

Bylaws & Policies

Northwest Allen County Schools

6000 Policies – Finances

Northwest Allen County Schools

Bylaws & Policies

Adoption Resolution

Resolved, that the bylaws and policies printed and codified in the comprehensive document entitled “Bylaws & Policies of the Northwest Allen County School Corporation School Board” are hereby adopted and that all bylaws and policies heretofore adopted by the Northwest Allen County School Corporation School Board are hereby rescinded, further be it

Resolved, that in the event any policy, part of a policy, or section of the bylaws is judged to be inconsistent with law, inoperative by a court of competent jurisdiction, or is invalidated by a policy or contract duly adopted by this School Board the remaining bylaws, policies, and parts of policies shall remain in full effect.

Take notice that the foregoing resolution was adopted by the Northwest Allen County School Corporation School Board at a public meeting held at Fort Wayne, Indiana on May 3, 1993.

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6110 FEDERAL FUNDS

It is the objective of the School Board to provide equal educational opportunities for all students within the Corporation. Therefore, it is the intent of the Board to study Federal legislation to enhance educational opportunities, the educational environment, and better physical and mental growth for each student.

The Superintendent shall review new Federal education legislation and prepare proposals for programs s/he deems would be of aid to the students of this Corporation. The Superintendent shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school corporations and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. All Federal funds received by the Corporation will be used in accordance with the applicable Federal law. The Superintendent shall ensure that each draw of Federal monies is as close as administratively feasible to the related program expenditures.

No Federal funds received by the Corporation shall be used to:

- A. develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual;
- B. distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds or at school sponsored activities;
- C. provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence;
- D. operate a program of contraceptive distribution in schools.

I.C. 20-26-5-4

Compliance Supplement for Single Audits of State and Local Governments

20 U.S.C. 7906

Revised 11/18/02

6144 INVESTMENT INCOME

The School Board authorizes the business manager or treasurer to make investments of available monies from the several funds of the Corporation in:

- A. bonds, bills, or notes of the United States; obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the State;
- B. certificates of deposit issued by a State or National bank organized and authorized to operate a bank in this State;
- C. any other financial instrument authorized by Indiana laws.

Money in the several funds of the School Corporation may be commingled for the purpose of making an investment. Investment income will be receipted into the General Fund, unless the law or a separate Board arrangement dictates otherwise.

I.C. 5-13-9, 20-26-5-4

Revised 12/17/2012

6145 SHORT-TERM INDEBTEDNESS

When the School Board determines that an emergency condition exists within a particular fund(s) and that the revenue being generated will not meet the current projected needs, the business manager may initiate procedures to acquire the necessary revenue from emergency loans, advance draws, or tax anticipation warrants.

The appropriate bid procedure is to be followed for all short-term loans authorized by the Board. Funds are to be borrowed from the institutions or organizations offering the terms most favorable to the School Corporation following approval by the Board.

I.C. 20-2-21-6 thru 8; I.C. 36-9-41

Revised 2/8/2005; 12/17/2012

6150 ENROLLMENT OF STUDENTS ON A CASH TRANSFER BASIS

The School Board shall assess cash transfer tuition in accord with I.C. 20-26-11-6 as a condition for the enrollment of a student in the School Corporation on a cash tuition basis. Each application for enrollment of a student on a cash tuition basis shall be evaluated by the Superintendent utilizing criteria established by the Superintendent, and submitted with the Superintendent's recommendation for the consideration of the Board.

Cash transfer tuition shall be computed in accord with I.C. 20-26-11-6(b) and shall be paid in a lump sum or on an installment schedule of payments recommended by the Superintendent and approved by the Board. An installment payment schedule approved by the Board shall provide for the payment in full of the cash transfer tuition amount before the last student day of the school year. Failure to make a transfer tuition installment payment pursuant to the installment schedule approved by the Board may be the basis for the expulsion of a student enrolled on a cash tuition basis.

A student enrolled on a cash transfer basis in accord with this policy shall not have been expelled from another Indiana public school corporation.

I.C. 20-26-11-6

I.C. 20-33-8-30

511 IAC 1-6

Revised 9/1/09

6151 BAD CHECKS

When the Corporation receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the Superintendent shall provide an opportunity for the payor to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the School Board authorizes the Superintendent to take appropriate action against the student and/or the parents

6152 STUDENT FEES AND CHARGES

Because of limited financial means, the School Board may need to levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials. Such charges would be made on expendable items such as, but not limited to, magazines, workbook materials, paperback selections, and laboratory supplies as well as for lost or damaged books and materials for independent study or special projects, and Corporation-sponsored trips. No student, however, shall be deprived of participation in an activity because of lack of financial ability to pay a charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling and processing charges, and nominal add-on for loss.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fees.

