

Policy Review Committee
February 3, 2014, 1:30-3:00 P.M.
Conference Room C, Borough Building

TENTATIVE* AGENDA

Approval of notes from Policy Meeting of December 2, 2013

No meeting January 13, 2014—not a quorum.

Previous Discussions:

- *AR 6146.1 High School Graduation Requirements . . . page 4*
 - Discuss new information which has come forward on weighted grades
- *BP 6187 Charter Schools . . . page 6*
 - Authorizes Superintendent to deny a request for shared space.
- *BP 3260 Materials Fees . . . page 10*
 - As requested, this is a copy of the AASB policy. KPBSD has not adopted this policy.
- *BP 3311 Bids . . . page 11*
 - Change to request a minimum of three bids
 - Changes to E-Rate Purchases
- *AR 3311 Bids . . . page 13*
 - 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 18*
 - 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 20*
 - The borough ordinance reference number was deleted in 2004 when it was realized that it was the wrong reference number (83-15). Mari has reviewed borough ordinances, but these are not searchable and can only initially be viewed by their title.
- *AR 3515 Access and Keys . . . page 21*
 - Clarification added that principal has the authority to check out keys to Building Users
- *BP 3000 Concepts and Roles . . . page 22*
 - Under Role of Superintendent clarified item 8 by adding “property, casualty and liability” to type of insurance.
 - *BP 3110 Transfer of Funds* (attached as page 25) addresses transfers between funds.

Forms brought back from December Worksession due to concerns

- *E 3360(a): Statement of Expenses and E 3360(b) Statement of Mileage . . . page 26*

- Changes in expense forms to encourage employees to use actual rather than maximum allowable meal expenses.
- Note: BP 9250 (attached as page 28) states “Board members will be reimbursed for their expenses at the approved per diem and mileage rate.”
- Note: AR 3360 (attached as page 29) 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...”

Discussion

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

Information Packet:

E 6141(a.1-2) Curriculum Development Process . . . page 33

E 6141(b) Curriculum Content Review Cycle . . . page 34

E 6141(c.1) New/Revised Course Development and Adoption Guide (NEW) . . .page 35

E 6141(c.2) Approval for New or Revised Course/Programs (NEW) . . . page 36

E 6141(d.1-3) Proposal for Curriculum Addition/Revision Outside of the Cycle (NEW) . . . page 37

-
- For most current agenda refer to 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

Members:	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*

HIGH SCHOOL GRADUATION REQUIREMENTS

Eligibility to Graduate

- A. In order for a new student entering the Kenai Peninsula Borough School District to receive a Kenai Peninsula Borough School District diploma, he/she must be enrolled as a full-time student by the beginning of the second semester of the senior year and fulfill all requirements of the District. To be considered full time, a student is required to enroll for a minimum of 2.0 credits per semester (e.g., four courses at .5 credit each, or two courses at 1.0 each).
- B. Students enrolling in a District school during the second semester of their senior year must enroll in the District for a minimum of 2.0 credits (e.g., 4 courses at .5 credit each or 2 courses at 1.0 credit each for the semester).

For new students transferring to the District as seniors in their second semester who do not plan to receive a Kenai Peninsula Borough School District diploma, the following process is allowed. Upon request of the parent, student and former school district, the Kenai Peninsula Borough School District school will send the previous school progress reports so a diploma may be granted by the previous school or previous school district. The student may participate in the Kenai Peninsula Borough School District graduation ceremony provided they are receiving a diploma from their previous school or district.

- C. In order to receive a Kenai Peninsula Borough School District diploma, students who leave the District must either fulfill graduation requirements before they leave or have completed an approved plan for meeting the requirements prior to the graduation date. This plan must be approved by the principal of the school granting the diploma, and by the District Superintendent.
- D. Deviation from these requirements may be approved by the Superintendent of schools as recommended by the building principal.

Credit for Home School, Private School or Correspondence Courses

- A. Credits received from schools accredited through state departments of education or national regional accreditation associations will be accepted by the Kenai Peninsula Borough School District.

- B. Credits claimed from nonaccredited schools will be subject to approval by the District instructional team:
1. Students must provide evidence of work completed for the course for which credit is requested.
 2. Students must demonstrate competency in the language arts, mathematics, science and social studies course for which credit is requested; such competency should be equivalent to that of other Kenai Peninsula Borough School District students who have received credits for a similar or like KPBSD course.
 3. In order to receive credit outside the core areas, the student must provide evidence of work completed and an assessment of work completed which will be evaluated by the District instructional team.

