

SWEATSHOP FREE PURCHASING EXHIBIT*Policy*

Please be advised that the school district has adopted a policy to ensure that apparel purchased or otherwise acquired by it, is manufactured and supplied by employers that do not utilize underage labor or maintain or allow sweatshop conditions in its manufacture or the manufacture of the materials used in same.

Pursuant to the above-mentioned policy, the district will only use vendors or other suppliers that comply with its terms and conditions as set forth more particularly below and which otherwise meet the requirement of law relative to competitive bidding. Accordingly, the district will require that all covered vendors provide specific information regarding the work conditions under which the involved merchandise was manufactured and failure to provide all such information will disqualify that vendor from consideration in the bidding process. In addition, should it come to light a bid is let that the information provided by the successful bidder was false or erroneous, the contract or awarded may be terminated.

Standards

To be eligible to be a vendor or other supplier of apparel to the district, a vendor, either directly or by its supplier or manufacturer, must as part of its bid documents, affirmatively state to the district by execution and submission of this statement with its bid, the following:

- a. that no person younger than the age allowed by the law of the country in which the particular product, or material for the product was produced, was employed or otherwise engaged in the production or manufacturing of the apparel and that in no event, was a younger than the age of fourteen years, so employed;
- b. that if the laws of the country in which the particular product or material for the product was produced for compulsory education, no person required to attend upon such education was employed during the hours when such education is normally provided; and
- c. that the manufacturer of the particular product or of the materials for said product is otherwise in full compliance with the laws, rules and regulations governing the involved workplace.

Failure to Comply

Any bid not complying with the above requirements will be rejected.

Determination of compliance will be solely at the discretion of the school district.

The vendor will be held strictly responsible for the information provided pursuant to this requirement whether such is upon said vendor's direct knowledge or based upon affirmations or information provided said vendor by a manufacturer or supplier.

THIS DOCUMENT IS PART OF YOUR BID AND MUST BE SIGNED AND SUBMITTED WITH THAT BID. BY SIGNING THIS DOCUMENT YOU AFFIRMATIVELY STATE THAT YOU AND YOUR SUPPLIERS AND MANUFACTURERS ARE IN COMPLIANCE WITH THIS POLICY AND THAT YOU ACKNOWLEDGE THE PENALTIES FOR FAILURE TO PROVIDE SAME OR FOR FALSELY OR ERRONEOUSLY PROVIDING SAME WHETHER DIRECTLY, OR THROUGH THE STATEMENTS OF YOUR SUPPLIER OR MANUFACTURER.

Vendor's or vendor's authorized representative's signature

Date

Adoption date: September 8, 2002

PAYROLL PROCEDURES

The Board of Education recognizes the importance of the payroll function to the effective administration of the district. The Board is also aware that this is an area at risk of fraud and abuse. The Board directs the Superintendent to establish procedures to reasonably ensure the accuracy and integrity of the payroll system.

A duly certified payroll is one that has been examined and approved by the Superintendent of Schools, or designee. It shall be the responsibility of the Assistant Superintendent for Business and his/her staff to prepare all payrolls.

The Superintendent will initiate a periodic test to verify the accuracy and appropriateness of the district payroll. The test shall confirm that individuals listed on the payroll are currently employed by the district, and that the title, hours worked, and wages listed are correct. The test shall also confirm that individuals listed as employees are indeed employees and not independent contractors. (The procedure for determining employment status is outlined in policy 9500, Compensation and Benefits.) The Board will evaluate the results of the test and determine if improvements need to be made.

Payroll procedures will also be reviewed periodically by the internal auditor. The internal auditor will report findings and recommendations to the Board. It is the intention of the Board to take reasonable and necessary steps to safeguard the district's payroll.

Cross-ref: 9500, Compensation and Benefits

REF: Education Law Article 11; §§ 1604;1719;2116-a
Retirement and Social Security Law §34
2 NYCRR §§315.3

Adoption date: 7-9-08

EXPENSE REIMBURSEMENT

School district employees, officials and members of the Board of Education will be reimbursed for reasonable out-of-pocket expenses incurred while traveling for school related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxicabs are allowable only for essential transportation. Mileage will be paid at the rate fixed annually by the Internal Revenue Service.

The Superintendent of Schools shall determine, in the first instance, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign a claim form, attach all receipts or other expense documentation, proof of attendance together with a copy of the approved conference attendance request form, and submit the same to the appropriate administrator.

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028
General Municipal Law §77-b

Adoption date: June 19, 2002
Revised: February 28, 2007

DISPOSAL OF DISTRICT PROPERTY

Building administrators and supervisors shall be responsible for identifying obsolete or surplus equipment and supplies in their areas of responsibility. Periodically, a determination shall be made of equipment and materials that are obsolete and cannot be salvaged or utilized effectively or economically by the district. Such items shall be sold or discarded under the direction of the School Business Administrator.

The School Business Administrator shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. Sell items in public sale or by bid; or donate to a governmental or non-profit organization:
2. Remaining items shall be:
 - sold as scrap for the best obtainable amount;
 - discarded in the safest, least expensive manner.

In the event of a public sale, notice of availability of such equipment and/or supplies and requests for bids shall be through an announcement in the official district newspaper(s). The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment and/or supplies.

Ref: General Municipal Law __51;800 et seq.

Adoption date: February 28, 2007