Policy Committee Agenda
February 3, 2026 – 7:00 p.m.
Room 200, T/E Administration Offices

- **Review of Minutes of the January 6, 2026 Policy Committee Meeting**

- **Public Comment on Agenda Items**

- **Review of Policies for 2nd Reading**
  - Policy and Regulation 1340: Weapons Possession and Use (General Public)
  - Policy and Regulation 5410: Weapons Possession and Use (Students)

- **Information**
  - None

- **Follow Up from Previous Policy Committee Meetings**
  - None

- **Policies and Regulations for Review and Discussion**
  - Policy and Regulation 3241: Fees Collected from Students
  - Policy and Regulation 3293: Designation of Depositories
  - Policy and Regulation 3294: Trust Funds
  - Policy and Regulation 3323: Procurement
  - Policy and Regulation 3324: Procurement Cards
  - Policy and Regulation 3340: Purchase Orders
  - Policy and Regulation 3350: Receiving and Approving Payment for Goods and Services
  - Policy 3365: Payrolls
  - Policy and Regulation 3370: Capital Assets
  - Regulation 3380: Travel Reimbursement
  - Policy 3390: Travel Reimbursement - Federal Grant Requests
  - Policy 4031: Voluntary Separations from District (Resignations from Employment)

- **Public Comment on Non-Agenda Items**

- **Summary of Action Items from the Meeting**

- **Future Meetings**
  Future Policy Committee meetings for the 2025-2026 school year are scheduled for March 3, April 7, and May 5. Unless advertised otherwise, all meetings are held at the Tredyffrin/Easttown Administration Offices, 940 West Valley Road, Suite 1700, in Room 200 at 7:00 p.m.

2025-2026 Policy Committee Goals:

1. Identify and examine critical issues facing the District from a Policy and Regulation perspective.
2. Review Policies and Regulations for alignment with the District's racial equity and cultural awareness goals, as well as potential negative and disproportionate impacts on persons of color, and to revise those Policies and Regulations as needed.
3. Review existing and develop new Policies and Regulations in response to legal requirements, administrative recommendations, Board priorities, community input, and external issues.
4. Communicate Policy and Regulation revisions to stakeholders via webpage postings, email messages, and oral reports at Board meetings.
5. Continue with a cyclical review of Board Policies and Regulations in determining if they should be revised, updated, or repealed.

Draft Pending Approval
Policy Committee Meeting Minutes
Tuesday, January 6, 2026
T/E Administrative Offices, Room 200
7:00 p.m.

Board Committee Members: Rachel Weil, Chair; Kenneth Hong, Dr. Roberta Hotinski, Dr. Julie K. Mesaros
Other Board Members: Sue Tiede, Maryann Piccioni

T/E School District Representatives: Dr. Rich Gusick, Mark Cataldi, Art McDonnell, Ken Roos

Attendees: Mimi Terman, Three student reporters from The Spoke

Review of Minutes
The minutes of the November 5, 2025 meeting were reviewed and recommended for approval at the next Board meeting.

Public Comment on Agenda Items
None

Review of Policies for 2nd Reading
Policy and Regulation 3160: Transfer of Funds Within the Budget
Regulation 3170: Expenditures Within the Budget
Policy and Regulation 3180: Capital Projects Fund - Non-Bond Funds
Policy 3181: Capital Projects Fund - Bond Funds
Policy and Regulation 3185: Fund Balances Management
Policies/Regulations #s 3160, 3170, 3180, and 3181 are recommended to be repealed/rescinded as they are being consolidated into Policy and Regulation 3185. The Regulations will go into effect upon adoption of the Policies. The Policies will be sent to the Board of School Directors for a second reading at their meeting on January 26, 2026. The Regulations will go into effect upon adoption of the Policy.

Policy 3231: Federal Fiscal Compliance
Regulation 3231: Federal Fiscal Compliance – Allowability of Costs
Regulation 3232: Federal Fiscal Compliance – Cash Management
Regulation 3233: Federal Fiscal Compliance – Procurement
Regulation 3234: Federal Fiscal Compliance – Subrecipient Monitoring
Regulation 3235: Federal Fiscal Compliance – Types of Costs, Obligations and Property Management
Revisions to the Policy and Regulations clarify terminology, update certain requirements to comply with new federal requirements, and add new sections to comply with related federal fiscal requirements. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 26, 2026. The Regulations will go into effect upon adoption of the Policy.

Policy and Regulation 3292: Investments
The section titled *Investments Permitted by the Public School Code* was moved from the Policy to a newly created Regulation. The Regulation also contains sections titled *Investments Permitted by Act 10 of 2016, Management of Investments*, and *Protection of Savings Accounts, Time Deposits, Share Accounts or Other Depository Balances in Excess of FDIC Insurance Limits*. The Policy will be sent to

the Board of School Directors for a second reading at their meeting on January 26, 2026. The Regulations will go into effect upon adoption of the Policy. The Regulation will go into effect upon adoption of the Policy.

Policy 6130: Curriculum, Curricular Materials and Resource Materials
A revision was made to address the purchase of textbooks during the summer break for timeliness. The Policy will be sent to the Board of School Directors for a second reading at their meeting on January 26, 2026.

Information
None

Follow Up from Previous Policy Committee Meeting
None

Policies and Regulations for Review and Discussion
Regulation 5311: Eligibility for Participation in School-Related Activities
The Regulation was revised to comply with the PIAA change to now include all District resident students attending private schools having eligibility if their school does not offer the PIAA sport. The Regulation will go into effect immediately.

Policy and Regulation 1340: Weapons Possession and Use (General Public)
Policy and Regulation 5410: Weapons Possession and Use (Students)
The Policies were revised to comply with required notification for a weapons violation. The Policies will be sent to the Board of School Directors for a first reading at their meeting on January 26, 2026. New Regulations were drafted that provide additional details about incidents involving a weapon and subsequent notification. The Regulations will go into effect immediately.

Public Comment on Non-Agenda Items
None.

Future Meetings
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Adjournment
The meeting was adjourned at 7:22 p.m.

Weapons: Possession and Use (General Public)

The use, possession or transfer of weapons by persons on District property is prohibited, with the exception of weapons under the control of law enforcement personnel who are on official business in the District or unless the weapon has been approved by the building principal or supervising administrator for possession in conjunction with a lawful, supervised activity or course.

For purposes of this Policy, District property means on District grounds, school-sponsored activities or public conveyances providing transportation to a school or school-sponsored activity.