High School Credits at the Middle School Level

In certain cases, courses taken by middle school students may be recognized for high school credit towards graduation requirements. Students may receive high school credit for high school work if they take high school courses at the high school with high school students. Additionally, middle school students may receive high school credit for Algebra I upon successful completion (with a grade of C or better), even if taken at the middle school.

Weighted Grades

Additional quality points will be assigned for College Board Advanced Placement (AP) courses for the purpose of calculating grade point average (GPA). For each passing semester grade in an Advanced Placement course, 0.021 will be added to the student's cumulative GPA. **In order to receive a weighted grade, students must also complete the National Advanced Placement course examination.**

Credit Limitations

No more than one (1.0) credit of classroom aide experience during the high school career can qualify toward graduation.

CHARTER SCHOOLS

Establishment of Charter Schools

Charter schools are schools established under AS 14.03.250 – 14.03.290 that operate within the public school district. Charter schools are established upon the approval of an application by the local School Board and the state Board of Education. Charter schools shall operate under a written contract between the charter school and the local School Board.

Application Procedure for Establishing a Charter School

The following steps shall be followed in making application for the establishment of a charter school in the Kenai Peninsula Borough School District.

1. The Academic Policy Committee: The Academic Policy Committee shall consist of parents of students attending (or planning to attend) the charter school, teachers at the charter school (or teachers who agree to teach at the charter school), and employees of the charter school (or employees who agree to work at the charter school).
2. Notification of Intent: Any person(s) wishing to establish a charter school shall notify the Superintendent of their intention by August 1 of the year prior to the date of intended implementation. The Superintendent shall establish an administrative committee to meet with the charter school representatives to review the application procedures, discuss the requirements of the application between the charter school and the local School Board, and to answer any questions the charter school representatives may have.

Following the initial meeting with the administrative committee, the charter school representatives shall prepare the information required for the application.

Applications for charter schools shall be submitted to the local School Board no later than October 1 of the school year prior to the school year during which the charter school will begin operation. Applications received after the October 1 deadline shall not be considered until the next school year. All charter schools shall begin operations as agreed with the School Board, but no later than October 1.

CHARTER SCHOOLS (continued)

3. Charter School Application: The charter school shall provide information to the Board as stipulated in E 6187 Charter School Application/Contract Provisions.

The Alaska Department of Education and Early Development Charter School Application and Rating Template will be used in the District's charter school application process.

Applicants are cautioned that the Alaska Department of Education and Early Development has its own policies and deadlines, and that to the extent the applicant's proposed charter school may be affected by those deadlines, the applicant should take those deadlines into account.

4. School Board Work Session: Following the timely receipt of the complete application, the Board shall hold a public work session with the charter school representatives. During this work session, the charter school representatives shall present their application as a proposal for a charter school contract.

The local School Board and the charter school representatives may negotiate provisions of the contract during this meeting.

When the charter school is proposing to use a District facility which is already in use as a public school, the application and charter school contract will adhere to the "Sharing a District Facility" section of this policy.

It is not the Board's responsibility to locate a facility to operate a charter school.

5. Public Hearing on the Charter School Application: Following the work session, the School Board shall hold a public hearing on the proposed charter school application.
6. School Board Action: Following the work session and the public hearing, the local School Board shall place the charter school proposal on the agenda for a regular School Board meeting. The School Board will take action to approve or deny the request to establish the charter school.

Upon approval of the charter school by the local School Board and the state Board of Education, the contract will be signed by the president of the local School Board and the legally designated representative of the charter school. The Superintendent shall serve as a contact person for all communications between the charter school and the District administration.

CHARTER SCHOOLS (continued)**State Notification of a Charter School Application**

Upon approval or rejection of a charter school application, the local School Board will submit to the State Board of Education a copy of the charter school application and a report on the action taken by the local School Board not later than 20 working days following the School Board action.

Annual Review of the Charter School

Once approved by both the local and State Boards of Education, the charter school will be subject to an annual review of its operations and finances by the School Board. Annually, the charter school will submit a written report. Every three years they will make a presentation to the School Board and the public. This report will include information on the attainment of student performance expectations, meetings of the governing bodies of the charter school, descriptions of charter school activities, and other information of interest to the local School Board.

