

# CLIO AREA SCHOOLS PROCEDURES MANUAL



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Clio Area Schools  
Board of Education  
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Clio, MI 48420

Central Office Team Assignments and Services					
<b>Lisa Taylor</b> Superintendent  <b>Julie Newman</b> Secretary	<b>Kelly Kiss</b> Asst. Superintendent <b>Crystal Smith</b> Curriculum/ Pupil Accounting	<b>Kelly Kiss</b> Asst. Superintendent <b>Stefanie Williams</b> Personnel	<b>Carrie Sekelsky</b> Asst. Superintendent <b>Cassie Schiebel</b> Accounts Payable/ Fringe Benefits	<b>Carrie Sekelsky</b> Asst. Superintendent <b>Cathy Thompson</b> Payroll/ Accountant	<b>Jen Reinfelder</b> Special Education Director <b>Laura Johnston</b> Administrative Assistant
Fundraising	Field Trip Requests  Mileage Reimbursement  PD requests	GECS  Receipts  Red Rover  Value Added  Vendor Management  Volunteer Forms	Facility Use Form  FMLA  Purchasing  Start-up Funds  Transportation Requests  Work Comp	Athletic Coach Contracts  Extra Duty Contracts  Payroll  Payroll Changes  Student Activity Groups	ELL (English Language Learner)  Special Education/504

## ATHLETIC CONTRACTS

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**Contact:** Carrie Sekelsky | [csekelsky@clioschools.org](mailto:csekelsky@clioschools.org) | ext. 7476

In accordance with the Clio Education Association contract, coaches are paid a stipend for their job duties. District employees who coach will be paid through payroll and non-district employees that coach will be employed through and paid by GECS.

### Procedures:

1. All new coaches that are hired will have a **Coaching Verification** form completed, which outlines the step the coach will be paid at. This form will be maintained in the Athletic Office.
2. After the Athletic Director has hired the coach, the athletic office will update and maintain the coach spreadsheet for each season.
3. The athletic office will complete an **Athletic Contract** for each coach. These will be signed by the coach and Athletic Director and sent to the Superintendent and Assistant Superintendent for signature. A copy of the signed document will be returned to the Athletic Office.
4. Once the season has been completed, the Athletic Director will complete the **Authorization for Payment of Extra Duty**. At this time, the payment will be processed.
5. All forms are available on the website, under Staff then Forms.

## ELL (English Language Learners)

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**Contact:** Laura Johnston | [ljohnston@clioschools.org](mailto:ljohnston@clioschools.org) | ext. 7482

**Special Education Office Procedures:** Instructions for ELL are as follows:

### Online enrollment:

1. Check to see if either of the two enrollment questions have been answered with an answer other than English.
2. If an answer to either of the two questions is other than English, email the special education secretary with the name and the grade of the student.
3. Once LLBS (Language Literacy Background Survey) is completed email that to the special education secretary along with the students grade.

### Paper enrollment:

1. Check to see if either of the two enrollment questions have been answered with an answer other than English.
2. If an answer to either of the two questions is other than English, give the parent the LLBS (Language Literacy Background Survey).
3. Once LLBS (Language Literacy Background Survey) is completed email that to the special education secretary along with the students grade.

## EXTRA-CURRICULAR DUTIES

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**Contact:** Carrie Sekelsky | [csekelsky@clioschools.org](mailto:csekelsky@clioschools.org) | ext. 7476

In accordance with the Clio Education Association contract, teachers/staff are paid a stipend for sponsoring an after-school club. District employees who are sponsors will be paid through payroll and non-district employees will be employed through and paid by GECS.

### Procedures:

1. Clubs must have a minimum of ten (10) participants and meet for at least 30 contact hours.
2. Principals will determine the types of clubs for their building and solicit for sponsors.
3. Principals will have access to the Extra Curricular Google Sheet and will be responsible for maintaining that Sheet
4. Each building will create an ExtraCurricular Contract for each employee. These will be signed by the Principal and the Club Sponsor and sent to the Superintendent and Assistant Superintendent for signature. A copy of the signed document will be returned to the school.
5. Once the season has been completed, the Principal will complete the **Authorization for Payment of Extra Duty**. At this time, the payment will be processed.
6. All forms are available on the website under Staff then Forms.

