

**THE LAKE AND PENINSULA SCHOOL DISTRICT**  
**Work Session AGENDA**  
**September 15, 2025, 9:00 AM**

Agenda

- |   |    |
|---|----|
| 1. Framework for Sustainable Planning + 25-26 Athletics & Activities Calendar | 2  |
| 2. Student Services Committee Charge  | 18 |
| 3. Sept/Oct. 2025 Policy Updates  | 20 |



## 2025-2026 Framework for Sustainable Athletics & Activities: Consideration of ASAA Co-ops in LPSD

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Proposing a sustainable framework for determining athletic opportunities that supports fairness and long-term planning.

# ASAA Co-op Definition & Considerations

ASAA defines a co-op as an arrangement where multiple schools combine to form a single team.

- This allows small schools to participate in ASAA - recognized athletics when they could not field a full team on their own.
- Regulations outline eligibility, shared responsibility, and requirements for scheduling and competition

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Context in LPSD:

- Our geography creates unique challenges: village only connected by air travel.
- Meaningful practice time together is limited because the LPSD budget cannot support regular inter-village flights - this would be the coordination of financial responsibility of our communities
- Without adequate preparation, new ASAA co-op teams risk entering regional competition at a disadvantage against established programs.

# ASAA Co-op Definition & Considerations

## Community Impact

- Communities have already taken on greater responsibility this past year with the transition of the food program. Inner village travel (practices for co-op teams) would fall to the responsibility of communities.
- Adding new expectations for co-op athletics may stretch both local resources and community capacity

## Administrative Deliberation: 2024-2025

- The LPSD Admin Team has spent meaningful time carefully weighing these factors alongside initial conversations with LSACs & Students.
- Balancing student opportunity, fiscal responsibility, and community sustainability is complex.
- The decision requires board-level guidance to determine the long-term direction for co-op participation in LPSD

# Evolution of LPSD Athletics

Broad overview of historical shifts

Athletics Director, Ed Lester

# Athletics in the 80s/90s

- ASAA athletics offered based on student numbers and interests
- Sports included:
  - Cross Country (until early 90s)
  - Girls & Boys Basketball
  - Girls Volleyball
  - Wrestling
  - NYO
- Students traveled 3 times a year for Academic/Athletic Meets
  - Activities included both academics and athletics

# Mid 90s-Early 2000s Adaptations

- Declining district-wide student population
- LPSD adapted to smaller school needs
- Introduction of Mix-Six Volleyball
  - Allowed boys and girls to participate together
  - Resulted in loss of Wrestling for most schools
- Newhalen School maintained Girls Volleyball & Wrestling
- For very small schools: Mix-Three Volleyball option

# Early 2000's: Supporting small schools

Weekend athletics scheduled:

- One team travels Friday, plays Friday night and Saturday morning then returned home
- Combining schools to form teams once at the host location
- District-level scheduling considered:
  - School size
  - Program longevity
  - Geographic Location
  - Cost & Competitiveness
  - Student Interest
- Multiple plane stops became costly and unbalanced

# 2008 Evaluation & Goals of Athletics Program

Comprehensive review of district athletics with student government

- Goals:
  - a. Allow all students the opportunity to travel
  - b. Provide more whole-group activities beyond athletics
  - c. Teach basics of activities
  - d. Focus on fun, citizenship, sportsmanship
  - e. Provide competitive opportunities

Creation of Jamborees:

- Larger gatherings, longer events
- Designed to address new goals
- Fresh start for LPSD activities

# Challenges we face today

- **Small Numbers:** Many schools have very limited participants, making traditional ASAA team sports unsustainable, yet occasionally have enough for a ASAA team depending on enrollment. If some schools participate in co-op and not all, it will take away from jamborees being as robust with participation.
- **Scheduling:** Regional partnerships require consistency; shifting/decision making year-to-year plans cause disruption.
- **Unpredictability:** Annual declarations for ASAA co-op teams (combined teams), like we held over this past year, make it hard to plan long-term.

