

May, 2007

TO: All Holders of the Policy Manual of the Pinellas County School Board

FROM: Allen Mortimer, Director of Planning and Policy

SUBJECT: **SUPPLEMENT NO. 40 TO THE POLICY MANUAL OF JUNE 30, 1998**

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Please update your Policy Manual as follows:

**REMOVE PAGE(S)**

v thru vi  
5 – 53 thru 5-54  
5 – 59 thru 5 – 60  
7 – 1 thru 7 – 2  
7 – 35 thru 7 – 40

**INSERT PAGE(S)**

v thru vi  
5 53 thru 5 – 54  
5 – 59 thru 5 - 60  
7 – 1 thru 7 – 2  
7 – 35 thru 7 – 40d

**TABLE OF CONTENTS**

Indicates change of name for policy 7.24

**5.13 GRADUATION REQUIREMENTS: HIGH SCHOOL**

Allows early admission students to participate in high school sponsored athletics, the graduation ceremony and other school activities.

**7.24 MANAGEMENT OF SCHOOL BOARD FUNDS**

Changes the name of this policy to broaden the scope to include topics not specific to investments; incorporating other changes suggested by individuals and committees to clarify this policy.

6.19 Gifts

6.20 Supervision Of Students

6.21 Equal Access

6.22 Home Education

6.23 Animals On School Board Property

6.24 Student Survey Administration

## **CHAPTER 7 BUSINESS AND MANAGEMENT INFORMATION**

7.01 Fiscal Management

7.02 School Personnel, Equipment And Supplies

7.03 Inter-County Transfer Of Students

7.04 Gifts To The School District

7.05 Petty Cash Funds

7.06 Procurement Cards

7.07 Salary Payments By Outside Organizations

7.08 School District Publications

7.09 Certification Of Project Compliance With Public Education & Capital Outlay  
(PECO) Requirements

7.10 School Internal Funds - Principles

7.101 Outside Support Organizations

7.102 PTA (Parent/Teacher Association) / PTSA (Parent/Teacher/Student Association)

7.11 School Internal Funds - General Practices

7.12 School Internal Funds - Standards, Practices And Procedures

7.13 School Internal Funds - Other Provisions

7.14 School Stores And Vending Machines

7.15 Purchasing And Bidding

7.155 Non-Discrimination In Purchasing And Contracting

7.16 Procedures For Non-Public Schools To Receive Federal Funds And Services

7.17 Travel

7.18 Membership Dues And Fees

7.19 Responsibility For Board-Owned Property

7.20 Assignment Of Board-Owned Vehicles To Certain Employees

7.21 Inventories And Property Records

- 7.22 Disposal Of Surplus Property
- 7.23 Purchase Of Board-Owned Materials By Parochial Schools And Educational Agencies
- 7.24 Management Of School Board Funds
- 7.25 Settlement Of Certain Legal Claims
- 7.26 Representation In Litigation
- 7.27 Reports And Forms Control
- 7.28 Preparation And Release Of Special Request Data
- 7.29 Records Management
- 7.30 Network/Internet Acceptable Use Agreement
- 7.31 Campus Police Operations
- 7.32 Warehouse Operations
- 7.33 Use of Electronic Resources
- 7.34 Anti-Fraud
- 7.35 Whistle-Blower
- 7.36 Software Management

## **CHAPTER 8 HUMAN RESOURCES**

- 8.01 Personnel Records
- 8.02 Agreements Between The Board And Labor Organization(s)
- 8.03 Personal Financial Obligations
- 8.04 Employee Investigations
- 8.05 Conflict Of Interest
- 8.06 Dual Employment And Compensation
- 8.07 Political Activities
- 8.08 Salary
- 8.09 Right Of The Board To Request Examinations
- 8.10 Employment Of Relatives
- 8.11 Vacations
- 8.12 Employee Complaints
- 8.13 Professional Education
- 8.14 Copyrights And Patents

credits creditable toward the high school diploma to fulfill graduation requirements as specified by the Board in (2)(b) Regular Diploma.

b. The student provides the high school with a complete official college transcript of grades and credits earned.

c. The student's permanent record shall show adequate notations covering work accomplished while in college.

