December 16, 2021

PUBLIC ANNOUNCEMENT

At the December 10, 2021 Board Meeting, the Board approved the first reading of the attached proposed Board Policy (BP) Revisions to:

- BP 3000, Concepts and Roles
- BP 3270, Sale and Disposal of Books, Equipment and Supplies

Board policy revisions must go through at least two readings prior to adoption, therefore the public comment period is now open.

Please review and submit your comments regarding these policy revisions to Scott Lefebvre, Assistant Superintendent, by email: slefebvre@nwarctic.org. The deadline for comments is January 17, 2022 @ 4:30 p.m.

If you have any questions, please call Mr. Lefebvre at 907-442-1804.
BP 3000 CONCEPTS AND ROLES

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

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

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

Role of The Board

The Board:

1. Solicits public input on educational needs and utilizes that information in making budget decisions.
2. Approves and adopts the annual budget by April 1, May 1st.
3. Transfers between funds shall be made only upon authorization by the Board. Transfers within funds shall be made only upon authorization by the Superintendent below the amount of $50,000 and only upon authorization by the Board over the amount of $50,000. All budget transfers will be reviewed by the Board at their next scheduled meeting.
4. Is accountable for all district funds.
5. Adopts written policies governing the purchase of supplies and equipment.
6. Reviews the annual audit of district accounts and business procedures.
7. Adopts an insurance program which complies with law and reflects prudent financial management.
8. Provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.
9. 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 for adoption.
2. Administers the budget and keeps expenditures within approved limits.
3. Enforces requisition and purchase order policies and regulations.
4. Establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and Board policy.
5. Makes all financial reports required by law or Board policy and prepares reports for public release.
6. Analyzes the district's financial condition and presents the Board with proposals for meeting financial needs.
7. Provides for the annual audit of district accounts and business procedures.
8. Helps the Board to establish an adequate insurance program.
9. Maintains the district's non-instructional operations.

Working Relationships of the Board and Superintendent or Designee

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

The Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The Board shall closely scrutinize all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance.

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

ALASKA STATUTES
BP 3270 SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (PERSONAL PROPERTY)

The District shall obtain a fair market value for surplus or obsolete books, equipment and supplies, or student group projects, and to include revenue from these sources in the budget. Disposal of any school property shall be accomplished only with the approval of:

- the Superintendent for an item with a value of up to $10,000 or;
- the Board for an item with a value over $10,000.

Sale of surplus, obsolete supplies, student group projects, and equipment with a value of $2500 or more will be by public auction or sealed bid. If the Superintendent determines that the property is worth no more than $2500, the property may be sold at a private sale without advertising.

Student group projects, under this section, shall be defined as those in which the materials were purchased by the District.

The Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with State law.

Individual student projects, which are sold under a program offered by the school, shall be sold at prices established in conjunction with the program sponsor and the local administrator. Funds received under this program shall be returned to the student School Student Activity Fund minus the cost of materials purchased by the District.

Surplus Property Disposal

It shall be the policy of the District to allow the local administrator, with approval of the Advisory School Board and the Superintendent, to dispose of broken, obsolete, outdated or unusable materials and equipment. In such cases, the local administrator shall verify that the items in question no longer have monetary or educational value to the District before being destroyed or released to the public. Books not sold will be offered to the public free of charge. In the case of equipment, procedures shall be followed so that the item is removed from the District inventory.

Adopted: February 25, 1994

Northwest Arctic Borough School District