



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting

November 2, 2015

1:30 PM

Assembly Chambers, Borough Building

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of October 5, 2015 Page 3
- III. Information items
- IV. Exhibits
 - i. E 1330(b) Community Use of School FacilityPage 4
 - ii. E 3350(a) Active List of Tax SheltersPage 6
 - iii. E 6146.11 Early Graduation ProceduresPage 8
- V. Previous discussions
 - i. *BP 5112.2 Exclusions from Attendance*Page 9
Language added to clarify Superintendent’s role during a communicable disease outbreak and clarification of language regarding unvaccinated students
 - ii. E 9322 Order of Business..... Page 10
Revisions regarding Committee Reports and Public and Board Comments
- VI. New
 - i. E 9000 Role of Board Members Page 12
Deletion of reference to requests for information
 - ii. E 1340 Public Records RequestPage 13
Legal opinion regarding litigation language:

“AS 40.25.122 specifically allows for the procedural rules applicable to litigation to apply rather than the standard public request rules where litigation against a public entity is ongoing or anticipated by the person making the public records request. The “non-litigation affiliation” certificate is similar to the one used by the borough clerk. The public entity providing that the requestor commit in writing that the requestor will not use public records access to gather documents for litigation against the public entity has been upheld by the state supreme court in Brady v. State, 965 P2d 1 (Alaska 1998). Any requestor who wishes to use public documents of the public entity against the public entity

in litigation will still be able to do so through normal discovery mechanisms allowed by the court rules.

AS 40.25.122 "Litigation Disclosure: states:

A public record that is subject to disclosure and copying under [AS 40.25.110-40.25.120](#) remains a public record subject to disclosure and copying even if the record is used for, included in, or relevant to litigation, including law enforcement proceedings, involving a public agency, except that with respect to a person involved in litigation, the records sought shall be disclosed in accordance with the rules of procedure applicable in a court or an administrative adjudication. In this section, "involved in litigation" means a party to litigation or representing a party to litigation, including obtaining public records for the party."

VII. Review of Section 0000 and 6000

Please bring your laptop

For most current agenda refer to:

http://www.kpbsd.k12.ak.us/students_parents.aspx?id=34112



**Kenai Peninsula Borough School District
Policy Committee Meeting Notes
October 5, 2015
1:00 PM
DO Redoubt Conference Room**

ATTENDANCE:

Dan Castimore – Present
Lynn Hohl – Present
Marty Anderson – Absent
Dave Jones – Present
Sarge Truesdell – Present

Guests: Tim Navarre, John O'Brien, Laurie Olson

CALL TO ORDER:

The meeting convened at 1:08 PM

**APPROVAL OF
NOTES:**

The notes from the September 8, 2015 meeting were approved as written.

TOPICS

DISCUSSED:

BP 5112.2 Exclusions from Attendance
E 9322 Order of Business

ACTION TAKEN:

*BP 5112.2 Exclusions from Attendance – request to add additional language
regarding unvaccinated students and return to the committee*
E 9322 Order of Business – move forward to worksession

ADJOURN:

The meeting was adjourned at 1:24 PM

Submitted by: Natalie Bates

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

COMMUNITY USE OF SCHOOL FACILITY

School: _____

Use of: _____
(Part of Building: gym, classroom, etc.)

Activity: _____

By whom: _____

Date and time: _____
(Please be specific)

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. Last minute drop-ins will not be allowed.

KEYS

A key to the building (# _____) has been issued to the responsible party (above) on the date of _____ strictly for purposes of facilitating the above named activity. The key is to be returned to the principal on _____. It is the responsible party's responsibility to assure that all doors and windows are locked, and lights and appliances are turned off when departing the building. The duplication of school keys is prohibited. The person issued the key shall be responsible for its safekeeping. If lost, the responsible party shall report the loss to the principal immediately and shall pay a \$300 fee.

Printed Name (Responsible Party)

Signature Date

Principal Date

Assistant Superintendent of Instructional Support Date

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

COMMUNITY USE WAIVER OF LIABILITY

School: _____

Use of: _____
(Part of Building: gym, classroom, etc.)

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 should they occur. In signing this release, I am stating that 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: _____

Kenai Peninsula Borough School District & The Omni Group (the compliance administrator in terms of meeting Internal Revenue Service (IRS) regulations) DO NOT endorse, evaluate or sell any investment product or endorse any investment provider. The ultimate decision of where funds are invested rests with each individual participant using the investment providers listed below. The phone numbers and web addresses listed will provide you with information on contacting a local representative and/or how to open your account. You may choose any investment advisor or agent that is licensed to sell any investments sponsored by the following investment companies.