4. No early admission student will be included in class rank computations for valedictorian or salutatorian status. Early admission students are included, however, in a school's Talented 20 calculation.

5. Early admission students may participate in high school sponsored athletics, the graduation ceremony and other school activities but must abide by the Code of Student Conduct.

6. Early admission is a form of dual enrollment. The early admission student is not a full-time registered student in high school unless enrolled in an institution, which has a dual enrollment agreement with Pinellas County Schools.

7. Students who have attended a high school for three years based on magnet enrollment or an approved SAP may receive their standard high school diploma from that school upon successful completion of the early admission to college program. These students will not, however, receive any recognition, special certification or diploma for magnet program completion. A student who leaves the early admission program to return to high school may attend the high school where the student attended grades 9-11.

8. Early admission students are exempt from the payment of registration, matriculation and lab fees.

*(e) Early Completion of Graduation Requirements:* Students having completed 11 1/2 years of education (grades 1-12) and who have completed all requirements for graduation, as specified above, may, with their parents, submit a written request to the principal to be excused from school for the last semester of high school. Such students may be awarded their diplomas with their regular graduating class or at a later convenient time.

#### **(5) Special Diploma Options for Exceptional Students**

The purpose of the special diploma is to prepare students with disabilities for adult living and employment after graduation. Students earning the special diploma will **not** be eligible for entry into 2 year AA programs or into a four year university or college.

To earn a special diploma, exceptional students must:

**(a) Acquire the minimum number of credits (24) in a 6 period schedule and (29) in a 4x4 schedule.** Courses may be selected from general education, vocational and special diploma courses.

**(b) Achieve required minimum GPA.**

**(c) Demonstrate mastery of Sunshine State Standards for Special Diploma:**

1. Florida Sunshine State Standards for Special Diploma (SSSSD) are designed to prepare students with disabilities for adult living and employment after graduation. The SSSSD address the following strands: appropriate Sunshine State Standards, functional academics, life work, personal care, self-management, working with others and communicating with others.

2. The student's IEP team determines annually whether the student will master each standard at the independent, supported, or participating level. Alternate assessment, selected by the IEP team, is used to measure mastery of the SSSSD. Successful completion of special diploma coursework, which includes the SSSSD in the performance standards of the courses, also documents mastery.

***(d) Meet Option 1A, Option 1B or Option 2 requirements:***

Option 1A Independent/Supported Credit Requirements:

Language Arts/Reading	3 credits
Mathematics	3 credits
Science	1 credit
Career Preparation or Exploratory Education	1 credit
Physical Education	.5 credit
Social Studies	1 credit
Career Education	1 credit
Vocational Transition	2 credits
Electives	11.5 credits for a 6 period schedule; 16.5 credits for a 4x4 schedule

Option 1B Supported/Participatory Credit Requirements:

Academic/Supported/Participatory/Special Skills	8 credits
Physical Education	.5 credit
Prevocational and Electives	15.5 for a 6 period schedule; 20.5 for a 4x4 schedule

Option 2 Vocational Transition Credit Requirements:

Language Arts/Reading	.5 credit
Mathematics	.5 credit
Career Preparation or Exploratory Education	.5 credit

over all students during the graduation ceremonies. The Board's current Code of Student Conduct shall apply to all participants and student spectators attending the graduation ceremonies.

Statutory Authority: [1001.32\(2\)](#), [1001.41\(2\)](#), [1001.42\(23\)](#), F.S.

Laws Implemented: 1003.428, [1003.43](#), F.S.; 6A-1.095 [SBE Rules.](#)