# FACILITY USE REQUEST

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**Contact:** Josh Schiebel | [jschiebel@clioschools.org](mailto:jschiebel@clioschools.org) | ext. 2688

**Board Policy:** 7510 - Use of School Facilities

**Business Office Procedure:** Instructions for completing the Facility Usage Request form are as follows:

1. The Facility Usage Request form can be found on the Clio website under Staff > Forms > Facility Usage Request.
2. Any group that would like to use District facilities must complete the entire front side of the form.
3. If the outside entity is using district facilities to run an event (ie: craft show, boy scout dance), **liability insurance is required naming Clio Area Schools as additionally insured.** This must be sent to the Business Office along with the form.
4. The application then be approved by all of the following (with the Director of Operations filling in any applicable charges for the use).
  - a. Building Administrator
    - i. High School Approver: Athletic Director/Assistant Principal
    - ii. Middle School Approver: Assistant Principal
    - iii. Elementary School Approver: Building Principal
  - b. Director of Operations
  - c. Superintendent
5. If approved, the form must be distributed to the following:
  - a. **Applicant, with estimated charges noted**
  - b. Accounts Payable Secretary
  - c. Building Principal (if applicable)
  - d. Technology Director (if applicable)
  - e. Food Service Director (if applicable)

## FIELD TRIP REQUEST

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**Contact:** Kelly Kiss | [kkiss@clioschools.org](mailto:kkiss@clioschools.org) | ext. 7481

**Board Policy:** 2340 - Field and Other District-Sponsored Trips

**Curriculum Office Procedure:** Instructions for completing the Field Trip Request form are as follows:

1. Field trip request forms are found in the front office of each building.
2. Fill out the form completely, including the content standards being addressed on the field trip and how this experience relates to current classroom instruction.
3. Submit the form to the building principal for approval.
4. Once transportation is confirmed, you will be notified that your field trip was approved.



## FMLA - FAMILY & MEDICAL LEAVES OF ABSENCE

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**Contact:** Cassie Schiebel | [cschiebel@clioschools.org](mailto:cschiebel@clioschools.org) | ext. 7477

**Board Policy:** 1630.01, 3430.01, 4430.01 - Family & Medical Leaves of Absence

### Who is required to complete FMLA Paperwork?

When an employee is out (or is planning to be out) for more than 3 consecutive days and/or they will be out intermittently for more than 3 days for the same condition, they must fill out FMLA paperwork. *Where your need for FMLA leave is foreseeable, employees must provide notice of their need for leave to the Business office not less than thirty (30) days before the leave is scheduled to begin.* If the need for FMLA is not foreseeable (for example, where a need for medical treatment requires leave to begin in less than thirty (30) days), you must provide notice as soon as practicable.

**Reasons for Taking Leave:** If you are an eligible employee you are entitled to FMLA leave for any of the following reasons:

- a) To care for a newborn, an adopted child, or a foster child within a year of the child's arrival;
- b) To care for a spouse, child, or parent who has a serious health condition
- c) For a serious health condition that makes you unable to perform the functions of your job;
- d) For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

### How do I know if I qualify for FMLA?

To be eligible for FMLA an employee must have been employed by the district for at least 12 months and worked the required amount of hours per federal and state law in the past 12 months, not including any paid or unpaid leaves they have taken (aka sick or vacation days). To make sure you are eligible, contact the Business office.

### Is FMLA considered sick time?

NO, FMLA is unpaid leave. FMLA runs concurrently with any accrued sick time the employee is using \*our policy requires that an employee use all accrued sick, personal and vacation time while on FMLA (see *collective bargaining agreement or personnel policies for exclusions*). The use of any accrued sick time, in addition to FMLA coverage, will be monitored by the Business Office.

