

GENERAL INFORMATION 2022-23

TEACHER MOVEMENT ON THE SALARY SCHEDULE:

If a teacher becomes eligible for either the BA+24 or Master stipend because of completion of additional credits, the Superintendent must be notified of the anticipated change prior to September 23, 2022. Transcripts of such credits must be presented to Karyn Stockdale at the district office no later than September 10 of any year in which the change is to take place. Full responsibility for securing the necessary transcripts for reclassification rests with the teacher, and all transcripts must be submitted by the stated time. There will be no reclassification of teachers during the school year. **Original transcripts are required** to avoid an audit exception.

TEACHER CREDENTIALING:

Idaho law requires all certificated staff members must have a current Idaho credential on file prior to receipt of their first paycheck. Please make certain that your application has been submitted to the State Department of Education prior to September 1. If you need assistance, please contact Karyn Stockdale at the district office at extension 2114.

DISTRICT OFFICE HOURS

The district office staff is available to help you every workday from 6:00 a.m. to 4:00 p.m. Because the office is open longer than the average workday, staff schedules are staggered to assure that someone is always in the office to help community or staff. Duties vary and we try to all have general knowledge of each other's areas of expertise but there may be times when the appropriate person isn't immediately available. Feel free to bounce your question off another one of us and we will do our best to help you. If an immediate answer isn't available, please either leave a message or send an email to the appropriate person and we will get right back to you.

WHO DO I CALL?

Marcia Hoffman is retiring in the next few months and is training Sara Allen as our Business Manager. The Business Manager oversees all the district's financial affairs, including managing the budget, payroll, insurance and benefits, and worker's compensation.

Karyn Stockdale is the District Clerk and is responsible for handling all the board and superintendent's communications, as well as personnel issues, credentialing, policy, and human resources.

Kathy Sperber is the Accounts Payable Clerk/Transportation Secretary/Substitute Dispatcher. She is responsible for calling and scheduling substitutes. All questions concerning purchase orders, travel and lodging reservations should be directed to her. Requests for activity buses, with all necessary information, should be forwarded to Kathy at least ten (10) working days prior to departure, and after approval by your building principal.

PROCEDURES FOR PURCHASE ORDER PROCESSING/ TEACHING MATERIALS AND SUPPLIES

Summer orders were reviewed, approved, ordered, and most of the supplies have been received. If there are items you have not yet received, please contact Kathy Sperber at the District Office for assistance. Please turn in all packing slips (sign and date the slips) from summer orders as soon as possible so that the bills can be paid.

All district orders must be approved and signed by your building principal or supervisor **before** the district office can process them. **Items ordered or purchased without prior approval will not be reimbursed, and the employee will be required to assume the cost of the item personally.**

Standard procedure for purchase orders will be as follows:

Employee will fill out purchase order with Ship To, Vendor (please include name, website, phone number, and mailing address), Quantity, Description, Catalog No., Unit Price, Total, Shipping and Handling (exact if known, 15 percent estimated otherwise) and Total. The employee must sign and date the order. Building principals, or department supervisor must approve by signing the purchase order and assign a budget category and account code before submitting it to the district office.

1. Once received in the district office, Kathy will assign the purchase order number, obtain signatures from the Business Manager, Superintendent, and then place the order. The yellow copy will be returned to the employee who completed the purchase order. **It could take up to a week to receive your copy of the purchase order showing that it has been approved.**
If the employee is going to place the order, please indicate that in the “special instructions” box. Otherwise, the order will be placed by Kathy. Please remember that if you are going to place the order yourself, you must have all the signatures and a PO number **first**.
2. When an order is received, the employee is required to check off the packing slip against the original order to ensure proper receipt of goods. The packing slip should be initialed and returned to Kathy at the district office, where it will be matched with the purchase order and paid.
3. You must have a signed purchase order before a credit card will be issued to you.
4. Reminder: Our district is tax exempt for Idaho purchases. The tax-exempt number is listed on the bottom of each purchase order.
5. **For travel arrangements**, please include a conference worksheet, conference schedule, with attached purchase orders. Out of state conferences (except Washington, Oregon, and Montana) must be pre-approved by the Board of Trustees. Please get these requests in early.

If you have any questions or suggestions, please call Kathy at extension 2112.

