

Attn: District Cell Phone Users

If you are receiving this e-mail, you are either currently being reimbursed for a personal cell phone or you've expressed interest in receiving reimbursement versus having a district phone.

There are a few reasons why folks may want a personal versus district phone (and some are quite admirable). While I don't want to eliminate this possibility, I do want to make sure we are equitable with a process and that you are well-informed.

Below, I am providing: (1) Reasons to be on the district plan/contract; (2) Reimbursement ground rules/standards; and (3) Steps required for reimbursement.

Reasons to be on the District Plan:

1. We've tried very hard to find the lowest rates and converted people from many higher priced contracts. This saved us money on rates and reduced the administrative burden/cost - a bill from one company, less purchase orders, less checks.
2. Our status as a school and our number of users led to reasonable rates. Less people could equal a higher rate.
3. Because of the large number of users, people who use more than their allocated minutes are usually covered by people who don't use all of theirs. Even people who occasionally use their phone for personal calls probably don't cost the district any extra money.

All of that being said, if you still want a personal cell phone and want to receive reimbursement...

Here are the Reimbursement Ground Rules/Standards:

1. We will only reimburse people who have been approved to have cell phones and will only reimburse up to the standard rate we are paying for district cell phones (currently \$29.00/mo). Directors, Executive Directors, the Assistant Superintendent and Superintendent may request reimbursement for voice and data (currently \$51.00). These rates were effective on 9/1/08 and will be revisited on July 1st each year.
2. Service and equipment issues will be the individual's responsibility.

Steps Required for Reimbursement:

1. (For individuals with district cell phones only) Contact Vince Gonillo to remove the phone from our contract/plan. There's a good chance you won't be able to keep the same phone number.
2. Submit, monthly, a request for reimbursement to IT (Attn: Martha Austin) and include a page from your bill showing the amount you are being charged (reimbursement will be limited to the district's standard rate).