For purposes of this Policy, the term 'weapon' shall include, but not be limited to:

1. any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, and rifle, and

2. any other tool, instrument or implement capable of inflicting serious bodily injury possessed with the intent to threaten or harm another person.

Appropriate legal action will be taken against any person who possesses an unapproved weapon, or who assists possession in any way. Persons possessing any unapproved weapon will be reported to the police.

Any weapon possessed on or about a person while on District property in violation of this Policy is subject to seizure and/or forfeiture.

The District shall notify appropriate parties of any incident on District property, on District transportation, or at a District-sponsored activity which involves possession of a weapon, as defined in Board policy and state law.

The Superintendent or designee will report to the Office for Safe Schools within the Pennsylvania Department of Education all incidents relating to acts of violence or unapproved possession of a weapon by any person on school property as required.

Adopted: November 28, 2005
Revised: August 28, 2006
Revised: October 28, 2024

Weapons – Possession and Use

Purpose

This regulation is intended to comply with section 1303.2-A of the Pennsylvania School Code, which requires the District to send a notification in the event an incident involving possession of a weapon occurs on District property, on District-provided transportation, or at a District-sponsored activity.

Definitions

Incident involving a weapon - any incident which violates the District's weapons policies or state law that involves possession of a weapon as defined in Board policy and state law.

Weapon - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

For purposes of this policy, weapons do not include items that are approved by the Superintendent or designee in advance for use in a pre-approved District program that would otherwise constitute a weapon under this policy. Examples include but are not limited to the following:

- Utensils used for eating
- Tools and equipment used in their intended capacity in District classes and activities

General Notifications

In the event an incident involving a weapon occurs, the District will issue a general notification within twenty-four (24) hours of the incident in the following contexts:

- *On a District campus*. A notification shall be issued to the parents/guardians of students and to employees in a District program in District building in which the incident occurred, in accordance with statutory requirements.

  In the event a District program shares building space with another school entity, as a courtesy, the District shall also notify the lead administrator or designee of the school entity in that space.

- *At a District-sponsored event*. A notification shall be issued to the parents/guardians of students in and employees of the District program or class involved in the event.

- *On District transportation*. A notification shall be issued to the appropriate population of parents, guardians, and employees, in line with the statutory requirements for school entities.

This notification shall inform recipients that there was an incident involving the possession of a weapon. This notification may not include any information that could lead to the identification of any student involved.

Notifications to Assigned Employees

If the incident involves a student possessing a weapon, the school employees to whom that student is assigned (e.g. their classroom teachers, school counselor, etc.) shall receive a notice that includes the student's identity and any other relevant information from the student's record regarding the incident. These notifications are FERPA protected, and may not be shared with unauthorized parties.

Weapons: Possession and Use (Students)

The use, possession or transfer of weapons by students on District property is prohibited unless the weapon has been approved by the building principal for possession in conjunction with a lawful, supervised activity or course.

For purposes of this Policy, District property means on District grounds, at school-sponsored activities or on public conveyances providing transportation to a school or school-sponsored activity.

For purposes of this Policy, the term 'weapon' shall be defined consistent with state law and shall include, but not be limited to:

1. any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, and rifle and

2. any other tool, instrument or implement capable of inflicting serious bodily injury possessed with the intent to threaten or harm another person.

Appropriate disciplinary and or legal action will be taken against any student who possesses an unapproved weapon, or who assists possession in any way. Students possessing any unapproved weapon will be reported to the police.

Any weapon possessed by a student while on District property in violation of this Policy is subject to seizure and/or forfeiture.

The District shall notify appropriate parties of any incident on District property, on District transportation, or at a District-sponsored activity which involves possession of a weapon, as defined in Board policy and state law.

The Superintendent will report to the Office for Safe Schools within the Pennsylvania Department of Education all incidents relating to acts of violence or unapproved possession of a weapon by any student on school property as required.

Adopted: November 27, 1995
Revised: February 27, 2006
Revised: August 28, 2006
Revised: October 28, 2024

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  In the event a District program shares building space with another school entity, as a courtesy, the District shall also notify the lead administrator or designee of the school entity in that space.

- *At a District-sponsored event*. A notification shall be issued to the parents/guardians of students in and employees of the District program or class involved in the event.

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Notifications to Assigned Employees

If the incident involves a student possessing a weapon, the school employees to whom that student is assigned (e.g. their classroom teachers, school counselor, etc.) shall receive a notice that includes the student's identity and any other relevant information from the student's record regarding the incident. These notifications are FERPA protected, and may not be shared with unauthorized parties.

Fees Collected from Students

All fees collected from students, as defined in Regulation 3241, shall be deposited to the General Fund for credit to the proper budget category or recorded as "other revenue" as appropriate. All materials or supplies used in the instructional program, including those purchased with fees collected from students, shall be ordered through regular purchasing channels and paid for through the General Fund.

~~Credit systems are not permitted.~~

The Business Office shall be responsible for establishing uniform procedures, in accordance with generally accepted accounting principles, to ensure efficient operation.

Adopted: September 10, 1973
Revised: January 24, 1994
Revised: June 11, 2007

Fees Collected from Students

All fees collected from students, including but not limited to;

1) Fees collected for materials kept or consumed

2) Fees collected for participation in a field trip or similar event

3) Fees for lost materials or supplies

4) Approved activity fee for participation in extra-curricular programs

45) Other miscellaneous fees

shall be sent to the school office immediately in order to have funds deposited daily. It is the responsibility of the principal or designee to deposit these funds directly to the approved central depository for the General Fund and forward a copy of the deposit slip with support for the deposit, giving explanation and dollar breakdown, to the Accounting ~~Office~~Department.

Students identified as economically disadvantaged or as experiencing educational instability shall have fees adjusted or waived as set forth in Policies and Regulations 5312, 5440, and 5455.

Designation of Depositories

The Board shall designate depositories for all School District funds. Absent extraordinary circumstances, any change in depositories shall be made effective July 1 of each year. The Business Manager for the District shall review and compare the designated depositories to those available at other financial institutions with consideration for the availability of lock boxes for payment of District taxes. ~~The Business Manager shall issue a request for proposals for depositories at least every three (3) years.~~

Adopted: September 10, 1973
Revised: January 24, 1994
Revised: May 21, 2007
Revised: November 26, 2007

Designation of Depositories

~~Frequency of~~ Solicitation

The ~~Controller~~ Assistant Business Manager shall solicit proposals for the designation of depositories at the direction of the Business Manager ~~at least every three years~~.

Timing of Board Designation

The Board shall annually designate depositories no later than the June regular meeting of the Board after review and recommendation by the Finance Committee prior to the action for designation.

