

Date: April 3, 2019
To: LPSD School Board
From: Laura Hylton, Finance Director
RE: April Board Report

Legislative Information

A lot has happened on the legislative front, the House initially approved a budget with flat funding and the \$30 million approved by the Governor last year. An amendment was approved in committee to remove the \$30 million supplemental along with the bond reimbursement today.

Work remains to be done interacting with legislators on funding issues.

LPSD's legislative contacts are:

Representative Bryce Edgmon

Session Contact

State Capitol Room 208

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Housing Deposits

The current housing deposit is \$500 and can be refunded upon inspection by a maintenance representative. Deposits are kept if damage or failure to clean, additional charges are assessed above the deposit amount with quotes and photos from the maintenance inspection.

Pet Deposits are non-refundable and are \$200 for the first pet and \$100 for each additional pet. Pet deposits are paid again every time an employee moves to a new unit. Housing regulation is attached.

Financial report attached.

Lake and Peninsula School District

100 Board Report
Fiscal Year: 2018-2019

From Date: 7/1/2018 To Date: 4/30/2019

Account Description	Account Number	GL Budget	YTD	Balance	Encumbrance	Balance	% Budget
Instruction	100.000.100.000.000	\$4,580,391.00	\$2,701,860.85	\$1,878,530.15	\$890,857.97	\$987,672.18	78.44%
Lake View Home School	100.000.140.000.000	\$70,007.00	\$42,268.91	\$27,738.09	\$20,578.53	\$7,159.56	89.77%
CTE	100.000.160.000.000	\$176,820.00	\$162,369.82	\$14,450.18	\$3,849.00	\$10,601.18	94.00%
SPED direct instruction	100.000.200.000.000	\$1,145,142.00	\$702,184.89	\$442,957.11	\$225,983.00	\$216,974.11	81.05%
SPED special services	100.000.220.000.000	\$204,970.00	\$52,937.41	\$152,032.59	\$282.09	\$151,750.50	25.96%
Student Support	100.000.300.000.000	\$135,562.00	\$6,202.37	\$129,359.63	\$353.96	\$129,005.67	4.84%
Instructional Support	100.000.350.000.000	\$602,258.00	\$444,265.55	\$166,992.45	\$160,513.39	\$6,479.06	100.42%
Instructional Technology	100.000.360.000.000	\$1,579,706.00	\$1,112,281.17	\$467,424.83	\$459,020.61	\$8,404.22	99.47%
School Admin - Principals	100.000.400.000.000	\$703,227.00	\$473,689.90	\$229,537.10	\$159,203.18	\$70,333.92	90.00%
School Support - secretaries	100.000.450.000.000	\$68,610.00	\$59,127.91	\$9,482.09	\$24,282.04	-\$14,799.95	121.57%
District Admin - Superintendent and Board	100.000.510.000.000	\$562,414.00	\$371,612.80	\$190,801.20	\$49,469.22	\$141,331.98	74.87%
District Admin - Business Services	100.000.550.000.000	\$671,750.00	\$474,106.18	\$197,643.82	\$115,148.74	\$82,495.08	87.72%
Maintenance and Operations	100.000.600.000.000	\$2,485,865.00	\$2,223,134.64	\$262,730.36	\$427,848.04	-\$165,117.68	106.64%
Student Activities	100.000.700.000.000	\$419,242.00	\$300,163.23	\$119,078.77	\$22,611.50	\$96,467.27	76.99%
Other Fund TRS & PERS On-behalf	100.000.760.000.000	\$0.00	\$496.17	-\$496.17	\$0.00	-\$496.17	0.00%
Other Fund TRS & PERS On-behalf	100.000.790.000.000	\$0.00	\$4,957.57	-\$4,957.57	\$0.00	-\$4,957.57	0.00%
Other Fund TRS & PERS On-behalf	100.000.880.000.000	\$0.00	\$231.96	-\$231.96	\$0.00	-\$231.96	0.00%
Food Service Transfer	100.000.900.000.000	\$340,000.00	\$0.00	\$340,000.00	\$0.00	\$340,000.00	0.00%
Grand Total:		\$13,745,964.00	\$9,131,891.33	\$4,623,072.67	\$2,560,001.27	\$2,063,071.40	85%

School Support - secretaries

Encumbrances are overstated and we are researching the issue to fix it.

