

**Fairbanks North Star Borough School District**  
*Policy Review Committee*

Monday, January 4, 2016  
5:00 – 6:30 P.M.

Board Room - Administrative Center

**A G E N D A**

- I. Call to order**
- II. Roll call**
- III. Adoption of agenda**
- IV. Approval of minutes from meetings:**
  - A. October 8, 2015**
  - B. November 23, 2015:** No quorum was present at Policy Review Committee (PRC) on November 23, 2015; therefore, meeting Notes are included.
- V. Public Comment**

*Public comments on items are limited to three minutes per person. People on the sign-up list will be called first. If there is time, people who did not sign up may address the committee. A person testifying must state their name and address for the record.*
- VI. Old Business**
- VII. New Business**
  - A. New members
  - B. Policy Flow
  - C. Policy Status
  - D. Meeting Schedule
  - E. BP Chapter 11
    - i. 1140
    - ii. 1141.1
    - iii. 1141.2
    - iv. 1142
- VIII. Comments/Announcements/Other**
- IX. Adjourn**



Fairbanks North Star Borough  
School District  
520 Fifth Avenue  
Fairbanks, AK 99701

**Fairbanks North Star Borough School District**  
*Policy Review Committee*

Thursday, October 8, 2015  
5:00 – 6:30 P.M.

Room 426 - Administrative Center

**MINUTES**

**I. Call to order**

Sue Hull called the meeting to order at 5:02 p.m.

**II. Roll call**

Present: Sue Hull Randy Pitney Maureen Meeks  
Scott Calder Connie Clooten Ricky Burroughs

Absent Haley Brooke Troy Lumpkin

**III. Adoption of agenda**

Mr. Calder motioned to adopt the agenda.

Ms. Meeks seconded the motion.

Agenda adopted without amendments.

**IV. Approval of minutes from the September 21, 2015 meeting**

Mr. Calder motioned to adopt the minutes.

Ms. Meeks seconded the motion.

Mr. Burroughs name should be corrected to "Ricky Burroughs". All references to his name should be corrected.

Agenda adopted with no objections.

**V. Public Comment**

No public comments.

**VI. Old Business**

**A. School Board Policy 811 *Employee and Volunteer Use of Electronic and Social Media Communication***



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Assistant Superintendent Schmidt summarized the attorney's comments about this draft policy. There is concern that the policy is too generic and does not make a statement of the district's stand on the topic of electronic and social media. It may be better to not have a policy than the current proposed one that does not present a clear purpose.

Based on these comments, the Committee decided to put this proposed policy on hold until a new one can be drafted by the Administration. PRC will review the draft at a later meeting.

Suggestions were made to look at other district in the State and see if they have policies that could be used as examples.

Mr. Calder motioned to postpone this agenda item till a later meeting when there is a new draft to review.

Ms. Meeks seconded the motion.

Motion approved with no objections.

## **VII. New Business**

### **A. School Board Policy 985.4 (New) *Graduation Attire***

This would be a new policy. The current practice is that principals make the decisions on graduation attire and any exceptions requested by students and families. In spring 2015, there was a student and her family who bypassed the school principal and went to the Board to ask for permission to wear Native regalia at her graduation. The Board sent the decision back to the school principal.

Assistant Schmidt read Policy 985 Commencement Ceremony Participation for reference and discussion.

PRC members asked Assistant Superintendent Schmidt if the current practice has been working and what the principals' want. Mr. Schmidt reported that principals would like the current practice to remain unchanged to allow them to make decisions about graduation attire. PRC was concerned on how to develop a policy that would address all attire exceptions and the effectiveness of such a policy.

Mr. Schmidt recommended that instead of a policy, an administration regulation (AR) be developed to deal with graduation attire. The AR would explicitly state that the principal will make the decision about graduation and any exceptions that may be allowed

## **VIII. Comments/Announcements/Other**



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**IX. Adjourn**

Sue Hull adjourned the meeting.



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Fairbanks North Star Borough School District  
Policy Review Committee  
November 23, 2015  
Meeting Notes

No quorum was present at Policy Review Committee (PRC) on November 23, 2015; therefore, all action items were postponed until the January 4, 2016 meeting. Present at the meeting were members Scott Calder, Connie Clooten, Maureen Meeks, Ricky Burroughs. Ms. Brooke Haley arrived later at 5:15pm. Also present was Assistant Superintendent Dan Schmidt.

Dan Schmidt gave an update on the status of the Social Media policy. The purpose of the policy is lacking and Mike O'Brien will ask the Board for input.

Dan Schmidt then discussed a policy flow chart that has recently been created to clarify the policy review process. There will be two strands-governance and administrative. Policies that are considered governance-related will go through PRC. Those that are administrative in nature will not go through PRC but through the administrative management team. Both tracks will go through legal review by the Fairbanks North Star Borough.

