

**AASB POLICY REFERENCE MANUAL UPDATE SERVICE  
2017-2018 UPDATE  
INSTRUCTION SHEET**

**SECOND READING AUGUST 2018**

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.

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.

**IMPORTANT NOTE FOR THE 2017-18 UPDATE:** Alaska chose the last submission date allowable for its state plan implementing Every Student Succeeds Act (September 18, 2017). If the state publishes updated ESSA regulations, further updating of the policies will follow.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
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<b><u>ARTICLE 3, Series 3000 – Business and Noninstructional Operations</u></b>		
<b>BP 3300</b>	No	<u>EXPENDITURES/EXPENDING AUTHORITY</u>  This revision incorporates revisions to the federal Office of Management and Budget’s (OMB) new procurement requirements. It provides that all contracts under federal awards must follow the new procurement procedures. The revisions to BP 3310 and BP 3311 provide substantive policy for these changes.
<b>BP 3310</b>	Yes	<u>PURCHASING PROCEDURES - NEW</u>  This update includes a substantial update to purchasing procedures, in accordance with the new OMB policy described in BP 3300. The policy provides the five general standards a purchase under a federal award must meet.
<b>BP 3311</b>	Yes	<u>BIDS</u>  This policy establishes the five types of bids that may be used for purchases under federal awards. It is in accordance with the OMB purchasing procedures described in BP 3300. The policy also includes a provision safeguarding minority bidding rights.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
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**ARTICLE 4, Series 4000 – Personnel**

<b>BP 4112.4</b>	Yes	<p><u>HEALTH EXAMINATIONS</u></p> <p>This update eliminates the provision previously under state law that required employees to undergo physical examinations every three years as a condition of employment. A school board may still opt to require physical examinations, but they are no longer required under the state regulation 4 AAC 06.050.</p>
<b>BP 4118</b>	Yes	<p><u>SUSPENSION/DISCIPLINARY ACTION</u></p> <p>The policy was updated to state that certificated management and supervisory personnel who are not covered by a negotiated agreement are subject to the disciplinary procedures in BP 4218, except for discipline involving dismissal or nonretention. The procedures for dismissal and nonretention of certificated employees are provided in statute.</p>
<b>BP 4218</b>	Yes	<p><u>DISMISSAL/SUSPENSION/DISCIPLINARY ACTION</u></p> <p>This update reflects a significant change to the discipline process for classified employees. It states that District administration shall discipline classified personnel pursuant to the terms of a negotiated agreement, and clarifies the procedures under which an appeal may be brought to the school board. It also establishes that classified management and supervisory personnel are subject to the same disciplinary procedures.</p>

**ARTICLE 6, Series 6000 – Instruction**

<b><del>BP 6179</del></b>	Yes	<p><del><u>CHILD CARE AND DEVELOPMENT PROGRAMS – NEW</u></del></p> <p><del>This revision incorporates the new state requirements found in 4 AAC 60.170 for district child care and preschool programs. A district must now submit annual assurances to the department indicating that the district has adopted written policies that ensure compliance with the programmatic requirements of 4 AAC 60.170, the pre-elementary education regulation.</del></p>
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