# Continuing Our Commitment

LPSD Student Goals  
(set in 2008)

- Ensure **all students** have opportunities to participate and travel
- Provide **whole-group activities** beyond athletics
- Teach students the **fundamentals** of activities they<sup>11</sup> join
- Emphasize **fun, citizenship, and sportsmanship**
- Offer **competitive opportunities** for growth

# Co-op Declarations 2025-2026

Principals held initial conversations with LSACs and students to determine interest and reported through declaration forms that were due in April of 2025.

We gave LSACs as much detail regarding the possibility of a co-op, yet many details were still to be determined for them to make a fully educated decision ( example: the schedule and financial obligations)

Igiugig - Volleyball-No, Boys Basketball-Yes, Girls Basketball No

Nondalton - No

Levelock - No

Port Alsworth - Volleyball-No, Boys Basketball-No, Girls Basketball Yes

Chignik Lagoon - No

Chignik Lake - No

12

Perryville - No

Port Heiden - No

Kokhanok - Volleyball No, Basketball Yes

Newhalen- No

# Proposed Path Forward

## Enrollment-Based Framework for Athletics

- Historical enrollment data indicates between 2008 - 2016 during years when sites participated in ASAA athletics (without including Newhalen), their K-12 enrollment average was 50 students with approximately 25 students eligible for ASAA activities (9-12th grade). 13
- Schools under 50 students (K-12 enrollment) participate in LPSD small school activities - with the consideration of already established ASAA teams (currently PTA mix-six volleyball)
  - Sustainable, consistent planning within the region
  - Fiscal planning for LPSD, anticipation supporting two ASAA weekend per team as per current budget
- Schools with over 50 students may choose in LPSD large school activities/ASAA (in accordance with ASAA/LPSD requirements)
- Schools wishing to offer activities outside of LPSD programs (basketball, volleyball and cross-county) must continue to be fund locally
- Ensures LPSD continues to meet the set athletics & activities goals for students

**LPSD ACTIVITIES 2025-2026 QUICK REFERENCE**

<b>Last updated 9/10/2025</b>			
<b>Subject</b>	<b>Start Date</b>	<b>End Date</b>	<b>Location</b>
PSAT-Fall			Kacy L
ACT/Workkeys-Spring			Kacy L
ANSEP App			Nathan M
1st day of XC	9/3/2025	10/6/2025	All Sites
New Teacher Orientation	8/21/2025		Anchorage
New Teacher Orientation	8/25/2025	8/26/2025	All Sites
All Teacher Inservice	8/27/2025	8/29/2025	All Sites
Labor Day- No School	9/1/2025		All Sites
Teacher Work Day	9/2/2025		All Sites
1st Day of School	9/3/2025		All Sites
1st day of School	9/3/2025	9/3/2025	All Sites
CTE Application Due- Session 1	9/8/2025	Noon	Jenny Shryock
Commercial Fishing for Credit Checklist	9/10/2025		Steve Noonkeeser
1st day of Mix-Six/Girls V-Ball	9/10/2025		All Sites
All Teacher Inservice	9/12/2025		All Sites
All Teacher Inservice	9/15/2025		All Sites
Benchmark	9/8/2025	9/12/2025	Moon McCarley
CTE Week 1	9/22/2025	9/26/2025	All Sites
All Teacher Inservice	9/26/2025		All Sites
All Teacher Inservice	9/29/2025		All Sites
District XC Qualifier	9/20/2025		All Sites @ Sites
Regional XC (must pass Qualifer)	9/25/2025	9/27/2025	All Sites @ Newhalen
CTE Application Due- Session 2	TBD		Jenny Shryock
1st day of Mix-3 V-Ball	10/1/2025		LPSD
ASAA XC State	10/4/2025		Palmer High School
Mix 3 Volleyball	10/8/2025	10/10/2025	Kokhanok
AFN/Youth and Elders Confrence	10/12/2025	10/15/2025	Anchorage
Indigenous People's Day; normal hours	10/13/2025		All Sites
Inservice	10/15/2025	10/18/2025	Newhalen
CTE Week 2	10/20/2025	10/24/2025	All Sites
AASG Meeting	10/23/2025	10/25/2025	
End of first quarter; Early release @ 2pm	10/31/2025		All Sites
Daylight Savings Time; normal hours	11/2/2025		All Sites
Election Day; normal hours	11/4/2025		All Sites
LPSD District volleyball	11/17/2025	11/20/2025	Newhalen
Thanksgiving break- No School	11/27/2025	11/28/2025	All Sites
1st day of 5 Person B-Ball	12/3/2025		ASAA
ASAA Mix-Six V-Ball State	12/4/2025	12/6/2025	Anchorage
Bristol Bay LeadershipYouth Forum			Jenny Shryock BBNC
Benchmark	12/15/2025	12/19/2025	Moon
End of second quarter; early release 2pm	12/19/2025		All sites
Christmas Break	12/20/2025	1/4/2026	All Sites
1st day of 3 Person B-Ball	1/12/2026		LPSD
B-Ball Jamboree North & South	1/21/2026	1/24/2026	Newhalen
Battle of the Books District	2/2/2026	2/6/2026	Teleconferences
HS State Battle of the Books	2/23/2026	2/23/2026	Teleconferences

