

THE LAKE AND PENINSULA SCHOOL DISTRICT
Work Session AGENDA
May 14, 2024, 8:30 AM

Agenda

- | | |
|--|----|
| 1. FY25 Budget Follow-up Discussion | 2 |
| 2. 2024-25 Athletics & Activities Calendar | 9 |
| 3. Policy Updates | 11 |

Food Service

Actual costs through 5/10/24, District wide breakfast was nutrigain bars distributed to schools, Lunch food is USDA commodities freight, non food is the point of sale system to record meals served.

Site	Hrs / week	# of students	COOK	FRINGE	YTD TRAVEL	YTD Breakfast food	YTD Lunch FOOD	YTD NON FOOD	TOTAL PER SITE
Director			13,121.00	8,236.06					21,357.06
Program staff			19,200.00	14,108.00	7,490.18	834.67	9,029.45	6,834.00	57,496.30
Igiugig	22	25	11,483.22	28,964.00		1,298.76	15,590.87	949.07	58,285.92
Kokhanok	22	30	11,917.76	3,041.21	455.00	1,920.32	25,298.37	1,272.56	43,905.22
Chignik Lagoon	20	18	8,798.78	2,334.72		1,446.17	12,268.35	276.21	25,124.23
Chignik Lake	20	17	16,222.73	4,250.40		819.02	18,429.92	390.20	40,112.27
Levelock	20	11	17,856.64	4,478.89		834.67	12,388.93	446.47	36,005.60
Newhalen	45	79	29,656.43	27,212.46		4,575.72	44,200.32	2,218.53	107,863.46
Nondalton	20	18	11,649.87	8,228.73		1,184.67	15,919.71	328.69	37,311.67
Port Alsworth	36.1	41	34,339.98	7,641.84		2,199.00	24,410.86	771.00	69,362.68
Port Heiden	22	29	13,893.56	17,533.27		1,305.71	21,818.74	735.80	55,287.08
Perryville	22	23	13,338.78	3,011.76		1,970.21	29,698.68	1,158.46	49,177.89
			201,478.75	129,041.34	7,945.18	18,388.92	229,054.20	15,380.99	601,289.38

Meals Served August to February

	Breakfast	Lunch	Adult
Chignik Lagoon	486.00	528.00	-
Chignik Lake	1,251.00	1,306.00	134.00
Igiugig	981.00	1,415.00	56.00
Kokhanok	2,871.00	3,124.00	375.00
Levelock	364.00	915.00	28.00
Newhalen	1,921.00	5,647.00	829.00
Nondalton	247.00	1,073.00	2.00
Perryville	1,843.00	1,838.00	905.00
Port Alsworth	762.00	2,801.00	44.00
Port Heiden	707.00	1,179.00	551.00
	11,433.00	19,826.00	2,924.00

Year to Date Revenue

Breakfast \$48,373.50; Lunch \$133,577.84; Supply Chain Assistance \$14,423.63; Adult est. \$29,240; USDA Donated Commodities \$13,800

