

## Policy Review Committee

January 13, 2013, 1:45 P.M.

Conference Room C, Borough Building

### TENTATIVE\* AGENDA

#### Approval of notes from Policy Meeting of December 2, 2013 . . . . Page 3

#### Previous Discussions:

- *BP 3260 Materials Fees . . . . Page 4*
  - As requested, this is a copy of the AASB policy. KPBSD has not adopted this policy.
- *BP 3311 Bids . . . . Page 5*
  - Change to request a minimum of three bids
- *AR 3311 Bids . . . . Page 7*
  - Invitation notifications for bids to be emailed to a minimum of three contractors
  - Make prospective bidders responsible for checking webpage for additional information and addenda.
  - Tabulations are posted to the website.
- *BP 3313 Contracts, Leases and Agreements . . . Page 12*
  - Requests to a minimum of three vendors
  - Added a \$50,000 minimum requirement on leases, contracts and agreements to be reported to the Board. Note: a report for leases is already prepared and included in the May Information Packet.
- *BP 3314.3 Equipment Purchases . . . .Page 14*
  - The borough ordinance reference number was deleted in 2004 when it was realized that it was the wrong reference number (83-15). We have removed the mention of borough ordinance number.
- *AR 3515 Access and Keys . . . . Page 15*
  - Clarification added that principal has the authority to check out keys to Building Users

#### Forms brought back from Worksession due to concerns

- *E 3360(a): Statement of Expenses and E 3360(b) Statement of Mileage . . . . Page 16*
  - Changes in expense forms to encourage employees to use actual rather than maximum allowable meal expenses.
  - Note: BP 9250 states “Board members will be reimbursed for their expenses at the approved per diem and mileage rate.”
  - Note: AR 3360 states “Employees will not be reimbursed for meals paid for separately by the District and meals paid for by others. This includes meals included in registration fees and business meals reimbursed to the traveler or reimbursed to another District traveler. Meals provided by airlines and continental breakfasts do not impact per diem entitlement...”
  - Copies of both the existing and proposed exhibits are attached. . . (page 16, 17, 18, 19)
  - BP 9250 and AR 3360 are attached for reference. . . (Page 20, Page 21)
- *E 9000(c) Board Request Form (NEW) . . . . Page 25*
  - Exhibit number has been changed from E 1340(b) which was used at the last meeting.

- Added at Board member request for use by the Board to request information from the District.
- There is some guidance for this in E 9000(a) (attached, Page 26), but not a form.
- Note: This has also been added to the Consent Agenda by Dr. Atwater.

### **Discussion**

- Continue reviewing [SECTION 3000 Review](#) - begin with BP 3315

### **Information Packet:**

*E 3360(a) Statement of Expenses and E 3360(b) Statement of Mileage . . . (page 16, 17)*

- Updated mileage reimbursement amount from \$0.565 to \$0.560 per January 1, 2014 GSA guidelines.
- Note: other changes are still under discussion.

Please bring your laptops

- 
- Any agenda updates will appear on [http://www.kpbsd.k12.ak.us/students\\_parents.aspx?id=8922](http://www.kpbsd.k12.ak.us/students_parents.aspx?id=8922)

**Board Policy Review Committee Meeting Notes**  
**Borough Conference Room C, 2:15 PM**  
**Meeting Notes**

**Date/Time:** December 2, 2013

<b>Members:</b>	Sunni Hilts - Present	Guests:
	Dave Jones – Present	Sean Dusek - Present
	Sarge Truesdell - Present	Laurie Olson – Present
	Lynn Hohl – Present	
	Steve Atwater - Absent	

**Approval of Notes:** The notes from November 4, 2013 meeting were approved as presented.

**Review of Policies**

- *BP 3541.2 Transportation for Students with Disabilities*
  - Additionally, change “regular” to “general education” in last line.

**Review of Section 3000**

- Began review of Section 3000. We reviewed 3000 – 3314.3 in this meeting. We are to begin with BP 3315 at the next meeting. The following items were changed or need further discussion:
  - *BP 3000 Concepts and Roles*
    - Deleted “between funds” from item number 2 under Role of the Board.
    - Added “property, casualty and liability” insurance to number 8 under Role of Superintendent for further clarification
  - *BP 3260 Materials Fees*
    - This policy has not been adopted by KPBSD. Request to bring AASB policy to next meeting for discussion.
  - *BP 3313 Contracts, Leases and Agreements*
    - Question on the dollar amount that needs to be reported to the Board (under paragraph 7). Dave will check and provide this information.
  - *BP 3314.3 Equipment Purchases – New Facility*
    - A reference borough ordinance number is needed in the last sentence.

