

BB 9250 REMUNERATION, REIMBURSEMENT, AND OTHER BENEFITS

Note: A.S. 14.14.140 authorizes the School Board to compensate its members as provided by board resolution. The following optional bylaw may be revised or deleted to reflect district philosophy and needs.

The School Board recognizes the time and personal effort School Board members give to the district.

Compensation

Board members are entitled to an honorarium of \$250.00 per day the Board is conducting board approved District business. District business is defined as: regular meetings, special meetings, work sessions, budget hearings, NWABSD committee assignment, official assignments such as regular meetings of the Association of Alaska School Boards and National Association of School Boards appointments; and attendance at a convention, conference, workshop or similar gathering as allocation in the Board's budget allows.

Board members who are required to travel from their normal place of residence for District business shall be entitled to actual transportation, hotel expenses and per diem for meals. Per diem shall be ~~at the rate of sixty dollars for all travel within the boundaries of the School District and eighty dollars for all travel outside the boundaries of the School District.~~ determined annually per the Nationwide Per Diem rates website: www.gsa.gov.

Health and Welfare Benefits

Board members may participate in the health and welfare benefits program as provided for district employees.

The district shall pay the cost of all premiums required for Board members electing to participate in the district health and welfare benefits program.

Legal Reference:

ALASKA STATUTES

[14.14.140](#) *Restriction on employment*

Adoption Date: May 23, 1995

Revised: July 26, 2011

Revised: April 27, 2021

Revised:

Northwest Arctic Borough School District

BP 3515.6 USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS

The School Board authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passenger in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students.

In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced~~s~~ but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

The Superintendent or designee is responsible for determining whether video recordings are educational records as defined by the Family Educational Rights and Privacy Act (FERPA) , 20 U.S.C. § 1232g and 34 CFR Part 99.

School safety video recordings which are not education records may be disclosed as provided in the Alaska Public Records Act, [AS § 40.25.110 – 40.25.125](#).

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the ~~School Site Administrator or the officials of the school district~~Superintendent or designee. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

Camera Placement

The security camera system will be installed in public areas only. These areas include school buses, grounds, athletic areas such as the gymnasium and weight room, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entrances. Classrooms, restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where ~~this~~there is a reasonable expectation for privacy.

Security

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the

Superintendent or his/her expressly authorized designees. Only these school officials shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct ~~through a subpoena~~ in accordance with applicable law.

Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school site administrators, school official, or school staff members with direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operation of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue, but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph).

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.

Retention of Video Recordings

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have been expired.

Video recordings shall be maintained for no more than 30 days and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school site administrator. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Review

Each school site administrator is responsible for the proper implementation and control of the video surveillance system. The Superintendent of Schools or designee shall develop regulations governing the use of video recordings in accordance with applicable law and board policy.

(cf. 1340 – Access to District Records)

(cf. 3515 – School Safety and Security)

(cf. 3580 – District Records)

(cf. 5125 – Student Records)

Legal References:

UNITED STATES CODE

[20 U.S.C. 1232g](#)

UNITED STATES CODE OF FEDERAL REGULATIONS

[34 CFR Part 99](#)

ALASKA STATUTES

[40.21.070](#) *Records Management for Local Records*

[40.25.110-250](#) *Public Records Act*

ALASKA ADMINISTRATIVE CODE

[2 AAC 96.100-370](#) *Public Information*

~~*Revised 10/2021*~~

~~*Revised: June 6, 2023*~~

**AASB POLICY REFERENCE MANUAL
9/92**

Adopted: June 6, 2023

~~*Revised 10/2021*~~

~~*Revised: June 6, 2023*~~

Northwest Arctic Borough School District

BP 3540 ~~TRAVEL~~TRANSPORTATION

~~Employees shall be reimbursed for travel expenses incurred while away from their station overnight on approved District business. Travel status shall be approved in advance by the Superintendent or his/her designee.~~

~~Per diem shall be paid as determined by the Superintendent, prior to travel, except as listed;~~

~~per diem shall not be paid to any employee who does not attend workshops, sessions, classes, etc. for which leave is intended;~~

~~any District employee or board member(s) who does not attend session, for which leave is intended, will not be allowed to attend future workshops for the District;~~

~~per diem and travel shall not be paid to employees or board members attending District approved workshops or meetings, who arrive at meetings in a state of intoxication. Employees in this case will be asked to leave immediately.~~

~~Adopted: February 25, 1994~~

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

The goals of the transportation service are:

1. to provide maximum safety for students 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/or transportation for ~~handicapped~~ qualifying students with disabilities.