Lake and Peninsula Foods Service Fund

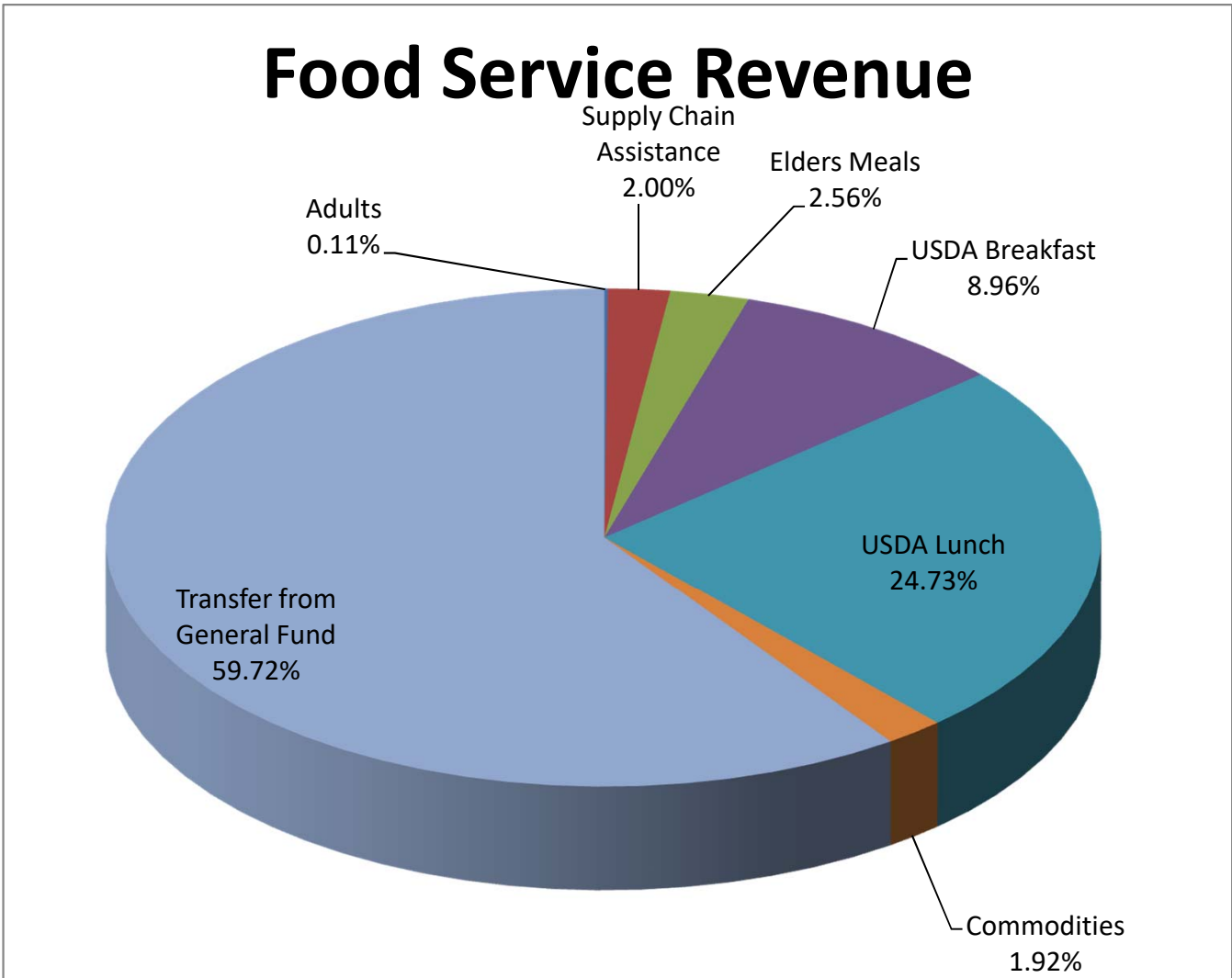
2023-2024 School Year

Revenue and Transfers

6 mo

	as of 5/13/24		Budget
Adults	826.40	0.14%	1,500
Supply Chain Assistance	14,424.00	2.39%	14,424
Elders Meals	18,420.00	3.05%	32,625
USDA Breakfast	64,498.00	10.67%	60,986
USDA Lunch	178,104.00	29.47%	170,000
Commodities	13,800.00	2.28%	13,800
Transfer from General Fund	430,000.00	71.14%	430,000
Total Revenue	604,417.37	100.00%	723,335.00