**Information Packet:**

- *E 1340(b) Board Request Form*
- *E 3360(a) Statement of Expenses and E 3360(b) Statement of Mileage*

**DISCUSSION ONLY – This AASB policy has not been adopted by KPBSD**  
(Note: for discussion purposes, I have linked BP 1321 of the KPBSD policy.)

**Business and Instructional Support Operations**

BP 3260

**MATERIALS FEES**

The School Board will make every effort to provide the instructional equipment, books and materials needed to maintain the desired instructional program so that teachers, students, and parents/guardians do not feel compelled to provide such items and school fund raising activities are minimized. The sale of any school supplies or materials must be authorized by the Superintendent or designee(s) or the Board.

*(cf. [1321](#) - Soliciting Funds from and by Students)*

3/9/05

**BIDS**

The District shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the District to do so. Purchases with an estimated cost of \$15,000 or more shall be formally bid. Award or rejection of bids shall be managed by the Superintendent. The following items may not be subject to formal bid procedures.

1. books
2. proprietary (sole-source) items or services
3. supplies or equipment needed in emergencies
4. weekly or monthly food service purchases
5. goods or services provided under contract or from federal, state or local government contracts.

Purchases of \$5,000 or more but less than \$15,000 require formal quote procedures that include written price quotes ~~from requests to~~ a minimum of three (3) vendors. Awards will be made by the purchasing office subject to final approval by the Superintendent.

Purchases less than \$5,000 require, when practical, informal quote procedures that include verbal or written price quotes ~~s from request to a minimum of~~ three (3) vendors. Awards will be made by the purchasing office subject to final approval by the Superintendent.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery, and service required.

**E-Rate Purchases**

Purchases made pursuant to the E-Rate program, which is governed by the Federal Communications Commission, shall be made on a competitive basis subject to the provisions of this paragraph. Such purchases are not subject to any provisions in the school district purchasing policies or regulations that may be inconsistent with the E-Rate purchasing provisions.

The Superintendent is designated to oversee the E-Rate application process in order to ensure that it is accurate and that the equipment and services to be purchased are eligible for E-Rate funding. Said individual shall devise an open, fair, competitive bidding process, separate and apart from other District procurement policies, that meets all rules of the E-Rate program. This process

**BIDS** (continued)

shall be overseen by, and subject to the approval of, the Superintendent for the District.

**Contractor's Violations of Tax Ordinances**

No contract or purchase order shall be awarded to any individual or business who is found to be in violation of the Kenai Peninsula Borough Code of Ordinances in the several areas of taxation which is not remedied within ten (10) days of notice.

Any contract can be terminated for cause if it is determined that the contractor is in violation of any taxation ordinance and if such violation is not remedied within ten (10) days of notification by regular mail. If the delinquency arises due to non-filing of sales tax, no payment will be made to the contractor until all filings have been made and all amounts due are remitted.

The District will remit any amounts owed by its contractor(s) to the Kenai Peninsula Borough for delinquent Borough taxes against any amount owing to the contractor(s) under a contract between the District and the contractor(s).

*(cf. 9270 – Conflict of Interest)*

*Legal Reference:*

ALASKA STATUTES

14.14.060 Relationship between borough school district and borough

14.14.060 (h) Procurement of supplies and equipment

14.14.065 Relationship between city school district and city

14.03.085 Procurement preference for recycled Alaska products

29.71.050 Procurement preferences for recycled Alaska products

35.15 Construction Procedures

36.15.020 Use of local agricultural and fisheries products required in purchases with state money

ALASKA ADMINISTRATIVE CODE

4 AAC 27.085 Competitive pupil transportation proposals

4 AAC 31.080 Construction and acquisition of public school facilities

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS, 851 P.2d 56 (AK 1992)

**BIDS**

Except as otherwise defined in this regulation, every purchase with an estimated cost of \$15,000 or more shall be awarded by formal written contract or purchase order to the lowest responsible bidder, upon terms and conditions prescribed in this policy and described in the bid document whenever the District has power to:

1. Reject defective or non-responsive bids,
2. Reject all bids,
3. Rebid the purchase after making substantial changes in the bid list to bring estimated cost within the limit of funds available.

**Bidder's List**

The Superintendent shall develop and maintain a bidder list of responsible prospective contractors who ordinarily perform work or materials, or render service similar in character to that contemplated by the District. ~~Invitations~~ Invitation notifications to submit sealed bids in the form of a proposed contract shall be ~~sent~~ emailed to a minimum of three (3) to listed contractors or whenever work, materials or services provided by them responds to District needs. Failure of any listed contractor to receive a bid invitation does not invalidate the bidding procedure.

