

*Dedicated to Excellence*



*Randolph Field  
Independent School District*

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# BUSINESS PROCEDURES MANUAL

2011 - 2012

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## ORGANIZATIONAL CHART

The District organizational chart identifies the administrative team members and those they supervise. Reorganization of the administrative team and reassignment of duties is the decision of the superintendent, and is considered only to more effectively utilize individual strengths for the efficient operation of the school district.

### Board of Trustees

- Attorneys
- Auditors

### Superintendent

- Executive Administrative Coordinator

#### Director Of Curriculum

#### Chief Financial Officer

- Director of Human Resources
- Accounts Payable Manager
- Administrative Coordinator/Receptionist
- Food Service Director
  - Cafeteria Staff
- Campus Head Custodians
  - Custodians

#### Executive Director of Technology

- Network Administrator
- Help Desk Manager
- Technology Support Staff

#### Secondary Principal (also serves as Transportation Director)

- Associate Principal
  - Teachers
  - Librarian
  - Special Education Staff
    - Classroom Aides
  - Clerical Staff
- Counselors
- Bus Drivers and Aides

#### Elementary Principal

- Associate Principal
  - Teachers
  - Librarian
  - Special Education Staff
    - Classroom Aides
  - Clerical Staff
- Counselors

#### Director of Maintenance

- Maintenance Staff

## BOARD OF TRUSTEES

### Board Policies

The District is guided by board-adopted, written policies that are accessible to district employees, citizens, and all interested individuals. The District is a member of the Texas Association of School Boards (TASB) Board Policy Service. The District's policies are available on-line at the District's website or at the following web address: <http://www.tasb.org/policy/pol/private/015906/>. The superintendent's official copy of the policy book is located at the central office.

### Local Policies

Policies and policy amendments may be initiated by the superintendent, board members, school personnel, or community members. Local policies proposed are not considered for adoption until the superintendent, staff, and school attorney have reviewed the proposed policy.

### Board Meetings

It is the superintendent's responsibility to prepare and distribute the board meeting agenda according to policy BE(L).

- **Meeting Time/Place:** The Board of Trustees usually meets on the 4<sup>th</sup> Thursday of the month @ 4:15 p.m. in room 21 on the Secondary Campus unless otherwise specified and posted on the District Web Page.
- **Notice of regular/special board meetings:** Includes the agenda, which is completed by the fifth day preceding the regular meetings and the third day preceding special meetings. The agenda is posted at the central office.
- **Notice to board members:** Regular and special meetings – 72 hours prior to the meeting and 2 hours prior to emergency meetings.
- **Open Forum:** Open forum at the regular board meeting is limited to a total of 30 minutes. Individuals or groups who desire to make comments to the board may speak at this time. They should sign up as they arrive, indicating the topic on which they wish to speak.
- **Meeting Agenda** – Business to be transacted:
  - Establishment of quorum, call to order
  - Opening ceremony
  - Open Forum – audience with individuals or committees making a report or request.
  - Action Items/Reports/Information Items
  - Adjournment

## DISTRICT HANDBOOKS, GUIDES and PLANS

The following handbooks and guides provide information and explanations of district programs, policies, and methods and procedures.

- Americans with Disabilities Plan
- Appraisal and Evaluation Procedures
- Assessment
- Athletic Handbooks
- Athletic Staff Handbook
- Band Handbook
- Choral Handbook
- Budget
- Campus Handbooks for Faculty
- Campus Handbooks for Students and Parents
- Campus Improvement Plans
- Career and Technology Plan
- Cheerleader and Pep Squad Guidelines
- Code of Conduct for Students
- Compensation Plan
- Compensatory Education/At Risk Plan
- Crisis Response Plan
- Curriculum Design Plan

- Curriculum Guilds
- Dance Team Handbook
- District Improvement Plan
- Dyslexia Plan
- English as a Second Language Plan
- Facilities Plan
- Fixed Assets Plan
- Gifted and Talented Program
- Guidance Plan
- Parent Involvement Plan
- Policy Manual
- Procedures Manual
- Professional Development Plan
- Records Retention Plan
- Risk Management Plan
- Safe and Drug Free Schools Plan
- School Health Guidelines
- Special Education Shared Service Arrangement
- Technology Plan
- Title One Plan
- Transportation Manual
- Vehicle Management Plan
- Volunteers in Partnership Plan

Copies of these handbooks, guides and plans are located in the appropriate campus or district office.

## **CALENDAR**

The school calendar is developed based on recommendations of the Superintendent's steering committee composed of representatives of each campus in the district, parents and community members. School calendars can also be found on the district website at [www.rfisd.net](http://www.rfisd.net).