Trust Funds

From time to time the Board is the recipient of certain funds and is subsequently asked to hold the monies in trust. These monies are in the form of grants (other than State or Federal), endowments, gifts or donations, to be utilized for various purposes. The District shall request approval of the Board to receive such funds and to establish trust funds as needed and in accordance with applicable law. Gifts shall be processed in the manner contained in Policy 7100, Gifts and Bequests to the District.

Adopted: December 6, 1976
Revised: September 26, 1994
Revised: August 27, 2007

Trust Funds

Trust funds shall be established for the proceeds of trust agreements where the District serves in a purely trustee capacity. Trust Funds include agreements under which the principal and interest benefit specified purposes and which will be held and disbursed over some specified or unspecified period of time. Moneys donated for one-time purchases during the fiscal year are not trust funds.

At a minimum, principals and administrators who receive such offers shall request Board approval in writing through the Superintendent or designee to establish a trust fund. The written request for approval shall include the individual or organization offering the ~~moneys~~money, amount, purpose and any other ***required*** specifications including, but not limited to, anonymity, duration, use of interest earned, restriction of use to only the interest earned on the principal amount, and investment instruments. Requests to remain anonymous will be honored on the Board agenda action and in any other public information regarding the trust agreement.

Trust funds are maintained centrally by the Accounting Department. Disbursements from trust funds shall be made using a "Request for Payment" form signed by the initiating principal or administrator and forwarded to the Accounting Department.

Procurement

General Purchasing Policy

The Board recognizes that expenditure of public funds for supplies and equipment is one of its major business responsibilities and retains the sole authority in responsibility for all purchase contracts of the District.

It shall be the responsibility of the Administration to establish a procurement framework that will achieve the objectives of securing those items deemed essential to the operation of the school program as wisely, inexpensively, and expeditiously as possible while complying with all applicable laws and Board Policy.

Standardization of Supplies & Equipment

To help achieve both quality control and the price advantage of quantity purchasing, the Administration shall:

1. Set specifications for goods and services needed.

2. Cite several examples of existing, commercially available, "standard brands" that meet those specifications and are acceptable as examples.

3. Invite vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to specifications.

Local Purchasing

Local purchasing from businesses within the District, with the exception of pre-existing bids and contracts, will be favored whenever the following factors are equal between local and non-local vendors:

1. Quality of Product

2. Suitability of product

3. Price

4. Conformance to specifications

5. Convenience of delivery

6. General reputation of business firm

7. Past services to District

Soliciting Prices (Bids and Quotations)

The Business Manager shall publish regulations to ensure compliance with laws applicable to bid solicitation.

The Board shall periodically consider mandate waiver applications to the Pennsylvania Department of Education for purchases of and contracts for supplies, materials, equipment, and contractual services.

Cross Reference:

Administrative Regulation 3233 (Federal Fiscal Compliance – Procurement)

Adopted: September 10, 1973
Revised: January 24, 1983
Revised: January 24, 1994
Revised: August 27, 2007
Revised: February 26, 2018

Procurement

Business

Note: All dollar thresholds referenced below are subject to adjustment on an annual basis in accordance with the percentage changes of the Consumer Price Index for All Urban Consumers, as determined by the Department of Labor and Industry, and annually published in the Pennsylvania Bulletin. To the extent that any dollar threshold outlined in this Administrative Regulation is in conflict with that most recently announced by the Pennsylvania Department of Labor and Industry, the threshold announced by the Pennsylvania Department of Labor and Industry shall control. The Superintendent is authorized to update the amounts as determined by the Department of Labor and Industry without the necessity to present the item for review to the Policy Committee.

Soliciting Prices (Bids and Quotations) – Furniture, Equipment, Supplies and Appliances

All purchases of and contracts for furniture, equipment, supplies and appliances for the use in schools costing $~~22,500~~23,800 or more shall be based on competitive bids, unless exempt by statute.

When not based on competitive bids, furniture, equipment, supplies and appliances to be purchased by the District, unless exempt by statute, costing $~~12,200~~12,900 or more, but less than $~~22,500~~23,800 may be let on written or telephonic price quotations. Price quotations from at least three (3) qualified and responsible vendors shall be requested. If it is not practicable to obtain three (3) price quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. The memo shall contain, at a minimum, the following: (1) date of quotation; (2) name of vendor and vendor's representative; (3) the items which were the subject of the quotation; and (4) price of the items.

Where competitive bidding is required, the Business Manager or designee shall arrange for the advertisement of the bid requests once a week for three (3) weeks in not less than two (2) newspapers of general circulation, as required by law.

The following items are exempt from the above provisions: maps, music, globes, charts, educational films, filmstrips, prepared transparencies and slides, pre-recorded magnetic tapes and disc recordings, textbooks, games, toys, prepared kits, flannel board materials, flash cards, models, projectuals and teacher demonstration devices necessary for school use.

Soliciting Prices (Bids and Quotations) – Construction, Reconstruction, Repairs, Maintenance or Work on School Buildings/Property

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, including the introduction of plumbing, heating and ventilating, or lighting systems, costing $~~22,500~~23,800 or more shall be done under separate contracts to be entered into with the lowest responsible bidder, upon proper terms, after due public notice asking for competitive bids, unless exempt by statute.

In the event that an emergency occurs causing a school plant or any part thereof to become unusable where proceeding with the repairs/replacement would otherwise require public competitive bidding, competitive bids for such repairs or replacement may instead be solicited from at least three responsible bidders, and, upon the approval of any of these bids by the Board, the District may proceed at once to make the necessary repairs or replacements in accordance with the terms of the approved bid(s). The Business Manager or designee shall notify the Secretary of Education that an emergency has occurred and that a bid has been selected under the emergency process permitted by law.

When not based on competitive bids, all contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, including the introduction of plumbing, heating and ventilating, or lighting systems, having a cost or value of $~~12,200~~12,900 or more, but less than $~~22,500~~23,800 may be let on written or telephonic price quotations, unless exempt by statute. If it is not practical to obtain three (3) price quotations, a memo must be kept on file for three (3) years showing that fewer than three (3) qualified contractors exist in the market area within which it is practicable to obtain quotations. The memo shall contain, at a minimum, the following: (1) date of quotation; (2) name of contractor and contractor's representative; (3) the construction, reconstruction, repair, maintenance or work which was the subject of the quotation; and (4) price. Where competitive bidding is required, the Business Manager or designee shall arrange for the advertisement of the bid requests once a week for three (3) weeks in not less than two (2) newspapers of general circulation, as required by law.

