



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Policy Review Committee Meeting

February 1, 2016

1:00 PM

Assembly Chambers, Borough Building

AGENDA

- I. Call to Order
- II. Approval of notes from Policy Meeting of December 7, 2015 and January 11, 2016 Page 3
- III. Information items
- IV. Exhibits
 1. E 5144.1 Long-Term Suspension Process Page 5
 2. E 5144.1(b) Order of Hearings Page 7
 3. E 3550 (a) Active Tax Shelters Page 8
- V. Previous discussions
 - i. AR 1330 & E 1330(b) Use of School Facilities
 1. Still compiling data of all fees
 - ii. E 3540 Transportation – exhibit added regarding charter schools and neighborhood schools Page 10
- VI. New
 - i. AR 5144.11 Due Process Page 11
 1. Language added clarifying school days
 - ii. AR 4111 Recruitment and Selection Page 13
 1. Paragraph added regarding budget shortfall
 - iii. BB 9320 Meeting Page 15
 1. Language inserted authorizing Board president to make meeting changes
 - iv. E 1340 Public Records Request Page 18

Legal opinion regarding litigation language:

“AS 40.25.122 specifically allows for the procedural rules applicable to litigation to apply rather than the standard public request rules where litigation against a public entity is ongoing or anticipated by

the person making the public records request. The “non-litigation affiliation” certificate is similar to the one used by the borough clerk. The public entity providing that the requestor commit in writing that the requestor will not use public records access to gather documents for litigation against the public entity has been upheld by the state supreme court in Brady v. State, 965 P2d 1 (Alaska 1998). Any requestor who wishes to use public documents of the public entity against the public entity in litigation will still be able to do so through normal discovery mechanisms allowed by the court rules.

AS 40.25.122 “Litigation Disclosure: states:

A public record that is subject to disclosure and copying under [AS 40.25.110-40.25.120](#) remains a public record subject to disclosure and copying even if the record is used for, included in, or relevant to litigation, including law enforcement proceedings, involving a public agency, except that with respect to a person involved in litigation, the records sought shall be disclosed in accordance with the rules of procedure applicable in a court or an administrative adjudication. In this section, “involved in litigation” means a party to litigation or representing a party to litigation, including obtaining public records for the party.”

- v. Copy of KPB Public Record Request Page 19
- vi. AR 6146.1 High School Graduation Requirements Page 20
 - 1. Addition of Geometry course at the Middle School Level
- vii. AR 6183 Alternative High School Programs Page 22
 - 1. Reductions due to fiscal crisis, supporting documentation attached Page 24
- viii. E 9130(a) Board Committees – Policy
 - 1. Question regarding composition of committee and quorum Page 28
- ix. E 3515.8 Variance Request Application Page 29
 - 1. New exhibit to add procedure for request for a variance to 500 foot boundary for licensed alcohol facilities

VII. Review of Section 0000 and 6000

Please bring your laptop For most current agenda

refer to: <http://www.kpbsd.k12.ak.us/WorkArea/DownloadAsset.aspx?id=35297>



**Kenai Peninsula Borough School District
Policy Committee Meeting Notes
December 7, 2015
1:15 PM
Assembly Chambers, Borough Building**

ATTENDANCE:

Dan Castimore – Present
Lynn Hohl – Present
Marty Anderson – Present
Dave Jones – Present
Sarge Truesdell – Present

Guests: Joe Arness, Liz Downing, Sunni Hilts, Tim Navarre, Bill Holt, Penny Vadla, Sean Dusek, John O'Brien, Tim Vlasak, John Pothast, Laurie Olson

CALL TO ORDER:

The meeting convened at 1:25 PM

APPROVAL OF NOTES:

The notes from the November 2, 2015 meeting were approved as written.