History: New 7/12/50; Amended 3/15/53, 7/13/55, 5/22/57, 7/22/59, 7/12/61, 7/28/65, 7/31/68, 11/17/71, 2/27/74; Revised and Amended 12/18/74; Amended 8/23/78, 5/23/79, 8/13/80, 12/3/80, (Subsection (6) temporary provision for allowing students under age 18 to take GED after 7/1/83, under certain conditions, adopted as an emergency policy 8/10/83; expired automatically 11/8/83; present subsection adopted 1/12/83) Amended 2/8/84, 1/30/85, 8/14/85, 9/11/85, 12/18/85, 3/19/86, 4/9/86, 6/25/86, 12/10/86, 5/27/87, 9/9/87, Subsection (4) "Credit by Examination" repealed 11/11/87; Amended 11/25/87, 2/24/88, 5/25/88, 11/9/88, 2/22/89 (Emergency), 3/29/89, 5/24/89 (Emergency), 6/28/89, 7/26/89, 8/9/89, 6/13/90, 8/8/90 (Emergency), 9/12/90, 1/9/91, 7/10/91, 4/8/92, 8/26/92, 1/13/93, 2/24/93, 8/11/93, 3/9/94, 8/9/94, 6/27/95, 1/10/96, 4/24/96, 10/8/96, 1/28/97, 9/9/97, 1/13/98, 6/30/98, 2/09/99, 6/29/99, 10/12/99, 8/15/00, 1/16/01, 7/31/01, 12/10/02, 12/9/03, 11/9/04, 2/22/05, 10/24/06, 12/12/06, 5/08/07

Note: Former 6Gx52-8.24 (changed 6/30/98)

## 5.14 HIGH SCHOOL MAGNET PROGRAMS

- (1) The high school magnet programs constitute essentially a "school within a school". Students choosing to participate in social and extra-curricular activities shall do so in the magnet host school.
- (2) Students attending a magnet program must be enrolled full time in the magnet host school. Magnet students must complete academic graduation requirements by completing magnet courses and may not substitute dual credit correspondence or on-line courses for magnet courses.
- (3) All high school career academy and magnet programs are four-year twenty-four credit standard diploma option programs. A student who chooses an eighteen (18) credit, three-year standard diploma option may not participate in a career academy or magnet program.
- (4) Students who enter a magnet program are expected to remain in that program for that school year. Students who voluntarily withdraw or who no longer meet eligibility requirements must telephone the District Call Center or a Family Education and Information Center for a school assignment. The student may not enter any other magnet program for the remainder of that school year.
- (5) Students who transfer from a high school magnet program to a regular school program shall be allowed to transfer honors points only in those courses generating honors points in the regular school program.
- (6) While students enrolled in the International Baccalaureate (IB) or Center for Advanced Technology (CAT) program shall graduate with other students of the host school, separate valedictorians, salutatorians and class rankings shall be designated for students of the IB and CAT program, based upon their weighted grade point averages.

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- 7.01 Fiscal Management**
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- 7.03 Inter-County Transfer Of Students**
- 7.04 Gifts To The School District**
- 7.05 Petty Cash Funds**
- 7.06 Procurement Cards**
- 7.07 Salary Payments By Outside Organizations**
- 7.08 School District Publications**
- 7.09 Certification Of Project Compliance With Public Education & Capital Outlay (PECO) Requirements**
- 7.10 School Internal Funds - Principles**
- 7.101 Outside Support Organizations**
- 7.11 School Internal Funds - General Practices**
- 7.12 School Internal Funds - Standards, Practices And Procedures**
- 7.13 School Internal Funds - Other Provisions**
- 7.14 School Stores And Vending Machines**
- 7.15 Purchasing And Bidding**
- 7.155 Non-Discrimination In Purchasing And Contracting**
- 7.16 Procedures For Non-Public Schools To Receive Federal Funds And Services**
- 7.17 Travel**
- 7.18 Membership Dues And Fees**
- 7.19 Responsibility For Board-Owned Property**
- 7.20 Assignment Of Board-Owned Vehicles To Certain Employees**
- 7.21 Inventories And Property Records**
- 7.22 Disposal Of Surplus Property**
- 7.23 Purchase Of Board-Owned Materials By Parochial Schools And Educational Agencies**
- 7.24 Management Of School Board Funds**
- 7.25 Settlement Of Certain Legal Claims**
- 7.26 Representation In Litigation**
- 7.27 Reports And Forms Control**
- 7.28 Preparation And Release Of Special Request Data**
- 7.29 Records Management**
- 7.30 Network/Internet Acceptable Use Agreement**
- 7.31 Campus Police Operations**
- 7.32 Warehouse Operations**
- 7.33 Use of Electronic Resources**
- 7.34 Anti-Fraud**
- 7.35 Whistle Blower**
- 7.36 Software Management**

**7.01 FISCAL MANAGEMENT**

(1) GENERAL FISCAL POLICIES. The purpose of this policy is to establish management expectancies related to the financial activities of the school district and the intent of the School Board in carrying out its statutory fiscal responsibilities.

