

Board Policy Committee Meeting

148 N. Binkley, Conference Room A.

Soldotna, AK 99669

- Date/Time:** May 5, 2008 12:30 p.m.
- Members:** Sammy Crawford – Present Dave Jones – Present
Deb Mullins – Present Mari Auxier – Secretary – Present
Ron Keffer – Present
Nels Anderson – Present
- Guests:** Melody Douglas
- Approval of Minutes:** The minutes from 4/14/08 were approved without comment.
- Review of Policies:** **Section 1000 Review** – changes to this section were mostly housekeeping with the exception of
- Numbering changes in sections 1230-1270 to be in alignment with AASB numbering standard.
- BP 1112 Media Relations* – remove notice that meeting announcements and agenda to be mailed upon request since this is all on-line.
- As requested [here](#) are the people/organizations still on the mailing list for the agenda.
- Commissioner of Education
Barbara Jewell
Ann Bayes
Joan Schrader
- Here are the people/organizations still on the mailing list for the Minutes and/or News in Brief.
- Commissioner of Education
Kenai Community Library
Barbara Jewell
Ann Bayes
Joan Schrader
- Here are the people/organizations on the mailing list for the Board packet (besides the administration and Board).
- Homer News
Homer Public Library
KPEA President
KPESA President – by negotiated agreement
KPAA President
Seward Phoenix Log
Borough Clerk

BP 1140 Responsibilities of the Board – This policy is currently up for first read by the Board along with the Bylaws. Additional changes recommended are 1) deleting reference to publishing of policy since it is only on-line and 2) addition of legal reference.

BP 1150 Commendations and Awards – Added link to web page regarding the Golden Apple Award. There is a link from the web page to the application.

BP 1220 Advisory Committees – Changed advisory committee conclusions and recommendations to notification on-line vs. in writing.

BP 1250 Volunteer Assistance – Requiring all potential volunteers to complete the application process.

- Discussions re concerns regarding a background check for grandmas (for example). This doesn't make any sense.
 - Districts nationwide are doing these background checks.
 - This would also include school board member volunteers.
 - Currently doing a background check for all new employees. However, we are heading toward also including current employees. This is contracted out, however, AML- JIA may help us to these screenings in-house.
 - Should persons running for school board have a background check?
- Melody will be redoing *E 1250 Volunteer Questionnaire* in FY2009.

BP 1312 Public Complaints Concerning the Schools – The *E 1312 Complaint Form* is directly linked to the text of the policy.

AR 1330 Use of School Facilities and Properties – 1) Mentioned exhibit to be used for approval of use of Firearms, 2) deleted section on Community Schools, and 3) specified the exhibit to be used for the use agreement.

- Discussion on use of building for Boys and Girls Club rent free, however, the custodial charge for days when there are no regularly scheduled custodians still applies—both for cleaning and to assure the building is appropriately closed.
- Discussion on the need to raise the fees for facility use as these same fees have been used for a long time.
 - The facility rates are currently being reviewed. Recommendations will be brought to the Board of rate increases during FY09.
- Question on who uses firearms in the schools. Answer: unloaded firearms are used by such organizations as American Legion, VFW when presenting colors.

E 1340 Public Records Request – Requested administration to check on the hourly rate plus \$0.25 per copy. This is the same rate as used by the Borough.

BP 3110 Transfer of Funds – At Board request, the amount of budget transfers needing Board approval is increased from \$10,000 to \$50,000.

- Discussion that this same amount has been in policy for 30 years.

BP 3491 Equipment Reserve Fund – This policy was last approved in May 2004, however, was apparently inadvertently deleted.

AR 3343 Travel and Per Diem – also see attachments

- Discussions on raising per diem and mileage rate. A Board member has already commented that the formula was too complex and asked if this is the right place to be spending District monies. Committee went with the State of Alaska rate which currently is \$0.505 cents per mile and per diem of \$12/breakfast; \$16/lunch; \$32/dinner for a total of \$60 per day with outside Alaska per diem to be reimbursed at federal per diem schedule. Committee also requested that the AR be written to automatically coincide with the State of Alaska rates so that a revision of the AR was not necessary to raise this rate.