USDA 44.8% of the cost; District and charges 55.2%

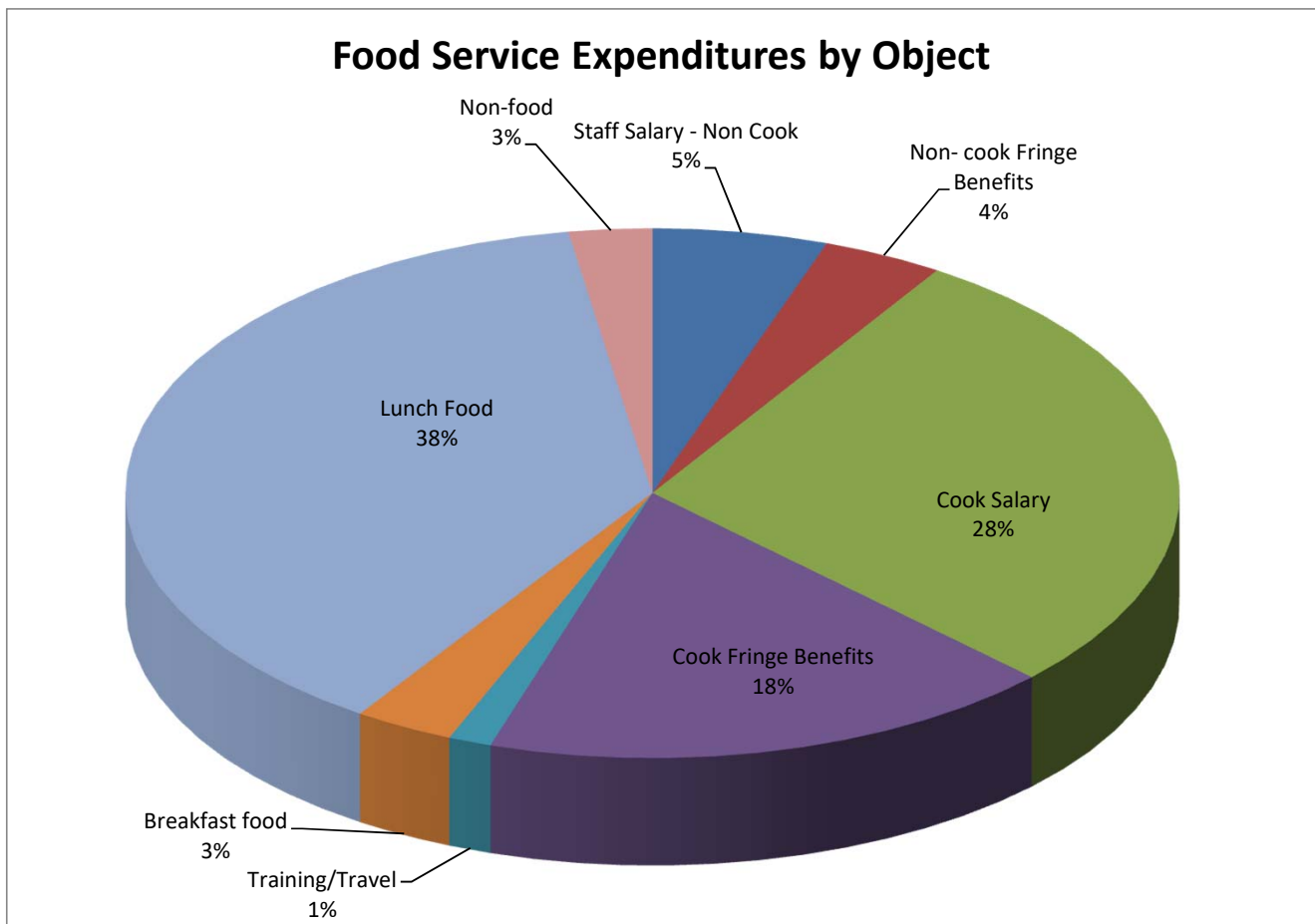


Lake and Peninsula Foods Service Fund

2023-2024 School Year

Expenditures by Object

Staff Salary - Non Cook	\$ 32,321	5%
Non- cook Fringe Benefits	\$ 22,344	4%
Cook Salary	\$ 169,158	28%
Cook Fringe Benefits	\$ 106,697	18%
Training/Travel	\$ 7,945	1%
Breakfast food	\$ 18,389	3%
Lunch Food	\$ 229,054	38%
Non-food	\$ 15,381	3%
Total	601,289.00	100%



- How much was FY24 Food Service - 40/60 breakdown for the Board to understand what LPSD funds, including the deficit amount,
 - Chart attached - 44.8% USDA
- How does our pulling away from the USDA food service program impact other funding avenues?
 - All schools and parents will have to complete an alternate Title I and ERATE income form to generate Title I funds and ERATE subsidy.
- How much did food service cost per site in FY24 (40/60 breakdown)?
 - Supplies versus employee wages broken down - Listed above.
- AESD Menu Example (non-USDA food service program) No menu yet!
 - 2 schools, total budget \$140,000 feed 80-100 at one school and 65-85 at the other, only Head Start pays for meals. One cook full time one at 29.5 hours with one student worker for an hour a day
 - Use Seattle business Costco and barge freight Seattle to King Cove & Sand Point

Palmer/King Salmon Office FY24

- Palmer Office LPSD (4 employees)
 - Annual Rent \$32,916
 - Includes snow removal, cleaning and janitorial supplies, garbage, and water/sewer: all maintenance and repairs.
 - Utilities
 - Natural Gas \$450
 - Electricity \$3,000
- Palmer Office - BBRCTE (9 employees)
 - Annual Rent: \$20,364
 - Includes snow removal, cleaning, and janitorial supplies, garbage, and water/sewer. All maintenance and repairs.
 - Utilities
 - Natural Gas included above
 - Electricity included above
- King Salmon Office costs: (4 employees)
 - Utilities
 - Electric \$23,000

- Heating Fuel \$26,700
- Other expenses?
 - Snow removal \$850
 - Cleaning \$2,500 reduced from \$11,400 FY23
 - Water \$334

**Lake & Peninsula School District
FY 2024 – 2030 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	C	Newhalen School Site Drainage – complete recommended site grading per civil engineer assessment.	<input type="checkbox"/>	100,000
2		Tanalian School, Port Alsworth Incinerator replacement – upgrade to 1.5-1.9 cubic yards capacity containerized unit.	<input type="checkbox"/>	\$170,000
3	D	Igiugig and Chignik Lake Sprinkler system repair	<input type="checkbox"/>	TBD
			<input type="checkbox"/>	
			<input type="checkbox"/>	

FY 2025 TOTAL \$270,000

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
4	C & D	Meshik School – Port Heiden, Renovation major maintenance per Building Condition Survey conducted spring 2023	<input checked="" type="checkbox"/>	\$6,114,833
5	C & D	Igiugig School – expansion/replacement per Building Condition Survey conducted spring 2023	<input checked="" type="checkbox"/>	\$20,458,711
6		Teacher Housing renewals/renovations - \$50-\$100K/unit		\$100,000
7		Tanalian School, Port Alsworth Incinerator replacement – upgrade to 1.5-1.9 cubic yards capacity containerized unit.		\$170,000

FY 2026 TOTAL

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
8	C	Fuel Farm – Hire firm to assess needed repairs, painting, liners, dikes etc.	<input type="checkbox"/>	TBD
9	D	Sewer system replacements – Levelock, Igiugig, Port Heiden and Port Alsworth	<input type="checkbox"/>	TBD
		Teacher Housing renewals/renovations - \$50-\$100K/unit		TBD

FY 2027 TOTAL TBD

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
10	D	Plumbing system replacements – assess district wide project – hot and cold domestic water systems copper piping is deteriorating or is undersized. Hydronic heat distribution and related production piping and controls.	<input type="checkbox"/>	TBD
11	D	Wells at Newhalen, Igiugig, Levelock, Pilot Point and Port Alsworth are aging, potential for failure and replacement. Ideally incorporating the schools into community systems as projects are planned and executed. ADEC regulates Newhalen, Port Alsworth and Port Heiden.	<input type="checkbox"/>	TBD
12	D	Fuel Farm – Repair/replace and/or Maintenance per assessment. Fuel piping as may be needed.		TBD
13		Teacher Housing renewals/renovations - \$50-\$100K/unit		TBD

Lake & Peninsula School District
FY 2024 – 2030 Six-Year Capital Improvement Plan

