SUBJECT: OPERATION OF MOTOR-DRIVEN VEHICLES ON DISTRICT PROPERTY

~~All~~ ***The use of*** motor-driven vehicles, including cars, snowmobiles, mini-bikes, motorcycles, ***all-terrain vehicles (ATVs), electric scooters, bicycles with an electric assist (e-bikes),*** and other ~~such~~ ***like*** vehicles are prohibited ~~from using~~ ***on*** any school grounds or areas except for authorized school functions or purposes. ***A school function means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place in another state.***

~~Non-District motor vehicles, not licensed for highway use, are prohibited from driving on school property.~~ ***All student vehicles must be registered with the high school principal and parked in authorized areas only.***

Education Law Section 280 (1)
Vehicle and Traffic Law Section 1670

Adopted: 1987; Revised: 12/17/25; ***Second Reading 11/18/26***

POLICY

2026 **5301**

Business Operations

SUBJECT: MEALS AND REFRESHMENTS

The Board of Education recognizes that from time to time it may be appropriate to provide meal~~s~~ ***allocations for approved travel activities*** and/or refreshments at District meetings ~~and/~~or events which are ~~being~~ held for an educational purpose. Any expenditure made on such meal~~s~~ ***allocations*** and/or refreshments should be appropriately documented with a receipt, itemized whenever possible, and submitted to the District's Business Office for the purposes of audit and possible reimbursement.

Refreshments are authorized categories of expenditures for events including but not limited to staff on Teacher Orientation Day at the beginning of each year, Staff Recognition Day, refreshments for Superintendent's Conference Day, community/District meetings, grading of State Assessments, receptions for volunteers, and other meetings at which District business is conducted.

Meal allocations for approved student-related travel activities (i.e., State Athletic competitions) ~~shall be guided by the following rates and~~ shall not exceed ~~a total of thirty dollars ($30) per day:~~ ***the dollar amount for breakfast, lunch and/or dinner set forth by the U.S. General Services Administration.***

~~Examples of authorized categories of expenditures include but are not limited to refreshments for staff on Teacher Orientation Day at the beginning of each year, Staff Recognition Day, refreshments for Superintendent's Conference Day, community/District meetings, grading of State Assessments, receptions for volunteers, and other meetings at which District business is conducted.~~

Expenditures on alcohol are not permitted and will not be reimbursed.

Adopted: 4/26/06; *Second Reading 11/18/26*

POLICY

2026 **5302**

Business Operations

SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT

All building level conference travel must be approved by the appropriate supervisor and Assistant Superintendent for Educational Services ***and/or Assistant Superintendent for Special Education and Intervention Services.***

All conference reimbursement requests must be submitted using a Travel Log or Claim Form.

Central Administration travel reimbursement must be approved by the Superintendent. The Assistant Superintendent for Support Services will approve the Superintendent's and Board of Education's travel reimbursement.

Reasonable expenses for approved travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Alcoholic beverages are not reimbursable expenses.

In the absence of a receipt for an expense, claims must be approved by two of the following: Superintendent of Schools, Assistant Superintendent for Support Services, and/or President of the Board of Education.

Mileage reimbursement must originate from place of employment unless the start time of the event precludes such, in which case mileage shall be calculated from one's residence ***if the employee goes to one's residence prior to attending the nighttime activity***. Mileage ~~will also~~ ***can only*** be calculated from one's residence for ~~night time~~ ***nighttime*** activities***, if the employee goes to one's residence prior to the event***.

Original receipts are required when submitting for parking and tolls, however, "EZ Pass" statements may be substituted with the appropriate charges highlighted.

