

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

TABLE OF CONTENTS, SECTION 8

8.1 FURNITURE/EQUIPMENT

8.2 MAIL DELIVERY

8.3 POSTAGE CHARGES

8.4 ELECTRONIC COMMUNICATION DEVICES

8.5 BULK MAIL PROCDURES

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

8.1 FURNITURE/EQUIPMENT

Use the following guidelines when completing the paperwork for the pick-up of any old and/or obsolete equipment that you want removed from your campus.

Send a completed Fixed Asset Form to "Fixed Assets at Gary" with all items to be picked up listed on the form. **The completed forms must be in my office by the required date in order to be included in the pick-up.**

All requests must be on the official form and should be signed by the campus principal, department head, etc. The Fixed Asset form is available on the TISD website – choose Employees, Forms, then log in and select Miscellaneous Forms.

Please list furniture and equipment on separate sheets.

Furniture lists must be detailed. (Example: 14 student chairs, 29 student desks, 1 teacher desk, etc.)

Information for tagged items must be detailed. (Example: Gateway Computer, TISD tag # , Serial Number)

All items to be picked up should be listed, with or without fixed asset tags.

Broken desks and chairs should be placed in the dumpster, not collected for pick-up.

ALL ITEMS MUST BE IN ONE CENTRAL LOCATION ON THE CAMPUS.

ITEMS NOT LISTED ON THE FIXED ASSET FORMS WILL NOT BE PICKED UP. (Once the list has been turned in, you may not add items to the "pile".)

Do not enter a Work Order to Facility Services for this pick-up. If it is necessary to enter a work order, you will be notified to do so.

Usually there is one pick-up in the Fall and one in the Spring, so be certain your lists are complete. Contact the Coordinator of Textbooks & Fixed Assets for further information: 903-262-3195.

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

8.2 MAIL DELIVERY

The TISD Mail Service includes pick-up, sorting, and delivery of U.S. Postal Service, and inter-school mail.

Point of Delivery

Mail is delivered daily to one location at each campus, normally the principal's office. This is necessary in order to insure the timely delivery of mail to each building.

U.S. Postal Service Mail

U.S. Postal Service mail will be picked up and processed by the TISD Mail Service. For cost coding purposes, all mail that is not stamped should have the organizational number written on the upper left corner of the envelope. To insure proper coding and return of undeliverable mail, organizational numbers must be displayed prominently in the return address section of the envelope. Postage will be charged to your default code account section.

Inter-School Mail

Inter-school mail should be sent in brown mailing envelopes indicating who the mail is from, to whom the mail is going, and the destination. TISD employees are encouraged to use e-mail whenever possible.

Chain Letters

It is illegal to send chain letters through the U.S. Postal Service and not allowed through inter-school mail.

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

8.3 POSTAGE CHARGES

The code below indicates the postage default code for every TISD organization. Postage charges will default to this code:

199.11.6399.00.XXX.XX.000

Please use the following guidelines for all mail sent to the District Mailroom for processing.

If postage is to be charged to an account OTHER than the default account:

- Full detail code at the top left corner of each envelope.
- Band or tie groups of envelopes with full default code.

Rolls of stamps may be ordered from Financial Services using the [Postage Request Form](#).

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

8.4 ELECTRONIC COMMUNICATION DEVICES

CELLULAR TELEPHONES/PAGERS

Telecommunications Stipend

The District may provide a Telecommunications Stipend to certain employees to offset the cost of cellular phone/pager services and related expenses incurred for valid business purposes. An employee who uses a telecommunications device for business purposes is responsible for all bills and other costs associated with the device. Stipends of various dollar amounts will be established depending on the position and level of historical and anticipated future business usage. Stipends will be reviewed and approved on an annual basis.

To be eligible to receive a stipend, the employee's supervisor must send a request to the Assistant Superintendent of Finance & Operations. Any stipend approved must be funded from the budget of the requesting department or campus.

