

## 2022 ANNUAL BOARD POLICY COMMITTEE UPDATES FOR 3000 SERIES

Committee recommendations are shown in bold or by strikethrough.

### CONCEPTS AND ROLES

BP 3000

The Board of Education recognizes its responsibility to the taxpayers of the district to expend public monies wisely and prudently for the maintenance of ~~a program~~ public education **programs** and to institute appropriate controls and accounting procedures. The Board of Education recognizes that ~~money and money~~ **fiscal resources and fiscal** management comprise the foundational support of the entire school ~~district program~~. To make that support as effective as possible, the Board of Education intends to:

1. encourage advance planning through the best possible budget procedures;
2. explore practical sources of ~~dollar income revenue~~;
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 **for** a level of per student funding sufficient to provide quality education.

The Board of Education 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 of Education

The Board of Education:

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;
3. is accountable for all district funds;
4. adopts written policies governing the purchase of supplies and equipment;
5. **receives and** reviews the annual audit of district accounts and business procedures;
6. facilitates, with the City and Borough of Juneau, an insurance program which complies with law and reflects prudent financial management;
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 or Designee

The Superintendent or designee:

1. prepares the detailed annual budget and presents it to the Board of Education 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 of Education policy;
5. makes all financial reports required by law or Board of Education policy and prepares reports for public release;
6. analyzes the district's financial condition and presents the Board of Education with proposals for meeting financial needs **including budget revisions**;
7. provides for the annual audit of district accounts and business procedures;
8. works with the City and Borough of Juneau and the Board of Education to establish an adequate risk management program;
9. maintains the district's non instructional **and business** operations.

## **Working Relationships of the Board of Education and Superintendent or Designee**

The Superintendent or designee shall recommend financial plans to the Board of Education in accordance with the district's **mission, vision, strategic** goals and objectives ~~and strategic plan~~. **The Superintendent shall recommend financial plans and options** 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 of Education desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The Board of Education shall closely ~~scrutinize~~ **monitor** all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance. **The School Board will work with the Superintendent to determine the timing and format of certain financial reports, so information is timely for decision making.**

*(cf. 3460, Periodic Financial Reports)*

*Legal Reference:*

### ALASKA STATUTES

*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*

ADOPTED: 07/01/2017

REVISED:

## **BUDGET**

**BP 3100**

The Board of Education shall establish and maintain a balanced budget. **The School Board shall adopt an annual budget which is compatible with the district's mission, vision, strategic mission, vision, strategic plan, and Board goals and objectives.** ~~The Board of Education shall adopt an annual comprehensive budget which is compatible with district goals and objectives.~~ In the fiscal planning process the Superintendent will include projected expenses of the educational program, prepare a long range plan for the maintenance and replacement of facilities and equipment, and develop a plan of anticipated local, state and federal revenues and expenses.

*(cf. 0200 - Goals for the School District)*

*(cf. 3460 - Periodic Financial Reports)*

The district's annual budget shall be prepared using the best possible estimates of revenues and expenditures. The administration initiates a public budget process each year with the Board's concurrence and holds a series of public meetings to inform the public about the budget. The Superintendent or designee shall recommend a budget development process to the Board by October 1. The recommended process must include ways that the public, staff and site council members may offer comments; methods for principals, administrators to provide recommendations; and, times for public testimony. Public hearings shall be held prior to the adoption of the budget or a revised budget.

*(cf. 1220, Advisory Committees)*

[3100 AR Budget](#)

*Legal Reference:*

ALASKA STATUTES

14.07.030, Powers of state department

14.07.170, Additional powers and duties of state board

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

14.17.300-14.17.990, Financing of public schools

ALASKA ADMINISTRATIVE CODE

4 AAC 09.006-4 AAC 09.050, State Aid

4 AAC 09.110-4 AAC 09.990, School Operating Fund

ADOPTED: 07/01/2017

REVISED:

**INCOME REVENUE**

**BP 3200**

Effective district planning depends upon accurate projection and calculation of anticipated district ~~revenue income~~. The Superintendent or designee shall ensure that all ~~income revenue~~ sources are identified and received as early as possible each year.

*Legal Reference:*

ALASKA STATUTES

14.07.070, Withholding state funds

14.17.080, Student count estimates

14.17.082, Fund balance in school operating fund

ADOPTED: 07/01/2017

REVISED:

**MATERIALS FEES**

**BP 3260**

The Board of Education 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 fundraising activities **for materials** are minimized. The sale of any school supplies or materials must be authorized by the Superintendent or designee.

*(cf. 1321, Soliciting Funds from and by Students)*

ADOPTED: 07/01/2017

REVISED:

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES  
(Personal Property)**

**BP 3270**

The Board of Education recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

With Board of Education approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with city, state **and federal** law.

**Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.**

*(cf. 3440- Inventories)*

*City and Borough of Juneau Surplus Policy & Procedure 14-02*

[3270 AR Disposal of Property](#)

ADOPTED: 07/01/2017

REVISED:

**GIFTS, GRANTS AND BEQUESTS**

**BP 3290**

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instruction program; it recognizes, however, that ~~from time to time~~ individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept by formal action at a public meeting any gift or grant of land with or without improvement, and of money or other personal property, except that the Superintendent may accept on behalf of the Board any such gift less than \$10,000 in value. Individual gifts of less than \$1000 in value may be accepted by building or unit administrators.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of this district or any gift the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the Board shall become the property of the district, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the district. The district shall be responsible for the maintenance of any gift it accepts subject to any joint agreement with another governmental body.

The Board will respect the intent of the donor in its use of a gift, but reserves the right to utilize any gift it accepts in the best interests of the students and the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

[3290 AR Gifts, Grants, and Bequests](#)

ADOPTED: 07/01/2017

REVISED:

## PURCHASING PROCEDURES

BP 3310

The Board of Education desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law. The Superintendent or designee shall develop purchasing procedures to comply with laws, local ordinances, funding requirements when applicable, and board policy.