ABSENCE/SUBSTITUTE INFORMATION

There are times when an employee needs to be absent from work for various reasons. For **every** absence, an Absence Report needs to be completed. Your building administrator needs to approve **all** absences. When you are absent, a substitute will be called in for you. **Please do not call your own sub or cancel your own sub.**

The school district has a subline that you may call and leave a message when you are sick. That number is **208-686-2109**. You may call this telephone number any time except between 6:00 a.m. and 8:00 a.m. Please call the district office (208-686-1621) during these times for same day calls. **Do not leave a message on the answering machine for a same day subs after 6:00 a.m.** It is imperative that you telephone the office early in the morning if you discover you are ill. The longer you wait, the harder it is to place a substitute in your position.

For future absences, you may also use the sub line to leave messages **after** you have completed the leave of absence report with your building administrator, or you can email Sperber.kathy@lakesidesch.org or leave a message at 208-686-2112. Do not use email if the need is immediate! **DO NOT** send an email for same day subs!

When completing your absence report for Personal Leave, Family Sick Leave or Bereavement, please circle the appropriate relationship.

When you make a request for a sub for a future date, you should receive the pink copy of your absence report back confirming your substitute. Please do not rely on the absence report making its way through the system on time. If you do not receive the pink copy back within a few days, then please call to verify your request. There have been times when your absence occurs before the absence report makes it to the sub caller, so a sub may not have been scheduled. All absences are noted on a shared Outlook calendar entitled, "Staff Absences".

If you wish to have a specific sub, please put their name in the comment area on your absence report. The more you list, the better chance of getting someone that fits in your classroom.

Thank you for your cooperation. If you have any questions or comments, please feel free to call. We'll be glad to hear from you!

Subs are scarce, so the sooner you let us know of your absence the better off your classroom will be.

REQUESTS FOR ACTIVITY BUS

If a school bus is needed for an activity, event, or field trip you will need to fill out a "Request for Activity" form. If more than one bus is needed, fill out a separate slip for each bus requested. Prior to requesting a bus for a field trip, please speak with your principal to see if funds are available and that it aligns with your curriculum. These requests must be turned into the transportation department office ten (10) days prior to your trip. No bus will be scheduled until the funding source is assigned. For more information, please see under Field Trips in your employee handbook. Remember students can only be transported by a yellow school bus. Note: In the event an offsite activity is scheduled, the food services director must also be contacted to allow district personnel to alter inventory, menus or prepare sack meals.

ON THE JOB INJURIES

If you are injured at work or suffer an occupational illness, you must report the injury or illness to your immediate supervisor and Marcia Hoffman at the district office within twenty-four (24) hours, or as soon after as reasonably possible. There are required forms that must be submitted immediately and specific procedures to be followed, including who you see for medical treatment. For further information, please see District Policy No. 5337P.

MEDICAL LEAVE

Under federal law, employees may be entitled to extended periods of job protected leave, or additional hours of leave for certain situations. For further information, please see District Policy No. 5328 (Family Medical Leave).

SEXUAL HARASSMENT

Sexual Harassment is a violation of federal law and will not be tolerated or permitted. All employees will receive annual training in this subject and are required to immediately (but no later than 24 hours) report any incident, or suspected incident, of sexual harassment to the immediate supervisor or District Human Rights Director. Failure to report may result in disciplinary action up to, and including, discharge from employment with the Plummer-Worley School District. For further information, please see District Policy No. 5012, 5012P and 5012F.

ABUSED AND NEGLECTED CHILD REPORTING

A District employee who has reasonable cause to suspect that a student may be an abused, abandoned, or neglected child or who observes a child being subjected to conditions which would reasonably result in abuse, abandonment or neglect shall report such a case to local law enforcement or the Department of Health and Welfare within twenty-four (24) hours. The employee shall notify the Principal or Superintendent immediately of the concern. An employee does not discharge the obligation to personally report by notifying the Superintendent or Principal.

Any District employee who fails to report a suspected case of abuse, abandonment or neglect to the Department of Health and Welfare or local law enforcement, or who prevents another person from doing so, may be civilly liable for the damages proximately caused by such failure or prevention, and is guilty of a misdemeanor. The employee may also be subject to disciplinary action up to and including termination. For further information, please see District Policy No. 5232.