TOPICS DISCUSSED:

E 1330(b) Community Use of School Facility
E 9322 Order of Business
BP 3540 Transportation
E 9000 Role of Board Members
E 1340 Public Records Request

ACTION TAKEN:

E 1330(b) Community Use of School Facility – return to policy committee, concern regarding liability
E 9322 Order of Business – bring to worksession
BP 3540 Transportation – bring to worksession, differentiate between attendance area boundaries and transportation boundaries. Possibly create an exhibit with transportation area boundaries
E 9000 Role of Board Members – return to policy review committee
E 1340 Public Records Request – return to policy review committee

ADJOURN:

The meeting was adjourned at 1:58 PM

Submitted by: Natalie Bates



**Kenai Peninsula Borough School District
Policy Committee Meeting Notes
January 11, 2016
12:45 PM
Assembly Chambers, Borough Building**

ATTENDANCE:

Dan Castimore – absent
Lynn Hohl – present via telephone
Marty Anderson – absent
Dave Jones – present
Sarge Truesdell – present

Guests: Sean Dusek, John O'Brien, Tim Navarre, Joe Arness, Penny Vadla

CALL TO ORDER:

The meeting convened at 12:50 PM

**APPROVAL OF
NOTES:**

TOPICS

DISCUSSED:

E 5144.1 Long-Term Suspension Process
E 5144.1(b) Order of Hearings
E 3540 Transportation
AR 5144.11 Due Process
AR 4111 Recruitment and Selection
BB 9320 Meeting
E 1340 Public Records Request

ACTION TAKEN:

E 5144.1 Long-Term Suspension Process – return to committee
E 5144.1(b) Order of Hearings – return to committee
E 3540 Transportation – return to committee
AR 5144.11 Due Process – return to committee
AR 4111 Recruitment and Selection – return to committee
BB 9320 Meeting – return to committee
E 1340 Public Records Request – return to committee

ADJOURN:

The meeting was adjourned at 1:38 PM

Submitted by: Natalie Bates

LONG-TERM SUSPENSION PROCESS

- I. Be familiar with the following district Policies and Regulations:
 - a. BP 5131.6 Alcohol and Other Drugs (if related to substance abuse)
 - b. BP 5145.12 Search and Seizure and AR 5145.12 Search and Seizure (if related to search and seizure)
 - c. AR 5144.2 Suspension and Expulsion (Students with Disabilities), BP 5144.11 Due Process and AR 5144.11 Due Process (all hearings regardless of whether formal or informal follow due process)
 - d. BP 5144.1 Suspension and Expulsion and AR 5144.1 Suspension and Expulsion
- II. Contact the following:
 - a. Parents/guardian by phone and in writing and describe the process to be followed
 - b. Police (if a violation of the law has occurred)
 - c. Assistant Superintendent of Instruction
- III. Ascertain if the student has an IEP and, if yes, follow AR 5144.2 Suspension and Expulsion (Students with Disabilities)
- IV. Conduct an informal hearing and provide the following:
 - a. Oral or written notice of charges
 - b. An explanation of the evidence
 - c. An opportunity to present the student's point of view of the incident
 - d. An explanation of the sanctions
 - e. An explanation of the appeal process
 - f. Provide a written summary of hearing to student/parents and Assistant Superintendent
- V. The hearing officer submits a hearing summary of each hearing that much include the following information:
 - a. Student's name (legal and other names the student went by)
 - b. Time and place of the hearing
 - c. A list of those present
 - d. The violation(s) that the student is charged with
 - e. The facts of the case
 - f. The conclusion of guilt or innocence
 - g. The sanctions to be placed upon the student
 - h. Copies of the hearing summary are sent to:
 1. Parent or guardian
 2. Principal
 3. Assistant Superintendent of Instruction
- VI. A decision of the principal suspending the student from school for eleven (11) or more days may be appealed in writing within five (5) school days of receipt of the suspension notice. If appealed, formal hearings are conducted in the following order:

LONG-TERM SUSPENSION PROCESS

Level I: This hearing is conducted by a hearing officer within five (5) school days of the appeal request and according to procedures defined herein. A decision will be rendered by the hearing officer within three (3) school days of the hearing.

