

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

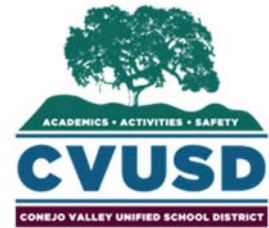


BUSINESS & OPERATIONS DIVISION

**2018 - 2019
IMPORTANT DATES AND INFORMATION**

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



2018-2019 Board Meetings and Deadlines

Below are the Board meeting dates and deadlines for the 2018-2019 school year. Please plan accordingly for all items that need Board approval for processing. Also be aware that some departments might require earlier deadlines than listed to ensure all items are complete before submitting to the agenda.

BOARD MEETING DATE	AGENDA ITEMS SUBMISSION CUT-OFF DATE
8/21/2018	8/3/2018
9/4/2018	8/17/2018
9/18/2018	8/31/2018
10/2/2018	9/14/2018
10/16/2018	9/28/2018
11/6/2018	10/19/2018
11/20/2018	11/2/2018
12/4/2018	11/16/2018
12/18/2018	11/30/2018
1/8/2019	12/21/2018
1/22/2019	1/4/2019
2/5/2019	1/11/2019
2/19/2019	2/1/2019
3/5/2019	2/15/2019
3/19/2019	3/1/2019
4/2/2019	3/15/2019
4/23/2019	4/5/2019
5/7/2019	4/19/2019
5/21/2019	5/3/2019
6/4/2019	5/17/2019
6/18/2019	5/31/2019

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: Principals and Office Managers
FROM: Victor Hayek, Assistant Superintendent, Business Services
DATE: August 6, 2018
SUBJECT: FACILITRON & FACILITY USE

Effective July 1, 2018, Maintenance and Operations shall oversee Facilitron and facility use requests.

District facility use representative: Elizabeth Jones, M&O Senior Clerk Typist
805-498-4557 ext. 104
ejones@conejousd.org

Facilitron account manager: Teault Marcille
800-272-2962 ext. 708
teault@facilitron.com

Please ensure your school schedule and all activities are entered into the Facilitron calendar and kept up-to-date to ensure proper processing of requests. Any available time will show as available to all user groups. If a use request is going to be denied, you must have a bonafide reason.

Thank you for your cooperation.

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: Principals and Office Managers

FROM: Glen Infuso, Director, Maintenance and Operations

DATE: August 6, 2018

SUBJECT: SCHOOLDUDE WORK ORDER REQUESTS

Work orders will be processed after site administrator approval. Work orders are reviewed and prioritized daily. If you have a question regarding a submitted work order, to send additional information, correct information submitted, or to cancel a work order request please use the message center from your open work order.

As always, if it's an emergency, call Maintenance and Operations at 805-498-4557 x201 and give the dispatcher all the information, then submit a work order, this will allow documentation of the work performed (please note in the request that Maintenance & Operations was called).

When requesting a work order, the submittal password is "password". Also, please only use the craft codes listed below for your requests.

WORK ORDER REQUEST	CRAFT CODE
Air Conditioning	Heating/Ventilation/Air Conditioning
Audio Visual	Audio/Visual
Carpenter	Carpentry
Clocks/Bell Repair	Audio/Visual
Custodian	Custodial
Electrician	Electrical
Equipment Operator	Equipment
Gopher/Rodent Control	Pest Control
Groundskeeper	Grounds
Heating	Heating/Ventilation/Air Conditioning
Locksmith	Key and Lock
Maintenance Worker II	General Maintenance
Mechanic	Mechanical
Painter	Painting
Pest Control	Pest Control
Plumber	Plumbing
Pool Operator	Pool
Repairs	General Maintenance
Sprinkler or Irrigation Repair	Irrigation
Telephone Repair	Audio/Visual

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: Principals and Office Managers
FROM: Tim McCabe, Director, Planning & Construction
DATE: August 6, 2018
SUBJECT: **NEW PROJECTS REQUESTS**

School site administrators, teachers, PTA's, Boosters, other school staff or related persons are not permitted to solicit contractors on behalf of the District for any construction or facility related work; all requests are to go through the Planning & Facilities department.

We have simplified the request process and made it available through the Planning Department website as shown below.

Thank you for your cooperation.