Any construction, reconstruction, repairs, or work of any nature where the entire cost or value, including labor and material, is less than $~~12,200~~12,900 may be performed by the District's own staff. Additionally, the District's maintenance or other staff may perform maintenance work on behalf of the District, irrespective of the cost or value of such work.

Award of Contracts

When competitive bidding is required by law, the award of open-market orders or contracts shall be to the lowest responsible, qualified bidder, kind, quality, and material being equal, with consideration being given, to the extent permitted by law, to the qualities of the article to be supplied, their conformity with the specifications, their suitability to the requirements of the educational system, the delivery terms, and the past performance of vendors.

Bid Specifications

Bid specifications shall be prepared by the Business Manager or designee.

Bid specifications shall provide for alternates wherever possible.

The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under statute and shall not split purchases to avoid requirements for bidding.

Cooperative Purchasing

The Business Manager or designee may negotiate appropriate cooperative purchase agreements with other political subdivisions, in accordance with law and Board Policy.

Cooperative purchases require approval by the Board and the participating contracting body(s) which may specify:

1. Categories of equipment or supplies to be purchased.

2. Manner of advertising for bids and awarding contracts.

3. Method of payment by each participating party.

4. Other matters deemed necessary to carry out the purposes of the agreement.

All such agreements must conform to relevant provisions of the School Code.

Adopted: August 2007
Revised: September 29, 2009
Revised: January 22, 2013
Revised: February 1, 2018
Revised: March 4, 2019Revised: February 4, 2020
Revised: January 19, 2021
Revised: February 2, 2022
Revised: January 4, 2023

Procurement Cards

The District shall have the authority to implement a corporate charge card program, hereinafter called a procurement card, as a method for purchasing goods, services and other items by authorized employees for school business purposes only.

The Superintendent shall issue regulations to establish procedures, guidelines and limitations regarding use of the procurement cards.

Procurement Cards

Delegation of Responsibility

Purchase limits on an assigned procurement card by an individual employee shall be determined by the Business Manager or designee when the card is issued. All purchases shall conform to existing Business Office procedures and Board policies.

A list of authorized users of procurement cards shall be maintained in the Business Office and shall include employees in designated positions.

All use of procurement cards shall be supervised and monitored on a regular basis by the ~~Controller~~ Assistant Business Manager or designee, who shall ensure the use of such cards is in accordance with the funds budgeted for this purpose.

Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented and monitored by the Business Manager or designee.

An employee authorized to use a procurement card shall maintain adequate security of the card while it is in their possession. Under no circumstances may the card be used by another individual.

Employees are required to report a lost card to both the District and the issuing financial institution when the employee discovers that a card is lost. Failing to report a lost card shall be considered improper use of a card.

Guidelines

The Business Office shall establish a Procurement Card Procedure Manual (Attachment A) and Procurement Card Usage Agreement (Attachment B) to be followed by all District personnel. The Procedure Manual and Usage Agreement shall detail the procedures for obtaining and using procurement cards, as well as the required reporting and reconciliations of the card statements and expenditures, which shall be consistent with this Regulation. Each employee using a District procurement card shall sign a Procurement Card Usage Agreement and receive a copy of the Procurement Card Procedure Manual.

Procurement cards are to be used for legitimate school business purchases only. Any use of the procurement card other than as set forth in this Regulation, and/or in violation of any District procedures, shall be considered improper use which may result in disciplinary action, in accordance with Board policy and the applicable Collective Bargaining Agreement. The District may also seek reimbursement for any improper charges, including any related collection costs.

Procurement cards shall not be used for personal use. Any personal charges on the procurement card could be considered misappropriation of District funds.

A procurement card may be revoked at any time based on improper use, change of assignment or

location, or for any other reason. The procurement card is not an entitlement to, nor reflective of, a title or position.

To limit District liability attributable to fraudulent procurement card charges, the District should only contract with a procurement card vendor which limits the District's liability to a maximum of $50 per instance.

Procurement cards shall not be used to circumvent the required bidding process. Purchases over an established amount shall require the use of a purchase order in accordance with established Board Policy and procedures.

Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the required bidding process.

TESD Procurement Card
Procedure Manual

The purpose of the Procurement Card ("P-Card") is to provide a cost effective, convenient and decentralized method for purchasing goods, services and other items by authorized employees for school business purposes only.

Procurement Card Guidelines

- Provide guidance on the proper use of the P-Card and establish procedures.
- Ensure that P-Card purchases are in accordance with the procedures of the District and Pennsylvania Statutes.
- Ensure that the District bears no legal liability for inappropriate use of the P-Card.
- The card is for legitimate school business purchases only; personal charges are not to be made to the card.
- A card may be revoked at any time based on an improper use, change of assignment or location, or for any other reason.
- The card is not an entitlement nor reflective of title or position.
- Any use of the P-Card other than those set forth and/or in violation of any rules and procedures for using the cards, shall be considered an improper use.

The Tredyffrin-Easttown School District P-Card is available to designated employees in the District to provide flexibility to purchase small emergency materials, supplies and to charge conference registrations and accommodations. The procurement card is intended to replace petty cash. Petty cash is not available.

Specific controls have been developed for the P-Card that do not exist with traditional credit cards. These controls ensure that the card is used only for specific purposes within the spending limits and merchant code restrictions.

Distribution of the P-Card

- The Business Manager authorizes the issuance of a P-Card to an employee.
- The employee being issued a P-Card must read, understand and sign the P-Card agreement.

P-Card Process

- The Cardholder presents goods or services for purchase to a vendor who accepts a VISA credit card.

- The vendor processes the card information to obtain authorization for the purchase.
- The Bank receives the transaction information electronically from VISA.
- The Bank verifies the account number and spending control limits on the card.
- The Cardholder receives the merchandise and a copy of the receipt.
- The Cardholder keeps the receipts for monthly reconciliation of P-Card purchases.
- The P-Card administrator receives a consolidated monthly statement for each billing cycle and pays the bank via ACH.