## FMLA (concluded)

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### **Business Office Procedure: Instructions for completing the FMLA paperwork for District Employees ONLY.**

1. FMLA forms can be found on the District website under Staff > FMLA Information.
2. Employee must complete the proper FMLA document.
  - a. FMLA form for Employee
  - b. FMLA form for Family Member
3. The employees' doctor will need to complete the FMLA document as well.
4. Completed paperwork needs to be submitted to the Fringe Benefits Secretary.
5. Once all documentation has been received, the employee, along with the building secretary and principal will be notified if it has been approved or denied.
6. The Business Office will send documentation to the employee outlining salary and benefit information for the period of the leave.
7. Once the proper documentation has been received, the Fringe Benefits Secretary will notify the secretary and administration of the employees' return to work date.

## FUNDRAISING FORMS

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Contact: Julie Newman | [jnewman@clioschools.org](mailto:jnewman@clioschools.org) | ext. 7490

**Board Policy:** 5830 - STUDENT FUNDRAISING

**Superintendent Office Procedures:** Instructions for fundraising are as follows:

1. Fundraising forms can be found on the District website under Staff > Forms > Fundraising.
2. The **Application for In-District Fundraising Project** must be completed by the chairperson of the fundraising event and approved by the Building Principal and the Superintendent.
3. Controls and procedures should be developed around the two most important features of any fundraiser: inventory and cash.
4. All cash/checks must be counted and tallied on a Deposit Slip.
  - The Activity group coordinator is responsible for cash/checks in and expenses out of the groups fund.
5. Fundraisers can be in-school sales or out-of-school sales.
6. In-school sales of food cannot conflict with the hours of cafeteria sales to avoid violating the National School Lunch Program requirements and any District wellness policies.
7. In-school's sales of bulk food fundraisers not meant for immediate consumption (e.g., Girl Scout Cookies, frozen pizza kits or cookie dough, etc.) are allowed and do not affect the standards of Smart Snacks in School.
  - These sales may not take place in the foodservice area during mealtimes.
8. As of July 2015, Michigan allows two fundraisers per week per school building that do not meet the Smart Snacks standards.
  - A fundraiser may last up to one (1) day.
  - These exemptions are optional and are up to the schools to track on their own.
  - They may not be sold in the foodservice area during mealtimes.
  - Each school should complete the Exempt Food Fundraiser Tracking Tool. This form can be found on the District website under Staff > Forms > Exempt Food Fundraiser.

## GECS

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Contact: Stefanie Williams | [swilliams@clioschools.org](mailto:swilliams@clioschools.org) | ext. 7485

**Business Office Procedure:** Instructions for GECS payroll are as follows:

1. GECS employees' time will be entered on the GECS PAYROLL Google SpreadSheet.
2. Each secretary will have access to their appropriate school/department tab.
3. GECS employees hours are entered for each day worked or leave used.
4. GECS substitute teachers' hours are entered as a "1" or "0.5" on the day covered.
5. The comment area of the timesheet is used:
  - a. To inform of any leave taken during the pay period.
  - b. To inform who the employee is subbing for.
  - c. If there is an abnormal time or case, explain in the comment section.
6. Timesheets must be signed by the secretary. This confirms that the information that they have imputed is correct and has been double checked on their end.
7. Timesheets must have the supervisor's signature in order to be processed.
  - a. Only to be accepted without signature if the supervisor is unexpectedly gone.
  - b. Must be signed by the Superintendent in lieu of the supervisor.
8. After being signed, secretaries will scan over timesheets to the Personnel Secretary. They will keep a hardcopy on file for that school year.
9. Timesheets should be sent **no later** than the morning of the date due on the payroll schedule.
10. Extra duty assignments must be signed and turned in by the morning of the date stated on the payroll schedule in order to be counted on that pay cycle. Any Extra Duty that is turned in after the due date, will be placed into the next pay cycle folder.
11. The pay number, dates, and any other information will be updated by the Personnel Secretary on the Friday after each pay has been processed.