All fees collected will be sent to the Treasurer for deposit in the appropriate fund.

Revised 11/18/02

6153 – COLLECTION AND FORGIVENESS OF DEBT

The Board understands it is required to collect all monies owed to it by patrons, employees, parents and students, including money owed through student lunch accounts and other extracurricular accounts. Every effort should be made by the school administration to collect the monies owed to the school corporation including collection procedures. Such efforts should be documented by school administration before the debt is forgiven, waived, or written off of the school corporation accounts.

The school corporation may forgive, waive, or write-off all or a portion of the debt if one of the following conditions is met:

1. The school administration determines that the student or the parent or guardian of the student is unable to pay the debt;
2. The payment of the debt could impact the health or safety of the student;
3. The cost to pursue and collect the debt from the student and his/her parents would cost more than the potential total debt collected; or
4. There are mitigating circumstances as determined by the superintendent that preclude the collection of the debt.

Every decision to forgive, waive, or write-off a debt must be documented and include the specific facts for the decision relating to one of the above stated reasons.

The superintendent may develop regulations addressing specific situations relating to the above conditions.

In the cases where a positive balance exists in the accounts, every effort must be made by the school administration to return the positive balance to the account holder when the person is no longer in the school corporation. If attempts made to refund the balance have been unsuccessful, the balance should be transferred to the corresponding school fund or if such transfer is not appropriate, to the school corporation general fund.

Adopted 5/23/16

6210 FISCAL PLANNING

The School Board shall collect and assemble the information necessary to discharge its responsibility for the fiscal management of the School Corporation and to plan for the financial needs of the educational program. The Board will strive to maintain both short and long range projections of the Corporation's financial requirements.

Accordingly, the Board directs the business manager to:

- A. include cost estimates of all ongoing financial requirements;
- B. prepare a long range year-by-year plan for the maintenance and replacement of facilities and equipment;
- C. maintain a plan of anticipated local, State, and Federal revenues;
- D. report to the Board any serious financial implications that emerge from the Corporation's ongoing fiscal planning.

In addition, the Board directs the business manager to maintain annually a detailed three (3) year forecast of estimated expenditures and revenues of the Capital Projects Funds.

I.C. 20-26-5-4

6220 BUDGET PREPARATION

The Corporation's operation and educational plan is reflected in its budget. Each year, the School Board will cause to have prepared and then review and approve the General Fund, Transportation Fund, School Bus Replacement Fund, Capital Projects Fund, and the Debt Service Fund, which constitute the budget of the Corporation.

The budget shall be designed to carry out Corporation operations in a thorough and efficient manner, maintain Corporation facilities properly, and honor continuing obligations of the Board.

The proposed budget requires the critical analysis by every member of the Board prior to approval; once adopted, the budget deserves the support of all members of the Board regardless of their position before its adoption.

The Board directs the business manager to present the budget to the Board, along with all available information associated with each Fund, in sufficient time for proper review and discussion and in compliance with Indiana Code.

I.C. 21-2-11-2 et seq.; I.C. 21-2-11.5-2 et seq.; I.C. 21-2-15; I.C. 36-1-8-5

Revised 5/7/07; 12/17/2012

6230 BUDGET HEARING

The annual budget adopted by the School Board represents the Board's position on the allocation of resources required to operate an appropriate system of education. All reasonable means shall be employed by the Board to present and explain that position to all interested parties. The public budget hearings will be conducted in accordance with law.

Each member of the Board and each Corporation administrator shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

The budget approved by this Board will be made available to the public in the form and at the places required by law.

The final adoption of the proposed annual budget shall be made by the Board after completion of the public hearing.

I.C. 20-26-5-4

6231 BUDGET IMPLEMENTATION

The School Board places the responsibility of administering the budget, once adopted, with the Superintendent.

The Superintendent shall be authorized to proceed with making financial commitments, purchases, and other expenditures within the limits provided in the budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the Corporation.

If, during the fiscal year, it appears to the Superintendent that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the Superintendent shall present to the Board recommended amendments to a Fund that will prevent expenditures from exceeding revenues. Such recommendations shall be in accordance with the requirements of law.

