



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting

December 7, 2015

1:15 PM

Assembly Chambers, Borough Building

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of November 2, 2015 Page 3
- III. Information items
- IV. Exhibits
 - i. E 1330(b) Community Use of School FacilityPage 4
 - 1. Addition of “Without Liability Insurance”
 - 2. E 1330(a) Page 5
- V. Previous discussions
 - i. E 9322 Order of Business Page 10
Revisions regarding Committee Reports and Public and Board
Comments
 - ii. BP 3540 Transportation Page 12
Charter School Transportation BoundariesPage 14
4 AAC Establishment of attendance areas Page 15
- VI. New
 - i. E 9000 Role of Board Members Page 16
Deletion of reference to requests for information
 - 1. Research ResultsPage 17
 - 2. Kansas City PolicyPage 18
 - 3. Seattle Public School PolicyPage 20
 - ii. E 1340 Public Records Request Page 23

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:



**Kenai Peninsula Borough School District
Policy Committee Meeting Notes
November 2, 2015
1:30 PM
Assembly Chambers, Borough Building**

ATTENDANCE:

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

Guests: Tim Navarre, John O'Brien, Laurie Olson, Tim Vlasak, Joann Riener, Patty Sirois, David Brighton

CALL TO ORDER:

The meeting convened at 1:34 PM

APPROVAL OF NOTES:

The notes from the October 5, 2015 meeting were approved as written.

TOPICS DISCUSSED:

*E 1330(b) Community Use of School Facility
E 3350 (a) Active List of Tax Shelters
E 6146.11 Early Graduation Procedures
BP 5112.2 Exclusions from Attendance
E 9322 Order of Business
E 9000 Role of Board Members
E 1340 Public Records Request*

ACTION TAKEN:

*E 1330(b) Community Use of School Facility – requested additional language be added “Without Liability Insurance”, return to committee
E 3350 (a) Active List of Tax Shelters – move forward to worksession
E 6146.11 Early Graduation Procedures – move forward to worksession
BP 5112.2 Exclusions from Attendance – move forward to worksession
E 9322 Order of Business – move forward to worksession
E 9000 Role of Board Members – administration will do some research and see how other boards handle requests for information, return to committee
E 1340 Public Records Request – the committee did not discuss, return to committee*

ADJOURN:

The meeting was adjourned at 2:17 PM

Submitted by: Natalie Bates

COMMUNITY USE OF SCHOOL FACILITY

(Without Liability Insurance)

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

Room/Building Use Application

 School Room Name, No., Etc. Date(s) of Activity
 _____ Age(s) of group _____ Admission will, will not, be charged.
 (Day of Week)
 From: _____ to _____ Approximate number of people using the
 facility _____
 (Include time to setup & take-down)

 Purpose for Which Facility Will be Used Organization

I have read and agree to the Instructions, and Conditions of Use. I have also read and agree to AR 1330 Use of Facilities and Properties.

Certificate of Insurance is attached.

 Person-In-Charge Signature of Applicant

 Mailing Address Phone

AS 14.30.143 Concussion Requirements:
 Is this building/facility usage related to a nonprofit youth organization providing an opportunity to participate in sports or other recreational activities that could result in a concussion? Yes, No
 If so, has the organization provided the District written verification of
 (A) A valid insurance policy covering the injury or death in an amount not less than \$50,000 for each person and \$100,000 for each incident;
 (B) Compliance with the protocol for prevention and reporting of concussions required in AS 14.30.142 (BP, AR and E 6145.22)

See AR1330 Use of Facilities and Properties for fee information.
 A room/building use fee will, will not, be charged. Amount \$ _____
 A custodial fee will, will not, be charged. Amount \$ _____ per hour plus overtime
 A technical fee will, will not, be charged. Amount \$ _____
 TOTAL \$ _____

Additional conditions/comments: _____

 Approval of Local School Administrator Date

 Approval of Assistant Superintendent, Instructional Support Date

COPY: School, Applicant, District Office, Risk Management

Instructions

This application must be presented to the local building administrator at least ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, and one copy will be returned to the party making the request.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school. No fees are charged for school-sponsored programs and activities, parent advisory committees (PAC's), site councils or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities. If the applicant/permittee seeks to use school premises outside of normal school attendance hours for a community function, the applicant/permittee acknowledges that no school staff will be on duty unless the applicant arranges for a specific staff service in advance. The applicant/permittee agrees that it is responsible for adult supervision, interior cleanup, building security, and exterior maintenance of the sidewalks or walkways, including snow/ ice removal and application of traction control. The applicant/permittee further agrees that it is subject to all provisions of the administrative rules and regulations governing the community use of school facilities.

