

PURCHASING

Four guidelines were added for clarity of governance: 1) using city accounting software, 2) option of blanket purchase orders for the sake of efficiency, 3) assuring all contracts are encumbered right at the beginning of the year and 4) reviewed for release of unneeded, encumbered funds before the end of the year.]

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. The acquisition of materials, equipment and services will be centralized in the school Superintendent's office. ~~of the school system.~~ The Superintendent ~~will serve as purchasing agent.~~ has overall responsibility for purchasing and school system adherence to procurement.

~~He/she~~ The Superintendent will ~~develop and administer~~ oversee administration of the purchasing program for the schools in keeping with legal requirements and with the adopted school budget. School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the Superintendent, with such exceptions as may be made by the latter for emergency purchases.

In addition, the following purchasing guidelines will be followed:

1. The school department will use the same accounting software selected and used by the city.
2. At the discretion of the Superintendent and his/her designee, the school system will use blanket purchase orders for recurring purchases for single vendors.
3. At the beginning of the fiscal year, or no later than September 1st, purchase orders should be created for known annual contracts or financial obligations to ensure appropriate sums are encumbered,
4. Toward the end of the fiscal year, or no later than April 1st, encumbered purchase orders should be reviewed and modified or liquidated, if needed, for financial obligations that will not be needed in the amount encumbered.

SOURCE: MASC LEGAL REFS: M.G.L. 7:22A; 7:22B; ~~30B~~; 71:49A

Policy Subcom 1st review: 5.4.16;

9.29.16 Legal reference review: 7:22A and 7:22B allow for collective purchasing, shared payments, and shared responsibility; 7: 30B repealed 1984; 71:49A below.

71: Section 49A. *At any time after the annual appropriations for the ensuing fiscal year are made by a city or town or by all the member cities and towns of a regional school district, a school committee may order materials, supplies and equipment and may contract for services for the public schools which are chargeable against such appropriations, provided that no payment therefor shall be made prior to the commencement of said ensuing fiscal year.*

9.29.2016 Subcom 2nd Review. No changes. Recommend 1st Reading by SC on 10.12.2016

PURCHASING AUTHORITY

DJA: Purchasing Authority

Authority for the purchase of materials, equipment, supplies, and services is extended to the Superintendent through the detailed listing of such items compiled as part of the budget-making process.

The purchase of items and services on such lists requires no further Committee approval except when by law or Committee policy the purchases or services must be put to bid.

SOURCE: MASC LEGAL REF.: ~~M.G.L. 30B~~-Repealed 1984

CROSS REF.: DJE, Bidding Requirements

Subcommittee Agenda, April

Subcommittee 2nd Review, September 29, 2016

Recommend no changes and 1st Reading of School Committee on 10.12.2016

~~BIDDING REQUIREMENTS~~ PURCHASING/PROCUREMENT

DJE BIDDING REQUIREMENTS PURCHASING/PROCUREMENT

The City of Greenfield is subject to M.G.L. Chapter 30B (the Procurement Act, updated 2014 and August 2016) that refers to the procurement of supplies and services by a government body and includes all departments, grants, revenue sources, including special revenue and enterprise funds. In keeping with the law, the City has adopted the following policies and procedures:

UNDER \$10,000

- Purchasing in this category, ~~departments~~ must use sound business practices whereby price quotes for purchases are encouraged and contracts are generally awarded to persons or businesses offering the best cost.

\$10,000 to ~~\$34,999~~ \$49,999

- Purchasing in this category, ~~departments~~ must seek competitive quotes, evidenced by at least three (3) written ~~or oral~~ quotes.

~~\$35,000~~ \$50,000 OR MORE

- Purchasing in this category, ~~departments~~ must have concurrence with sealed bid guidelines of M.G.L. 30B, Sections 5 or 6. Certain exceptions apply and the city procurement officer should be contacted.