AASB Report

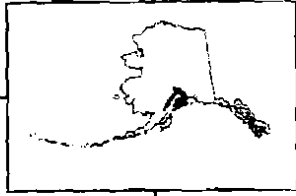
Mrs. Mullins reported that the ASAA Board is increasing the discipline for student violations of substance, alcohol and tobacco abuse. The discipline will also mandate the student watch an 8-hour video.

Meeting Adjourned:

1:30 PM

Attachments

-May 5, 2008 Memorandum on Comparative Mileage and Per Diem ---
Information from Melody Douglas
-GSA Privately Owned Vehicle Mileage Reimbursement
-Maximum Per Diem Rates Outside the Continental US



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Finance

Melody Douglas, Chief Financial Officer
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May 5, 2008

TO: Board of Education Policy Committee
FROM: Melody Douglas, CFO *Melody Douglas*
SUBJECT: Comparative Mileage and Per Diem Information - AR 3343

The following information is provided for comparative purposes pertinent to the recommendation to base District mileage and per diem rates on Federal schedules. The FY09 budget recommendation proposes to match the Anchorage School District's travel reimbursement schedule.

Kenai Peninsula Borough School District:

Mileage: 35 cents per mile
Per diem: Currently: \$10/breakfast; \$10/lunch; \$20/dinner = \$40 per day

State of Alaska:

Mileage: IRS rate of 50.5 cents per mile
Per diem: \$12/breakfast; \$16/lunch; \$32/dinner = \$60 per day
Outside Alaska is reimbursed per federal per diem schedule

Kenai Peninsula Borough:

Mileage: IRS rate of 50.5 cents per mile
Per diem: \$40 day for travel in State
Outside Alaska is reimbursed per federal per diem schedule
(administration is considering increasing the in-state rate)

Anchorage School District:

Mileage: IRS rate of 50.5 cents per mile
Per diem: Federal rate - varies by city
Their rates vary as the federal guidelines change

Fairbanks School District:

Mileage: IRS rate of 50.5 cents per mile
Per diem: Currently: \$6/breakfast; \$9/lunch; \$20/dinner = \$35 per day
As of July 1: \$9/breakfast; \$11/lunch; \$25/dinner = \$45 per day

Mat Su School District:

Mileage:

IRS rate of 50.5 cents per mile

Per diem:

Currently: \$9/breakfast; \$13/lunch; \$20/dinner = \$42 per day
Their per diem rates were set many years ago and there is talk of raising them, but nothing has been acted upon yet.

Juneau School District:

Mileage:

IRS rate of 50.5 cents per mile

Per diem:

They only have daily rates - it is not broken down by breakfast /lunch / dinner
The first and last days of any reimbursement request is reimbursed at 75% --- \$33.75
Any other days are reimbursed at \$45/day

City of Homer:

Mileage:

IRS rate of 50.5 cents per mile

Per diem:

\$13/breakfast; \$15/lunch; \$30/dinner = \$58 per day

City of Kenai:

Mileage:

IRS rate of 50.5 cents per mile

Per diem:

\$50/day - to be divided however the employee desires

City of Seward:

Mileage:

IRS rate of 50.5 cents per mile

Per diem:

\$42/day if they request money prior to travel, or:
\$9/breakfast; \$11/lunch; \$22/dinner; or more if they provide a receipt for a meal

City of Soldotna:

Mileage:

IRS rate of 50.5 cents per mile

Per diem:

\$35/day

[Back to Original](#)

U.S. General Services Administration

Additional Contacts For

Important notice regarding 2008 rates:

GSA is amending the Federal Travel Regulation (FTR) by increasing the mileage reimbursement rate for use of a privately owned automobile (POA) when used for official travel. This new rate reflects current costs of operating a POA as determined in cost studies conducted by GSA. The government regulation increases the mileage allowance for the cost of operating a POA for official travel from \$0.485 to \$0.505 per mile.