**Changes and Addenda**

No District employee or agent, as stated in the bid document, shall make any oral change in the bid documents or make any oral interpretation that may affect the substance of the bid document. Addenda shall be issued when questions arise that might affect bids.

When required, addenda shall be issued in the following manner:

1. Any addenda issued will be posted to the webpage, ~~and the District will make a reasonable effort to notify prospective bidders. However,~~ Prospective bidders will be responsible for checking the webpage for additional information and addenda.
2. An addendum issued less than four (4) working days before the deadline for receipt of bids shall include a new bid date at least four (4) working days after the original time of receipt of the addendum by the prospective bidder.
3. When addenda have been issued, receipt shall be acknowledged as part of the bid transmitted.

**BIDS** (continued)

**Pre-Bid Conference**

The purchasing officer, at his/her discretion may conduct a pre-bid conference at least seven (7) days prior to the deadline for bid submissions. All clarifications and questions answered at the conference that may affect the bid must be issued in the form of an addendum.

**Nondiscrimination**

All bidders are required to certify, as condition of potential bid award, that they will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age or sex. They shall take affirmative action to insure that employees, applicants for employment or apprentices are employed, upgraded, demoted, transferred, recruited, laid off or terminated, paid or otherwise compensated, selected for training or trained in compliance with this requirement. A notice to this effect shall be posted in conspicuous places available to employees or applicants for employment.

**Bid Opening Procedures**

1. SUBMITTING – Sealed bids shall be submitted personally or by mail to the Superintendent or designee in accordance with the bid invitations and identified as bids on the envelope.
2. OPENING – Bids shall be opened in public at the time and place stated immediately after the closing time. Submission time should be in the afternoon of a normal business day that does not immediately follow Sunday or any postal holiday.
3. LATE BIDS OR POST DATE – All bids become qualified by receipt of envelopes at or before the specified bid opening time. Bids not received by the District prior to or at the specified time of submission will be marked with the date and hour of receipt on the envelope and returned unopened to the sender.
4. TABULATION – ~~Upon request a tabulation of bids shall be furnished to each bidder.~~ Tabulations are posted to the District website.

**Bid Rejection**

The District shall have the authority to reject any and all bids.



**BIDS** (continued)**Waiver of Irregularities**

The District shall have the authority to waive any and all irregularities on any and all bids except that timeliness and manual signature requirement shall not be waived.

**Bid Award**

A bid shall be awarded to the lowest responsible bidder. In addition to price, determination of the lowest responsible bidder shall consider:

1. Bidder ability, capacity, and skill to perform as required in bid specifications,
2. Bidder ability to perform within the time specified without delay or interference,
3. Bidder character, integrity, reputation, judgment, experience and efficiency of the bidder,
4. Quality of bidder performance of previous awards,
5. Previous and existing bidder compliance with laws and regulations relating to the bid,
6. Bidder financial resources that affect performance ability,
7. Number and scope of conditions attached to the bid,
8. Available replacements, replacement parts, maintenance service or anticipated costs of these items for any machinery, equipment or other material proposed to be installed or supplied by the bidder.

**Bid Appeal****Appeal to Superintendent.**

Any party bidding or submitting a proposal for a contract or purchase order with the School District for \$25,000 or greater may appeal to the Superintendent in writing, personally received at the School District office, within three (3) business days of the date of notice of intent to award a contract. The appeal may be hand delivered, delivered by mail, or by facsimile and must comply with the requirements of this section.

**BIDS** (continued)

**Contents of appeal.**

A written appeal shall, at a minimum, contain the following:

1. The name, address, and telephone number of the interested party filing the appeal;
2. The signature of the interested party or the interested party's authorized representative;
3. Identification of the proposed award at issue;
4. A statement of the legal or factual grounds for the appeal;
5. Copies of all relevant documents; and
6. A fee of \$300.00 shall be paid to the School District and must be received by the deadline for filing the written appeal. This fee shall be refundable if the appellant prevails in the appeal to the Superintendent.

**Rejection of appeal.**

The purchasing officer shall reject an untimely or incomplete appeal or an appeal filed without timely payment of the required fee.

**Stay of award.**

If a timely and complete appeal is filed with the fee, the award of a contract or purchase order shall be stayed until all administrative remedies have been exhausted, unless the Superintendent determines in writing that award of the contract or purchase order pending resolution of the appeal is in the best interests of the School District.