Responsibilities of the Cardholder

The Cardholder is responsible for the following:

- Holding and securing the P-Card and account number.
- Informing the vendor of tax-exempt status prior to processing the sales transaction. The District is exempt from paying any Pennsylvania (and generally all other states) sales and/or use tax. When tax is charged to the P-Card, it will be the responsibility of the cardholder to have the tax charge reversed or pay it from personal funds.
- Collecting and saving sales receipts. When supporting documentation is missing, the Cardholder must contact the vendor and request a duplicate receipt. Reviewing, verifying and assigning the correct account code to all charges.
- Ensuring that sufficient budget dollars are available for the charges made.
- Reviewing, verifying and assigning the correct account code to all charges.
- Complying with the Tredyffrin/Easttown School District's policy and procedures on procurement cards.
- Returning the approved, signed statement and receipts to the P-Card Administrator.
- Reporting a lost or stolen card by immediately notifying by telephone PNC Bank Customer Service at 800-685-4039. The District P-Card Administrator should also be contacted.
- Surrendering the card upon termination of employment.
- Contacting P-Card Administrator for card limits.

P-Card Administrator

The P-Card Administrator (~~District Controller~~Assistant Business Manager) is responsible for the following:

- Coordinating the issuance and cancellation of P-Cards.
- Reviewing and communicating to the Bank all P-Card requests and changes to card limits or merchant code restrictions.
- Collecting cards from Cardholders that are no longer required.

- Training Cardholders.
- Maintaining a list of all current Cardholders and account numbers.
- Coordinating and maintaining internal controls and program policy issues.
- Participating in ongoing program reviews.
- Participating in resolving billing disputes.
- Monitoring the program for compliance with TESD policy and procedures.
- Conducting periodic audits and reporting findings.
- Filing monthly statements and supporting documentation.

Bank Responsibilities

The Bank is responsible for the following:

- Activating and deactivating P-Cards at the request of the Business Manager or P-Card Administrator.
- Paying suppliers.
- Controlling pre-defined cardholder limits.
- Providing monthly statements and reporting information.
- Providing customer service.

Tredyffrin-Easttown School District
Procurement Card - Cardholder Usage Agreement

Your participation in the District's Procurement Card Program is a convenience that carries responsibilities. Although the card is issued to you, it should be considered District property and should be used with good judgment. Your signature below verifies that you understand the procurement card guidelines outlined below and in Board Policy and Administrative Regulation 3324, and that you agree to comply with them.

1. The procurement card is provided to employees based on their need to purchase school-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.

2. The card is for legitimate school business purchases only; personal charges are not to be made to the card.

3. Improper use of the card (i.e. personal charges, unnecessary or unapproved charges) can be considered misappropriation of District funds, which may result in disciplinary action.

    a. Because the procurement cards are not for personal use or for personal convenience, personal charges are not to be made to the card, even under circumstances in which the employee using a card intends to reimburse the District for those charges. Any improper use of the card (e.g. personal charges as indicated above, or any unnecessary or unapproved charges) may result in disciplinary or other action deemed necessary. Additionally, in the event of the improper use of the procurement card or any violation of this agreement or related Board policies or regulations, the offending employee will be required to immediately reimburse the District the full amount of any improper charges, plus any additional costs incurred by the District.

4. Cardholders are expected to comply with internal control procedures as outlined in the Procurement Card Procedures Manual provided to you in order to protect District assets. This includes keeping receipts and documentation, providing required account and description information, obtaining supervisor approval and sending supporting documentation to the Business Office by the required date.

5. The District is exempt from paying sales tax. The District's tax-exempt number will be on the card. You should make every reasonable effort to ensure that sales tax is not charged at the time of the transaction. If sales tax is ultimately charged, you will need to seek a credit from the vendor after the fact or pay the tax out-of-pocket as reimbursement to the District.

6. The procurement card is intended to replace petty cash. Petty cash is not available.

7. A lost or stolen card should be reported immediately by telephone to PNC Bank Customer

8. Service at 800-685-4039. The District's Procurement Card administrator (~~District Controller~~Assistant Business Manager) should also be contacted. Failing to report a lost card is an improper use of a card.

9. A cardholder must surrender the card upon termination of employment (i.e. retirement or voluntary/involuntary termination) or at the request of the Business Manager or designee.

_____ _____

Cardholder Signature Date

_____

Cardholder Printed Name

Purchase Orders

Every purchase made on behalf of the District shall be made by an approved purchasing document, issued by authority of the responsible administrative officer, except those purchases made under provision of the petty cash regulations. No orders for goods or services shall be made prior to appropriate purchasing approval, except in emergency situations that pose an immediate threat to the health or safety of occupants of District facilities or to protect the District from substantial legal exposure. All purchases shall be governed by the budget.

Adopted: January 26, 1970
Revised: January 24, 1994
Revised: November 18, 2002
Revised: March 24, 2008

Purchase Orders

All purchases for services, furniture, equipment, textbooks, school supplies and other appliances for the use of the schools shall be made by means of a an approved purchasing document issued by the principal or director responsible, except for purchases from petty cash costing no more than $75.00 and made locally.

The procurement process will start with a requisition which is approved by the principal or director. The requisition is sent electronically to the required approvers. Once the requisition is approved, the funds are encumbered and the requisition is converted into an approved purchasing document.

Before the requisition is converted into an approved purchasing document the following items will be confirmed:

- vendor information
- completeness
- mathematical accuracy
- account code
- budget category
- availability of funds
- bid prices
- quotes

Once the Accounts Payable Department receives notification that the goods or services have been received, they can pay the vendor invoices in full and close the purchasing document.

Approved purchasing documents shall set forth the following conditions of sale and instruction:

1. This order is for immediate shipment unless otherwise stated. You must report delays in shipment to us immediately.

2. Seller agrees to deliver only the exact quantity of goods specified in the order.

3. Each delivery must be accompanied by a packing list. The packing list must show purchase order number, contents and the shipper's name and address. If no packing list accompanies the shipment the buyers count will be accepted.

4. If Seller cannot deliver all of the order at one time, they agree to hold invoice until the order is delivered in full, or make special arrangements with the Purchasing Agent, Tredyffrin/Easttown School District.

5. Each purchase order is to be invoiced separately. The district purchase order number and item number must appear on all invoices, packages and correspondence.

6. The Seller agrees that all invoices for materials and supplies shall show the date of purchase, unit price, the quantity of articles purchased and shipped, the number of the purchase order and, if the purchase is under contract, the number and date of the contract.

7. The school district will not pay for overages in shipped quantities nor unit prices in excess of those on the purchase order unless pre-approved by the Purchasing Agent, Tredyffrin/Easttown School District.

8. All invoices shall be prepared in duplicate and directed to:

   Accounts Payable
   TREDYFFRIN/EASTTOWN SCHOOL DISTRICT
   ~~738 First Avenue~~
   ~~Berwyn, Pennsylvania 19312-1779~~940 West Valley Road
   Suite 1700
   Wayne, PA 19087

9. Payment discount will be based on receipt of each shipment or the correct invoice date, whichever is later, unless otherwise stated in order.