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: Principals and Office Managers
FROM: Janet Boland, Transportation Specialist
DATE: August 6, 2018
SUBJECT: **TRANSPORTATION DEADLINES**

Transportation deadlines for 2018-2019:

- 08/01/18 - **ALL** special education transportation requests forms were due.
- 09/05/18 - **ALL** students must have a bus pass in hand in order to ride the bus.
- 10/01/18 - Winter Athletic trips are due.
- 12/15/18 - Spring Athletic trips are due.
- 01/15/19 - Second semester bus pass renewal begins.
- 02/01/19 - **ALL** Field trip request forms are due from all schools.
- 06/01/19 - Fall Athletic trips are due.

Wheelchair bus requests must be submitted in advance of any field trip or at the same time the regular group field trip form is submitted. Please include the student's name on the form.

Durham has been very reliable for the District, however please note that buses are not guaranteed as they are based on availability. Early planning will ensure transportation is confirmed.

New fee schedule beginning 2018-2019 school year:

*Discount for one payment (in August) for entire year	Round Trip		One Way	
	Semester	Year	Semester	Year
Student	\$220	\$394*	\$115	\$210*
Each Add'l Student	\$200	\$368*	\$105	\$190*
Reduced	\$90		\$53	

Mark W. McLaughlin, Ed.D.
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Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: Department Heads and Principals, Administrative Assistants, Office Managers
FROM: Jon A. Aasted, Director, Purchasing
DATE: July 1, 2018
SUBJECT: **Fiscal Year-End Deadlines for Purchase Orders & Warehouse Orders**

PURCHASE ORDERS

In order to ensure that orders will be received and completed by the end of this fiscal year, all purchase orders for goods and services to be used and received prior to June 30 must be entered into ESCAPE by **APRIL 19, 2019**.

EXCEPTIONS: End-of-year activities, ongoing operations, maintenance, repairs, and emergency activities.

WAREHOUSE ORDERS

LAST DAY TO SUBMIT WAREHOUSE ORDERS: JUNE 10, 2019
WAREHOUSE CLOSED FOR INVENTORY: JUNE 17 - 21, 2019
If you have special needs or an unforeseen emergency, please contact the Warehouse to see if arrangements can be made.

BOARD APPROVAL FOR PURCHASE ORDERS \$5,000 AND ABOVE

Purchase orders requiring Board approval (orders \$5,000 and above) will be processed and submitted to the Board at the next regularly scheduled meeting. These purchase orders cannot be sent to vendors until after Board approval. In the event of an emergency purchase, contact Purchasing.

LAST SCHEDULED BOARD MEETING FOR 2018/2019 JUNE 18, 2019

Purchase orders received over the summer requiring Board approval will be processed when the Board resumes session in August. Please plan accordingly.

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: Principals and Office Managers
FROM: Susan R. Tucker, Director, Fiscal Services
DATE: July 25, 2018
SUBJECT: **2018-2019 TIMESHEET DEADLINES**

The 2018-19 school year payroll timelines have been set. The prior month's timesheets must be received in *payroll* no later than the 7th of the subsequent month, as follows:

August 7, 2018 for all July timesheets
September 7, 2018 for all August timesheets
October 7, 2018 for all September timesheets
November 7, 2018 for all October timesheets
December 7, 2018 for all November timesheets
December 20, 2018 for all December timesheets (**NOTE HOLIDAY CHANGE**)
February 7, 2019 for all January timesheets
March 7, 2019 for all February timesheets
April 7, 2019 for all March timesheets
May 7, 2019 for all April timesheets
June 7, 2019 for all May timesheets
July 7, 2019 for all June timesheets

Timesheets received after the specified dates will not be paid until the end of the following month. **If the deadline falls on a Saturday or Sunday, the timesheets are due the Friday before.**

Please notify your staff to submit their timesheets to your office based on your timeline to review, sign and send to *payroll* by the above dates. Once reviewed and signed, please send only the top copy.

One final reminder, check stubs will only be available through the Employee Portal (<https://ep.vcoe.org/employeeportal/>) on the Human Resources web page.

Thank you for your understanding and cooperation.

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: All CVUSD Employees
FROM: Susan R. Tucker, Director, Fiscal Services
DATE: August 6, 2018
SUBJECT: **EMPLOYEE REIMBURSEMENT CLAIMS**



Effective January 1st, 2019, the purchase order system must be used for all district purchases. This means personal reimbursements for goods and supplies will not be allowed.

The only allowable reimbursements shall be for travel and conference related expenses (i.e. mileage, airfare, meals, etc.). These reimbursements must be pre-approved and include itemized original receipt(s) or invoice, and proof of payment.

Travel related reimbursement requests must be received in Fiscal Services per the following schedule.