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
FY 2028 TOTAL				TBD

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
14	C	Interior finishes – Interior finish includes materials affixed to the building structure as distinguished from decorations or furnishings. Interior finish means the surface material of walls, fixed or movable partitions, ceilings and other exposed interior surfaces affixed to the structure including any material such as paint. Interior finishes include finish carpentry, architectural woodwork, tile, and built-in casework... Tile, sheet vinyl, carpet, tile, sub-floor, related hardware and baseboards	<input type="checkbox"/>	TBD
15	E	Backup Generators – assess if the systems are still needed and plan for upgrades if needed. Community Power Plant upgrades are incorporating backup generation systems. LPSD maintained backup generates from years past when community power systems either did not exist or did not have capacity for the schools.	<input type="checkbox"/>	TBD
		Teacher Housing renewals/renovations - \$50-\$100K/unit		TBD
FY 2029 TOTAL				TBD

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
16	D	Playground repair/Replacement	<input type="checkbox"/>	TBD
17	D	Sprinkler systems assessment	<input type="checkbox"/>	TBD
18	D	Electrical - lighting		TBD
19	D	Special Electrical – non lighting systems		TBD
20		Teacher Housing renewals/renovations - \$50-\$100K/unit		TBD
FY 2030 TOTAL				TBD

Adopted May 14, 2024 at a duly convened meeting of the Lake and Peninsula School Board at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

Superintendent

Date

School Board President

Date

Submit to the Department of Education & Early Development by September 1

Form #05-19-051

LPSD ACTIVITIES 2024-2025 QUICK REFERENCE

Last updated 5/10/2023			
Subject	Start Date	End Date	Location
CTE Application Due- Session 1	4/26/2024		Zach Stenson
New Teacher Orientation	8/22/2024		Anchorage
New Teacher Orientation	8/26/2024	8/27/2024	All Sites
All Teacher Inservice	8/28/2024	8/30/2024	All Sites
Teacher Work Day	8/31/2024		All Sites
Labor Day- No School	9/2/2024		All Sites
All Teacher Inservice	9/3/2024		All Sites
1st Day of School	9/4/2024		All Sites
1st day of XC	9/5/2024		All Sites
1st day of Mix-Six/Girls V-Ball	9/6/2024		All Sites
All Teacher Inservice	9/9/2024		All Sites
Benchmark	9/10/2024	9/13/2024	Moon McCarley
Home XC Meet	9/14/2024		All Sites @ Sites
CTE Week 1	9/15/2024	9/21/2024	All Sites
All Teacher Inservice	9/16/2024		All Sites
All Teacher Inservice	9/23/2024		All Sites
District XC Qualifier	9/21/2024		All Sites @ Sites
Regional XC (must pass Qualifer)	9/27/2024	9/29/2024	All Sites @ Bbay
CTE Application Due- Session 2	9/13/2024		Zach Stenson
1st day of Mix-3 V-Ball	10/2/2024		LPSD
ASAA XC State	10/5/2024		
Mix 3 Volleyball	10/10/2024	10/12/2024	Chignik Lagoon
AASG Meeting	10/11/2024	10/13/2024	Delta
AFN/Youth and Elders Confrence	10/13/2024	10/15/2024	Anchorage
Inservice	10/16/2024	10/18/2023	TBD
Teacher Work Day	10/21/2024		All Sites
CTE Week 2	10/20/2024	10/26/2024	All Sites
Home Volleyball	11/1/2024		All Sites @ Sites
Daylight Savings Time	11/3/2024		All Sites
LPSD District volleyball	11/20/2024	11/23/2024	Port Alsworth
Thanksgiving- No School	11/28/2024	11/29/2024	All Sites
1st day of 5 Person B-Ball	12/4/2024		ASAA
ASAA Mix-Six V-Ball State	12/5/2024	12/7/2024	Palmer
Bristol Bay LeadershipYouth Forum			Zach Stenson BBNC
Benchmark	12/16/2024	12/20/2024	Moon
1st of Christmas Break	12/23/2024	1/6/2025	All Sites
1st day of 3 Person B-Ball	1/8/2025		LPSD
CTE Application Due- Session 3&4	1/17/2025		Zach Stenson
B-Ball Jamboree North & South	1/22/2025	1/24/2025	Newhalen
Inservice	1/24/2025		All Sites
Inservice	1/27/2025		All Sites
Battle of the Books District	2/3/2025	2/6/2025	Teleconferences
3rd/4th State Battle of the Books			Teleconferences

5th/6th State Battle of the Books			Teleconferences
MS State Battle of the Books			Teleconferences
HS State Battle of the Books			Teleconferences
B-Ball Boys Regionals 5-Man	2/26/2025	3/1/2025	PTA
B-Ball Girls Regionals 5-Man	2/26/2025	3/1/2025	AEBSD
B-Ball Districts 3-Man	3/3/2025	3/5/2025	Chignik Lake
Inservice	3/7/2025		All Sites
ASAA B-Ball State	3/12/2025	3/15/2025	Anchorage
CTE Session 3	3/24/2025	3/29/2025	All Sites
CTE Session 4	3/31/2025	4/5/2025	All Sites
AASG Spring Conference			TBD
State Testing ELA/Math/Science AK Sta	4/7/2025	4/11/2025	All Sites
SNAP Meet	4/14/2025	4/18/2025	Newhalen
Benchmark	4/21/2025	4/25/2025	Moon
NYO State	4/24/2025	4/26/2025	Anchorage
CTE Application Due- Session 5			All Sites
Last Day of School	5/9/2025		All Sites
Teacher Work Day	5/10/2025		All Sites

Green highlight and crossed out is language removed from our old policy

Yellow highlight is new, AASB recommended language

AR 5040 STUDENT NUTRITION AND PHYSICAL ACTIVITY

- Adopt as AASB suggests
- *While considering alternative options to the USDA food program, it's important to note that adopting the updates as presented would update our practice. We value your input and will reevaluate the policy in the future when food service shifts.*

AR 6145.5 STUDENT ORGANIZATIONS AND EQUAL ACCESS

- Every Student Succeeds Act (ESSA) Updates
- Adopt as AASB suggests
- Maintain Option #1: This option allows for continued use of the school for all community, student, and local sponsored events by our already established systems of use.

