

Business and Non-Instructional Operations

High School Concession Stand

The Newtown High School concession stand(s) shall be operated by the Newtown Public Schools for the benefit of the student body. Upon appointment by the Superintendent of Schools, or his/her designee, staff will serve as managers of the stand, and will be empowered with the overall management of the stand. The designated staff shall be responsible for the purchasing of supplies and new equipment, the scheduling of the operation, the maintenance of existing equipment, the training of the students, operating staff, and for providing an accounting of revenue and expenses. The designated staff shall deposit revenue received into a separate account with the treasurer of that account named by the Board.

The designated staff will have completed the Food Awareness Safety Training or similar program from a Health Agency. The concession stand shall be student run under the strict supervision of the designated staff.

The Concession Stand Business Plan is to maintain a positive cash flow; however, due to unforeseen circumstances if there is a negative balance the Principal will be notified on a monthly basis.

Legal Reference: Connecticut General. Statutes

10-237 School activity funds

Policy adopted: April 4, 2017

NEWTOWN PUBLIC SCHOOLS
Newtown, Connecticut

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1. The designated staff will be paid at an agreed upon rate as per current teacher contract for each event supervised.
2. The treasurer of the concession stand account shall be the Superintendent of Schools of his/her designee.
3. Accounting books shall be maintained by the Treasurer.
4. Purchases of supplies shall be done in accordance with current Board policy.
5. Receipts from concession stand activities shall be counted by the presiding staff and deposited as soon following an event as is possible.
6. The stand will be inspected by the Newtown Department of Health and run by their accepted regulations.

Legal Reference: Connecticut General Statutes

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Regulation approved: April 4, 2017

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