(cf. 3312 - Contracts)

(cf. 3541.5 - Alternative Transportation Arrangements)

Note: Secondary students who do not have daily access to school by being transported a reasonable distance must be offered a boarding program pursuant to 4 AAC 09.050.

When necessary, the Board shall make available a boarding program for secondary students whose transportation needs make daily access to school impractical and who are not participating in an alternative educational program.

(cf. 6182 - Secondary Boarding Program)

(cf. 5112.6 – Education For Homeless Children and Children in Foster Care)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.09.030 School buses

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

4 AAC 27.006-990 Transportation

Adopted: February 25, 1994

Revised:

Northwest Arctic Borough School District

BP 3541.2 TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS

Note: Children with disabilities must be transported with other non-disabled children if the district provides transportation to other students in the district. Separate transportation for an exceptional child is authorized only when it is in the best interest of that child due to the nature of the physical or mental disability. AS 14.30.347.

The School Board recognizes its responsibility to provide transportation services which give handicapped students access to appropriate education programs and services. The district shall provide transportation for students with disabilities ~~for exceptional students~~ in accordance with needs specified in their Individualized Education Program (IEP).

In selecting the most appropriate mode of transportation, IEP teams shall consider the student's unique safety and health needs, the availability of equipment, existing transportation schedules, and the extent to which transportation arrangements may help the student develop independent mobility skills.

Whenever possible, children with disabilities shall be transported with students without disabilities.

(cf. 3540 - Transportation)

(cf. 3541.5 - Alternative Transportation Arrangements)

(cf. 6172 - Special Education)

Legal Reference:

ALASKA STATUTES

[14.30.278](#) *Individualized education program*

[14.30.347](#) *Transportation of exceptional children*

ALASKA ADMINISTRATIVE CODE

~~[4 AAC 27.020](#) *Establishment of special education routes*~~

~~[4 AAC 27.045](#) *General provisions for regular and other conveyance routes, route extensions and in lieu of agreements*~~

[4 AAC 52.730](#) *State aid for transportation*

~~[4 AAC 27.021](#) *Establishment of special education routes*~~

Adopted: February 25, 1994

Revised:

Northwest Arctic Borough School District

BP 4112.10 EMPLOYMENT OF RETIRED TEACHERS

Note: Effective November 8, 2018, [AS 14.20.136](#) authorizes schools districts to hire retired teachers in cases of teacher shortages. Retired teachers hired under this statutory provision may elect to continue receiving TRS benefit payments during the period of reemployment. A contract for reemployment of a retired teacher hired under [AS 14.20.136](#) may not be for more than 12 consecutive months. If the teacher retired under the defined benefit retirement system, the teacher must be retired for at least 60 days if 62 years of age or older, or at least six months if under 62 years of age, before reemployment. In addition, if the teacher is reemployed by the same district that employed the teacher upon retirement, the teacher must certify that there was no prearranged agreement with the school district to hire the teacher after retirement.

Prior to the hire of retired teachers under this statute, the school board must adopt a policy that permits the employment of retired teachers who are qualified to teach in those disciplines or specialties in which a shortage of teachers exists. The policy must describe the circumstances that constitute the shortage.

This optional policy may be utilized by districts desiring to hire retired teachers in cases of teacher shortages, as authorized by [AS 14.20.136](#).

It is the policy of the Board that teacher vacancies be filled in a timely manner by qualified personnel. The District administration is authorized to employ retired teachers in accordance with [AS 14.20.136](#) in cases of teacher shortages, and to notify the Administrator of the Teachers' Retirement System that it is hiring retired teachers pursuant to that statutory provision.

The hiring of retired teachers is authorized in those disciplines or specialties in which a shortage of teachers exists despite active recruitment efforts. A shortage is deemed to exist for those open positions that the administration has been unable to fill with qualified candidates, despite recruitment, public advertising for at least 10 business days, interviews, and the offering of positions to qualified candidates, if any.

(cf. 4111 Recruitment and Selection)

Legal Reference

ALASKA STATUTES

[14.20.136](#) *Employment of member of teachers' retirement system*

[14.25.043](#) *Reemployment of retired members*

[14.20.165](#) *Restoration of tenure rights*

Added 8/2020

Adopted:

Northwest Arctic Borough School District

Model Policy

BB 9020 BOARD STANDARDS

The School Board believes that it should hold itself to high standards of performance, accountability and conduct in order to meet the public trust that has bestowed by the public election of each member.

Therefore, the School Board has adopted the Board Standards established by the Association of Alaska School Boards, which provide a framework for effective school governance and keep the School Board's focus on student achievement.

Regular efforts will be made to orient new board members to the board standards, provide on-going board development opportunities to assist all board members in meeting those standards, and assess board performance to measure the School Board's effectiveness in meeting them.

(cf. 9000 - Role of School Board and Members)

(cf. 9230 - Orientation)

(cf. 9240 - School Board Development)

(cf. 9400 - School Board Self-Evaluation)

Added 9/99

9/92

Model Policy

E 9020 BOARD STANDARDS

The Board Standards developed by the Association of Alaska School Boards and listed below have been adopted by the _____ Northwest Arctic Borough School District School Board as a standard of performance that this school board will constantly strive to meet.

VISION

The Board Creates A Shared Vision To Enhance Student Achievement

- 1.1 Board develops a dynamic shared vision for education that reflects student needs and community priorities.
- 1.2 Board keeps the district and community focused on educating students.
- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision making.

STRUCTURE

The Board Provides A Structure That Supports The Vision

- 2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.
- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.
- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.
- 2.4 Board acts to ensure vision and structure comply with legal requirements.
- 2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

ACCOUNTABILITY

The Board Measures District Performance Toward Accomplishing the Vision And Reports the Results To The Public.

3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.

3.2 Board evaluates the superintendent and board performance annually and reports the result to the public.

3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.

3.4 Board uses an understandable format to periodically report district performance to the public.

ADVOCACY

The Board Champions The Vision

4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.

4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.

4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.

4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.

4.5 The board is proactive in identifying and addressing issues that affect the education of students.

CONDUCT & ETHICS

The Board And Its Individual Members Conduct District Business In A Fair, Respectful, And Responsible Manner

5.1 Board and its individual members act in a manner that reflects service to the community on behalf of students.

5.2 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision making skills through a conscious program of board development.

5.3 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

AASB Policy Reference Manual

BP 4133/4233/4333 ALL PERSONNEL - TRAVEL EXPENSES

Note: The following optional policy delegates duties related to employee travel and reimbursement to the Superintendent or designee and may be revised to reflect district practice.

The School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the Board.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

All out-of-state travel for employees must have Superintendent or designee approval. All out-of-state travel for the Superintendent must have Board President or designee approval. Travel expenses not previously budgeted must be approved on an individual basis by the Board.

Commented [AE1]: Model policy requires Board approval for out-of-state travel.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

(cf. 3300 - Expenditures/Expending Authority)

Per Diem

Per diem shall be paid as determined by the Superintendent, prior to travel, except as listed;

per diem shall not be paid to any employee who does not attend workshops, sessions, classes, etc. for which leave is intended;

any District employee or board member(s) who does not attend session, for which leave is intended, will not be allowed to attend future workshops for the District;

Commented [AE2]: Should this go in BB instead of here?

Commented [AE3]: Establish an AR for Travel procedures

per diem and travel shall not be paid to employees or board members attending District approved workshops or meetings, who arrive at meetings in a state of intoxication. Employees in this case will be asked to leave immediately

