

# Policy Review Committee

March 3, 2014, 1:15 PM  
Conference Room C, Borough Building

## TENTATIVE\* AGENDA

### Approval of notes from Policy Meeting of February 3, 2014 . . . Page 2

#### Information items:

In response to query re cf. -

cf., an abbreviation for the Latin word confer, literally meaning "bring together", is used to refer to other material or ideas which may provide similar or different information or arguments. It is mainly used in scholarly contexts, such as in academic or legal texts. It is translated, and can be read aloud, as "compare". OR

The use of this abbreviation indicates that another section of a particular work or another case or volume contains contrasting, comparable, or explanatory opinions and text.

Greying out unused policy numbers as placeholders conforms with AASB. There is a note at the top of each Section on-line which says

NOTE: This comprehensive index/table of contents provides a standard index system designed to accommodate future policies/regulations and at the same time provides a table of contents for this manual. This manual contains only those Board Policies (BP), administrative regulations (AR) and exhibits (E) specified in the right-hand column. There is no existing policy for items without a corresponding BP or AR.

#### Previous Discussions:

- *BP 3311 & AR 3311 Bids*
  - Tabled from February 3, 2014 meeting.
  - Tabled again to April 14 meeting. Bette Gilliland is unable to attend.
  
- *BP 3313 Contracts, Leases and Agreements. . . . Page 4*
  - 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 – New Facility . . .Page 6*
  - 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.
  
- *BP 6161.13 Student Fees for Instructional Materials . . . Page 7*
  - We added a cf. to *BP 3260 Materials Fees* referring to this policy; added the contrasting cf. to this policy.

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

- *E 3360(a): Statement of Expenses and E 3360(b) Statement of Mileage . . . Page 8*
  - Cleaning up language and clarifying when receipts are needed.

#### Discussion

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

**Please bring your laptop**

- 
- For most current agenda refer to [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, 1:30 PM**  
**Meeting Notes**

**Date/Time:** February 3, 2014, 1:30 PM

<b>Members:</b>	Lynn Hohl – Present	Guests:
	Marty Anderson – Absent	Sean Dusek - Present
	Dan Castimore -Present	John O’Brien – Present
	Dave Jones – Present	Jim White - Present
	Sarge Truesdell - Present	Bette Gilliland -Present
	Steve Atwater - Present	Tim Navarre – Present
		Mari Auxier - Present

**Approval of Notes:** The notes from December 2, 2013 meeting were approved as presented.

- *E 6141(a.1-2) Curriculum Development Process*
- E 6141(b) Curriculum Content Review Cycle*
- E 6141(c.1) New/Revised Course Development and Adoption Guide (NEW)*
- E 6141(c.2) Approval for New or Revised Course/Programs (NEW)*
- E 6141(d.1-3) Proposal for Curriculum Addition/Revision Outside of the Cycle (NEW)*
  - New exhibits re courses added or outside of process.
  
- *AR 6146.1 High School Graduation Requirements*
  - Primary issue is there is no longer an option for fee waivers (for hardship). If a student can't afford this, the cost is on the school district. Someone at school level has to assure they took the exam, and we don't get results back until summer). There is a potential for errors at this point.
  - Discussions on
    - take sentence out regarding requirement to take NAP course exam.
    - With cost potential and concerns could we go back and do something with UAA. Most universities will recognize this for college credit.
    - Discussions on testing and results process
    - Recommended to remove sentence and determine the purpose of the test.
    - Do we want to remove this so it does not impact kids this year
  - Decided to only add "Effective for SY 2015" to the sentence "in order to receive a weighted grade, students must also complete the NAP course examination. This will give administration the opportunity to review all potential repercussions of this.
  - Worksession in March
- *BP 6187 Charter Schools*
  - Authorizes Superintendent to deny a request for shared space.
  - Discussions on:
    - adding "or desires to continue using" within 2<sup>nd</sup> paragraph.-- not needed on an annual basis—it is automatic unless there is a problem.
    - Take out the word "annually" under item #1. Forget all previous suggestions.
    - Also leave in "and school capacity"

- Suggestion to add: “Once approved by the board, the shared use agreement becomes an amendment to the charter school contract.” This was determined not to be necessary.
  - Delete “at a worksession” at the end of item #2.
- *BP 3260 Materials Fees* –
  - This has not been adopted by KPBSD. The policy comes from AASB
  - Discussion on adding this policy
    - will address concerns re fees
    - will give superintendent the authority to review the sale of school supplies or materials
  - Add reference to *6161.13 Student Fees for Instructional Materials*
  - Worksession in March
- *BP 3311 Bids*
  - In second paragraph change edit to “request a minimum of three bids “
  - Changes to E-Rate Purchases
  - E rate has its own bidding process and additionally we have to follow our own bidding process.
    - Delete entire section on e-rate and replace with the addition of the last two sentences.
- *AR 3311 Bids*
  - Invitation notifications for bids to be emailed to a minimum of three contractors
  - Prospective bidders responsibility to go on website to see bid availability
  - Make prospective bidders responsible for checking webpage for additional information and addenda.
  - Tabulations are posted to the website.
  - Tabled til next meeting.

**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.~~

**STUDENT FEES FOR INSTRUCTIONAL MATERIALS**

Student fees may be charged for use of materials/textbooks associated with course work in District schools. Such fees shall be levied according to schedules of charges as established by the Board. Students working on a project to be taken from the school upon completion may also be charged for the materials used.

Fees may also be charged for athletic tickets, towel laundry service, transportation other than to and from school, and for participation in activities not included in regular program credit courses.

The materials/textbook use fee, if charged in compliance with this policy, shall be collected at the school level, and properly accounted for, using procedures established by the District.

| *cf. BP 3260 Materials Fees*



**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 (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 Meal Rates (based on State of Alaska rates):  
Does your conference provide for some or all meals? \_\_\_\_ If so, do not claim reimbursement for those meals.

	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 (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**

