

**General Information Items  
for the  
Board of Education**





# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553

Phone (907) 714-8888 Fax (907) 262-9132

[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

<b>Title:</b>	2013-14 Administrator Changes in Assignment		
<b>Date:</b>	March 4, 2013	<b>Item Number:</b>	General Information
<b>Administrator:</b>	Tim Peterson, Director, Human Resources Dave Jones, Assistant Superintendent		
<b>Attachments:</b>	Résumés	 	

Action Needed     For Discussion     Information     Other: \_\_\_\_\_

## BACKGROUND INFORMATION

<u>Name</u>	<u>From</u>	<u>To</u>
Christine Ermold	Regional Administrator, Sterling Elementary School/Cooper Landing School	Director, Elementary Education and Professional Development
Melissa Linton	Principal, K-Beach Elementary School	Coordinator, Curriculum and Assessment

## ADMINISTRATIVE RECOMMENDATION

**Christine M. Ermold, Ed.D.**

**Highlights**

Experienced in developing and implementing standards-based reporting practices at the classroom and district levels  
 Helped lead the development and implementation of research based professional development practices district-wide  
 Lead the implementation of Effective Instruction practices and its use in coaching, professional growth, and evaluation  
 Implemented effective collaborative practices and provided ongoing coaching for collaborative teams  
 Mentored new-to-position administrators, administrative interns, and aspiring principals  
 Experienced leader at the State level as a member of the Executive Board for the Alaska Association of Elementary School Principals and the Kenai Peninsula Administrator’s Association  
 Alaska’s Distinguished Principal of the Year, 2008  
 Experienced with educational programs and initiatives including:

- Response To Intervention process (RTI)
- School-wide Positive Behavior Support
- Curriculum Development Process
- Effective Instruction System
- Effective Feedback Strategies
- Plan of Improvement Process
- Multi-grade Instruction
- Differentiated Instruction

**Current Certificates**

Certificate Type	Endorsements	State
Type A	Elementary Education K-8	Alaska
Type B	Principal K-12	Alaska

**Education**

Degree	School
Doctor of Education, Leadership for Teaching and Learning	Walden University
Masters in Educational Leadership	University of Alaska
Principal’s Endorsement K-8 and 7-12	University of Alaska
Bachelors in Elementary Education K-8	University of Alaska
Minor in Alaska Native Studies	University of Alaska
Diploma	Chugiak High School

**Professional Experience**

Position	Grade(s)	School	District	Years
Principal	PreK-6	Sterling Elementary	Kenai Peninsula Borough School District (KPBSD)	2004-present
Regional Principal	K-12	Hope, Cooper Landing & Moose Pass Schools	KPBSD	2003-04
Regional Principal	K-8	Cooper Landing & Moose Pass Schools	KPBSD	2002-03
Principal	K-8	Cooper Landing School	KPBSD	2001-02
Teacher	K-2	Cooper Landing School	KPBSD	2001-02
Teacher	9 <sup>th</sup> -12 <sup>th</sup> grades	Foundational Skills in Reading Summer Program	KPBSD	2001
Teacher	5	Mt. View Elementary	KPBSD	1999-2001
Teacher	5	Wonder Park Elementary	Anchorage School District (ASD)	1998-99
Substitute Teacher	K-8	Iditarod Elementary & Colony Middle School	Mat-Su Borough School District (MSBSD)	1997-98
Coach	9 <sup>th</sup> -12 <sup>th</sup> grades	Chugiak High School	ASD	1995-97

## MELISSA A. LINTON

### PROFESSIONAL EXPERIENCE

#### ***Principal, K-Beach Elementary School***

2006 – present                      Kenai Peninsula Borough School District                      Soldotna, AK

- Provide instructional leadership for K-6 elementary school, comprised of approximately 400 students and 50 staff members.
- Support and model collaborative practices to promote a positive school culture amongst staff, students, parents and community members.
- Supervise, evaluate, and hire certified and non-certified staff.
- Maintain and ensure a safe, clean, and respectful learning environment for all students and staff, as well as K-Beach community members.
- Provide instructional leadership by overseeing, monitoring, and introducing effective researched based curriculum, instruction, assessment and other educational programs.
- Ensure staff utilizes data analysis protocols for formative and summative assessments so they can make informed data-driven decisions about instruction.
- Coordinate and facilitate an ongoing, meaningful professional development program for staff using tools and protocols from Langford Processes, Educational Impact, Critical Friends, and Professional Learning Communities.
- Communicate regularly with parents and community members about school events, goals, evaluations, the school action plan, and overall improvement of our school.
- Assemble, modify, and recommend budget requisitions for the school and provide written official reports as necessary.
- Organize, oversee, and participate in building committees such as K-Beach Site Council and Intervention Team.
- Secure technology resources and professional development for all staff to increase student engagement in learning (21<sup>st</sup> Century learning skills).
- Maintain and ensure alignment of school goals with KPBSD goals.
- Pursue and organize fundraising events and grants to enhance school-wide programs for students.
- Collaborate regularly with the Parent Teacher Association.
- Serve on various district level committees such as Principal Evaluation Committee and the development of the new teacher evaluation system.
- Served on KPBSD Committees for teacher evaluation and principal evaluation; trained initial district leaders and teachers on Danielson's *Framework for Teaching*.

#### ***Director of Curriculum, Instruction, Assessment, and Grants Coordinator***

2002 – 2006                      Franklin Northwest Supervisory Union                      Swanton, VT

- Managed, created, and implemented pre K -12 curriculum, instruction and assessments for five public schools, 2,100 students.

- Coordinated and monitored all Federal Programs, including Title I intervention programs.
- Planned, coordinated, and taught professional development courses for administrators and teachers based on need assessments, school action plans, and student achievement data.
- Wrote, managed, and coordinated competitive and non-competitive Federal and State grants. Examples include Federal Comprehensive School Reform Grant and The 21st Century Community Learning Grant.
- Provided expertise and facilitation processes for school action planning and data analysis activities.
- Coordinated, developed, implemented, and evaluated preK-12 curriculum and local assessment plans for language arts, mathematics, science, and unified arts programs.

***Adjunct Music Education Professor***

2004-2006 Johnson State College Johnson, VT

- Taught music education courses to undergraduate music education majors.
- Advised the JSC student chapter of Music Educators National Conference (MENC).

2005-2006 University of Vermont Burlington, VT

- Taught undergraduates percussion lessons

***Music Director - High School***

1995 - 2002 Burlington School District Burlington, VT

- Taught high school band, orchestra, chorus, and general music classes.
- Developed and directed extracurricular programs for madrigals, jazz band, pep band, and marching band.
- Wrote and managed competitive grants to purchase instruments and furniture.
- Directed orchestra and chorus for musical productions.

***Music Director – Middle and High School***

1994 - 1995 Thornton Fractional North High School Calumet City, IL

- Taught band and chorus. Provided private and group lessons for students in grades 6 – 12.
- Established relationships with feeder schools and began recruitment programs to increase the numbers of students participating in music classes.

**OTHER PROFESSIONAL EXPERIENCE**

***Danielson Group – Consultant*** ***2011 - present***

- Currently travel to school districts in the lower 48 to deliver training on The Framework for Teaching, observation skills and coaching conversations to administrative teams and teachers.
- Consult with administrators and teachers on mentoring, teacher supervision and evaluation processes.

**Presenter, National Association of Elementary School Principals** **2011 – Tampa, FL**

- Presented strategies, resources, and implementation techniques on how to effectively utilize Danielson’s Framework for Teaching for evaluation, mentoring and school improvement planning.