10. Seller warrants items supplied hereunder to conform to specifications, to be free from defects, to be fit for purpose intended, of due quality and workmanship, and Seller will indemnify Buyer against all liabilities for damages or injuries incurred by Buyer as a result of defective material or workmanship in the items supplied hereunder.

11. Material not meeting specifications subject to return at Seller's expense. Payment does not constitute acceptance. Items and services are received subject to Buyer's inspection and possible rejection.

12. All shipments must be fully prepaid. Any transportation charges to which you are entitled should be added to your invoice, which should also show weight and rates.

13. Transportation and other charges arising from delivery, storage and return of defective, incorrect or excess items are chargeable to the Seller. Any such items will be held for Seller's instructions, or, at the option of Buyer, will be returned to Seller, in either case at the Seller's risk and expense. Items delivered after notice of cancellation shall be deemed an excess item.

14. Buyer reserves the right to cancel all or any part of this order without liability except to pay the contract price for items delivered prior to notice of cancellation.

15. Title 29, Code of Federal regulations, (Sec. 1910.-1200), covers the ~~new~~ OSHA Hazards Communication Standard, ~~dated 11/25/85~~effective July 19, 2024. This standard specifies that information on possible hazardous and/or hazardous substances be available to those who may come in contact with them. To comply with this standard, you must supply us with a copy of the Material Safety Data Sheet for each of the products awarded to you, with delivery of the item.

16. Buyer assumes no responsibility for damage in shipment concealed or otherwise of goods covered by this order. The risk of loss shall remain with the seller until buyer accepts goods.

17. Ship most economical way, unless otherwise specified, observe specified routing carefully.

18. All property or services furnished must comply with all applicable Federal, State and local laws, codes and regulations.

19. The Seller, in accepting this order, agrees to all Terms and Instructions set forth above.

20. FAILURE TO FOLLOW THESE INSTRUCTIONS MAY DELAY PAYMENT OF INVOICE.

If there is an increase from a vendor in item pricing charges exceeding $25.00, the Purchasing Department shall process a change order by sending a change order to the principal or director for signature and date. Upon receipt of authorized change order, it shall be the responsibility of the Purchasing Department to immediately notify vendor of acceptance or rejection of the change order. Purchasing will make the necessary changes and will notify the Accounts Payable Department.

Adopted: October 1978
Revised: September 1995
Revised: October 2001
Revised: November 18, 2002
Revised: May 1, 2007
Revised: March 11, 2008
Revised: January 5, 2021

Receiving and Approving Payment for Goods and Services

Evidence that the goods or services ordered have been received or performed as contracted shall be required from the school or department requesting same before any payment will be authorized by the Accounting Office.

Bills presented to the Board for payment shall first be approved by the Accounting Office. Proof of receipt of delivered goods shall be required for payment of the bill.

Adopted: January 26, 1970
Revised: January 24, 1994
Revised: February 25, 2008
Reviewed: May 6, 2019

Receiving and Approving Payment for Goods and Services

Receiving

The receiving of goods and services should be performed by the building principal, office personnel, librarian, department head or other person designated by the approver. Those persons responsible for receiving should sign the receiving copy of the purchase order in ink with complete name and date and forward same to Accounting Department.

The individual performing the receiving function should compare the goods and services received to the name, description and quantity of the item(s) on the purchase order. Once a comparison is made of all items and the order is complete, the building principal or department head shall review all packing slips, bills of lading, invoices or statements from vendors prior to being forwarded to the Accounting Department.

The building principal, department head or other person designated by the approver shall: regularly review invoices that have not yet been processed and sent for payment to the Accounting Department; regularly review open purchase orders for goods and services rendered/received and apparently not invoiced to ensure timely vendor invoicing; regularly review open purchase orders for the potential of goods and services rendered/received to ensure unpaid/encumbered amounts are accurate.

If there is a shortage (exclusive of backordered items shown on packing slip) or goods are damaged, the Purchasing Department must be notified immediately. If any purchase order remains incomplete, partial quantities received must be noted. All damaged items must be retained in the original shipping carton to await further disposition. All packing slips, bills of lading, invoices or statements from vendors for shipments that have been damaged or are short must be forwarded to the Accounting Department.

Approving Payment

Authorization for payment of properly approved invoices will be made by the Board. Those invoices offering a discount for payment previously approved on a contract or bid or charging penalty prior to the date of a regular meeting shall be approved for immediate payment by the Treasurer of the Board, or designee, providing the charges are proper and within budget limitations.

Bills presented to the Board for payment shall be approved by the Superintendent or the Business Manager or their designees. In the event that due to the timing of payment, an invoice (or multiple invoices from the same vendor) is accounted for in a subsequent fiscal year to the receipt of the good or service, and the amount of the good or service exceeds $200,000, the building principal, department head, or other staff member designated by the approver shall promptly inform the Superintendent. The Superintendent shall inform the Board, in writing, which may be electronic, within five business days of the said notification. (Cross Reference: Administrative Regulation No. 2110 "Job Responsibilities ~~for~~ of Superintendent ~~of Schools~~").

Cross Reference: Administrative Regulation No. 2110 "Job Responsibilities ~~for~~ of Superintendent ~~of Schools~~"

Adopted: September 1973
Reviewed: September 1995
Revised: November 20, 2007
Revised: February 25, 2008
Revised: May 24, 2019
Revised: January 5, 2021

Payrolls

All pay checks or direct deposits shall be issued bi-weekly on Fridays, except in the case of holidays and other circumstances noted in the formally adopted school year calendar. All professional employees shall receive pay checks pursuant to a pre-approved schedule, in accordance with any applicable collective bargaining agreement. Any exceptions to this schedule require approval by the Business Manager.

Adopted: August 30, 1977
Revised: January 24, 1994
Revised: June 11, 2007

Capital Assets

Purpose

The District's accounting for capital assets is governed by Governmental Accounting Standards Board ("GASB") Statements which sets forth requirements as they pertain to capital asset reporting. GASB requires the District to implement full accrual, liability and asset financial statement reporting requirements and establish capital asset tracking and accounting. The primary objectives are to assure compliance with state requirements and properly account for both the financial and economic resources of the District.

This policy and the accompanying regulation will document the District's capital asset guidelines.

Definition

The policy and the accompanying regulation apply to the District's acquisition and depreciation of capital assets.