403(b) Tax Shelter Plan**Aspire** (Offering American Funds, Vanguard, Primerica & Lord Abbett)

Products: Mutual Fund Phone: 1-866-634-5873 or 1-813-874-0671

Contact: Indy Walton, Edward Jones 907-260-2002

Contact: Ryan Kapp, Edward Jones 907-262-6336

Contact: Wes Roberts, Edward Jones 907-344-1428

Contact: Matt Streiff, Edward Jones 907-283-0785

Contact: Glenese Pettay, Edward Jones 907-260-2002

Contact: Matt North, Edward Jones 907-235-2979

Contact: Julie Tauriainen, Edward Jones 907-224-6878

American Century Investments 1-800-345-3533 4500 Main Street

Products: Mutual Fund Fax: 816-340-3931 Kansas City, MO 64111-7709 www.americancentury.com

American Fidelity Assurance Company

Products: Annuity 1-800-662-1106 2000 N Classen Blvd.

Contact: Darcy Carter 1-800-450-3506 (ext. 6155) Oklahoma City, OK 73106 www.afadvantage.com

Fidelity Investments

Products: Annuity/Mutual Fund 1-800-343-0860 Salt Lake City, UT 84131-9921 www.fidelity.com

Legend Equities Group (also offering Symetra Financial and Waddell & Reed)

Products: Mutual Funds/Annuities

Contact: Kurt Witzleben, Anchorage 1-800-478-9299 4600 E. Park Dr., Ste. 300 www.legendgroup.com

Contact: Glenn Jacob, Palmer 907-746-5857 Palm Beach Gardens, FL 33410

Lincoln Financial Group (formerly Lincoln National Life Ins. Co.)

Products: Annuity 1-800-454-6265 Dept. C P.O. Box 2212 www.lfg.com

Contact: Tax Deferred Associates 907-561-3187 Ft. Wayne, IN 46801

New York Life Insurance Annuity Corporation

Products: Annuity/Mutual Fund 1-800-586-1413 www.newyorklife.com

Security Benefit Corporation (formerly Security Benefit Life Ins. Co.)

Products: Annuity/Mutual Fund P.O. Box 750500

Contact: Craig Jung, Kenai 907-283-3439 Topeka, KS 66675-0500 www.securitybenefit.com

Contact: Benefit Brokers, Homer 907-235-7396

Symetra Financial (formerly Safeco Life and Investments)

Products: Annuity/Mutual Fund 1-800-SYMETRA

Contact: Craig Jung, Kenai 907-283-3439 P.O. Box 3882

Contact: Benefit Brokers, Homer 907-235-7396 Seattle, WA 98124-3882 www.symetra.com

Contact: Don Bradford, Anchorage 800-478-3234

Contact: David Bradford, Soldotna/Kenai 907-260-5913

Thrivent Financial for Lutherans (also known as AAC Capital Management)

Products: Annuity/Mutual Fund 1-800-THRIVENT 4321 N. Ballard Rd.

Contact: Ruth Lewis, Soldotna 907-260-3320 Appleton, WI 54915-003 www.thrivent.com

Contact: Al Basler, Anchorage

VOYA Financial (formerly ING Reliastar)

Contact: Don Bradford, Anchorage 800-478-3234

Contact: David Bradford, Soldotna/Kenai 907-260-5913 P.O. Box 34148, FAB #11 www.voya.com

Contact: Frank Mullen, Homer 907-235-9151 Seattle, WA 98124-1148

Contact: Jacob Versteeg, Anchorage 907-276-0100

Waddell & Reed, Inc. 1-888-WADDELL

Products: Mutual Fund www.waddell.com

Contact: Roy A. Wells, Kenai 907-283-5646

457 Tax Deferred Plan

American Century Investments 1-800-345-3533 4500 Main Street

Products: Mutual Fund Fax: 816-340-3931 Kansas City, MO 64111-7709 www.americancentury.com

457 Tax Deferred Plan, pg. 2**American Fidelity Assurance Company**

Products: Annuity 1-800-662-1106 2000 N. Classen Blvd. www.afadvantage.com
Contact: Darcy Carter 1-800-450-3506 (ext. 6155) Oklahoma City, OK 73106

Aspire (Offering American Funds, Vanguard, Primerica & Lord Abbett)

