

**Rochester School Board**  
**Policy Committee Agenda**  
School Department Board Room  
February 15, 2018  
6:00 PM

1. Pledge of Allegiance
2. Approval of the January 18, 2018 Minutes
3. Policies for 2<sup>nd</sup> Reading:
  - DD – Funding Proposals and Applications
  - DFE – Gate Receipts and Admissions *as amended*
  - DFG – Income from The RW Creteau Technology Center Sales and Service
  - DFGA-R – Auto Repair shop Services and Charges
  - DH – Bonded Employees and Offices
4. 1<sup>st</sup> Reading/Review
  - DID – Inventories
  - DIE – Audits
  - DJC – Bidding Requirements
  - DJD – Local Purchasing
  - DJE – Cooperative Purchasing
  - DJF – Purchasing Procedures
  - DJGA – Sales Calls and Demonstrations
  - DLD – Employee Stipends
  - DM – Cash in School Buildings
  - DOA – Grant Management and Lines of Authority
5. Public Comment
6. Other
7. Adjournment

Committee Members:

Amy Malone, Chair  
Anne Grassie, Vice-Chair  
Nathaniel Byrne  
Raymond Turner  
Robert Watson

**Rochester School Board  
Policy Committee Minutes  
School Department Board Room  
January 18, 2018**

DRAFT

**Members Present:**

Mrs. Amy Malone  
Mr. Robert Watson

**Members Absent:**

Mrs. Anne Grassie  
Mr. Nathaniel Byrne  
Mr. Raymond Turner

**Also Present:**

Mr. Michael Hopkins  
Mr. Kyle Repucci  
Mr. Paul Lynch  
Mrs. Karen Stokes  
Guests

Mrs. Malone appointed Mrs. Stokes as a member and called the meeting to order at 6:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

Mrs. Stokes moved, second by Mr. Watson, to approve the minutes of the December 21, 2017 meeting. The motion passed unanimously.

Policies for 2<sup>nd</sup> Reading

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy IMBC, Alternative Credit Option. The motion carried unanimously.

Mr. Watson moved, second by Mrs. Stokes, to recommend to the Board for second reading and approval policy DB, Annual Budget. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy DBB, Fiscal Year. The motion carried unanimously.

Mr. Watson moved, second by Mrs. Stokes, to recommend to the Board for second reading and approval policy DBD, Budget Planning. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for second reading and approval policy DBJ, Budget Implementation. The motion carried unanimously.

Polices for 1<sup>st</sup> Reading/Review

Mr. Watson moved, second by Mrs. Stokes, to recommend to the Board for first reading policy DD, Funding Proposals and Applications. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for first reading policy DFE, Gate Receipts and Admissions as amended. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for first reading policy DFG, Income from the RW Creteau Technology Center Sales and Services. The motion carried unanimously.

Mrs. Stokes moved, second by Mr. Watson, to recommend to the Board for first reading policy DFGA-R, Auto Repair Shop Services and Charges. The motion carried unanimously.

Mr. Watson moved, second by Mrs. Stokes, to recommend to the Board for first reading policy DH, Bonded Employees and Office. The motion carried unanimously.

Public Comment

None

Other

None

Adjournment

Mrs. Stokes moved, second by Mr. Watson, to adjourn at 6:13 p.m. The motion passed unanimously.

Respectfully submitted,  
Mrs. Amy Malone, Chair

**DD**

## **FUNDING PROPOSALS AND APPLICATIONS**

The School Board is to be kept informed of all possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

Adopted: April 8, 1993  
Board Review/Approved: September 11, 2008  
Policy Committee Review: January 18, 2018, February 15, 2018

## DFE

### GATE RECEIPTS AND ADMISSIONS

Admissions receipts of ~~athletic school~~ events shall be adequately controlled. The Superintendent is responsible for the administration and supervision of all phases of ~~athletic school~~ events for which an admission is charged.

Adequate records shall be maintained by the Superintendent to provide chronological and accounting data for subsequent review and analysis.

The following is the current procedure for this activity:

Two cash boxes are processed to accommodate the two gates that are available for the purchase of tickets. The amount of cash in each box is determined by who the visiting team is. A record of information is included in each box which includes:

1. Amount of cash in the box
2. Record of the first ticket to sell
3. Individual who was issued cash box
4. Type of Sport
5. Who they played
6. Date
7. Signatures of Athletic Department and the individual that was issued the cash box

Once the ticket sales have ended, additional information is added:

1. Record of the last ticket sold
2. Amount collected

The Athletic Department balances the boxes to insure that the amount of tickets sold equals the amount of cash collected. The cash is counted with both a representative of the Athletic Department and the individual who collected the cash to insure that they both agree on the dollar amount. Once the reconciliation is complete, the funds received are submitted to the Business Office for deposit.