I.C. 20-26-5-4

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6320 PURCHASING ~~REPLACED BY: F125 - SEE BOARD DOCS~~

~~It is the policy of the School Board that the Business Manager shall act as the purchasing agent for the Board and shall report to the Superintendent.~~

~~The purchasing agent may make open market purchases of no more than \$50,000 for a single item or a group of similar items.~~

~~The purchasing agent must seek at least three (3) price quotations on purchases of more than \$50,000 but less than \$150,000 except in cases of emergency or where materials are of such nature that price quotations would not result in a savings to the School Corporation.~~

~~The purchasing agent shall mail an invitation to quote at least seven (7) days before the time fixed for receiving quotes.~~

~~If the purchasing agent receives a satisfactory quote, s/he shall award a contract to the lowest responsible and responsive quoter for each line or class of items required. S/He may reject all quotes.~~

~~If the purchasing agent does not receive a quote from a responsible and responsive quoter s/he may purchase the items by following procedures for items costing under \$50,000.~~

~~When the purchase of, and contract for, single items of supplies, materials, or equipment is equal to or exceeds the amount stipulated by statute, the School Corporation shall obtain competitive bids.~~

~~Bids shall be sealed and shall be opened by a committee designated by the purchasing agent. All orders or contracts shall be awarded to the lowest responsive and responsible bidder.~~

~~For a bidder or quoter to be considered responsive, the proposal must respond to all bid specifications in all material respects and contain no irregularities or deviations from the bid specifications which would affect the amount of the bid or otherwise provide a competitive advantage.~~

~~For a bidder or quoter to be deemed responsible, the Board may request evidence from the bidder or quoter concerning:~~

- ~~A. the experience (type of product or service being purchased, etc.) of the bidder or quoter;~~
- ~~B. the financial condition;~~
- ~~C. the conduct and performance on previous contracts (with the Corporation or other agencies);~~
- ~~D. the ability to execute the contract properly.~~

~~The Board reserves the right to reject any and all bids.~~

~~Contracts can be awarded by the Business Manager without Board approval for any single item or group of identical items costing less than \$50,000. All other contracts require Board approval prior to purchase.~~

~~The president and secretary of the Board are entitled, on behalf of the Board, to sign any contract. These contracts may include, but are not limited to, employment contracts and contracts for goods and services.~~

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~~However, each contract must be approved by a majority of the full Board. In the absence of the president or secretary, the vice president may sign the contract with the officer who is present.~~

~~Exceptions to the foregoing requirements may be permitted when purchasing from vendors who have been awarded State contracts or when purchasing from authorized State institutions.~~

~~All purchases that are within a program and were originally contemplated in the budgeting process may be made upon authorization of the Business Manager.~~

~~The purchasing agent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation.~~

~~Such purchases shall be brought to the Board's attention at the next regular meeting.~~

~~In order to promote efficiency and economy in the operation of the Corporation, the Board requires that the Business Manager periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.~~

~~Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates, shall be made a part of the bid specifications.~~

~~Before the Business Manager places a purchase order, s/he shall have the Treasurer/Deputy Treasurer check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Corporation. All purchase orders shall be numbered consecutively.~~

~~In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:~~

- ~~A. an opportunity be provided to as many responsible suppliers as possible to do business with the School Corporation;~~
- ~~B. a prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;~~
- ~~C. where the requisitioner has recommended a supplier, the Business Manager may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;~~
- ~~D. upon the placement of a purchase order, the Business Manger shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations;~~
- ~~E. unless otherwise permitted by the purchasing agent, no purchase of supplies shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order.~~

~~I.C. 20-26-5-4; I.C. 20-26-4-6, 20-26-4-8; I.C. 5-22-2-6; I.C. 5-22-8-2, I.C. 5-22-8-3; I.C. 5-22-10-10~~

~~Revised 9/1998; 12/6/1999; 9/1/2009; 12/17/2012~~

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6320.01 PURCHASING USING ONLINE REVERSE AUCTIONS

~~The School Board authorizes the purchasing agent to conduct a reverse auction for the purchase of supplies by using an Internet purchasing site for issuing an invitation for bids and receiving bids.~~

