

Policies and Procedures Meeting
October 25, 2018, 9:15 am Ed House

Agenda

Topics of Discussion:

1. Purchasing: Toni Russo

- Requisitions: Contract numbers, processing Tuesday and Thursdays by noon, email copy of quotes attached separately and non-travel conference related mileage expense reimbursements (school to school).
- Webpage Additions: Conference Attendance Request Form, Conference Expense Reimbursement Claim Form and Mileage Reimbursement Sheet for travel for official school business or travel between schools.

2. AESOP:

Presentation by: Scott Pepper, Assistant Superintendent for Human Resources and Ron Velez, Director of Technology.

They will be here to answer any questions regarding AESOP.

3. Copy Center Procedures: Ilka Marino

4. Open Forum:

- Mentorship Program.
- Discuss issues, problems and topics for upcoming meetings.

Policy and Procedure Meeting

October 25, 2018, 9:15am Ed House

SIGN IN SHEET

	<u>NAME:</u>	<u>SIGNATURE</u>
1.	Patricia Smith	Patricia Smith
2.	Lori DiMarco	Lori DiMarco
3.	Silvia Mercurio	Silvia Mercurio
4.	Connie Bellantoni	Connie Bellantoni
5.	Deana Guarino	Deana Guarino
6.	Eric Beldoch	Eric Beldoch
7.	Ron Volez	Ron Volez
8.	Scott R. Pepper	Scott R. Pepper
9.	Bridget Parker	Bridget Parker
10.	Barbara Penasso	Barbara Penasso
11.	Grace Giuffre	Grace Giuffre
12.	Susan Bannister	Susan Bannister
13.	Monica Alvarez	Monica Alvarez
14.	Lucy Roman	Lucy Roman
15.	Frances DeFreitas	Frances DeFreitas
16.	Gaithy Culp	Gaithy Culp
17.	Laura Jean Zakyga	Laura Jean Zakyga
18.	Laura Dam	Laura Dam
19.	FRANK STEFANELLI	Frank Stefanelle
20.	Phyllis Paul	Phyllis Paul
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Requisitions:

Requisitions will be processed on Tuesdays and Thursdays by noon. All approved requisitions received in purchasing's queue after 12:00pm on Tuesday and Thursday will be processed in the next purchasing run. Please plan accordingly.

In order for us to keep to our schedule, a requisition must have all that it needs to be processed.

- Contract numbers *must be placed on* all requisitions or they *will be returned*.
- All back up *must be attached*, quotes, quote form, copies of MLP, etc. or the requisition will be returned.
- Separate attachment of quote to be emailed.

New on Webpage:

Policy # 6830/6830R attached. See regulations for reimbursements.

- Conference Attendance Request Form: To be used when you do not have a MLP account. All certified staff are required to use MLP for conference requests.
- Conference Expense Reimbursement Claim Form: Form must accompany the receiving copy of the PO created after conference approval (MLP) or with the signed conference request form. Expense reimbursement claims must be submitted within 30 days of travel.
- Mileage Reimbursement Sheet: Form to be used for official school business travel and for travel from school to school. Not to be used for conference travel approved in MLP. Reimbursement will not be processed without a PO. Submit quarterly. All Claims must be received by June 20, 2019. Reimbursement checks will be mailed to the school.

OPEN FORUM:

- Congratulations to our Fran and Laura on their upcoming retirement and welcome to Katty at Church St.
- Mentorship Program for new incoming Office Managers and Requisitioners. Who would like to be available to the incoming new people to help them in the process? Please let me know if you are available. I already have two Office Managers who are helping; would anyone else like to sign up?

Topics for upcoming meetings:

- Suggestions?
- Next meeting date: Wednesday, November 28th.

6830 EXPENSE REIMBURSEMENT

School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses, which are legally authorized and incurred while traveling for school related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate fixed by the federal Internal Revenue Service for business travel. Tax exemption certificates shall be issued and utilized as appropriate.

The Board, shall determine and approve out of state conferences to be attended by Board members and the Superintendent of Schools.