**Notice and response.**

Notice of the stay and appeal shall be delivered to any party who may be adversely affected by the Superintendent's decision by facsimile, first class mail or in person within three (3) business days of receipt of a properly filed appeal.

**Superintendent's decision.**

The Superintendent shall issue a written decision to the appellant within ten (10) business days of the date that the appeal is filed. If multiple appeals have been

**BIDS** (continued)

filed, they may be consolidated for purposes of the decision. Copies of the appeal and decision shall be provided as requested.

**Local Preference Conditions**

KPBSD intends to give preference to local residents, businesses, contractors, producers and dealers to the extent consistent with the law and best interest of the public.

The District purchasing office shall purchase from the lowest qualified, responsive, and responsible bidder or business. When bids or quotes are within 5% of being equal, preference may be given to local businesses who operate within the Kenai Peninsula Borough if it is determined by the Superintendent to be in the best interest of the District. For the purpose of this policy, a local business is defined as: any business or company having a physical presence in the Borough, registered in the Borough to collect sales tax, and locally provides the products and services sought. The 5% policy may be applied to all purchases up to \$25,000.00.

This policy will not apply where the provisions of an applicable statute, regulation, or grant prohibit local bidder preference.

**Subdivision Prohibited**

No project or bid specifications shall be subdivided to avoid the requirements of this policy, but this provision does not preclude use of alternate deductible items.

**CONTRACTS, LEASES AND AGREEMENTS**

The Superintendent may enter into contracts, leases and agreements on behalf of the District.

Contracts, leases and agreements between the District and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent. Contracts, leases and agreements, where appropriate, shall be submitted to the legal advisor of the District for review and approval.

The District shall not enter into any contracts, leases or agreements with a person, agency or organization if it has knowledge that such a person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or non-job-related handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

The District shall enter into contracts, leases or agreements to obtain equipment, real estate, and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the District to do so. Typical leases or agreements include, but are not limited to:

- Leases of private real estate for use as temporary school facilities, teacherages, or storage.
- Leases of technology such as copier equipment, telephone systems, or computers.
- Long-term service agreements for public utilities.

Contracts of \$5,000 or more but less than \$15,000 requires, when practical, informal proposals ~~from~~ requests to a minimum of three (3) vendors.

Contracts of \$15,000 or more require, when practical, formal proposals ~~from~~ notification to a minimum of three (3) or more vendors. In remote locations, the Superintendent shall have discretion to not solicit competitive bids for the acquisition of temporary school facilities, teacherages or storage facilities by lease or other agreement. Such discretion shall be based upon a factually supported finding that the best interests of the School District will be served by not soliciting competitive bids. Except as otherwise provided, all appropriate vendors on the approved vendor list shall be given the opportunity to submit a proposal.

The Superintendent shall provide the Board an annual report of contracts, leases or agreements entered into which are above \$50,000. The report shall include the

number of respondents, successful vendor and the dollar amount of the successful bid.

BP 3313(b)

**CONTRACTS, LEASES AND AGREEMENTS** (continued)

The Superintendent shall manage the award or rejection of contracts, leases or agreements.

**Contractor's Violations of Tax Ordinances**

No contract or purchase order shall be awarded to any individual or business who is found to be in violation of the Kenai Peninsula Borough Code of Ordinances in the several areas of taxation which is not remedied within ten (10) days of notice.

Any contract can be terminated for cause if it is determined that the contractor is in violation of any taxation ordinance and if such violation is not remedied within ten (10) days of notification by regular mail. If the delinquency arises due to non-filing of sales tax, no payment will be made to the contractor until all filings have been made and all amounts due are remitted.

The District will remit any amounts owed by its contractor(s) to the Kenai Peninsula Borough for delinquent Borough taxes against any amount owing to the contractor(s) under a contract between the District and the contractor(s).

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

- (cf. 3311 – Bids)*
- (cf. 3300 – Expenditures/Expending Authority)*
- (cf. 0410 – Nondiscrimination in District Programs and Activities)*
- (cf. 9270 – Conflict of Interest)*
- (cf. 4030 – Nondiscrimination in Employment)*

*Legal Reference:*

ALASKA STATUTES

- 14.08.101 Powers
- 14.14.060 Relationship between borough school district and borough
- 14.14.060 (h) Procurement of supplies and equipment
- 14.14.065 Relationship between city school district and city

ALASKA ADMINISTRATIVE CODE

- 4 AAC 27.085 Competitive pupil transportation proposals
- 4 AAC 27.100 Contractor's duties
- 4 AAC 31.065 Selection of designers and construction managers
- 4 AAC 31.080 Construction and acquisition of public school facilities

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 5/3/2004**

**EQUIPMENT PURCHASES – NEW FACILITY**

Equipment purchased with new construction funds to furnish and outfit a new facility should be encumbered within twelve (12) months after beneficial occupancy.