(a) The School Board shall adopt an annual budget, which shall be submitted to the Florida Department of Education for approval, in compliance with applicable administrative rules of the Department of Education and the Florida Department of Revenue.

(b) The school district shall maintain accounting records in accordance with generally accepted accounting principles (GAAP), as applied to governmental units and promulgated by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

(c) The district shall follow the requirements of the Florida Department of Education's Financial and Program Cost Accounting and Reporting for Florida Schools ("Redbook") in budgeting and financial accounting and reporting.

(d) The district shall adhere to a policy of full and open public disclosure of its financial activities. The format of the budget shall facilitate correlation with data in the district's Annual Financial Report.

(e) Timely and accurate financial reports shall be reviewed by the Superintendent (or designee) and submitted to the School Board on a regular basis. The monthly and annual financial reports presented to the Board shall summarize financial activity by major types of funds, functions and objects and maintain compliance with state requirements.

(f) The district shall maintain a system of internal financial controls that complies with the adopted budget. Following adoption of the annual budget, monthly budget amendments shall be submitted to the Board for approval, along with a corresponding monthly financial report.

(g) Expenditures may temporarily exceed the amount budgeted by object and function, provided the amount expended in the applicable fund does not exceed the amount budgeted for that fund and provided that the School Board subsequently approves the resulting budget amendment no later than the fourth Board meeting following the month in which said amendment occurred. The Superintendent (or designees) shall have the authority to enter budget amendments in the district computer accounting and budgeting system prior to Board approval of the monthly amendment. It is the intent of the Board that salary and benefit expenditures be controlled through Board approved and funded positions. The final budget amendment for the fiscal year shall be submitted prior to or concurrent with the submittal of the Annual Financial Report as required by the Florida Department of Education.

**7.24 MANAGEMENT OF SCHOOL BOARD FUNDS****(1) AUTHORITY**

The Superintendent (or designee) is authorized to make transfers from financial institution to financial institution or within a financial institution for the purpose of investing or divesting School Board funds. For the purposes of this policy, the term “financial institution” has the same definition of Section 280.02(13) F.S.

The Manager, Cash & Investments, under the supervision of the Chief Business Officer, is appointed as designee of the Superintendent and is authorized and empowered for and on behalf of the School Board of Pinellas County, Florida, to a) conduct investment transactions in accounts at financial institutions as provided under subparagraph (11) "Authorized Investment Institutions and Dealers," and b) conduct other banking/financial transactions in financial institutions designated as Qualified Public Depositories under Section 280.02(26) F.S. Accounts at said institutions shall be established by two signatures of the Chief Business Officer, Assistant Superintendent, Finance and Business Services or Director, Accounting.

(a) Investment Transactions. The Manager, Cash & Investments, under the supervision of the Chief Business Officer, shall have the authority, under the conditions set forth herein, to make individual investment decisions and to direct the Third Party Custodian to act on said decisions, consistent with this policy.

(b) Banking/Financial Transactions. The Manager, Cash & Investments, under the supervision of the Chief Business Officer, shall have the authority, under the conditions set forth herein, to establish services and execute transactions to, from, and between established School Board accounts, consistent with this policy.

(c) Facsimile Signatures. The Manager, Cash & Investments, under the supervision of the Chief Business Officer, shall be designated, under the conditions set forth herein, as the custodian of the facsimile signatures of the Superintendent and Chairman of the School Board. As custodian, the Manager, Cash & Investments will oversee the creation of any device or mechanism to apply said facsimile signatures to warrants drawn on School Board accounts.

Appropriate fidelity bonding will be maintained by the School Board to cover the Manager, Cash & Investments, the Chief Business Officer, and other designated staff members who are in any way involved in the movement of School Board funds from one financial institution account to another.