~~The purchasing agent shall establish procedures for:~~

- ~~A. transmitting notices, solicitations, and specifications;~~
- ~~B. receiving offers;~~
- ~~C. making payments;~~
- ~~D. protecting the identity of the bidder and the amount of an offer until the time fixed for opening the offers;~~
- ~~E. providing for the display of the amount of each offer previously submitted for public viewing;~~
- ~~F. establishing the deadline by which offers must be received and will be considered to be open and available for public inspection;~~
- ~~G. establishing procedures for the opening of offers;~~
- ~~H. maintaining adequate documentation regarding reverse auctions so that the transactions may be audited according to law.~~

~~I.C. 5-22-7.5~~

~~Adopted 3/6/06~~

REPLACED BY: F125 - SEE BOARD DOCS

6323 USE OF CREDIT CARDS

The School Board recognizes the value of an efficient method of payment and record keeping for certain expenses.

The Board, therefore, authorizes the use of Corporation credit cards in accordance with regulations of the State Board of accounts.

The Superintendent shall develop administrative guidelines that specify those authorized to use credit cards, the types of expense which can be paid by credit card, and their proper supervision and use.

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6440 COOPERATIVE PURCHASING

~~The School Board recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this Corporation through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.~~

~~The Board authorizes the Superintendent to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time-to-time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.~~

~~S/He shall report all such negotiations to the Board and seek Board approval for all contemplated agreements.~~

~~Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies) which shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party; and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.~~

~~The Superintendent is also authorized to submit to the State, prior to January 1st of each year, a listing of the major equipment items the Corporation anticipates purchasing in the next fiscal year for the purpose of participating in State-wide pricing contracts. Any items, subsequently purchased through such a pricing contract, must be a purchase contract between the vendor and this School Corporation and conducted in accordance with Indiana law.~~

~~I.C. 20-26-3, 20-26-5-4, 20-26-10-1, 20-26-10-10~~

~~Revised 5/7/07~~

REPLACED BY: F125 - SEE BOARD DOCS

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6450 LOCAL PURCHASING

~~The School Board recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the Corporation from established local merchants.~~

~~The Board authorizes the business manager to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when:~~

- ~~A. their quotation is competitive,~~
- ~~B. freight charges are a factor,~~
- ~~C. maintenance or other types of service may be required,~~
- ~~D. promptness of delivery is a consideration provided that all statutes pertaining to public purchasing are duly observed.~~

REPLACED BY: F125 - SEE BOARD DOCS

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6460 **VENDOR RELATIONS**

~~The School Board shall not enter a contract knowingly with any supplier of goods or services to this Corporation under which any Board member, officer, employee, or agent of this School Corporation has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this Corporation.~~

~~For the purpose of this policy "beneficial interest" shall be determined in accordance with Indiana law.~~

~~All sales persons, regardless of product, shall clear with the Superintendent's office before contacting any teachers, students, or other personnel of the School Corporation. Purchasing personnel shall not extend any favors to vendors. Each order shall be placed in accordance with the policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.~~

~~The Board expects all its employees to be honest and ethical in their conduct and to comply with applicable State and Federal law, Board policies, and administrative guidelines. The Board encourages and requires staff to report possible violations of these Board expectations. Parents, volunteers, contractors and concerned citizens are encouraged to report possible violations, if they believe such violations have occurred.~~

~~A contractor or an employee of a contractor who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law or Board policy is responsible for reporting this conduct to his/her immediate supervisor. If the employee's immediate supervisor is not responsive or the supervisor is the employee whose behavior is in question, the employee/contractor may report to the Superintendent. If the reported conduct relates to the Superintendent, the report may be filed directly with the Board President.~~

~~After such a report is made, the employee/contractor will be asked to put the report in writing. Any employee/contractor making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee/contractor had a good faith belief as to the accuracy of any information reported. Employees/contractors are subject to disciplinary action, for knowingly making a false report under this policy. Employees/contractors may also be subject to disciplinary action, if they are aware of a violation of Federal, State, or local law involving or relating to the business of the Corporation but they do not make a report confirmed in writing to a supervisor in accordance with this policy.~~

~~The Superintendent shall develop administrative guidelines necessary for implementation of this policy, including the development of forms upon which such reports may be made.~~

~~I.C. 22-5-3-3, 35-44-1-3~~

~~Revised 9/1/09~~

~~Revised 7/6/10~~

REPLACED BY: A125 - SEE BOARD DOCS

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6470 PAYMENT OF CLAIMS

~~The School Board directs the prompt payment of legitimate claims by suppliers of goods and services to the School Corporation.~~