The Superintendent shall determine whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign a conference expense reimbursement claim form, attach all receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator. An approved purchase order must be in place prior to attending the event. Reimbursement shall only be made after such claim has been audited and allowed.

Regulations concerning expense reimbursement shall be attached to this policy and shall be reviewed annually and revised as appropriate.

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028
General Municipal Law §77-b

Adoption date: September 17, 2018

6830-R EXPENSE REIMBURSEMENT

The district shall reimburse district employees, officials and members of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school-related business providing an approved purchase order is placed prior to attendance and upon receipt of a completed conference expense reimbursement claim form with itemized receipts along with approved attendance form (MLP). The following rules shall guide the reimbursement of school-related travel expenses:

Conference Approval

Employees seeking to attend a conference for the purpose of conducting school business that will require District expense must have signed approval prior to attending the conference.

- All professional (certified) staff must use My Learning Plan (MLP) to submit a conference travel request and complete the MLP application in full including expected costs.
- Non-certified staff who do not have access to MLP must submit a conference request form to their supervisor and be approved by their department supervisor with final approval by the Assistant Superintendent for Human Resources.

Once a conference is approved through MLP, purchase orders should be placed for the following:

- Conference Venue - registration of employee to attend conference.
- Hotel Accommodations.
- Employee's Name - for reimbursements of meals, travel etc.

A copy of MLP must be submitted with each requisition for the above.

Transportation

- Travel shall be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
- If travel is by private automobile, mileage shall be reimbursed at the level approved by the Internal Revenue Service for business travel. Parking and tolls will also be reimbursed but gasoline will not.
- Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.
- Air travel is only allowed when determined by the Superintendent or the applicable administrator to be in the district's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.

Lodging

- Persons traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The district will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location.
- When the rate is pre-determined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate notwithstanding what the federal travel reimbursement rate is. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board President (for members of the board and the Superintendent), the Superintendent (for all administrators) and applicable administrators (for all others) prior to the stay.
- Approved hotel expenses include only the room rate, resort fee and taxes (outside NY State). It is the employee's responsibility to present upon check in a Tax Exempt form (ST-129) and their school ID for all NY State hotels. No sales tax will be reimbursed by the District for lodging in NY State,
- An itemized bill must be presented for reimbursement for all lodging expenses.

Meals

When meals are not provided as part of the conference registration, the cost of reasonable meals including gratuities may be reimbursed when itemized receipts are submitted. The maximum reimbursable meals charges, including gratuities, for persons traveling for district related purposes will not exceed the federal per diem rate established for each primary destination in the U.S. General Service Administration published at <http://www.gsa.gov/mie>. These rates are adjusted annually. The Meal & Incidental Expense rates differ by travel location. View the per diem rate for your primary destination to determine which Meal & Incidental Expense rates apply.

- First and last day rates apply to all meal reimbursements.
- If meals are included in the conference registration fee, reimbursement for those mealtimes will be excluded.
- Alcoholic beverages are not an approved expense.
- Snacks are not reimbursable unless they have taken the place of a meal.
- Tips are an approved expense but not more than 20% of the total check and require documentation.
- Sales tax on meals is a reimbursable expense.
- An itemized restaurant receipt listing food purchased and tip is required for reimbursement.

Personal Expenses

The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to district business.

Process for Reimbursement

Upon return from the conference, the employee must complete and submit the Conference Expense Claim Form, a signed receiving copy of the purchase order, copy of MLP and all original receipts to be reimbursed. If MLP was not used, attach the Conference Approval Sheet. Reimbursement claims must be submitted within 30 days of travel.

Conference Attendance Request Form

*This form should be used if the employee does **not** have an account with My Learning Plan.
All certified staff are required to use MLP for conference requests.

Employee Name: _____

Department: _____

Conference Name: _____ Dates: _____

Location: _____

Brief description of the conference and purpose: _____

Please attach all documentation including a copy of the GSA Rates for Hotel and Meals allowance.