All purchases under federal awards must meet 2 CFR 200.317.326 Procurement Standards.

**The Superintendent or designee shall establish procedures to ensure that price or rate quotations be obtained from an adequate number of qualified sources for purchases between \$10,000 and \$250,000.**

*(cf. 3300, Expenditures/Expending Authority)*

*(cf. 3400, Management of District Assets)*

*(cf. 4118 Suspension/Disciplinary Action)*

*(cf. 3460, Financial Reports and Accountability)*

*(cf. 9270, Conflict of Interest)*

No employee, **Board of Education member officer**, or **other agent representing** the District may participate in the selection, award, or administration of a contract supported by a Federal or State award if **they have he or she** ~~has~~ a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of **their his or her** immediate family, **their his or her** partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-substantial gifts of nominal value may be accepted if the item is non-solicited.

Employees in violation of this conflict of interest section are subject to disciplinary measures set forth in statute, board policy, and applicable negotiated agreements, up to and including termination.

Note: A.S. 36.15.050 establishes a preference for purchasing Alaskan agricultural and fisheries products. A.S. 14.03.085 makes school districts, except REAA's, subject to A.S. 29.71.050, which establishes a preference for purchasing recycled Alaska products.

The Board of Education encourages the selection of Alaskan goods and services when such meet the needs of the district and shall adhere to state law regarding purchasing preferences for Alaskan products. The Board directs the purchase of goods and services in the following sequence when all other considerations are equal:

1. A vendor residing within the boundaries of the Juneau School District.
2. A vendor residing in Alaska.
3. A vendor residing outside Alaska.

*(cf. 3311, Bids)*

*(cf. 3312, Contracts)*

### [3310 AR Purchasing Procedures](#)

*Legal Reference:*

ALASKA STATUTES

*14.08.101, Powers (Regional Board of Educations)*

*14.14.060, Relationship between borough school district and borough*

*14.14.065, Relationship between city school district and city*

*14.17.190, Restrictions governing receipt and expenditure of money from public school foundation account*

*29.71.050, Procurement preferences for recycled Alaska products*

*36.30, State Procurement Code*

*37.05, Fiscal Procedures Act*

*City of Richmond v. J.A. Croson Co., 488 U.S. 469 (1989)*

CODE OF FEDERAL REGULATIONS

*2 C.F.R. 200.317-326, Procurement Standards*

ADOPTED: 07/01/2017

Updated: 06/2018

REVISED:

**BIDS**

**BP 3311**

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. ~~The Superintendent or designee shall establish procedures to insure that informal written quotes are obtained for purchases between \$10,000 and \$50,000, and that formal advertised bids are solicited for purchases over \$50,000.~~

*(This section has been edited and moved to 3310 Purchasing)*

**Bids are required for purchases greater than \$250,000.**

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.

All bids under Federal awards must be made in accordance with the standards set forth in 2 CFR 200.320.

*(cf. 9270, Conflict of Interest)*

*(cf. 4030, Nondiscrimination in Employment)*

*(e. 3310, Purchasing Procedures, Procurement)*

[3311 AR Bids and Procurement](#)

*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*

CODE OF FEDERAL REGULATIONS

2 C.F.R. 200.317-326, *Procurement Standards*

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

ADOPTED: 07/01/2017

Revised: 06/11/2019

REVISED:

**PAYMENT FOR GOODS AND SERVICES**

**BP 3314**

The Board of Education encourages the prompt payment of invoices by suppliers and contractors for goods and services provided to the school district. Therefore the Board directs the Superintendent or designee to establish such procedural arrangements that will satisfy the legal requirements and pay the obligations on ~~in~~ a current and timely basis.

The Superintendent or designee may make advance payment if a decrease in cost is possible or if the material is unavailable to the district without advance payment.

[3314 AR Payment for Goods and Services](#)

ADOPTED: 07/01/2017

REVISED:

**RELATIONS WITH VENDORS**

**BP 3315**

The Board of Education desires to maintain a good working relationship with vendors who supply materials, supplies, and services to the school system. Constructive efforts by the administration to seek the advice and counsel of vendors concerning the improvement of such relationships and/or products are encouraged.

While it is necessary in some specific situations for suppliers to visit school facilities, only those vendors and suppliers for materials and services which normally would be used in the schools are to be admitted to the facility and then only after the principal's approval. In no event are vendors to disturb the educational process in any of the classroom activities.

Employees of the district and Board of Education members may give a written or an oral endorsement of any periodical, book, or product, if there isn't a direct or indirect pecuniary or beneficial interest in the outcome of the sale to students, parents, or the district. In addition, employees should exercise caution where the use of their name by a company would indicate an endorsement by the district.

If a Board member has a financial interest in a transaction involving a contract with the Juneau School District, Alaska Statute Section 24.60.030 and Board of Education Policy 0140 will apply. Employees of the ~~Board of Education~~ **Juneau School District** shall comply with the Alaska Statute Section 24.60.030.

No district employee or Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

*(cf. 6161.1, Selection and Evaluation of Instructional Materials)*  
*(cf. 9270, Conflict of Interest)*

This policy does not prohibit the Board from accepting materials and/or services which are of use and benefit to the district.

**No employee, Board of Education Member, or agent representing the District may participate in the selection, award, or administration of a contract supported by federal funds if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of their immediate family, their partner, or organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm consideration for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.**

#### **Universal Service Program/E-Rate Vendors**

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-rate gift prohibitions apply to the Board of Education and to employees, consultants or contractors involved in the District's E-rate Program who: prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

*(cf. 3290, Gifts, Grants and Bequests)*

*Legal Reference:*

#### **CODE OF FEDERAL REGULATIONS**

*47 C.F.R. Part 54, subpart f, Universal Service Support for Schools and Libraries*



ALASKA STATUTES

*11.56.100-56.130, Bribery and related offenses*

ADOPTED: 07/01/2017

REVISED:

**MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS**

**BP 3400**

**Accounting Systems**

The Superintendent or designee shall provide ongoing internal accounting controls and a means for the accounting of ~~income~~ **revenue** and expenditures as outlined in the adopted budget.

