

# New Diana ISD Procedure Manual

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## ***New Diana Independent School District***

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### ***Administration***

Mr. Carl Key, Superintendent of Schools  
Ms. Holly Duncan, Director of Curriculum/Instruction  
Ms. Melinda Benson, Business/Operations  
Ms. Melissa Ryan, Federal/State Programs  
Ms. Sharon Wager, Technology Director  
Mr. Jim Kilpatrick, Elementary Principal  
Ms. Donna McGuire, Intermediate Principal  
Mr. Greg Pope, Middle School Principal  
Ms. Jenifer Politi, High School Principal  
Ms. Tricia Kelley, High School Assistant Principal  
Mr. Bobby Hunt, Transportation Director  
Mr. Bruce Jeffery, Maintenance Director  
Ms. Chris Hackett, Food Service Director

### ***Board of Trustees***

Mr. Kirk Krienke, President  
Ms. Susan Vickery, Vice-President  
Mr. Steve Skinner, Secretary  
Mr. Don Gross  
Mr. Ronnie Jeffery  
Mr. Tim Thornton  
Mr. Donald Willeford

“Inspiring to Dream, Preparing to Fulfill, Soaring to Success”

Visit New Diana ISD Policies @ [www.ndisd.org](http://www.ndisd.org)

## Applicant and Hiring

All applications are to be returned by the applicant to the administration office. Copies of applications can be made by supervisors from the administration office file. Supervisors must review applicants in the administration office file before conducting interviews.

All applicants must complete the district's application prior to a recommendation for employment being forwarded to the Superintendent.

Reference checks must have been conducted with the supervisors of the applicant's previous two employers.

When conducting reference checks on applicants, the following question must be asked, "Would you or your district employ this person again?"

When an administrator's recommendation for employment is presented to the Superintendent, the following information is required:

- The supervisor's recommendation in writing
- A completed district application with signed approval for the criminal history check
- An assurance from the Superintendent's secretary that the criminal history report is clear
- A copy of SBEC or other certifications and assurance from the curriculum department that the teacher is Highly Qualified according to the No Child Left Behind Act
- A list of references contacted

## Substitute Pay

All substitute teachers are required to attend the District's substitute training session prior to being added to the substitute list. Upon receiving this mandatory training, a non-degreed substitute will be paid \$60 per day. A substitute with a four-year (4) degree will be paid \$70 per day.

## Fingerprinting

As a result of the last legislative session, all employees (including substitute teachers) offered employment after January 1, 2008 must have a state and federal criminal history check.

## Long-Term Substitute

A substitute teacher certified by the legal and authorized agency of a State may be paid a beginning teachers local daily rate after working fifteen (15) consecutive work days for an individual teacher. This daily rate will be applied retroactively back to the tenth (10) day the teacher worked in this position.

## Work Orders

**All** employees are required to complete a Work Tracker for maintenance and/or computer repairs. Employees can access the Work Tracker system from the District's website. All requests for repairs are made electronically and must be approved by the principal/supervisor prior to the maintenance and/or technology departments being notified.

## Contracted Services

In the event an outside company is needed for repairs to district equipment, property, etc., the only district employees authorized to schedule these services are the maintenance director and technology director. Campuses should notify the appropriate director upon the arrival of any and all servicemen. Before servicemen are allowed to leave the district, the appropriate director, or someone in their department, **MUST** be notified so they can inspect the service(s) performed.

## Flowers

In the event of a death or major hospitalization, each campus is responsible for sending flowers from their campus to an employee. The administration office will send flowers in case of death on behalf of the District and Board of Trustees for immediate family only.

## Fund Raising

Each organization is limited to two (2) fundraisers per year, in accordance with Senate Bill 862, or sales tax must be collected. All fundraisers must be approved first by the campus principal and then by the Director of Curriculum/Instruction at least 60 days prior to the start date of the fundraiser. The fundraising form is available on the District's website. The person completing the form is responsible for ensuring the requested fundraiser does not conflict with another organizations fundraiser items. The form is completed and submitted to the principal by the sponsor. The principal should check their campus fundraising calendar to be sure it will fit into the calendar.

If approved, the principal will submit the signed form to the Director of Curriculum/Instruction. Once approved, a copy will be sent to the Business Office and the original returned to the campus. The campus secretary will notify the sponsor if their fundraiser was approved or denied.

Once the fundraiser is completed, the sponsor is responsible for completing the Fundraiser Recap form. This form is also located on the District's website. The Total Collections of the fundraiser should be equal to the deposit(s) made into the Activity Fund. If the sponsor fails to complete this form and submit it to the Business Office, their next fundraiser request will automatically be denied.

## Purchasing

When making purchases on behalf of the District, the employee must first complete a Requisition form, located in Employee Handbook and on website, and attach all necessary paperwork. The Requisition form must be turned in to your lead teacher, or campus secretary. The lead teacher, or secretary, enters the Requisition in the district's computer system for the principal/supervisor's approval. **ALL** purchases must be made from vendors in the Region VII,

Texas Comptroller, or Buy Board Coops. Links to these Coops are on the District's Purchasing webpage.

Once approved by the principal/supervisor, it is forwarded to the Business Manager for approval. Upon this level of approval, the purchase order is forwarded to the campus secretary who will print it and return it to the requesting employee. Purchase Orders will not be approved by the Business Manager without the appropriate paperwork.

Once an order has been received, the requestor needs to send the business office a signed copy of the purchase order and any receipts to authorize payment.