NOTE: Refer also to Policy #5301 -- Reimbursement for Meals Refreshments

Adopted: 7/20/06; Revised: 11/16/06; 2/15/07; *Second Reading 11/18/26*

POLICY

2026 **5400**

Business Operations

SUBJECT: PRINCIPLES OF PURCHASING

The Board subscribes to the following principles of purchasing:

a) Requisitions - All purchases initiated by personnel shall follow the procedures for requisitions and purchases. The requisition is a formal written request from a person in the school system for the purchase of supplies or equipment. It should be remembered that the requisition is a request and not a guarantee that a purchase will actually be made.

b) The Purchase Order - The purchase order is a document which authorizes a vendor to deliver described merchandise or materials at a specified price.

c) Procedures - Procedures shall be developed and administered by the Assistant Superintendent for Support Services for the requisitioning, purchasing, receipt, and distribution of the supplies and equipment.

~~*Commissioner's Regulations Section 170.2*~~

Adopted: 1987; *Second Reading:* 11/18/26

SUBJECT: BIDS AND QUOTATIONS

As required by law, the Superintendent through the Purchasing Agent will follow ~~normal~~ bidding procedures in all cases where needed quantities of like items will total the maximum level allowed by law during the fiscal year, (similarly for public works, ***e.g., labor and materials for*** - construction~~,~~ and repair~~s, etc.~~) and in such other cases which seem to be to the financial advantage of the School District.

A bid bond may be required if considered advisable.

No bid for supplies shall be accepted which does not conform to specifications furnished unless specifications are waived by Board action. Therefore, all contracts shall generally be awarded to the lowest responsible bidder who meets specifications.

The Superintendent may authorize purchases ***without bidding*** within the approved budget if required by emergencies ***and in compliance with other exceptions*** as ~~legally~~ permitted ***by law*** ~~without bidding.~~

The Superintendent is authorized to enter into cooperative bidding for various needs of the School District.

The Board authorizes that purchase contracts of more than twenty thousand ($20,000) dollars may be awarded on the basis of best value, as that term is defined in State Finance Law §163.

The Board further authorizes that shared purchase contracts for apparatus, materials, equipment, supplies and related services that have been let or competitively offered by the United States or any agency thereof, any state or any other county, political subdivision or district therein, may be awarded by the Board on the basis of best value, as defined in State Finance Law §163, subject to receipt of documentation to be reviewed by the Board's attorneys that:

(1) such contract has been publicly solicited by competitive bid or offer;

(2) such contract has been awarded following submission of sealed bids or offers, or analogous procedures to secure and preserve the integrity of the process and confidentiality of the bids or offers submitted;

(3) specification or some other similar document providing a common standard for bidders or offerors have been prepared; and

(4) such contract has been awarded to the lowest responsible bidder who materially or substantially meets the bid specifications and is determined to be a responsible bidder, or in the case of a best value process, such contract has been awarded to the responsive and responsible offeror which optimized quality, cost and efficiency, reflecting objective and quantifiable analysis whenever possible.

SUBJECT: BIDS AND QUOTATIONS [continued]

Apparel *and Sports Equipment* Purchases

Competitive Bidding Purchases

The Board of Education ~~has authorized to~~ only accept*s* bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel is not a "responsible bidder" is authorized to base its determination upon either or both of the following considerations:

a) The labor standards applicable to the manufacture of the apparel ***or sports equipment***, including but not limited to employee compensation, working conditions, employee rights to form unions, and the use of child labor, or

b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel ***or sports equipment***.

Non-Competitive Bidding Purchases

The Board of Education has authorized that its internal policies and procedures governing procurement of apparel ***or sports equipment***, where such procurement is not required to be made pursuant to competitive bidding requirements, may prohibit the purchase of apparel ***or sports equipment*** from any vendor based upon either or both of the following considerations:

a) The labor standards applicable to the manufacture of the apparel ***or sports equipment***, including but not limited to employee compensation, working conditions, employee rights to form unions, and the use of child labor; or

b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel.