Adopted: April 8, 1993

Amended: March 12, 2009

Policy Committee Review: January 18, 2018, February 15, 2018

## **DFG**

### **INCOME FROM THE RW CRETEAU TECHNOLOGY CENTER SALES AND SERVICES**

The service and products provided through the district's various vocational programs are not designed to be competitive with local businesses, or to produce revenue for the district. However, when such services and products are made available to the public, the customer will be charged an amount sufficient to cover costs of materials. Charges, except for materials and parts, will be waived for students enrolled in the course and nonprofit organizations.

The following is the current procedure for the sales and services for areas such as Woodworking, Greenhouse and the Café:

An invoice is generated for all transactions. Funds received from customers are turned in to the office for deposit in the Student Activity Funds checking account. The funds are recorded in the appropriate Student Activity Fund and follow the guidelines of the Student Activity Funds adopted by the School Board. The funds are utilized to purchase materials and to assist in the funding of field trips and the Career and Technical Student Organization (CTSO) conference.

Adopted: April 8, 1993

Amended: November 13, 2008

Policy Committee Review: January 18, 2018, February 15, 2018

## DFGA-R

### AUTO REPAIR SHOP SERVICES AND CHARGES

The following rules and procedures will apply to work done in the auto repair shop and the charges for these services:

1. Priority for Services
  - a. Students enrolled in course.
  - b. School district vehicles.
  - c. Public agencies and nonprofit organizations.
  - d. Parents of students enrolled in course.
  - e. Employees of the school district.
  - f. Area senior citizens.
  - g. Students enrolled in the high school.
2. Work Permit, Releases, Car Registrations
  - a. A work permit must be obtained from the director of the vocational-technical program for all work to be performed.
  - b. All customers must sign the necessary application and release forms and must be made aware of the conditions of approval as listed.
  - c. Before work is started, the registration of the auto must be checked. Vehicles with commercial or omnibus plates registered in the names of students, parents or employees will not be considered for services.
3. The welding of gasoline tanks and installation of auto glass is prohibited.
4. Tipping for services will not be permitted.

The following is the current procedure for this activity:

An invoice is generated for all transactions. Funds received from customers are turned in to the office for deposit in the Student Activity Funds checking account. The funds are recorded in the appropriate Student Activity Fund and follow the guidelines of the Student Activity Funds adopted by the School Board. These funds are utilized for the purchase of materials and to assist in the funding of field trips and the Career and Technical Student Organization (CTSO) conference.

Adopted: April 8, 1993

Amended: March 12, 2009

Policy Committee Review: January 18, 2018, February 15, 2018

**DH**

**BONDED EMPLOYEES AND OFFICERS**

The Board will provide a blanket bond to cover all other employees who handle school moneys.

Adopted: April 8, 1993  
Board Review/Approved: September 11, 2008  
Policy Committee Review: January 18, 2018, February 15, 2018

## **DID**

### **INVENTORIES**

To serve the functions of conservation and control, a running inventory will be maintained by the Superintendent's office on (1) buildings and grounds equipment, (2) furniture, (3) administrative equipment, (4) educational equipment, (5) vehicles, and (6) textbooks and supplementary books.

Each teacher is responsible for maintaining an inventory of equipment, materials and supplies in his or her shop, laboratory, or classroom.

These inventories will be brought up to date in June before school closes. Two copies of the inventory will be filed with the building administrator. The October inventory is due by October 31, and the June inventory is due by the last working day of the school year.

Adopted: April 8, 1993

Amended: September 11, 2008

Policy Committee Review: February 15, 2018



## **DIE**

### **AUDITS**

Good business practice requires that an audit be made by a public accountant every two years. Such audit will be made in accordance with Generally Accepted Accounting Principles.

Adopted: April 8, 1993  
Board Review/Approved: September 11, 2008  
Policy Committee Review: February 15, 2018

**DJC**

## **BIDDING REQUIREMENTS**

All purchase requests must be submitted to Purchasing for approval before the order is placed. Once the request has been verified for available funds it is approved as a Purchase Order. Exceptions: monthly utility billing, heating fuels and benefits payments do not need payment requests or purchase orders. Stipends should be submitted through Payroll Stipend Payment Request Form and Special Ed contracted service agreements through a Service Agreement form.

Any purchase order greater than \$1,000 but less than \$10,000 shall be accompanied by three competitive quotes and justification if the lowest competitive quote is not selected as the vendor of choice. Any purchase order over \$10,000 shall follow the formal sealed bid process. The Superintendent may waive the bidding requirements in an emergency. An emergency would include an event that could delay school, close school, or create a safety hazard or potential safety hazard. The School Board Chair and/or Vice-Chair shall be notified immediately; the Finance Committee shall be notified of emergency purchases at the next regularly scheduled meeting.

