

THE LAKE AND PENINSULA SCHOOL DISTRICT
Work Session AGENDA
October 9, 2025, 9:00 AM

Agenda

- | | |
|-----------------------------------------------------------------------------------|----|
| 1. Board Calendar 2025-2026 | 2 |
| 2. Board Bylaw Update: BB 9250 REMUNERATION, REIMBURSEMENT,
AND OTHER BENEFITS | 3 |
| 3. LPSD Borough Endowment Priorities & Projection | 6 |
| 4. Sept/Oct. 2025 Policy Updates | 11 |



LPSD School Board DRAFT Calendar 2025-2026

August	Welcome staff and students: September 3, 2025 (First Day for Students)
September	AASB Fall Boardsmanship Academy (Anchorage) September 20-21, 2025 Board Meeting September 15, 2025
October	Board Meeting: Thursday, October 9, 2025
November	Board Meeting November 13, 2025 (tentative) AASB Annual Conference: November 13-16, 2025 (Anchorage) Review student assessment data from Spring-Fall
December	Board Meeting December 11, 2025 (tentative) (Anchorage/Audit Review) Elect officers Review Audit Review of Superintendent Goals/Superintendent Evaluation Board Self-Evaluation/Board Goal Setting
January	Board Meeting (Contract Approvals) January 15, 2026 (tentative) Small Schools Staffing Projection/Discussion
February	Board Meeting February 12, 2025 (tentative) AASB Legislative Fly-In and Leadership Training: February 7-10, 2026 (Juneau)
March	Board Meeting March 12, 2026 (tentative) Budget Development, 1st reading Small School Intent to Enroll Forms Go Out Activities Reference Sheet Review for the following year
April	Board Meeting (SNAP Meet, Newhalen) April 9, 2026 (tentative) AASB Spring Boardsmanship Academy: April 18-20, 2026 (Anchorage) Budget Approval, Final reading (to Borough by May 1) Approval of next year's school calendar Intent to Enroll - Small Schools Discussion
May	Board Meeting May 14, 2026 (tentative)

LAKE AND PENINSULA SCHOOL DISTRICT/SERIES 9000 - BYLAWS OF THE SCHOOL BOARD

BB 9250

REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

Compensation of Board Members

The School Board recognizes the time and personal effort School Board members give to the district. School Board members will be allowed expenses and compensation subject to yearly budget allocation and as allowed by AS14.14.140(c). Annually the School Board will assist the Superintendent in developing the parameters of the School Board's Operating Budget to be incorporated into the following year's overall district budget.

The following outlines eligible expenses and compensation. The compensation (stipend) and per diem will be paid upon submission of a claim signed by the Board member or submitted by an authorized staff member and certified by another board member.

(A) Stipend

~~School board members are eligible to claim a stipend for every day or part day that the Board Member is either attending or traveling to, a board meeting, board approved attendance at either Board Training, In-Service, Bid Opening or Board Approved Committee Assignment Meetings. Daily stipend rate shall be \$150.00 per day or part of the day.~~

(B) (A) Per Diem and Transportation

School Board members are eligible to claim per diem following current LPSD staff practices. Claims include a \$42.00 per day in-district, \$85.00 per day in King Salmon and ~~or~~ \$29.00 per day for incidentals and a \$52 for meals (altered for meals provided) for in-district/region, and \$175.00-\$129 per day out-of-district per diem for meals when away from home attending a Board Meeting or on Board Approved Board Business. ~~(If the District arranges lodging Out-of-District per diem shall be \$75.00 per day)~~

District will arrange transportation for attendance at school board meetings and for approved board business from place of residence to board meeting or location of board business and return. District will book all lodging and car rentals, if needed. A claim for transportation expenses to either an alternate location or at a differently scheduled time shall be paid only if results in no additional cost, other than what would have been incurred, to the district.

