

SECTION 3000 DESIGNEE LIST

In each of the following policies, regulations or exhibit, the word “superintendent” is used to refer to the superintendent or “**designee**”. In each of the references of the term “superintendent” the designee is listed below:

<i>Policy/Regulation/Exhibit</i>	<i>Designee</i>
BP 3000 Concepts & Roles	Superintendent
BP 3100 Budget	Assistant Superintendent
BP 3110 Transfer of Funds	Assistant Superintendent
BP 3200 Income	Assistant Superintendent
BP 3270 Disposal of Books, Equipment & Supplies (Personal Property)	Administrators
BP 3290 Gifts, Grants & Bequests Item 9: “Donations of computers, computer peripherals, and cell phones shall be approved by the Superintendent Paragraph 4: “Items or gift given directly to students must be pre-screened by the Superintendent... Final Paragraph: “At the Superintendent’s discretion, a gift may be used at a particular school.”	Director, Information Services Principals Senior Management
BP 3300 Expenditures/Expending Authority	Administrators
BP 3310 Purchasing Procedures	Head Buyer or Assistant Superintendent
AR 3310 Purchasing Procedures	Head Buyer or Assistant Superintendent
BP 3311 Bids Paragraph 1: “Award or rejection of bids shall be managed by the Superintendent.”	Head Buyer or Assistant Superintendent
Paragraph 6: “The Superintendent is designated to oversee the E-Rate application process...”	Director, Information Services
Paragraph 7: “Awards will be made by the purchasing office subject to final approval by the Superintendent.”	Head Buyer or Assistant Superintendent
Paragraph 8: “Awards will be made by the purchasing office subject to final approval by the Superintendent.”	Head Buyer or Assistant Superintendent
Paragraph 12: “This process shall be overseen by, and subject to the approval of, the Superintendent for the...”	Head Buyer or Assistant Superintendent
AR 3311 Bids Paragraph 5: <u>Bidders List</u> - “The Superintendent shall develop and maintain a bidder list of responsible...”	Head Buyer or Assistant Superintendent
Paragraph 13: <u>Bid Opening Procedures</u> - “SUBMITTING – Sealed bids shall be submitted personally or by mail to...”	Head Buyer or Assistant Superintendent
Paragraph 28: <u>Bid Appeal</u> - “Appeal to Superintendent - Any party bidding or submitting a proposal for a...”	Superintendent or Assistant Superintendent
Paragraph 35: <u>Contents of Appeal</u> - “Number 6. A fee of \$300.00 shall be paid to the School District and must...”	Superintendent or Assistant Superintendent

Paragraph 36: <u>Stay of award</u> - “If a timely and complete appeal is filed with the fee, the award of a contract...”	Superintendent or Assistant Superintendent
Paragraph 37: <u>Notice and response</u> - “Notice of the stay and appeal shall be delivered to any party who may...”	Superintendent or Assistant Superintendent
Paragraph 38: <u>Superintendent’s decision</u> - “The Superintendent shall issue a written decision...”	Superintendent or Assistant Superintendent
Paragraph 40: <u>Local Preference Conditions</u> - “When bids or quotes are within 5% of being equal, preference...”	Head Buyer or Assistant Superintendent
BP 3313 Contracts, Leases and Agreements	Senior Management
E-Rate Related Contracts	Director of Information Services
BP 3314 Payment for Goods and Services	Administrators
BP 3315 Relations with Vendors	Assistant Superintendent and Superintendent
AR 3350 Payroll	Assistant Superintendent
BP 3400 Management of District Assets/Accounts (includes systems, encumbering, audits)	Assistant Superintendent
BP 3410.1 Checking Accounts	Assistant Superintendent
BP 3440 Inventories	Administrators
BP 3452 Student Activity Funds	Site Administrators
BP 3460 Periodic Financial Reports	Assistant Superintendent and Superintendent
BP 3470 Fund Balance Policy	Assistant Superintendent and Superintendent
BP 3471 Equipment Reserve Fund	Assistant Superintendent
BP 3510 Operation and Maintenance of Plant	Director of Operations
BP 3513.3 Tobacco-Free Schools/Tobacco Use Paragraph 5: “The Superintendent shall post appropriate.. Paragraph 6: “The Superintendent shall develop administrative regulations...” Paragraph 7: “The Superintendent shall consult with local officials to promote...”	Site Administrators Assistant Superintendent of Instruction Assistant Superintendent of Instruction
AR 3514.1 Hazardous Substances	Director of Operations
BP 3514.2 Pest Management	Director of Operations
BP 3515 School Safety and Security	Assistant Superintendent and Superintendent
BP 3515.5 Emergency Action Plan	Assistant Superintendent and Superintendent
AR 3515.5 Emergency Action Plan	Superintendent
BP 3515.7 Restrictions on Sex Offenders on Campus	Assistant Superintendent of Instructional Support
BP 3522 School Security	Assistant Superintendent and Superintendent
BP 3530 Risk Management (includes liability, property, employee bonds)	Assistant Superintendent of Instructional Support
BP 3531 Recovery for Property Loss or Damage Paragraph 2: If the Superintendent or law enforcement officials are unable to fix responsibility for the...	Director of Operations
Paragraph 2: “...the Superintendent may offer a reward for information leading to the identification and...”	Superintendent

AR 3531 Recovery for Property Loss or Damage	Director of Operations
BP 3541 Transportation Routes and Services	
Paragraph 9: "The Superintendent may designate hazardous transportation routes within the..."	Transportation Coordinator
Paragraph 10: "The Superintendent may charge a fare for home-to-school transportation provided to students or..."	Senior Management
BP 3541.1 School-Related Trips	
Paragraph 1: "Besides taking students to and from school, the Superintendent may approve..."	Administrators
Paragraph 1: "The Superintendent shall regulate the use of the district transportation for approved..."	Administrators
Paragraph 1: "To the extent that funding has been approved by the Superintendent, such costs may be..."	Leadership Team
Paragraph 2: "The Superintendent may authorize the transportation of students by private automobile for..."	Site Administrators
Paragraph 8: "In the event of an accident, regardless of damage or injury, the principal shall notify the..."	Senior Management
Paragraph 14: "In the event of an accident, regardless of damage or injury, the principal shall notify the..."	Senior Management
AR 3543.1 Hazardous Bus Routes	Superintendent
AR 3544.1 Vehicle Maintenance	Transportation Coordinator
BP 3554 Other Food Sales	Director of Food Services
BP 3580 District Records	Assistant Superintendent, Instructional Support

Revised November 2012