## **VISITORS TO SCHOOLS**

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct them to the building office or contact the administrator in charge.

Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds.

The Superintendent or designee is authorized to request assistance of the Base security police in cases of emergency and to seek prosecution to the full extent of the law when persons violate the provisions of policy GKA regarding trespassing on school grounds, damage to school property, loitering and disruptive activity.

## **SAFETY PLANS**

See Employee Handbook at website:  
[http://classroom.rfisd.net/webs/business/human\\_resources.htm](http://classroom.rfisd.net/webs/business/human_resources.htm)

## **EVACUATION PLAN**

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation and

containment procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

## CALENDAR OF REPORTING REQUIREMENTS

- **August**
  - 15 – memorandum for payment of salary supplements for current year
  - Beginning of school, directory information for staff
- **September**
  - Student count; first impact aid survey
- **September/October**
  - Campus Improvement Committee reports to District Improvement Committee
  - District Improvement Committee reports to Board of Trustees including Goals for the Year
  - 31-End of yearly vacation accrual
- **February**
  - Recommendation for administrative contracts
- **March**
  - Recommendation for teacher contracts
- **April**
  - 15 – Memo for payment of yearly salary supplements
- **May**
  - 5 – Summer maintenance requests to principal
  - 15 – Summer maintenance requirements to Director of Maintenance

## COMMUNICATION PROCEDURES

The publications listed below are produced by the school district to keep employees and community informed about school activities and achievements.

**The Academic Excellence Indicator System** – The Academic Excellence Indicator System is published annually in compliance with TEA regulations, and is compiled by the curriculum director with the assistance of other administrative staff. This report is public information and is available on each campus and at the central office following the presentation to and approval by the board.

**Board Agenda** – An agenda is posted on-line at the District's website prior to each board meeting. A complete copy of the agenda excluding closed sessions items is provided to the public at the meeting and afterward on-line at the District's website.

**Randolph Field ISD web site** – [www.rfisd.net](http://www.rfisd.net) – items of interest and concern to parents, community members, staff, and students are posted on the district web page. Notices of meetings, activities, lunch menus, homework assignments, and district directory are only a few of the items posted. Openings for employment as well as the application are on the website.

**Staff Meetings** – Superintendent's Council meetings are scheduled to plan and organize activities and to discuss agenda items for board meetings. Campus staff meetings are held to provide information and to gain information from the staff.

**Internal mail service (pony)** – The school mail service (postage-free delivery) is available to district employees for internal communication on school-related business. The distribution of materials by district employees will be subject to guidelines outlined in [Policy CPAB \(local\)](#). Employees wishing to distribute non-school material through the school mail system shall submit the material for approval to the superintendent prior to distribution. The superintendent will inform the employee of his decision within seven working days.

## MACHINES

**Postage Machine** – The postage machine is monitored by the Chief Financial Officer, and is used by central office staff for mail outs.

**Copy Machine** – Copy machines are used occasionally by organizations that are non-school related. To establish the maximum charge for copies, the [Texas Register](#) will be referenced or the fiscal management and division of the State General Services Commission will be called periodically.

**Check Signing** –The district uses an electronic facsimile signatures for signing checks, which are password protected.

## **INSTRUCTIONAL FIELD TRIPS**

See the Randolph Elementary School Handbook or the Randolph Secondary School Handbook for details relating to field trips at the following site:

<http://classroom.rfisd.net/webs/staff/handbooks.htm>

## **COPYRIGHT GUIDELINES FOR CLASSROOM MATERIALS**

Employees are expected to comply with the provisions of copyright law pertaining to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e. printed materials, videos, computer data and programs, etc...) Rented videotapes are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.

**Single Copying for Teachers** – A single copy may be made of any of the following by or for a teacher at his/her individual request for scholarly research or use in teaching or preparation to teach a class:

1. A chapter from a book.
2. An article from a periodical or newspaper.
3. A short story, short essay, or short poem, whether or not from a collective work.
4. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

**Multiple Copies for Classroom Use** – Multiple copies (not to exceed in any event more than one copy per student in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

1. The copying meets the tests of brevity and spontaneity as defined below.
2. The copying meets the cumulative effect test as defined below.
3. Each copy includes a notice of copyright.

### Definitions

#### Brevity

- Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- Prose: (a) Either a complete article, story, or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

Each of the numerical limits stated above (brevity) may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

- Illustration: One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.
- "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Prose as described above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

#### Spontaneity

- The copying is at the instance and inspiration of the individual teacher, and
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

#### Cumulative Effect

- The copying of the materials is for only one course in the school in which the copies are made.
- Not more than one short poem, article, story, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- There shall not be more than nine instances of such multiple copying for one course during one class term.