By Law, GSA is responsible for reviewing the privately owned vehicle mileage reimbursement rate on a yearly basis. However, by law, GSA may not exceed the standard mileage reimbursement rate for a privately owned automobile (POA) established by the Internal Revenue Service (IRS).

Current Privately Owned Vehicle Reimbursement Rates**Modes of Transportation****Effective Date****Rate per mile**

Airplane

January 1, 2006

\$1.07

Automobile

If no Government Owned Vehicle available

March 19, 2008

\$0.505

If Government Owned Vehicle available

January 1, 2007

\$0.285

If committed to use Government Owned Vehicle

January 1, 2007

\$0.125

Motorcycle

January 1, 2007

\$0.305

Previous automobile rates

Effective Date	Rate per mile
February 1, 2007	\$0.485
January 1, 2006	\$0.445
September 1, 2005	\$0.485
February 4, 2005	\$0.405
January 1, 2004	\$0.375
January 1, 2003	\$0.360
January 21, 2002	\$0.365
January 22, 2001	\$0.345
January 14, 2000	\$0.325
April 1, 1999	\$0.31
September 8, 1998	\$0.325
June 7, 1996	\$0.31
January 1, 1995	\$0.30

The shortcut to this page is www.gsa.gov/mileage.

<http://www.gsa.gov/Portal/gsa/ep/contentView.do?pf=y&channelId=-13224&contentId=9646&programId...> 5/5/2008

**MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES
TRAVEL PER DIEM ALLOWANCES**

COUNTRY/STATE: ALASKA

PUBLICATION DATE: 05-01-08

NOTES

1. Use the **OTHER** rate if neither the **LOCATION** nor **MILITARY INSTALLATION** is listed.
2. For other allowances that are based on per diem rates (e.g., TLE, TLA, TQSE, TQSA), see the appropriate rules for those allowances regarding what per diem rate to use.
3. The standard **ONBASE INCIDENTAL RATE** is **\$3.50** OCONUS wide.
4. When **Government meals** are directed, the appropriate Government meal rate, as prescribed in Appendix A, is applicable.
5. **Per Diem Rate = Max Lodging + Meals (Local, Proportional, or Government) + Incidental Rate (Local or OnBase)**

* All rates are in US Dollars

Locality	Seasons (Beg-End)	Maximum Lodging	Local Meals	Prop. Meals	Local Incidental	Footnote	Footnote Rate	Maximum Per Diem	Effective Date
ADAK	01/01-12/31	120	64	<u>37</u>	15			199	07/01/2003
ANCHORAGE [INCL NAV RES]	05/01-09/15	181	78	<u>44</u>	19			278	04/01/2007
ANCHORAGE [INCL NAV RES]	09/16-04/30	99	71	<u>40</u>	18			188	04/01/2007
BARROW	01/01-12/31	159	76	<u>43</u>	19			254	05/01/2002
BETHEL	01/01-12/31	135	66	<u>38</u>	16			217	06/01/2007
BETTLES	01/01-12/31	135	50	<u>30</u>	12			197	10/01/2004
CLEAR AB	01/01-12/31	90	66	<u>38</u>	16			172	10/01/2006
COLD BAY	01/01-12/31	90	58	<u>34</u>	15			163	05/01/2002
COLDFOOT	01/01-12/31	165	56	<u>33</u>	14			235	10/01/2006
COPPER CENTER	05/01-09/30	129	64	<u>37</u>	16			209	07/01/2007
COPPER CENTER	10/01-04/30	89	61	<u>35</u>	15			165	07/01/2007