~~Each bill or obligation of this Board must be itemized fully and verified before a warrant can be drawn for its payment.~~

~~When an invoice is received, the business manager shall verify that a voucher is submitted properly, that acceptable goods were received or satisfactory services rendered, that the expenditure is included in the Board's budget and funds are available for its payment, that the amount of the invoice is correct, and a signed claim has been submitted for any amount over \$100.00.~~

~~All payments shall be submitted for Board approval in the form of a listing that includes the vendor's name; the number and amount of the check; and the description of the item.~~

~~I.C. 20-26-4-1, 5-11-10.5-2~~

REPLACED BY: F100 - SEE BOARD DOCS

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6510 PAYROLL AUTHORIZATION

~~The most substantial payment of public funds for the operation of the School Corporation is that which is made to the employees of the School Board for services rendered. To ensure that each person so compensated is validly employed by this Corporation and that the compensation remitted fairly represents the services rendered, this policy is promulgated.~~

~~Employment of all Corporation personnel must be approved by the Board except where authority to appoint certain personnel of the Corporation has been delegated to the Superintendent.~~

~~Each motion of the Board to employ or reemploy a staff member shall include the name of the individual and the position title.~~

~~I.C. 20-26-5-4~~

REPLACED BY: F100 - SEE BOARD DOCS

6520 PAYROLL DEDUCTIONS

~~For those employees not covered by the terms of a negotiated agreement, the School Board authorizes that certain deductions may be made from an employee's paycheck upon proper authorization on the appropriate form. Deductions shall be made for:~~

- ~~A. Federal and State income tax;~~
- ~~B. Social Security;~~
- ~~C. State Teachers Retirement Fund or Public Employees Retirement Fund;~~
- ~~D. County local option income tax;~~
- ~~E. Section 125 deductions (cafeteria plans);~~
- ~~F. Section 401(a) deductions;~~
- ~~G. Section 403(b) deductions;~~
- ~~H. Savings in a chartered credit union or financial institution;~~
- ~~I. Contributions to charitable corporations not for profit and community fund organizations;~~
- ~~J. Payment of dues to labor or other organizations;~~
- ~~K. payment of group insurance premiums for a plan which has been approved by the Board for participation of the Corporation employees;~~
- ~~L. payment for benefits of part-time certified employees who elect to participate.~~

~~To the extent permitted by law and in accordance with the procedures set forth below the Board also declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to use a corresponding amount to purchase an annuity for such employee from an approved vendor. Such transactions shall be authorized in accordance with Section 403(b) of the Internal Revenue Code, and in accordance with the Corporation's administrative guidelines. However, it shall be clearly understood that the Board's only function shall be the deduction and remittance of employee funds.~~

~~The Board may limit the number of participating providers and select approved providers.~~

~~The Board, by providing employees with payroll deduction services for annuities, is not providing any financial advice to employees, and is not vouching for the suitability of any investment or any annuity provider. The Corporation assumes no responsibility or liability for any investment decisions or losses with respect to employee annuity purchases.~~

~~Said agreement shall comply with all of the provisions of law and may be terminated as said law provides upon notice in writing by either party. Employees shall notify the Superintendent's Office in writing if they wish to participate in such a program.~~

6610 ~~EXTRA-CURRICULAR FUNDS~~

~~The School Board shall establish financial controls for the administration of the normal, legitimate, curricular-related and extra-curricular activities of the Corporation in accordance with guidelines of the State Board of Accounts.~~

~~The building principal shall be responsible for establishing procedures and keeping an accurate record of all financial transactions pertaining to the receipt of money, fees, or expenditures for all extracurricular finds. A treasurer shall be appointed in each school, shall be bonded, and shall maintain an accurate record in the manner prescribed by the State Board of Accounts.~~

~~No student, teacher or other employee shall be permitted to purchase or order any item to be paid from the extracurricular accounts without first having the approval of the building principal.~~

~~Claims for extracurricular purchases which have not been authorized on properly prepared purchase orders may become the personal obligation and liability of the individual ordering the materials or services.~~

~~Educational related expenditures, i.e. equipment, materials, supplies, etc. may be made from extra-curricular "General" of "Student Activity" funds.~~

~~I.C. 20-26-6-4; I.C. 20-26-6-6; I.C. 20-26-6-7~~

~~Revised 12/17/2012~~

REPLACED BY: F100 - SEE BOARD DOCS

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6620 PETTY CASH

~~The Board authorizes small petty cash funds in amounts not to exceed \$500 to be established at the discretion of the Superintendent provided controls are imposed to prevent abuse of such funds.~~

~~I.C. 36-1-8; I.C. 21-2-5~~

~~Revised 12/17/2012~~

REPLACED BY: F100 - SEE BOARD DOCS

6680 RECOGNITION

The purpose of this policy is to permit the School Board to honor its staff, former Board members, and other nonemployee persons with plaques, pins, token retirement gifts and awards, and other amenities.