PURCHASING GUIDELINES

1. All purchases by any employee must use a Purchase Order request which is approved and signed by the Department Head or Administrator. This includes online and credit purchases.
2. All signed, approved Purchase Orders by Department Heads or Administrators, then go through the business manager and superintendent for central office approval.
3. When approved by the Superintendent, all purchase orders go to the school department accounting office for entry into the accounting system, which encumbers the funds indicated, and processing.
4. If the purchase is for \$10,000 or more, the Purchase Order must be submitted with the three quotes and the original contract, as applicable.

~~All purchases of materials and equipment and all contracts for construction or maintenance in amounts exceeding \$25,000 will be based upon competitive bidding. An effort will be made to procure multiple bids for all purchases in excess of \$25,000.~~

~~When recommending acceptance of a bid, the Superintendent will inform the School Committee, whenever possible, of the competitive price of a reasonable substitute for the item specified.~~

~~When bidding procedures are used, bids will be advertised appropriately. Suppliers will be invited to have their names placed on mailing lists to receive invitations to bid.~~

~~When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding. All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening.~~

~~Bids will be opened in public at the time specified, and all bidders will be invited to be present.~~

~~The Committee reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the school system. The Committee reserves the right to waive any informality in, or reject, any or all bids or any part of any bid.~~

~~Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.~~

~~The bidder to whom an award is made may be required to enter into a written contract with the school system.~~

~~SOURCE: MASC LEGAL REFS.: M.G.L. 7:22A; 7:22B; 30B CROSS REF.: DJA, Purchasing Authority~~

~~Policy Subcom 1st review: 5.4.16; 2nd review 9.29.2016~~

~~Unanimous recommendation for 1st Reading on 10.12.2016~~

VENDOR RELATIONS

[Chair note: This update was mostly trying to make the wording clearer. The message is that staff can say no to vendors who want appointments to discuss their products. Also, the committee supports purchasing from local businesses when this makes financial sense.]

Whenever economically sensible, the school committee wishes to support area businesses for supplies and materials.

~~Representatives of firms doing or hoping to do business with the school system will be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function will not be required to put their time at the indiscriminate use of sales personnel, who will limit their visits to staff members designated by school officials.~~

School district purchasing personnel will not be required to put spend their time at the indiscriminate use of sales personnel and should use discretion when dealing with vendor requests for time and attention.

SOURCE: MASC

Policy Subcom 1st review: 5.4.16; 2nd Subcom review 9.29.16

Unanimous recommendation for SC to have 1st reading on 10.12.2016

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with regulations developed by the Superintendent **and compatible with city accounting department policies.**

Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

As an operating procedure, the Committee will receive **no less than** monthly lists of bills (**a warrant**) for payment from school department funds.

The lists will be certified as correct **by the Business Manager and Superintendent** and then **submitted to the School Committee** for review and a minimum of four (4) signatures, **authorizing payment.** ~~approved for payment by the School Committee and~~ **Signed warrants** are forwarded to the city auditor ~~accountant~~ for review, processing, and subsequent payment by the city treasurer.

Actual invoices, statements, **reimbursement requests, blanket purchase orders, purchase orders, contracts, etc.,** ~~and vouchers~~ will be available for inspection by the School Committee in the business office prior to school committee meetings.

The Superintendent will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The school building administrators will be responsible for observing budget allocations in their respective schools, **as applicable.**

SOURCE: MASC LEGAL REFS:

~~MGL 41:41 (no treasurer shall pay any salary...without proper signature)~~ but this policy is not about salary)

MGL 71:49A (after annual appropriation...a school committee may order ...charging against such appropriations)

MGL 41: 52 (all accounts ...shall be subject to the inspection of city auditor)

