



Craig City School District

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PUBLIC NOTICE

Monday
4/8/2024

Superintendent's Office - CES
Zoom Video Conferencing Meeting

<https://craigschools.zoom.us/j/7289917333?pwd=WkNaWGd4S1lPV0JIWEJITmx3VXd0Zz09>

5:15 PM

The policy committee will be meeting to review/update policies. Staff, parents and community members are welcome to attend. The following policies will be reviewed.

Section 1000 – Community Relations

Use of School Facilities – Rental Scale for all of School Facilities E 1330(1)

Section 3000 – Business and Non-Instructional Operations

Concepts and Roles	BP 3000
Budget	BP/AR 3100
Craig City School District Budget Timeline	E 3100
Transfer of Funds	BP 3110
Income	BP 3200
Materials Fees	BP 3260
Sale and Disposal of Books, Equipment and Supplies (Personal Property)	BP 3270
Sale or Lease of School Facilities or Real Property	BP 3280
District Housing	BP 3280.1
Gifts, Grants and Requests	BP 3290
Expenditures/Expending Authority	BP 3300

Section 6000 – Students

High School Graduation Requirements BP 6146.1

E 1330 (1-a) USE OF SCHOOL FACILITIES - RENTAL SCALE FOR ALL OF SCHOOL FACILITIES

Upon approval of an Application for use of School facilities, private groups or individuals will be charged a fee according the chart below:

USE OF SCHOOL FACILITIES FEE STRUCTURE

Category I School district activities have priority over all other activities.

Category II School-age youth activities include non-partisan activities or events for school age youth sponsored by non-profits, City Parks and Recreation, or activities sponsored by public educational institutions and government agencies.

Category III Non-profit, non-partisan activities include activities sponsored by individuals or organizations that have obtained IRS approval as a non-profit entity (or filed an application for approval) or local non-profit organizations, whose activities are for cultural or charitable purposes and non admission is charged.

Category IV Non-profit organizations whose use of the facilities is for general community benefit with admission or other charges made.

Category V Partisan or commercial activities whose use of facilities is for general community benefit with no admission or other charges made.

Category VI Non-profit organizations whose use of the facilities is for the organizations' activities or own benefit.

Category VII Partisan or commercial activities include individuals, organizations and businesses whose use of the facilities is to promote their own interests.

User Fee Structure: NC = no charge

Facilities Categories	I	II	III	IV Half/Full day	V Half/Full day	VI Half/Full day	VII Half/Full day	Deposit
Classrooms	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50
H.S./Elem. Library	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50
Large Space*	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50
H.S. Home EC	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$100
Specialty Classroom**	NC	NC	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50

CHS CMS Gym	NC	NC	NC	\$55/80	\$55/80	\$80/140	\$155/250	\$100
CHS Auditorium	NC	NC	NC	\$55/80	\$55/80	\$80/140	\$155/250	\$100

*Multi-purpose room, outside covered area, HS commons,

**Art room, concession stand welding shop, wood shop, weight room

Tech support: \$30/hr. Custodial Set-up and Clean up: \$30/hr. (tables & chairs included in se-up fee)

Craig City School District

RENTAL SCALE FOR ALL SCHOOL FACILITIES

Upon approval of an Application for use of School facilities, private groups or individuals will be charged a fee according the chart below:

USE OF SCHOOL FACILITIES FEE STRUCTURE

Category I School district activities have priority over all other activities.

Category II School-age youth activities include non-partisan activities or events for school age youth sponsored by non-profits, City Parks and Recreation, or activities sponsored by public educational institutions and government agencies.

Category III All other uses, including: non-profit, non-partisan, commercial, and personal.