Products: Mutual Fund Phone: 1-866-634-5873 or 1-813-874-0671
Contact: Indy Walton, Edward Jones 907-260-2002
Contact: Ryan Kapp, Edward Jones 907-262-6336 Attn: Retirement Plan
Contact: Wes Roberts, Edward Jones 907-344-1428 P.O. Box 219604 www.403basp.com
Contact: Matt Streiff, Edward Jones 907-283-0785 Kansas City, MO 64121
Contact: Glenese Pettey, Edward Jones 907-260-2002
Contact: Matt North, Edward Jones 907-235-2979
Contact: Julie Tauriainen, Edward Jones 907-224-6878

ICMA Retirement Corporation (plan #306268)

Contact: Jeff Spindle 866-328-4664 P.O. Box 3250 www.imarc.org
Fax: 907-376-4430 Lacey, WA 98509-3250

Legend Equities Group (also offering Symetra Financial and Waddell & Reed)

Products: Mutual Funds/Annuities
Contact: Kurt Witzleben, Anchorage 1-800-478-9299 4600 E. Park Dr., Ste. 300 www.legendgroup.com
Contact: Glenn Jacob, Palmer 907-746-5857 Palm Beach Gardens, FL 33410

Lincoln Financial Group (formerly Lincoln National Life Ins. Co.)

Products: Annuity 1-800-454-6265 Dept. C
Contact: Tax Deferred Associates 907-561-3187 P.O. Box 2212 www.lfg.com
Ft. Wayne, IN 46801

The purpose of the four-year high school program is to provide students with a combination of academic, vocational and social experiences that will prepare him/her for entry into the world of work, further training and/or continued academic enrollment. In very few cases, a student, because of his/her educational or vocational abilities, may qualify for early graduation without completing the eight-semester requirement. The first question that should be addressed in each exceptional case is, "Has the student learned and taken advantage of all that high school has to offer?" Most students graduating from high school exceed minimum requirements because they are just that, a minimum. The student seeking early graduation should be truly exceptional. Because a student has transferred from another District (system) that has allowed him/her to earn more credits than would be possible in the K.P.B.S.D., it is not an appropriate rationale for requesting early graduation. Early graduation requires substantial advanced planning. To be considered for early graduation, requests must be received at District Office no later than the last day of the quarter that precedes the proposed graduation date. Requests for early graduation will not be considered the same quarter as the proposed graduation.

- I. The student/parent initiates the request with the school counselor/principal. The counselor/principal considers the request and, if appropriate, schedules the request with the site intervention team. The counselor/principal assembles a packet for the I-Team including:
 - a. A letter of rationale by the student explaining the unique circumstances related to consideration for early graduation.
 - b. A letter of approval and support from the parent/guardian.
 - c. Student records including transcripts and test scores and graduation requirement check.
 - d. A confirmation of a postsecondary plan:
 1. A letter of acceptance from an institution offering advanced vocational or education training;
 2. Proof of full-time and continuous employment or;
 3. Evidence of engaging in an acceptable alternative program of education (world tour, correspondence study or other defined study program).
 - e. A letter from the counselor/principal confirming that state and Board of Education requirements can be met with the exception of eight semesters of attendance.
- II. The I-Team considers the acceleration request for early graduation, and if approved, forwards the request to the Superintendent. The request must include:
 - a. A copy of the intervention packet, which includes items I. a–e.
 - b. A letter of approval from the intervention team stating the rationale for consideration of the early graduation request signed by the I-Team chair and principal.
- III. The Superintendent considers the recommendation and, if appropriate, grants final approval.

REVISED: 10/2007

EXCLUSIONS FROM ATTENDANCE

The School Board recognizes that there may be cases where denying admission is necessary because a student's presence in school presents a danger to the life, safety or health of students or school personnel.

The Board may exclude students from school because of a physical or mental condition which will render the student unable to reasonably benefit from the programs available or which will cause the attendance of the student to be harmful to the welfare of other students.

The admission or continued attendance of a student with an infectious disease, unvaccinated students or students at risk of infection shall be determined by the Superintendent in accordance with current medical and educational standards. The Superintendent shall consult with the student's parent/guardian and/or other appropriate medical and state health personnel as necessary when making this determination.

(cf. 5141.22 - Infectious Diseases)

(cf. 6164.3 – Student Mental Health – Medication and Services)

Students and their parents/guardians will be afforded due process rights to which they are entitled by law, board policy or administrative regulations.