BP 9200 BOARD MEMBERS

- These updates align with our already established, yet not yet written practice.
- Adopt as AASB suggests.

BP 9260 LEGAL PROTECTION

- Every Student Succeeds Act (ESSA) updates
- Adopt as AASB suggests.

BP 9270 CONFLICT OF INTEREST

- Adopt as AASB suggests.

BP 3270 SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES

- The updated language aligns with the practice we have in place within the LPSD finance/accounting office.
- Adopt as suggested by AASB.

BP 3312 CONTRACTS

- Updates are already on how LPSD practices handling contracts; this puts it in policy.
- Adopt as suggested by AASB.

BP 6175 MIGRANT CHILDREN PROGRAMS

- Updates regarding Every Student Succeeds Act (ESSA) references are minor.
- Adopt as suggested by AASB.

May 2024: Policy Update Suggestions for School Board consideration

AR 5131.8 RELEASE OF STUDENTS ON ACTIVITY TRIPS

- Updates reflective of student release processes adopted in the FY24 school year
- Student Release Processes (C12) form attached

Document Status: Draft

Policy Required: No

AR 5040 STUDENT NUTRITION AND PHYSICAL ACTIVITY

New/UnpublishedSection

PLANNING AND PERIODIC REVIEW; REPORTING

The superintendent or designee will provide an annual report to the School Board detailing progress toward reaching nutrition and physical activity goals and compliance with all physical education, physical activity and nutrition policies. Barriers to compliance, where and when they are encountered will be detailed in the annual report. A brief description of planning processes, including entities engaged in planning, will also be provided at that time.

NUTRITION

Schools will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate, as much as possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.

Traditional cultural foods may be exempted from the nutritional requirements when offered free of charge and for educational purposes. Traditional cultural foods offered for sale or as a part of the school breakfast or lunch program must meet nutritional requirements.

~~See Exhibit 3 for more information on traditional cultural foods in schools.~~

Nutrition Guidelines:

All foods and beverages provided through the National School Lunch or School Breakfast Programs shall meet nutritional requirements of the National School Lunch Act. To the extent practicable, all schools in the district will participate in available federal school meal programs.

All other foods and beverages made available on school campus (including, but not limited to vending, franchise vendors, concessions, a la carte, student stores, classroom parties and fundraising) during the school day, between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, shall meet nutritional requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School. For the purpose of this policy, the school campus is defined as all property under the jurisdiction of the school district that is accessible to students.

Note: See Exhibit 2 for more information on these federal regulations.

Nutrition and Dining Environment Goals

- (a) Schools shall provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- (b) Schools shall encourage and facilitate access to handwashing before and after meals.
- (c) Schools shall provide adequate time for students to enjoy eating healthy foods with friends in school; a minimum of 20 minutes of eating time, after being served, for lunch and 10 minutes for breakfast.
- (d) The school district shall work to provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
- (e) The district supports and encourages the creation of school gardens and integrated food system education that provides hands-on learning experiences linking the cafeteria with the classroom and core curriculum, such as math, science and language arts.

PHYSICAL EDUCATION

Note: While federal law does not require the language in the following sections on Physical Education and Physical Activity, Districts *must* have physical activity goals. The following optional language meets those requirements.

Student achievement shall be assessed based on physical education standards, and a written physical education grade shall be reported for students according to the grading schedule of the district. A fitness assessment shall be performed using a valid and reliable tool and used to track student progress. Physical education classes shall have a pupil-teacher ratio comparable to that in the core classes. Waivers, exemptions, substitutions, and/or pass-fail options for physical education are discouraged. Accommodations will be made for those with medical, cultural, or religious considerations. To the extent practicable:

- (a) Physical education shall be taught by a certified/endorsed physical education teacher.
- (b) Physical education teachers shall receive annual professional development specific to physical education content.
- (c) Physical education equipment shall be age- appropriate, inviting, and available in sufficient quantities for all students to be able to participate. Equipment shall be inspected regularly for safety and replaced when needed.
- (d) At least 50% of physical education class time should be spent in moderate to

vigorous physical activity.

PHYSICAL ACTIVITY

Schools shall strive to allow students the opportunity for moderate physical activity each day to include time before, during, and after school.

Physical Activity Goals

The primary goals for physical activity are to: build knowledge and skills through physical education (PE) programs that enable all students to participate in a variety of lifetime physical activities; promote safe and appropriate physical activity opportunities for all students; increase the amount of movement for students throughout the school day, while decreasing sedentary time; and promote a physically active lifestyle for all community members, including students, staff, and families. To the extent practicable:

- (a) Schools shall encourage families to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- (b) Schools shall provide adequate training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.
- (c) Schools shall encourage, promote and conduct physical activities that involve families, students, school staff and the community, including safe walking or biking to school.