Breach of Contract

Failure to comply with the provisions of the contract between the charter school and the local School Board is considered a breach of contract and may result in the termination of the charter school. Examples of breach of contract include but are not limited to:

- failure to meet or make reasonable progress toward achievement of the content standards or pupil performance standards identified in the contract,
- failure to meet generally accepted standards of fiscal management
- violating any provision of law from which the charter school was not specifically exempted.

During the charter school's annual review with the School Board, compliance with the provisions of the contract will be monitored. If any allegations of noncompliance with the charter school contract (either by the charter school or by the School District) are presented either during the annual review or at any other time, the School Board shall investigate these allegations. Prior to canceling the charter school contract, the School Board and the charter school shall attempt to remedy any violations of the contract.

The terms of the contract are not to exceed five years. A review of the contract is to be made at the completion of the third year. A portion of that review shall be based on a comparison of the Alaska Standards Based Assessment test scores of the school's students to those of the District average of a similar population of the District. If the school does not meet or exceed the District average the school shall be placed on a two-year probation. Failure to meet the conditions of the probation will be grounds for denial of a future charter.

CHARTER SCHOOLS (continued)

Sharing a District Facility

Charter schools that are housed in a non-school District facility will be recognized under Alaska Statutes 14.03.250-14.30.290. Charter schools proposing to use District facilities which are already in use as public schools, may do so only on the approval by the School Board.

When the charter school is proposing to utilize space in an existing District school:

1. The Superintendent will annually determine if the amount of space requested by the charter school will be available, based on enrollment projections ~~and school capacity and make appropriate recommendations to the Board.~~ The Superintendent has the authority to deny a request for shared space.
2. If the Superintendent determines space is available, ~~The~~ Superintendent will negotiate the terms of sharing a facility and make recommendations to the Board at a work session.

Legal Reference:

ALASKA STATUTES

14.03.250 Establishment of charter schools

14.03.255 Organization and operation of a charter school

14.03.260 Funding for charter schools

14.03.265 Admission

14.03.270 Teacher or employee transfers, evaluations, and negotiated agreements

14.03.275 Contracts; duration

14.03.280 Regulations

14.03.290 Definitions

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 ~~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. The Superintendent oversees the District's FCC E-Rate application process. E-Rate purchases follow local procurement policies except when in conflict with E-Rate rules, and in such cases, E-Rate rules, procedures, and practices shall prevail.~~

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)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 2/2/2009

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.

BUSINESS AND INSTRUCTIONAL SUPPORT OPERATIONS BP 3000(a)
CONCEPTS AND ROLES

The School Board recognizes that money and money management comprise the foundational support of the entire school program. To make that support as effective as possible, the Board intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore practical sources of dollar income.
3. Guide the expenditure of funds so as to derive the greatest possible educational returns.
4. Expect sound fiscal management from the administration.
5. Advocate a level of per student funding sufficient to provide quality education.

The Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

Role of the Board

The Board:

1. Solicits public input on educational needs and utilizes that information in making budget decisions.
2. Approves and adopts the annual budget and approves budget transfers between funds. *per BP 3110 Transfer of Funds.*
3. Is accountable for all District funds.
4. Adopts written policies governing the purchase of supplies and equipment.
5. Monitors all expenditures by receiving monthly financial reports.
6. Reviews the annual audit of District accounts and business procedures.

CONCEPTS AND ROLES (continued)

7. Provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.
8. Advocates and secures community support for additional financing when necessary.

Role of Superintendent

The Superintendent:

1. Prepares the detailed annual budget and presents it to the Board for adoption.
2. Administers the budget and keeps expenditures within approved limits.
3. Enforces requisition and purchase order policies and regulations.
4. Establishes control/inventory systems to account for District funds, supplies and equipment in accordance with law and Board policy.
5. Makes all financial reports required by law or Board policy and prepares reports for public release.
6. Analyzes the District's financial condition and presents the Board with proposals for meeting financial needs.
7. Provides for the annual audit of District accounts and business procedures.
8. Adopts ~~an~~ a property, casualty and liability insurance program which complies with law and reflects prudent financial management.
9. Maintains the District's non-instructional operations.

Working Relationships of the Board and Superintendent

The Superintendent shall recommend financial plans to the Board in accordance with the District's goals and objectives whenever District programs may be endangered by a lack of funds, or when the continuation of District programs may result in an over expenditure of District funds.

The Board desires complete information from the Superintendent on all matters relating to the District's financial operations. The Board shall closely

scrutinize all District financial operations so that it may fully discharge its legal responsibilities with regard to school finance.