(B) Health and Welfare Benefits

School Board members may participate in the health and welfare benefits program provided for district employees. The district shall pay the cost of all premiums required for School Board members electing to participate in the district health and welfare benefits program.

Legal Reference:

ALASKA STATUTES

[14.14.140](#) Restriction on employment

Updated 10/2025

Lake and Peninsula School District

LPSD School Board Benefits Review / Update for Consideration

The **Finance Committee** first reviewed these changes April 10, 2025, and again October 6, 2025
LPSD School Board reviewed the consideration for changes on April 17, 2025.

<i>Current</i>	<i>For consideration</i>
Offer elective health Benefits.	Maintain offering elective health benefits.
\$150 stipend for each meeting, workshop, conference day, etc.	Per Diem following current LPSD staff practice:
\$150 stipend for travel days	\$29/day incidentals
\$85 King Salmon per diem	\$129 meals per day (altered for meals provided)
\$42 in-district location per diem	\$52 in district/region (King Salmon)
\$175 Out of district (lodging on own)	Tax-exempt hotels. LPSD books all travel, hotels, and car rentals. There is no out-of-district stipend when LPSD pays for lodging and car rentals.
\$75 out of district (LPSD paying for Lodging)	
LPSD pays for car rental if needed.	No meeting or workshop stipends.
Board attendance of AASB events when possible.	Limit PD to one event per member per year (Fall, Winter, or Spring Boardsmanship with AASB)

~\$2600.00 cost savings estimated for data pulled just from the December 2024 meeting in Anchorage if we were to make these per-diem changes

LPSD Borough Endowment Priorities & Projection

6

October 9, 2025

2025-2026 Budget Update - Revenue

- Enrollment data (10/3/25)
 - Spring 2025 projection, 289 brick & mortar schools and 5 Lake View Homeschool
 - October count (week 1), 269 brick & mortar schools and 15 Lake View Homeschool
 - Drop of 20 kids and potential of one school (Levelock)
- School Cost Factors:

School Size Table

Reference:	School Size:	Formula:
1.	10-19.99	39.60
2.	20-29.99	$39.60 + (1.62 * (ADM - 20))$
3.	30-74.99	$55.80 + (1.49 * (ADM - 30))$
4.	75-149.99	$122.85 + (1.27 * (ADM - 75))$
5.	150-249.99	$218.10 + (1.08 * (ADM - 150))$
6.	250-399.99	$326.10 + (.97 * (ADM - 250))$
7.	400-749.99	$471.60 + (.92 * (ADM - 400))$
8.	Over 750	$793.60 + (.84 * (ADM - 750))$

2025-2026 Budget Update - Revenue Continued

- FY26 Adopted budget (April 2025) of \$9,157,951 in Foundation state aid with the anticipation of \$680 (one time) increase.
- Foundation est. 10.3.25 \$8,536,325 this includes the \$700 increase to the BSA and is still a reduction of \$621,626 due to the 20 student drop in enrollment
- The increase in CTE factor and targeted literacy incentive grants were vetoed last week by the Governor (SB 113 Digital Business Tax Bill)
- Inflation surrounding operating costs continue to increase.
- Borough Endowment: ~\$4.8M

Borough Endowment

- **Past** uses of endowment monies:
 - Reading Curriculum (FY18)
 - Lunch program overages (2023-2024, 2024-2025)
 - Igiugig & Port Heiden (inspection for current CIP list - Spring 2023)
 - Annual general fund deficit needs (2022-2023, 2023-2024, 2024-2025)
 - Cook support (January - May 2025)

- **Projection** for use of endowment 2025-2026:
 - School Cooks
 - Annual deficit needs
 - DEED CIP Match funds for Fire Sprinkler Systems potential if project gets approved in 2026 Legislative session
 - **For Consideration:**
 - AFHC Borough application for housing in Newhalen (October 17)
 - VPSO/Health/Education Housing - on Newhalen School grounds
 - Match dependent upon size of housing chosen to build
 - ****in the past, the School Board supported rental of local property to host educators (~16K/annually) instead of using Endowment funds for match (lowest match potential ~115K)**