~~**Category III** Non-profit, non-partisan activities include activities sponsored by individuals or organizations that have obtained IRS approval as a non-profit entity (or filed an application for approval) or local non-profit organizations, whose activities are for cultural or charitable purposes and non admission is charged.~~

~~**Category IV** Non-profit organizations whose use of the facilities is for general community benefit with admission or other charges made.~~

~~**Category V** Partisan or commercial activities whose use of facilities is for general community benefit with no admission or other charges made.~~

~~**Category VI** Non-profit organizations whose use of the facilities is for the organizations' activities or own benefit.~~

~~**Category VII** Partisan or commercial activities include individuals, organizations and businesses whose use of the facilities is to promote their own interests.~~

User Fee Structure: NC = no charge

Facilities Categories	I	II	III Half/Full day	III	IV Half/Full day	V Half/Full day	VI Half/Full day	VII Half/Full day	Deposit	Deposit
Classrooms	NC	NC	\$50/100	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50	\$100
H.S./Elem. Library	NC	NC	\$50/100	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50	\$100
Large Space*	NC	NC	\$50/100	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50	\$100
H.S. Home EC	NC	NC	\$50/100	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$100	\$100
Specialty Classroom**	NC	NC	\$50/100	NC	\$30/50	\$30/50	\$30/50	\$155/250	\$50	\$100
CHS CMS Gym	NC	NC	\$75/\$150	NC	\$55/80	\$55/80	\$80/140	\$155/250	\$100	\$150
CHS Auditorium	NC	NC	\$75/\$150	NC	\$55/80	\$55/80	\$80/140	\$155/250	\$100	\$150

*Multi-purpose room, outside covered area, HS commons,

**Art room, concession stand welding shop, wood shop, weight room

Additional Fees: Tech support: \$30/hr. Custodial Set-up and Clean up: \$30/hr. (tables & chairs included in set-up fee)

BP 3000 CONCEPTS AND ROLES

The School Board recognizes that fiscal resources and fiscal management comprise the foundational support of the entire school program. To make that support as effective as possible, the School Board intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore practical sources of revenue.
3. Guide the expenditure of funds so as to derive the greatest possible educational returns.
4. Expect sound fiscal management from the administration.
5. Advocate a level of per student funding sufficient to provide quality education.

The School Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

Role of The School Board

The School Board:

1. Solicits public input on educational needs and utilizes that information in making budget decisions.
2. Approves and adopts the annual budget and approves budget transfers.
3. Is accountable for all district funds.
4. Adopts written policies governing the purchase of supplies and equipment.
5. Monitors all expenditures by receiving statements and approving payments.
6. Receives and reviews the annual audit of district accounts and business procedures.
7. Provides for an insurance program which complies with law and reflects prudent financial management.
8. Provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.
9. Advocates and secures community support for additional financing when necessary.

Role of Superintendent or Designee

The Superintendent or designee:

1. Prepares the detailed annual budget and presents it to the School Board for adoption.
2. Administers the budget and keeps expenditures within approved limits.
3. Enforces requisition and purchase order policies and regulations.
4. Establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and School Board policy.

5. Makes all financial reports required by law or School Board policy and prepares reports for public release.
6. Analyzes the district's financial condition and presents the School Board with proposals for meeting financial needs including budget revisions.
7. Provides for the annual audit of district accounts and business procedures.
8. Helps the School Board to establish an adequate insurance program.
9. Maintains the district's noninstructional and business operations.

Working Relationships of the School Board and Superintendent or Designee

The Superintendent or designee shall recommend financial plans to the School Board in accordance with the district's mission, vision, strategic goals and objectives. The Superintendent shall recommend financial plans and options whenever district programs may be endangered by a lack of funds or when the continuation of district programs may result in an over expenditure of district funds.

The School Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The School Board shall closely monitor all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance. The School Board will work with the Superintendent to determine the timing and format of certain financial reports, so information is useful in decision making.

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

ALASKA STATUTES

[14.08.101](#) *Powers (Regional School Boards)*

[14.08.111](#) *Duties (Regional School Boards)*

[14.12.020](#) *Support, Management and Control*

[14.14.060](#) *Relationship between borough school district and borough*

[14.14.065](#) *Relationship between city school district and city*

[14.14.090](#) *Additional duties*

Adopted AASB 5/26/22

Craig City School District

BP 3100 BUDGET

The School Board shall establish and maintain a balanced budget. The School Board shall adopt an annual budget which is compatible with the district's mission, vision, strategic plan, and Board goals and objectives.