**ETS Pathwise – Vermont State Trainer**

**2004 - 2006**

- Trained teachers and administrators in a variety of venues. Provided professional development workshops based on Charlotte Danielson’s work *A Framework for Teaching: Enhancing Professional Practice*.
- Taught and consulted school-based teams of teachers and administrators on mentoring, supervision and evaluation, team work, data collection and analysis.

**Center for Performance Assessment**

**2005 - present**

- Trained teachers and administrators in Data Teams and Data Analysis processes based on Doug Reeves research.

**Cognitive Coaching – Initial Seminar and Advanced Seminar**

**2004 - 2005**

- Completed 2 week Cognitive Coaching Seminars and use these coaching skills consistently in daily work with teachers and administrators.

**Percussionist**

**1995 - present**

- Substitute Percussionist in the Kenai Peninsula Orchestra, 2006 – present.
- Percussionist in the Vermont Symphony Orchestra, 1995 – 2006.
- Trio member in DrumSchtick. Performed world music program in K-8 schools throughout Vermont, 1995-2006.
- Adjunct Professor at the University of Vermont. Taught private percussion lessons to undergraduate students, 2004-2006.

**EDUCATION**

**University of Vermont**

**Burlington, VT**

**began in 2002**

- Participated in Ed. D. in Educational Leadership and Policy Studies. Course work and comprehensive exam are complete.

**Northwestern University**

**Evanston, IL**

**1994 – 1996**

- Master of Arts in Music

**Eastman School of Music**

**Rochester, NY**

**1991 – 1993**

- BA in Music Education
- BA in Percussion Performance
- Performer’s Certificate in Percussion Performance

**Ithaca College**

**Ithaca, NY**

**1989 – 1991**

- Began studies: BA in Music Education and Percussion Performance

**PROFESSIONAL AFFILIATIONS**

**Alaska Elementary Administrators Association**

- Member 2006 – present.

**Association for Supervision and Curriculum Development**

- Current member of National ASCD.
- Treasurer for the Vermont Chapter of ASCD, 2003 – 2006.

**Champlain Valley Educational Consortium (CVEC)**

- Secretary and member of CVEC since 2003.

***Flynn Arts Education Board***

- Member of the Flynn Arts Education Committee, 2005-2006.

***Lamoille Area Professional Development Academy (LAPDA)***

- Trainer for the Lamoille Area Professional Development Academy, 2002-2006.

**OTHER INTERESTS**

***Long Distance Runner***

- Finished first Vermont City Marathon in May 2004. Continue to train for additional marathons and races.

***Musher***

- Owner of No Limits Sled Dog Kennel, [www.nolimitssleddogkennel.com](http://www.nolimitssleddogkennel.com); Iditarod Race Team handler.

***Musician***

- Performs with local ensembles and teaches music lessons.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Administrator Meeting Agenda**  
**Challenger Center**  
**Wednesday, February 27, 2013**



*Using Effective Instruction to Ensure that All Students Learn*

**AGENDA**

<b>Time</b>	<b>Topic</b>	<b>Speaker</b>
8:00 AM	Coffee and Conversation	
8:30 AM	Superintendent's Message	Dr. Steve Atwater
9:00 AM	Human Resources	Tim Peterson
9:30 AM	Effective Instruction	Sean Dusek
10:15 AM	Break	
10:30 AM	IS Procedural Response Manual	Clayton Holland
11:00 AM	Emergency Action Plan Review	Sean Dusek
11:45 AM	American Fidelity	American Fidelity
12:00 Noon	Lunch	Provided
12:45 PM	Administrivia	Leadership Team
1:30 PM	Strategic Plan Updates	Instructional Team
3:30 PM	Wrap Up	Dr. Steve Atwater
4:00 PM	Dismissal	

**\*Please bring laptops**



**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**2012-2013 SCHOOL YEAR**

**Tuesday, February 26, 2013**

ADM PROJECTED ENROLLMENT	TOTAL ADM	ADM DIFF +/-	ADM DIFF %	SCHOOLS	KDGN	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	Enrollment Total	Inc. P/S Enrollment Total
185.00	189.00	4.00	2%	Aurora Borealis Charter	24	22	22	25	24	22	22	18	10	0	0	0	0	189	189
113.00	90.00	-23.00	(20%)	Chapman Elementary	13	15	8	8	11	7	13	7	8	0	0	0	0	90	109
833.00	862.00	29.00	3%	Connections Program	64	41	64	52	53	60	63	69	80	85	74	78	79	862	862
10.00	13.00	3.00	30%	Cooper Landing	1	2	3	0	1	2	1	1	1	0	1	0	0	13	13
152.00	103.00	-49.00	(32%)	Fireweed Academy	8	25	13	11	14	14	18	0	0	0	0	0	0	103	103
35.00	42.00	7.00	20%	Homer Flex	0	0	0	0	0	0	0	0	0	5	14	12	11	42	42
388.00	379.00	-9.00	(2%)	Homer High	0	0	0	0	0	0	0	0	0	98	107	91	83	379	379
196.00	180.00	-16.00	(8%)	Homer Middle	0	0	0	0	0	0	0	90	90	0	0	0	0	180	180
14.00	20.00	6.00	43%	Hope Elementary/High	3	3	1	2	1	1	1	0	1	1	1	3	2	20	20
396.00	384.00	-12.00	(3%)	K-Beach Elementary	51	59	49	66	50	62	47	0	0	0	0	0	0	384	389
70.00	61.00	-9.00	(13%)	Kachemak Selo	2	4	6	6	9	3	7	6	4	3	7	3	1	61	61
252.00	249.00	-3.00	(1%)	Kaleidoscope Charter	36	35	36	34	36	40	32	0	0	0	0	0	0	249	249
85.00	71.00	-14.00	(16%)	Kenai Alternative	0	0	0	0	0	0	0	0	0	0	3	31	37	71	80
535.00	490.00	-45.00	(8%)	Kenai Central High	0	0	0	0	0	0	0	0	0	135	128	118	109	490	490
363.00	369.00	6.00	2%	Kenai Middle	0	0	0	0	0	0	107	112	150	0	0	0	0	369	369
10.00	6.00	-4.00	(40%)	Marathon	0	0	0	0	0	0	0	0	0	2	2	1	1	6	6
127.00	145.00	18.00	14%	McNeil Canyon Elementary	21	21	14	27	25	15	22	0	0	0	0	0	0	145	145
21.00	16.00	-5.00	(24%)	Moose Pass Elementary	3	3	3	1	2	3	1	0	0	0	0	0	0	16	16
423.00	424.00	1.00	0%	Mountain View Elementary	77	60	68	62	84	73	0	0	0	0	0	0	0	424	445
79.00	82.00	3.00	4%	Nanwalek Elementary/High	5	10	10	12	5	8	3	6	4	4	5	7	3	82	82
398.00	376.00	-22.00	(6%)	Nikiski Middle/High	0	0	0	0	0	0	58	42	61	59	61	39	56	376	376
341.00	349.00	8.00	2%	Nikiski North Star Elementary	58	59	59	58	57	58	0	0	0	0	0	0	0	349	370
71.00	74.00	3.00	4%	Nikolaevsk Elem/High	4	6	3	9	7	8	2	10	3	9	4	4	5	74	74
159.00	149.00	-10.00	(6%)	Ninilchik Elementary/High	10	7	12	15	10	13	12	11	13	20	10	9	7	149	149
163.00	169.00	6.00	4%	Paul Banks Elementary	53	57	59	0	0	0	0	0	0	0	0	0	0	169	196
21.00	19.00	-2.00	(10%)	Port Graham	3	1	3	1	1	1	1	2	1	1	2	1	1	19	20
75.00	73.00	-2.00	(3%)	Razdolna	14	4	9	10	8	5	9	1	5	4	4	0	0	73	73
372.00	381.00	9.00	2%	Redoubt Elementary	44	54	58	56	65	51	53	0	0	0	0	0	0	381	403
75.00	75.00	0.00	0%	River City Academy	0	0	0	0	0	0	0	12	24	17	11	6	5	75	75
285.00	305.00	20.00	7%	Seward Elementary	62	46	34	39	49	41	34	0	0	0	0	0	0	305	334
174.00	182.00	8.00	5%	Seward High	0	0	0	0	0	0	0	0	0	43	52	41	46	182	182
75.00	89.00	14.00	19%	Seward Middle	0	0	0	0	0	0	0	47	42	0	0	0	0	89	89
354.00	319.00	-35.00	(10%)	Skyview High	0	0	0	0	0	0	0	0	0	66	96	87	70	319	319
267.00	258.00	-9.00	(3%)	Soldotna Elementary	43	39	36	39	34	34	33	0	0	0	0	0	0	258	301
471.00	477.00	6.00	1%	Soldotna High	0	0	0	0	0	0	0	0	0	118	129	103	127	477	477
400.00	396.00	-4.00	(1%)	Soldotna Middle	0	0	0	0	0	0	0	189	207	0	0	0	0	396	396
165.00	164.00	-1.00	(1%)	Soldotna Montessori Charter	23	23	24	25	26	24	19	0	0	0	0	0	0	164	164
158.00	183.00	25.00	16%	Sterling Elementary	30	28	25	23	34	22	21	0	0	0	0	0	0	183	193
42.00	42.00	0.00	0%	Susan B. English	1	2	2	2	3	5	1	7	2	11	2	4	0	42	42
30.00	41.00	11.00	37%	Tebughna Elementary/High	4	1	3	3	2	6	3	1	10	2	2	2	2	41	42
158.00	151.00	-7.00	(4%)	Tustumena Elementary	26	21	21	23	20	17	23	0	0	0	0	0	0	151	161
100.00	100.00	0.00	0%	Voznesenka	3	8	5	5	4	4	9	13	8	12	11	7	11	100	110
230.00	226.00	-4.00	(2%)	West Homer Elementary	0	0	0	58	54	61	53	0	0	0	0	0	0	226	226
<b>8871.00</b>	<b>8,773.00</b>	<b>-98.00</b>	<b>(1%)</b>		<b>686</b>	<b>656</b>	<b>650</b>	<b>672</b>	<b>689</b>	<b>660</b>	<b>668</b>	<b>643</b>	<b>725</b>	<b>695</b>	<b>725</b>	<b>648</b>	<b>656</b>	<b>8773</b>	<b>9001</b>