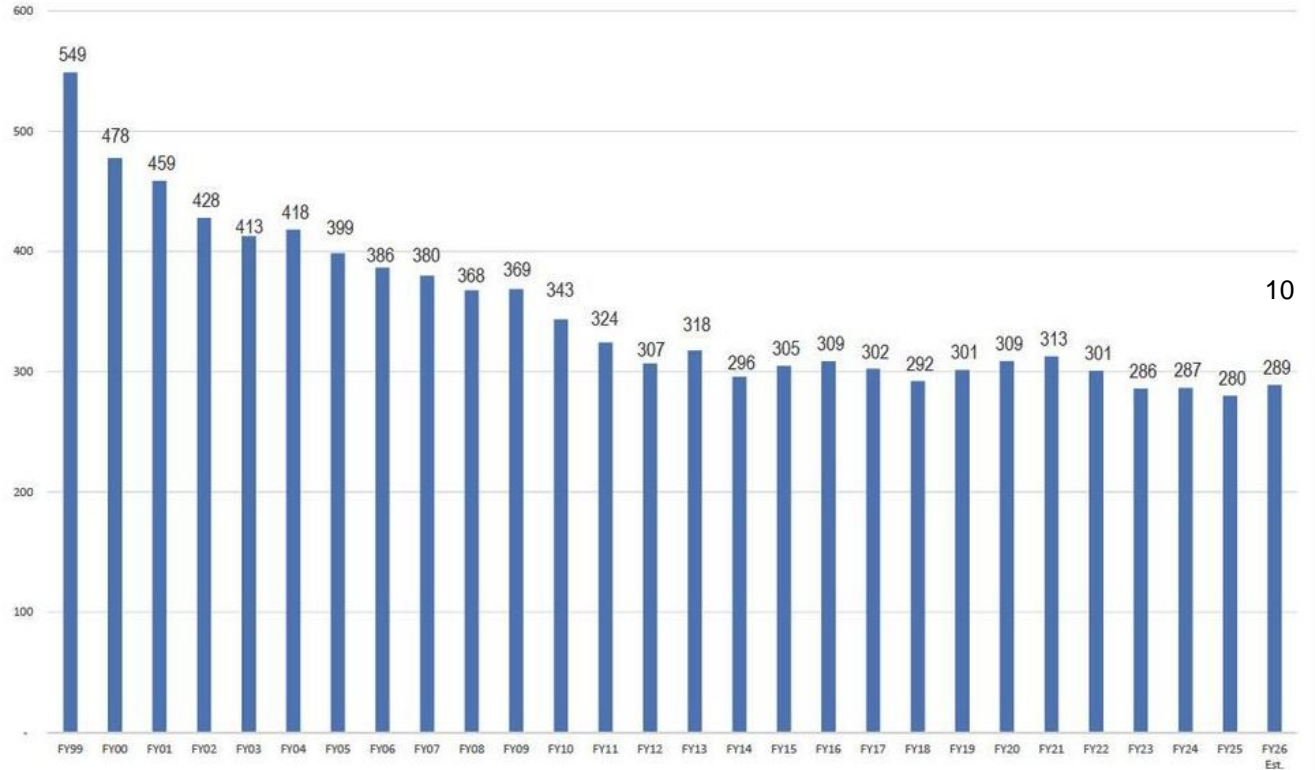
Projection

LPSP Average Daily Membership
October Count Decline in enrollment of 262 FY99 to FY25
US Census Population 1999 1,814 - 2022 1,381
Decline in population of 433

Continued decline of enrollment based on trends:

1999-2025

State funding, based on enrollment is approximately 90% of the School District's overall budget.



AASB Policy Review- October 9th, 2025 - 2nd 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

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

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

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

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

PURCHASING PROCEDURES

AR 3310

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, ²⁶the 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