Capital assets are tangible assets used in operations and have initial estimated useful lives extending beyond a single reporting period and exceed the dollar thresholds as described in the accompanying Administrative Regulation. Equipment will not change its original shape, appearance, or character with use, and it can be expected to last more than one (1) year with reasonable care and maintenance. Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, furniture, fixtures and equipment, works of art and historical treasures, construction-in-progress, infrastructure, and group purchases of technology devices.

Delegation of Responsibility

The responsibility to comply with all applicable requirements and to coordinate the compilation and preparation of all information necessary to implement this policy and the accompanying regulation is delegated to the Business Manager or designee.

The Business Manager shall be responsible for implementing the necessary procedures to establish and maintain a capital asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the estimated useful lives of the assets, using an averaging convention.

The Business Manager shall be responsible for preparing the required Management Discussion and Analysis ("MD&A") in the form required by Generally Accepted Accounting Principles ("GAAP") to be reviewed by the District's independent auditors.

Capital Assets

Capital Asset Additions

Purchased capital assets greater than $5,000 should be recorded at historical/original cost. The cost of a capital asset should include capitalized interest and ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges include costs that are directly attributable to asset acquisition – such as freight and transportation charges, site preparations cost, and professional fees.

Purchases less than $5,000 that are consumed within the fiscal year are treated as supplies and coded to the supply objects prescribed by the Pennsylvania Public School Accounting Manual.

Capital assets should be depreciated over their estimated useful lives as determined for each asset class. Land, and some land improvements are considered inexhaustible, and are therefore not subject to depreciation.

If determining historical cost is not practical due to inadequate records, reporting should be based on estimates of the original cost at the date of construction or purchase.

Capital assets records must include the acquisition date, cost, estimated useful life and method of depreciation for each capital asset classification and group.

Due to change in technology, computer software is considered a supply and is expensed at the time of purchase.

Donated capital assets must be reported as fair market value plus ancillary charges, if any, at the time of donation. Donated assets are recorded as contributed capital and depreciated over their estimated useful lives, as determined for each asset class. If determining historical costs is not practical due to inadequate records, reporting should be based on estimates of fair market value at the date of donation.

Infrastructure assets are long-lived capital assets that normally are stationary in nature and can normally be preserved for a significantly greater number of years than most capital assets. Infrastructure includes parking lots and sidewalks. Infrastructure assets should be depreciated over their estimated useful lives.

Infrastructure asset routine repairs and maintenance cost are charged to operations as incurred. Expenditures that extend the estimated useful life of the infrastructure are capitalized as part of the asset and depreciated over the newly established estimated useful life.

Works of art, historical treasures and similar assets should be capitalized at their historical cost or fair value at date of donation (estimated if necessary) whether they are held as individual items or in a collection. Capitalized collections or individual items that are exhaustible should be depreciated over their estimated useful lives. Depreciation is not required for collections or individual items that are inexhaustible.

Capital Asset Disposal

When capital assets are sold, a calculation of gain or loss on disposal is required. The calculation is based upon the amount of proceeds received less the net book value (cost of the capital asset less accumulated depreciation taken).

When capital assets are traded-in, the value of the trade is part of the cost of the newly acquired asset. The costs and accumulated depreciation of the trade-in asset must be removed from the capital asset accounts. Any gain or loss resulting from the disposition of the asset will be recognized as a gain or loss on disposal in the entity-wide operating statement.

Asset Acquired by Capital Lease

Assets acquired by capital lease are recorded at the net present value of the future minimum lease payments. A corresponding liability is established at this time. Assets acquired under the terms of capital leases are depreciated using the straight-line method over the estimated useful lives designated for the asset class.

Repairs and Maintenance

Extraordinary repairs greater than $5,000 extending the estimated useful life of an asset beyond one (1) year should be capitalized, and the estimated useful life of the entire asset for depreciation purposes should be revised. Routine repairs, maintenance and parts purchased to keep the asset in working condition are charged to expense as incurred whether they are greater than or equal to $5,000

Depreciation Useful Life Table:

Capital Assets are to be depreciated per the following Depreciation Useful Life Table:

Asset Class	Years	Examples
Outdoor Equipment & Signs	20	Stationary Playground/Athletic Equipment & Fixtures
Machinery & Tools	10	Pottery, Kitchen & Health Room Equipment
Furniture, Equipment & Accessories	5-10	Custodial Equipment/Vacuums, Science/Engineering Equipment, Whiteboards
Business Machines	5	Copiers, Postage Machines
Communication Systems	5	Telephones, Cellphones, Telephonic Operational Systems, Intercoms
Technology, Information Systems and Network Hardware	3-5	Computers, Printers, Scanners, iPads, Other handheld computer devices, Servers, Routers, Switches
Audiovisual Equipment & Accessories	7	Televisions, , Cameras, Camcorders, Projectors, Smart Boards
Licensed Vehicles	8	Automobiles, Trucks
Contractor Equipment	10	Front-End Loaders, Large Tractors
Ground & Maintenance Equipment	7	Ground & Maintenance Equipment, Mowers, Small Tractors
School Buildings	40	School Buildings
Land/Site Improvements	20	Sidewalks, Walk-Ways, Parking Lots, Athletic Fields, Grading
Portable Structures	20	Portable Gymnasium Stands, Modular Classrooms
Interior/Exterior Construction	20	Completed Construction
Electrical/Plumbing	20	Electrical/Plumbing Installations
HVAC Systems	20	HVAC Installations
Sprinkler/Fire/Alarm Systems	20	Sprinkler/Fire/Alarm Installations
Roofing	20	Roofing
Stage & Auditorium	20	Stage & Auditorium/Stage Curtain
Carpeting & Vinyl Flooring (New/Replacement)	5	Carpeting & Flooring Installations
Classroom Desks	10	Classroom Desks
Classroom Chairs	10	Classroom Chairs
Multi-Media Materials	5	Multi-Media Materials
Library Books & Multi-Media Materials	5	Library Books & Multi-Media Materials
Athletic Equipment (Portable)	7	Gym/Football Equipment, Weight Machines
Uniforms	5	Athletic, Musical Uniforms
Musical Instruments	10	Piano, Wind, Brass, Percussion Instruments
Land	N/A	Land Acquisition

Travel Reimbursement

The District will pay a standard rate per mile for official District travel by private automobile based on the actual driving distance by the most direct route. The standard mileage allowance, defined by the IRS, is in lieu of all actual automobile expenses such as fuel, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Effective January 1, ~~2025~~2026, the maximum mileage rate reimbursement allowed by the IRS is ~~70~~ 72.5 cents per mile. This mileage allowance is subject to annual adjustment by the IRS. To the extent that the most recent per mile allowance issued by the IRS is in conflict with the allowance outlined in this Administrative Regulation, the most recent mileage allowance issued by the IRS shall control. The Superintendent is authorized to update the milage rate reimbursement without the necessity to present the item for review to the Policy Committee.