OTHER SCHOOL-BASED ACTIVITIES

The primary goal for other school-based activities is to create a total school environment that is conducive to student well-being. This includes, but is not limited to the following:

Communication Goals

- (a) The school district shall encourage and provide opportunities for parents, staff, teachers, school administrators, students, nutrition service professionals and community members to serve as role models in practicing healthy eating and being physically active, both in the school environment and at home.
- (b) The district, to the extent possible, shall provide information and outreach materials about community food programs and other Food and Nutrition Service (FNS) programs such as Food Stamps, the Child Nutrition Program, and Women, Infants and Children (WIC) to students and parents.
- (c) Schools shall seek to limit commercial influence and exposure to advertising as it relates to nutrition, wellness and physical activity, consistent with Board policy and federal regulation.

AASB POLICY REFERENCE MANUAL

Document Status: Draft

Policy Required: No

AR 6145.5 STUDENT ORGANIZATIONS AND EQUAL ACCESS

School-sponsored Organizations

School-sponsored student organizations must be organized at the school, have a certificated advisor, be composed completely of current student body members and be approved by the Superintendent or designee in accordance with School Board policy. They shall hold the majority of their meetings at school and have a democratic plan for the selection of members. Organization activities shall not conflict with the authority and responsibilities of school officials.

OPTION 1: Limited Open Forum

Note: The following option is largely based upon the provisions of the federal Equal Access Act. Once a high school district allows any noncurriculum-related student group to meet on school premises, it is deemed to have a limited open forum under this law, even if the School Board has not officially established such a forum.

Note: The Equal Access Act prohibits the district from discriminating on the basis of meeting content. By ruling that this law does not violate the first amendment's ban on state establishment of religion, the Supreme Court has clearly protected students' right to hold religious club meetings. The School Board still has authority, however, to maintain order and protect students and staff; it may deny the use of facilities to any groups that threaten to disrupt the school program or threaten the health and safety of students and staff. As amended by the No Child Left Behind Act of 2001 and the Every Student Succeeds Act, after adopting a facility use policy, districts must inform school officials that they are required to apply the policy equitably to all groups, including the Boy Scouts or other affiliated groups

The Superintendent or designee shall not deny any student-initiated group access to school facilities during noninstructional time on the basis of religious, political, philosophical or any other content to be addressed at such meetings. The Superintendent or designee shall provide for a limited open forum during noninstructional time so that any such meetings do not interfere with regular school activities.

Note: In *Student Coalition for Peace v. Lower Merion School*, 776 F.2d 431 (3rd Cir. 1985), the court has clarified that a school is not required to permit any and all outsiders to use its facilities or even to permit student groups indiscriminately to invite outsiders to its activities. To enable all students to use school facilities on the same terms as all other students, however, the Equal Access Act does allow student groups to invite nonstudents onto school property if the school's limited open forum encompasses nonstudent participation in student events. Persons so invited must not direct, conduct, control or regularly attend such activities

The Superintendent or designee shall insure that student meetings are voluntary, with no direction, control or regular attendance by nonschool persons, and that students leave the meeting place in a clean, orderly and secure condition after their meetings.

School staff shall not promote or participate in these meetings, but may be assigned voluntarily to observe them for purposes of maintaining order and protecting student safety.

Meetings held within the limited open forum shall entail no expenditure of public funds beyond the incidental cost of providing the meeting space. Any announcement of meetings shall clearly state that the group is not sponsored by the school or school staff. Such announcements may be posted in accordance with School Board policy and state law applicable to all students, but students shall not use the school's equipment or public address system to publicize the meetings of groups not sponsored by the school.

(cf. 5145.2 - Freedom of Speech/Expression)

OPTION 2: Closed Forum

Note: According to a U.S. Supreme Court decision ([*Board of Education of Westside Community Schools v. Mergens*](#)), student organizations permitted under a closed forum must be tied directly to the curriculum and fit into one of the four categories below

In order to be sponsored by the district, all student organizations must relate to the curriculum by falling under one of the following categories:

1. The subject matter of the group is actually taught or will soon be taught in a regularly scheduled course.
2. The subject matter of the group concerns the body of courses as a whole (e.g., student government).
3. Participation in the group is required for a particular course.
4. Participation in the group results in academic credit.

The district has a closed forum. Student clubs or organizations not sponsored by the

school may use school facilities only as allowed for community groups.

(cf. 1330 - Use of School Facilities)

Revised ~~4/2022~~ 5/2024

AASB POLICYREFERENCE MANUAL

9/92

Document Status: Draft

Policy Required: No

BB 9200 BOARD MEMBERS

New/Unpublished Section

Note: The following sample bylaw may be revised to reflect district philosophy and needs.

Limits of Board Members Authority

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Board members have authority only in regularly called meetings of the School Board, or when delegated specific tasks by School Board action.

The School Board is the unit of authority. The School Board member is a part of the governing body, which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the School Board member has no individual authority. No individual member of the School Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the School Board member may not commit the district to any policy, act or expenditure.

Optional:

School visits by Board members are encouraged. Principals should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. Board members who visit schools of their own volition have no more authority than any other citizen.

(cf. 1250 - Visits to the Schools)

Note: The following is an optional process for Board members to make information requests.

