

Policy Review Committee

December 2, 2013, 2:15 P.M.

Conference Room C, Borough Building

TENTATIVE* AGENDA

Approval of notes from Policy Meeting of November 4, 2013

Review of Policies for Updating

- *BP 3541.2 Transportation for Students with Disabilities*
 - Clean up language to use “students with disabilities”

Discussion

- SECTION 3000 Review - will be reviewed sequentially

Information Packet:

- *E 1340(b) Board Request Form*
 - *Added at Board request for use by the Board.*
- *E 3360(a): Statement of Expenses and E 3360(b) Statement of Mileage*
 - Changes in expense forms to encourage employees to use actual rather than maximum allowable meal expenses.

- 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: November 04, 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 Laurie Olson – Present Clayton Holland - Present
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Approval of Notes: The notes from October 14, 2013 meeting were approved as presented.

Review of Policies

- *AR 6164 Child Find*
 - State Handbook for Special Education changed and state updated verbiage on who is eligible for SPED.
- *E 3360(a) Statement of Expenses and E 3360(b) Statement of Mileage Discussion*
 - Laurie passed out State of Alaska Meal and Incidental Rates
 - Change made several years ago to be consistent with other entities—federal rate
 - If we require receipts, we have to require on all and still need a maximum. Some people claim everything; others claim nothing.
 - If we go to receipts, all receipts have to be attached and all have to be verified. More work internally.
 - Add a line “does your conference provide meals?” Delete “Receipts Must be Attached.” Make it clear that this is maximum allowable, please list what you actually spent.”
- Discussion on open gym issue
 - Dave still clarifying. Checking with ASAA. Checking across district. This will be brought back.

Information Packet:

- *E 1330(b-1) Community Use of School Facility and E 1330(b-2) Community Use Waiver of Liability*
 - If you have people who want to use facility. Someone needs to take charge and gather waivers. (Does a staff member need to be present?-AR 3515 –keys not be given to nonemployees vs. actually being checked out. Look at for next time. – Clarify that principal has the authority to check out keys.

- If someone comes up the day of the activity, form needs to be filled out prior to participation. Clarify that drop-ins are not allowed.

Next Meeting:

- Review 3000 and 4000 up for review this year. We will start reviewing Section 3000 at the next meeting.

TRANSPORTATION FOR ~~EXCEPTIONAL~~ STUDENTS WITH DISABILITIES

The School Board recognizes its responsibility to provide transportation services which give ~~handicapped~~ students with disabilities access to appropriate education programs and services. The District shall provide transportation for ~~exceptional~~ students with disabilities in accordance with needs specified in their Individualized Education Program (IEP).

In selecting the most appropriate mode of transportation, IEP teams shall consider the student's unique safety and health needs, the availability of equipment, road conditions and accessibility to the student's home, existing transportation schedules, and the extent to which transportation arrangements may help the student develop independent mobility skills.

Whenever ~~feasible~~possible, ~~exceptional children~~students with disabilities shall be transported with regular students.

(cf. 3540 – Transportation)

(cf. 3541.5 – Alternative Transportation Arrangements)

(cf. 6172 – Special Education)

*Legal Reference:*ALASKA STATUTES

14.30.278 *Individualized education program*

14.30.347 *Transportation of exceptional children*

ALASKA ADMINISTRATIVE CODE

4 AAC 52.730 *State aid for transportation*

BOARD OF EDUCATION MEMBER REQUEST FORM

(Requests from Board members to District Administration requiring more than 15 minutes to prepare.)

Email or submit hard copy to Board Secretary.

Date:

Board Member(s) requesting:

For action/discussion on (meeting date):

Subject:

Type of Request: *Please check one and give a brief description.*

(i.e. Report: Would like to receive six month financial reports.)

- Policy:
- Project:
- Report:
- Other:

Objectives/Purpose of the Request: *(what problem will be solved; what situation improved):*

How does this action align with the Board or District goals?

Comments/Additional Information:

Request approved:

Board President Signature

Date

To be completed by the superintendent

District Administration responsible for preparing report:

Date report to be presented to the Board:

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>.

* Meals are reimbursed at actual cost if less than maximum allowed. Maximum in Alaska: Breakfast-\$12; Lunch-\$16; Dinner-\$32

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

Rev. 11/13 - ma

Must be Submitted Monthly