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**2012-2013 SCHOOL YEAR**  
**PART TIME STUDENTS**

Tuesday, February 26, 2013

SCHOOLS	PRE-SCHOOL	KDGN	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	Enrollment Total	Inc. P/S Enrollment Total
Aurora Borealis Charter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Chapman Elementary	19	2	1	0	0	1	0	0	1	0	0	0	0	0	5	24
Connections Program	0	0	0	0	0	0	0	0	0	0	0	0	7	6	13	13
Cooper Landing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
District Wide Program	18	0	0	0	0	0	1	0	0	0	0	0	0	0	1	19
Fireweed Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Homer Flex	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Homer High	0	0	0	0	0	0	0	0	0	0	11	7	8	0	26	26
Homer Middle	0	0	0	0	0	0	0	0	2	4	0	0	0	0	6	6
Hope Elementary/High	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
K-Beach Elementary	5	0	1	0	0	0	1	1	1	0	0	0	0	0	4	9
Kachemak Selo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Kaleidoscope Charter	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
Kenai Alternative	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9
Kenai Central High	0	0	0	0	0	0	0	0	1	3	2	6	8	6	26	26
Kenai Middle	0	0	0	0	0	0	0	1	1	4	0	0	0	0	6	6
Marathon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
McNeil Canyon Elementary	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2	2
Moose Pass Elementary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mountain View Elementary	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21
Nanwalek Elementary/High	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nikiski Middle/High	0	0	0	0	0	0	0	1	1	2	3	0	2	1	10	10
Nikiski North Star Elementary	21	2	0	0	0	0	0	0	0	0	0	0	0	0	2	23
Nikolaevsk Elem/High	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2	2
Ninilchik Elementary/High	0	0	0	0	0	0	1	0	0	3	0	2	2	0	8	8
Paul Banks Elementary	27	1	1	2	0	0	0	0	0	0	0	0	0	0	4	31
Port Graham	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Razdolna	0	0	0	0	0	0	0	0	0	0	1	0	2	0	3	3
Redoubt Elementary	23	0	0	1	0	0	2	0	0	0	0	0	0	0	3	26
River City Academy	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
Seward Elementary	29	0	0	0	1	1	0	0	0	0	0	0	0	0	2	31
Seward High	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seward Middle	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	1
Skyview High	0	0	0	0	0	0	0	0	0	0	4	5	3	3	15	15
Soldotna Elementary	43	0	1	0	0	1	0	0	0	0	0	0	0	0	2	45
Soldotna High	0	0	0	0	0	0	0	0	0	0	6	10	7	6	29	29
Soldotna Middle	0	0	0	0	0	0	0	19	4	9	0	0	0	0	32	32
Soldotna Montessori Charter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sterling Elementary	13	2	0	0	0	0	1	0	0	0	0	0	0	0	3	16
Susan B. English	0	0	0	0	0	0	0	0	0	0	1	1	0	0	2	2
Tebughna Elementary/High	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Tustumena Elementary	10	0	0	0	0	0	0	1	0	0	0	0	0	0	1	11
Voznesenka	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10
West Homer Elementary	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1	1
	<b>250</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>8</b>	<b>23</b>	<b>11</b>	<b>26</b>	<b>28</b>	<b>33</b>	<b>40</b>	<b>23</b>	<b>212</b>	<b>462</b>



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553  
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[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

<b>Title:</b>	Exhibit Revisions (Revised March 1, 2013)		
<b>Date:</b>	February 25, 2013	<b>Item Number:</b>	General Information
<b>Administrator:</b>	Dave Jones, Assistant Superintendent		
<b>Attachments:</b>	<i>E 0200(a) School Initiative Quality Approval Process (NEW) . . . . . 2</i> <i>E 0200(b) School Initiative Quality Approval (NEW) . . . . . 3</i> <i>E 0200(c-1) Technology/Digital Resource Request Form Instructions (NEW). . . . . 4</i> <i>E 0200(c-2) Technology/Digital Resource Request Form (NEW). . . . . 5</i> <i>E 0420(a) Site Council Evaluation Form (to be deleted). . . . . 6</i> <i>E 0420(a) Site Council End of Year Report (NEW) . . . . . 7</i> <span style="background-color: yellow;">E 1330(a) Room/Building Use Application . (Revised March 1, 2013) . . . . . 8</span> <i>E 5125(c) Request for Release of Health Information (formerly 6153.1(c) . . . . . 11</i> <i>E 6153(c) KPBSD Field Trip Information Form . . . . . 12</i>		

**Action Needed**   
  **For Discussion**   
  **Information**   
  **Other:** \_\_\_\_\_

## BACKGROUND INFORMATION

Per BB 9313: "Exhibit pages are intended to be easily updated. They are provided as information items to Board members but are not subject to approval."