**(2) SCOPE**

The investment policy shall apply to all funds held or controlled by the School Board of Pinellas County, Florida.

**(3) INVESTMENT OVERSIGHT COMMITTEE**

The Superintendent shall establish an investment oversight committee whose members shall be comprised of a minimum of six individuals, three of whom shall be School Board personnel and three non-School Board personnel with relevant financial expertise. The Manager, Cash & Investments, shall serve as an ex-officio resource to the investment oversight committee. The

investment oversight committee will meet at least quarterly to formulate and review the control procedures and investment performance criteria as set forth in this policy.

#### **(4) INVESTMENT OBJECTIVES**

The investment objectives of the School Board of Pinellas County, Florida, are safety of capital, liquidity of funds, and investment income, in that order.

#### **(5) PERFORMANCE MEASUREMENT**

The performance measurement objective of the School Board's investment portfolio shall be to exceed the State Board of Administration's Local Government Surplus Funds Trust Fund's yield.

#### **(6) PRUDENT AND ETHICAL STANDARDS**

The Manager, Cash & Investments, under the supervision of the Chief Business Officer, shall adopt and be guided by the "Prudent Person Rule," which states that, "Investments should be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment." The "Prudent Person Rule" shall be applied in the context of managing School Board funds.

#### **(7) AUTHORIZED INVESTMENTS**

The Manager, Cash & Investments, under the supervision of the Chief Business Officer shall be empowered to invest School Board funds in:

(a) The State Board of Administration's Local Government Surplus Funds Trust Fund or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act as provided in section 163.01 F.S.

(b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

(c) Interest-bearing time deposits or savings accounts in Qualified Public Depositories as defined in section 280.02(26) F.S.

(d) Direct obligations of the United States Treasury.

(e) Obligations of federal agencies, Government Sponsored Enterprises, and instrumentalities.

(f) Securities of, or other interest in, any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, 15 U.S.C. ss. 80a-1 et seq., as amended from time to time, provided the investment objectives of said investment company or investment trust are similar to the investment objectives of this Policy.

(g) Short-term obligations commonly referred to as "money market instruments", including, but not limited to commercial paper, provided such obligations carry the highest credit rating from a nationally recognized rating agency.

(h) Asset-backed securities are permitted when either a) the underlying asset is guaranteed by the issuer, or b) the security carries the highest quality rating by a nationally recognized rating agency.

Investment instruments will have the highest quality as rated by a nationally recognized rating agency at the time of purchase. If the rating of an investment should be downgraded to less than highest quality rating, the Manager, Cash & Investments, in consultation with the Investment Oversight Committee, will decide whether the investment will be sold or retained. Mortgage-backed investments that do not carry an investment rating are permitted when the issuer falls under paragraph (d) or (e) above.

The Manager, Cash & Investments, in consultation with the Investment Oversight Committee, shall have the discretion to invest in securities that do not fall under the above categories, provided the invested value of these securities does not exceed 5% of the total value of School Board Funds, on the settlement date of said investment. Such securities must not otherwise be prohibited by State Statute or this Policy.

Investment of School Board funds shall be made 1) so as to provide sufficient liquidity to meet the obligations of the School Board as they come due and 2) in accordance with the investment objectives listed in subparagraph (4) of this Policy. The Manager, Cash & Investments will comply with the "Prudent Person Rule" as outlined in subparagraph (6) of this Policy when evaluating investments for addition to the managed investment portfolio, particularly with regard to maturity, liquidity, risk, diversification, security type, and issuer.

#### **(8) MATURITY AND LIQUIDITY REQUIREMENTS**

The maturity and liquidity characteristics of the investments in the School Board's managed investment portfolio shall be structured to provide sufficient liquidity to meet obligations of the School Board in a timely manner. The weighted average "duration" of the investment portfolio shall not exceed five years. The maturity and liquidity characteristics of the Managed Investment Portfolio as a whole and of each individual security, shall be in accordance with subparagraphs (4) and (6) of this Policy.