The Board wishes to also honor staff, students, citizens, and advisory groups for their contributions with appropriate recognitions and authorizes administrators to purchase meals, refreshments, and/or other amenities to further the interests of the Corporation.

The Board hereby affirms that the expenses incurred as listed above do serve a public purpose. The Board believes that "public purpose" serves for the promotion of education, rapport with the business community, community relations, and the encouragement of nonemployees to serve as volunteers as well as furthering other interests.

The funds shall be made available from the promotion of School Corporation account.

I.C. 20-26-5-4

REPLACED BY: F125 - SEE BOARD DOCS

6700 FAIR LABOR STANDARDS ACT (FLSA)

Statement of Policy

It shall be the policy of the Northwest Allen County School Corporation to comply with the provision of the Fair Labor Standards Act of 1938.

Definitions of Terms Applicable to this Policy:

- A. **"Employ"** means to suffer or permit work.
- B. **"Exempt Employees"** means an employee who is exempt from the FLSA minimum wage and overtime provision. These employees may include executive, administrative, certified, and computer employees earning at least a specified minimum salary.
- C. **"FLSA"** means the Fair Labor Standards Act of 1938 as amended by 29 U.S.C. Section 201 et seq. and the regulations implementing this Act found, in part, at 29 C.F.R. Part 541.
- D. **"Non-Exempt Employee"** means an employee who is not exempt from the FLSA minimum wage and overtime provisions.
- E. **"Primary Duty"** means the principal, main, major, or most important duty that the employee performs. Determination of an employee's primary duty shall be based on all the facts in a particular case, with the major emphasis on the character of the employee's job as a whole.
- F. **"Salary Basis"** means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis.
- G. **"Workday"** means the period between the time on any particular day when an employee commences his/her "principal activity" and the time on that day at which s/he ceases such principal activity or activities. The workday may therefore be longer than the employee's scheduled shift, hours, tour of duty, or production time.
- H. **"Workweek"** means the seven (7) day period of time beginning on Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m. (i.e., Sunday 12:00 a.m. to Saturday 11:59 p.m.)

Minimum Wage

It is the policy of the Northwest Allen County School Corporation to pay at least the minimum wage required by the FLSA to all employees.

Recordkeeping Responsibilities

It shall be the responsibility of all non-exempt employees to record and submit an accurate account of their time worked each week on approved forms or via electronic or machine timecards. An employee's misrepresentation or failure to submit an accurate account of their time worked may subject the employee to discipline up to and including discharge.

Non-exempt employee time records shall be verified by a supervisor who has personal knowledge of the hours worked by the employee. It shall be a violation of this policy for a supervisor to ask a non-exempt employee to record fewer hours than were actually worked by the employee.

A non-exempt employee's time record is an official school record and will be maintained for a period of not less than three (3) years.

Overtime

Overtime for hourly non-exempt employees shall be paid at a rate of one and one-half times the employee's regular rate of pay for each hour worked in a workweek in excess forty (40) hours.

Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from a supervisor may be subject to disciplinary action up to and including discharge.

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Joint/Dual Employment

Joint/Dual Employment exists when:

- A. An employee is employed in two (2) wage positions or a salaried and a wage position with the Northwest Allen County School Corporation, and
- B. at least one of the positions is non-exempt:
 - 1. If one of the positions is exempt, the hours may not have to be added together to calculate the number of overtime hours worked. To determine this, the duties of the two (2) positions must be combined as if one (1) position. If the percentage of time spent performing non-exempt duties exceeds fifty percent (50%), the employee is considered non-exempt and hours worked shall be added together for the two (2) positions.
 - 2. If both positions are non-exempt, hours worked are cumulative, and overtime shall be paid after forty (40) hours are worked in a workweek in one (1) or a combination of positions.
 - 3. If the two (2) positions are paid at different rates, a weighted average shall be used as the regular rate for determining overtime compensation due.