All claims for mileage reimbursement must be supported by an itemized listing of miles traveled. The itemized list shall indicate the date of travel and the authorized purpose of the travel.

In addition to the standard mileage allowance, necessary and reasonable charges for automobile-related expenses, such as tolls and parking fees, are reimbursable if supported by an itemized receipt. Traffic tickets, parking tickets, and other fines will not be reimbursed.

For mileage in and around the District, an employee must complete a Monthly Mileage Report, copies of which are available on the District internet.

For mileage and other expense reimbursement requests related to a conference, an employee must complete a Conference Expense Report, copies of which are available on the District intranet. Once completed, the report should be submitted to the employee's immediate supervisor, who shall forward a verified copy to the Business Manager.

Expense Reimbursement Guidelines – Conferences

The document attached to this Administrative Regulation as **Attachment 1** outlines the applicable guidelines and procedures governing the reimbursement of expenses related to conference attendance.

Additional Expense Reimbursement Guidelines

Only expenses submitted to the Business Office within 60 days from the date on which the expenses were incurred will be considered for reimbursement.

The District will only reimburse expenses related to official District business and will not reimburse personal expenses. No reimbursement will be made for alcoholic beverages.

The Business Manager has the final authority to disallow expenses which, in their opinion, are unreasonable or unnecessary.

Adopted: June 11, 2007
Revised: February 1, 2018
Revised: March 4, 2019
Revised: February 4, 2020
Revised: January 8, 2021
Revised: February 2, 2022
Revised: September 6, 2022
Revised: January 3, 2023
Revised: January 3, 2024
Revised: November 5, 2025

Attachment 1

CONFERENCE GUIDELINES

The following information is prepared as a guide for staff members attending a conference as representatives of the Tredyffrin/Easttown School District.

Reporting Procedures - The enclosed forms are to be completed and forwarded to the building principal/supervisor within one week following the conference:

1. Conference Summary
   This report may be copied for Board members in the format submitted. When more than one person attends the same conference, each attendee must submit a report.

2. Expense Report
   All expenses, except mileage, must be substantiated with receipts. If receipts are not available, the form on the reverse side of the Expense Report must be completed and may be notarized when presented in person in the Office of the Superintendent. When more than one person attends the same conference, each attendee must submit an Expense Report.

   If there are not expenses, the employee still needs to submit an Expense Report indicating "NO EXPENSES".

3. If for some reason you do not attend a conference which has been approved by the Board
   - Indicate that fact on both the Conference Summary (salmon) and the Expense Report (yellow);
   - Sign both forms;
   - Submit completed forms to Staff Development Office, and;
   - Return advance check to Accounts Payable immediately.

4. A staff member will not be approved to attend future conferences until all of their past conference expenses have been reconciled.

Reimbursement
All expenses must be approved by Board action prior to the conference. An advance check will be forwarded to the participant following such action at an official meeting of the Board and not earlier than 60 days prior to the scheduled conference. Conference expenses are divided into two categories. Expenses eligible for advance reimbursement include plane or train tickets, conference fees, and one night's lodging deposit. Expenses eligible for reimbursement after the conference include mileage reimbursement, meals, lodging and other expenditures. To receive an advance check, the conference advance (excluding cost eligible for reimbursement after the conference) must be greater than $200.

All expenses submitted for reimbursement shall be reasonable and moderate in nature and supported with official receipts. Reasonable expenses are defined as those which an employee would incur if they were traveling or working at their own expense, excluding "those of a purely personal nature".

Reimbursement shall cover the full cost of meals which are officially scheduled as a function of a convention, conference, workshop, seminar, or similar activity. The allowance for meals at other times, including tax and gratuities, shall be:

- $65 per day (including breakfast, lunch and dinner)
- $15 for breakfast
- $20 for lunch
- $30 for dinner

Transportation shall be arranged in a manner that is most economical for the District. Carpools shall be used by two or more staff members attending the same conference. Personal car mileage shall be reimbursed at the current allowance rate established by the IRS. If air travel is necessary, it must be economy class.

Expenses reimbursed by the School District when in accordance with the above guidelines include:

- Conference fees
- Meals plus tips when included on receipt
- Lodging
- Transportation (excluding car rental)

Expenses NOT reimbursed by the School District include:

- Membership dues
- Personal expenses (insurance, snacks and other meals, personal telephone calls, alcoholic beverages)
- Car rentals

Travel Reimbursement – Federal Grant Requests

The Board shall reimburse administrative, professional and support employees, and District officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

Definition

For purposes of this policy, **travel costs** shall mean the expenses for transportation, lodging, meals, and related items incurred by employees and District officials who are in travel status on official business as a federal grant recipient.

Delegation of Responsibility

District officials and employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all District officials and employees shall be determined by the Business Manager or designee.

Guidelines

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the District's nonfederally funded activities, and in accordance with the District's travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Internal Revenue Service. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, if these costs are charged directly to the federal award, documentation must be maintained that justifies that:

1. Participation of the individual is necessary to the federal award.

2. The costs are reasonable and consistent with the District's established policy.

Voluntary Separations from District (Resignations from Employment)

This Policy governs separation from the District due to resignation.

A resignation is a voluntary termination of employment initiated by the employee and includes resignations in lieu of termination, negotiated resignations, resignations for purposes of retirement and all other forms of voluntary resignation.

Employees are expected to give at least two ~~weeks notice~~weeks' notice before leaving their employment with the District, unless a provision of law, an individual employment contract or a collective bargaining agreement provides for a different notice period, in which case the notice period required by law or the terms of an individual employment contract or collective bargaining agreement shall apply. The District reserves the right to retain a professional employee for up to 60 days after the employee submits their notice as set forth in the Pa. School Code.

The Board authorizes the Superintendent or designee to accept resignations, including resignations in lieu of termination, of all District employees (except the Superintendent) without further Board action. Resignations accepted by the Superintendent or designee shall be listed in the consent agenda in a regular Board meeting following the resignation within a reasonable time of the acceptance of the resignation by the Superintendent.

The Administrative Regulation related to this Policy will outline the procedures regarding both resignation and also final pay calculation for employees who have voluntarily resigned.

Adopted: January 25, 2016
Revised: April 23, 2018
Revised: May 28, 2024