

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 10a

MEETING OF January 24, 2024

ITEM TITLE:

**PUBLIC HEARING - POLICY**

REVIEWED BY:

Motion to approve revisions to BP 3310  
Purchasing Procedures, in second reading

Policy Committee  
 Finance

SUBMITTED BY: Daniel Schuler, Business Manager, 907 247 2116

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent

SUMMARY STATEMENT:

Administration is proposing approval of revisions to Board Policy 3310.

ISSUE/BACKGROUND:

The changes proposed are small language changes (ie: adding "his or her" before designee) with the exception **of increasing the dollar threshold for which the Board provides prior approval for purchase orders from excess of \$25,000 to in excess of \$50,000**. The rationale for the recommendation is that due to the timing of Board meetings throughout the year, especially during months when only one board meeting is held, could cause undue delays in the processing of needed purchases. This policy was approved for changes in first reading at the regular meeting of January 10, 2024.

ATTACHMENTS:

- BP 3310 (with revisions)

RECOMMENDED ACTION:

"I move that the Board of Education **approve 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 **state and local law statutes**. The Superintendent or **his or her** designee shall develop purchasing procedures to comply with laws, local ordinances, funding requirements when applicable, and board policy. The Superintendent ~~or~~ **and his or her** designee may issue and sign purchase orders. Purchase orders in excess of ~~\$25,000~~ **\$50,000** 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 School Boards)*

*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: 10/9/2019**