*(cf. 3440, Inventories)*

**Audits**

The Board of Education shall provide for an annual audit of **all** district accounts by an **independent** public accountant who has no personal interest in district fiscal affairs. The audit shall be conducted in accordance with the requirements of state and federal regulations.

Note: Pursuant to A.S. 14.17.505, if the state department's review of the district's audit finds that the district's unreserved portion of its school operating fund year-end balance exceeds 10% of its expenditures for that year, the amount greater than 10% is deducted from state foundation aid for the current year.

*Legal Reference:*

ALASKA STATUTES

*14.08.111, Duties (Regional Board of Educations)*

*14.14.050, Annual Audit*

*14.14.060, Relationship between borough school district and borough*

*14.14.065, Relationship between city school district and city*

*14.17.505, Fund balance in school operating fund*

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.120, Accounting and audit manuals, charts of accounts, code descriptions*

*4 AAC 06.121, Annual financial reporting requirements*

*4 AAC 09.130, School district audit*

*4 AAC 09.160, Fund balance*

ADOPTED: 07/01/2017

REVISED:

**INVENTORIES**

**BP 3440**

As stewards of the district's school property, the Board of Education recognizes that efficient management and the replacement of lost, damaged, or stolen property depend upon an accurate inventory and properly maintained property records.

The Superintendent or designee shall conduct a complete inventory by physical count of all district-owned equipment ~~annually~~ **every two years**. Items in excess of \$5,000 are inventoried annually.

For purposes of this policy "equipment" means a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is non-consumable, costs at least ~~\$3,000~~ **\$5,000** as a single unit, and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the Director of Administrative Services to ~~ensure~~ **insure** that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

The ~~Building Administrator~~ **Director of Administrative Services or designee** shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

*(cf. 3270, Sale and Disposal of Books, Equipment and Supplies)*

*(cf. 3290, Gifts, Grants and Bequests)*

*(cf. 3400, Management of District Assets/Accounts)*

*(cf. 3440.1 Fixed Assets Capitalization)*

#### [3440 AR Inventories](#)

*Legal Reference:*

#### ALASKA STATUTES

*14.11.011, Grant applications*

*14.11.017, School construction grant conditions*

*14.14.050, Annual audit*

#### ALASKA ADMINISTRATIVE CODE

*4 AAC 06.120, Accounting and audit manuals, charts of accounts, code descriptions*

*4 AAC 51.300, Vocational facilities and equipment*

*CARL D. PERKINS VOCATIONAL EDUCATION ACT, Public Law 98-524, 99-159*

*34 CODE OF FEDERAL REGULATIONS, 74.132-74.140*

*Office of Management and Budget, Circular A-102, Attachment N, Property Management Standards*

ADOPTED: 07/01/2017

REVISED:

## **FIXED ASSETS CAPITALIZATION**

**BP 3440.1**

The Board of Education recognizes the need to establish appropriate capitalization thresholds for its fixed assets to properly account for both the financial and economic resources of the district. The Superintendent or designee shall periodically review the capitalization threshold with the district's auditors to ensure compliance with federal and state mandates and recommendations. The capitalization threshold should be set at a level that will capture approximately 80% of all fixed assets.

The Board of Education sets the capitalization amount at \$5,000 for purposes of capitalization of fixed assets. An asset is to have a purchase cost of \$5,000 or more and a useful life of at least two years following the date of acquisition to be treated as a capitalized asset.

Assets that fall below the capitalization threshold may still be significant for insurance, warranty service and obsolescence/replacement tracking purposes. **IT Technology** assets **valued at** more than \$3,000 but less than \$5,000 will be kept on a fixed asset inventory but will not be considered capitalized assets.

*(cf. 3400, Management of District/Assets/Accounts)*

*(cf. 3440, Inventories)*

*Legal Reference:*

ALASKA STATUTES

*14.11.011, Grant Applications*

*14.11.017, School Construction Grant Conditions*

*14.14.050, Annual Audit*

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.120, Accounting and audit manuals, charts of accounts, code descriptions*

*4 AAC 51.300, Vocational facilities and equipment*

ADOPTED: 07/01/2017

REVISED:

**PERIODIC FINANCIAL REPORTS**

**BP 3460**

The Superintendent or designee shall keep the Board of Education informed about the district's financial condition. The Board of Education shall assess the district's financial condition **on a monthly basis during the academic school year** to determine whether or not the district will be able to meet its financial obligations for the remainder of the fiscal year.

*(cf. 3100, Budget)*

*(cf. 3400, Management of District Assets/Accounts)*

*Legal Reference:*

ALASKA STATUTES

*14.08.111, Duties (Regional Board of Educations)*

*14.14.090, Additional duties*

*14.14.050, Annual audit*

ALASKA ADMINISTRATIVE CODE

*4 AAC 06.121, Annual financial reporting requirements*

*4 AAC 09.130, School district audit*

ADOPTED: 07/01/2017

REVISED:

## **MONEY IN SCHOOL BUILDINGS**

**BP 3450**

Money collected by district employees and student organizations shall be handled according to prudent business procedures. ~~All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit.~~ **All monies collected shall be recorded and deposited weekly. There must be two counters and signers for each deposit. Whenever possible, two individuals should count funds and sign together.** Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

ADOPTED: 07/01/2017

REVISED:

## **FUND BALANCE**

**BP 3470**

The Board of **Education** desires to establish a fund balance classification policy tailored to the needs of the School District in a manner consistent with governmental accounting standards. As provided for in Governmental Accounting Standards Board (GASB) Statement No. 54, the Board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance, while honoring constraints on the specific purposes for which amounts in those fund balances can be spent.