Maintenance and Operations

Cost in excess of Teacher Housing Rents will be posted to Housing Allowance at year end, expected overage.

AR 3342 DISTRICT-OWNED RENTAL PROPERTY

The Lake and Peninsula School Board recognizes the need for teachers to have adequate housing in the community in which they teach.

The Lake and Peninsula School District has a limited supply of Teacher housing which the District will continue to rent to teachers under the terms of this Policy Statement.

The District currently maintains four categories of employee housing as follows:

1. Borough owned/District Operated teacher housing.
 2. District leased/subsidized housing. For those communities where an absence of affordable, quality housing is available, the Superintendent or Chief School Administrator is authorized to and will enter into lease agreement, provide limited utilities and arrange for limited furnishings. Rental charges would be the same as District operated housing.
 3. District lease/non-subsidized housing. The Superintendent or Chief School Administrator is authorized, upon request by a contract employee, to lease housing for the employees with the rental rate set at the leased amount. No subsidy will be provided.
 4. District lease/non-subsidized housing. In school communities without available district housing units and where there are, quality, rental opportunities available for teachers, the Superintendent or Chief School Administrator is authorized, upon written request, by a certificated employee to lease housing for the employee with the rental rate set at up to \$200.00 per month less than the leased amount that is set by the lessor. This lease agreement will be for nine (9) months of the school year. Selection of housing in such communities is the responsibility of the employee.
- 1) Priority in Rental of District Teacher Housing.
 - a) District Teacher Housing will be occupied by the Principal/Head Teacher and then by seniority in the school community to other teachers.
 - 2) Responsibility for Provision of Teacher Housing.
 - a) It is the responsibility of the teacher to provide for his/her own housing if District Teacher Housing is not available.
 - b) The Board cannot guarantee the condition of housing other than District Teacher Housing.
 - 3) Maintenance of District Teacher Housing.
 - a) Heating systems and appliances will be kept in good repair and safe working condition by the District custodial and maintenance staff.
 - b) Teachers will not be paid for repairs or improvements unless there is a definite agreement to that effect with the School Board.
 - c) Teachers are responsible to request a work order through the Maintenance Department promptly when something is not operating properly in the housing.
 - d) When remodeling, improvements, or redecoration, including interior painting, is necessary, it will be scheduled when units are vacated.
 - e) When basic furnishings wear out or break from normal usage, they will be replaced as soon as is reasonable and possible.
 - f) Effort will be made to repair, improve, and update all District housing and maintain it in good condition.
 - 4) Items to be furnished in District Teacher Housing.
 - a) Appliances.