*E 0200(a) School Initiative Quality Approval Process (NEW)*

*E 0200(b) School Initiative Quality Approval (NEW)*

*E 0200(c-1) Technology/Digital Resource Request Form Instructions (NEW)*

*E 0200(c-2) Technology/Digital Resource Request Form (NEW)*

- As a part of the new AR 0200 Goals for the School District, the above forms are for the approval of school initiatives.

*E 0420(a) Site Council End of Year Report*

- Revised to update and replace existing *E 0420(a) Site Council Evaluation Form (to be deleted)*

*E 1330(a) Room/Building Use Application*

- The application process has been better defined with applications now needing to also go to Risk Management and requiring a signature by the Assistant Superintendent of Instructional Support.

*E 5125(c) Request for Release of Health Information (formerly 6153.1(c))*

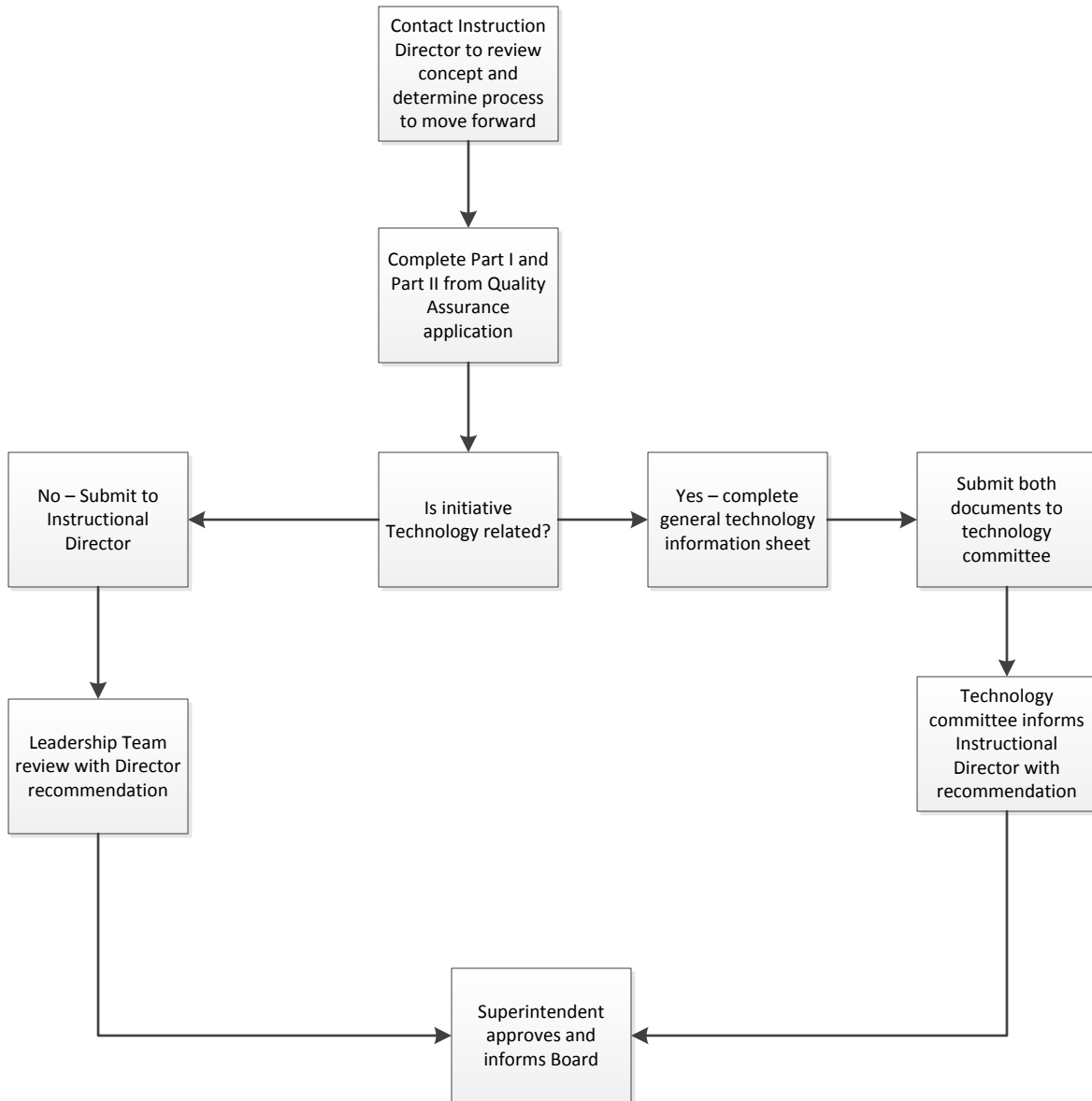
- This form has been appropriately moved to the Student Records area of the web. Previously it was located in School Sponsored Trips/Special Medical Needs.
- The form has also been revised to request approval for exchange of health services information.

*E 6153(c) KPBSD Field Trip Information Form*

- Added section on Travel Information and Expenses which were listed in the earlier form.
- Added approval line for the administrator.

## ADMINISTRATIVE RECOMMENDATION

## School Initiative Approval Process



**Kenai Peninsula Borough School District  
School Initiative Quality Assurance**

Initial verbal overview with director

School:		School Vision:		Initiative:	
<b>Part I - Plan:</b> Identify the gap and the approach					
Purpose: What is the need? What is insufficient with current status or system? How will students benefit?					
District Strategic Plan Goal that is supported:					
Identify One-Year SMART objective:					
Identify Two-Year SMART objective:					
How will this plan be communicated to all stakeholders:					
Professional development/training needs for staff:					
Budget considerations: Where will the funding come from? What is the plan for sustainability?					
<b>Part II - Initial Action Plan:</b> What steps do you anticipate needing to take to reach the year-long SMART goal? Include communication to stakeholders.					
Step: What steps will you and your school take?	Measure/Indicator: What data will be collected? How will you know step is completed?	End Date: When will the work be completed?	Person(s) responsible:		
<b>Part III - Study:</b> Analysis of data after implementing initial action plan (this step should take place 90 days after implementation)					
What data gives evidence to progress of plan effectiveness? Insert data here along with analysis below.			What data gives evidence to a lack of progress of plan effectiveness? Insert data here along with analysis below.		
At the end of the year, please reflect on your answers in the above two boxes and check which option best describes what you will do in your next plan: ___ Year-long target goal has been met and will be changed to a new target goal on a similar topic. ___ Year-long target goal not met but current plan is effective so we will continue it. ___ Year-long target goal not met so plan will continue with improvements to the plan. ___ Year-long target goal not met and we will move in a different direction. ___ Other (Please explain)					
<b>Part IV - Updated Action Plan:</b> Revise or continue with implementation based on data analysis. What next steps do you anticipate needing to take to reach the three year-long SMART goal or revised SMART goal? Include communication updates.					
Step: What steps will you and your school take?	Measure/Indicator: What data will be collected? How will you know step is completed?	End Date: When will the work be completed?	Person(s) responsible:		
<b>Part V - Study:</b> Describe the results of the two-year implementation of this initiative. Include all supporting data and analysis below along with perceived and documented impact. Include how results will be communicated to stakeholders.					