The Superintendent or the Business Administrator may authorize purchases outside of the bidding process (a) to take advantage of temporary pricing opportunities which are well below anticipated bid prices or (b) when only one source for a particular product exists. When these options are used, the Finance Committee will be informed.

All formal bid documents should be maintained by the School Department for a minimum of seven years or for the life of the item or project, whichever is longer. The formal bid documents should include the bid specifications, documentation of how prospective bidders were notified, the bids submitted, a summary of bid results, the award recommendation letter, documentation of approval by the School Board, the award notice to the successful bidder, and the contract as awarded.

Formal bids shall be advertised in a newspaper of general circulation. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All formal bids must be submitted in sealed envelopes, addressed to the Superintendent of Schools, and plainly marked with the name of the bid. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

When a Certificate of Occupancy is required, bids shall state that it is the sole responsibility of the vendor; and no less than 10% of the full contract price shall be withheld pending issuance of a Certificate of Occupancy or Code Enforcement final approval. No less than 3% of the full contract price shall be withheld until all punch list items have been approved by the School Department.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject any or all bids, or any part of any bid when it is in the best interest of the District. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation. The bidder to whom the award is made may be required to enter into a written contract with the district.

It is the intent of the School Board, at a minimum, to comply with the City of Rochester purchasing policies.

**Adopted:** April 8, 1993  
**Amended:** April 13, 2000; September 8, 2005  
**Board Review/Approved:** September 11, 2008  
**Amended:** April 14, 2011; January 5, 2012  
**Policy Committee Review** February 15, 2018

## **POLICY DJC, BIDDING REQUIREMENTS PROCEDURES**

1. Any **purchase order** greater than \$1,000 but less than \$10,000 requires three quotes. These quotes should be summarized and submitted to the purchasing agent when the Purchase Order process begins. This document will be saved as part of the purchase order process.
2. Any purchase order greater than \$10,000 shall follow the formal sealed bid process.
3. The Purchasing Agent will be responsible to ensure that all bid processes and procedures are followed; this includes not separating purchase orders to avoid the single item minimum and maximum quote requirements, and use District approved purchase order form

### **Formal Sealed Bid Process**

1. Request for proposals (bids) are prepared and reviewed prior to posting. The bid date is approved by the District Purchasing Agent and Superintendent. Bids are normally due at noon time, opened and read aloud at that time.
2. If a walk-through for a project is warranted, the bid should state if it is mandatory or optional. A walk-through should be scheduled approximately two weeks prior the bid opening date.
3. If the bid provides for addendums, a requirement that final questions be submitted at least one week prior to the bid opening date. The bid should also provide a means to provide the addendum to all parties. All addendums should be completed five days prior to bid submission. A web based posting of the addendum is recommended.
4. All bids shall state that permit sign offs shall be consistent with the Rochester Code Enforcement Office. It shall also state that permits will be obtained at no cost to the vendor.
5. All bid proposals shall be on file in the Superintendent's or Facilities Director's office.
6. Bids submitted by vendors are retained in the Central Office Business Office.

**DJD**

## **LOCAL PURCHASING**

It shall be the policy of the school district to purchase locally, provided goods of equal quality and at competitive prices are available from local suppliers.

The district purchasing agent should not feel bound to purchase any item locally that can be secured at a saving to the school district from outside sources, nor shall he or she feel bound to purchase locally unless adequate service and delivery can be given by the local supplier.

|                                 |                          |
|---------------------------------|--------------------------|
| Adopted:                        | April 8, 1993            |
| Board Review/Approved:          | September 11, 2008       |
| <u>Policy Committee Review:</u> | <u>February 15, 2018</u> |

**DJE**

## **COOPERATIVE PURCHASING**

The Board, at its option, will join in cooperative purchasing with other school districts to take advantage of lower prices for bulk purchasing and to reduce the administrative costs involved in bidding.

The Superintendent is directed to contact nearby superintendents from time to time to fulfill this policy.

Adopted: April 8, 1993  
Board Review/Approved: September 11, 2008  
Policy Committee Review: February 15, 2018

**DJF**

## **PURCHASING PROCEDURES**

Purchasing procedures will be designed to ensure the best possible price for the desired products and services.

Procedures for purchasing will be developed by the Superintendent or his/her designee.

These procedures will require that all purchases are made on properly approved purchase orders and that for items not put to bid, price quotations will be solicited.

Special arrangements may be made for ordering perishable and emergency supplies.

Adopted: April 8, 1993  
Board Review/Approved: September 11, 2008  
Policy Committee Review: February 15, 2018

**DJGA**

**SALES CALLS AND DEMONSTRATIONS**

Sales representatives are not permitted to call on teachers or other school staff members without authorization from the school administration.

School principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

Adopted: April 8, 1993  
Board Review/Approved: September 11, 2008  
Policy Committee Review: February 15, 2018



**DLD**

## **EMPLOYEE STIPENDS**

Stipend payments to employees of the district are for activities that occur in addition to their normally scheduled daily responsibilities. Workshops or like activities that occur during the normal course of scheduled workdays would not regularly be considered stipend activities or be eligible for additional compensation in any form. Payment exceptions to this policy will require extraordinary preparation activity that occurs outside of the normal workday and must be approved by the Superintendent in advance of the stipend agreement or payment. Stipends will not be paid to employees who do not complete the agreed upon responsibilities or, upon approval by the Superintendent, may be paid on a *pro rata* basis, based on percentage of project completed or number of hours worked if an hourly employee.

It is the policy of the district to require all stipends paid to current employees to be paid as a function of payroll in accordance with all applicable state and federal laws. Any stipend paid must be paid through the district accepted stipend payment request form. Stipends paid to hourly employees must be at least minimum wage for the number of hours the employee will work and typically would be at least the same rate of pay as their normal position. If the number of hours would increase hours actually worked for any given week in excess of forty hours then payment must be made in accordance with all State and Federal Wage and Hour Laws (i.e. overtime pay).

Stipends of less than \$500.00 paid to any individual during the course of a given fiscal year that are paid (1) either as a one time stipend or cumulatively over the course of the fiscal year, and (2) for a one time activity of less than one week in duration, shall require approval of the requesting supervisor and Superintendent. The exception to this is that all grant management stipends must be approved by the requesting supervisor, Superintendent and the Rochester School Board).

Stipends of \$500.00 or more, either singularly or cumulatively for any individual over the course of any given fiscal year, and/or for duration of longer than one week or for the purposes of grant management, must be approved by requesting supervisor, Superintendent and the Rochester School Board. In addition, all stipends over the \$500.00 threshold, either singularly or cumulatively, must also be recorded in the employees' personnel file as an addition to regular compensation.

Adopted: April 13, 2002  
Board Review/Approved: September 11, 2008  
Policy Committee Review: February 15, 2018

**DM**

**CASH IN SCHOOL BUILDINGS**

Funds collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All funds collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

In no case shall funds be left overnight in schools, except in safes provided for safekeeping of valuables, and even then not to exceed more than a few dollars. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight, with the exception of Petty Cash.

Petty cash has been issued to each school for the purpose of purchasing small immaterial items. The purchase and procedure of such items must follow the guidelines under the Student Activity Account Guidelines adopted by the School Board.

The following schools have been issued Petty cash which is centrally controlled and stored in a secure area:

|                             |       |
|-----------------------------|-------|
| - William Allen School      | \$100 |
| - Chamberlain Street School | \$100 |
| - East Rochester School     | \$100 |
| - Nancy Loud School         | \$100 |
| - Gonic School              | \$100 |
| - Maple Street School       | \$100 |
| - McClelland School         | \$100 |
| - School Street School      | \$100 |
| - Rochester Middle School   | \$300 |
| - Spaulding High School     | \$300 |
| - Bud Carlson Academy       | \$100 |

Adopted: April 8, 1993

Amended: November 13, 2008

Policy Committee Review: February 15, 2018

## DOA

### GRANT MANAGEMENT AND LINES OF AUTHORITY

Unless otherwise stipulated in a specific grant application or by state statute, the Superintendent may apply for any grant he/she deems to be in the best interest of the district. The Superintendent will submit written notification to all Board members that a grant has been applied for in accordance with this policy within five working days of the application date, informing them of the nature of the grant and the purpose of the specific application.

It is the policy of the district to apply for and accept grant funds that would help improve the educational and overall wellbeing of the student population, help teachers become more effective educators, improve the general administration of the school system, and are in compliance with the district's mission statement and goals as set forth by the Rochester School Board. Grant acceptance will be approved by the School Board upon recommendation by the Superintendent. Funds from grants received will not be expended until official acceptance by the Rochester School Board has been recorded in the official School Board minutes.

Grant management is the responsibility of the Superintendent. A grant manager may be appointed by the School Board as recommended by the Superintendent. All expenditures from grant funds must be in compliance with specific grant guidelines, common sense, Generally Accepted Accounting Principles and any other requirements that may govern the use of grant funds. Grant funds will be expended through the same procedures as all other district funds. As with other expense requests the Superintendent has final approval on all expenditures under \$500.00. Requests of \$500.00 or more must also be approved by the Chairperson of the School Board or his/her designee.

Adopted: April 13, 2000  
Board Review/Approved: September 11, 2008  
Policy Committee Review: February 15, 2018