#### **(9) PORTFOLIO COMPOSITION**

The composition of the School Board's managed investment portfolio, with regard to security type, issuer and maturity, shall be diversified so as to 1) provide sufficient liquidity to meet obligations of the School Board in a timely manner and 2) comply with subparagraphs (4) and (6) of this Policy.

#### **(10) RISK AND DIVERSIFICATION**

The risk and diversification characteristics of the investments in the School Board's managed investment portfolio shall be structured so as to 1) provide sufficient liquidity to meet obligations of the School Board in a timely manner and 2) comply with subparagraphs (4) and (6) of this Policy. Investment strategies, including risk and diversification goals, shall be reviewed and revised periodically by the Investment Oversight Committee and incorporated into this policy as appropriate.

**(11) AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS**

(a) Any broker or dealer desiring to conduct securities transactions with the School Board shall be required to submit a written response to the School Board's broker/dealer questionnaire. The Manager, Cash & Investments shall be responsible for reviewing such requests and determining whether the requesting firm is qualified to conduct securities transactions with the School Board. In addition to the broker/dealer questionnaire, the Manager, Cash & Investments may also use other publicly available information necessary to evaluate the qualifications of the applicant.

(b) The Manager, Cash & Investments shall maintain an Approved Broker List of those firms that have been reviewed and deemed qualified to conduct securities transactions with the School Board. The Investment Oversight Committee will periodically review the list and recommend changes if appropriate. The Manager, Cash & Investments, shall be authorized to conduct securities transactions, in an established School Board account, with any firm on the list of qualified firms.

**(12) THIRD PARTY CUSTODIAL AGREEMENTS**

Securities purchased, or otherwise acquired by the School Board shall be properly designated as an asset of the School Board of Pinellas County, Florida and held in safe-keeping by a third party custodian. Said custodian shall issue trust receipts for all purchases and sales of securities in the School Board's custody account. Securities held in safekeeping shall not be withdrawn, in whole or in part, except by the Manager, Cash & Investments, under the supervision of the Chief Business Officer.

The School Board shall execute a third party custodial agreement with a bank or other depository institution, for the purpose of:

(a) Establishing a securities custody account in which securities are deposited and held by the custodian.

(b) Establishing the custodian as agent for the School Board when settling purchases and sales of securities using the delivery versus payment method.

(c) Empowering the custodian to inspect all securities delivered to the account and to verify the description, negotiability and good delivery form prior to payment.

(d) Collecting and crediting interest and dividend payments to the School Board's security account due on securities held in the account as of the payable date.

(e) Acting on the School Board's behalf in the redemption of all matured and called securities and crediting such proceeds in the custody account as received.

(f) Establishing a mechanism for the wire transfer of temporarily idle funds held in the security account to School Board accounts at other financial institutions.

(g) Establishing a mechanism of transmitting and receiving instructions via the Custodian, Securities Broker, and the School Board.

(h) Establishing the use of trust receipts as documentation for all securities transactions through the Depository Trust Company's Institutional Delivery System, the financial institution's

Federal Reserve Account or a designated financial institution which has a correspondent relationship to the School Board's third party custodian.

(i) Providing the School Board a detailed transaction statement indicating all cash entries to the security account, beginning and ending principal balances, and beginning and ending income balances for the period.

(j) Providing the School Board (monthly and upon request) an asset statement indicating description, par value, book and market value of all securities held in the account.

**(13) MASTER REPURCHASE AGREEMENT**

The Manager, Cash & Investments, under the supervision of the Chief Business Officer, shall be required to have a fully executed master repurchase agreement from all approved banking institutions and securities dealers' transacting repurchase agreements. All repurchase agreement transactions shall adhere to the requirements of the master repurchase agreement.

**(14) BID REQUIREMENT**

When appropriate, feasible and practicable, the purchase and sale of investment securities shall be competitively bid. Documentation will be retained for all bids, with the winning bid clearly identified.

**(15) INTERNAL CONTROLS**

The following internal controls shall be implemented to prevent loss of funds from fraud, employee error, misrepresentation by third parties, or imprudent actions by School Board employees.

(a) School Board accounts at financial institutions can only be opened and closed on two signatures of the Chief Business Officer, Assistant Superintendent, Finance and Business Services or the Director, Accounting. The Manager, Cash & Investments is prohibited from opening or closing School Board accounts.