School Administrator signature: \_\_\_\_\_  
02/13

## Kenai Peninsula Borough School District

### Technology/Digital Resource Approval Request Form Instructions

In order to evaluate the effectiveness of digital resources in KPBSD and to ensure alignment with district goals, an approval process has been developed regarding the purchase of hardware and software.

Included below are directions for completing the form. The next page in this document includes a flowchart outlining the steps in the process.

- Step I: Complete the General Information section.
- Step II: Complete the Digital Resource Information section. Secure the building administrator's signature, Information Services' signature if required, and sign indicating your commitment to completing an evaluation report regarding the effectiveness of the digital resource.
- Step III: Complete Initiative Quality Assurance form Part I Plan and Part II Initial Action.
- Step IV: Requests of under \$2500 require only a one-year objective and study on the Quality Assurance form
- Requests over \$2500 require a complete review process on the Quality Assurance form

### Request Timeline

1. Technology/Digital Resources requests will be reviewed monthly by the District Educational Technology Committee.
2. Submit request by the first day of the month to the Technology Integration Specialist.  
**Note: Requests submitted after the 1<sup>st</sup> day of the month will be reviewed the following month.**
3. Applicants will be notified regarding the status of the request by the 15<sup>th</sup> of the month.

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Technology/Digital Resource Approval Request Form

### GENERAL INFORMATION

School Name	
Applicant Name	
Applicant Email	
Applicant Contact Phone	
Date Submitted	
Content Area	
Grade Level(s)	

### DIGITAL RESOURCE INFORMATION

Digital Resource Title & Version Number	
Quantity	
Source – Company Name & Web Address	
Company Technical Support Representative	Name: _____ Phone: _____
Purpose of Digital Resource	Educational Game <input type="checkbox"/> Collaboration <input type="checkbox"/> Problem Solving <input type="checkbox"/> Simulation <input type="checkbox"/> Drill & Practice <input type="checkbox"/> Tutorial <input type="checkbox"/> Productivity <input type="checkbox"/> Creativity <input type="checkbox"/> Reference/Informational <input type="checkbox"/> Testing <input type="checkbox"/>
Type of Resource	Commercial Software <input type="checkbox"/> Online or Web Resource <input type="checkbox"/> Hardware <input type="checkbox"/>
Installation Type	CD <input type="checkbox"/> Download <input type="checkbox"/> External Hardware <input type="checkbox"/> Online Login <input type="checkbox"/> None <input type="checkbox"/>
Additional Equipment Needed	
<b>Total Cost</b>	
Administrator Signature: _____ Date: _____	
Purchase Compatible with District Infrastructure – <b>Information Services' Approval Required if not on Compatible List</b>	Information Services' Signature: _____ Date: _____

02/13

**TO BE DELETED**

E-0420(a)

~~Kenai Peninsula Borough School District  
Site Council Annual Evaluation Form  
Due to Superintendent by June 1.~~

~~School \_\_\_\_\_~~

~~Meeting dates and approximate attendance for this school year:~~

~~What steps did the council take towards achieving the school goal(s)?~~

~~Which topic discussed/acted upon by your council led most significantly to the improvement of student learning? Explain.~~

~~List other significant topics discussed during site council meetings this year.~~

~~Is there an area where your council could benefit from additional training or information?~~

~~General Comments~~

~~Note: This form will be included in an information packet for Board of Education members.~~



**Kenai Peninsula Borough School District  
SITE COUNCIL END OF YEAR REPORT**

Year: _____ School: _____			
Site Council Goal(s):			
District Goal(s) that was supported: Be clear on how it was supported and how students benefited.			
Communication: How was the community informed of goal(s), meetings and updated on progress?			
What actions were taken to achieve the site council goal(s)?			
What measures were used to determine that goal(s) were reached?			
Meeting Dates	Major Topics discussed	Major Actions/Decisions during meeting	Prior Actions/Decisions reviewed – what evidence was used to determine impact of actions?
What data gives evidence to progress of meeting goal(s)?			
What other significant actions did the site council take to support District goal(s) during the year?			

**Room/Building Use Application**

\_\_\_\_\_  
School Room Name, No., Etc. Date(s) of Activity  
\_\_\_\_\_  
Age(s) of group Admission  will,  will not, be charged.  
\_\_\_\_\_  
(Day of Week)  
From: \_\_\_\_\_ to \_\_\_\_\_ Approximate number of people using the facility \_\_\_\_\_  
\_\_\_\_\_  
(Include time to setup & take-down)

\_\_\_\_\_  
Purpose for Which Facility Will be Used Organization

**I have read and agree to the Instructions, and Conditions of Use. If using auditorium, I have also read and agree to AR 1330.**  
 **Certificate of Insurance is attached.**

\_\_\_\_\_  
Person-In-Charge Signature of Applicant

\_\_\_\_\_  
Mailing Address Phone

AS 14.30.143 Concussion Requirements:  
Is this building/facility usage related to a nonprofit youth organization providing an opportunity to participate in sports or other recreational activities that could result in a concussion?  Yes,  No  
If so, has the organization provided the District written verification of  
 (A) A valid insurance policy covering the injury or death in an amount not less than \$50,000 for each person and \$100,000 for each incident;  
 (B) Compliance with the protocol for prevention and reporting of concussions required in AS 14.30.142.

See AR1330 for fee information.  
A room/building use fee  will,  will not, be charged. Amount \$ \_\_\_\_\_  
A custodial fee  will,  will not, be charged. Amount \$ \_\_\_\_\_ per hour plus overtime  
A technical fee  will,  will not, be charged. Amount \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

Additional conditions/comments: \_\_\_\_\_

\_\_\_\_\_  
Approval of Local School Administrator Date

\_\_\_\_\_  
Approval of Assistant Superintendent, Instructional Support Date

COPY: School, Applicant, District Office

---

**Instructions**

This application must be presented to the local building administrator ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, and one copy will be returned to the party making the request.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school. No fees are charged for school-sponsored programs and activities, parent advisory committees (PAC's), site councils or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities. If the applicant/permittee seeks to use school premises outside of normal school attendance hours for a community function, the applicant/permittee acknowledges that no school staff will be on duty unless the applicant arranges for a specific staff service in advance. The applicant/permittee agrees that it is responsible for adult supervision, interior cleanup, building security, and exterior maintenance of the sidewalks or walkways, including snow/ice removal and application of traction control. The applicant/permittee further agrees that it is subject to all provisions of the administrative rules and regulations governing the community use of school facilities.

The applicant/permittee agrees to assume the risk of liability for damages because of bodily injury or property damage to any person or entity arising out of the use of the premises, and it agrees to indemnify, defend, and hold the School District harmless from any claims, demands, or suits by any person or entity arising out of that use, unless the liability is on account of the District's sole negligence. The applicant/permittee further agrees to provide the District with a certificate of insurance showing minimum General Liability limit of \$1,000,000 per occurrence and naming the District as an additional insured, unless the District waives this requirement in writing. Applicant/permittee shall be subject to all provisions of the administrative rules and regulations governing community use of school facilities.

### **Conditions of Use**

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Principals are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Obscenity is prohibited.
6. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the express written permission of the Superintendent.
7. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal.
8. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
9. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
11. Rental agreements are not transferable.
12. Rental fees shall be determined in advance. Custodian, or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
14. Fire and safety regulations shall be observed.
15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.
16. Violation of these rules and regulations shall restrict subsequent facility use agreement.
17. The District reserves the right to cancel a Room/Building Use Application, if such action is deemed necessary and in the best interest of the District. In the event of such revocation or cancellation, the District will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.