MS State Battle of the Books	2/24/2026	2/24/2026	Teleconferences
5th/6th State Battle of the Books	2/25/2026	2/25/2026	Teleconferences
3rd/4th State Battle of the Books	2/26/2026	2/26/2026	Teleconferences
B-Ball Districts 3-Man	2/16/2026	2/18/2026	Port Heiden
CTE Application Due- Session 3&4	2/20/2026		Jenny Shryock BBNC
B-Ball Boys Regionals 5-Man	2/25/2026	2/28/2026	Bristol Bay
B-Ball Girls Regionals 5-Man	2/25/2026	2/28/2026	New Stuyahok
End of 3rd quarter; early release 2pm	3/6/2026		All Sites
Daylight Savings Time; normal hours	3/8/2026		All Sites
ASAA B-Ball State	3/11/2026	3/14/2026	Anchorage
CTE Session 3	3/16/2026	3/20/2026	All Sites
State Testing ELA/Math/Science AK Star	3/30/2026	4/3/2026	All Sites
SNAP Meet	4/6/2026	4/10/2026	Newhalen
Benchmark	4/13/2026	4/17/2026	Moon
NYO State	4/15/2026	4/18/2026	Anchorage
AASG Spring Conference	4/23/2026	4/25/2026	Juneau
CTE Application Due- Session 5			All Sites
CTE Session 4	4/27/2026	5/1/2026	All Sites
Last Day of School/End 4th quarter; early release 2pm	5/8/2026		All Sites
Teacher Work Day	5/9/2026		All Sites

<b>Co-op/LPSD Activities 2025-2026 QUICK REFERENCE</b>			
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Boys Basketball Iliamna Region to PVL	2/12/2025		8+coach for each team travel
Girls Basketball Aluetian to IGI	2/12/2025		8+coach for each team travel
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Section 9000 BYLAWS OF THE BOARD  
Title Student Services Committee  
Status Active  
Cross Reference [BB 9130 - Board Committees](#)

Committee Established September 15, 2025  
Last Reviewed April 17, 2025  
Last Revised April 17, 2025

**Name:** Board Student Services Committee

**Department:** Board of Education

**Focus Area:**

**Membership:** One or two board members appointed by the board president, district administration & LPSD student government leadership as needed

**Type:** Standing

**Meeting Dates:** As needed

**Duration:** Ongoing

The Student Services Committee reviews and makes recommendations to the Board regarding student services programs and activities that support academic, career, and personal/social development for all students. The Committee evaluates program effectiveness, ensures alignment with district mission and policy, and suggests measures to enhance accessibility, equity, and quality of services.

## E 9130.1 COMMITTEE CHARGE: STUDENT SERVICES COMMITTEE

Such recommendations ensure that the District sustains a comprehensive student services program that addresses the diverse needs of students, promotes success in school and beyond, and strengthens connections with families and community partners.

The Student Services Committee regularly identifies areas of student support for in-depth analysis. Such projects may include review of counseling, health and wellness services, evaluating absenteeism, and engagement with partnership entities.. Projects are undertaken to address public input, align services with Board policy, and review Administration assumptions and implementation.

