

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553

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[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

**Title:** Capital Budget Funds for School District Equipment

**Date:** July 27, 2012

**Item Number:**

Worksession

**Administrator:** Steve Atwater, Ph.D.

Superintendent of Schools *Steve Atwater*

**Attachments:**

Action Needed  For Discussion  Information  Other: \_\_\_\_\_

## BACKGROUND INFORMATION

This year's capital budget included \$1 million for school district equipment. Although the final legislation guiding the use of the funds is not yet complete, it appears that there will be few requirements for how they are spent. The borough is proposing that the funds be used, but not limited, to design, site development, equipment, supplies, furnishings and construction needs for school facilities.

The district can choose to use the monies in the same manner that it expends its regular equipment fund (see established process below), or it can choose to use them for larger projects following a different process e.g., replace the aging playground equipment at Nikiski North Star.

This worksession is held as a chance for you to comment on the development of the process that will be used to guide the expenditure of the capital budget equipment funds.

## ADMINISTRATIVE RECOMMENDATION

N/A

## Equipment Fund Process

The regulations for the Equipment Reserve Fund are set out in BP 3471 and AR 3471.

On an annual basis buildings and departments are allowed to apply for needed equipment purchases not funded in the Technology Plan. Applications are due by September 30th. Buildings and departments are allowed to apply for the following three specific needs areas:

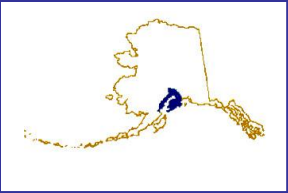
1. Health and Safety Needs
2. Established Program Needs
3. New or additional program needs

Once the applications have been received, a panel of principals and administrators is brought together to evaluate the requests based on the following prioritized criteria:

1. An established life or safety concern for students, employees or members of the public
2. Directness of the link to classroom instruction
3. Useful life status of existing equipment
4. Vandalism with consideration that proper precautions have been taken to protect school equipment
5. The extent to which a building or department has contributed to equipment failure through improper use
6. Other relevant material

The panel reviews each request and then determines which requests will be funded and the equipment is ordered.

If the application process for the year is complete and a building experiences unexpected loss, the administrator can apply for special permission for equipment needed to provide for emergency health and safety needs.



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### Director of Finance

Laurie Olson

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Email [laurie@kpbsd.k12.ak.us](mailto:laurie@kpbsd.k12.ak.us)

DATE: September 2, 2011

TO: School and Department Administrators

FROM: Laurie Olson, Director of Finance *Laurie Olson*

SUBJECT: Equipment Reserve Fund Application Process

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According to Board Policy 3471 Equipment Reserve Fund, schools and departments are requested to complete an application for Equipment Purchases to replace aging, broken, or discarded equipment and to possibly purchase items for new programs.

Please save the attached spreadsheet and use it to list items you are requesting from the Equipment Reserve Fund.

Equipment requests will be accepted in the “needs” categories listed below. Please assign your priority using the following needs system:

- 1) Health and Safety Needs  
Items in this category are those that need to be purchased or replaced to conform to such things as fire and safety laws or to reduce the potential liability of the district.
- 2) Established Program Needs  
Equipment in this category is needed to adequately teach the required curriculum or to keep a program running.
- 3) New or Additional Program Requests  
Included in this category are all items of equipment that could not be assigned to one of the above categories.

Items replaced through the District Technology Plan are not intended to be purchased through the Equipment Reserve Fund.

Applications must be returned electronically to Lassie Nelson by the close of business on Friday, September 30, 2011.