Dan Schmidt reviewed the Policy Status Chart and gave an update on the policies that are being reviewed. Of note is the creation of the the Parent Engagement Committee as suggested from last year's meetings.

The remaining meeting dates were also discussed. It was recommended that all meetings be held on the 4<sup>th</sup> Monday of the month. In lieu of meeting in December 2015, PRC will meet on January 4, 2016.

The next meeting will be Monday, January 4, 2016. Meeting invitations and locations will be sent out by Gena Tran.

# Fairbanks North Star Borough School District Policy Review Process

Board President determines policy need and directs Superintendent or Department Managers to identify needs and notify Assistant Superintendent



Assistant Superintendent supervises and monitors the process.



## Governance

## Administrative



Relevant Department

Relevant Department

Policy Review Committee

Management Team

Legal Review

Legal Review

First Reading



Revise as Needed



Second Reading & Adoption

ADC Policy Review will be held every third Tuesday of the month @ 10AM, Room TBD.

AR 286 Policy Review Cycle	Status	Action	Gov/Adm	Complete
Chapter 5 General Employee	Due SY 2015-16	Assigned to HR department	Adm.	
Chapter 6 Employee Group	Due SY 2015-16	Assigned to HR department	Adm.	
Chapter 11 Community	Initiated SY 2014-15. See below for current status*	Assigned to Public Relations	Gov.	
Chapter 12 Agency Relations	Due for review SY 2014-15	No action taken during SY 2014-15. Assigned to Grants/Special Projects	Adm.	
Chapter 3 Administration	SY 2013/14 review incomplete: 321.1 Qualifications of Super 321.6 Evaluation of Super 324 +.1 Building Administration 326 Eval of Prof Staff Admin 370 SD annual report	Gena aware of status of chapter and individual policies not revised. Assigned to Superintendent. 324&632.3-Rec'c 10.14.15 -> ADM	Adm.	
Chapter 13 Facilities	Scheduled SY 2012-13. Some review initiated, no policy changes processed.	Assigned to Facilities Maintenance.	Adm.	
Chapter 8 Technology	Scheduled SY 2011-12	Ongoing. See social media policy below. Assigned to Technology.		
Chapter 1 Foundations	Taken out of order. Scheduled for review 2016-17. But initiated SY 2013-14.	SY 2013/14 review incomplete. Assigned to Assistant Superintendents.	Gov.	
Chapter 2 Board	Taken out of order. Scheduled for review 2016-17. But initiated SY 2013-14	SY 2013/14 review incomplete. Assigned to School Board.	Gov.	
<b>Administration's Policy Review</b>	<b>Status</b>	<b>Action</b>		
*Chapter 11 First segment through 1131	PRC reviewed, vetted by Jill, M-	Board adopted at March 2015 meeting.	Gov./Adm.	4.1.15

AR 286 Policy Review Cycle	Status	Action	Gov/Adm	Complete
	Team forwarded to Board.			
*Chapter 11 SBP 1132 district records	Admin committee of Tim Larabee, Johanna Carson and B Sch met several times and sought legal opinion. In cursory review, Jill noted statute change would require policy revision.	Requested Borough Legal send report on necessary revisions to Gena, who can forward to responsible department.	Adm	
*Chapter 11 parent engagement policies	Not initiated. Was told to wait for Parent Engagement Task Force report.	Now expecting formation of Parent Engagement Committee as standing committee of the Board. Expect committee will be tasked with policy review + rewrite. [Side note: SBP 236 needs revision to include PEC as standing committee] Policy development tasked to EEO Office per Strategic Plan.	Gov.	
Social Media Policy	First reading in from of school board June 2, 2015, after review by PRC. Admin committee reworked after Boro legal vet.	Under review by John Sedor. Needs to go back to school board for second reading and adoption. PRC moved to start over 10.08.15	Gov.	
SBP 1031 Attendance	Boro ordinance on homelessness passed February 26th; ARs approved in June.	advertising campaign underway, changes to SRRH, launch at start of SY 2015/16. Need to contact Borough Legal for input on incremental amount.	Adm.	July 2015
SBP 1068 Erin's Policy	AR drafted. No further action until legislature acted on statute. Sex abuse and dating violence bill signed into law by governor with	Awaiting direction from Board, since bill expanded to include dating violence and policy needs to follow suit. ADM compliance mtg on 10.14.15	Adm.	