(cf. 3110 – Transfer of Funds)

(cf. 3460 – Periodic Financial Reports)

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (Regional School Boards)

14.08.111 Duties (Regional School Boards)

14.12.020 Support, Management and Control

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.090 Additional duties

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

BP 3110 Transfer of Funds

KPBSD Policy Manual

BP 3110

**Business and Instructional Support Operations
TRANSFER OF FUNDS**

All transfers between funds shall have Board approval.

Budget transfers within funds in excess of fifty thousand dollars (\$50,000) shall have Board approval.

Budget transfers under fifty thousand dollars (\$50,000) shall be approved by the Superintendent. An informational summary of these transfers will be reported to the Board quarterly.

*Legal Reference:**ALASKA STATUTES**14.08.101 Powers (Regional school boards)**14.14.060 Relationship between borough school district and borough**14.14.065 Relationship between city school district and city***KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Revised: 7/14/2008**

[AR 3310 Purchasing Procedures](#)
[E 3310 pCard Use Agreement and Guidelines](#)

**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

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.

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.
- 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

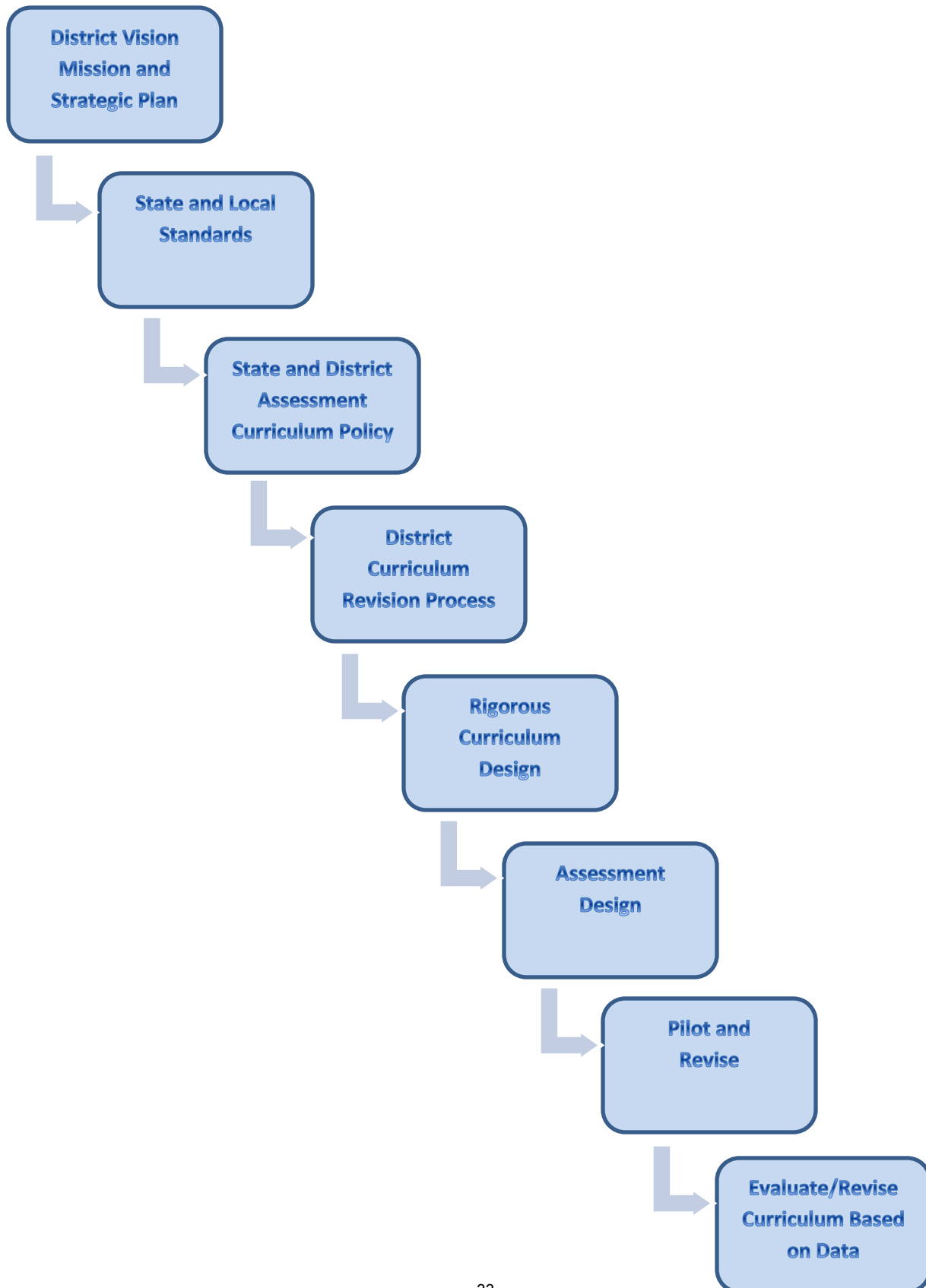
1. The Superintendent shall approve all travel for all District employees, including committee members.
2. The Board President or designee shall approve all travel for all Board members.
3. Department heads and administrators shall:
 - Ensure that District funds are spent in a prudent manner resulting 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.