The Board may extend this time period up to six (6) months for extenuating circumstances such as strikes, earthquakes, and long lead/difficult-to-secure items.

This time line will allow for the receipt and payment of equipment and furniture for school construction projects within ~~the a~~ twenty-four (24) month period ~~provided under borough ordinance.~~

**ACCESS AND KEYS**

All keys used in a school shall be the responsibility of the principal. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal shall set up a record keeping system so as to know at all times the locations of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate, or building involved. They shall lock all doors and windows and turn off lights, appliances, etc., when leaving the room or building.

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal immediately and shall pay a \$300 fee. Duplicate keys may be obtained only through the District office.

Keys shall be used only by authorized employees and shall never be loaned to students.

Principals may check out keys to users of the building per AR 1330 Use of School Facilities and Properties.

**TRAVEL REIMBURSEMENT  
For Employees and Board Members**

To Be Used When Overnight Travel is Required

Name \_\_\_\_\_  
Address \_\_\_\_\_

Employee E# \_\_\_\_\_

**RECEIPTS MUST BE ATTACHED**

**FOR EXPENSES IN CONNECTION WITH:**

Purpose of Meeting \_\_\_\_\_

Meeting at \_\_\_\_\_ Dates \_\_\_\_\_

**TRANSPORTATION:**

Airfare (documentation required) at \$ \_\_\_\_\_ \$ -  
or number of miles \_\_\_\_\_ at 0.560 \$ -  
based on GSA mileage rates at <http://www.gsa.gov>

**PER DIEM\*\*:**

Departure Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM

In-State Rates (based on State of Alaska rates):

Sun Mon Tue Wed Thu Fri Sat

Hotel @ actual \_\_\_\_\_ \$ -

Breakfast @ \$12 \_\_\_\_\_ \$ -

Lunch @ \$16 \_\_\_\_\_ \$ -

Dinner @ \$32 \_\_\_\_\_ \$ -

(Out-of-State rates based on federal GSA per diem rates, <http://www.gsa.gov>)

Return Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM

**OTHER EXPENSES:**

Please list \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL** \$ -

I certify the above is a true statement of expenses incurred by me in connection with the activity noted above and accordingly make claim for reimbursement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Account number

\_\_\_\_\_  
Administrator Approval

\*\* No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Breakfast: Midnight to 10:00 AM

Lunch: 10:00 AM to 3:00 PM

Dinner: 3:00 PM to Midnight

**Must Be Submitted Monthly**



**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

E 3360(b)

**MILEAGE REIMBURSEMENT - Board Members and District Employees**

Name	Employee E#
Address	Month

Date	From	To	Purpose	Actual Miles	Meal Expenses

<b>SUB TOTALS: Total Miles</b> 0 @ 0.56 GSA rate per mile	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL REIMBURSEMENT REQUESTED</b>		<b>\$ -</b>

Rates based on federal GSA rates, <http://www.gsa.gov>.

I hereby certify that the above is a true statement of expenses incurred by me in connection with the activity noted and accordingly make claim for reimbursement.

Date	Signature
Account Number	Administrator Approval

No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:  
 Breakfast: Midnight to 10:00AM - Lunch: 10:00AM to 3:00PM - Dinner: 3:00pm to Midnight

**TRAVEL REIMBURSEMENT  
For Employees and Board Members**

To Be Used When Overnight Travel is Required

Name \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

Employee E# \_\_\_\_\_

**RECEIPTS MUST BE ATTACHED  
for Airfare, Hotel and Other Expenses.**

**FOR EXPENSES IN CONNECTION WITH:**

Purpose of Meeting \_\_\_\_\_

Meeting at \_\_\_\_\_ Dates \_\_\_\_\_

**TRANSPORTATION:**

Airfare (receipts required) at \$ \_\_\_\_\_ \$ -  
 or number of miles \_\_\_\_\_ at 0.560 \$ -

based on GSA mileage rates at <http://www.gsa.gov>

**PER DIEM\*\*:**

Departure Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM  

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Hotel @ actual (receipts required)								\$ -

In-State meal rates (based on State of Alaska rates). List actual cost if less than maximum allowed (shown in parenthesis).  
 Does your conference provide for some or all meals? \_\_\_\_\_. If so, do not claim reimbursement for those meals.