**AASB Policy Review- September 15, 2025 - 1st Reading (in black)**

**Superintendent Recommendations for Consideration (in blue)**

**Yellow highlights** in working policy drafts = AASB new/updated language

**Gray and crossed-out highlights** in working policy drafts = current LPSD policy language recommended for deletion.

**→ BP 6151 CLASS SIZE**

- Although these class size requirements do not apply to our current class numbers in LPSD schools, this is a required policy adoption in accordance with Alaska State Statute adopted alongside HB 57.
- **Required.**

**→ BP 5138 STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES**

- In light of HB 57, this policy outlines changes to the model cell phone policy. It provides districts with an outline for how to regulate cell phones in schools, and provides clarifying definitions. Policy regarding cell phone use will vary by district needs and intentions, and this policy can be updated as desired.
- **Required.**
- Recommendation to not include the highlighted blue options. The policy without the blue options allows for site control/inclusion of LSAC discussion of how cell phones are managed.

**→ BP 311 BIDS**

- This update includes a list of items that are exempt from normal purchasing procedures. Items on this list may be removed (and be subject to normal purchasing procedures) at a Board's discretion.
- Recommendation to adopt changes as presented.

**Administrative Regulations (AR)** for your awareness:

ARs - addresses the expectations, roles, and responsibilities principals, the district, and volunteers have when utilizing volunteer assistance. This regulation is not exhaustive, and all the parties may have more or fewer roles.

- **AR 1250 VOLUNTEER ASSISTANCE**

- The associated BP 1250 was approved by the School Board on 2/13/25. The practices of this AR fall in line with the practice of current LPSD administration of oversight of schools.

- **AR 3310 PURCHASING PROCEDURES**

- This update adds additional best practices for purchasing requisitions and purchase orders, specifically addressing best value conditions and records procedures. Specific LPSD practices regarding procurement cards (Pcards) is included.

**LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 6000- INSTRUCTION**

**BP 6151**

**CLASS SIZE**

The Superintendent or designee shall establish and make available to the public a target average class size for each grade level. The target average class size may not exceed the following:

- **Pre-Kindergarten through Grade 6: 23 students**
- **Grade 7 through Grade 12: 30 students**

The class size targets may exclude mixed grade classes and courses in art, library, music, computer science, vocational-technical, and physical education.

The Superintendent or designee shall also establish a procedure to reduce class sizes when possible and appropriate.

*Legal Reference:*

ALASKA STATUTES

14.03.065 Maximum classroom size

*Created 10/2025*

Lake and Peninsula School District

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**STUDENT POSSESSION & USE OF PORTABLE ELECTRONIC DEVICES, INCLUDING CELLULAR PHONES**

The School Board recognizes that many students possess and use cell phones and other portable electronic devices. These devices serve an important purpose in facilitating communication between the student and their family, as well as serving as tools to access electronic information. In the school setting, portable electronic devices are permitted so long as their use is consistent with this policy and does not interfere with the educational process or with safety and security.

*(cf. 5030 – School Discipline and Safety)*

**Educational Utilization Uses of portable electronic devices**

Approval for student use of such devices will be at the discretion of the classroom teacher, upon approval of the instructional use by the building administrator.

In many instances, there is educational value in utilizing portable electronic devices in the classroom when such devices deliver content, and extend, enhance, and/or reinforce a student's learning process related to the student's learning style, the instructional objectives of the class and/or the learning environment. The appropriateness of in-class use of these devices consistent with the instructional objectives within instructional time will be determined by the classroom teacher with the approval by the building administrator.

Use of portable electronic devices for students with disabilities will be outlined in a student's Individualized Education Program (IEP) or Section 504 plan, as determined appropriate by the IEP or 504 Team.

*(cf. 6159 – Individualized Education Program)*

If use of a portable electronic device is required in individual instances (not provided for in an IEP or 504 plan) to assist a student with the student's education, permission must be obtained in writing from a building administrator prior to use of the portable electronic device at any time when such use would otherwise be prohibited by this policy. In case of an emergency, verbal permission by a teacher or administrator is required in situations where permission can be obtained.

**Conditions of Use – Cellular Phones**

Note: School boards may select one of the two options for the use of cellular phones in schools. These conditions may be modified as desired.

**(Option 1):** High school students (grades 9 - 12) may use cellular phones and other personal portable electronic devices before and after school, during passing periods, and during the student's lunch period. Elementary and middle school students (grades K-8) may use such

devices only before and after school. Devices should be powered off and put away at all other times.