(b) Transactions in, from and between School Board accounts can only be executed by the Manager, Cash & Investments, or his/her backup.

(c) The School Board shall receive two copies of all transaction confirmations and investment account statements. One copy will be sent to the Manager, Cash & Investments and retained in the cash management department files. The second copy will be sent under separate cover to the Chief Business Officer. The Chief Business Officer will review the confirmations and statements, initial them and return them to the Manager, Cash & Investments for retention in the cash management department files.

(d) When the Manager, Cash & Investments completes a trade with a broker, the broker will immediately send the trade details to both the Manager, Cash & Investments and the School Board custodian.

(e) On a monthly basis, the staff accountant will reconcile all School Board money market accounts and the custodial account, the Manager, Cash & Investments will review the reconciliations and the Chief Business Officer will review and approve them. All three

individuals will sign the cover page and the document will be placed in the cash management files.

(f) In addition to the annual audit of the School Board there will be a separate audit of the managed investment program. This audit is presented to the Investment Oversight Committee and is available for School Board review.

(g) The Manager, Cash & Investments reports to the investment oversight committee ex officio. The committee reviews the investment activities of the Manager, Cash & Investments for compliance with this policy and the "Prudent Person Rule".

#### **(16) CONTINUING EDUCATION**

The Manager, Cash & Investments shall complete eight (8) hours annually of continuing education classes in subjects or courses of study related to cash management and/or investment practices and products.

#### **(17) INVESTMENT PERFORMANCE AND REPORTING**

The investment portfolio's performance shall be reported to the Investment Oversight Committee through a set of reports, the contents of which are described below, on a quarterly basis. Said reports shall also be presented to the School Board at a regularly scheduled School Board meeting. Reports shall include the following:

(a) Asset Value and Income Statement for the current quarter, fiscal year-to-date, and prior fiscal year.

(b) Notes to Value and Income Statement.

(c) Period ending portfolio statement inclusive of security type and description, book value, market value, book value versus market value comparison, prepaid and accrued interest to date, and the total value of each security as well as the total value of all securities.

(d) Management Investment Program Income and Rate of Return Statement for the current quarter, fiscal year-to-date, and prior fiscal year.

(e) Pro forma Income and Rate of Return Statement for the alternative State Board of Administration investment for the current quarter, fiscal year-to-date, and prior fiscal year.

(f) Any other reports the investment oversight committee or School Board deems necessary, as well as those required by regulatory agencies.

#### **(18) SALE OF SECURITIES**

When the School Board invested funds are needed in whole or part for the purposes originally intended or for more optimal investments, the Manager, Cash & Investments may sell such investments at the then prevailing market prices and place the proceeds into the proper School Board account or fund.

#### **(19) REVERSE REPURCHASE AGREEMENTS**

The School Board may enter into a reverse repurchase agreement with any firm on the list of qualified firms as defined in subparagraph (11) of this Policy or a Qualified Public Depository as

defined under section 280.02(26), F.S., not for the purposes of increase leverage, but for legitimate funds management purposes only. The use of reverse repurchase agreements shall be limited to transactions in which the proceeds are intended to be used for liquidity and for which the School Board staff has sufficient resources and expertise to manage.

**(20) ELECTRONIC TRANSFER OF FUNDS**

School Board funds may be moved into, out of, and between any School Board account by electronic means, including Fedwire, ACH, or any other method as may be developed and put into practice by financial institutions for the purposes of transferring money between accounts or between financial institutions. Movement of School Board funds by electronic means shall comply with Chapter 668, F.S.

School Board funds shall only be electronically transferred for the following reasons:

- (a) payment of legitimate obligations incurred in the course of School Board business,
- (b) receipt of School Board revenue from local, State, and Federal sources,
- (c) settlement of investment transactions, e.g. purchases, sales, or principal and interest distributions,
- (d) transfers between School Board accounts as needed for legitimate funds management activities.

The Manager, Cash & Investments, or his/her backup, will execute electronic transfers of funds through qualified financial institutions as defined in section (1) of this Policy. The Manager, Cash & Investments shall properly account for such transactions in the School Board's general ledger system.