Breakfast (max: \$12)								\$ -
Lunch (max: \$16)								\$ -
Dinner (max: \$32)								\$ -

(Out-of-State rates based on federal GSA per diem rates, <http://www.gsa.gov>)

Return Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM

**OTHER EXPENSES** (receipts required):

Please list \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL** \$ -

I certify the above is a true statement of expenses incurred by me in connection with the activity noted above and accordingly make claim for reimbursement.

\_\_\_\_\_ Date

\_\_\_\_\_ Employee Signature

\_\_\_\_\_ Account number

\_\_\_\_\_ Administrator Approval

\*\* No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Breakfast: Midnight to 10:00 AM  
 Lunch: 10:00 AM to 3:00 PM  
 Dinner: 3:00 PM to Midnight

**Must Be Submitted Monthly**

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

E 3360(b)

**MILEAGE REIMBURSEMENT - Board Members and District Employees**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Employee E#

\_\_\_\_\_  
Month

Date	From	To	Purpose	Actual Miles	Meal Expenses*

<b>SUB TOTALS: Total Miles</b>	0	@	0.560 GSA rate per mile	\$ -	\$ -
<b>TOTAL REIMBURSEMENT REQUESTED</b>					\$ -

Rates based on federal GSA rates, <http://www.gsa.gov>.

\* Meals are reimbursed at actual cost if less than maximum allowed. Maximum in Alaska: Breakfast-\$12; Lunch-\$16; Dinner-\$32

I hereby certify that the above is a true statement of expenses incurred by me in connection with the activity noted and accordingly make claim for reimbursement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Administrator Approval

No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Breakfast: Midnight to 10:00AM • Lunch: 10:00AM to 3:00PM • Dinner: 3:00pm to Midnight

**Must be Submitted Monthly**

## **Bylaws of the Board**

### **COMPENSATION, REIMBURSEMENT, AND OTHER BENEFITS**

#### **Compensation**

The School Board recognizes the time and personal effort Board members give to the District. Each member of the School Board may receive a monthly or per meeting stipend as established by administrative regulation.

#### **Reimbursement of Expenses**

Board members shall be reimbursed for expenses incurred in attending any meetings or in making any trips on official business of the School District when so authorized in advance by the Board. Board members will be reimbursed for their expenses at the approved per diem and mileage rate.

*(cf. 9240 - Board Development )*

#### **Other Benefits**

Board members may participate in the health and Section 125 Plan (unreimbursed medical reimbursement and dependent day care) or supplemental insurance as provided to employees at their own cost.

The District shall contribute the District's applicable co-pay for Board members electing to participate in the District health plan. The Board member shall contribute all applicable employee copays, if they elect to participate in the District health program.

Board members may participate in the Public Employees Retirement System (PERS) if deemed eligible by PERS.

*Legal Reference:*

*ALASKA STATUTES 14.14.140 Restriction on employment*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Revised: 1/10/2011**

## **Business and Instructional Support Operations TRAVEL AND PER DIEM**

### **Purpose**

To establish the policies and procedures for approving School District travel, for the payment of travel per diem, and for the reimbursement of authorized travel expenses, consistent with budgeted allocations.

### **Travel and Approval Policy**

All Kenai Peninsula Borough School District ("District") employees and officials, including elected and appointed members of boards and committees, must have pre-approved administrative authorization for travel. Travel by School Board members shall be approved by the Board President. The Superintendent shall approve Travel Reimbursement request forms. Expenses incurred for District travel not in compliance with this policy will not be paid or reimbursed.

It is the policy of the District that travel for official business be in the most direct and economical way to accomplish the business. Any expenses resulting from travel by an indirect route or less efficient mode for the traveler's convenience will be borne by the traveler. Any additional time away from work resulting from such indirect travel shall be charged to employee leave.

Travel shall only be approved for travel that is necessary and prudent and when one or more of the following criteria are met:

1. The travel is required to achieve operational, legislative, career development, or service objectives of the District.
2. The travel is required to support state or federal efforts, which are beneficial to the District.
3. The travel is mandated by the state or federal government.
4. The travel is for specific training, which is required for employees to perform District functions, such as training on technological advances or for required certifications.
5. The travel is for specific training that will result in a significant cost savings or cost avoidance to the District. Such cost savings or avoidance shall be demonstrated prior to administrator approval of travel.
6. The travel is required to attend a national or state board, committee meeting or conference as a District representative, and the exchange of information or participation will result in a benefit to the District.