It is the responsibility of the Superintendent or designee to make recommendations to the Board regarding fund balance designations. Formal Board action is required to establish, modify, and/or rescind a committed fund balance amount.

### **Fund Balance Definitions**

A fund balance is the cumulative difference between revenues and expenditures; it approximates available resources absent significant liabilities.

A budgetary fund balance is the sum of the unassigned fund balance and an assigned fund balance for approved spending in a subsequent year.

### **Fund Balance Purpose**

An appropriate level of fund balance is a critical factor in the long range financial planning of a school district to ensure sound financial practices and management. There is a need to maintain a cash flow to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. Examples of these situations follow:

- Unexpected costs incurred by mandated, but not funded, State or Federal programs;
- Increased utility costs due to abnormal price increase or unusually cold weather;
- Greater than expected inflation;
- Unexpected decrease in Federal, State or Local revenue;
- Unexpected deficits in other operating funds (Food Service, Student Transportation, Community Schools’);
- Unexpected decrease in student enrollment.

### **Fund Balance Classifications**

Fund balances will be classified as follows:

1. Nonspendable fund balance – The nonspendable fund balance classification includes amounts that cannot be spent because they are either: (a) not in spendable form; or, (b) legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories, prepaid expenses, supplies, and long-term receivables, and the principal of a permanent fund.
2. Restricted fund balance – The restricted fund balance classification is utilized when constraints (restrictions) placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or governmental laws or regulations; or, (b) imposed by law through constitutional provisions or enabling legislation. This includes “categorical balances.”
3. Committed Fund Balance – The committed fund balance classification reflects amounts that can only be used for specific purposes determined by formal action of the Board. Commitments may be removed or changed by formal Board action. **This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements.** Any remaining excess fund balance in a special revenue or capital projects fund at fiscal year end shall be a committed fund balance and designated for the intended purpose of that special revenue or capital project fund. Such fund balances shall be carried over to the ensuing fiscal year as Committed Fund Balance.
4. Assigned Fund Balance – The assigned fund balance classification reflects amounts intended to be used by the district for specific purposes. Intent can be expressed by the Board or by the Superintendent, having been designated such authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. Examples include the value of uncompensated absences, unused Quality Schools revenue, and amounts that charter schools can carry forward to a following year. Thus, the assigned fund balance classification is the residual classification for the special revenue, capital projects and/or permanent funds (unless that amount is negative, which requires classification as unassigned fund balance).
5. Unassigned Fund Balance – The unassigned fund balance classification is the residual classification for the general fund and includes all amounts not contained in the other classifications. Positive unassigned amounts will be reported only in the general fund. If another governmental fund, other than the general fund, has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification of that fund.

## Spending Prioritization

The order of spending regarding the restricted and unrestricted fund balances, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, should first reduce restricted fund balance and then unrestricted fund balance. The order of spending regarding unrestricted fund balance is that committed amounts should be reduced first, followed by the assigned amounts, and then the unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

The Board authorizes the Superintendent to assign amounts to a specific purpose in compliance with GASB 54. An unassigned fund balance should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

## State of Alaska Reserves and Limitation

Alaska Administrative Code 4 AAC 09.160 (not GAAP compliant) establishes that reserves in the year-end fund balance in a school district’s operating fund may be only in the following categories:

1. Encumbrances;
2. Inventory;
3. Prepaid expenses including fuel;

4. Retirement incentive program;
5. Self-insurance; and
6. Federal impact aid received in response to the application submitted during fiscal year of the audit under 4 AAC 09.130.

Other uses of a school district's ending fund balance must be listed under the unreserved portion of the fund balance as "designations".

Alaska Statute AS 14.17.505 establishes that a District may not accumulate in a fiscal year an unreserved portion (as defined by 4 AAC 09.130) of its year-end fund balance in its school operating fund that is greater than 10 percent of its expenditures for that fiscal year.

### **Fund Balance Range – Operating Fund**

The District should maintain a minimum unassigned fund balance in its Operating Fund of 1.5% of the subsequent year's budgeted expenditures and outgoing transfers. Official Board approval by majority vote is required to go below 1.5%.

When the Operating Fund unassigned ending fund balance falls below the minimum fund balance, the District should replenish shortages/deficiencies using the budget strategies and timeframes described below. The following budgetary strategies shall be utilized by the District to replenish funding deficiencies:

- The District will reduce recurring expenditures to eliminate any structural deficit or,
- The District will increase revenues or pursue other funding sources, or,
- Some combination of the two options above.
- Replenishment of funds may occur over a multi-year period.

The District should budget for a maximum unassigned ending fund balance in its Operating Fund not to exceed 3.5% of the subsequent year's budgeted expenditures and outgoing transfers.

### **Excess Fund Balance**

When the Operating Fund ending fund balance exceeds the legal limit (AS.14.17.505), the excess fund balance will be utilized to reduce the District's request for local effort funding for the subsequent year.

#### ***Legal reference:***

***DEED Uniform Chart of Accounts***

REVISED:

### **MOTOR VEHICLES ON SCHOOL PROPERTY**

**BP 3513.2**

~~The school grounds owned and maintained by this Board of Education are subject to damage by motor vehicles. Accordingly, the Board has provided areas, Areas have been designated~~ adjacent to the school building, in which employees of the district and visitors to the school may drive and park motor vehicles.

The Board of Education prohibits the use or presence of any motor vehicle, including motorcycles and mopeds, for any purpose on any part of the school property ~~owned~~ **governed** by this Board of Education other than driving and parking areas ~~established by the Board~~ except with the express permission of the Superintendent.

The Board reserves the right to prosecute in a court of competent jurisdiction any person whose violation of this rule results in damage to the property of this district.