Each employee for whom a Telecommunications Stipend is authorized must provide all information requested by the District, and must certify annually (or at other intervals requested by the District) that the amount of the Telecommunications Stipend is equal to or less than the amount of money the employee spends for telecommunications services used for authorized and necessary business purposes. The stipend is not intended to reimburse the employee for expenses related to personal use of a telecommunications device. An employee who discontinues his or her telecommunications service is no longer eligible to receive a stipend and must immediately notify his or her supervisor of the discontinuation. An employee who changes his or her telecommunications service during a fiscal year must notify the appropriate supervisor immediately. The supervisor will evaluate whether the employee's Telecommunications Stipend should be reduced or discontinued as a result of the change.

The District will not provide cellular telephones/pagers to contractors or other personnel who provide services to the District, but who are not District employees.

Vehicle Safety

District employees are urged to exercise caution if they must use a cell phone/pager while driving. An employee who uses a cell phone/pager while driving should consider a "hands free" mode of operation using a speakerphone or an earpiece. Or, employees always can pull over out of traffic to take or make a call.

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

8.4 ELECTRONIC COMMUNICATION DEVICES (continued)

TELEPHONE USAGE GUIDELINES

Campus Use

Each teacher to whom a telephone is issued will keep the device properly secured at all times. Telephone ringers will be off during faculty meeting, staff development, and classroom instructional time.

Telephones may be used during instructional time and/or recess for the following:

- 1) To contact the parent or principal to report student successes.
- 2) To report emergencies.
- 3) To report disciplinary issues.
- 4) To contact custodians when immediate assistance is needed in classroom.
- 5) To call the office.
- 6) For research.
- 7) To request technical assistance.
- 8) To contact the supply room, lunch room, and/or media center.
- 9) By student at the teacher's discretion.
- 10) To schedule parent conferences.

Voice Mail

Voice mail is essential to ensure that teachers remain available to parents and other teachers without disrupting classroom instruction with a ringing telephone. Voice mail also allows parents and students to access homework assignments, classroom and school information hotlines, and to report absences and tardies. Telephone numbers shall be published so that parents, administrators, and other teachers may have direct access to voice mail.

Long Distance Calling

The District may provide access to long distance phone services for certain employees for TISD business purposes. Through arrangements provided by the District's long distance service provider, user access codes are required to place long-distance calls using district-provided phones. Principals and department heads are responsible for monitoring appropriate use of long distance service in their area of responsibility. Employees should keep their user access code confidential and not allow other employees to use their code.

Employees should not use TISD telephones to place personal long distance calls. Employees who must make a personal long distance call on an TISD phone in an emergency situation may do so if the call is charged to a personal long distance calling card.

Administrators Operating Guide is intended to supplement and define Board policies, serve as administrative regulations and official directives.

8.5 BULK MAIL PROCEDURES

In a cost savings environment, the following bulk mail procedures should be followed.

Please use one of the following procedures when mailing 200 or more pieces of identical mailing, such as newsletters, report cards, meet the teacher postcards, etc. All items must now go through one of these two methods. If this large quantity is dropped off at the Administration Building for postage, it will not be processed and the campus will be responsible for retrieving it. Tyler ISD school mail will not pick up items and deliver to Global Mailing. This is the responsibility of each campus.

Bulk Mail Guidelines (read carefully before beginning the process)

OPTION #1:

1. Do not address/place mailing labels on the mailing items. Send Mr. Davis (joe@globalmailing.com) an electronic file of addresses for labels. His office will handle placing this information on the items to be mailed.
2. Contact Joe Davis with Global Mailing Services at 903-592-9959. Tell him you are with Tyler ISD and he will discuss your project with you.
3. These projects are paid for with a Direct Pay. Indicate on the Direct Pay that you will need a check and that you will pick up the check from the Finance Department so it is not mailed directly to the Global Mailing Services. Mr. Davis will send you an invoice; you enter the Direct Pay, and send it to Accounting. Please keep in mind that the Tyler ISD Finance Department typically prints checks on Tuesday and Thursday mornings so plan for this time frame when working on a bulk mail project.
4. After you receive your check, hand deliver the check and mailing items to Mr. Davis' office:
Global Mailing Services
1700 East Front Street
Tyler, Texas 75702
5. Mr. Davis will take care of the rest. He prints the labels and mails the items but he does not stuff envelopes.

OPTION #2:

Some campuses currently use the U.S. Postal Service directly for their bulk mail needs. This process may continue.