Board Member Requests for Information

School Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the School Board with relevant materials to inform the School Board on those matters on which it is to act. If School Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any School Board member may make a request for simple facts to the Superintendent or designee who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting School Board member, and copied to the School Board President.
2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual School Board members shall submit such requests to the full School Board for consideration. Upon [concurrence of the other board members/majority request of the School Board], the request shall then be forwarded to the Superintendent or designee for response.
3. Complaints regarding personnel. School Board members may have their own complaints regarding District personnel. These concerns should be privately communicated to the Superintendent or designee.
4. When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, and members of the public to the appropriate complaint policy. Such information will be conveyed to the superintendent.
5. Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

(cf. 6162.8 - Research)

(cf. 9322 - Agenda/Meeting Materials)

Obligations of Members

Members of the School Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the School Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain.

The School Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

(cf. 9230 - Meetings)

Legal Reference:

ALASKA STATUTES

14.14.140 *Restrictions on employment*

Revised 9/2023 5/2024

AASB POLICYREFERENCE MANUAL

9/92

Document Status: Draft

Policy Required: No

BB 9260 LEGAL PROTECTION

Note: For all districts, Sections ~~2361-2368~~ 8551-8558 of the ~~No Child Left Behind Act~~ Every Student Succeeds Act are designed to provide teachers, principals/Head Teachers and other school professionals, including board members, the tools they need to undertake reasonable actions to maintain order, discipline and an appropriate educational environment. Section ~~2366~~ 8556 limits the liability of a school employee or official for acts or omissions when he/she is acting within the scope of employment or district responsibilities and his/her actions were in conformity with federal, state and local laws in an effort to control, discipline, expel or suspend, or maintain order or control in the classroom or school.

Limitations on liability do not apply when the officer or employee: (1) acted with willful or criminal misconduct, gross negligence, recklessness or a conscious or flagrant indifference to the harmed student's right to safety; (2) caused harm by operating a motor vehicle; (3) violated a federal or state civil right law (e.g., sexual harassment, discrimination, IDEA claims); (4) was convicted of a sexual offense, crime of violence or act of terrorism; or (5) was under the influence of alcohol or drugs.

If a civil action is brought against the employee or officer, and the laws' conditions are satisfied, Sections ~~2366 and 2367~~ 8556 and 8557 limit the amount of the employee's/officer's liability to a formula based on the percentage of responsibility for the harm, and also limits punitive damages. ~~The provisions of the law took effect on April 8, 2002.~~

The School Board shall provide insurance necessary to protect ~~School~~ Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the ~~School~~ Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings.

(cf. 3530 - Risk Management)

Legal Reference:

ALASKA STATUTES

23

[14.12.115](#) Indemnification

~~No Child Left Behind Act of 2001; §§ 2361-2368 (P.L. 107-110)~~

Every Student Succeeds Act, §§ 8551-8558 (P.L. 114-95)

Revised ~~1/03~~ 5/2024

AASB POLICYREFERENCE MANUAL

9/92

Document Status: Draft

Policy Required: No

BB 9270 CONFLICT OF INTEREST

Note: [Alaska Statute 29.20.010](#) requires each municipality to adopt a conflict of interest code. [Alaska Statute 39.50.145](#) authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member is confronted with an issue in which the member has a personal or financial interest or an issue of circumstance on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

Accordingly:

1) Decision making. ~~A board member may not participate in deliberating or voting on any decision when it is reasonably possible that the board member or a family member may benefit personally or financially from the decision. In such a case, the board member shall abstain from voting and notify the superintendent and the School Board president of the conflict of interest.~~ The Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the Board. If a board member or their family member may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

2) Appearance of impropriety. When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board members shall fully disclose the interest, abstain from voting and avoid the appearance of impropriety circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

In addition, the board member Board members who have an actual or potential conflict of interest requiring disclosure shall not attempt seek to influence the decisions of staff or other board members on the issue the underlying matter, or on the member's participation in the matter.

3) Other duties. School Board members are expected to avoid conflicts of interest in their other duties. This covers includes:

a. Confidential information. School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.

b. Gifts. School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or that where board members know or should know is primarily for the purpose of rewarding them for official action the gift is offered for the purpose of influencing or rewarding official action.

c. Business dealings with staff. School Board members shall not engage in a financial transactions for private business purposes with district staff whom that board members directly or indirectly supervise.

d. Compensation for services. School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

Other legal obligations. School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

(cf. 3115 - Relations with Vendors)

(cf. 4112.8 - Employment of Relatives)

(cf. 2300 - Conflict of Interest Code: Designated Personnel)

Legal Reference:

ALASKA STATUTES

[14.08.131](#) *Disqualification from voting for conflict of interest*

[14.14.140](#) *Restriction on employment*

[11.56.100 - 11.56.130](#) *Bribery and related offenses*

[29.20.010](#) *Conflict of interest*

ADMINISTRATIVE CODE

[4 AAC 18.031](#) *Employment of members of immediate families of school board members*

[4 AAC 18.900](#) *Definitions*

Revised 01/04 05/2024

AASB POLICYREFERENCE MANUAL

9/92

Document Status: Draft

Policy Required: No

BP 3270 SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES (Personal Property)

New/Unpublished Section

Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.

The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district. **Inoperable** **Items remaining after a sale may be disposed of properly.**

The Superintendent or designee shall identify to the School Board all inventoried personal property not needed by the district, together with the estimated value and recommended disposition. With School Board approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with state and federal law.

Surplus equipment \$5000 or greater, purchased with Federal Fund must comply with Uniform Administrative Requirements - [2 CFR 200.313](#).

