

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #1 (2001-2002)

August 13, 2001

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: REQUEST FOR BUDGET ADJUSTMENT FOR NEW POSITIONS:  
FAMILY PARTNERSHIP CHARTER SCHOOL

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve Budget Transfers up to \$132,496 for salary and benefits for the Family Partnership Charter School to allow them to establish permanent positions of Financial Data Control Clerk (2), and Academic Facilitator.

It is further recommended that the School Board revise Budget Transfer Procedure 2.6, as follows: "Any transfer which creates a permanent position other than Type 2.2, or in a charter school."

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.

**Financial Data Control Clerks**

The Family Partnership Charter School has grown from an initial 120 students to a school of approximately 765 students in FY 2000-01. The Academic Policy Committee and Principal recognize the need to have two full-time Financial Data Control Clerks (formerly titled Stock Clerks) in order to carefully monitor expenditures for the school and families. The people selected for these positions will work closely with the Business Manager. Since each of the 765 students function on an individual basis with their classes and with different time frames,

this record keeping is complex and time-consuming. Other responsibilities are described in Principal Scott's memorandum (Attachment A).

Family Partnership Charter School will transfer up to \$76,534 from their Contract Services-Instruction/FPCS Regular Instruction account to the Clerical/Family Partnership Administrative Support salary and benefits accounts; this will cover salary and benefits for these two Totem positions. Once the employees are hired, the actual salary and benefits will be calculated.

### **Academic Facilitator**

This is an entirely new position created for the Family Partnership Charter School. This is a much-needed position to assist the Principal and teachers in developing high quality Individual Learning Plans for each student which conform to the charter and to the restrictions required by the Anchorage School District and the School Board. Duties are spelled out in Attachment A.

A budget transfer of \$55,962 will be transferred from the Contracted Services/Instruction account into the Secondary Teacher/FPCS Regular Instruction Salary and Benefits Accounts. This position will fall under the AEA bargaining group. Actual salary and benefits will be determined after the actual candidate is hired.

### **Administration Recommendation**

The Administration supports the creation of these positions to insure that student accounts and the FPCS expenditures are accurately kept and that student ILPs conform to expectations and parameters established by the Academic Policy Committee, the ASD Administration, and the School Board.

In addition, the Budget Director, Chief Financial Officer and I would like to recommend that section 2.6 not apply to charter schools. They have full control of their staffing and this requirement causes unnecessary hiring delays due to having to wait for School Board action. It is recommended that the Budget Transfer procedures be modified to state in section 2.6: "Any transfer which creates a permanent position other than type 2.2, **or in a charter school.**"

The current language and Budget Transfer Procedures are shown as Attachment B.

CC

Attachments

Prepared/Approved by: Carol Comeau, Superintendent