The limitations stated above (cumulative effect) shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

### **COPYRIGHT GUIDELINES FOR EDUCATIONAL USES OF MUSIC**

#### Permissible Uses

1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2. (a) For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per student.  
(b) For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) that is, (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.
3. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
4. A single copy of recordings of performances by students maybe made for evaluation or rehearsal purpose and may be retained by the educational institution or individual teacher.
5. A single copy of a sound recording (such as a tape, disc or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recording.)

17 U.S.C. 107 historical note

### **MAINTENANCE REQUESTS**

#### **Work Order/Work Requests and Procedures\***

1. A person with a work problem or work request turns in the "Maintenance Request" form to the building principal.
2. The building principal approves and signs the "Maintenance Request" form and sends it to the maintenance director.
3. The maintenance director schedules the requested work.
4. The maintenance director signs the "Maintenance Request" form and notes the date the job was completed.
5. The maintenance director then returns the original of the "Maintenance Request" form to the Chief Financial Officer and the second copy to the building principal.

#### **Emergency Work Order Requests**

1. Emergency work orders (those that are causing imminent harm to students, staff, or property) should be reported to the building principal.
2. The building principal, or designee, will contact the maintenance director.
3. The maintenance director will notify both the building principal and the Chief Financial Officer when the work is completed.

### **Summer Maintenance Requests**

Teachers should turn in their requests for summer maintenance to the building principal by May 5. The following items are routinely checked each summer and need not be included in the requests:

- burned-out light bulbs
- broken light switches and plates
- broken floor tiles and baseboards
- broken receptacle covers

Each building principal compiles the requests into one list. This list should be prioritized with room numbers indicated by each item and turned into the Director of Maintenance by May 15.

\*Maintenance Requests may be prepared and routed electronically.

### **PUBLIC REQUEST FOR INFORMATION**

Persons may request in writing; public records, including “the portion of all documents, writing, letters, memoranda, or other written, printed, typed, copied, or developed materials that contains public information.” Information stored electronically in computers is included. Public information is available to persons within a reasonable length of time after making a written request for the records. A charge of 10¢ per sheet of material may be made for the requested records. Public information is available to the public during normal business hours of the district. The Superintendent is the district’s officer for public records.

The following categories of information are among those that are **not** public information:

1. Information deemed confidential by law, either constitutional, statutory, or by judicial decision.
2. Information in personnel files.
3. Information relating to litigation of a criminal or civil nature and settlement negotiations.
4. Information that, if released, would give advantage to competitors or bidders.
5. Drafts and working papers involved in the preparation of proposed policies.
6. Private correspondence and communications of an elected office holder.
7. Inter-agency or intra-agency memoranda or letters that would not be available by law to a party in litigation with the district.
8. Student records.
9. The certified agenda of a closed session of a board meeting, unless a court order makes it available for public inspection and copying.
10. The district is not required to release information contained in its education records except in conformity with the provisions of the Family Education Rights and Privacy Act of 1974.
11. The officer for public records may in any instance within his/her discretion make public any information classified as “nonpublic” information other than that deemed confidential by law.

The following categories of information are among those specifically designated as public information:

1. Reports, audits, evaluation, and investigations made of, for, or by, the district upon completion, such as annual performance report or audit report.
2. The names, sex, ethnicity, salaries, titles, and dates of employment of all employees and officers of the district, except that an employee or officer may choose not to allow public access to his or her home address and home telephone number by stating that choice in writing to the superintendent’s administrative assistant.
3. Information in any account, voucher, or contract dealing with the receipt or expenditure of funds by the district, not otherwise made confidential by law.
4. The names of every official and the final record of voting on all proceedings in governmental bodies of the district.
5. All working papers, research materials, and information used to make estimates of the need for, or expenditure of public funds by the district, upon completion of such estimates.
6. School Policy Book.
7. Employee and Student Handbooks
8. Administrative Procedure Book
9. Information currently regarded by District policy as open to the public.

## **GIFTS AND DONATIONS**

The Superintendent may accept gifts and donations of property valued at \$100 or more for the District. To be acceptable, a gift shall have a purpose consistent with District goals and objectives. Gifts shall not be accepted if they:

1. Begin a program that the District would be unwilling to take over when the gift or grant funds are exhausted.
2. Bring unreasonable or hidden costs to the District.
3. Restrict any school program.
4. Imply endorsement of any business or product.
5. Conflict with policies or actions of the Board or public law.
6. Require extensive maintenance on the part of the District.

All gifts shall become the sole possession of the District for use and disposition as deemed appropriate.