**(Option 2):** Students may use cellular phones and other personal portable electronic devices only before and after school. Such devices should be powered off and put away at all other times.

#### **BP 5138(b)**

Cellular phones shall be powered off during instructional time and supervised group activities during the school day (for example, student assemblies, awards, or other public ceremonies, etc.), unless authorized by supervising personnel.

Instructional time includes the entire period of a scheduled class and other time when students are directed to report to and participate in any instructional activity. The principal may establish, and school personnel may enforce, additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to campus needs. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

No student may use a cellular phone or portable electronic device in a manner, or at a time, that interferes with or is disruptive of another student's learning environment. The learning environment includes all times that a student is on school grounds during the school day and when school sponsored and supervised group activities are held.

*(cf. 6116 – Classroom Interruptions)*

During the school ~~and school-sponsored activities~~ day and instructional time, students will comply with this policy and with administrative and staff member directives regarding use. Students are required to turn cell phones and other portable electronic devices over to school personnel when requested. Students who refuse to do so are subject to disciplinary action.

A cellular phone or portable electronic device that has been confiscated by the district and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular phone or portable electronic device may be returned directly to the student.

The district assumes no responsibility for loss or damage to personal property of students, including cell phones and other portable electronic devices, whether in the possession of students or if confiscated by school personnel pursuant to this policy.

**Prohibited Conduct**

Possession of a cellular phone or other portable electronic device by students is a privilege. This privilege will be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate the law or any other school or district rule. In addition to those conduct rules set forth elsewhere, the following actions are strictly prohibited and may result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at school.
2. Sending an e-mail, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
3. Taking, sending, downloading or uploading a harassing, threatening, or inappropriate photograph of anyone.
4. Using a cell phone/smartphone or camera to take photos in a restroom, dressing room, or locker room, or to take a photo of any person who has requested that you not do so.
5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or class work without express prior permission from the instructor.
6. Hacking or intentionally obtaining, accessing, or modifying files, passwords, or data belonging to others.

**Exceptions and Permitted Use**

Nothing in this policy shall be interpreted to prohibit the use of cellular phones or other electronic devices when used for medical or translation purposes, or when a teacher or administrator of the school grants permission for a student to use a cellular phone or electronic device for educational purpose.

*(cf. 5131 – Conduct)*

*(cf. 5131.4 – Campus Disturbances)*

*(cf. 5131.41 – Violent and Aggressive Conduct)*

*(cf. 5131.42 – Threats of Violence)*

*(cf. 5131.43 – Harassment, Intimidation and Bullying)*

*(cf. 5131.9 – Academic Honesty)*

*(cf. 5137 – Positive School Climate)*

(cf. 6161.4 – Internet)  
(cf. 6161.5 – Web Sites/Pages)

**BP 5138(d)**

### **Searches**

The contents of a cell phone/**smartphone**, camera, or other portable electronic device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a school or district rule or the law has been violated.

(cf. 5145.12 – Search and Seizure)

**Legal Reference:**

**ALASKA STATUTES**

**14.33.300 Wireless telecommunications device policy**

**Revised 7/12 10/2025**

Lake and Peninsula School District

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## LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 3000- BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

### 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 quotes are obtained for purchases. implement these requirements. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

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.

### Purchases Made Under Federal OMB Funding Awards

All bids under federal awards must be made in accordance with the standards set forth in [2 CFR 200.320](#), as set by FAR at [48 CFR part 2, subpart 2.1](#), listed below subject to FAR changes. One of the following five methods of procurement shall be used for each purchase under a federal award:

1. Micro-purchases: Less than \$10,000 (\$2,000 for purchases subject to the Davis-Bacon Act)

- a. No competitive quotes required
- b. Purchases should be spread among qualified suppliers

2. Small Purchases: Between \$10,000 and \$250,000

- a. Rate quotes must be obtained from an adequate number of qualified sources
- b. Quotes can be obtained from suppliers or from public websites

3. Sealed bids: Purchases more than \$250,000 invitation and firm fixed price

- a. Two or more qualified bidders are required
- b. Bids must be publicly advertised and solicited from adequate suppliers
- c. Lowest bidder for the firm fixed price contract with specific requirements shall be awarded the contract

4. Competitive Proposals: Purchases more than \$250,000

Use when sealed bids are not appropriate qualification-based procurements, architectural/engineering professional services.