(a) Fedwires

- a. Fedwires between School Board accounts can be initiated and approved by the Manager, Cash & Investments.
- b. Repetitive templates of Fedwire instructions to non-School Board accounts shall be established by a School Board employee, who is not a member of the Cash Management Department, using software provided by the School Board's financial institution. The Manager, Cash & Investments shall be prohibited from altering such repetitive templates.
- c. Fedwires to non-School Board accounts can be initiated and approved by the Manager, Cash & Investments, provided repetitive templates, as established in paragraph b. above, are used.

(b) ACH transactions

- a. Authorized School Board vendors will be paid only via ACH Credit transactions. An ACH Credit transaction is where money is sent from a School Board account to the School Board vendors appropriate bank account.

- b. ACH Debit transactions are prohibited, unless the counterparty to the transaction is another governmental entity. An ACH Debit transaction is where money is retrieved from a School Board account by the counterparty's financial institution.
- c. Authorized School Board vendors to be paid via ACH will be set up to receive such payments in the School Board's general ledger system by Accounting Department personnel.
- d. Payment of employees wages via Direct Deposit will comply with procedures established by the Payroll Department.

(c) Other Electronic Funds Transfer transaction types

Other electronic funds transfer transactions, through either an established method or any method that may be developed in the future, are permitted, so long as such transactions are structured so that School Board funds may not be transferred to non-School Board accounts at the sole discretion of the Manager, Cash & Investments. Instructions to transfer funds electronically, to non-School Board accounts, shall be established by a School Board employee who is not a member of the Cash Management Department. Said instructions can then be used by the Manager, Cash & Investments to execute an electronic transfer of funds.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

Laws Implemented: 163.01, Chapter 668, 1010.11 F.S.

Investment Company Act of 1940, 15 U.S.C. ss. 80a-1 et seq.

History: New 11/17/71; Revised 12/18/74, Amended 7/22/92 (Emergency), 8/26/92, 8/11/93, 11/15/95, 4/16/02, 4/10/07

Note: Formerly 6Gx52-4.16 (changed 6/30/98).

## 7.25 SETTLEMENT OF CERTAIN LEGAL CLAIMS

(1) The School Board is self insured in accordance with Florida Statutes for personal injury or property damage, worker's compensation or similar claims. The Board utilizes a third party administrator (TPA) to process these claims and also purchases excess workers' compensation insurance to provide coverage for specific workers' compensation claims over \$400,000.

(2) A claims committee is established to review and authorize settlement on certain claims. The committee shall be comprised of the Superintendent (or designee), the board attorney (or designee), the director of risk management, a representative of the school/department affected by the decision to settle the claim, a member of the School Board, and, for cases involving personal injury or property damage, a representative of the School Board's claims servicing agency.

(3) The School Board authorizes its third party administrator (TPA), to settle personal injury, property damage and workers' compensation claims up to twenty-five thousand dollars (\$25,000). The Board authorizes the director of risk management and insurance to authorize settlement of personal injury, property damage, and worker's compensation claims in excess of \$25,000 but less than \$50,000. The Board authorizes the school board attorney and the Superintendent to settle other claims up to \$50,000.

(4) The claims committee will be convened by the board attorney when authorization is sought to settle a claim or lawsuit for \$50,000 up to \$100,000. The committee will consider all relevant

factors, applicable laws, and recommendations of the TPA and assigned counsel when authorizing a claim settlement. The committee is authorized to settle any case for an amount not exceeding \$100,000 without School Board action.

(5) Settlements over \$100,000 authorized by the claims committee will be sent to the Board for consideration.

(6) For personal injury, property damage, and workers' compensation litigation, the third party administrator shall select counsel from a pool of attorneys established by the School Board through the request for proposal process.

Statutory Authority: 1001.32(2), 1001.41, 1001.42, 1001.43 F.S.

History: New 3/19/86; Amended 9/27/89, 6/27/90, 1/9/91, 8/25/93, 8/12/97

Note: Formerly 6Gx52-4.03 (changed 6/30/98).

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