The applicant/permittee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant/permittee further agrees to provide the District with a certificate of insurance showing minimum General Liability limit of \$1,000,000 per occurrence and naming the District as an additional insured, unless the District waives this requirement in writing. Applicant/permittee shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Obscenity is prohibited.
6. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the advance written permission of the Superintendent on *E 1330c Application for Community Possession of Firearms*.
7. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the owner representative.
8. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
9. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
11. Rental agreements are not transferable.
12. Rental fees shall be determined in advance. Custodian, or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.

14. Fire and safety regulations shall be observed.
15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
16. The District reserves the right to cancel an *E 1330a Room/Building Use Application*, if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.
17. The District is not responsible for loss or damage to personal property by individuals or groups.
18. The District may require a hold harmless agreement (when appropriate) and a certificate of insurance.
19. Violation of these rules or regulations shall restrict subsequent facility use agreement.

Application Procedure

1. *E 1330(a) Room/Building Use Application* shall be filed with the principal at least ten days prior to the date when facilities are to be used.
2. School completes application, including all applicable fees and administrator signs.
3. School sends application to Risk Management Office along with Certificate of Insurance.
4. Risk Management reviews and forwards to the Assistant Superintendent of Instructional Services.
5. Assistant Superintendent approves, signs and sends back to school.
6. School notifies applicant, collects fees and schedules event.

Priority Use of Facilities

The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as Parent Advisory Committees (PAC's), PTAs, band and orchestra parents, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal. Requests shall be submitted to the principal on *E 1330a Room/Building Use Application*.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.

4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS – All groups that do not meet the criteria of 1, 2, 3, 4 or 6.
6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.

BUILDING USE AGREEMENTS FLOW CHART

Contacts: Dave Jones, Assistant Superintendent 714-8857, davejones@kbpsd.k12.ak.us
Tim Bryner, Risk Manager, 714-2351, tbryner@kpb.us



Revised 11/14

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~~[Organized Parent Groups](#)., 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

[d. Board Member – Professional Development Report](#)

10. Action Items

a. Consent Agenda Items

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

The School Board desires to provide transportation for eligible students in accordance with state and federal law.

~~KPBSD shall provide transportation services to students attending KPBSD charter schools on a space available basis along the regular routes that the students attending schools in an attendance area in the district are currently being transported. If a charter school declines pupil transportation services, no funding allocation will be made by the District.~~

The goals of the transportation service are:

1. To provide maximum safety for students while being transported between home and school and on school-sponsored trips.
2. To promote desirable student behavior and respect for traffic safety.
3. To provide assistance and transportation for ~~handicapped~~ students with disabilities.
4. To provide transportation for field trips.

KPBSD shall provide transportation services to students attending KPBSD charters schools as follows:

1. Charter school students living within the attendance area of the charter school they attend shall be provided transportation services on the same basis as all students in the district who reside within the attendance area of the school they attend.
2. Charter school students living outside the attendance area of the charter school they attend shall be provided transportation services on a space available basis along the regular routes that the students attending schools in an attendance area in the district are currently being transported.
3. If a charter school declines pupil transportation services, no funding allocation will be made by the district.

(cf. 3313 – Contracts)

(cf. 3541.5 – Alternative Transportation Arrangements)

(cf. 6182 – Secondary Boarding Program)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.09.030 School buses
14.30.347 Transportation of exceptional children

ALASKA ADMINISTRATIVE CODE
4 AAC 09.050 Secondary Boarding Programs

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
~~Adoption Date: 5/3/2004~~Revised:

Charter School Transportation Boundaries

Soldotna Montessori is bused within Soldotna Elem attendance area, combined on the same buses that serve Soldotna Elem.

Kaleidoscope is bused within Mtn. View attendance area, but with a separate group of three (3) regular ed buses. Special needs and SIT students needing busing to / from Kaleidoscope would share a bus with Mtn. View and Kenai Intensive Needs Preschool students.

Fireweed same transportation boundaries as West Homer Elementary

4 AAC 06.027. Establishment of attendance areas

Title 4. Education and Early Development

Chapter 6. (Repealed)

Section 27. Establishment of attendance areas

4 AAC 06.027. Establishment of attendance areas

(a) The board may establish attendance areas without respect to district lines.

(b) Pupils may be required to attend schools in other districts, subject to the provisions of 4 AAC 05, when, in the judgment of the commissioner, the best interests of the state will be served. Either the district of residence or the district named as the attendance area may appeal the commissioner's decision to the state board. The decision of the state board will be final.