(cf. 0200 - Goals for the School District)

(cf. 3460 - Financial Reports and Accountability)

The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. The Board shall take public input prior to the adoption of the budget or a revised budget. A public hearing shall be held prior to the adoption of the budget or a revised budget.

Public input early in the budget preparation process is encouraged. A budget advisory committee, composed of members of the community and staff, which shall review the proposed budget at regular intervals during its preparation and shall report its findings and recommendations to the School Board, is recommended.

(cf. 1220 - Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES

[14.07.030](#) *Powers of state department*

[14.07.170](#) *Additional powers and duties of state board*

[14.12.020](#) *Support, management and control*

[14.14.060](#) *Relationship between borough school district and borough*

[14.14.065](#) *Relationship between city school district and city*

[14.17.300 - 14.17.990](#) *Financing of public schools*

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.006 - 4 AAC 09.050](#) *State Aid*

[4 AAC 09.110 - 4 AAC 09.990](#) *School Operating Fund*

Adopted AASB 5/2022

6/96

Craig City School District

AR 3100 BUDGET

Public Hearing and Availability of Proposed Budget

The proposed budget, showing expenditures and all revenues, shall be made available for public inspection before the public hearing date.

The Board shall hold a public hearing on the proposed budget for the purpose of permitting any district resident to appear and speak to the budget or any item on the budget.

Adoption of the Budget

The adoption of the budget shall not take place until the public hearing is concluded. The district budget shall conform to state regulations regarding form and content.

By May 1, the Board shall adopt and submit an annual budget to the city council for approval of the local contribution of revenue to the school district. If budget revisions are necessary based on the amount of local contribution to the schools approved by the city council, the Board shall conduct a public hearing prior to adopting a revised budget. ([A.S. 14.14.060/14.14.065](#))

Reviewed 9/2014

Reviewed 2/2021

Reviewed 3/2022

Craig City School District

E 3100 CRAIG CITY SCHOOL DISTRICT BUDGETING TIMELINE

September

- Report Card to Public presentation at Board meeting

October

- 20-day enrollment count period: determines funding for current year
- Strategic planning committee reviews goals and objectives

November

- Board goal setting retreat

January

- Strategic planning committee reviews goals and objectives
- Superintendent begins internal budget development for coming year
- Tenured teacher contracts for following year to Board
- Non-tenured teacher contracts for following year to Board

February

- Final figures from State on current year funding
- First revision of current year budget to Board
- Preliminary budget and assumptions for following year to Board

March

- Workshop with public on following year budget
- Workshop with City Council on following year budget
- First reading to Board of following year budget

April

- Second reading and adoption by Board of following year budget
- Following year budget sent to City for approval

May

- Strategic planning committee reviews goals and objectives**
- City action on following year budget
- Classified staff notified of status for following year

June

- Final revision of current year budget to Board
- First revision of following year budget (only if necessary)

July

- Following year budget due to State by July 15

** Every three years there will be a full Strategic Plan review and update. Next date:
2022

Reviewed 2/2021

Craig City School District

BP 3110 TRANSFER OF FUNDS

Budget revisions will be brought to the Board for action at least twice annually to adjust the expenditures of the district to meet the needs of the students and to operate within the available resources. Between revisions, the Superintendent or designee may make necessary changes.

The School Board recognizes that the transfer of funds between budget categories may be necessary in order to ensure that the district maintains a balanced budget. The Superintendent or designee may authorize budget transfers under \$20,000. All transfers shall be reported to the Board and are subject to Board approval.

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*

Revised 9/2014

Reviewed 2/2021

Craig City School District

BP 3200 INCOME

Effective district planning depends upon accurate projection and calculation of anticipated district income. The Superintendent or designee shall ensure that all income sources are identified and received as early as possible each year.