Joint employment does not exist when the employee independently seeks employment with another school corporation or another state agency.

Volunteers

The FLSA requires that non-exempt employees must be compensated for all hours they are required or permitted to work. Thus, even though employees volunteer to work beyond their normally scheduled hours, the employer must compensate employees for those hours worked. An individual is considered to be a volunteer only if the following conditions are met:

- A. Services are performed for which no compensation is received beyond expenses of a nominal fee; and
- B. Services rendered are not the same type services that the individual is employed to perform for the school employer.

Example: A custodial employee wishing to volunteer as a lay coach for a sport team. This individual is not considered an employee while volunteering.

Exemptions

Certain school employees shall be exempt from the overtime and wage provisions of the FLSA and shall therefore be exempt employees for the purposes of this policy. Exempt employees may include, but are not limited to, the following:

A. Administrative

To qualify for the administrative employee exemption, all of the following tests must be met:

- 1. The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week;
- 2. The employee's primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers; and
- 3. The employee's primary duty includes the exercise of discretion and independent judgement with respect to matters of significance.

The administrative exemption shall apply to employees compensated on a salary or fee basis at a rate not less than \$455 a week and whose primary duty is performing administrative functions directly related to academic instruction or training in an educational establishment. Academic administrative functions include operations directly in the field of education, and do not include jobs relating to areas outside the educational field.

Employees engaged in academic administrative functions include: the Superintendent or other head of an elementary or secondary school system, and any assistants responsible for administration of such matters as curriculum, quality and methods of instructing, measuring and testing the learning potential and achievement of students, establishing and maintaining academic and grading standards, and other aspects of the teaching

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program; the principal and any vice-principals responsible for the operation of an elementary or secondary school; department heads in institutions of higher education responsible for the various subject matter departments; academic counselors and other employees with similar responsibilities.

B. Learned Certifieds

To qualify for the learned certified employee exemption, all of the following tests must be met:

1. The employee must be compensated on a salary or fee basis (as defined in the regulations) at a rate not less than \$455 per week
2. The employee's primary duty must be the performance of work requiring advanced knowledge, defined as work which is predominantly intellectual in character and which includes work requiring the consistent exercise of discretion and judgement;
3. The advanced knowledge must be in a field of science or learning; and
4. The advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction.

"Work requiring advanced knowledge" means work which is predominantly intellectual in character, and which includes work requiring the consistent exercise of discretion and judgment. Professional work is therefore distinguished from work involving routine mental, manual, mechanical, or physical work. A certified employee generally uses the advanced knowledge to analyze, interpret or make deductions from varying facts or circumstances. Advanced knowledge cannot be attained at the high school level.

Teachers are exempt if their primary duty is teaching, tutoring, instructing or lecturing in the activity of imparting knowledge, and if they are employed and engaged in this activity as a teacher in an educational establishment. Exempt teachers include, but are not limited to, regular academic teachers; kindergarten or nursery school teachers; teachers of gifted or disabled children; teachers of skilled and semi-skilled trades and occupations; teachers engaged in automobile driving instruction; aircraft flight instructors; home economics teachers; and vocal or instrument music teachers. The salary and salary basis requirements do not apply to bona fide teachers.

C. Computer Employees

To qualify for the computer employee exemption, the following tests must be met:

1. The employee must be compensated either on a salary or fee basis at a rate not less than \$445 per week or, if compensated on an hourly basis, at a rate not less than \$27.63 an hour;
2. The employee must be employed as a computer systems analyst, computer programmer, software engineer or other similarly skilled worker in the computer field performing the duties described below;
3. The employee's primary duty must consist of:
 - a. The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software, or system functional specifications;
 - b. The design, development, documentation, analysis, creation, testing, or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
 - c. the design, documentation, testing, creation, or modification of computer programs related to machine operating systems; or
 - d. A combination of the aforementioned duties, the performance of which requires the same level of skills.

The computer employee exemption does not include employees engaged in the manufacture or repair of computer hardware and related equipment. Employees whose work is highly dependent upon, or facilitated by, the use of computers and computer software programs (e.g., engineers, drafters, and others skilled in computer-aided design software), but who are not primarily engaged in computer systems analysis and programming or other similarly skilled computer-related occupations identified in the primary duties test described above, are also not exempt under the computer employee exemption.