- i) The District will provide a range and refrigerator in each Teacher Housing unit.
 - ii) Access to washers, dryers and freezer space will be provided.
 - b) Furnishings.
 - i) The District will maintain in each apartment a dinette table and chairs; divan; easy chair; one double bed or two twin beds in bedroom; chest of drawers.
 - ii) Appropriate flooring will be maintained.
 - iii) Draperies, curtains and/or blinds will be provided for windows.
 - c) Housekeeping items dishes, cooking utensils, linens, etc., will not be provided by the District.
- 5) Termination of Lease/Inspection of Housing.
 - a) When a teacher moves out of District Teacher Housing, a representative of the Superintendent or Chief School Administrator. Any charges for damages or repairs for which the teacher is responsible will be withheld from his/her housing deposit and, if it is not adequate, the additional amount will be deducted from the teacher's last paycheck.
 - b) A teacher who does not agree with the inspection of his/her District Teacher Housing unit may request a hearing with the Superintendent within ten calendar days following the inspection. The decision of the Superintendent will be final.
 - c) A teacher who is not returning has ten (10) days after the last work day to vacate their housing unit.
- 6) Rental Fees for Housing.
 - a) In establishing a rental rate the District will consider floor space (square feet), basic appliances and furniture, plumbing, electricity, and number of bedrooms.
 - b) The Superintendent or Chief School Administrator and Maintenance Supervisor will determine the square footage; the Board will set the yearly rental rates.
 - c) There is no appeal on rental fees set.
 - d) Rental fees shall be deducted from the individual teacher's paycheck at the end of each pay period.
- 7) Housing Rental Deposits.
 - a) A deposit of \$500.00 will be required when the teacher moves into the housing. The deposit will be deducted from the October paycheck. The deposit will be refunded when the teacher moves out of housing, minus any deduction for damages beyond normal usage or cleaning bills for a dirty apartment. Should additional costs be incurred due to damage or cleaning beyond normal expectations the additional costs will be deducted from the renter's final check.
 - b) An additional non-refundable pet deposit of \$200.00 for the first pet and \$100.00 per additional pet will be required for household pets. The deposit will be deducted from the November paycheck. This non-refundable deposit shall be deducted each time the renter moves into a new apartment, (Except for District Initiated Transfers).
 - c) Determination of damage will be made by a representative of the Superintendent or Chief School Administrator.
- 8) Rules of Occupancy.
 - a) Each teacher should give the housing the care he/she would give his/her own home.
 - b) Where there is more than one apartment in a building, noise should be kept to a minimum.
 - c) Garbage must be kept in sealed or covered containers and disposed of in the village garbage area.
 - d) In recognition of the problems involved with sewage and septic tanks in rural areas, great care should be taken in what is flushed down sink, tub, and toilet drains. No grease, coffee grounds,

diapers, baby wipes or paper (other than toilet tissue), or other items should go down drains. Where small children are in residence, care should be taken they do not flush toys or other items down toilets.

- e) The units must be cleaned and put into proper order prior to final inspection and before the teacher terminates his/her occupancy.
 - f) The teacher will allow the Superintendent or Chief School Administrator or his/her representative access to teacher housing for purposes of inspection upon reasonable notice and at reasonable times. This includes maintenance access in summer or winter when units are unoccupied and cold weather or needed maintenance requires access.
 - g) The growing, consumption or use of marijuana or any other controlled drugs in teacher housing is prohibited.
 - h) The use of tobacco is prohibited within all District Owned Property
- 9) Early Occupancy new staff: Requests for early occupancy by teachers will be based on meeting the following criteria.
- a) Site Administrator has started contract days and been on site.
 - b) Chief School Administrator or Superintendent approval is received in writing.
 - c) Occupancy prior to first work day requires rent and deposit to be paid prior to moving in.

10) Personal Belongings

Teachers/renters are responsible to provide their own insurance coverage for all personal contents of housing units. The District assumes no responsibility or liability for personal belongings in housing units. Teachers/renters in District housing must furnish fire insurance on their own possessions if they desire it.

11) Summer Occupancy.

- a) Use of school facilities, vehicles, internet, equipment and supplies are not permitted for personal use.
- b) Notice of summer occupancy dates must be submitted to Maintenance by the last day of school. Knowledge of occupancy dates allows for planning of system levels and maintenance.

12) Miscellaneous

- a) Animals on School Property. It shall be the policy of the District that written permission by the Superintendent or Chief School Administrator is necessary to have animals on or in school property. School property is defined as the grounds surrounding the school's teacher housing and buildings.
- b) All dogs on school property must be tied or attended at all times.
- c) Any and all modifications to School District Housing are prohibited without prior approval of the Superintendent or Designee.
- d) Tenants are prohibited from sub-leasing any and all District Housing.

13) Rental to External Parties

- a) The District will consider Leasing of unoccupied Teacher Housing units for lease for support of community projects, upon formal request from the local governing authority.
- b) Lease of Teacher Housing will be for no more than the term of construction of the community project.
- c) The District will not lease to individuals.

(Modified December 2014, June 2017, March 2018) 07/12