(c) An attendance area directive shall include grade levels and any specific agreements pertaining to educational programs offered by the involved schools.

(d) Repealed 12/13/87.

History: Eff. 7/9/72, Register 42; am 9/3/76, Register 59; am 1/15/87, Register 101; am 12/13/87, Register 104

Authority: AS 14.07.020

AS 14.07.060

AS 14.14.110

AS 14.17.200

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.

Research Results

Order of Business

AASB – No statutory guidance on this. Most boards have a three minute limit for each individual during public comment.

Juneau School District – no time limits, general agenda items, no specifics. However, meetings typically last 4 hours or more.

MatSu School District – no time limits

Anchorage School District is currently looking at revising their policy regarding Order of Business. They are looking at Kansas City Public Schools (KCPS) and Seattle Public Schools (SPS).

Board Member Requests for Information

AASB – Fairly standard that all request go through the Superintendent. If a request would take more than 15 minutes, it needs to have board approval before proceeding. All information is then shared with the entire board.

Juneau School District – the President makes requests regarding agenda items. If another board member request information, it needs prior approval of 3 board members.

MatSu School District – no specific policy, they handle each request on a case by case basis.

Anchorage School District – looking at KCPS and KPS policy, attached.

Policy Category: *Appendix A*

Policy Name: Code of Conduct Procedures

Revised: March 9, 2011 - Adopted, June 22, 2011 - Updated

These Board Procedures are provided to outline the behaviors and processes by which the Board Member Code of Conduct may be adhered to. As situations occur that require clarification as to the most appropriate Board Member behavior, additional procedures shall be adopted by the Board.

Communication Procedures

Board Member Requests Related to Agenda Items

1. Board Members will direct their individual requests for additional materials or information relating to Agenda related questions to the Superintendent (or designee) and Board Secretary prior to the Board Meeting.
2. If the requested information is not available, the Superintendent shall inform the Board Member prior to the start of the meeting.
3. In order to honor the Superintendent's time, Board Members will make every attempt to request additional materials or information relating to regular Board Meeting Agenda items by 9:00 a.m. of the last working day before the scheduled meeting.
4. If the Superintendent determines that a request for additional information or materials is not readily available, would interfere with District operations or cannot reasonably be prepared before the Board meeting, the Superintendent (or designee) will notify the Board.
5. The Superintendent (or designee) will ensure that any additional materials or information is provided to all Board Members. If a Board Member has requested information or materials, and the request has been denied or delayed in such a manner that the Board Member feels that he/she will not be able to make an informed decision, the request will be placed on the regular agenda.
6. If the Board determines that the request should be honored, the Board and the Superintendent will determine the appropriate timeline and means for presentation to the Board Members and the Agenda item will be pulled from that agenda.


7. Information requested by one Board Member shall be provided to all Board Members at the same time. Nothing in this operating procedure shall be construed to limit a Board Member's ability to ask questions during the Board Meeting.

Board Member Requests Not Related to Agenda Items

1. Board Members will direct their individual requests for detailed or sensitive non-agenda information to the Superintendent (or designee) and Board Secretary.
2. Information requested by one Board member shall be provided to all Board Members at the same time.
3. If the requested information is deemed not readily available or a satisfactory time line cannot be negotiated and the Board Member wishes to proceed, the request will be placed on the regular agenda of the next Board meeting to determine the Board's desire for the information.
4. If the Board determines that the request for information should be honored, it will determine with the Superintendent, an appropriate timeline and means for presentation of the information to all Board Members. That determination will be made at the same meeting that the Board directs the development of the requested information.

Board Member Communication with the Superintendent

1. The Superintendent will communicate with all Board Members weekly via the Friday Board Packet with information that will include, but not be limited to:
 - a. District Events
 - b. Progress reports: District goals, Board directives, and other information timely and relevant.
 - c. Board agendas and support materials as requested or required
 - d. Information or reports requested by a Board Member

	BOARD— SUPERINTENDENT RELATIONSHIP	Policy No. 1620 June 1, 2011 Page 1 of 3
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The successful operation of schools requires a close, effective working relationship between the Board and the Superintendent. The relationship must be one of mutual respect, trust, goodwill and candor. As the legally designated governing body, the Board retains final authority within the district. The Superintendent is the Board's professional advisor to whom the Board delegates executive and administrative responsibility.