<u>Expenses Incurred</u>	<u>Submitted to Supervisor</u>	<u>Received In Fiscal Services</u>
July 1 – September 30	October 5	October 15
October 1 – December 31	January 5	January 15
January 1 – March 31	April 5	April 15
April 1 – June 30	July 5	July 15

Please turn in your travel reimbursement request as soon as possible upon your return. Reimbursement claims received after the above deadlines will not be processed.

Thank you for your cooperation.

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: All CVUSD Employees

FROM: Susan R. Tucker, Director, Fiscal Services

DATE: August 6, 2018

SUBJECT: AWARDS AND GIFTS TO EMPLOYEES AND NON-EMPLOYEES

This is a reminder that as a Governmental entity, the District is prohibited from using public funds for gifts to employees or non-employees (volunteers) as it may be considered a misappropriation of taxpayers' money. An exception is allowable if a granting agency allows special funding for expenditures outside this procedure.

For your information and reference, the following paragraph outlines District procedures for awards and/or gifts to employees or non-employees, e.g., volunteers.

In accordance with Education Code Section 44015, and School Board Policy 4156.2, the Board deems "special recognition should be given to long-time employees of the District in the form of special awards beginning with completion of the fifteenth (15th) year of service and at five year intervals thereafter. These awards shall be in the form of certificates, plaques, pins, or other objects, as determined by the Superintendent through regulations and within budgetary constraints."

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: Principals

FROM: Susan R. Tucker, Director, Fiscal Services

DATE: August 6, 2018

SUBJECT: BOOSTER CLUB/PTA BILLINGS

Memberships in the booster clubs and PTA's generally change on an annual basis. As a result, many of the billings to the clubs and PTA's end up unpaid and disputed by the incoming officers of those organizations.

The Fiscal Services department will send monthly invoices to the organizations and each principal, and past due notices to all clubs and PTA's with outstanding balances. If an invoice remains unpaid at the end of the **fiscal year** it will be charged to the school site for their follow up and collection.

If you need further clarification, please give me a call.

cc: Victor P. Hayek, Ed.D., Assistant Superintendent of Business Services
Kenneth Loo, Director, Middle School Education & Professional Learning
Brian Mercer, Director, High School Education & Assessment
Sonia Wilson, Director, Elementary Education/Title I Program Implementation

Mark W. McLaughlin, Ed.D.
Superintendent

Victor P. Hayek, Ed.D.
Assistant Superintendent, Business Services



TO: Principals and Office Managers

FROM: Susan R. Tucker, Director, Fiscal Services

DATE: August 6, 2018

SUBJECT: COLLECTION OF MONIES, FIELD TRIPS, OUTDOOR SCHOOL AND LOST/DAMAGED LIBRARY BOOKS

To ensure proper accounting and internal fiscal controls for monies collected at your school site, the following procedures should be followed:

- Teachers and administrators collecting funds from students must submit a classroom roster clearly noting the students who have submitted monies along with all cash and checks to the school office.
- The school office staff prepares a deposit transmittal attaching a copy of the classroom roster and submits to the Fiscal Services for deposit. *(For auditing purposes, a copy of the classroom roster and deposit transmittal is to be retained at the school site.)*
- Cash and checks must be secured at all times and sent to Fiscal Services as soon as possible and no later than two weeks after receipt.
- Refunds and purchases must be processed through Fiscal Services and NEVER from cash on hand.

These procedures are in place for your protection as well as the District's.

If you have any questions, please contact Fiscal Services.

