

## MEMORANDUM

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**TO:** NWABSD Board of Education  
Members

**DATE:** June 6, 2023

**NUMBER:** 23-116

**FR:** Office of the Superintendent

**SUBJECT:** Approval of Proposed  
Revisions to BP 4112.61/  
4212.61/ 4312.61,  
Personnel, All Personnel -  
Employment References;  
First Reading

**STRATEGIC PLAN/BOARD GOAL:**

Improve Stakeholder Communication.

**ABSTRACT:**

Board policy revisions require Board approval.

**ISSUE:**

At issue is to approve the first reading of the proposed revisions to BP 4112.61/4212.61/4312.61, Personnel, All Personnel - Employment References and open for public comments.

**BACKGROUND AND/OR PERTINENT INFORMATION:**

The Superintendent/designee presents drafts or suggestions for board policy revisions when changes in law occur or when specific need occurs. Policy revisions shall normally be given two readings prior to adoption by the Board. This is the first reading of the proposed revisions to BP 4112.61/4212.61/4312.61, Personnel, All Personnel - Employment References.

The Board Policy Committee reviewed the proposed changes, recommends approval and to open for public comments.

**ALTERNATIVES:**

1. Approve the first reading to the proposed revisions to BP 4112.61/ 4212.61/ 4312.61, Personnel, All Personnel - Employment References as presented and open for public comments;
2. Do not approve first reading to the proposed revisions to BP 4112.61/4212.61/4312.61 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends the Board approve the first reading to the proposed revisions to BP 4112.61/4212.61/4312.61, Personnel, All Personnel - Employment References as presented and open for public comments.

## **BP 4112.61/4212.61/4312.61 - ALL-CERTIFIED PERSONNEL - EMPLOYMENT REFERENCES**

The School Board desires works to provide information about district employees to prospective employers to the extent that such information is factual and does not violate an employee's employee's privacy rights.-

The Superintendent or designee is responsible for processing all requests for references, letters of recommendation, or information about employee performance, including the causes or reasons for separation regarding all district employees other than the Superintendent.

References which are not secured through the Superintendent or designee reflect the personal views or opinions of the author and do not reflect the views of the District.

*(cf. 4112.6 — Personnel Files)*

*(cf. 4117.5 — Termination Agreements)*

*Legal References:*

### ALASKA STATUTES

[AS 09.65.160](#) *Job References*

**Adopted: June 09, 2004**

**Northwest Arctic Borough School District**