- a. Require public notice
- b. A written policy must be adopted for conducting technical evaluations of reviewing proposals and selecting the recipient

5. Sole Source: Purchases of any amount that meet one of the following four requirements

- a. Good/service is only available from a single source
- b. Only one source can provide the good/service in the time frame required
- c. Written pre-approval from the Federal awarding agency
- d. Competition is deemed inadequate, after solicitation attempts through one of the other methods

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.

### Minority Bidding

When procuring contracts under federal awards set forth in [2 CFR 200.320](#), the District must take affirmative steps to utilize minority businesses, women's business enterprises, and labor surplus area firms when possible.

### Affirmative steps must include:

- (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

### Exemptions

The following items are exempted from formal purchasing procedures:

- A. Instructional materials for which purchasing guidelines have been established by School Board Policy in BP 6161.1(a); or
- B. In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise; or
- C. Professional or consultant services such as medical, legal, negotiation, technical, or educational, not including architectural/engineering design services; or
- D. Professional or consultant services (such as property and casualty insurance) purchased jointly with Local, State, or Federal agencies; or
- E. Public services, utilities or energy-related expenses, site licenses, upgrades, maintenance contracts, and specialized services, software, or equipment where no competition exists (single source) or the District has established a need for standardization of equipment, supplies, or services; or
- F. Emergency supplies or supplies and equipment that augment previously purchased items of a similar nature whereby the District would incur substantial costs to switch products or product lines; or
- G. Purchases involving replacement of equipment where similar equipment is being traded in; or
- H. Purchases involving items regulated by Fair Trade Statutes; or
- I. Purchases made through cooperative purchasing agreements, existing Federal/State or inter district contracts including GSA pricing; or when cooperatively bidding with other public agencies; or
- J. Contracts or purchases when time is of the essence for reasons of health or safety, or to comply with legal requirements in a timely manner.
- K. Proprietary (sole-source) items or services or items that are only available from a single source.

When applicable, prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with Uniform Guidance OMB's procurement procedures.

(e. 3310-2 – ~~Federal~~ Purchasing Procedures, 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)

Revised ~~9/97, 07/12, 3/18~~ 10/2025

Lake and Peninsula School District

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## LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 1000- COMMUNITY RELATIONS

### VOLUNTEER ASSISTANCE

AR 1250

Note: This AR addresses some of the details associated with the use of volunteers.

This regulation provides the procedures for approving members of the public to serve as volunteers, including chaperones.

#### **Responsibilities of Principals:**

1. Coordinate the use of school volunteers.
2. Confirm that the school volunteer has completed the volunteer packet.
3. Require updated volunteer packets are received on the schedule set by the District.
4. Keep and maintain a register of volunteer activity at the school.
5. Inform volunteers of school rules and routines, answer questions, and provide volunteer support as appropriate.
6. When required to ensure the safety of students and the smooth operation of the educational program, principals may decline the services of any volunteer.
7. Determine which volunteers are required to complete mandatory reporting training and inform volunteers how to receive the training.

#### **Responsibilities of the District**

1. Develop a volunteer packet for individuals to use to apply as a volunteer.
2. Facilitate the volunteer approval process.
3. Verify the identity of the volunteer with a photo id.
4. Maintain the volunteer packet materials in the volunteer's file.
5. Review the background check and make an individualized determination about the volunteer in accordance with BP 4112.5 / 4212.5 / 4312.5.
6. Keep and maintain an approved volunteer list, with the dates that the background check was completed, in order for school principals to verify the eligibility status of volunteers.
7. Notify the volunteer of their eligibility status.
8. Notify volunteers when background checks need renewal.
9. Inform volunteers that they are subject to the District's policies and regulations where applicable.

## **Responsibilities of Volunteers**

1. Complete the volunteer packet.
2. Obtain and pay for a background check.
3. Submit to the background check every two years.
4. Self-report any convictions that occur in the intervening time between background checks.
5. Recognize that they are neither employees nor an independent contractor and serve at the discretion of the District.