18. The District is not responsible for loss or damage to personal property by individuals or groups.
19. The District may require a hold harmless agreement and/or certificates of insurance, when appropriate.
20. Violation of these rules or regulations shall restrict subsequent facility use agreement.

**Application Procedure**

1. Room/Building Use Application to be filed with the principal ten days prior to the date when facilities are to be used.
2. School completes application, including all applicable fees and administrator signs.
3. School sends application to Risk Management Office along with Certificates of Insurance.
4. Risk Management reviews and forwards to the Assistant Superintendent of Instructional Services.
5. Assistant Superintendent approves, signs and sends back to school.
6. School notifies applicant, collects fees and schedules event.

**Priority Use of Facilities** The following groups have priority for use of school facilities in the following order:

1. BOARD APPROVED PROGRAMS such as PAC's, band and orchestra parents, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal.
2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the principal. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours.
3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the District. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the District. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal.
5. BASIC GROUPS – All groups that do not meet the criteria of 1, 2, 3, 4 or 6.
6. PRIVATE, FOR PROFIT, COMMERCIAL GROUPS.

*Revised 2/2013*

## Kenai Peninsula Borough School District Request for Release of Health Information

### Authorization for Use or Disclosure of Health Information Between Medical Providers and KPBSD

Completion of this document authorizes you to disclose and deliver individually identifiable health information including medical, psychological and/or other related records in your possession, including evaluations, assessments, immunizations and/or \_\_\_\_\_ relating to the below-named patient. Completion also authorizes you to discuss this information with representatives of the organization named below.

**The following types of records would not be released unless checked** (check appropriate boxes)

drug/alcohol treatment,  mental health treatment,  HIV/STD status

### Use and Disclosure Information:

Patient/Student Name: \_\_\_\_\_ School: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Birthdate: \_\_\_\_\_

I, \_\_\_\_\_, hereby request and authorize the following information be  
(Parent/Guardian Name)

Released to Agency/Person Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

**OR**

Exchange information between  
KPBSD and the following agency: Agency/Person Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

The KPBSD will treat information it obtains in a confidential manner and the information will not be transmitted to a third party without permission. Revocation will not apply to any information that has already been released. I understand that, upon my request, I am entitled to a copy of the records disclosed and, I may contest any information I feel is incorrect.

This release of information will expire without expressed revocation one year from today or on \_\_\_\_\_.

\_\_\_\_\_  
Parent/Guardian Signature Date

\_\_\_\_\_  
Street Address/City/State City, State, Zip

Copies to: District Office ?, School Nurse, Special Education

## KPBSD FIELD TRIP INFORMATION FORM

### DEFINITIONS AND TIME LINES

**Routine:** These trips are one day or less and require PRIOR approval by local administrator. A completed copy of this form for each routine field trip, approved by the site administrator, shall be on file in the site administrator's office.

**Extended In-State:** These trips last two or more days and involve overnight accommodations. They require thirty days PRIOR approval by the site administrator. A completed copy of this form for each extended in-state field trip, approved by the site administrator, shall be on file in the site administrator's office. Two weeks after each quarter, site administrators must send a list of approved extended in-state field trips taken that quarter to the assistant superintendent of instruction

**Extended Out-of-State or International:** These trips require approval by the site administrator, Chief Financial Officer and Assistant Superintendent of Instruction. *E6153(a) Preliminary Field Trip Preparation* form needs approval a minimum of 10 months (out of state) or 18 months (international) prior to departure. This completed form along with *E6153(d) Verification of Field Trip Information*, *E6153(e) Field Trip Questionnaire* and appropriate attachments shall be sent to the Assistant Superintendent of Instruction.

A follow-up report will be submitted to the Assistant Superintendent of Instruction two weeks after return from extended out-of-state or international field trips.

Type of Trip (Check One)     Routine                       Extended In-State                       Extended/Out-of State/International

#### Trip Information

School:		Destination:	
Organizer:		Trip Dates:	
Grade/Class:		No. School Days Missed:	
No. Students:		Departure Time:	
		Return Time:	

Additional Teachers, Chaperones (must have a background check.):

#### Travel Information and Expenses (Check each that Applies)

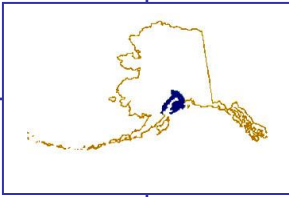
<input type="checkbox"/> District Bus	<input type="checkbox"/> Aircraft (see AR 6153)	<input type="checkbox"/> Marine Vessels (see AR 6153)
<input type="checkbox"/> Private Auto (complete E 3541.1a & b)	<input type="checkbox"/> Other:	

Describe the purpose of the field trip:

Briefly describe trip planning, preparations and precautions. For extended field trips attach appropriate documents, as required:

Describe any extenuating circumstances of which the District administration should be aware:

Total Expenses:		Expenses per Student:	
Source(s) of funds:			
Completed by:		Date:	
Administrator Approval:		Date:	



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Office of Superintendent

Dr. Steve Atwater, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132

February 15, 2013

Representative Lynn Gattis  
State Capitol Room 420  
Juneau, AK 99801

Dear Representative Gattis:

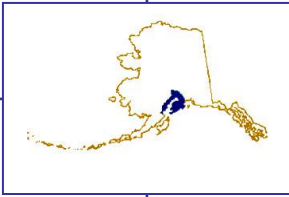
The Kenai Peninsula Borough School District (KPBSD) supports House Bill 120; thank you for introducing it. The bill's proposed amendment to AS 14.09.010 to annually adjust the per student amount for student transportation by the amount of change to the Consumer Price Index is a welcome and necessary revision for KPBSD.

KPBSD appreciates your willingness to address this need and recognizes that this modification will allow more resources to be devoted to our classrooms.

Please let me know if I can provide more information on why this proposed amendment to AS 14.09.010 is a positive change for KPBSD and for all Alaska districts with student transportation contracts.

Sincerely,

Steve Atwater, Ph.D.  
Superintendent of Schools



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Office of Superintendent

Dr. Steve Atwater, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132

February 25, 2013

Representative Shelley Hughes  
State Capitol Room 409  
Juneau, AK 99801

Dear Representative Hughes:

I am writing on behalf of the Kenai Peninsula Borough School District (KPBSD) to support House Bill 138 as introduced.

Section I of the bill amends AS 14.20.140 by extending the date of tenured teacher contract notification from March 15 to May 15. This change will provide KPBSD more time to react to a shortfall in revenue. Further, it will allow the district to extend its period of teacher evaluation. Finally, it should be noted that the change in date does not preclude the district from offering a contract to a tenured teacher prior to May 15. I suspect that the majority of such contracts would not be held until May.

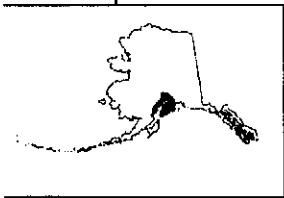
Please let me know if I can provide more information on why KPBSD supports HB 138. I view the proposed changes as positive for KPBSD and for all Alaska districts.

Sincerely,

A handwritten signature in black ink, which appears to read "Steve Atwater".

