

ANCHORAGE SCHOOL DISTRICT

ANCHORAGE, ALASKA

ASD MEMORANDUM #48 (1999-2000) September 13, 1999

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: BUDGET TRANSFER: FAMILY PARTNERSHIP CHARTER SCHOOL

RECOMMENDATIONS:

It is the Administration's recommendation that the School Board approve a Budget Transfer up to \$100,968 for salary and benefits for the Family Partnership Charter School to allow them to establish two new permanent positions of Parent/Family Coordinator and Business Manager.

PERTINENT FACTS :

The Line Item Budget Transfer Procedures approved by the School Board in 1990 and revised in 1997, require that non-budgeted permanent positions created by a budget transfer must be approved by the School Board. These procedures, specifically Budget Transfer Type 2.6, require administrative approval as well as School Board approval.

The Department of Education and Early Development has notified the Family Partnership Academic Policy Committee and the Anchorage School District that they have determined that the Family Partnership Charter School instructional program fits the definition of a correspondence study program. This same notice necessitated a significant reduction in the FY 1999-2000 budget.

The recent reduction in funding has forced the Family Partnership Charter School to examine ways to streamline and reallocate staff assignments. The full time clerical positions at Family Partnership have been reduced to half time, thus placing the clerical staff in a layoff position. To date, all have been placed in full time positions elsewhere in the District, and the half time positions are currently being advertised. To make the office more efficient and accountable, the Academic Policy Committee and the Principal, Tim Scott, have decided to hire a full time business manager and a full time parent coordinator.

Family Partnership Charter School will transfer up to \$100,968 from the 1201 -- Clerical, 3010 -- Contracted Service/Administration, and 3030 -- Contracted Services/Instruction accounts to the 1181 -- Professional/Classified account; this will cover salary and benefits

for a Range 5 ACE position and a Range 7 ACE position. Once the employees are hired, the actual salary and benefits will be calculated.

The Administration supports the creation of these two positions to insure that financial records are maintained accurately, and the needs of students and parents are met regarding the best practices for a home schooling partnership with the Anchorage School District.

BC/CC

Prepared/Approved by: Carol Comeau, Assistant Superintendent, Instruction