ADOPTED: 07/01/2017

REVISED:

## **HAZARDOUS SUBSTANCES AND PESTICIDES**

**BP 3514.1**

### **Hazardous Substances**

The Board of Education recognizes that the daily operations of our schools entail the use of potentially hazardous substances. The Superintendent or designee shall insure that hazardous substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.

Teachers shall instruct students as to the importance of proper handling, storage, disposal and protection with regard to all potentially hazardous substances **within the classroom and other instructional areas**.

**The Superintendent or designee shall develop, execute, and monitor a hazard communication plan as required by applicable law.**

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. The Board of Education encourages staff to substitute less dangerous materials for hazardous ones whenever feasible.

The Superintendent or designee shall ensure that the schools are regularly inspected to identify potential sources of risk and shall inform the Board of Education of any environmental risks in the schools.

### **Pesticides**

The Superintendent or designee shall, when practical, ensure the use of nonchemical methods to control pests, including proper sanitation practices, structural repair, and window screens.

When application of pesticides is necessary, the Superintendent or designee shall ensure timely notice to parents and the public.

*Legal Reference:*

*ALASKA ADMINISTRATIVE CODE*

*18 AAC 90.625, School use and notification*

ADOPTED: 07/01/2017

REVISED:

## **SCHOOL SAFETY AND SECURITY**

**BP 3515**

The Board of Education is fully committed to preventing violence and crime on school grounds and to protecting the safety and well-being of all members of the school community. The Superintendent or designee shall establish, as appropriate, procedures for maintaining a safe learning and working environment in accordance with all applicable laws and regulations. These procedures shall include procedures for addressing threats to safety posed by individuals and environmental phenomena. The Superintendent or designee and staff shall strictly enforce district

policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

*(cf. 3514, Environmental Safety)*

*(cf. 3515.2, Intruders on Campus)*

**cf. 3440 - Inventory**

**cf. 3450 Money in School Buildings**

*(cf. 4158; 4258; 4358, Employee Security)*

*(cf. 5131, Student Conduct)*

*(cf. 5131.4, Campus Disturbances)*

*(cf. 5131.5, Vandalism)*

*(cf. 5131.6, Alcohol and Other Drugs)*

*(cf. 5131.7, Weapons and Dangerous Instruments)*

*(cf. 5136, Gangs)*

*(cf. 5141.4, Child Abuse and Neglect)*

*(cf. 5142, Student Safety)*

*(cf. 5144, Discipline)*

*(cf. 5144.1, Suspension and Expulsion/Due Process)*

*(cf. 6114, Emergencies and Disaster Preparedness Plan)*

~~The Superintendent or designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours.~~ **The Superintendent or designee shall establish procedures to secure physical records, district assets, and to protect against vandalism and burglary during non-business hours.** The Superintendent or designee also shall investigate ways that school grounds can be made more secure.

All the District's policies, regulations and procedures relating to student discipline and safety are components of the District's school disciplinary and safety program. Those policies, regulations and procedures that relate to the following topics must be approved by the Board. They shall be reviewed at least once every three years and revised as needed.

1. Standards for student behavior and safety. These standards must reflect community standards, incorporate basic requirements for respect and honesty, and must be developed and periodically reviewed pursuant to a collaborative process including students, parents, teachers, and other individuals who are responsible for student safety. Disciplinary standards and procedures for students must be consistent by grade level for all schools in the District.
2. Standards relating to when a teacher is authorized to remove a student from the classroom for failure to comply with student behavior and safety standards, defiant behavior, or behavior that endangers the welfare, safety or morals of others.
3. Procedures for notifying teachers and other members of the school community of dangerous students.
4. Standards for when teachers and other persons responsible for students are authorized to use reasonable and appropriate force to maintain safety and order.
5. Policies necessary to comply with applicable state and federal laws, including the Individuals with Disabilities Education Act.
6. Standards to address the needs of students for whom mental health or substance abuse may be a factor in their non-compliance with school disciplinary or safety standards.
7. Policies for implementing a student conflict resolution strategy, including non-violent resolution or mediation of conflicts and procedures for reporting and resolving conflicts.



The Board of Education encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

ADOPTED: 07/01/2017

REVISED:

## **ELECTRONIC MAIL (E-Mail)**

**BP 3523**

Electronic mail systems are provided to district staff for the purpose of professional communication. All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using electronic mail systems.

The district retains the right to review, store, and disclose all information sent over the district electronic mail systems for any legally permissible reasons, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access district information in the employee's absence.

Employees must exercise caution and good judgment in the use of the e-mail system. Electronic mail messages can be retrieved even if they are deleted and statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

### **Definition of Electronic Mail**

Electronic mail, or e-mail, is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through local, regional, or global computer networks.

### **Appropriate Use**

- Users of district e-mail are responsible for their appropriate use.
- All illegal and improper uses, including but not limited to, pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited.
- Use of the e-mail system for which the district will incur an expense without the expressed permission of a supervisor is prohibited.
- Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters.
- Except for directory information, **unencrypted** student records will not be transmitted by electronic mail.
- Except as otherwise provided in this policy, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee.

### **Violations**

District employees will be subject to disciplinary action for violation of this policy and regulation.

## Public Records

Electronic mail sent or received by the Board of Education, the district, or the district's employees may be considered a public record subject to disclosure or inspection under the Alaska Public Records Act. Board of Education and district electronic mail communications are public electronic mail records and shall be retained, archived, and destroyed in compliance with state and federal law. The Superintendent or designee shall develop administrative regulations so that district personnel will know how public records are to be identified, maintained, and destroyed.

The custodian of records for the district will assist the public in locating any specific public electronic mail record requested and will ensure public access to public electronic mail records without unreasonable delay or cost.