All gifts and donations of property to the schools shall be approved by the Superintendent. Notice of such gifts and donations shall be provided to the Superintendent, in writing, within three days after the intent to make the gift and/or donation is provided the school or district.

Gifts of monies, funds, other properties, or the income received from such donated to the District may be expended for student scholarship purposes that are in keeping with the lawful purposes of the school. Fund recipients shall be determined in the same manner as other scholarships and/or student aid.

Employees may not accept gifts or favors that could influence, or be construed to influence the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets, that convey information to students or contribute to the learning process.

## **ADVERTISING AND FUND RAISING IN THE SCHOOLS**

See the Randolph Elementary School Handbook or the Randolph Secondary School Handbook for details relating to advertising and fund raising in the schools at the following site:

<http://classroom.rfisd.net/webs/staff/handbooks.htm>

## **COMMUNITY USE OF FACILITIES**

Community groups may request the use of school district buildings and facilities by contacting the Chief Financial Officer and completing an application for Reservation of School Facilities. The application shall contain the charges to be assessed for the use of the facilities. The Superintendent may negotiate or waive fees as appropriate. The application must be approved by the campus principal and the superintendent or designee prior to the use of the facilities.

## **ADMISSION AND WITHDRAWAL OF STUDENT**

See Board Policy at <http://www.tasb.org/policy/pol/private/015906/> and also see the Randolph Elementary School Handbook or the Randolph Secondary School Handbook for details relating to admissions at the following site:

<http://classroom.rfisd.net/webs/staff/handbooks.htm>

## **PERSONNEL**

See the Employee Handbook at:

[http://classroom.rfisd.net/webs/business/human\\_resources.htm](http://classroom.rfisd.net/webs/business/human_resources.htm)

## **Federal Regulations**

**Equal Opportunity Employment** – The district is an Equal Opportunity Employer. The district does not discriminate on the basis of race, color, religion, sex, age, national origin, marital or veteran status, or handicap in admission or access to, or treatment or employment in, its programs and activities in compliance with applicable federal and state laws.

**Title IX** – The Superintendent is the designated Title IX coordinator for the district's compliance with Title IX of the Education Amendments of 1972, as amended, and its implementing regulations. The name, office address, and telephone number of the designated employee shall be recorded in the policy book and in the campus handbook.

**Disabled Employees** – One district employee is designated by the Superintendent to coordinate district compliance with Section 504 of the Vocational Rehabilitation Act of 1973 and its implementing regulations. The name, office address, and telephone number of the designated employee shall be recorded in the policy book and in the campus handbook.

## **Credentials and Records**

**Professional personnel** shall have all valid credentials on file in the personnel office before payment is made from any source of funds. The records listed below on professional and paraprofessional personnel will be maintained in the district's personnel office.

1. Credentials (certificate or license)
2. Service Record and any required attachments.
3. Evidence of educational attainment as required by State Board policy.
4. Contract (professional personnel only)
5. Teaching schedule or other assignment record
6. Absence from duty reports for professional personnel.
7. Withholding Tax Form W-4
8. Criminal Records Check, including fingerprinting

**Paraprofessional personnel** shall hold a valid Texas paraprofessional certificate or be otherwise qualified for the position.

1. Academic Board - A college transcript must be submitted of all college work completed.
2. Character - Evidence of high moral character as indicated by references.
3. Professional interest and growth - Evidence of a profound interest in professional growth indicated by references where applicant has previously been engaged in teaching, or from participation in professional organization.
4. Conditions for Placement - Placement of teachers is made by the cooperative efforts of the personnel director and the building principal. Teachers are interviewed prior to placement by the personnel office and building principal/director. The best interest of the district must always be foremost in mind when assignments are made.
5. Criminal Records check, including fingerprinting

## **Principal's Advisory Council**

- Purpose: To involve the staff in the communication of concerns and the development of solutions to these concerns.
- Composition: The campus principals and five campus-based, professional staff members elected by all professional staff assigned to the campus according to the procedures established by the campus principal.
- Parameters:
  - i. The principal will designate the method to receive information about concerns. No information, questions, or concerns submitted anonymously will be considered by this council.
  - ii. Council will develop action plans for solutions to concerns expressed
  - iii. Council will address issues impacting its own campus
  - iv. Council will consider the entire impact of the action plan (Look at the "big" picture)
  - v. Council will refer concerns that are the responsibility of other campus committees such as the Districtwide Improvement Committee (DWIC), Campus Improvement Committee (CIC),

- Strategic Planning Committee (SPC), and Technology Committee to the appropriate campus representative of that committee
- vi. Council will avoid issues that relate to confidential personnel matters
  - vii. Council will establish operating procedures and ground rules by which it will operate
- Action Plans: For each concern identified by the Council, an action plan will be developed and documented in the appropriate format.