## MILEAGE REIMBURSEMENT

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**Contact:** Crystal Smith | [csmith@clioschools.org](mailto:csmith@clioschools.org) | ext. 7483

**Board Policy:** 6550 - TRAVEL PAYMENT & REIMBURSEMENT

**Personnel Office Procedures:** Instructions for requesting mileage are as follows:

1. Mileage expenses incurred for any pre-approved school business will be reimbursed at the current IRS rate per Board policy.
2. The employee must fill out the **Mileage Request Form** and indicate the date, where the employee traveled from and to and the purpose of the trip.
3. Employees must use the predetermined mileage form for the locations listed on the form. All other requests must include a map (MapQuest, Google Maps) with the mileage information listed on the form.
4. If the employee is traveling from their home to the destination (or destination to home), the employee will use their home or their official work location as the starting/ending point, whichever is closest.
  - a. Example: Employee resides in Swartz Creek and is attending a meeting in Lansing, the mileage request would be from their home to Lansing.
5. This form must be signed by the employee's direct supervisor and then submitted to the Personnel Office for approval.
6. Mileage requests must be submitted within 30 days of travel or at the end of each month.

## PAYROLL

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Contact: Cathy Thompson | [cthompson@clioschools.org](mailto:cthompson@clioschools.org) | ext. 7478

**Business Office Procedure:** Instructions for District payroll are as follows:

1. District hourly employees' time will be entered on the CLIO PAYROLL Google Sheet.
2. Each secretary will have access to their appropriate school/department tab.
3. District employees' hours are entered for each day worked or leave used.
4. District substitute teachers' hours are entered as a "1" or "0.5" on the day covered.
  - a. Sharon Davis
  - b. John Nutzmann
  - c. Ben McGuire
5. The comment area on the Google Sheet is used:
  - a. To inform of any leave taken during the pay period.
  - b. To inform who the employee is subbing for.
  - c. If there is an abnormal time or case, explain in the comment section to allow for better understanding.
6. The Google Sheet must be signed by the secretary and the Principal/Director.
  - a. This confirms that the information that they have imputed is correct and has been double checked on their end.
  - b. If the supervisor is unexpectedly gone, the Superintendent may sign in their absence.
7. After being signed, secretaries will scan over the Google Sheet to Carrie.
  - a. Secretaries will keep a hardcopy on file for that school year, at which point they may be destroyed.
8. Clio timesheets need to be completed for employees that are performing additional duties (IAC, detention, after school tutoring, etc.).
9. Google Sheets and Timesheets should be sent **no later** than 9:00 a.m. on the Monday prior to the pay date.
  - a. If there is a change to the due date, it will be communicated.

## PAYROLL-CHANGES

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Contact: Cathy Thompson | [cthompson@clioschools.org](mailto:cthompson@clioschools.org) | ext. 74768

**Business Office Procedure:** Instructions for payroll changes are as follows:

1. If an employee wants to make a change to a deduction, the proper paperwork must be filled out and turned in the Monday before the pay date in order to be effective on that pay. These changes can be turned into the building secretary to send to Payroll or dropped off at the Business Office.
  - a. W-4 will need to have a true signature on them.
  - b. HSA change forms will need to have a true signature on them.
  - c. Any TSA deduction changes or add ons may be done electronically so as long as it comes from the TSA group.
  - d. Direct Deposit changes will need to be completed in PERSON
    - i. They may fill out the sheet ahead of time but a true signature must be done in front of either Business Office Secretary, who will also sign the form as a witness.

## PROFESSIONAL DEVELOPMENT REQUESTS

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**Contact:** Crystal Smith | [csmith@clioschools.org](mailto:csmith@clioschools.org) | ext. 7483

**Curriculum office procedure:** Instructions for requesting Professional Development:

1. Professional Development Requests should be completed online by scanning the QR code below.
2. Your request will be sent directly to your building administrator for approval.
3. Any requisitions required for the Professional development are linked in the QR code and should be filled out electronically. Once completed, attach the requisition and submit it with the PD request.
4. A notification will be emailed when the request has been approved.