Level II: The hearing is conducted by the Superintendent within five (5) school days of receipt of an appeal from Level I. Decisions are to be rendered within three (3) school days of the hearing and sent via certified mail to the student and parent.

Level III: This hearing is conducted by the Board at the next available Board meeting following receipt of an appeal from Level I. The decision is to be announced within three (3) school days and mailed to parent and student via certified mail.

- VII. At all levels of appeal, the Hearing Officer, Superintendent, or Board will prepare a hearing summary of the hearing that must include the following information:
- a. Student's name (legal and other names the student went by)
 - b. Time and place of hearing
 - c. A list of those present
 - d. The violation(s) that the student is charged with
 - e. The facts of the case, including the student's disciplinary record
 - f. The conclusion of whether or not the student committed the violation(s)
 - g. The sanctions to be placed upon the student
 - h. Copies of the hearing summary are sent to:
 1. Parent or guardian
 2. Principal
 3. Assistant Superintendent of Instruction

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
REVISED: 04/02/2012

Kenai Peninsula Borough School District
Order of Hearings
SUSPENSION HEARINGS

E 5144.1(b)

Hearing Type	Description	Appeal
Informal	By Principal or designee when there is cause to believe student has violated law, policy, regulation or school rules. Meeting requires no prior notice.	Suspensions of 10 days or less may not be appealed. Suspensions of 11 days or more may be appealed via <i>E 5144/1(a) Notice of Appeal</i> form submitted within five school days of informal hearing.
Level I – Formal	Hearing to be conducted by the appointed hearing officer within 5 school days of receipt of appeal. Decision to be rendered within 3 school days of hearing and sent via certified mail.	Appealed in writing within 5 school days of receipt of hearing officer’s letter.
Level II – Formal	Hearing to be conducted by the Superintendent within five <u>school</u> days of receipt of appeal. Decisions are to be rendered within 3 school days of hearing and sent via certified mail to student and parent.	Appealed in writing within 10 school days of receipt of Superintendent’s letter.
Level III – Formal	Hearing to be conducted by Board at the next available Board meeting. Decision to be announced within 3 school days and mailed to student and parent via certified mail.	No further appeals available.

Kenai Peninsula Borough School District & The Omni Group (the compliance administrator in terms of meeting Internal Revenue Service (IRS) regulations) DO NOT endorse, evaluate or sell any investment product or endorse any investment provider. The ultimate decision of where funds are invested rests with each individual participant using the investment providers listed below. The phone numbers and web addresses listed will provide you with information on contacting a local representative and/or how to open your account. You may choose any investment advisor or agent that is licensed to sell any investments sponsored by the following investment companies.

403(b) Tax Shelter Plan**Aspire** (Offering American Funds, Vanguard, Primerica & Lord Abbett)

Products: Mutual Fund Phone: 1-866-634-5873 or 1-813-874-0671

Contact: Indy Walton, Edward Jones 907-260-2002

Contact: Ryan Kapp, Edward Jones 907-262-6336

Contact: Matt Streiff, Edward Jones 907-283-0785

Contact: Glenese Pettey, Edward Jones 907-283-4567

Contact: Matt North, Edward Jones 907-235-2979

Contact: Jake Collins, Edward Jones 907-224-6878

Attn: Retirement Plan

P.O. Box 219604

Kansas City, MO 64121

www.403basp.com

American Century Investments 1-800-345-3533

Products: Mutual Fund Fax: 816-340-3931

4500 Main Street

Kansas City, MO 64111-7709

www.americancentury.com

American Fidelity Assurance Company

Products: Annuity 1-800-662-1106

Contact: Darcy Carter 1-800-450-3506 (ext. 6155)

2000 N Classen Blvd.

Oklahoma City, OK 73106

www.afadvantage.com

Fidelity Investments

Products: Annuity/Mutual Fund 1-800-343-0860

P.O. Box 31401

Salt Lake City, UT 84131-9921

www.fidelity.com

Legend Equities Group (also offering Symetra Financial and Waddell & Reed)

Products: Mutual Funds/Annuities

Contact: Kurt Witzleben, Anchorage 1-800-478-9299

Contact: Glenn Jacob, Palmer 907-746-5857

4600 E. Park Dr., Ste. 300

Palm Beach Gardens, FL 33410

www.legendgroup.com

Lincoln Financial Group (formerly Lincoln National Life Ins. Co.)