Legal Reference:

ALASKA STATUTES

[14.07.070](#) *Withholding state funds*

[14.17.080](#) *Student count estimates*

[14.17.082](#) *Fund balance in school operating fund*

Reviewed 9/2014

Reviewed 2/2021

Craig City School District

BP 3260 MATERIALS FEES

The School Board will make every effort to provide the resources needed to maintain the desired instructional program so that teachers, students, and parents/guardians do not feel compelled to provide such items and school fund raising activities are minimized. The sale of any school supplies or materials must be authorized by the Superintendent or designee.

(cf. 1321 - Soliciting Funds from and by Students)

Adopted AASB 5/2022

Adopted: May 25, 2022

Craig City School District

BP 3270 SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (Personal Property)

Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.

The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

The Superintendent or designee shall identify to the School Board all inventoried personal property not needed by the district, together with the estimated value and recommended disposition. With School Board approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with state and federal law.

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

(cf. 3440 - Inventories)

Adopted AASB 5/2022

Adopted: May 25, 2022

Craig City School District

BP 3280 SALE OR LEASE OF SCHOOL FACILITIES OR REAL PROPERTY

Note: Pursuant to [A.S. 14.14.060](#) and [14.14.065](#), the borough assembly and city council are empowered to determine the location of school buildings. The regional school board may obtain title to school lands and buildings from the state pursuant to [A.S. 14.08.151](#). The following sample policy may be revised or deleted as appropriate.

The School Board shall dispose of, or recommend to the municipality, borough, or state the disposal of, school facilities or real property whenever it is apparent the district will have no future use for it. If unused property will be needed at some future time, the School Board may lease, or recommend to the municipality, borough, or state the lease of, such property. Any sale or lease of school facilities or real property will conform to the provisions of law.

(cf. 1330 - Use of School Facilities)

The School Board encourages public participation in the determination of school facility needs.

(cf. 1220 - Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES

[14.07.030](#) Powers of state department

[14.08.101](#) Powers (Regional school boards)

[14.08.151](#) Land and buildings

ALASKA ADMINISTRATIVE CODE

[4 AAC 32.085](#) Disposal of abandoned or obsolete property

Adopted AASB 5/2022

Adopted: May 25, 2022

Craig City School District

BP 3290 GIFTS, GRANTS AND BEQUESTS

Note: This optional policy may be revised as needed to reflect district philosophy and needs.

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. All donations greater than \$1,000 shall be brought before the Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

1. not begin a program which the School Board would be unable to continue when the donated funds are exhausted.
2. not entail undesirable or hidden costs, such as additional staff workload.
3. place no restrictions on the school program.
4. not be inappropriate or harmful to the best education of students.
5. not imply endorsement of any business or product.
6. not conflict with any provision of the School Board policy or public law.
7. have a purpose consistent with those of the district.

The School Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The School Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

(cf. 3430 - Investing)

(cf. 3440 - Inventories)

Adopted AASB 5/2022

Adopted: May 25, 2022

Craig City School District

BP 3300 EXPENDITURES/EXPENDING AUTHORITY

Note: The following sample policy should be revised as appropriate to reflect district philosophy and needs. [A.S. 14.14.060](#) and [14.14.065](#) provide that the borough assembly/city council, with the consent of the borough/city school district, may by ordinance delegate to the school district responsibility for a centralized treasury and/or accounting system. [A.S. 14.08.101](#) empowers regional school boards to establish their own fiscal procedures and exempts them from [A.S. 36.30](#) (State Procurement Code) and [A.S. 37.05](#) (Fiscal Procedures Act). [A.S. 14.08.111](#) requires the regional school board to designate employees authorized to direct disbursements from school funds of the School Board.

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior School Board approval is required for purchases over \$ 20,000.

(cf. 3310 - Purchasing Procedures)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 3460 - Financial Reports and Accountability)

Note: [A.S. 14.17.225](#) requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The Superintendent or designee shall not authorize any proposed expenditure which exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

The School Board shall not recognize obligations incurred contrary to School Board policy and administrative regulations.