CORDOVA	05/01-09/30	95	63	<u>36</u>	15	173	06/01/2007
CORDOVA	10/01-04/30	85	62	<u>36</u>	15	162	06/01/2007
CRAIG	01/01-12/31	140	64	<u>37</u>	15	219	04/01/2007
DEADHORSE	01/01-12/31	95	54	<u>32</u>	13	162	05/01/2002
DELTA JUNCTION	01/01-12/31	90	62	<u>36</u>	15	167	02/01/2007
DENALI NATIONAL PARK	06/01-08/31	117	58	<u>34</u>	15	190	04/01/2007
DENALI NATIONAL PARK	09/01-05/31	75	55	<u>32</u>	14	144	04/01/2007
DILLINGHAM	01/01-12/31	114	55	<u>32</u>	14	183	06/01/2004
DUTCH HARBOR-UNALASKA	01/01-12/31	121	67	<u>38</u>	17	205	04/01/2006
EARECKSON AIR STATION	01/01-12/31	90	62	<u>36</u>	15	167	06/01/2007
EIELSON AFB	05/01-09/15	169	76	<u>43</u>	19	264	02/01/2007
EIELSON AFB	09/16-04/30	75	69	<u>39</u>	17	161	02/01/2007
ELMENDORF AFB	05/01-09/15	181	78	<u>44</u>	19	278	04/01/2007
ELMENDORF AFB	09/16-04/30	99	71	<u>40</u>	18	188	04/01/2007
FAIRBANKS	05/01-09/15	169	76	<u>43</u>	19	264	02/01/2007
FAIRBANKS	09/16-04/30	75	69	<u>39</u>	17	161	02/01/2007
FOOTLOOSE	01/01-12/31	175	15	<u>12</u>	3	193	06/01/2002
FT. GREELY	01/01-12/31	90	62	<u>36</u>	15	167	02/01/2007
FT. RICHARDSON	05/01-09/15	181	78	<u>44</u>	19	278	04/01/2007
FT. RICHARDSON	09/16-04/30	99	71	<u>40</u>	18	188	04/01/2007
FT. WAINWRIGHT	05/01-09/15	169	76	<u>43</u>	19	264	02/01/2007
FT. WAINWRIGHT	09/16-04/30	75	69	<u>39</u>	17	161	02/01/2007
GLENNALLEN	05/01-09/30	129	64	<u>37</u>	16	209	07/01/2007

GLENNALLEN	10/01-04/30	89	61	<u>35</u>	15	165	07/01/2007
HAINES	04/01-09/30	109	60	<u>35</u>	15	184	06/01/2007
HAINES	10/01-03/31	89	58	<u>34</u>	15	162	06/01/2007
HEALY	06/01-08/31	117	58	<u>34</u>	15	190	04/01/2007
HEALY	09/01-05/31	75	55	<u>32</u>	14	144	04/01/2007
HOMER	05/15-09/15	131	67	<u>38</u>	17	215	07/01/2007
HOMER	09/16-05/14	79	63	<u>36</u>	15	157	07/01/2007
JUNEAU	05/01-09/30	129	71	<u>40</u>	18	218	04/01/2006
JUNEAU	10/01-04/30	79	67	<u>38</u>	17	163	04/01/2006
KAKTOVIK	01/01-12/31	165	69	<u>39</u>	17	251	05/01/2002
KAVIK CAMP	01/01-12/31	150	55	<u>32</u>	14	219	05/01/2002
KENAI-SOLDOTNA	05/01-08/31	129	74	<u>42</u>	18	221	04/01/2006
KENAI-SOLDOTNA	09/01-04/30	79	70	<u>40</u>	17	166	04/01/2006
KENNICOTT	01/01-12/31	249	88	<u>49</u>	22	359	04/01/2007
KETCHIKAN	05/01-09/30	135	68	<u>39</u>	17	220	06/01/2007
KETCHIKAN	10/01-04/30	98	65	<u>37</u>	16	179	06/01/2007
KING SALMON	05/01-10/01	225	73	<u>41</u>	18	316	05/01/2002
KING SALMON	10/02-04/30	125	65	<u>37</u>	16	206	05/01/2002
KLAWOCK	01/01-12/31	140	64	<u>37</u>	15	219	04/01/2007
KODIAK	05/01-09/30	123	73	<u>41</u>	18	214	04/01/2006
KODIAK	10/01-04/30	99	70	<u>40</u>	18	187	04/01/2006
KOTZEBUE	05/15-09/30	179	72	<u>41</u>	18	269	06/01/2007
KOTZEBUE	10/01-05/14	139	71	<u>40</u>	18	228	06/01/2007

