

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION  
AGENDA STATEMENT

No. 11 c.

MEETING OF March 27, 2024

ITEM TITLE:

**PUBLIC HEARING - POLICY**

REVIEWED BY:

Motion to approve revisions to BP 4112.61  
Employment References, in first reading

Policy Committee

SUBMITTED BY: School Board Policy Committee

APPROVED FOR SUBMITTAL: Michael Robbins, Superintendent, 907 247 2109

SUMMARY STATEMENT:

The School Board Policy Committee is proposing approval of revisions to Board Policy 4112.61.

ISSUE/BACKGROUND:

Board Bylaw 9300 states that "The formulation and adoption of written Board policies shall constitute the basic method by which the Board shall govern the school district." Board Policy 0500 and Board Bylaw 9311 both address the ongoing review of district policies and programs by the School Board. The proposed revisions are in line with AASB suggested policy updates.

ATTACHMENTS:

- BP 4112.61 (with revisions)

RECOMMENDED ACTION:

"I move that the Board of Education **approve revisions to Board Policy 4112.61 Employment References, in first reading.**"

## All Personnel

### EMPLOYMENT REFERENCES

BP 4112.61

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

The Superintendent or their designee is responsible for processing ~~shall process~~ 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. ~~No other staff member should make statements concerning a separated employee's performance or the reason(s) why any individual has left district employment.~~

References which are not secured through the Superintendent or their 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*

*Revised Date: 3/2019*

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT  
Adoption Date: 10/13/99