Steve Atwater, Ph.D.  
Superintendent of Schools





# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

**Pupil Services**  
**Clayton Holland, Director**

148 North Binkley Street, Soldotna, Alaska 99669-7553 Phone (907) 714-8881

Fax (907) 262-1374

To: Senator Stevens

From: Mr. Clayton Holland, Director of Pupil Services, KPBSD

Re: SESA

Date: 2/8/13

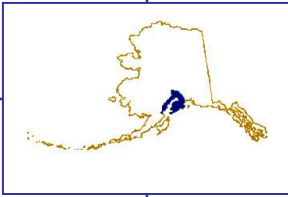
Dear Senator Stevens:

I am the Director of Pupil Services for the Kenai Peninsula Borough School District. I am writing you in support of the reauthorization of the Special Education Service Agency. SESA has been a valuable resource to our district when working with students with low incidence disabilities. On several occasions we have asked for their assistance with students that we have struggled to serve effectively. SESA has always been able to help our students and work productively as a team with both our staff and parents. The positive impact that SESA has on students, families, and schools in the more remote locations of the state must be even more substantial than here, where we do have access to more resources.

Respectfully,

Clayton Holland

Clayton Holland  
Director of Pupil Services  
KPBSD  
907-714-8899  
cholland@kpbsd.k12.ak.us



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### Office of Superintendent

Dr. Steve Atwater, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132

February 18, 2013

Mayor Mike Navarre  
Kenai Peninsula Borough  
144 N. Binkley St.  
Soldotna, AK 99669

Dear Mayor Navarre:

I am writing to request that the borough's FY14 budget include \$44,500,000 for the school district contribution. This is an increase of \$1,500,000 over the amount budgeted for this year. Further, the requested \$44,500,000 is approximately \$0.62 million below the maximum amount of the local contribution allowed by the state for FY14. The school district recognizes that this request is a significant increase. However, it should be noted that the borough's FY13 contribution to the school district is less than that which was provided in FY10.

As it stands today, with the inclusion of the amount of education money budgeted by the Governor, the district anticipates a \$2.5 million gap between expected revenue and expenditures. This increase of \$1.5 million from the borough will thus close this gap to \$1.0 million.

Thank you for considering this request. If possible, I am hoping that the Assembly will, by resolution, set the minimum contribution for the school district at its March 19, 2013 meeting.

The district is available to provide any needed information or respond to any questions that you may have concerning this request.

Sincerely,

Steve Atwater, Ph.D.  
Superintendent of Schools



Contact: Pegge Erkeneff  
[Communications Specialist](mailto:Pegge@kpbsd.org)  
907.714.8888  
Fax: 907.262.5867  
[Pegge@kpbsd.org](mailto:Pegge@kpbsd.org)

148 N. Binkley  
Soldotna, AK 99669  
[www.KPBSD.k12.ak.us](http://www.KPBSD.k12.ak.us)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

# PRESS RELEASE

## *Status of Negotiations between KPBSD and the KPEA and KPESA*

**Soldotna, February 8, 2013**—The following email was sent to all Kenai Peninsula Borough School District employees this afternoon, following the February 5, 2013, bargaining session between KPBSD and the KPEA and KPESA.

Sent to: All KPBSD staff  
Subject: info: 2/8/13 collective bargaining update from KPBSD

Dear KPBSD employees,

Thank you for your continued patience during the negotiation process between KPBSD and KPEA and KPESA.

On February 5, 2013, KPBSD met with both KPEA and KPESA for collective bargaining. This was the second meeting since the Advisory Arbitration Award/Opinion was received on December 21, 2012.

During more than twelve hours of bargaining, KPBSD did listen to concerns from the Associations and addressed the issues in the last best package offer presented on February 5, 2013. This offer is posted on the [KPBSD Collective Bargaining webpage](#).

**The Associations verbally indicated their willingness to sign an acceptance of the offer KPBSD presented, with one exception:** the Associations changed the health care percentage split in year two of the contract to 85/15% in contrast to the District proposal of 83/17%. The District did not agree to the proposed change; the District offer adopts an 85/15% in year three of the contract.

The Associations called a caucus. The KPBSD negotiating team is awaiting a reply from KPESA, and KPEA.

The last best offer by the school district to KPESA and KPEA adopts the Arbitrator's recommendations of:

- "A 2% salary increase for each of the three years of the contract, built into the salary schedule."\*
- "Health care percentage change to 80/20 % (year one); 83/17 % (year two); and 85/15 % (year three). (Currently, if health care plan costs exceed the mandated fixed contributions by both the District and the employees, those costs are shared 50/50 %. The school district proposal eliminates the 50/50 cost share.) Also, the additional amount employees contribute monthly for dependent, spouse, or family health care coverage is eliminated."\*

### Information

The Associations continue their efforts mischaracterizing what has occurred at the bargaining table regarding the Health Care Committee, asserting some kind of power grab by the District. The facts are that the Committee no longer needs or warrants the authority it previously had for two main reasons:

- First, there will no longer be a health care reserve account under the Committee's control. That is because with a phased in 85% District 15% Employee contribution rate, the actual costs of the Health Plan will be paid. The prior funding method established contribution amounts that turned out to be, in some years, more than the Plan's actual

**KPBSD: ONE DISTRICT, FORTY-THREE DIVERSE SCHOOLS**

ANCHOR POINT COOPER LANDING HOMER HOPE KACHEMAK SELO KENAI MOOSE PASS NANWALEK NIKISKI NIKOLAEVSK NINILCHIK  
PORT GRAHAM RAZDOLNA SELDOVIA SEWARD SOLDOTNA STERLING TUSTUMENA TYONEK VOZNESENKA

**FOR RELEASE FEBRUARY 8, 2013**

**###**

**1 OF 2**

costs. As a result, a Reserve was established for use in the years when the contributions were less than the Plan's actual costs. Now that the phased in 85/15% method of funding pays actual costs, there will be no excess for the Committee to reserve and use. So, that "power" is no longer relevant or needed. Addressing the Associations concern regarding a calculation of the monthly employee contribution rate, the District's February 5, 2013 offer states: **"The health care sub committee [4 KPEA, 3 KPESA, and 1 KPAA member] shall determine the employee contribution amount.**

- Second, because of the phased in 85/15% contribution rate, the 50/50% split of costs in excess of what the set contribution rates brought into the Plan, has been recognized by all parties, as well as the Arbitrator, to no longer be needed as part of the Plan funding methodology. However, that 50/50% split of cost did act as a natural brake and cautionary factor against unilateral increases to Plan benefits and costs by the Committee, because the employees would be paying half of those increased costs. Prior to this period of bargaining, the current Committee has never chosen or approved a Broker, Third Party Administrator (TPA), or Stop-Loss provider. The Committee has never filed a grievance over this article in the CBA.

With the District now paying the phased in rate of 80%, 83%, and 85% of all Plan costs over the three year contract, the District cannot delegate to the prior Committee that same authority to unilaterally increase Plan costs. To the Associations, that position of the District is some sort of power play. Putting such emotionalism aside, it seems undisputed that the District itself, with revenues primarily based on what the State Legislature determines, cannot abrogate its responsibilities to maintain the fiscal health and integrity of the District by allowing unfettered cost increases to the Health Plan, without any ability to prevent those increases.

In the new Health Care Committee structure, all user groups, as well as the District, will now have to collaboratively and intelligently make decisions regarding the Plan's benefit structure and cost increases.

Thank you for your time and consideration in reviewing the District's position and reasoning on this matter.

Finally, the Arbitrator's Award/Opinion did not address a methodology of implementing wage increases retroactive to July 1, 2012. [Appendix A in the District's February 5, 2013 offer](#) addresses these topics and the administrative function of implementation.

Thank you for your commitment to your work at KPBSD.

**\*From final two pages of the Arbitrator's Award/Opinion**

**1. Salary Schedule:** "For FY 13, FY 14 and FY 15, the pay scales in each year of these Agreements shall be increased by two percent (2%)."