## **Mandatory Reporting Training**

Volunteers who interact with children for more than four hours per work are required to complete mandatory reporting training. This direction will be provided by the school principal.

Note: Pursuant to AS 47.17.020(a)(9), “volunteers who interact with children in a public or private school for more than four hours a week” must report child abuse and child neglect. AS 47.17.020(a) requires school districts to provide training to such volunteers on the recognition and reporting of child abuse and neglect.

*Created 10/2025*

Lake and Peninsula School District

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Note: The following sample regulation may be revised or deleted as needed.

### **Purchasing Requisitions/Purchase Orders**

- 1) Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Vendor responsiveness, maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
- 2) Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
- 3) Every transaction between a buyer and seller involving the transfer of property, equipment, services, or supplies shall be made by purchase order, formal contract or receipt credit card.
- 4) Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.
- 5) Procurement cards issued in the responsible employee's name shall be utilized in accordance with parameters set forth in Procurement Card Use Agreement. Receipts and documentation shall be attached to the monthly procurement card statement, signed by the employee's supervisor and forwarded to the business office.
- 6) The business office or other appropriate administrative entity shall verify the availability of funds and prepare purchase order to commit the expenditures.
- 7) Goods and services purchased shall be obtained at the best value consistent with standard purchasing practice. Best value shall be based on the total life cycle cost of the item; which can include an assessment of the functionality of the item and can use cost/benefit analysis to determine the best combinations of quality, service, time and cost considerations over the useful life of the item as well as possible trade-in values for items being replaced.
- 8) The District will maintain all records pertaining to the procurement of supplies, equipment, and services.
- 9) The District shall develop and maintain a log of contracts awarded for supplies, services and professional services together with any amendments to the contracts that include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The District may join with other units of government in cooperative procurement ventures where the best interest of the district shall be served.
- 10) The District shall compile and maintain, to the extent practicable, bidder and vendor lists for supplies, services and professional services utilized by the district.
- 11) All procurement transactions should provide full and open competition when in the best interest of the District. The District will adopt standard specifications for supplies and services wherever practicable. The standard specifications adopted by the district shall be based, insofar as possible, upon those proposed by the requesting person or department, modified as necessary to maximize clarity, uniformity, and open competition, while effectively meeting the requirements of the requesting department or individual as well as the efficient operation of the district.

### **Quantity Purchasing**

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the school district.

## Site Purchasing

Principal/Head Teachers and department heads must prepare a requisition form whenever supplies, materials, and equipment are needed.

Requisitions are to be typed or printed and contain the following:

Name and address of vendor

Quantity required, including unit of issue

Catalog number

Item description

Unit cost and total price

Reason item is needed

Date merchandise is needed

Method of shipment (include insurance if over \$200.00)

Where item material is to be shipped

Page number

Signature of originator/Principal/Head Teacher

In the event the actual price is unknown, make an estimate. All purchase orders are encumbered monthly in the accounting records to assure expenditures are within budget limitations.

The specific reason for use of the item or program to be charged is very important in order to properly code the purchase order, such as Vocational Education, Indian Education, Title I, construction, maintenance, etc. Just indicating "for school use" is not acceptable.

In connection with construction and maintenance projects, be specific as to what is actually being done, such as construction of windbreak, equipment repairs, repair of school plumbing, parts for generator, etc. See Section on "Equipment Repair" when sending in items for repair.

At the time the requisition is prepared, the initiator should retain a copy and forward the requisition to the District Office Purchasing Clerk for processing. The School District shall fill the school order in accordance with the District Purchasing and Bidding Policy, which is included at the end of this Section.

The District bids items for use during the following school year. The bidding cycle will be completed. If an item ordered cannot be substituted with like or equal, please indicate with a "\*".

A specific schedule will be sent annually which will establish actual order dates. When a purchase order has been approved and mailed, copies are distributed as follows:

White copy (original) sent to vendor.

Green copy and canary copy retained by Purchasing Clerk.

Pink copy returned to initiator to serve as receiving report, if the merchandise is being shipped directly to the school. If the merchandise is routed through the District Office, the pink (receiving) copy is retained there in the Shipping and Receiving Department.

Golden rod copy sent to school for files.

