

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 9 b

MEETING OF October 9, 2019

REVIEWED BY: \_\_\_\_\_

ITEM TITLE:

PUBLIC HEARING - POLICY

Approval of revised Board Policy 3310 - Purchasing Procedures  
in second reading

Superintendent  
 Finance  
 Legal-Borough Attorney  
 Policy Committee

SUBMITTED BY: Katie Jo Parrott, Business Manager

CONTACT PERSON/TELEPHONE:

APPROVED FOR SUBMITTAL:

Katie Parrott                      907-247-2116  
Name                                      Phone

  
\_\_\_\_\_  
Superintendent

SUMMARY STATEMENT:

The School Board is being asked to approve the policy update/revision for Purchasing Procedures.

ISSUE:

Board Policy 9310 dictates that "the district shall develop or revise policies and regulations in order to reflect new legislation and changing community views." Additionally, BP 9311 calls for the Superintendent or the Superintendent's designee to "maintain procedures for the continuous orderly review of existing policies at a time allocated for this purposes on the agenda of regular Board meetings... in addition to presenting drafts or suggestions for new policy and policy revisions when changes in law occur or when a specific need arises".

BACKGROUND:

RECOMMENDATION:

Approval of the policy revisions as presented.

ATTACHMENTS:

- Proposed revisions

RECOMMENDED ACTION:

"I move that the Board of Education approve the proposed revisions to Board Policy 3310 - Purchasing Procedures in second reading."

## PURCHASING PROCEDURES

The School Board 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.](#) The Superintendent or designee may issue and sign purchase orders. [Purchase orders in excess of \\$25,000 will require prior approval of the Board.](#)

[All purchases under federal awards must meet 2 CFR 200.317.326 Procurement Standards under the Uniform Guidance.](#)

*(cf. 3300 - Expenditures/Expending Authority)*  
*(cf. 3400 - Management of District Assets)*  
*(cf. 3460 - Financial Reports and Accountability)*  
*(cf. 9270 - Conflict of Interest)*

The School Board encourages the selection of Alaskan products when such products meet the needs of the district and shall adhere to state law regarding purchasing preferences for Alaskan products.

*(cf. 3311 - Bids )*  
*(cf. 3312 - Contracts)*

[No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if 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 his or her immediate family, 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.](#)

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*

**KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT**

**Adoption Date: 10/13/99**

**Revision Date: TBD**