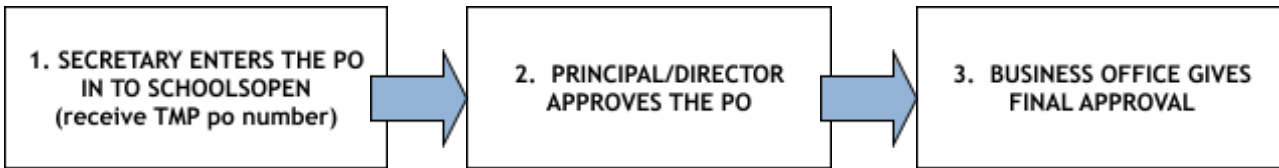


# PURCHASING

Contact: Cassie Schiebel | [cschiebel@clioschools.org](mailto:cschiebel@clioschools.org) | ext. 7477

Board Policy: 6320 - PURCHASING

All purchasing must follow the District approval process.



**\*\*\*BEFORE ANY PURCHASE IS MADE, THERE MUST BE AN APPROVED PURCHASE ORDER\*\*\***

**Business Office Procedures:** Instructions for purchasing are as follows:

1. Once the Business Office has approved the PO, the permanent PO# will be assigned, the status will be “Open” and the ability to “Reprint” will be available (if needed for vendor or file copies).

PO #	Date	Vendor	Description	Status	Balance	Copy	Reprint
A20006	08/01/2022	CLIO URGENT CARE PLLC	PHYSICALS FOR K-12 CLIO STUDENTS	Open	1,500.00	Copy	Reprint

2. The Accounts Payable Secretary will place orders for items, unless otherwise indicated on the PO.
3. Amazon and School Specialty orders:
  - a. Secretary will create a cart on the appropriate website for the items on the approved PO.
  - b. The Accounts Payable Secretary will verify items and approve the cart.
4. Once the services/product has been received, send via inter-school mail any supporting documents (packing slips, invoice, etc.) to the Accounts Payable Secretary.
  - a. Receipts must be original and be itemized.
  - b. Payments will be made only from invoices (Estimates and Quotes cannot be used for payment purposes).
  - c. Sales tax will not be reimbursed out of any account.

## **IMPORTANT NOTES:**

1. Every purchase must have a PO entered.
2. PO’s will be approved on Tuesday and Thursday.
3. Activity checks will be printed on Wednesday and Friday.

## RECEIPTS

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Contact: Stefanie Williams | [swilliams@clioschools.org](mailto:swilliams@clioschools.org) | ext. 7485

**Board Policy:** 6144.01 - CASH HANDLING AND DEPOSITS

**Business Office Procedure:** Instructions for receipts are as follows:

1. All monies must be deposited on a weekly basis, unless over \$100, which must be deposited immediately.
2. Secretaries must verify that they are depositing the money into the correct bank account.
  - a. This means that the right bank account matches the deposit slip account.
3. Checks need to have a signature on them along with the student name that they belong to, if for student fees. If they do not have the name of the student on it, then the check number has to go on the cash/check receipt.
4. Each deposit **must** include a Deposit Form. This form can be found on the Districts Website under Staff > Forms > Deposit Form.
  - a. Two individuals need to count the money together and both must sign the deposit form.
    - i. One of the signatures must be a district employee, typically this will be the building secretary.
    - ii. For after hour deposits, the district employee can be:
      1. The Athletic Director, Night-time Supervisor, Head Ticket Taker, or the Coach.
      2. Band Director for the Band Boosters.
      3. **All funds must be deposited on the night of collection.**
  - b. The deposit form must include the cash breakdown filled out along with the number of checks. The total should match the total on the receipt.
5. Secretaries will send to the Personnel Secretary:
  - a. SchoolsOPEN receipt
  - b. Deposit Form
  - c. Check scanner receipt, if applicable.
6. All other supporting documentation should be maintained with the Secretary and be available for auditing purposes.
7. SchoolsOPEN receipts must be created the day of or the day after the deposit and must be dated for the date of the deposit.
8. All deposits must have its own SchoolsOPEN receipt. Do not combine deposits on one receipt.
9. Receipts can have multiple accounts.
10. All Booster deposits must be turned into the correct secretary **the following day** after the actual deposit.
11. All receipts need to be turned in to the Personnel Secretary by the 1<sup>st</sup> work day of the following month. This is to ensure that reconciliations can be completed.