Products: Annuity 1-800-454-6265

Contact: Tax Deferred Associates 907-561-3187

Dept. C

P.O. Box 2212

Ft. Wayne, IN 46801

www.lfg.com

New York Life Insurance Annuity Corporation

Products: Annuity/Mutual Fund 1-800-586-1413

www.newyorklife.com

Security Benefit Corporation (formerly Security Benefit Life Ins. Co.)

Products: Annuity/Mutual Fund

Contact: Craig Jung, Kenai 907-283-3439

Contact: Benefit Brokers, Homer 907-235-7396

P.O. Box 750500

Topeka, KS 66675-0500

www.securitybenefit.com

Symetra Financial (formerly Safeco Life and Investments)

Products: Annuity/Mutual Fund 1-800-SYMETRA

Contact: Craig Jung, Kenai 907-283-3439

Contact: Benefit Brokers, Homer 907-235-7396

Contact: Don Bradford, Anchorage 800-478-3234

Contact: David Bradford, Soldotna/Kenai 907-260-5913

P.O. Box 3882

Seattle, WA 98124-3882

www.symetra.com

Thrivent Financial for Lutherans (also known as AAC Capital Management)

Products: Annuity/Mutual Fund 1-800-THRIVENT

Contact: Ruth Lewis, Soldotna 907-260-3320

Contact: Al Basler, Anchorage

4321 N. Ballard Rd.

Appleton, WI 54915-003

www.thrivent.com

VOYA Financial (formerly ING Reliastar)

Contact: Don Bradford, Anchorage 800-478-3234

Contact: David Bradford, Soldotna/Kenai 907-260-5913

Contact: Frank Mullen, Homer 907-235-9151

Contact: Jacob Versteeg, Anchorage 907-276-0100

P.O. Box 34148, FAB #11

Seattle, WA 98124-1148

www.voya.com

Waddell & Reed, Inc.

1-888-WADDELL

Products: Mutual Fund

Contact: Roy A. Wells, Kenai 907-283-5646

www.waddell.com

457 Tax Deferred Plan

American Century Investments 1-800-345-3533

Products: Mutual Fund Fax: 816-340-3931

4500 Main Street

Kansas City, MO 64111-7709

www.americancentury.com

American Fidelity Assurance Company

Products: Annuity 1-800-662-1106

Contact: Darcy Carter 1-800-450-3506 (ext. 6155)

2000 N. Classen Blvd.

Oklahoma City, OK 73106

www.afadvantage.com

457 Tax Deferred Plan, pg. 2

Aspire (Offering American Funds, Vanguard, Primerica & Lord Abbett)

Products: Mutual Fund Phone: 1-866-634-5873 or 1-813-874-0671

Contact: Indy Walton, Edward Jones 907-260-2002

Contact: Ryan Kapp, Edward Jones 907-262-6336

Attn: Retirement Plan

P.O. Box 219604

www.403basp.com

Kansas City, MO 64121

Contact: Matt Streiff, Edward Jones 907-283-0785

Contact: Glenese Pettey, Edward Jones 907-283-4567

Contact: Matt North, Edward Jones 907-235-2979

Contact: Jake Collins, Edward Jones 907-224-6878

ICMA Retirement Corporation (plan #306268)

Contact: Jeff Spindle 866-328-4664

P.O. Box 3250

www.imarc.org

Fax: 907-376-4430

Lacey, WA 98509-3250

Legend Equities Group (also offering Symetra Financial and Waddell & Reed)

Products: Mutual Funds/Annuities

Contact: Kurt Witzleben, Anchorage 1-800-478-9299

4600 E. Park Dr., Ste. 300

www.legendgroup.com

Contact: Glenn Jacob, Palmer 907-746-5857

Palm Beach Gardens, FL 33410

Lincoln Financial Group (formerly Lincoln National Life Ins. Co.)