*(cf. 3580, District Records)*

*(cf. 9012, Communications To and From the Board)*

*Legal Reference:*

### ALASKA STATUTES

*AS 40.25.110, Public Records Open to Inspection and Copying*

*AS 40.25.120, Public records; exceptions; certified copies*

*AS 40.25.220, Definitions*

*AS 40.21.010-.150, Management and Preservation of Public Records*

### ALASKA ADMINISTRATIVE CODE

*6 AAC 96.200, Public Information Principles*

ADOPTED: 07/01/2017

REVISED:

## SCHOOL-RELATED TRIP

**BP 3541.1**

### **Trips by School Vehicles**

Besides taking students to and from school, the Board of Education may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the district transportation for approved school-related activities.

### **Transportation by Private Automobile**

Transportation of students for field trips or student activities may be provided via private vehicles and buses other than those designated as school buses to the extent permitted by law. Drivers of buses used to transport students for field trips and activities must be licensed by the State of Alaska to operate school buses. Drivers shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence. **All student passengers shall provide permission slips signed by their parents/guardians.**

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence.

A seat belt must be provided for each passenger. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds.

*(cf. 6153, School-sponsored Trips)*

ADOPTED: 07/01/2017

REVISED:

## **ROLES AND DUTIES OF ~~EMPLOYEES~~ BUS DRIVERS**

**BP 3542**

### **Authority of School Bus Drivers**

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road.

*(cf. 5131.1, Bus Conduct)*

All bus drivers shall receive training as mandated by law. They also shall be familiar with and adhere to district policies and regulations relating to student transportation.

*Legal Reference:*

#### ALASKA STATUTES

*28.15.046, Licensing of School Bus Drivers*

*28.35.161, Use of Electronic Devices while Driving; Unlawful Installation of Television, Monitor, or Similar Device*

#### ALASKA ADMINISTRATIVE CODE

*4 AAC 27.200, Approved School Bus Driver Training Courses*

*4 AAC 27.210, Certification of Instructors*

*4 AAC 27.220, Minimum Standards for School Bus Driver Training Courses*

*4 AAC 27.230, Issuance of School Bus Driver Certificates under 4 AAC 27.200 (c)*

*4 AAC 27.235, Revocation of School Bus Driver Training Course Approval*

*4 AAC 27.240, Revocation of Instructor Certificate*

ADOPTED: 07/01/2017

## **FOOD SERVICE**

**BP 3550**

The Board of Education recognizes that students need adequate, nourishing food in order to grow and learn and to give a good foundation for their future physical well-being. The Board may provide for a food service program based on regular lunch service and including such other snack and breakfast programs as the needs of the students and the financial capacity of the district permit. The Board recognizes that the **breakfast, lunch and other nutrition programs** ~~lunch program~~ are an important complement to the nutritional responsibilities of parents/guardians.

The Board believes that:

- Foods and beverages available on school premises should contribute to the nutritional well-being of students and meet the nutritional criteria of the National School Lunch and Breakfast Programs and current **United States Departments of Agriculture and Health and Human Services' U.S. Dietary Guidelines** for Americans.
- Foods and beverages available should be considered as carefully as other educational support materials and can serve to build cultural connectedness for students.
- To further Alaskan values, food and beverages should be prepared and served in ways that reduce waste.
- Foods and beverages should be prepared in ways which will appeal to students while retaining nutritive quality.
- Schools are encouraged to assess common eating habits and eating times to establish appropriate meal and snack times.
- Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible, with adequate time for students to eat.
- Foods grown in the state provide nutritional, environmental, and economic benefits and should be utilized in the district's food service program to the extent feasible.
- **Foods can help students and families feel comfortable in the school. The District may include cultural and subsistence foods if available and can be served in compliance with school safety and nutritional programs.**
- **The District and its schools will have food safety plans and written guidance for procuring, receiving, and preparing subsistence foods harvested and donated to the school.**
- **The District will include subsistence foods as a part of the ~~nutritional and dietary guidelines for Americans~~ Dietary Guidelines for Americans.**

Note: Effective January 14, 2010, the U.S. Department of Agriculture requires schools participating in the National School Lunch and Breakfast Programs to develop a written food safety program for the preparation and serving of school meals. The goal is to prevent and reduce the risk of foodborne illness among students. Schools are required to utilize the "hazard analysis and critical control point (HACCP) system" when developing their food safety programs. A written safety program must be in place for each food preparation and service facility that prepares and serves meals under the federal breakfast or lunch programs.

The Superintendent or designee will oversee the development of a written food safety program for each food preparation and serving facility in the district, as required by law. Foods and beverages will be stored, prepared and served in accordance with food safety regulations in order to prevent or reduce the risk of foodborne illness among students.

Note: Effective July 1, 2015, federal regulations of the Department of Agriculture, Food and Nutrition Service, require that certain food service personnel meet minimum professional standards. More specifically, school nutrition program directors who are responsible for management of the day-to-day food service operations for all schools in the district must meet minimum educational qualifications as a condition of hire. The qualifications vary depending upon the student enrollment (size) of the district. The qualification requirements are applicable to the hire of new directors only; current directors employed prior to the July 1, 2015 effective date are grandfathered. In addition, the new regulations require minimum continuing education and training requirements for all student nutrition staff, including school nutrition program directors, school nutrition program managers who are responsible for day-to-day operations of food service for a particular school, and other personnel who work an average of at least 20 hours per week. The hours of continuing education/training varies depending upon the position held by the individual.

Qualified and trained food service personnel are critical to a healthy and safe food service program. The Superintendent or designee shall hire qualified personnel, taking into consideration professional standards required by law, and will provide continuing education and training in compliance with **state and** federal standards.

*(cf. 4131, Staff Development)*

The Board of Education intends that, insofar as possible, the school food services program shall be self-supporting and may include foods from school gardens, greenhouses and farms. The Board shall review and approve of menu prices. Program financial reports shall be presented regularly for inspection by the Board.