## RED ROVER

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**Contact:** Stefanie Williams | [swilliams@clioschools.org](mailto:swilliams@clioschools.org) | ext. 7485

Red Rover is the absence management system that the District utilizes. All employees, including GECS employees, need to use Red Rover to request time off and secure a sub for any absence requiring one. Only employees that use Tracy Time (Custodians, Maintenance, and Transportation) will be exempt from using Red Rover.

**Business Office Procedure:** Instructions for utilizing Red Rover are as follows:

1. The Personnel Secretary will set up a Red Rover account for all District employees and GECS employees. A username and password is required to log-in at [www.redroverk12.com](http://www.redroverk12.com).
2. The following absence reasons are available for all employees to select. These reasons will require approval by the Building Principal/Director BEFORE they are available for a sub to view.
  - a) Bereavement
  - b) Deduct-No Time Available
  - c) Field Trip
  - d) Jury Duty
  - e) WorkComp
3. The following absence reasons are available for all employees to select. The employee will not be able to enter in an absence with these reasons unless they have enough accruals. These reasons will require Building Principal/Director and then Superintendent approval BEFORE they are available for a sub to view.
  - a) Personal
  - b) Vacation (year-round employees only)
4. The following absence reasons are available for all employees to select. The employee will not be able to enter in an absence with these reasons unless they have enough accruals. These three reasons do not require any prior approval and will be available for a sub to view immediately. Principals will need to approve but this is only for notification purposes.
  - a) Sick
  - b) Personal Sick Day (employee is sick but has exhausted all sick time)
  - c) Personal Emergency Day (employee has an unforeseen emergency day of request)
5. The following absence reason is available for all employees to select. This will require Athletic Director approval and then Building Principal approval BEFORE it is available for a sub to view.
  - a) Athletic Events
6. The following absence reason is available for all employees to select. This will require Building Principal/Director approval and then Assistant Superintendent of Curriculum and Instruction approval BEFORE it is available for a sub to view.
  - a) Professional Development

## RED ROVER (concluded)

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7. The absence reason **NOTE** is only available for secretaries and administrators that have administrative rights in Red Rover. This reason requires Building Principal/Director approval and requires a note to the administrator. It is to be used when using flex time. If any employee is not working their normally scheduled work times, a **NOTE** is required. This will be approved by the Superintendent.
8. Each school/department is set up so that the Building Principal/Director will be able to view their employees and their absences, along with fill rates and substitute information.
9. SchoolsOPEN and Red Rover are synched, and the attendance data will transfer to SchoolsOPEN. No entries will be required in SchoolsOPEN by the secretary. This will all be done automatically.
10. Employees will not be able to enter in Personal, Sick or Vacation time if they do not have enough accruals. In the instance an employee is on a FMLA leave, the absence reason of **Deduct-No Time Available** should be used.
11. Vacancy Reasons (Data Days/IRIP, Extra Help, IEP) are available for use when a sub is required but not for an employee's absence. These events will be required to be approved by the Superintendent before a sub will be able to view.

## Special Education Services

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**Contact:** Laura Johnston | [ljohnston@clioschools.org](mailto:ljohnston@clioschools.org) | ext. 7482

**Special Education Office Procedures:** Instructions for special education enrollment, exit and written request for an evaluation are as follows:

### Online or paper enrollment:

1. Check enrollment packet to see if any questions under the special services section were answered with a yes.
2. If the answer to the question is yes, email the special education secretary with the name of the student, the grade of the student and the district which the student came from.
  - a. If filling out paper enrollment: Ask for a copy of the IEP/50. If it was brought, send an email to the special education secretary with the IEP/504 provided with other information referenced above.

### Exit of special education students:

1. When receiving a records request for a special education student, attach a copy of the records request in an email to the special education secretary.

### Written request for a special education evaluation:

1. When a parent/guardian brings an evaluation request to the office:
  - a. Stamp the letter received with the correct date.
  - b. Scan and attach in an email to the special education secretary the day the request was received.
  - c. Send the original copy to the special education office via school mail

## START-UP FUNDS

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**Contact:** Cassie Schiebel | [cschiebel@clioschools.org](mailto:cschiebel@clioschools.org) | ext. 7477

To be able to accurately track start-up funds, all requests will need to follow the following procedure.

