

**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

**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.