General Municipal Law Article 5-A
Education Law Section*s* 305(14)*, 1619, 2513, 2556(10)*
General Municipal Law Sections 103, 104-b
~~**Legislative Memorandum in Support of Ch. 227 (9/4/2000)**~~

Revised: 12/18/03; 3/15/18; *Second Reading 11/18/26*

POLICY

2026 5411

Business Operations

SUBJECT: PROCUREMENT OF GOODS AND SERVICES

The Board of Education recognizes its responsibility to ensure the development of procedures for the procurement of goods and services ***that are*** not required by law to be made pursuant to competitive bidding requirements.

The Board of Education shall solicit comments concerning the District's policies and procedures from those employees involved in the procurement process and the Audit Committee. All policies and procedures regarding the procurement of goods and services shall be reviewed annually by the Board.

General Municipal Law Article 104-b

Adopted: 1987; Revised: 12/21/06; 4/25/07; *Second Reading 11/18/26*

POLICY

2026 5420

Business Operations

SUBJECT: CONTRACTS FOR SERVICES AND MATERIALS

No contracts for services or materials shall be made by individuals or organizations in the school which involve expenditures without first securing approval for such contract from the Purchasing Agent or Assistant Purchasing Agent***, unless deemed to be a Health and Safety expenditure by the Assistant Superintendent for Support Services or designee. This will be noted on invoice when payment is made.***

Adopted: 1987; Revised: 11/18/05; *Second Reading 11/18/26*

POLICY

2026 **5430**

Business Operations

SUBJECT: USE OF THE DISTRICT CREDIT CARD

The School District may issue a credit card or cards in its name for the use of its officers and designated employees for authorized, reimbursable, school business related expenses. The maximum credit limit on each card shall be $3,000. However, authorized personnel must submit purchase orders for those school business related expenses, such as tuition charges for attendance at conference, travel expenses, and lodging, where costs may be fairly and accurately estimated prior to the actual expenditure.

Only those officers and district personnel designated by the Board of Education shall be authorized for the use of a District credit card.

Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges. The credit card(s) shall be locked in a secure place in the ~~Superintendent's~~ ***District*** office ***with the Purchasing Agent***.

Adopted: 12/19/05; *Second Reading 11/18/26*

POLICY

2026 **5440**

Business Operations

SUBJECT: ~~CELLULAR TELEPHONES~~ *USE OF DISTRICT-OWNED MOBILE DEVICES*

~~It is recognized~~ ***The Board recognizes*** that specific District employees will be required to carry ***mobile devices including, but not limited to,*** ~~cellular telephones,~~ ***smartphones, and internet-enabled devices*** to meet their job responsibilities. Job titles requiring ~~cellular telephones~~ ***mobile devices*** shall be kept on file with the District Clerk and reported to the Board of Education each year, along with a report of usage and cost, at the District's reorganization meeting in July.

The employee shall ~~make every attempt to~~ use their ~~cellular phones~~ ***District-issued mobile device*** for ~~only~~ business purposes only~~.; however, i~~***I***n the event***, however, that*** an employee uses a ~~cellular phone~~ ***mobile device*** for ~~other than business~~ ***personal*** purposes, he/she shall reimburse the District for non-business ~~call~~ expenses incurred that exceed the individual's monthly service charge. Individuals authorized to use District ~~cellular telephones~~ ***mobile devices*** shall agree to accept financial ***and legal*** responsibility for any inappropriate usage by that individual.

Employees must take proper care of mobile devices and take all reasonable precautions against damage, loss, or theft. Any damage, loss or theft must be reported immediately to the Assistant Superintendent for Support Services.

Employees have no expectation of privacy with respect to the use of District-issued mobile devices. Accordingly, District-owned mobile devices may be searched at any time without prior notice.

At least once per year, the ~~Business Office~~ ***Assistant Superintendent for Support Services*** shall evaluate the effectiveness of ~~the cellular telephone plan~~ ***this policy***.

Adopted: 12/19/05; Revised: 11/19/09; *Second Reading 11/18/26*