### **Business Office Procedures:**

1. Put in a purchase order for the amount of the start-up funds using account 11-2-103-0000. Please indicate the name of the event on your purchase order.
2. Funds requested for a single event (i.e. Spring Carnival) must be deposited at the conclusion of the event.
3. Funds requested for a sports season may be kept for the entire season before being deposited.
4. The exact amount of start-up funds will need to be deposited into the account 11-2-103-0000, which will be deposited into the **GENERAL FUND** bank account

## STUDENT ACTIVITY GROUPS

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**Contact:** Carrie Sekelsky | [csekelsky@clioschools.org](mailto:csekelsky@clioschools.org) | ext. 7477

A Student Activity account is created for a group belonging to a District building. A Student Activity must have an adult coordinator responsible for the group and its finances.

**Board Policy:** 6610 - STUDENT ACTIVITY FUND

**Business Office Procedure:** Instructions for all student activity groups and fundraising are as follows:

1. All Student Activity funds are kept in a special revenue fund established by the Business Office for the District. Special revenue funds provide an extra level of accountability and transparency.
  - a) Student Activity Funds should be used to finance programs or activities that are not part of the regular curriculum of the District.
    - Revenue is generally earned by the students, or by donation, and used for student activities.
  - b) Student Activity Funds are to be used for student activity purposes only and for those students currently in school.
    - Student activity groups should not be holding on to funds for a later purpose unless those that are contributing to the revenue are aware of that particular purpose and time frame.
    - The size of an account should be limited to a reasonable amount and large accumulations of money over more than a year should be avoided.
    - The money should be spent for the general welfare of the student body and for purposes not currently funded through the District's General fund.
      - (a) All students do not have to benefit directly; however, the majority should have the opportunity to benefit.
2. All cash and checks received must be counted, verified and deposited in a timely manner.
3. All disbursements will be made by check from the Accounts Payable Secretary.
4. All accounts are under the control of the District and must follow these District procedures.
  - Receipts
  - Purchasing
5. All monies accumulated in the account of a specific class or activity will, upon the discontinuance of the activity, be disposed of in accordance with the recommendation approved by the Superintendent.

## TRANSPORTATION REQUEST

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**Contact:** Josh Schiebel | [jschiebel@clioschools.org](mailto:jschiebel@clioschools.org) | ext. 2688

**Business Office Procedure:** Instructions for completing the Transportation Request form are as follows:

1. The Transportation Request form can be found on the Clio website under Staff > Forms > Transportation Request Form.
2. The person in charge and/or Principal needs to complete the form and send it to the Transportation Department.
3. Each trip must have a funding source indicated.
4. Once approved, the form will be distributed to the following:
  - a. Accounts Payable Secretary
  - b. Approving Principal



## VALUE ADDED BONUS

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Contact: Kelly Kiss | [kkiss@clioschools.org](mailto:kkiss@clioschools.org) | ext. 7481

**Personnel Office Procedure:** Instructions for qualifying for the value added bonus.

1. All employees (District and GECS) that are scheduled to work at least 29.5 hours per week qualify for a \$500 value added bonus.
2. The employee must attend at least six events outside of their normal contract time to qualify.
  - a. Three events must be in the first semester.
  - b. Three events must be in the second semester.
3. Coaching or sponsoring a club does not qualify as value added events.
4. Each value added event will have a minimum of 2 hours of attendance, unless the event concludes sooner.
5. If an hourly employee is working an event (example: working the gate at an athletic event), the employee will be paid for their time while working. This should be a pre-approved arrangement. This would not qualify as a value added event.
6. Back to School Kick-Off:
  - a. Hourly employees that are already working their contractual days and have signed up to work a specific area (parking, table, clean-up, etc) will be required to flex the time worked during the same week as the kick-off. This will not be considered a value added event.
  - b. Hourly employees that have not started their contractual days and have signed up to work a specific area (parking, table, clean-up, etc), must fill out a timesheet and will be paid for their time. This will not be considered a value added event.
  - c. Any employee who does not sign up for a specific area and attends will be able to consider this a value added event and will not be paid.
7. If a salary employee is working an event, the event would qualify for a value added event (and we appreciate your assistance!).
8. All value added bonuses will be paid on the last check in June, except:
  - a. Teachers that have attended at least three events prior to December 1, will receive \$250 on their first check in December.
9. All schools/departments will create a shared google sheet for employees to record their events on. It is the responsibility of the employee to ensure that they are updating that document.
10. Building administrators and directors will provide the approved list to payroll as their ok to process payment.