Hotel Lodging Name: _____

Number of Nights requested: _____ Lodging Fee per night: _____

Meals Allowance per day if meals are not included in the conference: _____

Travel by: Car: _____ Train: _____ Airplane: _____

Estimate of Total Expenses: \$ _____ Budget Code (required): _____

Approved by:

Department Supervisor: _____ Date: _____

(Signature)

Name: _____

Assistant Superintendent for HR: _____ Date: _____

(Signature)

Expense Reimbursement Policy and Regulations #6830/6830R contains the details of approved conference expenses, the procedures and requirements for reimbursement. It is the employee's responsibility to read the policy and regulation prior to attending a conference. Expenses will not be reimbursed if the employee does not adhere to the policy/regulation.

Conference Expense Reimbursement Claim Form

Use this form to accompany the receiving copy of the purchase order created after conference approval (MLP) or with the signed Conference Request Form. Expense Reimbursement Policy #6830 and Regulation #6830R contain the details of approved conference expenses and the procedures and requirements for reimbursement. It is the employee's responsibility to read the policy and regulation prior to attending the conference. Expenses will not be reimbursed because of ignorance of the policy/regulation by the employee. **Reimbursement claims must be submitted within 30 days of travel.**

Employee Name: _____ PO#: _____

Conference Name: _____ Conference Dates: _____

Total Expense for Meals: _____ *Refer to GSA meal rates for allowance.

Total Mileage @ \$.545* per mile _____ *MapQuest from school to conference.
* Current IRS mileage rate prevails, regardless of what appears on this form.

Tolls _____

Parking _____

Airfare or Train fare _____

Hotel (if not paid by separate PO) _____ *Refer to GSA lodging rates for allowance.

Registration (if not paid by separate PO) _____

Miscellaneous _____

Please specify nature of miscellaneous expense:

Attach all **original itemized** receipts. Include receipts for meals, copy of GSA meal rates & lodging, MapQuest printout for mileage, EZ Pass statement and any other additional receipts needed to support your reimbursement.

Itemized receipts attached: Yes _____ No _____

I attest that I incurred the expenses listed above as a result of participating in approved conference travel to conduct school business and that no expenses disallowed in Expense Reimbursement Policy #6830 and Regulation #6830R are included.

Employee Signature _____ Date _____

Business Office Use Only:

Total Verified Amount to be Reimbursed: \$ _____ Initial _____

TABLE SHOWING APPROXIMATE AUTOMOBILE
MILEAGE BETWEEN THE VARIOUS SCHOOLS

(.3 of a mile allowance for parking, turning, etc., is included in these calculations)

	ED. H.	G.W.	ESTV.	MAMK.	MID.	P.R.	RDG.	ROCH.	H.S.	N.Y.H.	CH.ST.
Education House		3.80	3.49	2.88	2.87	4.94	1.67	4.27	1.40	2.41	3.97
George Washington	3.80		3.38	2.69	1.20	2.65	3.55	2.42	2.75	2.37	0.86
Eastview	3.49	3.38		0.89	2.07	1.20	1.60	1.83	2.08	1.75	2.27
Mamaroneck Ave.	2.88	2.69	0.89		1.80	1.14	1.57	1.66	1.66	1.14	2.15
Middle School/High	2.87	1.20	2.07	1.80		1.90	2.54	1.66	1.90	1.38	1.18
Post Road	4.94	2.65	1.20	1.14	1.90		2.20	0.63	2.52	2.26	1.86
Ridgeway	1.67	3.55	1.60	1.57	2.54	2.20		3.22	1.67	2.17	3.18
Rochambeau	4.27	2.42	1.83	1.66	1.66	0.63	3.22		3.02	2.57	2.40
W.P. High School	1.40	2.75	2.08	1.66	1.90	2.52	1.67	3.02		1.34	2.70
Stepinac & O.L.S.	1.90	3.35	0.99	1.30	2.17	1.84	0.40	2.26	1.90	2.00	2.78
St. John's	3.50	1.59	1.65	1.51	1.07	1.10	2.70	0.77	2.16	2.38	0.60
N.Y. Hosp. Annex	2.41	2.37	1.75	1.14	1.38	2.26	2.17	2.57	1.34		2.30
Church Street	3.97	0.86	2.27	2.15	1.18	1.86	3.18	2.40	2.70	2.30	