### **Methods and Procedures for Requesting File Information**

Personnel office shall release information in public records to the district employees or the employee's representative following the requirements of the Texas Open Records Act. All requests for information under the Texas Open Records Act must be submitted in writing.

### **Employee Directories**

As soon as possible in the school year, an employee directory will be published listing all employees' names, addresses, phone numbers, and assignments. Teacher assignments are public information and are given to the public when requested. Employees may choose not to list their phone numbers and/or their addresses. Each employee is provided one copy of the directory.

### **Board Meeting Attendance**

All principals, assistant/vice principals, Chief Financial Officer, Executive Director of Technology and Executive Director of Instructional Services shall attend regular scheduled board meetings as a part of regular assignments and responsibilities. If, at any time an administrator is unable to attend or by necessity has other obligations, he/she should contact the superintendent prior to the board meeting.

### **Nonschool Employment**

Any employee invited to serve in a consultant or advisory capacity to other school districts or professional groups may be employed in such a role subject to the approval of the Superintendent.

When the employee receives compensation for such services, the employee shall reimburse the District the amount of the day's pay or use available discretionary leave. Compensation above any cost to the District may be retained by the employee.

The Superintendent may establish a limit on the number of days each year that are allowed for such services.

## **TEACHER APPRAISAL PROCEDURES**

See the PDAS procedures on the District's website at the following location:

<http://classroom.rfisd.net/webs/staff/handbooks.htm>

## **COMPENSATION AND BENEFITS**

See the Employee Handbook on the District's website for all details relating to compensation and benefits for the District at the following location: [http://classroom.rfisd.net/webs/business/human\\_resources.htm](http://classroom.rfisd.net/webs/business/human_resources.htm)

## **TRAVEL PROCEDURES**

See the Employee Handbook for all details relating to travel reimbursement for the District at the following website: [http://classroom.rfisd.net/webs/business/human\\_resources.htm](http://classroom.rfisd.net/webs/business/human_resources.htm)

## **BUSINESS OPERATIONS**

**Accounting:** The District follows certain methods and procedures of accounting for revenues and disbursements as required by Texas Education Code. These methods and procedures are outlined by TEA Financial Accountability System Resource Guide. The business operations of the district are under the direction of the Superintendent and the Chief Financial Officer.

District contracts with Region ESC's or other firms for computer services, which record all revenues realized and all expenditures made during the fiscal year. The records include a statement showing total receipts from each fund, itemized according to source; total disbursements, itemized according to the nature of expenditures; and the balance on hand in each fund. The records are kept in the business office under the direction of the Chief Financial Officer.

An audit report of the revenues and expenditures for the preceding fiscal year is filed with TEA. The report of revenues and expenditures includes management, cost accounting, and financial information necessary for monitoring and determining educational costs by campus and program.

The financial statement is submitted to the Wingspread newspaper. The statement release, submitted by the Superintendent or Chief Financial Officer under the direction of the board president, is made within 150 days after the close of the fiscal year.

### **Budget Development Process**

The superintendent is the budget officer as required by law. The preparation of the budget includes estimated revenues and proposed expenditures of the district prepared according to TEA Financial Accountability System Resource Guide.

### **Requests for Budget Changes/Amendments**

Requests for budget changes are to be submitted in writing to the Chief Financial Officer with a statement of reasons for the change requested.

### **Budget Calendar**

Budget planning is a joint effort of the district staff, under the direction of the Superintendent and Chief Financial Officer. The timeline for budget development is as follows:

- **January** – Budget projection forms are given to the principals and other administrators by the Chief Financial Officer at an administrative meeting.
- **March** – Budget projection forms are returned to the business office.
- **April** – The Superintendent, Chief Financial Officer and administrative staff review the completed draft budget.
- **May** – 1<sup>st</sup> week-Public notice of budget adoption is published – or earlier if legal timelines require.  
2<sup>nd</sup> week-Administrative review of final budget draft  
Budget Workshop – Board of Trustees  
4<sup>th</sup> week-Board Meeting – Budget hearing and adoption
- **October** – The adopted budget is submitted to TEA through the fall PEIMS (Public Education Information Management System).

### **Solicited Revenue Sources**

**Sale or Lease of School-Owned Property** - The board shall authorize the sale of any real property other than minerals, by means of a board resolution. Plans for sale of real property are made by the Superintendent to the board. Legal requirements for the transaction are outlined in Policy CDB, and followed by the Superintendent and Chief Financial Officer for the sale of real property.