**2. Health Insurance:**

"For FY 13 the District will make contributions on a 12-month basis equal to 80% of the cost of the health care program and employees will make contributions on a 12-month basis equal to 20% of the cost of the health care program.

For FY 14 the District will make contributions on a 12-month basis equal to 83% of the cost of the health care program and employees will make contributions on a 12-month basis equal to 17% of the cost of health care program.

For FY 15 the District will make contributions on 12 month basis equal to 85% of the cost of the health care program and employees will make contributions on a 12-month basis equal to 15% of the cost of the health care program.

The paragraph that provides for the 50/50 percentage split between the District and employees for health care costs shall be eliminated. Additional amounts for dependent, spouse and family coverage shall be eliminated."

**Links**

[February 5, 2013 KPBSD offer to KPEA](#)

[February 5, 2013 KPBSD offer to KPESA](#)

February 5, 2013 [Salary and Health Care summary with examples](#)

Arbitrators Award/Opinion: <http://bit.ly/21December2012ArbitratorsAward>

Collective Bargaining webpage: <http://bit.ly/CollectiveBargainingKPBSD>

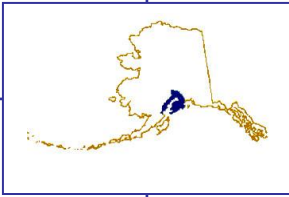
**KPBSD: ONE DISTRICT, FORTY-THREE DIVERSE SCHOOLS**

ANCHOR POINT COOPER LANDING HOMER HOPE KACHEMAK SELO KENAI MOOSE PASS NANWALEK NIKISKI NIKOLAEVSK NINILCHIK  
PORT GRAHAM RAZDOLNA SELDOVIA SEWARD SOLDOTNA STERLING TUSTUMENA TYONEK VOZNESENKA

**FOR RELEASE FEBRUARY 8, 2013**

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# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Office of Superintendent

Dr. Steve Atwater, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132

February 18, 2013

Senator Gary Stevens  
State Capitol Room 429  
Juneau, AK 99801

Dear Senator Stevens:

I am writing on behalf of the Kenai Peninsula Borough School District (KPBSD) to support Senate Bill 57 as introduced. I will address each of the bill's three sections and offer reasons for my support.

Section I proposes to revise AS 14.03 by requiring the Department of Education and Early Development to provide parents of students in kindergarten through third grade with information on early literacy acquisition including strategies for intervention. KPBSD is pleased to see this new layer of parental support. As you know, academic success hinges on literacy acquisition; this amendment will help to ensure that this is the case for all of Alaska's children.

Section II of the bill amends AS 14.09.010 to annually adjust the per student amount for student transportation by the amount of change to the Consumer Price Index. This is a welcome and necessary addition for KPBSD.

Section III of the bill amends AS 14.20.140 by extending the date of tenured teacher contract notification from March 15, to May 15. This change will provide KPBSD more time to react to a shortfall in revenue. Further, it will allow the district to extend its period of teacher evaluation. Finally, it should be noted that the change in date does not preclude the district from offering a contract to a tenured teacher prior to May 15. I suspect that the majority of such contracts would not be held until May.

Please let me know if I can provide more information on why KPBSD supports SB 57. I view the proposed changes as positive for KPBSD and for all Alaska districts.

Sincerely,

Steve Atwater, Ph.D.  
Superintendent of Schools

## **National Conference on Education**

During the third week in February, I attended the National Conference on Education. The 3-day event is sponsored by the American Association of School Administrators. As always, the conference provided me with a good chance to look beyond Alaska to learn more on national education issues and to review new education research. The following is a summary of these issues as well as some of my “take aways” from the 3 days.

**National Issues.** There are two issues that are of concern for most of the country’s education community. The first is the implementation and assessment of the Common Core Standards and the second is the pending reduction in federal revenue for education that may occur as soon as next week though sequestration.

Although I don't believe that Alaska's decision to not adopt the Common Core will hurt the state in the long run, I do feel that this decision is having a negative effect on Alaska’s education community right now. I state this because of the state's passive role with the development of the assessments that will be used to determine mastery of the standards. These assessments, which will likely be used in FY15, will be a major challenge for our students. Last year Kentucky piloted the new test and saw student proficiency rates drop by 30%. I don't feel that Alaska is being assertive enough with either the communication on this change or with playing a role in influencing the tests' development. It is not too early to get the specifics of the assessment changes, e.g., currently only 2-3% of test items draw on higher order thinking skills while the new tests will increase this number to 40 %.

With regard to federal funding of education, currently 16 cents of every tax dollar is devoted to discretionary federal spending that includes education. Should sequestration take place this amount will be reduced to 4 cents. While it is clear that poverty is the most limiting external variable that affects academic achievement, it is ironic that the push to improve our schools will be undermined by reductions in federal money that targets children in poverty. Senator Warner (D, VA) spoke to us and made a strong case for the need for both parties to work together to avoid sequestration. He also cited an interesting statistic that our government spends \$7 for each person who is over 65 and \$1 per person for those under 30.

**Education Research.** I attended several sessions where research on student achievement was used to debunk the myth that our schools are broken. Most interesting, was the disaggregation of the American PISA results. When you only consider American students who are not living in poverty and compare them to the rest of the students living in countries that take the test, you find that this group of Americans outperforms everyone else. As mentioned above, the impact of poverty on student achievement is significant. Ironically, the United States, with the world's largest economy, has the highest percentage of children living in poverty of all the world's developed nations. A take away for me is that we need to continue to equip our staff with strategies for countering the limitations of poverty.

The other item of research tied to school success, that I heard more than once, is that an effective instructional leader at the building level is the most important variable for a district's success. Certainly, effective teachers are critical for individual student success, but the principal is the key

to lifting a school higher and thus, the district's success hinges on this role. A take away for me is our need to continue to refine our strategies for how we support for our principals.

**Key Note Speakers.** We heard from three speakers who all inspired me to improve my practices with insights into what works in education. Author Jim Collins provided a summary of how his research on successful corporations can be played out in education. His key finding is that you need to have the right people on the bus. Although this is seemingly obvious, he states that many school districts are not aggressive in recruiting the best and non-retaining those who are ineffective. His second main point is that school districts have to narrow their focus to only pursue one or two improvement strategies. This was good to hear because it reaffirms our ongoing commitment to effective instruction and collaboration.

The second speaker was Linda Darling-Hammond, a professor at Stanford. She shared summaries on the limitations of poverty to student performance as well as the need to modernize our approach to instruction. She feels that too many educators are not shifting their instructional practices to meet the learning styles and needs of today's students. This reaffirmed my desire to shed some of the structural limitations of our schools.

Finally, University of Oregon Professor Zhao spoke to the conference on Saturday. I have heard him speak several times and enjoy how he counters the notion that the East Asian countries have solved the education puzzle. He contends that the continued development of our economy is dependent on our schools identifying students' attributes and then working to develop these with the idea that the subsequent level of creativity that will be unleashed in a student will lead to a more vibrant and entrepreneurial economy. He feels that the standardization of education (all students must master all the same standards) is limiting and a mistake.

**Personal.** On a personal note, the conference recognized the country's 49 superintendents of the year (Hawaii is one school district and hence, only has one superintendent) and included a ceremony where each of us received individual recognition. I was proud to represent KPBSD and Alaska. Thank you for supporting my attendance at this conference, it was time well spent.

Steve Atwater, Ph.D.  
Superintendent of Schools