CONEJO VALLEY UNIFIED SCHOOL DISTRICT

2/1/2018

2018 2019 ATTENDANCE CALENDAR

MONTH No.	DATES	FIRST WEEK					SECOND WEEK					THIRD WEEK					FOURTH WEEK					# DAYS
		MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI	
1	Aug 22 - Sept 14	<u>AUG</u> + 22 23 24					27 28 29 30 31					<u>SEPT *</u> (3) 4 5 6 7					x (10) 11 12 13 14					16
2	Sept 17 - Oct 12	<u>SEPT</u> 17 18 (19) 20 21					24 25 26 27 28					<u>OCT</u> 1 2 3 4 5					8 9 10 11 12					19
3	Oct 15 - Nov 9	<u>OCT (M)</u> M M M M M 15 16 17 18 19					22 23 24 25 26					<u>NOV</u> 29 30 31 1 2					5 6 7 8 9					20
4	Nov 12 - Dec 7	<u>NOV *</u> (12) 13 14 15 16					19 20 (21) (22) (23)					26 27 28 29 30					<u>DEC</u> 3 4 5 6 7					16
5	Dec 10 - Jan 18	<u>DEC</u> 10 11 12 13 14					17 18 19 20 21					<u>JAN</u> 7 8 9 10 11					14 15 16 17 18					20 19
6	Jan 21 - Feb 15	<u>JAN *</u> (21) 22 23 24 25					28 29 30 31 1					4 5 6 7 8					11 12 13 14 (15)					18
7	Feb 18 - Mar 15	<u>FEB (*)</u> (18) 19 20 21 22					25 26 27 28 1					4 5 6 7 8					11 12 13 14 15					19
8	Mar 18 - Apr 12	<u>MAR</u> 18 19 20 21 22					25 26 27 28 29					<u>APR</u> 1 2 3 4 5					8 9 10 11 12					20
9	Apr 15 - May 10	<u>APR</u> (15) (16) (17) (18) (19)					x (22) 23 24 25 26					<u>MAY</u> 29 30 1 2 3					6 7 8 9 10					14
10	May 13 - Jun 7	<u>MAY</u> 13 14 15 16 17					20 21 22 23 24					* (27) 28 29 30 31					<u>JUN</u> 3 4 5 6 7					18 19

180

- + First day of Classes 8/22/18
- () School not in Session
- X Local Holiday per Ed Code
- * Legal Holiday per Ed Code
- SD - Staff Development Day

- E Last Day of School - Elementary 6/6/19
- S Last Day of School - Secondary 6/7/19
- M Minimum Day - Elementary only
- E/oo Elem teacher prep day
- S/oo Sec teacher prep day

Actual Daily Attendance (Warm Seats) Report
On Aug. 22, 23, 24, 27, 28, 29, Sept. 4, 6

THIS CALENDAR IS FOR ATTENDANCE ACCOUNTING USE ONLY

Enrollment reports due: Sept 14, Oct 12, Nov 9, Dec 7, Jan 18, Feb 14, Mar 15, Apr 12, May 10, June 6 or 7 (last day of school)

FISCAL SERVICES STAFFING RESPONSIBILITY LIST

BY STAFF

805-497-9511

Susan Tucker-Director Ext 235 All Things FISCAL Budgets Escape Passwords	Maggie Boring-Acct Tech I Ext 212 Accts Payable: Vendors A-L - not listed under Chris or any computer vendors NFL Deposits Child Care Deposits
Brenda Johnson-Supervisor Ext 240 Budget Transfers Program Balances Budgets-Schools	Nancy Shelley-Acct Tech I Ext 211 Accts Payable: Vendors M-Z - not listed under Chris or any computer vendors
Noreen Sand-Internal Auditor Ext 263 ASB Auditing Personal Reimb. Requisition Approvals Bell Schedules (all changes/Final & Last Week)	Chris Charles-Acct Tech II Ext 272 Copy Center Invoicing Expense Transfers POs-Vendor Purchase Requisition Adjustments POs-Vendor Purchase Requisition Approvals Accts Payable – Amazon Accts Payable - Discount School Supplies Accts Payable - Document Systems Accts Payable - Grainger Accts Payable - Home Depot Accts Payable - Johnstone Accts Payable - Leaf Accts Payable - Ready Fresh Accts Payable - Toshiba Accts Payable - VCOE Accts Payable - Waxie Accts Payable -All Utilities
Nancy Hill-Sr. Accountant Ext 258 Adult Education Child Nutrition Fixed Assets Independent Study Contract Payments Measure I Non-Public Schools Accts Payable -Computer Vendors	Matt Coyle -Payroll Tech Ext 265 Payroll-Classified Employee, Permanent Payroll-Long Classified Timesheets Payroll-Certificated & Classified Leave Payroll Adjustments (i.e. Vacation, Sick, PE)
Kevin Olson-Sr. Accountant Ext 262 Child Care Monthly Income Budget Adjustments Petty Cash Reimbursement Restricted Programs/Grants/ Categoricals	Jennifer Zerrenner-Payroll Tech Ext 266 Payroll-Classified Employee, Non-Permanent Sub or Exempt-Yellow Timesheets Payroll-Classified Employee, Permanent- Additional hours-White Timesheets Garnishments
Li Chen-Acct Tech II Ext 259 Deposits/Transmittals Attendance/Enrollment ASB/PTSA/Boosters Invoices	Dinah Metaferia-Payroll Specialist Ext 264 Payroll-Long Certificated Timesheets Payroll-Certificated Employee 403 B & 457
Ron Meyer-Acct Tech I Ext 309 Cal Card Payments Personal Reimb. Requisition Payments	