*(cf. 3554, Other Food Sales)*

*(cf. 5040, Student Nutrition and Physical Activity)*

*(cf. 6163.4, School Gardens, Greenhouses and Farms)*

### [Administrative Regulation 3550](#)

*Legal Reference:*

#### UNITED STATES CODE

*42 U.S.C. 1751-1769j, Richard B. Russell National School Lunch Act*

*42 U.S.C. 1771-1793, Child Nutrition Act of 1996*

#### CODE OF FEDERAL REGULATIONS

*7 C.F.R. Parts 210, 220, and 235, National School Lunch Program and Breakfast Program*

#### FEDERAL REGISTER

*Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, Vol. 80, No. 40 and No. 88 (2015)*

ADOPTED: 07/01/2017

REVISED: 11/2019

REVISED:

## **FREE AND REDUCED PRICE MEALS**

**BP 3553**

The Board of Education desires to provide meals of the proper quality and amount for good nutrition to eligible students by participating in the national school breakfast and lunch programs where feasible.

*(cf. 5040, Student Nutrition and Physical Activity)*

Eligibility for free and **reduced price** ~~reduce priced~~ meals shall be based on federal regulations. Parents/guardians shall be informed of the district policy and regulations concerning free or reduced priced meals.

All applications and records related to eligibility for the free or reduced price meal program shall be confidential.

*(cf. 1340, Access to District Records)*

*(cf. 5125, Student Records)*

Children eligible for free and ~~reduced price~~ ~~reduce priced~~ meals and milk shall not be treated differently from other children and shall have the same choice of meals or milk that is available to those children who pay the full price. There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means. The children shall not be required to work for their meals or milk, use a separate dining area or entrance, or consume their meals or milk at a different time.

*Legal Reference:*

**FEDERAL REGISTER**

*Nutrition Standards for All Foods Sold in Schools (“Smart Snacks in School”), Vol. 78, No. 125, Part II, Department of Agriculture (2013)*

ADOPTED: 07/01/2017

REVISED:

**USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS**

**BP 3515.6**

The Board of Education authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passengers in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students.

In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

District Administrators are responsible for determining whether video recordings are educational records as defined by the Family Educational Rights and Privacy Act (FERPA) ), [20 U.S.C. § 1232g](#) and [34 CFR Part 99](#).

School safety video recordings which are not education records may be disclosed as provided in the Alaska Public Records Act, [AS § 40.25.110 – 40.25.125](#).

**Use**

Video surveillance cameras may be used to monitor and/or record in locations authorized by the school principal or officials of the school district. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

**Camera Placement**

The security camera system will be installed in public areas only. These areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entrances. Restrooms, changing rooms, private offices, nurse’s offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

**Security**

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the Superintendent or their expressly authorized designees. Only these school officials shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or

relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct.

### **Viewing of Video Recordings**

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school site administrators, school officials, or school staff members with direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operation of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue, but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph).

### **Use of Video Recordings for Disciplinary Action**

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.

### **Retention of Video Recordings**

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have expired.

Video recordings shall be maintained for no more than 30 days and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school site administrator. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **Review**

Each school site administrator is responsible for the proper implementation and control of the video surveillance system. The Superintendent or designee shall develop regulations governing the use of video recordings in accordance with applicable law and board policy.

*(cf. 1340 – Access to District Records)*  
*(cf. 3515 – School Safety and Security)*  
*(cf. 3580 – District Records)*  
*(cf. 5125 – Student Records)*

#### Legal References:

UNITED STATES CODE 20 U.S.C. 1232g  
UNITED STATES CODE OF FEDERAL REGULATIONS 34 CFR Part 99  
ALASKA STATUTES  
40.21.070 – Records Management for Local Records 40.25.110-250 Public Records Act  
ALASKA ADMINISTRATIVE CODE  
2 AAC 96.100-370 Public Information

ADOPTED:

## **DISTRICT DATA PROTECTION PROGRAM**

BP 3522

The protection of sensitive data and technology, including, but not limited to Internet access, privacy, electronic mail, hardware, software, and cloud resources, is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials.

The Board of Education recognizes data/information as a resource that must be protected from unauthorized access or use and as such supports a balance of security and access. The Board expects District staff, student, and parent data to be protected by adequate controls commensurate with the sensitivity of the data.

The Board directs the Superintendent to develop and maintain an effective District Data Protection Program and associated regulations and protocols for the protection of sensitive District information. Such regulations shall include developing appropriate controls to protect the confidentiality, availability, and integrity of District information.

*(cf. 1340 and AR 1340 - Access to District Records)*  
*(cf. 3580 and AR 3580 - District Records)*  
*(cf. 3522 - District Data Protection Program)*  
*(cf. 3523 and AR 3523 - Employee Use of District Information Technology)*  
*(cf. 3523.1 and AR 3523.1 - Blogging)*  
*(cf. 3523.2 and AR 3523.2 - Social Media Use)*  
*(cf. 4112.6 - Personnel Records)*  
*(cf. 4119.23 - Unauthorized Release of Confidential Information)*  
*(cf. 4119.25 and AR 4119.25, Political Activities of Employees)*  
*(cf. 4419.5 - Electronic Communications Between Employees and Students)*  
*(cf. 5125 - Student Records)*  
*(cf. 5145 - Anti-Bullying/Anti-Cyberbullying)*  
*(cf. 6161.4 - Student Use of District Information Technology)*

*Legal Reference:*

UNITED STATES CODE

*47 U.S.C. 201 et seq., Communications Decency Act of 1995, as amended*  
*20 U.S.C. 1232g., Federal Family Educational Rights and Privacy Act of 1974, as amended*  
*47 U.S.C. 231 et seq., Children's Online Privacy Protection Act of 2000, as amended*

ADOPTED:

## **ELECTRONIC SIGNATURES**

**BP 3590**

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable law, the Board of Education authorizes the use of electronic signatures. Electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

The Superintendent or designee will identify methods that are secure and practical, and in compliance with State and Federal law and the District's procedures. An "electronic signature" is defined as an electronic sound, symbol, or process attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by his or her name and title;
2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and,
4. The electronic signature conforms to all other provisions of this policy.