## VENDOR REQUEST

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**Contact:** Stefanie Williams | [swilliams@clioschools.org](mailto:swilliams@clioschools.org) | ext. 7485

**Business office procedure:** Instructions for a Vendor Request are as follows:

1. The Vendor Request form can be found on the Clio website under Staff > Forms > Vendor Request Form.
2. The form needs to be completed in its entirety.
  - a. Make sure to include the email address, as PO's can be emailed once approved.
3. A W-9 form is required before a vendor can be added to the system.
4. Send the vendor request and W9 to the Personnel Secretary.
5. Once the vendor has been entered, a notification email will be sent to the building secretary.

## Volunteer Forms

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**Contact:** Stefanie Williams | [swilliams@clioschools.org](mailto:swilliams@clioschools.org) | ext. 7485

**Board Policy:** 3120.09 - VOLUNTEERS

**Personnel Office Procedure:** Instructions for completing a volunteer request form.

Volunteer Forms are available on the Clio Schools website or in each building front office.

1. Please have volunteers complete the Volunteer Approval Form and the Volunteer Board Policy Form.
2. Volunteers **MUST** provide a copy of their driver's license when submitting the forms.
3. Once the forms are completed and proper identification is provided, Principal/Director will complete their portion, then send all documents to the Personnel Secretary.
4. If approved, the volunteers will be listed in the shared volunteer document for the current school year.
5. If not approved, the volunteer will be contacted directly by the personnel office.

## WORK COMP

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Contact: Cassie Schiebel | [cschiebel@clioschools.org](mailto:cschiebel@clioschools.org) | ext. 7477

**Business office procedure:** Instructions for District Employees ONLY work comp are as follows:

### 6. Initial injury report

- a. Secretary or building principal/director must notify the Fringe Benefits Secretary by phone or email when an injury happens.
- b. The employee needs to fill out the injury report entirely. The report can be found on the District website under Staff > Forms > Work Comp - Employee . Send this form to the Fringe Benefits Secretary as soon as possible.
- c. If the injury is an emergency, send the employee to the nearest hospital. The secretary will complete the injury report as much as possible and send it to the Fringe Benefits Secretary.
- d. The building principal/director will need to fill out the supervisor's report of injury entirely and send it to the Fringe Benefits Secretary on **the day of the injury**. The form can be found on the District website under Staff > Forms > Work Comp - Supervisor. Send this form to the Fringe Benefits Secretary as soon as possible.

### 7. Treatment

- a. If an employee needs to seek treatment and it is not an emergency, an authorization to treat form is required. The Fringe Benefits Secretary will either send the form via email to the building secretary or fax it directly to the urgent care.
  - i. Clio Urgent Care - 4272 W. Vienna Rd - Xray machine available
  - ii. AMD Urgent Care - 11307 N. Linden Rd.
- b. The employee must see the school doctor for all work comp claims, otherwise, the injury will not be covered by work comp.
- c. **The employee cannot go to their personal doctor unless approved by work comp prior to going.**
- d. All documentation from the doctor visit or emergency room must be submitted to the Fringe Benefits Secretary as soon as possible.

### 8. Return to work

- a. The employee will need a "Return to work with no restrictions" or a "Return to work with restrictions" that have been approved as a reasonable accommodation before the employee can return to work. This needs to be submitted to the Fringe Benefits Secretary.
- b. The Fringe Benefits Secretary will notify the secretary and administration when the employee is cleared to return to work.