### **Expenditures/Purchasing**

All purchase requests must be made electronically through the RSCCC business system. The system will then forward the request to the appropriate supervisor for approval. No purchases, charges or commitments to buy goods or services for the district will be made without a purchase order or payment authorization. Employees are not permitted to purchase supplies or equipment for personal use through the district's business office. Contact the Chief Financial Officer, Lorrie Remick at 210-357-2479, for additional information on purchasing procedures.

### **Purchase Orders**

1. A purchase order requisition must be completed prior to the purchase of all supplies, equipment or services, except for items with a value less than \$500 that are purchased locally on account. All items should be described in detail so that competitive bidding/quotes may be solicited by the business office.

2. The P.O. requisition will be approved by the appropriate supervisor and sent to the business office electronically. Budget balances will be checked and recorded in the bottom right hand corner. When appropriate best prices will be solicited.
3. Purchase orders will be conveyed to the vendor.
  - a. White copy will be mailed to the vendor or returned to the appropriate campus or department if items are to be picked up.
  - b. All other copies are maintained electronically and will be available for printing as needed.

Authorization to pay shall be certified for payment by the signature of the initiator on the authorization to pay form (or other proof of receipt i.e. packing slip) and returned to the business office so that payments may be made before late penalties and or bad credit ratings can develop. Penalties for late payments are charged to your budgeted accounts.

If a shipment is erroneous, please contact the business office for a proper solution. Emergency orders should be rare. There will be emergencies but please plan ahead by anticipating lesson requirements, custodial, maintenance, or office needs.

If a price is unknown such as repair, we will require an estimate. If you want to order an item for review, please stipulate this on the P.O. requisition so that it may be returned if it is not desirable.

**Purchasing Methods and Procedures** – The Chief Financial Officer oversees all bid proposals purchasing and the bidding proposal process, which includes:

1. Preparation of the bid or proposal specifications
2. Publication of bid or proposal notices, including:
  - a. A description of the work;
  - b. The location of plans, specifications, or other data that may be examined by all bidders.
  - c. The time and place for submitting bids or proposals.
  - d. The time and place where all bids or proposals will be opened.
3. Submission of the bid or proposal in a sealed, unmarked envelope.
4. Opening of the bids or proposals.

All purchasing will be accomplished in compliance with the Texas Education Code, Sections 44.031 and 44.033 and district policy CHC (legal).

The Executive Director of Technology oversees the proposal process for technology items in compliance with State purchasing laws.

**Purchasing Contracts** – All contracts for amounts of \$50,000 or more in the aggregate for each 12 month period (except for purchases of produce or vehicle fuel) will be made by one of the following methods:

1. competitive bidding;
2. competitive sealed proposals;
3. a request for proposal;
4. a catalogue purchase as provided by Subchapter B, Chapter 2157, Government code
5. an Interlocal contract; or
6. a design/build contract.

All purchasing contracts will be accomplished by the Business Office.

**Vendors** – All purchases made by an employee of the district must have an authorized purchase order prior to purchase. The district will not pay for purchases that do not have an advanced purchase order authorization. Vendors must secure approval from the Chief Financial Officer prior to entering the campus to sell products.

**Contract for Consultant Services** – Consultants are hired to perform services not other wise available from the staff. Consultants are hired by authorized personnel and approved by the Superintendent or Chief Financial Officer prior to employment. The following methods and procedures are used for contracted persons:

1. Budget or amend budget to cover the cost of the consultant services.

2. Contact the person to perform the services.
3. Complete a contract service form on every consultant. Every consultant must sign a contract for services performed. The business office must have this information before a check is issued: amount to be paid, services rendered, signature and social security number of the consultant, and signature of the administrator.

With approval of the superintendent, the following person(s) may contract individuals to perform services: Board of Trustees, Chief Financial Officer, special education director and Executive Director of Instructional Services.

Individual outside consultants can be used for the following types of services: inservice presentations; maintenance repairs; maintenance contracts; administration; board of trustees; special education services.

### **Cash Management – Methods and Procedures for Handling Monies**

All monies collected from students or staff must be deposited daily. Cash, checks, change or any other kind of legal tender should **never** be left in desk drawers, file cabinets, safes, classrooms, offices, or in the vicinity of school-owned property. Monies used for change, athletic events, fund raising, or for any other reason should be given to the building principal and locked away at the end of each day.

**Fixed Assets Inventory** – The district maintains an inventory of fixed assets to provide accurate information for:

1. the annual fiscal audit (TEA Financial Accountability System Resource Guide-Audit 4.6.2.4, Financial Reporting 1.2.4),
2. insurance purposes, and
3. control and maintenance of fixed assets.