Employee/Board travel under the following conditions shall not normally be approved when costs are at District expense. When approved, written justification shall have been prepared by the traveler, approved in advance and submitted with the [Travel Reimbursement form](#).

1. Travel by first class or business class air accommodations.
2. Travel by other than the most economical and/or direct route.
3. Rental car class above economy rate.

### Use of rental vehicles

The District is self-insured; therefore, if use of a rental vehicle is approved, vehicle insurance is not required. However, District self-insurance is not applicable for any period that the vehicle may be used for personal reasons.

Insurance coverage during such periods is the responsibility of the traveler.

If a car is rented during travel and an accident occurs, the traveler shall advise the investigating officers that the District is self-insured and immediately contact Risk Management at (907) 714-2351.

#### Travel during normal work day

Time spent traveling during normal work hours is considered compensable work time.

#### **Travel and Per Diem Policy**

It is the policy of the District to reimburse employees for the following actual and necessary expenses incurred while on official District business, provided the travel was properly authorized and approved in advance.

Air Travel Costs. The District will pay for all costs of air transportation that are directly related to travel on official business. The most economical and direct route possible is the responsibility of the employee.

Travel by privately owned aircraft is not authorized by the District.

Private Vehicle Costs. The District will reimburse travelers for use of their privately owned vehicle at the federally approved mileage rate, not to exceed the cost of coach class airfare. If vehicle travel is used instead of airfare for the employee's convenience, extra travel time must be charged to employee leave. If two or more employees travel in the same vehicle, the reimbursement will not exceed the cost that would have been incurred had they all traveled by air. Only the driver of the vehicle may claim reimbursement for mileage. Mileage reimbursement rates are set at the federally recognized cost of operating the vehicle. In addition to gas, oil, and wear and tear, this reimbursement rate includes the portion of the cost of insurance for when the vehicle is driven on District business.

District Vehicle and/or Rental Vehicle. The District will reimburse the cost of fuel and other vehicle operating costs actually incurred by the employee. No reimbursement for mileage will be allowed.

Lodging Costs. The District will pay lodging costs (room and applicable tax) only at an economy and single occupancy rate, unless two District employees share a double room and then a double occupancy rate will be paid. Government or other discounted rates shall be requested and used whenever possible. Room tax will not be reimbursed if eligible for exemption.

Per Diem. Rates within the state of Alaska will be reimbursed at the State of Alaska per diem rates for short term travel, and can be found at <http://fin.admin.state.ak.us/dof/travel/resource/rates.pdf>.

Rates outside the state of Alaska will be based upon the Federal per diem rates, found at [www.gsa.gov](http://www.gsa.gov).

Employees will not be reimbursed for meals paid for separately by the District and meals paid for by others. This includes meals included in registration fees and business meals reimbursed to the traveler or reimbursed to another District traveler. Meals provided by airlines and continental breakfasts do not impact per diem entitlement. Attach a copy of the conference registration or other information documenting covered meals.

The Internal Revenue Service requires that per diem be pro-rated for partial days of travel, which will occur on departure or arrival from the District. The following is the departure and arrival pro-rating. This pro-rating is based on the Internal Revenue Service "consistent application and reasonable business practice" rule; the actual departure and arrival of the aircraft will be used to determine the times. If traveling by private vehicle, the times are based on the actual departure and arrival time from the point of origin.

Employees will be reimbursed for meals according to the time and amount schedules included on [E 3360\(a\) Travel Reimbursement](#) and [E3360\(b\) Mileage Reimbursement](#).

#### Per Diem rate adjustments

- Out of state rates are adjusted as needed per [www.gsa.gov](http://www.gsa.gov).
- In state rates are adjusted pursuant to State of Alaska changes.

Per diem or reimbursement allowances may be paid for periods of interruption or extension of travel incurred for the benefit of the District. If travel is interrupted or extended for the personal convenience of the traveler, the per diem or reimbursement allowed shall be adjusted accordingly and may not exceed that which would have been incurred by uninterrupted travel. Charges applicable to the personal portion of travel costs should not be processed through the District's accounting records.

Car Rental Costs. The District will reimburse economy car rental costs only if car rental is pre-approved by administration, and then only for the days/mileage necessary to conduct official business. In unusual circumstances, reimbursement for car rental without pre-authorization may be authorized by the approving authority if there is valid justification. Car rental expenses without pre-authorization may become the responsibility of the traveler.

Registration Fees. The District may make advance payment or reimbursement for education/training fees. Fees for entertainment, spouse activities, and similar expenses are the responsibility of the traveler and will not be paid by the District.