Legal Reference:

ALASKA STATUTES

[14.08.101](#) Powers (Regional school boards)

[14.08.111](#) Duties (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

36.30. State Procurement Code

37.05 Fiscal Procedures Act

Adopted AASB 5/2022

Adopted: May 25, 2022

Craig City School District

BP 3280.1 DISTRICT HOUSING

District housing is provided only as a courtesy to new employees who experience difficulty in securing accommodations. Therefore, staff members may only occupy district housing for a maximum of eleven months. In the event that more than one staff member is in need of a given housing unit, the following will be applied:

1. District Administrators
 - A. Superintendent
 - B. Principal
2. Staff
 - A. Certified
 - B. Classified
3. Itinerant Specialist

Revised 2/11

Reviewed 10/2014

Reviewed 2/2021

Craig City School District

BP 6146.1 HIGH SCHOOL GRADUATION REQUIREMENTS

The Superintendent or designee shall prepare for Board approval a plan consisting of district graduation requirements. Students shall receive diplomas of graduation from high school only after meeting the following district graduation requirements, as well as successful completion of any required high school competency examination:

Graduation Requirements for Craig High School

<u>Subject</u>	<u>Units of Credit</u>
Language Arts	4
Social Studies	3 (.5 credit AK History / see *Note below) (1 credit American History) (.5 credit American Government)
Mathematics	3
Science	3 (1 credit Physical Science)
Health	.5
Physical Education	.5
Electives	<u>11</u>
	25

Graduation Requirements for students enrolled PACE (Personal Academic Choices in Education) Statewide Homeschool

<u>Subject</u>	<u>Units of Credit</u>
Language Arts	4
Social Studies	3 (.5 credit AK History / see *Note below)
Mathematics	3
Science	3
Health	.5
Physical Education	.5
Electives	<u>7</u>
	21

*Note: The three units of credit in social studies must include one-half unit of credit in Alaska history or demonstration that the student meets the Alaska history performance standards. This requirement will not apply to a student who (1) transfers into your school after the student's second year of high school; or (2) has already successfully completed a high school state history course in another state. [4 AAC 06.075](#).

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6164.2 - Guidance and Counseling Services)

(cf. 6146.3 - Competency Testing)

(cf. 6184 - Virtual/Online Courses)

Legal Reference

ALASKA STATUTES

[14.03.075](#) *College and career readiness assessment; retroactive issuance of diploma*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.075](#) *High school graduation requirements*

[4 AAC 06.721](#) *College and career readiness assessment waivers*

[4 AAC 06.755-790](#) *State wide assessment program for students with disabilities*

Revised 1/12

Reviewed 10/2015

Reviewed 6/2020

Reviewed 5/22

Edited 5/22

Craig City School District

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Science	3
Health	.5
Physical Education	.5
Electives	<u>7</u>
	21

*Note: The three units of credit in social studies must include one-half unit of credit in Alaska history or demonstration that the student meets the Alaska history performance standards. This requirement will not apply to a student who (1) transfers into your school after the student's second year of high school; or (2) has already successfully completed a high school state history course in another state. [4 AAC 06.075](#).

*Note: Fulltime CHS seniors are required to be enrolled in five on campus classes.

*Note: Students may schedule a **maximum combination of two** of the following: work study (available to juniors and seniors), teacher's aide (available to juniors and seniors), open period (open period available to seniors only).

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 6164.2 - Guidance and Counseling Services)

(cf. 6146.3 - Competency Testing)

(cf. 6184 - Virtual/Online Courses)

Legal Reference

ALASKA STATUTES

[14.03.075](#) College and career readiness assessment; retroactive issuance of diploma

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.075](#) High school graduation requirements

[4 AAC 06.721](#) College and career readiness assessment waivers

[4 AAC 06.755-790](#) State wide assessment program for students with disabilities

Revised 1/12

Reviewed 10/2015

Reviewed 6/2020

Reviewed 5/22

Edited 5/22

Craig City School District