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D. Deduction from Exempt Employees Pay

The Northwest Allen County School Corporation reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

1. when the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability;
2. for absences of one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice or providing compensation for salary lost due to illness;
3. to offset amounts employees receive as jury or witness fees, or for military pay;
4. for penalties imposed in good faith for infractions of safety rules of major significance;
5. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions.

Additionally, the Northwest Allen County School Corporation shall not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

The Northwest Allen County School Corporation recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that any improper deduction has been made from their salary, the exempt employee should report the matter immediately to the Superintendent or Business Manager. If the deduction is deemed inappropriate, the exempt employee will be promptly reimbursed for the entire amount of the deduction and the Northwest Allen County School Corporation will make a good faith commitment to avoid any recurrence of the error.

29 U.S.C. Section 201 et seq.; 29 C.F.R. Part 541

Adopted 3/6/06

Revised 6/19/06

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6800 ~~SYSTEM OF ACCOUNTING~~

~~It is the policy of the School Board that a chart of accounts be established in accordance with the requirements of the State Board of Accounts for the accounting of all Corporation funds.~~

~~The business manager shall be responsible for the proper accounting of all Corporation funds. S/He shall ensure that expenditures are budgeted under and charged against those accounts which most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts which most accurately describe the purposes for which such monies are to be or have been spent.~~

~~A report of the revenues and expenditures in all local tax supported Fund(s) shall be made to the Board on a monthly basis by the business manager.~~

~~I.C. 5-11-1-2~~

REPLACED BY: F100 - SEE BOARD DOCS

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~~6810 – THRESHOLD FOR MATERIAL LOSS, SHORTAGE, OR THEFT OF SCHOOL FUNDS OR PROPERTY~~

~~The Board of School Trustees of the Northwest Allen County Schools Corporation recognizes that losses, shortages, and theft of school corporation funds and other assets may occur from time to time. State law requires the school corporation to report to the Indiana State Board of Accounts all erroneous or irregular material losses, shortages, or theft of school corporation funds or property. The Indiana State Board of Accounts requires school corporations to determine their own material threshold for the purposes of reporting the loss, shortage, or theft to the Indiana State Board of Accounts as required by state law.~~

~~The threshold for material losses, shortages, or theft for the Northwest Allen County Schools Corporation which must be reported to the Indiana State Board of Accounts by the superintendent or the superintendent's designee, is as follows:~~

~~Cash Losses, Shortage, or Theft:~~

~~A loss, shortage, or theft of cash from any school corporation fund is an amount over \$500.00.~~

~~Other Assets Loss, Shortage or Theft:~~

~~A loss, shortage or theft of a school corporation asset other than cash exceeding a value of \$5,000.00.~~

~~Whenever a loss, shortage or theft of school funds or property occurs, no matter the amount or value, or the requirement to report such to the Indiana State Board of Accounts, the administration should investigate any and all losses, shortages, or thefts of school corporation funds or assets. The investigation and the resolution of the investigation must be documented by the administrator who conducts the investigation. Such documentation should be maintained in the school corporation central office. State law requires public employees who have actual knowledge of, or reasonable cause to believe, a misappropriation of school funds has occurred to report such misappropriation to the Indiana State Board of Accounts and the county prosecuting attorney.~~

~~I.C. 5-11-1-27(j); I.C. 5-11-1-27(l)~~

~~Adopted 5/23/16~~

REPLACED BY: F100 - SEE BOARD DOCS

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~~6820 – INTERNAL CONTROLS~~

~~All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the school corporation shall act with due diligence in duties involving the school corporation's fiscal resources.~~

~~Per state law, the Board adopts the *Uniform Internal Control Standards for Indiana Political Subdivisions* in order to aid in the prevention and detection of fraud, financial impropriety, or irregularity.~~

~~The Business Manager or Superintendent designee shall be responsible to implement the internal control standards designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school corporation and to recommend to the Board any policies or procedures required to carry out the standards.~~

~~Training shall be provided on the internal control standards and procedures to all school employees and newly hired employees whose duties include receiving, processing, depositing, disbursing, or having access to school and extracurricular funds. Such training should be given periodically to these employees whenever the standards have been changed or updated, including new school corporation policies and procedures relating to the internal control standards and training to refresh the employees on the standards requirements.~~

~~IC 5-11-1-27~~

~~Adopted 5/23/16~~

~~REPLACED BY: F100 - SEE BOARD DOCS~~