Other Expenses. The District will reimburse taxi, telephone calls, internet fees and other official expenses when employee provides receipts and when shown to be directly related to official business. Movie rentals, personal telephone calls, etc., will not be reimbursed.

Travel Advance. The District may make travel advance payments when requested, not to exceed the estimated amount of per diem. Payment requests should be submitted in sufficient time that payment can be made on the regularly scheduled accounts payable check run date prior to the traveler's scheduled departure date. A Travel Reimbursement form must be completed for any adjustment to the amount paid upon the traveler's return.

#### **Responsibility**

1. The Superintendent shall approve all travel for all District employees, including committee members.
2. The Board President or designee shall approve all travel for all Board members.
3. Department heads and administrators shall:
  - Ensure that District funds are spent in a prudent manner resulting in maximum benefit to the District.
  - Ensure the travel requested is budgeted within the department/location budget.
  - Ensure that reimbursement is received by the District when the employee reimbursement form indicates that reimbursement for all or part of the expenses is due from an outside agency.
4. The Chief Financial Officer shall:
  - Ensure that travel has been approved prior to making any travel related payments, i.e., hotel deposits or registration fees.
  - Review all travel reimbursement requests to ensure that travel payments and reimbursements are made in accordance with this policy/procedure.
  - Require specific justification for actual expenses that deviate more than ten percent (10%) higher than authorized. Depending on the circumstances and amount of the deviation, the travel expense report may be forwarded to the Superintendent for review and approval.
5. Travelers shall:

- Incur only those expenses that are necessary and reasonable to accomplish the approved purpose of the trip.
- Maintain a travel log or other record of travel dates and expenses to sufficiently itemize and support business expenses, obtain original receipts needed for reimbursement of lodging, car rental, gasoline, and other expenses.
- Submit original itemized receipts that indicate purpose, date, and amount.
- Ensure all business expenses incurred and submitted for reimbursement are in compliance with this policy/procedure.
- Submit travel reimbursement request within 30 days after travel has been completed.
- Submit all Travel Reimbursement requests and Mileage Reimbursement requests on a monthly basis.

Documentation is required for travel, lodging and registration fee reimbursement.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Revised: 7/13/09**



## BOARD OF EDUCATION MEMBER REQUEST FORM

(Requests from Board members to District Administration requiring more than  
15 minutes to prepare.)

Email or submit hard copy to Board Secretary.

<b>Date:</b>
<b>Board Member(s) requesting:</b>
<b>For action/discussion on (meeting date):</b>
<b>Subject:</b>
<b>Type of Request:</b> <i>Please check one and give a brief description.</i> (i.e. <input type="checkbox"/> Report: Would like to receive six month financial reports.)
<input type="checkbox"/> Policy:
<input type="checkbox"/> Project:
<input type="checkbox"/> Report:
<input type="checkbox"/> Other:
<b>Objectives/Purpose of the Request:</b> <i>(what problem will be solved; what situation improved):</i>
<b>How does this action align with the Board or District goals?</b>
<b>Comments/Additional Information:</b>
<b>Request approved:</b>
<b>Board President</b> <span style="float: right;"><b>Date</b></span>

To be completed by the superintendent

<b>District Administration responsible for preparing report:</b>
<b>Date report to be presented to the Board:</b>

# KPBSD Policy Manual

E 9000a

## Bylaws of the Board Role of Board and Members

### I. Board Members to Administrative Staff:

**Board member questions can be divided, usually, into three categories:**

1. Requests for simple facts. These questions may properly be addressed to an administrative staff member.
2. Complaints regarding personnel. The concern should be privately communicated to the Superintendent.
3. Requests for information taking more than 15 minutes e.g. reports , research, administrative studies detailed information, or for information relating to policy, practices, a problem, or a potential problem in the District. These questions should be addressed to the Superintendent and have support of the majority of Board members.

### II. Administrative Staff to Board Members:

Administrative staff questions should be addressed to the individual's superior and follow the "chain of command" upward.

### III. Board to Principals:

School visits by Board members are welcomed, but the principal should receive a courtesy call in advance. As with all visitors, office check-in is necessary once on the site. Board members who visit schools of their own volition have no more authority than any other citizen.

### IV. Principals to Board:

Inquiries from principals or questions about school problems should be addressed to a member of senior management. One of these individuals will then notify the Superintendent/Board, if appropriate.

### V. Non-administrative Employees to Central Office Administration:

Inquiries or concerns about school issues should be addressed to the individuals superior and follow the "chain of command". The building supervisor should be copied on responses from District Office to employees.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Revised: 6/2/2008**