance of the policy to determine if these processes are being followed and if the policy continues to be necessary. The policy was adopted in 1991 and thus may be outdated.

Recommend repealing this policy and replacing it with the S&G model Student Activity Funds, for purposes of consistency.

This policy is not mandatory and may be repealed. If the Board wishes to maintain the policy, we recommend the Board review the substance of this policy to determine if it is still relevant and necessary, given its adoption date of 1979.

Recommend that the Board repeal this policy and replace it with the S&G model policy Transportation in the 5000 series.

Recommend repealing. The requirements of this policy are covered by the Purchasing policy, the RFP issued by the Board for transportation services and statute. Including in policy additional requirements for contracting may lead to difficulties negotiating with transportation companies; the Board will be bound by policy to maintain certain elements in the contract, but the transportation company may want to negotiate those items, as long as they are not required by statute.

Recommend repealing this policy because its substance must be addressed through written contracts with the transportation contractor.

Recommend repealing this policy. Complaints concerning student transportation are addressed in the model S&G policy Transportation.

The Board may wish to maintain this policy, although it is not mandatory. Recommend review of the policy to ensure compliance with law and current practice.

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