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

(cf. 3440 - Inventories)

Revised **4/2022** **5/2024**

AASB POLICY REFERENCE MANUAL

9/92

Document Status: Draft

Policy Required: No

BP 3312 CONTRACTS

New/Unpublished Section

The Superintendent or designee may enter into contracts on behalf of the district. All contracts must be approved or ratified by the School Board.

(cf. 3300 - Expenditures/Expending Authority)

Contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. Contracts, where appropriate, shall be submitted to the legal advisor of the district for review and approval.

A contract for professional and technical services or other purchased services or any amendment to a professional and technical services or other purchased services contract may not be enforced against the District unless its terms have been approved in accordance with Board Policy and Administrative Regulations and unless the contract or amendment(s) to the contract has been verified in writing that there are sufficient funds for the term of the contract.

All contracts, leases, and agreements shall be signed by the Superintendent or designee. The District shall execute all contracts, leases, and agreements.

The district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or non job-related handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Legal Reference:

ALASKA STATUTES

[14.08.101](#) Powers

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.085](#) Competitive pupil transportation proposals

[4 AAC 27.100](#) Contractor's duties

[4 AAC 31.065](#) Selection of designers and construction managers

[4 AAC 31.080](#) Construction and acquisition of public school facilities

CODE OF FEDERAL REGULATIONS

[2 C.F.R. 200.317-326](#), Procurement Standards

Revised ~~9/97~~ 5/2024

AASB POLICYREFERENCE MANUAL

Document Status: Draft

Policy Required: No

BP 6175 MIGRANT CHILDREN PROGRAM

Note: This policy is mandatory for districts that receive Title I funds.

The Superintendent or designee will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Parent/Guardian Involvement in the Migrant Education Program

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

Note: Final regulations, effective August 28, 2008 (1) adjust the base amounts of the grant allocations for fiscal year 2006 and subsequent years; (2) establish requirements to strengthen the process used by school districts to determine and document the eligibility of migratory children; and (3) clarify procedures school districts use to develop a comprehensive statewide needs assessment and service delivery plan.

Legal Reference:

Elementary and Secondary Education Act, ³¹ [20 U.S.C. § 6391](#), *et seq.*, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110) Every Student Succeeds Act, [P.L. 114-95](#)

34 C.F.R. §200.40 - 200.45.

Revised ~~1/09~~ 5/2024

AR 5131.8 RELEASE OF STUDENTS ON ACTIVITY TRIPS

Due to safety and legal liability responsibilities, the district discourages parents/guardians from requesting a student release. Chaperones will only release students to immediate family members, including: parents, grandparents and siblings 21 years of age or older. Family members must have been previously approved and have signed the Request For Travel Release Responsibility form.

The Lake and Peninsula School District will release students only to individuals approved by a parent or guardian 21 years of age or older, who have been approved and signed the LPSD Release of Responsibility form before the student's release.

In order for a student release to be granted the following conditions are required:

1. An official student release form must be received by District Office the Activities Director prior to student departure to planned activity.
2. Signatures of parents or guardian, Site Administrator Principal/Head Teacher and Activities Coordinator Administrator, and Signature of receiving party at the time of release.
3. Release only to immediate family member the individual listed on student release form.
4. Student release will in no way interfere with full participation in activity.
5. Chaperone must have verification of the release.
6. Chaperone has the right to refuse release if student's safety is a concern.

Added 07/2014

Updated 05/2024

Lake and Peninsula School District



THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive
King Salmon, AK 99613
907-313-3841

1617 S Industrial Way #1
Palmer, AK 99645
907-745-7090



This is to certify that I _____, of _____ request travel
Parent/Legal Guardian – Please Print Name Name of Student
release responsibility from LPSD for _____ on _____ at _____.
Activity or trip Date Location

I am aware that the Lake and Peninsula School District will release students only to individuals approved by a parent or guardian, 21 years of age or older, who have been approved and signed this form before the student's release.
The individual that I wish my child to be released to _____ Relation: _____
In the event of an approved visit during this activity, the student must be back by the established curfew. Adults must pick up and drop off a student at the school or designated site; the student must have an adult to leave the site. The chaperone has the final say in student release. A visit may not interfere with any planned activity.

I understand the LPSD Administrative Manual requires that students travel with the District, and a departure from this will release the LPSD from all liability for any adverse results that may occur. We/I understand that by signing this form permitting to release my minor child to the listed individual, I do at this moment irrevocably and unconditionally release the Lake and Peninsula School District, its officers, board members agents, from all claims, demands, or causes of action, for personal injuries, including death, or property damage, resulting from or arising out of the release of the minor child to the individual named above.

Signature of Parent or Guardian Date Contact Phone Number
District employee signatures required for approval:

Signature of Principal/Head Teacher Date Signature of Activities Administrator Date

I/we understand that by signing this form, I am accepting full responsibility for the listed minor child(ren), including any claims, demands, or causes for action for personal injuries, including death or property damage, resulting from or arising out of the supervision of the minor child(ren) named above.
A signature is required at the time of release.
Signature of receiving party _____ Date _____ Contact # _____

This release form requires all signatures indicated above and must be on file in the Activities Director's office before departure from school activity. Expenses accrued due to the release will be at the cost of the parent or guardian. Updated: 12.2023

- Chignik Bay • Chignik Lagoon • Chignik Lake • Igiugig • Kokhanok • Levelock
Newhalen • Nondalton • Perryville • Pilot Point • Port Alsworth • Port Heiden