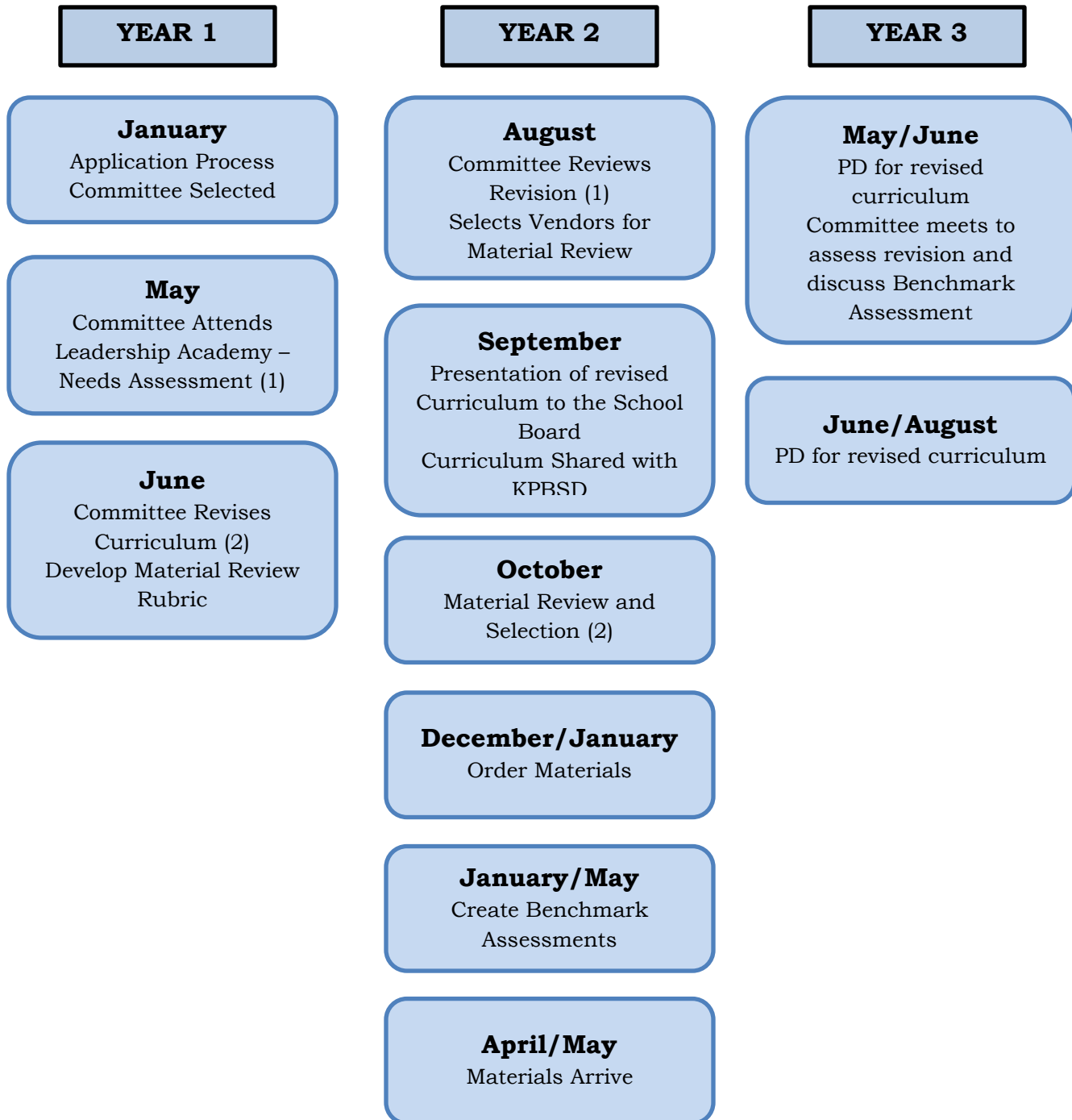
Documentation is required for travel, lodging and registration fee reimbursement.