(cf. 5144.1 - Suspension and Expulsion)

Legal Reference:

ALASKA STATUTES

14.30.045 Grounds for suspension or denial of admission

14.30.047 Admission or readmission, when cause no longer exists

14.30.171 Prohibited Actions

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 Suspension or denial of admission

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

~~Adoption Date: 2/18/08~~ Revised:

ORDER OF BUSINESS

Order of business for all regular meetings at which the Board may take action and hears reports.

1. Opening Activities

- a. Call to Order
- b. Pledge of Allegiance/The National Anthem or the Alaska Flag Song
- c. District Mission Statement
- d. Roll Call
- e. Approval of Agenda
- f. Approval of Minutes

2. Awards and Presentations

3. School Reports

4. Public Presentations (3 minutes)

Items not on the agenda (3 minutes per speaker, 30 minutes aggregate).

5. Hearing of Delegations (5 minutes)

The person authorized by a group may comment for up to five (5) minutes on any item not on the agenda. The president may modify the time allocated to hearing of delegations.

6. Communications and Petitions

7. Representatives selected by the following: Advisory Committee, Site Council and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A., Borough Assembly

8. Superintendent's Report

9. Reports

- a. ~~a.~~ Board Reports – Reports where members are officially representing the Board
- b. Committee Reports
- c. Board Worksession Report – Attendance noted

10. Action Items

- a. Consent Agenda Items

ORDER OF BUSINESS

b., c., d. etc. Other action items.

Any member of the public may comment for up to three minutes on an action item prior to Board vote. The president may modify the time allocated to hearing public comment.

Board member comments should be concise and may be limited to speaking twice on a topic.

11. First Reading of Policy Revisions

12. Public Presentations/Comments

Individuals are limited to three minutes each. ~~on the topic(s) listed below or on any topic.~~

13. Board Comments

~~Individual board member comments are limited to three minutes.~~

14. Executive Session (if needed)

15. Adjourn

Role of Board and Members

I. Board Members to Administrative Staff:

Board member questions can be divided, usually, into three categories:

1. Requests for simple facts. These questions may properly be addressed to an administrative staff member.
2. Complaints regarding personnel. The concern should be privately communicated to the Superintendent.
3. ~~Requests for information taking more than 15 minutes e.g. reports, research, administrative studies detailed information, or for information relating to policy, practices, a problem, or a potential problem in the District. These questions should be addressed to the Superintendent and have support of the majority of Board members.~~

II. Administrative Staff to Board Members:

Administrative staff questions should be addressed to the individual's superior and follow the "chain of command" upward.

III. Board to Principals:

School visits by Board members are welcomed, but the principal should receive a courtesy call in advance. As with all visitors, office check-in is necessary once on the site. Board members who visit schools of their own volition have no more authority than any other citizen.

IV. Principals to Board:

Inquiries from principals or questions about school problems should be addressed to a member of senior management. One of these individuals will then notify the Superintendent/Board, if appropriate.

V. Non-administrative Employees to Central Office Administration:

Inquiries or concerns about school issues should be addressed to the individual's superior and follow the "chain of command". The building supervisor should be copied on responses from District Office to employees.

PUBLIC RECORDS REQUEST KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street
Soldotna, AK 99669

Telephone: 907-714-8888
Fax: 907-262-9645

Name

Address:

City/State/Zip: Email:

Telephone No.: FAX:

DOCUMENTS REQUESTED

I hereby request to inspect the following documents:

Title of Record:

Date of Record:

Description of Record - Please provide any additional information that will assist us in locating the record for you as quickly as possible:

I understand that I will be charged a fee of .25 plus sales tax for each page that I request to be copied. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks, per AS 40.25.110(c).

CERTIFICATE OF NONLITIGATION AFFILIATION

~~I hereby certify that:~~

~~(1) I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the Kenai Peninsula Borough or Kenai Peninsula Borough School District to which the requested record is relevant; and~~

~~(2) The requested public record is strictly for: my own personal use use on behalf of~~

~~(Name of business, organization)~~

~~I certify under penalty of perjury, that the foregoing statements are true.~~

Print Name	Signature	Date

FOR OFFICE USE ONLY

	<u>Staff Member</u>	<u>Research Time (minutes)</u>	<u>Date</u>
Request Received	<input type="text"/>	<input type="text"/>	<input type="text"/>
Request Reviewed	<input type="text"/>	<input type="text"/>	<input type="text"/>
Record(s) Located	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fee Calculated	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requestor Notified	<input type="text"/>	<input type="text"/>	<input type="text"/>
Documents Sent	<input type="text"/>	<input type="text"/>	<input type="text"/>