Fixed assets include land, buildings, machinery, furniture, and other equipment that the district intends to hold or continue to use over a long period of time with a cost of \$5,000 or more. (TEA Financial Accountability System Resource Guide-Financial Reporting 1.2.4) Inventory items include technology items or other items with a cost of \$500 to \$4,999.

**Changes to Fixed Assets** – School personnel are required to fill out forms for any capital outlay item or inventory that has been transferred to another room, discarded, stolen, sold, or lost. Forms are: Inventory Receipt/Transfer Form; Fixed Asset Inventory System Burglary/Vandalism/Loss Report Form; and the Fixed Asset Inventory System Inventory Loss Report. As these forms are received by the business office during the school year, the inventory is revised according to this documentation. The forms are kept on file for the auditors.

### **Audit Procedure Calendar**

The audit firm is selected annually by the Board of Trustees.

April – Meet with the auditor to:

- Establish the scope and detail of the audit
- Establish a time schedule
- Detail the reports, etc., needed
- Identify who will collect the reports
- Decide on the number of copies of the audit report
- Determine the cost and payment terms for audit

June and July – Make the following available to the auditor:

- Each budget and amendments
- Copies of the board minutes and financial statements
- Monthly bank reconciliations
- List of depositories and address, bank account numbers
- List of investments by fund transactions
- Insurance schedules, including names of companies, type of coverage, policy dates and costs
- Payroll reconciliations, payroll taxes and retirement deductions
- Documents ready for easy access and examination
- Prepare a trial balance and audit report schedules

September/October – Audit is performed with report to the board made as soon as practical, but within 150 days of fiscal year end.

## **DATA MANAGEMENT (PEIMS)**

Each campus and the central office have a designated person responsible for PEIMS data management. These positions are the Chief Financial Officer and the PEIMS Coordinator at the Central Office and the campus attendance clerk and/or registrar.

## **PROCEDURES FOR RELIGIOUS ACTIVITY**

- School employees may not lead, encourage, promote, or participate in prayer with students at school or at school-sponsored extracurricular and athletic events.
- The school may not sponsor sectarian or nonsectarian invocation and benediction at graduation ceremonies. However, the high school principal may turn the invocation and benediction decision over to the senior class, which will then elect by majority vote whether to have prayer delivered by one of its members. The prayer, however, must be nonsectarian and nonproselytizing. The principal may determine that no invocation and/or benediction will be offered at the graduation ceremonies.
- Religion may not be included as a topic of graduation speeches outside the invocation and benediction context.
- Students voluntarily may pray individually or together at school or at school-sponsored extracurricular and athletic events if such prayer is not done with school sponsorship or with employee participation.
- Administrators and teachers may restrict students from delivering presentations and writing papers in class on religious topics. If such restrictions are implemented, the administrator and teacher involved must be prepared to show that there is a legitimate pedagogical purpose for the restriction, and that the classroom has not been converted from a closed forum to a public forum.
- Under the terms of the new Texas statute protecting religious freedom, school districts and school district personnel must be prepared to establish a compelling interest that is the least restrictive way of accomplishing the interest when they substantially interfere with a person's free exercise of religion. The new law protects acts or refusals to act that are substantially motivated by a sincerely held religious belief.

## **HEALTH REQUIREMENTS AND SERVICES - MEDICAL TREATMENT**

### **Injury or Illness**

A student who is injured or becomes ill at school or at a school activity will be evaluated, and a concerted effort to notify the student's parent(s) will be made if appropriate.

The procedure for taking care of an individual who has been injured should consist of an assessment of the specific circumstances involved and using the employee's discretion in implementing the safest and most expedient actions to deal with the situation. The following guidelines may be considered when determining what actions should be taken in dealing with an injured individual:

- If the individual cannot be moved, or if there is any doubt whether the individual should be moved, the nurse or principal should be sent for immediately.
- If the individual is mobile and can be moved, they should be taken to the school clinic or the school office. The staff will provide first aid and/or contact medical professionals if needed.
- First aid will be provided by the nurse and by other staff members when the nurse is not available. All individuals providing first aid will use protection in dealing with bodily fluids.
- When the nurse or school staff determines parent notification is advised, the attempt will be made to notify parents at the phone numbers provided to the school.

### **Athletic Injuries**

The coach will evaluate the seriousness of the injury and use his or her professional judgment to determine the appropriate action that must take place. Some actions that may be taken are:

- A player with a slight injury will be given appropriate first aid.