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

Curriculum Development Process



Curriculum Development Process



New/Revised Course Development and Adoption Guide

The Kenai Peninsula Borough School District has the responsibility of maintaining and insuring high quality courses and programs in the curriculum of its schools. Curriculum offerings must meet the rigorous requirements and standards of the Alaska Department of Education. The high school shall meet classification and accreditation standards for the North West Association of Accredited Schools.

Courses/programs recommended for adoption into the curriculum outside of the curriculum cycle (*E 6141 b Curriculum Content Review Cycle*) must be submitted in writing to the Curriculum and Assessment Coordinator no later than October 1 each year and contain a complete description with substantial support and justification. The proposal should include:

1. A statement of need
2. Department classification, length of course, and credit
3. A statement of purpose and/overview of goals and instructional objectives and aligned state standards
4. Course/Program outline
5. Research-based instructional methods and strategies for the course/program
6. A list of materials including core and supplemental resources – including the cost of such materials
7. Assessments to measure student progress – including formative and end of course (benchmark if applicable)
8. Available facilities and personnel
9. Other

Following the Curriculum and Assessment Committee's study (or the Curriculum and Assessment Coordinator) and approval, the new course/program will be recommended to the Director of Secondary Education. Following the Director of Secondary Education's approval, the new course will be recommended to the Assistant Superintendent of Instruction for final approval.

2/14

Approval for New or Revised Course/Programs

New or revised course/program: A course or program that has not previously been taught in the Kenai Peninsula Borough School District. The course or program fulfills the requirements necessary to be accepted into the Kenai Peninsula Borough School District Course of Studies

Step 1

Originator(s) contacts the Curriculum Coordinator to propose a new or revised course and to review the course proposal process. *(E 6141d)*

Step 2

Originator(s) completes New or revised course proposal form - *(E 6141d)*

Step 3

Curriculum Coordinator presents completed *E 6141d* to District Instructional Team.
Administration may request additional information from the originator before making a final recommendation to the Assistant Superintendent.

Step 4

Assistant Superintendent makes recommendation to School Board for final approval and implementation.

Proposal for Curriculum Addition/Revision Outside of the Cycle

School and Department: _____

Addition

Revision

Course Name: _____

Timeline: Department Heads/Teacher must complete the following and submit to your Principal by October 1st.

PROCESS (Each step must be completed)

Note: If applicable, a professional discussion and consensus among school administration, department members, faculty, or School Site Council members to support the addition or revision of a course.

1. Rationale/Need for course or change:

2. What are the possible impacts of this change?
 - o To your department?

 - o Other departments?

 - o To your school?

3. Course is for which grade level(s)? 6, 7, 8, 9, 10, 11, 12

4. Credit toward graduation: Required, or Elective

5. Semester, or Full Year Course

6. How will this course positively impact academic achievement on the Alaska SBA or HSGQE?
7. Write a two – three sentence course description to be published in the KPBSD Master Course Guide.
8. Are there any course prerequisites or recommendations? List and describe.
9. Check and explain any financial requirements for this course?
- Materials:

 - Equipment:

 - Staffing:
 - Existing Staff

 - Additional Staff

 - Professional Development
 - Staff Development

 - Curriculum/Assessment Writing
10. Types of Materials (check all that apply)
- | | | |
|------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Text Book | <input type="checkbox"/> Staff Development | <input type="checkbox"/> Software |
| <input type="checkbox"/> Web Site | <input type="checkbox"/> DVD | <input type="checkbox"/> Assessments |
| <input type="checkbox"/> Web-Based | <input type="checkbox"/> Other (please describe) | |

The materials submitted for approval include digital components* Yes No

**A copy of the Technology work order is required*

Describe the instructional materials:

Describe the intended use of the instructional materials:

11. How many students do you estimate will be impacted by this course or interested in this course?

12. When will this course be offered for the first time?

13. Who will be the primary teacher for this course?

Signatures of Approval from School

Date

Teacher

Date:

Department Head

Date:

School Principal

Date:

Curriculum Unit Organizers should be submitted with this application. Each Unit of Study for the course is required for final approval by the Assistant Superintendent of Instruction. Final approval and notification will be decided on or before December 1 of the school year.