

AASB POLICY REFERENCE MANUAL UPDATE SERVICE

2021 *Business and Noninstructional Operations* UPDATE

INSTRUCTION SHEET

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. Full text pages are included and are to be substituted as indicated below.

This update revises various board policies and administrative regulations in Series 3000 of the AASB Model Policies, *Business and Noninstructional Operations*.

For ease of School Boards, AASB has identified those portions of the Update that require formal Board action in order to implement the policy changes. This is indicated by a “Yes” or “No.” A “No” is used if changes have been made only to an AR or an Exhibit, or if policy changes are limited to explanatory notes, legal reference or cross-reference updates, or minor grammatical or stylistic changes that have not changed the policy meaning.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
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ARTICLE 3, Series 3000 – Business and Noninstructional Operations

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 3000	Yes	This update clarifies the working relationship between the Board and Superintendent, as well stylistic edits to better reflect the Board’s fiscal practices.
BP 3100	No	This update provides stylistic edits to the Board’s budget process, and clarifies the importance of public input in the budgetary process.
AR 3100	No	This update recognizes that some local ordinances may require a date earlier than May for the adoption of a budget. As an AR, this update does not require board approval. <i>(note: this update only applies to borough and city school districts)</i>
BP 3260	No	This update provides stylistic edits to the Board’s material fees program.
BP 3270	Yes	This update provides the Superintendent greater discretion to dispose of used District property, in an amount up to \$5,000.
BP 3280	No	This update clarifies that districts in municipalities or boroughs may work with their municipality or borough on the sale or lease of school facilities.
BP 3290	Yes	To ensure appropriate oversight, this update establishes that all donations greater than \$1,000 shall be brought before the Board. It also states that the Superintendent may apply for special revenue grants.
BP 3300	Yes	This update removes the requirement that the Board approve or ratify <i>all</i> transactions. Transactions may still be subject to Board approval elsewhere in board policy.
BP 3315	Yes	This update adds a conflict of interest provision for awards with federal funds.
BP 3400	No	This update provides stylistic edits to the management of district accounts policy.
BP 3440	No	This update adds a reference to BP 3440.1, <i>Fixed Assets Capitalization</i> .

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 3450	Yes	This update strengthens best practices for the maintenance of liquid money in school buildings.
AR 3450	Yes	This update renumbers AR 3451 and associates it with AR 3450.
BP 3470	No	This update clarifies the definition of the committed fund balance and assigned fund balance. It also adds reference to the DEED Uniform Chart of Accounts.
BP 3510	Yes	This update provides greater clarity regarding the Superintendent’s role in assuring proper inspection and maintenance of district buildings.
BP 3514.1	Yes	This update clarifies Board and Superintendent roles in the management of hazardous substances.
AR 3514.1	No	This update clarifies Board and Superintendent roles in the administration of pesticide application. As an AR, this update does not require board approval.
BP 3515	Yes	This update provides stylistic edits to the management of school safety and security policy. It also adds several policy references.
AR 3515	No	This update strengthens best practices for security and safety in school buildings. As an AR, this update does not require board approval.
BP 3515.6	No	This update makes grammatical corrections to BP 3515.6
BP 3530	No	This update emphasizes Board intent to maintain a robust risk management program.
BP 3540	Yes	This update clarifies that there must be adequate space on a bus schedule so that transportation to charter schools does not interfere with transportation to attendance area schools. It also makes stylistic changes.
BP 3541.1	Yes	

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
BP 3541.5	Yes	This update raises the recommended amount of private insurance for persons transporting students to \$1,000,000. It also revises the school related trip section to ensure that trips in school vans are covered by policy.
BP 3542	No	This update removes the monetary requirement for districts that wish to adopt in-lieu-of transportation arrangements with parents.
BP 3550	Yes	This update retitles BP 3542 to recognize that it applies to bus drivers.
BP 3554	No	This update includes language to recognize various dietary guidelines that may apply to different districts. It also updated nutrition terminology. Finally, it updates language authorizing the use of independent contractors to perform food services.
BP 3580	No	This update makes the food sale policy inclusive of all District programs.
		This update incorporates reference to AS 40.21.070, <i>Records Management for Local Records</i> . (note: this change is not relevant to SISD at it applies to the option not adopted by the board).