From City Line - No. White Plains South to City Line - Harrison - 4.43

WHITE PLAINS CITY SCHOOL DISTRICT

INFORMATION ON BOCES PRINT CENTER

USAGE & PROCEDURES

MAY 2018

BOCES print center has requested that we remind staff of the following:

- Please use the scanners in your buildings or computers to send print jobs to the BOCES copy center.
- If a job cannot be sent electronically, it should be sent through inter-office mail.
- **NO DROP-INS TO THE BOCES PRINT CENTER**
- **All requests should be in Black & White and 2-sided, when possible. Color prints and binding should be the rare exception.**
- The administrator in the building is responsible for **approving print jobs** sent to the BOCES print shop. Forms will be used to support payment of the monthly charges from BOCES. *
- If it is determined that copies must be made, **THE FOLLOWING CRITERIA SHOULD BE USED WHEN SENDING JOBS TO THE BOCES PRINT CENTER:**
 - Multi-page documents greater than **300 copies**
 - Multi-page documents greater than **50 pages**
- Jobs that require folding, such as playbills, program guides, etc.
- Jobs that require documents to be bound, such as math workbooks, handwriting workbooks, budget books, etc.

THE FOLLOWING CRITERIA SHOULD BE USED WHEN DETERMINING IF A JOB SHOULD BE SENT TO THE BOCES PRINT CENTER:

- Turnaround time – **BOCES PRINT CENTER REQUIRES 4 DAYS TO COMPLETE SIMPLE JOBS AND 5-7 DAYS FOR COMPLEX PRINT JOBS.**
- Requester must complete the LHRIC Copy Service Print Request form found on the district website under Business Office forms.
- Completion date must be included and not say ASAP; it will be returned for a specific date.
- All forms must be filled out completely, or the request will be delayed.
- If you are sending your print job electronically, please scan the request form and send both to BOCES Printer Center at gruggerio@lhric.org
- **COPYRIGHT LAW Board Policy 6160:** please see attached Board of Education policy to ensure compliance.

* PTA Copy Requests that are not school activity related will be billed for reimbursement.

BOCES Print Center Request Instructions



BOCES PRINT SERVICE REQUEST

White Plains City School District

(914) 422-2014

Incorrect and incomplete forms will be returned for clarification; thus delaying your project.

Location: _____

PTA? NO

Name: _____

Room: _____ Contact #: _____

Email address: _____

Document Name: _____

Completion date requested: _____ Quantity requested: _____

Must allow four (4) business days for completion of standard projects.

Number of pages in document: _____ (Count each page that contains print.)

Paper size: 8.5 x 11 _____

Sides: 1 sided _____

☒ Color ☐ B&W

Binding: None _____

Paper Color: White _____

Booklet covers: N/A _____

Cover colors: Other - _____

Special Handling: None _____

Special Instructions: _____

Administrator Responsible: _____

Date: _____

Administrator Signature: _____

Administrator signature
required for color copies only.

SHOP USE ONLY

Date: _____

Printer: _____

Total: _____

SCHOOL DISTRICT COMPLIANCE WITH COPYRIGHT LAW

The Board of Education acknowledges that copyright law provides authors with the exclusive right to reproduce their materials in copies, to prepare derivative works from their materials, to distribute copies of their materials, and to perform and distribute the materials publicly. The Board of Education recognizes that the Doctrine of Fair Use covers copyrighted materials used for educational purposes. The fair use of a copyrighted work, including such use as reproduction in copies or by any other means specified by the section, for purposes such as criticism, comment, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright. If an activity is authorized under fair use, a school may carry out the activity without requesting permission from the holder of the copyright.

The Superintendent of Schools shall direct staff to develop procedures and regulations which comply with copyright law to be followed by district personnel.

Policy
Approved: 12-9-96

CITY SCHOOL DISTRICT
White Plains, New York