**Ordering supplies and equipment by anyone other than Purchasing Dept. is prohibited.**

If it is necessary to place an emergency order, a Purchase Order number must be obtained from the Business Manager. The requisition is approved according to regular procedure.

## Receiving Reports

The person receiving the shipment must sign his/her full name (no initials) and indicate the date it was received on the receiving report (pink copy of Purchase Order). Payment to the vendor is not made until the receiving report is received. Upon receipt of merchandise send the packing slips and receiving copy IMMEDIATELY to the District Office.

If an item has not been received within two (2) months from date of Purchase Order, the District Office should be notified so that follow-up can be initiated. If items are received damaged, file a claim report with the carrier with an information copy to the Accounts Payable Clerk in the District Office.

To avoid problems, we have adopted a policy of **NO BACKORDERS**. However, some vendors continue to send back orders until the order is complete. Please keep a copy of your Purchase Order copy on partial orders until you know the vendor has canceled the item. Once an item is canceled it may be ordered from another supplier.

### **Vendor Selection**

Generally, the District Office will provide you with information on selected vendors so that we can get price breaks on quantities, shipping, etc. We will work to identify those vendors who provide good service at the best price. If you receive poor service from a vendor, inform the District Office so that action can be taken.

### **Local Purchases**

In most instances, local purchases should be done on an emergency basis--not as a regular practice. Local purchases require Principal/Head Teachers approval.

### **Purchase Procedures**

- 1) The requisitioning of supplies, equipment, or repairs is done by the Principal/Head Teacher, Coordinator, or teacher.
- 2) Requisitions from schools are approved by respective Principal/Head Teacher. 3) Purchasing Department checks requests for all necessary information.
- 4) Purchase requisition is sent to Authorized Signer.
- 5) Purchase Order number is affixed, order cut on computer or items taken from stock. 6) Purchase Order is approved by administrator for release to vendor.
- 7) Purchase order is sent to vendor by the purchasing department.
- 8) Items arrive; the school or person receiving the purchase checks as to quantity, damage, if any. 9) Delivery to person placing order.

### **Purchasing - Contracting**

The Lake and Peninsula School District to encourage full and open competition whenever practical among all School District contractors by competitive bidding practices, and to Districtize purchasing and contracting to realize the economies resulting there from.

The Superintendent or Chief School Administrator or his/her delegate has exclusive authority to supervise the purchase of personal property or the contracting for personal services.

The following are exempted from this policy:

- (A) Professional services (includes air taxi services);
- (B) Contractual services (if no competition exists);
- (C) The hiring of employees.

The acquisition of personal property or personal services<sup>35</sup>, the estimated cost of which exceeds one hundred thousand dollars (\$100,000.00), shall be by formal bids, advertised in a local newspaper of general circulation at least fourteen (14) days preceding the last day set for receipt of bids.

~~(A) Contract award or bid rejection on all formal bids shall be made by the Superintendent or Chief School Administrator. The Superintendent or Chief School Administrator shall notify the Board of all formal bid action.~~

~~(B) The following items or services shall not be subject to formal bid requirements:~~

~~1. Books~~

~~2. Proprietary (sole-source) items or services.~~

~~3. Emergency requirements.~~

~~4. Weekly and monthly food service requirements.~~

~~5. Goods or services from agencies of the Federal, State, or local government.~~

~~The acquisition of personal property or personal services, the estimated cost of which is less than one hundred thousand dollars (\$100,000.00), can at the discretion of the Superintendent or Chief School Administrator or his/her designee, be on the basis of "open market" or informal bid procedures under which the requirement for advertising the invitation need not be observed.~~

~~"Open Market" or informal bid procedures shall include the taking of quotations, when practical, from three (3) contractors, preferably in writing, or by telegram or fax.~~

#### **Definitions**

~~Purchasing Director means the Superintendent or Chief School Administrator or his/her designee.~~

~~Contractor refers to any person or entity contracting with the School District for the sale of personal property or personal service.~~

~~Proprietary Item means those items of personal property or personal service of any nature which, because of the singular characteristics of the item or service, can be supplied by only one contractor.~~

~~Contracting Officer means the Purchasing Director, or any other School District Administrative official designated by the Superintendent or Chief School Administrator to have supervision over the award of a contract.~~

*Revised 10/2025*

Lake and Peninsula School District

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