

Procedures and Policies Meeting
November 18, 2022, 9:30 via ZOOM

Agenda

Topics of Discussion:

1. Facilities & Operations: Frank Stefanelli
 - Furniture Requests
 - Asset Disposals- Amanda Beedle (Capital Region BOCES)
 - Two- Way Radio's
 - Recycling Compliance
2. Food Service: Dawn McGinn
 - After School Snack Program Procedures and Form
 - Catering – Procedures and Availability
 - School Meal Application – Review, Parent Questions and Processing
3. Family Information Center: Ilka Marino
 - End Enrollment – Release of Information Form
 - Parent Portal – Instructions
 - Residency Investigation - Form
4. Purchasing: Toni Russo
 - Updates & Reminders
 - What's New

TOPICS OF DISCUSSION:

Purchasing: Toni Russo

Updates & Reminders:

Please be reminded of the following:

- PURCHASING CLOSES on January 15, 2023, except for certain grants. Encumber your funds for all purchases as soon as possible
- All orders on ED DATA must be received in my queue for final approval no later than December 1, 2022. Ed Data orders will not be processed after this date. After December 1, 2022, please encumber your teacher funds in an open po (through nVision) so that they will still be able to make additional purchases if needed
- Ed Data processing will resume for the 23-24 school year in March 2023. You will receive paperwork to update teacher allocations in February. It will be up to each building/department to add or delete teachers, update allocations, account codes and make any changes necessary to the teachers' account
- Each order placed in 22-23 will be rolled over onto the teachers account so that they have what they previously ordered and will make their 23-24 orders easier to process
- Please note, for the 23-24 school year there will be a minimum order of \$25.00 for all vendors on the Ed Data system
- Field Trips – All venue and buses for Field Trip's must be encumbered by close out of purchasing in January. The Principal and Dr. Ricca must sign the Field Trip Form. A signed copy of the field trip form must be attached to both the venue and transportation requisitions. The requisitions will be disapproved if the signed forms are not attached. Please read the instructions for the processing of the forms
- Tax Exempt - We only give our sales tax exemption information to our vendors. Our tax exempt number is not to be given out to anyone who will not be receiving a po from the District. We will supply a vendor with a sales tax exempt letter, so we do not get charged sales tax on our purchases. If your vendor is requesting a sales tax exemption, please email the accounts payable department with your request and include the vendor's name and address. Accounts Payable will supply you with a letter you can email to the vendor
- Fingerprint Clearances - Individuals providing services to the District must have fingerprint and background checks and be cleared by the New York State Education Department in accordance with the provisions contained in the SAVE Legislation prior to providing services to the District. Fingerprinting/Background Checks are required when:
 - Service Provider will have direct contact with students
 - Service Provider will be providing services on more than 5 days
- Furniture – List of standardized furniture along with sales representative's contacts can be found on Purchasing's website
- Asset & Disposal Forms – Asset and Disposal forms are in process of being updated. Once they are completed, they will be posted on the website

What's New:

Punch Out and Online Ordering through nVision – nVision now has the ability to place online orders through the requisition module and upon conversion the purchase order will be electronically transmitted to the vendors ordering module. LHRIC will be building this function into the requisition module by end of November. The list of vendors includes Staples, School Specialty, Lakeshore, W.B. Mason, Grainger, Amazon, and Barnes and Noble. More vendors will be joining after the initial launch.

Line Item Receiving – This function will finally be available on the November build with LHRIC.

LHRIC Training for Punch Out & Online Ordering and Line Item Receiving – Zoom training will be scheduled with Heidi from the LHRIC. All requisitioners and office managers will be asked to attend. As soon as this is scheduled, I will send out a zoom invite.

Printer Protocols – To avoid high volume color print overages on all personal printers in the buildings/classrooms, we will be establishing protocols for printing color prints.

The following protocols will be in place beginning December 5, 2022:

1. All personal color printers will have an allocation of 300 color prints per month
2. If the color prints go over 300 per month, the print job will be rerouted to the Xerox copier within your building for secured print (badge in to retrieve job)
3. A pop up message stating that the print job is being routed to a copier for secured print will appear for all jobs over the 300 monthly allotment

PRINTING REMINDERS:

- Wherever possible, instead of printing, send the documents electronically
- When possible, printing on either the Xerox copiers or classroom printers, copies should be printed using the double-sided feature (when applicable) and in black and white
- Color copies should be the exception not the rule
- All large print jobs should be sent to the Print Shop (see website for instructions)