The District shall maintain District electronically signed records in a manner consistent with the District's document retention policies yet also capable of accurate and complete reproduction of the electronic records and



signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically and protect and prevent access and/or manipulation or access/use by an unauthorized person.

The District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with school board business.

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

### **Parent/Student Use of Electronic Signatures**

With regard to documentation received by the District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, on its face, appears to be authentic and unique to the person using such signature;
2. The District is unaware of any specific reason to believe that the signature has been forged;
3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and
4. The signature is capable of verification.

The District's Superintendent or designee may, at their discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

District personnel may periodically audit the authenticity of such signatures via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official District document, the student may be subjected to discipline and the District Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

*(cf. BP 3523 Electronic E-mail)*

*(cf. BP 6161.4 – Internet)*

*(cf. BP 3580 – District Records)*

*Legal Reference:*

*ALASKA STATUTES*

*09.80.010 - .195 Alaska Uniform Electronic Transactions Act*

ADOPTED:

### **EMPLOYMENT OF CERTIFICATED RETIREES**

**BP 4112.10**

It is the policy of the Board of Education that certificated employee vacancies be filled in a timely manner by qualified personnel. The District administration is authorized to employ retired members of teachers' retirement system in accordance with [AS 14.20.136](#) in cases of teacher and administrator shortages, and to notify the Administrator of the Teachers' Retirement System that it is hiring retired members pursuant to that statutory provision.

The hiring of retired members of the teachers' retirement system (TERS) is authorized in those disciplines or specialties in which a shortage of staff exists despite active recruitment efforts. A shortage is deemed to exist for those open positions that the administration has been unable to fill with qualified candidates despite recruitment,

public advertising for at least 10 business days, interviews, and the offering of positions to qualified candidates, if any.

A contract for reemployment of a retiree hired under [AS 14.20.136](#) may not be for more than 12 consecutive months. If the employee retired under the defined benefit retirement system, they must be retired for at least 60 days if 62 years of age or older, or at least six months if under 62 years of age, before reemployment. In addition, if the retiree is reemployed by the same district that employed them upon retirement, they must certify that there was no prearranged agreement with the school district to hire the member of the teachers' retirement system after retirement.

*(cf. 4111 Recruitment and Selection)*

#### Legal Reference

#### ALASKA STATUTES

[14.20.136](#) Employment of member of teachers' retirement system

[14.25.043](#) Reemployment of retired members

[14.20.165](#) Restoration of tenure rights

ADOPTED:

#### **MEETING CONDUCT**

**BB 9323**

The Board of Education desires to conduct its meetings effectively and efficiently. All Board of Education meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board of Education members and other designated persons.

#### **Parliamentary Procedure**

Board of Education meetings shall be conducted by the president in a manner consistent with adopted Board of Education bylaws and generally accepted parliamentary procedures as defined in the most current edition of Robert's Rules of Order. Board of Education bylaws shall supersede Robert's Rules of Order wherever there is a conflict.

#### **Quorum**

A majority of the number of filled positions on the Board of Education constitutes a quorum for a Board of Education meeting. No fewer than two people shall constitute a quorum for a committee meeting.

Unless otherwise provided by law or explicitly stated elsewhere in the bylaws, affirmative votes by a majority of the Board of Education's membership are required to approve any action under consideration, regardless of the number of members present.

#### **Abstentions**

The Board of Education recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

*(cf. 9270, Conflict of Interest)*

## Public Participation

Note: A.S. 29.20.020 requires the board provide an opportunity for the public to be heard at board meetings.

Because the Board of Education has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board of Education.

1. The Board of Education shall give members of the public an opportunity to address the Board of Education either before or during the Board of Education's consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board of Education matters that are not listed on the agenda of a regular meeting. The Board of Education may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board of Education.
3. A person testifying before the Board of Education shall first be recognized by the president. They shall then identify themselves and proceed to comment as briefly as the subject permits within the time limit identified by the chair.
4. Individual speakers will be allowed to address the Board of Education **for a minimum of one minute per person.** ~~The Board of Education may limit the total time for each agenda item.~~ With Board of Education consent, the president may modify the time allowed per person for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
5. No oral presentation shall include charges or complaints against any employee of the Juneau School District, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board of Education under the provisions of Board of Education policy and administrative regulations related to such complaints.

*(cf. 1312.1, Complaints Concerning School Personnel)*

*(cf. 9312, Executive Sessions)*

7. No disturbance or willful interruption of any Board of Education meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board of Education may remove disruptive individuals and order the room cleared if necessary. If it is not possible to clear the room, the meeting may be recessed by a call of the chair.

## First and Final Readings

The Board of Education shall hold public meetings for all action items to allow for public input. Two readings shall always be required for action items related to Board of Education policies, budget and collective bargaining issues. Items to be considered with a single, final reading shall be given adequate public notice and shall allow for the opportunity for any member of the Board of Education or public to request a second reading. The Board of Education will immediately consider a request for a second reading and will make the final decision on whether to hold a second reading.

At the discretion of the Board of Education, the regular and unrevised operating budget may be considered in one reading to allow for amendments, however it cannot be approved on the day it appears on the agenda in first reading. If the Board of Education chooses to move the regular and unrevised budget in the first reading, it must be tabled before the end of the meeting and pulled from the table at a subsequent public meeting.

*(cf. 9322, Agenda/Meeting Materials)*

## **Adjournment**

Regular Board of Education meetings shall be adjourned at 10:00 pm unless extended to a time certain by a majority of the Board of Education.

*(cf. 9320, Meetings)*

*(cf. 9322, Agenda/Meeting Materials)*

*Legal Reference:*

ALASKA STATUTES

*29.20.020, Meetings public*

REVISED: