

January 3, 2013

Ms. Jane Doe
Superintendent of Schools
ABC Central School District
100. Main Street
ABC, New York 14000

Dear Ms. Doe:

Enclosed for your review and consideration is the annual Policy Audit for the ABC Central School District Policy Manual. Attached is an Audit Summary table listing the recommended revisions and/or additions to the District's Policy Manual. Accompanying the Audit Summary table is a packet of the proposed revised and new policies for your Board's consideration.

For ease of Board review, the revised language in existing policies has been **highlighted**. If a policy has been completely revised, or is new, only the Title is highlighted. Where applicable, legal citations and references have also been updated but these changes require no action by the District and therefore are not highlighted.

Once the Board has reviewed and/or revised these policies, please advise me of any changes to the policies and the date(s) of adoption or revision. Upon final adoption of this audit, I will then print all the new or revised policies on final policy paper and make arrangements to insert them into the manuals and/or provide updated CDs to the District.

Please review and respond to this audit in *as timely a manner as possible*. If you have any questions or concerns, please do not hesitate to contact me at jhallgren@elb.org or (716) 821-7084. Thank you for the opportunity to work with the ABC Central School District once again.

Sincerely,

Janell Hallgren
Manager
Policy Services

Enclosures

2011-2012 Policy Audit Chart for the ABC Central School District

Number	Title of Policy	Recommended Revision	If adopted as is, place check mark here	Adoption or Revision Date
1000	By-Laws			
1330	Appointments and Designations by the Board of Education	Added Extraclassroom Activities Account to item f); and Added appointment of Faculty Auditor as item g) to page 1 per SED Finance pamphlet #2. Added Deputy Claims Auditor to item b) on page 2 per NY Education Law 2554 Section 2(a).		
1332	Duties of the School District Treasurer	Added f) on wording on safeguarding check machine and signature plates to meet audit requirements outlined by Comptroller and SED guidance document.		
1000	Section Continued....			
2000	Internal Operations			
2120	Board Member Training	Wording clarified, including title change, to reflect addition of training requirements; added training on BOE powers and duties, curricula per changes to ED law 2120-a.		
3000	Community Relations			
3410	Code of Conduct on School Property	On page 2, item e), adds the phrase, "the use of tobacco," to the list of incidents for which disciplinary measures will be taken since tobacco is prohibited on school grounds and at school sponsored events; Amend 3rd paragraph, page 3, per NYSED Guidance memo of 2/18/11 on submission of Code of Conduct to NYSED. Please note that this Policy will need to be revised further to comply with DASA provisions.		
3412	Threats of Violence in School	Expanded language on methods of threats to include any electronic means.		
4000	Administration			
4310	Superintendent of Schools	Added intro on role and responsibility of Superintendent to standardize with format of other policies; reorganizes/revises the policy to <u>affirmatively</u> set forth the responsibilities of the School District's Superintendent; changed wording to reflect that superintendent is CEO of School District.		
5000	Non-Instructional/ Business Operations			
5120	School District Budget Hearing	Clarified subheading on budget dissemination at bottom of page 1.		

5230	Acceptance of Gifts, Grants and Bequests to the School District	Changes based on Dec. 2011 Policy Update. Adds language on donations and possible tax deductions.		
5000	Section Continued....			
6000	Personnel			
6120	Equal Employment Opportunity	On page 2, amends the subheading “Civil Penalties in Employment Discrimination Matters” to clarify the distinction between an administrative proceeding before the NYS Human Rights Division and an action commenced in a New York State Court and the various measures of relief that may be awarded in each venue.		
6121	Sexual Harassment of District Personnel	Added wording on sexual violence; changed Complaint Officer to Compliance Officer throughout per June 2011 Policy Update.		
6000	Section Continued....			
7000	Students			
7130	Entitlement to Attend- Age & Residency	Added wording on undocumented children, proof of age and determining residency of foreign students per December 2010 Policy Update in accordance with Education Law 3218 (1)(b) &(d) and SED guidance document.		
7132	Non-Resident Students	Clarified 1st section on page 1 re: final approval on enrollment requests/applications.		
7000	Section Continued....			
8000	Instruction			
8110	Curriculum Development, Resources and Evaluation	Revised language in the first paragraphs to ensure that teachers are teaching the approved NYS curriculum. Also, combined working from previous Policy #8250 on “Evaluation of the Instructional Program” into this Policy.		
8242	Civility, Citizenship and Character Education/ Interpersonal Violence Prevention Education	Revisions in relation to the Dignity for All Students Act per the April 2012 Policy Update.		
8000	Section Continued...			

In addition at this Audit Chart, all of the revised/new Policies from the District's current Policy Manual would be sent as a packet with the recommended revisions highlighted for ease of Board of Education and District review. See the next page for an example of the type of revision that would be included in a Policy Audit. A typical Policy Audit for a one-year period could contain anywhere between 25 to 40 Policies. Instructions will be provided to assist the District with this process, when necessary. Audits for Administrative (Regulation) Manuals would be provided in a similar manner.

SUBJECT: DUTIES OF THE SCHOOL DISTRICT TREASURER

The Treasurer is appointed by the Board of Education at the Annual Organizational Meeting and will be covered by a blanket bond. In addition to the routine duties of accounting, filing, posting and preparing reports and statements concerning District finances, the District Treasurer shall perform other specific tasks as follows:

- a) Acts as custodian of all moneys belonging to the School District and lawfully deposits these moneys in the depositories designated by the Board;
- b) Pays all authorized obligations of the District as directed including payments of bond principal and interest;
- c) Maintains proper records and files of all checks, and approved payment of bills and salaries;
- d) Makes all such entries and posts to all such financial ledgers, records and reports, including bond and note registers, as may be properly required to afford the District an acceptable and comprehensive financial accounting of the use of its moneys and financial transactions;
- e) Signs all checks drawn on District fund accounts provided that the District's Claims Auditor has attested to the authority to issue the check based upon proper evidence of a charge against the District's funds;
- f) Safeguards the check-signing machine and signature plate, personally overseeing all uses of the machine to prepare checks;
- g) Assumes other duties customary to the office.

Education Law Sections 2122, 2130 and 2523

8 New York Code of Rules and Regulations (NYCRR) Sections 170.2(g), 170.2(o) and 170.2(p)

Local Finance Law Sections 163 and 165

Adopted: 8/12/04

Revised: 5/24/07; 1/14/09; *After review, revision and adoption by the BOE, the District would return the Policies to the Policy Coordinator with the Revision/Adoption Date noted.*