**All purchases must follow this procedure in order to be paid by the District. The Business Office will not issue any checks without proper paperwork.**

## Travel

In lieu of traveling, the District emphasizes the use of webinars, on-line courses/activities and campus-based training. When travel outside the District is necessary, all employees must first complete a Travel Request form, which includes all expenses required for the travel. The form must be completed in its entirety and approved by their principal/supervisor. Employees traveling in groups of three (3) or less, must travel in one (1) personal vehicle; groups of more than three (3) may request the use of a district vehicle. The district will only reimburse one (1) personal vehicle for each trip.

Upon approval by the principal/supervisor, the form should be given to their lead teacher or campus secretary for entry into the districts computer system. All original forms must be sent to the Business Office before purchase orders will be generated.

Upon returning to the District, the employee is required to complete the Travel Summary form and turn it into the campus secretary. This form indicates the total funds incurred for this particular travel event and must be completed in its entirety. If the District owes the employee a reimbursement, the lead teacher, or campus secretary, will generate a purchase order. Should the employee owe the District, they are to turn the money into the campus secretary or Business Office. The District will reimburse mileage on a round trip point-to-point basis. Employees should download directions from Google Maps, with the address of the Administration building, 1373 US Hwy 259 S, Diana, TX, as the beginning location, and turn it in with the Travel Summary.

## Same Day Travel - Without Students

Internal Revenue Code (IRC) 162(a) requires that meal expenses, reimbursed by an employer, to an employee, for travel away from home for less than 24 hours wherein neither an overnight stay nor substantial sleep/rest is required; represent taxable and reportable income. To obtain reimbursement for same day meal expenses, up to \$12, the employee must have completed the proper paperwork and turn in a receipt for their meal. The reimbursement will come through their paycheck as earnings. Without the receipt, no reimbursement will be issued.

## Same Day Travel - With Students

Employees who are away from the District with students are required to complete the Student Travel form prior to their event. This form follows the travel procedure described above. The

Business Office will advance meal money for trips where students are included. The rates are \$6 per meal for students and \$12 per meal for employees. Where possible, the employee should arrange for group meal prices.

On the day of travel, the employee who received the advance meal money must have the students sign the travel form as proof that they received their individual advance. Upon return, the employee returns the form to the Business Office with any extra funds (i.e. student did not attend). **NO RECEIPTS ARE REQUIRED.**

## Overnight Travel

Any employee traveling out of town for an overnight stay will be required to follow the travel procedure described above. Upon receipt of purchase order(s), the employee may check out their personal procurement card from the business office, to make their hotel reservations and register for their workshop/conference.

To be able to complete the Travel Request form in its entirety, it is the employee's responsibility to obtain the hotel's city/county tax to be included with the room rate. Prior to travel dates, it is the employee's responsibility to check out their procurement card to pay for their hotel room. Procurement card is **ONLY** for hotel and parking charges (MEALS are not an allowable use of card). The district does not pay or refund for internet access.

## Field Trips

All field trips must be self-sufficient. They will be responsible for all costs associated with the field trip, including reimbursing transportation for the bus usage. The current rate for reimbursement is \$2.40 per mile.

## Co-Curricular/Extracurricular Travel

All co-curricular/extracurricular travel is limited to a 100 mile round trip radius, except in the event of district and post-district events. For travel in excess of this set radius, requests must be approved by the appropriate director/supervisor AND Superintendent prior to scheduling the event.

For all co-curricular/extracurricular travel during school hours, only the head coach of that sport may travel with the team, additional coaches must go after school hours.

## Reserving Auditorium/Cafeteria

Email the District Receptionist in the Administration office to reserve the auditorium and cafeteria. She will verify the availability and email you immediately. Both facilities are available on a first come first serve basis. Should there be a conflict with your request, it is your responsibility to coordinate your need with the individual who has it reserved.

## Marquee Signs

Campuses with signs are responsible for recognizing student achievement and advertising their campus activities. All requests for the District marquee must be submitted through the Trouble Trakker system. The District marquee will only be used for items that are of community-wide

interest, district events and achievements. Campuses that do not have a sign are allowed to request the use of the District marquee for recognizing students and advertising their campus's activities, on a minimal basis.

## Volunteer Program

The District's Volunteer Program is designed to provide continuous opportunities for all students of the District to attain their maximum potential through community volunteer assistance in a variety of different positions. Volunteers will supplement the professional staff to improve and enrich the education of every student. The program encourages professional educators to join hands with the community to the greatest degree possible to serve the students of the District.

Persons wishing to volunteer must complete the Volunteer Application which can be obtained from the Intermediate secretary. They must also sign a Criminal History Check release allowing the District to run a criminal history check on them. Once the criminal history report is cleared, the volunteer will be properly trained by the District, which includes a building wide orientation and specific training for any tasks assigned.

Volunteers are required to follow and sign the Code of Ethics and Standard Practice for Texas Educators which will both be explained in the orientation. Volunteers are not allowed to bring other children to campuses when performing their volunteer duties.

## Employee Records

New employees are required to have all their personnel records turned in before they are eligible to receive their first paycheck.

When an employee leaves the district, their personnel records will be forwarded to the new district as soon as requested. The employee's official transcripts will NOT be forwarded with the records. Once New Diana ISD receives official transcripts, they become a part of that employees' permanent record and must be retained by the district.

## Bus Certification

The district pays for the training required for employees to become certified bus drivers and to retain their licensure. The district does NOT pay for the actual license or license renewal. Employees who are certified bus drivers are reimbursed \$50 for initial certification and \$25 for license renewal. Before the employee is authorized for reimbursement, they must turn in a copy of their actual license to the transportation director.

The district also pays for all bus drivers annual physicals. In the event an employee does not pass their physical and is unable to pass before the time lapse set by the physician's office, it is the responsibility of the employee to pay for a new physical.