AR 286 Policy Review Cycle	Status	Action	Gov/Adm	Complete
	effective date of June 2017.			
SBP 1027 Homeless Children and Youth (McKinney-Vento Act)	Under construction by federal programs staff	Typical review path expected.		
FERPA	Started review SY 2013/14	Need to re-convene committee		
AR 1062.4 Concussions	A review was initiated summer 2014	Mel was involved. Emailed Mel for an update July 16, 2015.	Adm.	
SBP + AR 1023 Students on Visas	Administration initiated a review and re-write in winter 2014	Laurel Hunt, Info Services, says that school district is expecting an adjudication which could impact the policy/AR. Awaiting that before proceeding.		
Video cameras				
Advancing curriculum during AMP testing				
<b>Board's Interests</b>				
Principal selection process	On hold per Heidi Haas until end of principal screening committees this spring	No action until June 2015 board work session		
Current PE waiver for sports participation	Sue Hull offers to draft wording			
Home school/correspondence				
Graduation Attire SBP 944 + 985	Public Comment at May 12, 2015 meeting. Board wants to review.	Basic research done. Draft written, but have questions for the Board noted in June 11 email to KG. Plan: assign to Dan Schmidt and vet questions through principals this fall. Aim to have policy and AR in place by December 2015. PRC agreed to AR on SBP 985 10.8.15	Adm.	
935.3 Organization and Operation of a Charter School	Define diversity and term limit and Section 2 about staffing needs to be			

AR 286 Policy Review Cycle	Status	Action	Gov/Adm	Complete
	updated. Charter schools follow the district's personnel practice			
Chapter 1: Gender Identify	Dan research more on this subject			

**Fairbanks North Star Borough School District**

**Policy Review Committee**

**Meeting Schedule**

**2015-2016 School Year**



**All meetings are scheduled to begin at 5:00 p.m.**

<b>Monday, September 21, 2015</b>	<b>Administrative Center Room 426</b>
<b>Thursday, October 8, 2015</b>	<b>Administrative Center Room 426</b>
<b>Monday, November 23, 2015</b>	<b>Administrative Center Board Room</b>
<b>Monday, January 4, 2016 (In lieu of December 2015)</b>	<b>Administrative Center Board Room</b>
<b>Monday, January 25, 2016</b>	<b>Administrative Center Board Room</b>
<b>Monday, February 22, 2016</b>	<b>Administrative Center Board Room</b>
<b>Monday, March 28, 2016</b>	<b>Administrative Center Board Room</b>
<b>Monday, April 25, 2016</b>	<b>Administrative Center Board Room</b>
<b>Monday, May 23, 2016</b>	<b>Administrative Center Board Room</b>

*Updated: November 30, 2015*

For additional information, please contact Gena Tran at 452-2000 ext. 11472 or [gena.tran@k12northstar.org](mailto:gena.tran@k12northstar.org).

1140 Community Involvement in Decision-Making

The Board believes community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It will therefore, make every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and judgments about the schools to the school administration, to the staff, to any appointed advisory bodies, and to the Board.

Residents who are specifically qualified because of interest, training, or experience will be encouraged to assume an active role in school affairs.

The Board and the staff will give substantial weight to the advice they receive from individuals and community groups interested in the schools, especially those individuals and groups the Board has invited to advise it regarding specific problems. Final decisions rest on the best judgment of the Board.

Policy Adopted: February 3, 1981.  
See Policy #121.

1141 Citizen Participation at Board Meetings

1141.1 Presentation of Agenda Items

Any person wishing to speak on any item on the agenda will be granted three minutes to make a presentation to the Board immediately after a motion on the item is made.

Policy Adopted: February 3, 1981      See Policy #272  
Policy Revised: January 15, 1991

1141.2 Public Comments

Any citizen, group of citizens, or organization may request that any matter affecting the school system be considered for the agenda by contacting the superintendent as set forth in policy #272.1. The superintendent will notify the person(s) making such a request as to whether the item is on the agenda. Each such agenda item will include the name of its sponsor.

General comments from the public will be received during the time set aside for public comments as specified in policy 272.

Policy Adopted: February 3, 1981      See Policy #272 & 272.1  
Policy Revised: January 3, 1995



## 1142 Advisory Committees

The Board may appoint ad hoc advisory committees to counsel it as one means of discerning the needs and desires of the school district and its residents. Members will be broadly representative of the community. The common purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations. The ultimate authority to make decisions will continue to reside with the Board.

Such committees will be formed by the Board at such times and for such specific purposes as the Board deems necessary. The Board will, in consultation with the committee, help to define the scope of its task, the deadlines for completing the task, and any other appropriate guidelines for the study. The committee will function until its assigned goal has been accomplished.

The Board may appoint staff members to such committees, but the staff members shall be a minority on any committee. The Board will provide advisory committees with suitable meeting places.

Policy Adopted: February 3, 1981.  
See policy #274.

## 1143 Principal's Advisory Committee

Principals are to organize and involve a principal's advisory committee in planning. The committee shall include, but not be limited to, parents and teachers.

Policy Adopted: March 3, 1981