- A player sustaining an injury which may require some assistance will be provided appropriate first aid by the student trainer after an assessment by the coach.
- A player who is felt to be seriously injured will be provided assistance by the coach and an attempt will be made to notify parents at the phone numbers provided to the school.
- A player sustaining an injury needing medical attention will be stabilized as deemed appropriate by the coach and EMS will be called to transport the student. An attempt will be made to notify parents at the phone numbers provided to the school.

## **ADMINISTERING MEDICATIONS & OTHER PRESCRIBED SPECIAL HEALTH CARE PROCEDURES**

A student who must take prescription medication during the school day must bring a written request from his or her parent and the medicine, in its original, properly labeled container. Only District employees designated by the Superintendent may administer prescription medication to students or perform other prescribed special health care procedures in accordance with the IEP requirements of a student with disabilities and/or the following provisions:

1. Medication and special equipment needed for health care procedures will be provided and brought to school by the parent of the student. Students will not carry medication or administer it to themselves.
2. Physician-prescribed special health care procedures may be implemented only on approval of the school nurse.
3. The principal will appoint one responsible person, such as the school nurse, to supervise the storing and dispensing of medications and the maintenance of equipment items needed for special health care procedures.
4. The principal will provide locked storage space where all medication and special equipment may be maintained apart from other clinic/office supplies and to which unauthorized employees will not have access.
5. Each student's medication will have a label including student name, name of medication, directions concerning dosage, and schedule for administration. Special equipment items will also be identified by student name, and all such items will be restricted to use by that student.
6. The school nurse will give at least the first dose of any medication and initiate all prescribed special health care procedures. Nonhealth professionals administering medication and/or performing prescribed special procedures will be provided orientation, instruction, and supervised practice appropriate to the task. The nurse will explain to the principal or designated building administrator and to the student's teacher(s) the anticipated outcomes of the treatment, including any adverse side effects of the medication or procedure and recommended action to be taken known by the nurse.
7. When the course of treatment is complete or at the end of the school year, parents will be asked to pick up any unused portions of the drugs or equipment; that which is not claimed shall be destroyed. Drugs will not be returned to the student.
8. All continuing requests for the District to administer medication and special health care will be reviewed at the beginning of each school year. Renewed, written permission for treatment will be required of both the physician and parent.
9. Hypodermic injections may be administered when the prescribing physician addresses a written request to the principal or district nurse giving detailed information concerning the administration of the medication and follow-up procedures. The student's parent(s) will be instructed to furnish sterile, disposable syringes and needles.

### **Clean-Up Procedures**

Routine and standard precautionary procedures will be used to clean up blood or any other body fluids after an accident or injury at school. Gloves will be worn when cleaning up blood spills. These spills shall be disinfected with a freshly made 10 percent solution of household chlorine bleach in water, and persons coming in contact with spills must wash hands afterward. Blood-soaked items will be placed in leak proof bags for washing or further disposition. Hand washing with soap and hot water after contact with a

student is routinely recommended if physical contact has been made with a student's body or body fluids, including saliva.

## **TRANSFER REQUEST PROCEDURES**

Transfer procedures are located on the District's website at the following location:

<http://classroom.rfisd.net/webs/transfers/transfers.htm>

See also the following District policies:

FDA (Legal) – Admissions – Interdistrict Transfers

FDA (Local) – Admissions – Interdistrict Transfers

## **REACHING CONSENSUS IN THE DISTRICT**

All members of the group whose purpose is to reach consensus on any product should follow this process:

- FIRST:** Envision a continuum of agreement ranging from one, no agreement, to 10, total agreement. Determine according to the importance of the decision you are making at what point consensus will be reached. For example, an issue on safety may require a complete agreement, or a consensus point of 10 while an issue on a less critical issue may only require agreement at a 60 percent, or a point of 6.
- SECOND:** Evaluate the product according to the standards that have been established. This includes your personal criteria as well as that of the group.
- THIRD:** Each member of the group indicates whether or not their individual consensus point is at or above the agreed point where consensus will be reached. If all are at or above then consensus is reached. If one or more are not at this point, the following process will begin.
- FOURTH:** The member or members who are not at the consensus point are asked to explain what must be done to the product in order to cause them to be at the agreed upon consensus point.
- FIFTH:** The members negotiate the product until all can agree at the consensus point. \* Consensus is reached.

## **ELECTRONIC COMMUNICATION AND DATA MANAGEMENT**

Randolph Field ISD Electronic Communication and Data Management System Acceptable Use Guidelines are located on the District's website at:

[http://classroom.randolph-field.k12.tx.us/webs/tech/acceptable\\_use\\_guidelines.htm](http://classroom.randolph-field.k12.tx.us/webs/tech/acceptable_use_guidelines.htm)