SOCIAL MEDIA

Privacy does not exist in the world of social media therefore the District recommends that employees consider what could happen if a post becomes widely known or how that may reflect on the person who is posting or the District. Search engines can turn up posts years after they are created, and comments can be easily forwarded or copied. If you would not say it at a Board Meeting or to a member of the media, consider whether you should post it online. Please adhere to District Policy 5229 and 5229P.

INTERNAL CONTROLS

Money Handling

- **Do not keep money in your classroom.** Deposits are to be made **daily** by turning the cash/checks into the Office Manager of your building with a properly filled out form. No holding checks and then becoming stale dated which means after 6 months to a year you can't deposit the check in the bank.
- **No petty cash fund** is to be kept in classrooms or anywhere.
- When using a **receipt book**, be sure the composition of the deposit is included. **Was it cash, was it a check?** Mark it on the receipt what it consisted of.
- **School Stores...**Make sure you have a **tape from the store each day** as it is deposited.
- **Do not accept post-dated checks for any reason.** Example: Today is August 31st. A person writes a check today but dates it September 6th. That person passes away on September 4th. That check can't be deposited because it was written after the person passed away.
- Make sure **all cash and checks collected are recorded and receipted.** When you turn the funds into the office **each day**, fill out a form that the office manager has in place in that building. Verify and then hand in the funds. Use an adding machine tape and attach to the deposit you hand in. That way it can be compared by the office manager.
- **Do not cash a check for staff or student** if you have funds you are collecting from a fundraiser. The paper trail is inaccurate that you created and will not match the receipts you made.

- **Fundraisers....** Make sure the **building principal has approved** the fundraiser as well as the ASB. There is a Fundraiser form that is to be used. We don't want to flood the community with fundraisers, especially all at once. All food type sales/fundraisers are to be documented with the Food Service Supervisor. This includes bake sales, or any food item being sold. See your building principal regarding food fund raisers.
- **Pop/Vending machine...2 people need to fill with inventory and collect the cash.** Make sure an **inventory process** is in place. Inventory needs to be taken **every time** it is stocked. Reconcile that your inventory **matches** the cash collected from the machine.
- **Most everything is taxable.** Anything with a set rate (gate receipts or set rate car wash) or if the person is receiving a product, then it is taxable. Donations are not taxable, but your fundraiser needs to clearly say donation. Raffle tickets are not taxable because they are not receiving a product. (Note: Idaho State tax rate is 6%.)

ATHLETICS/ACTIVITIES:

- **Gate funds** from games need to have two people count and verify the cash at end of game.
- Cash boxes are to be **locked in the safe** at the end of each day/game.
- **Timecards are required for all athletic events** including ticket takers, line judges, bookkeepers, etc. They will be **paid through district payroll** once a month and not by the high school. Refs are paid through Refpay.

EXPENDITURES:

- **Everything purchased is required to have a Purchase Order filled out ahead of time with all proper signatures approving purchase.** This includes ASB purchases. Each Purchase Order also needs a Purchase Order Number assigned to it **prior to purchase**. All back-up paperwork is needed for that purchase order including all receipts to balance to the transaction.
- **Do not take funds from a cash box and go purchase an item** at the store. Example: You are having a hot dog sale at your concession stand and you run out of buns. Do not take cash from the concession box and go to the store to purchase the buns. You need to have a PO set up **prior to the event** and charge the purchase at the store here in town. The purchase order may be open all year, if need be, but be sure you have prior approval. This would not allow for proper paying of sales tax and the accounting would be off. Be prepared and fill out purchase orders ahead of time.
- **If you have a school credit card, you still need to have a purchase order properly approved prior to any purchase.** You will be paying the school back if the purchase order is not completed first.
- We do look at purchases so be sure your purchase is a legitimate purchase. **Absolutely no alcohol purchased with a school credit card.** Alcohol consumption while at school sanctioned events involving students is prohibited.
- **We require a W-9 on all vendors.** This includes any vendor that is paid out of the ASB funds as well as District. A W-9 is required before we make payment to that vendor. Please note this includes all vendors including staff and students. The W-9 asks for the vendors Tax ID number or Social Security number.