

Policy Review Committee

November 4, 2013, 2:15 P.M.
Conference Room C, Borough Building

TENTATIVE* AGENDA

Approval of notes from Policy Meeting of October 14, 2013

Review of Policies for Updating

- *AR 6164.4 Child Find (page 4)*
 - Change verbiage to agree with 4 AAC 52.090 *District Responsibility*

Discussion

- Mileage/meals reimbursement. Do we need to require receipts for meals?
 - *E 3360(a): Statement of Expenses*(page 5) and *E 3360(b) Statement of Mileage* (page 6) are attached for discussion purposes.
- Clarify open gym issue.

Information Packet:

- *E 1330(b-1) Community Use of School Facility* (page 7) and *E 1330(b-2) Community Use Waiver of Liability* (page 8)
 - Designed for use by people using our building who may live in an unincorporated community or may not be associated with an organization with liability insurance coverage. This waiver advises users that it is not a school sponsored activity and the district is not liable.

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- For most current agenda refer to http://www.kpbsd.k12.ak.us/students_parents.aspx?id=8922

Board Policy Review Committee Meeting Notes
Borough Conference Room C, 2:15 PM
Meeting Notes

Date/Time: October 14, 2013

Members: Sunni Hilts - Present
Dave Jones – Present
Sarge Truesdell - Present
Lynn Hohl – Present
Steve Atwater - Present

Guests:
Sean Dusek - Present
John O’Brien – Present
Joe Arness – Present

Approval of Notes: August 5, 2013: Accepted as read with the exception that Lynn was “excused” not “absent.”

September 9, 2013: There was not a quorum present; therefore, mark this as discussions not notes.

Review of Policies

- *BP 1312.4 Public Complaints Concerning No Child Left Behind Requirements*
 - Do we go to Superintendent with issues?
 - Where are the procedures for complaint listed in the Policy.
 - It starts at lowest level on complaints. Make reference to 1312a.
- *AR 1330 Use of School Facilities and Properties*
 - Discussions on drafts of Community/Open Gym Use Application
 - People are using our buildings—unincorporated communities carrying out activity in our buildings for small communities which are not organized and not insured.
 - Teachers have been opening building for unofficial activity. Potentially could be liable if it is perceived as a “school activity”.
 - Suggested waiver to advise people that it is not a school sponsored activity and the district is not liable.
 - Can teachers in organized communities use this form? This form could work if they are not doing it in the capacity as a school teacher. If money is being made, it is an organized use and insurance would be needed.

Additional notes from Worksession.

- Suggestion to change “community gym use” to a blank so gym, or pool, or classroom could be added by the user.
- Suggestion on Waiver of Liability to add a blank line requesting the activity.
- We need to clarify the open gym issue—is this school sponsored?
- Look at schedules and address fees.

- Need discussions on life guard requirement, liabilities, and fund usage.
- BP 6145.22 and AR 6145.22 Concussion in Student Athletes
 - Page 18: cleaned up language.
 - Language about use of trainers from AASB was deleted.

Information Packet:

- E 3360(b) Mileage Reimbursement

CHILD FIND

Identified exceptional students are offered a special education program from age three through age 21. A preschool child who is eligible for special education services may begin service on their 3rd birthday. An IEP must be developed prior to the child's third birthday and include the date the child will enroll in the District to receive special education services.

A student who is eligible to receive special education services and who ~~is age 21 on the first day of the school term~~ is less than age 22 on July 1 of the school year shall be entitled to Free and Appropriate Public Education for the entire school year, ~~even if the child's twenty second birthday occurs during the school term.~~

Reference

4 AAC 52.090 District responsibility

**TRAVEL REIMBURSEMENT
For Employees and Board Members**

To Be Used When Overnight Travel is Required

Name

Address

Employee E#

RECEIPTS MUST BE ATTACHED

FOR EXPENSES IN CONNECTION WITH:

Purpose of Meeting _____

Meeting at _____ Dates _____

TRANSPORTATION:

Airfare (documentation required) at \$ _____	\$	-	
or number of miles _____ at 0.565			
based on GSA mileage rates at http://www.gsa.gov			
	\$	-	

PER DIEM:**

Departure Date _____ Time _____ AM PM

In-State Rates (based on State of Alaska rates):

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Hotel @ actual	_____	_____	_____	_____	_____	_____	_____	\$ -
Breakfast @ \$12	_____	_____	_____	_____	_____	_____	_____	\$ -
Lunch @ \$16	_____	_____	_____	_____	_____	_____	_____	\$ -
Dinner @ \$32	_____	_____	_____	_____	_____	_____	_____	\$ -

(Out-of-State rates based on federal GSA per diem rates, <http://www.gsa.gov>)

Return Date _____ Time _____ AM PM

OTHER EXPENSES:

Please list _____

TOTAL \$ -

I certify the above is a true statement of expenses incurred by me in connection with the activity noted above and accordingly make claim for reimbursement.

Date

Employee Signature

Account number

Administrator Approval

** No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Breakfast: Midnight to 10:00 AM
Lunch: 10:00 AM to 3:00 PM
Dinner: 3:00 PM to Midnight

Must Be Submitted Monthly

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

E 3360(b)

MILEAGE REIMBURSEMENT - Board Members and District Employees

Name	Employee E#
Address	Month

Date	From	To	Purpose	Actual Miles	Meal Expenses		
SUB TOTALS: Total Miles				0	@ 0.565 GSA rate per mile	\$ -	\$ -
TOTAL REIMBURSEMENT REQUESTED						\$ -	

Rates based on federal GSA rates, <http://www.gsa.gov>.

I hereby certify that the above is a true statement of expenses incurred by me in connection with the activity noted and accordingly make claim for reimbursement.

Date	Signature
Account Number	Administrator Approval

No meals or incidental expenses shall be paid unless associated travel requires extended hours, out of district travel or overnight lodging. To be eligible for meal reimbursement on the day travel begins or ends, an individual must be in travel status for a minimum of three consecutive hours within the meal period noted below:

Breakfast: Midnight to 10:00AM - Lunch: 10:00AM to 3:00PM - Dinner: 3:00pm to Midnight

NEW

E 1330(b-1)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

COMMUNITY USE OF SCHOOL FACILITY

School: _____

Use of: _____
(Part of Building: gym, classroom, pool)

Activity: _____

By whom: _____

Responsible Party: _____

I agree to obtain signatures of all participants on the Community Use Waiver of Liability and provide the originals prior to Building Use to the school administrator or principal.

Printed Name

Signature

Date

cc: Assistant Superintendent of Instructional Services

NEW

E 1330(b-2)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

COMMUNITY USE WAIVER OF LIABILITY

School: _____

Use of: _____
(Part of Building: gym, classroom, pool)

Activity: _____

To the maximum extent allowed by law, I agree to defend, indemnify, and hold harmless the Kenai Peninsula Borough and School District and its employees, directors, designees and all those affiliated with the above named activity for expenses relating to injuries, accidents, property damage, property lost and/or stolen as a result of using District facilities for recreation as a part of a community group.

I understand that the Kenai Peninsula Borough and the School District provide neither medical insurance coverage nor liability insurance that would cover such actions. It will be my responsibility to provide for payment of such expenses would they occur. I signing this release, I am stating I am aware of the inherent dangers involved in recreational sports.

Print name (of participant): _____

Signature: _____ Date: _____

Signature of parent or guardian if a minor: _____