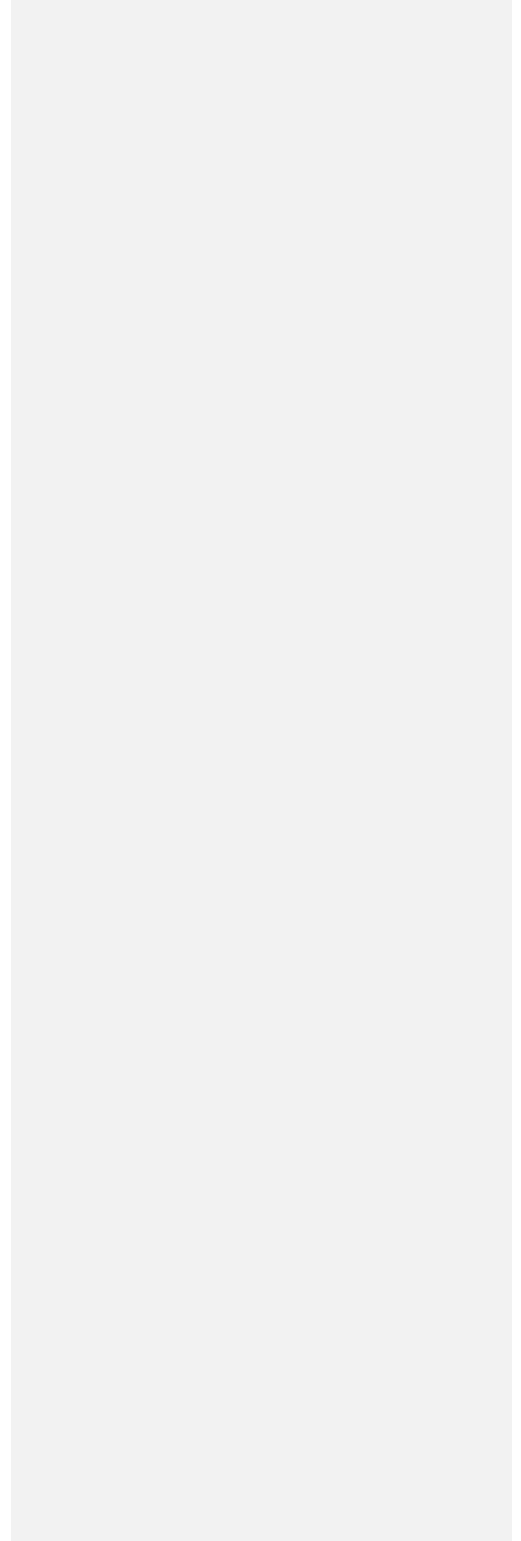
Commented [AE4]: This is from BP 3540 which was adopted in 1994 and AASB has addressing Student Transportation. It appears the NWABSD had two different staff travel policies that are similar. Recommendation is to combine them so people know where information is moving forward. AASB uses 4133 to address staff travel expenses NOT 3540.

Revised: November 15, 2019

Adopted: June 09, 2004

Revised: November 15, 2019

Northwest Arctic Borough School District



E 4133/4233/4333 ALL PERSONNEL - TRAVEL EXPENSES – PER DIEM



NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT

Ambler · Buckland · Deering · Kiana · Kivalina · Kobuk · Kotzebue · Noatak · Noorvik · Selawik · Shungnak
PO Box 51 · Kotzebue, Alaska 99752 · Phone (907) 442-1800

NWABSD PERDIEM RATES EMPLOYEE & STUDENT

PROPORTIONAL MEAL RATES SHALL BE APPLIED TO ALL STUDENT AND STAFF TRAVEL.

TRAVEL THAT OCCURS OUTSIDE OF THE NORTHWEST ARCTIC BOROUGH WILL BE BASED ON NATIONWIDE CURRENT RATES AT [HTTPS://WWW.GSA.GOV](https://www.gsa.gov).

TRAVEL THAT OCCURS WITHIN THE NORTHWEST ARCTIC BOROUGH WILL BE AS FOLLOWS FOR ALL EMPLOYEES & STUDENTS:

Per Diem for Travel Days		Local Meals
Departure Time:	12:00-5:59AM	\$60
	6:00-11:59AM	\$45
	12:00-5:59PM	\$30
	6:00-11:59PM	\$15
Arrival Time:	12:00-5:59AM	\$15
	6:00-11:59AM	\$30
	12:00-5:59PM	\$45
	6:00-11:59PM	\$60
Full Day Proportional Meals:	\$40	

Proportional Meal Rates (PMR)

The PMR is a meal rate used when one or two meals are available or provided at no cost to the traveler. The proportional meal rate does not apply on the first and last days of travel.

Terri Walker

TERRI WALKER, SUPERINTENDENT

EFFECTIVE DATE: July 1, 2024