KULIS AGS	05/01-09/15	181	78	<u>44</u>	19	278	04/01/2007
KULIS AGS	09/16-04/30	99	71	<u>40</u>	18	188	04/01/2007
MCCARTHY	01/01-12/31	249	88	<u>49</u>	22	359	04/01/2007
MCGRATH	01/01-12/31	165	55	<u>32</u>	14	234	10/01/2006
MURPHY DOME	05/01-09/15	169	76	<u>43</u>	19	264	02/01/2007
MURPHY DOME	09/16-04/30	75	69	<u>39</u>	17	161	02/01/2007
NOME	01/01-12/31	130	77	<u>43</u>	19	226	04/01/2008
NUIQSUT	01/01-12/31	180	42	<u>26</u>	11	233	05/01/2002
PETERSBURG	01/01-12/31	95	55	<u>32</u>	14	164	06/01/2007
POINT HOPE	01/01-12/31	130	56	<u>33</u>	14	200	03/01/1999
POINT LAY	01/01-12/31	105	54	<u>32</u>	13	172	03/01/1999
PORT ALSWORTH	01/01-12/31	135	70	<u>40</u>	18	223	05/01/2002
PRUDHOE BAY	01/01-12/31	95	54	<u>32</u>	13	162	05/01/2002
SELDOVIA	05/15-09/15	131	67	<u>38</u>	17	215	07/01/2007
SELDOVIA	09/16-05/14	79	63	<u>36</u>	15	157	07/01/2007
SEWARD	05/01-09/30	199	68	<u>39</u>	17	284	06/01/2007
SEWARD	10/01-04/30	69	58	<u>34</u>	14	141	06/01/2007
SITKA-MT. EDGECUMBE	05/01-09/30	119	66	<u>38</u>	17	202	02/01/2007
SITKA-MT. EDGECUMBE	10/01-04/30	99	65	<u>37</u>	16	180	02/01/2007
SKAGWAY	05/01-09/30	135	68	<u>39</u>	17	220	06/01/2007
SKAGWAY	10/01-04/30	98	65	<u>37</u>	16	179	06/01/2007
SLANA	05/01-09/30	139	44	<u>27</u>	11	194	02/01/2005
SLANA	10/01-04/30	99	44	<u>27</u>	11	154	02/01/2005

SPRUCE CAPE	05/01-09/30	123	73	<u>41</u>	18	214	04/01/2006
SPRUCE CAPE	10/01-04/30	99	70	<u>40</u>	18	187	04/01/2006
ST. GEORGE	01/01-12/31	129	44	<u>27</u>	11	184	06/01/2004
TALKEETNA	01/01-12/31	100	71	<u>40</u>	18	189	07/01/2002
TANANA	01/01-12/31	130	77	<u>43</u>	19	226	04/01/2008
TOGIAK	01/01-12/31	100	32	21	7	139	07/01/2002
TOK	05/01-09/30	109	55	<u>32</u>	14	178	02/01/2007
TOK	10/01-04/30	90	54	<u>32</u>	13	157	02/01/2007
UMIAT	01/01-12/31	350	28	<u>19</u>	7	385	10/01/2006
VALDEZ	05/01-10/01	149	70	<u>40</u>	17	236	04/01/2007
VALDEZ	10/02-04/30	79	64	<u>37</u>	16	159	04/01/2007
WASILLA	05/01-09/30	144	70	<u>40</u>	18	232	06/01/2007
WASILLA	10/01-04/30	86	66	<u>38</u>	17	169	06/01/2007
WRANGELL	05/01-09/30	135	68	<u>39</u>	17	220	06/01/2007
WRANGELL	10/01-04/30	98	65	<u>37</u>	16	179	06/01/2007
YAKUTAT	01/01-12/31	100	57	<u>33</u>	14	171	06/01/2007
[OTHER]	01/01-12/31	90	62	<u>36</u>	15	167	02/01/2007

*Use the OTHER rate if neither the CITY nor MILITARY INSTALLATION is listed.

Request a review of a Per Diem Rate.

Find out more about (Prop. Meals) Proportional Per Diem?