MGL 41:56 The selectmen and **all boards, committees,** heads of departments and officers **authorized to expend money shall approve and transmit to the town accountant as often as once each month all bills, drafts, orders and pay rolls chargeable to the respective appropriations of which they have the expenditure. Such approval shall be given only after an examination to determine that the charges are correct and that the goods, materials or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered** to or for the town as the case may be; provided, however, that such approval may be given to any bill received from a state agency for the town's share of the costs of a federal urban planning assistance program, established under the provisions of section 701 of Public Law 83?560, as amended, before any goods, materials or services ordered or to be ordered under such a program have been delivered or actually rendered, as the case may be. The town accountant shall examine all such bills, drafts, orders and pay rolls, and, if found correct and approved as herein provided, shall draw a warrant upon the treasury for the payment of the same, and the treasurer shall pay no money from the treasury except upon such warrant approved by the selectmen. **The town accountant may disallow and refuse to approve for payment,** in whole or in part, any claim as fraudulent, unlawful or excessive, and in such case he shall file with the town treasurer a written statement of the reasons for such refusal. **The treasurer shall not pay any claim or bill so disallowed by the town accountant. So far as apt this section shall apply to cities.**

Policy Subcom 1st review: 5.4.16; Subcom 2nd Review 8.19.16; 3rd review 9.29.2016
 Unanimous subcom recommendation for 1st Reading by SC on 10.12.2016

EXPENSE REIMBURSEMENTS

[SH: This amendment stresses that all expense reimbursement requires pre-approval, clarifies who provides the pre-approval, and corrects that the mileage reimbursement for all city employees is set by the Mayor. It standardizes amounts for meal reimbursement and suggests efficiencies of paperwork for certain employees.]

Expense reimbursements require pre-approval.

Personnel and school department officials who incur expenses in carrying out their authorized duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the ~~Committee~~ Mayor. When meals are part or travel reimbursement, payment amounts will conform with city meal reimbursement guidelines.

~~However,~~ a monthly travel stipend, in an amount established by the Committee, will be paid to the Superintendent, Assistant Superintendent, Business Manager, and others authorized by the Committee who are required to travel regularly within the school system on official business. The Superintendent will assure personnel assigned to travel between schools are recommended for an annual travel allowance so anticipated expenses are efficiently handled for both employee and city.

~~To the extent budgeted for such purposes in the school budget,~~ Approval of travel requests will be as follows:

1. Travel by School Committee members must have prior approval of the School Committee.
2. ~~Any travel request must be approved in advance by the Committee.~~
Out-of-state and overnight travel by the School Superintendent must have prior approval of the School Committee.
3. ~~Each individual request will be judged on the basis of its benefit to the school system.~~
Travel by all school department employees must have prior approval of the Superintendent.

SOURCE: MASC LEGAL REFS:

~~MGL 40:5; (has to do with towns)~~

MGL 44:58 - No city or town shall pay a bill incurred by any official thereof for wines, liquors or cigars.

Town Charter, Section 4-4 (c) Expenses - Subject to appropriation and to prior authorization, the School Committee members shall be entitled to reimbursement of their actual and necessary expenses incurred in the performance of their duties.

Policy Subcom 1st review: 5.4.16; 2nd review September 7, 2016.

3rd review by subcommittee 9.7.2016;

1st Reading by School Committee, September 2016

4th Review by subcommittee 9.29.2016 Recommend SC Vote to Approve on 10.12.2016

TITLE I FAMILY ENGAGEMENT (NEW)

The goal of Title I family engagement is the development of a partnership between home and school that supports students becoming successful learners.

The school committee supports specific family engagement outreach at its Title I schools with these components:

- **efforts to engage parents through communication in the preferred home language,**
- **efforts to involve parents in parent engagement guideline development, program evaluation, and school improvement,**
- **efforts to encourage all parents in all school activities (Title I-sponsored activities, open houses, seminars, student programs, volunteerism, PTOs),**
- **efforts to flexibly plan and schedule annual and other parent meetings and events, to maximize opportunities for family engagement.**

The Superintendent will ensure development of school level guidelines to fulfill requirements of the Title I program and engage families in supporting their children's education success.

Subcommittee Review: 10.20.2016. Recommended for passage at first reading.