The Board is charged with setting district policy and the Superintendent is charged with carrying out and enforcing that policy. It is essential that each recognize and respect one another's areas of responsibility. To clarify their relationship, the following principles are adopted:

1. The Board of Directors and Superintendent together form the governance team of Seattle Public Schools. Both must do their jobs well for the organization to be successful and for the governance team as a whole to be effective.
2. The Superintendent will be directly responsible to the Board for the administration of the school district. The Board will vest the Superintendent with executive authority commensurate with that responsibility.
3. Individual Board members will not hold the Superintendent accountable for meeting expectations that do not have the endorsement of the Board.
4. Except for issues involving the Superintendent as an employee, or in exceptional circumstances where the Board deems unilateral action is warranted, the Board will address personnel issues after consultation and upon recommendation by the Superintendent, and will issue all orders affecting employees through the Superintendent.
5. The Board will expect from the Superintendent recommendations for the improvement of the school district. The Board will adopt or revise policies after consulting with the Superintendent.
6. Since the strength of public policy is derived from diverse and sometimes contradictory views of the policymakers, Board members will freely and openly express their views on all items before the Board. However, all members of the

Adopted: June 2011

Revised:


Cross Reference:

Related Superintendent Procedure: N/A

Previous Policies: B60.00; B61.00

Legal References: RCW 28A.320.010 Corporate powers; RCW 28A.330.100 Additional powers of the Board; RCW 28A.400.010 Employment of Superintendent—Superintendent's qualification, general powers, term, contract renewal; RCW 28A.400.030 Superintendent's duties

Management Resources:

	BOARD— SUPERINTENDENT RELATIONSHIP	Policy No. 1620 June 1, 2011 Page 2 of 3
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Board will also seek ways to reconcile their diversity in order to provide clear direction to the Superintendent and staff.

In furtherance of these principles, the Board and Superintendent will set annual goals and meet regularly during the year to evaluate the effectiveness of the team.

Board-Superintendent Communications

The Board and the Superintendent will maintain a system of communication and interaction that builds upon mutual respect and trust. In order to perform their responsibilities, Board members must be familiar with the operations of the district. The Superintendent, in order to perform his or her responsibilities, must also be kept advised of issues and have the authority to control the utilization of the district's staff. It is therefore the policy of the Board that:

1. The Board and its members shall not issue directives to staff except through the Superintendent or the Superintendent's designated representative(s).
2. Individual Board members shall not request from the Superintendent or staff the preparation of a report or compilation of materials not readily available and involving significant staff time unless the majority of a committee or the Board by motion duly made and adopted shall have approved the preparation of the report or the compilation of material; provided that, the Superintendent may seek review of any such committee request from the Executive Committee before staff begins the work.
3. Members of the Board shall refer all personal appeals, applications, complaints, and other communications concerning the administration of the school district to the Superintendent or his or her designated representative(s) for investigation and report to the Board member. Ordinarily, such matters are referred to the Board for decision only upon statutory appeals.
4. Communications between the Board and the Superintendent will be governed by the following practices:
 - a. Exercise honesty in all written and interpersonal interaction, avoiding misleading information
 - b. Demonstrate respect for the opinions and comments of each other
 - c. Maintain focus on common goals

Adopted: June 2011

Revised:


Cross Reference:

Related Superintendent Procedure: N/A

Previous Policies: B60.00; B61.00

Legal References: RCW 28A.320.010 Corporate powers; RCW 28A.330.100 Additional powers of the Board; RCW 28A.400.010 Employment of Superintendent—Superintendent's qualification, general powers, term, contract renewal; RCW 28A.400.030 Superintendent's duties

Management Resources:

	<p>BOARD— SUPERINTENDENT RELATIONSHIP</p>	<p>Policy No. 1620 June 1, 2011 Page 3 of 3</p>
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- d. Communicate with each other in a timely manner to avoid surprises
- e. Maintain appropriate confidentiality
- f. Openly share personal concerns, information, knowledge and agendas
- g. Make every reasonable effort to protect the integrity of the district and each other
- h. Respond in a timely manner to requests and inquiries from each other

Adopted: June 2011

Revised:

Cross Reference:

Related Superintendent Procedure: N/A

Previous Policies: B60.00; B61.00

Legal References: RCW 28A.320.010 Corporate powers; RCW 28A.330.100 Additional powers of the Board; RCW 28A.400.010 Employment of Superintendent—Superintendent’s qualification, general powers, term, contract renewal; RCW 28A.400.030 Superintendent’s duties

Management Resources:

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	_____	_____	_____
Request Reviewed	_____	_____	_____
Record(s) Located	_____	_____	_____
Fee Calculated	_____	_____	_____
Requestor Notified	_____	_____	_____
Documents Sent	_____	_____	_____