Dept. C

Products: Annuity 1-800-454-6265

P.O. Box 2212

www.lfg.com

Contact: Tax Deferred Associates 907-561-3187

Ft. Wayne, IN 46801

TRANSPORTATION

Charter School Transportation Boundaries

Soldotna Montessori is bused within Soldotna Elementary attendance area, combined on the same buses that serve Soldotna Elementary

Kaleidoscope School is bused within Mountain View attendance area, but with a separate group of three (3) regular education buses. Special needs and SIT students needing busing to / from Kaleidoscope would share a bus with Mountain View and Kenai Intensive Needs Preschool students.

| Fireweed Academy ~~attendance area is~~ shares the same transportation boundaries as West Homer Elementary.

| Aurora Borealis Charter School ~~does~~ has historically not requested transportation services.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adopted:

DUE PROCESS

A Principal or designee shall conduct an informal hearing when there is cause to believe that a student has violated law, policy, regulation or school rules that could result in disciplinary action. The meeting requires no prior notice.

The student shall be provided:

1. Oral or written notice of the charges,
2. An explanation of the evidence,
3. An opportunity to present the student's view of the incident,
4. An explanation of the sanctions.

A reasonable attempt will be made to contact the parent(s)/guardian(s) orally prior to the suspension. The student's parents/guardians shall be notified in writing of the Principal's decision to suspend the student from school as soon as practical.

Suspended students shall not be permitted to access any Kenai Peninsula Borough School District property or to attend or participate in any District school-related or school supervised activities during the period of suspension without prior administrative approval.

When a student's continued presence in school constitutes a threat to persons, property, or to the academic program, he/she may be immediately removed from school. The informal hearing shall be conducted within a reasonable time and any subsequent suspension shall recognize the days removed from school.

Suspensions of 10 school days or less are not subject to appeal.

(cf. 5144.2 - Suspension and Expulsion Due Process (Individuals with Exceptional Needs))

1. Parents, or students who have reached the age of majority, who wish to appeal disciplinary decisions exceeding ten (10) school day suspensions, shall submit their appeal to the Principal on the prescribed *E 5144.11 Notice of Appeal* form. The appeal must be submitted within five (5) school days of the informal hearing, or, in cases where expulsion is recommended, within five (5) school days of receipt of written notice of the recommendation for expulsion. The suspension or other disciplinary action shall not be stayed pending this appeal.

(cf. E 5144.11 Notice of Appeal Student/Parent Discipline Appeal)

DUE PROCESS

2. The Principal will appoint an appeal hearing officer who will conduct a Level I formal hearing. Such hearing shall be conducted within five (5) school days of the appeal request and according to procedures defined herein. A decision will be rendered by the hearing officer within three (3) school days of the hearing. Appeals of recommendations for expulsion will ascend directly to the Superintendent.

In the event of an appeal the student and parent/guardian will be provided:

- a. Written and, if possible, oral notice of the following: the charges, potential consequences, and the date, time, place and manner of the hearing to be conducted,
 - b. An explanation of the evidence and an opportunity to present the student's view of the incident,
 - c. An opportunity to call witnesses on his/her behalf,
 - d. The right to have parent/guardian present, and to secure and have legal counsel and/or advocate present, and
 - e. The parents/guardian and the student will be given a written decision within three (3) school days of the hearing.
3. The decision of the hearing officer suspending the student from school for eleven (11) school days or more may be appealed in writing to the Superintendent within ten (10) school days of receipt of the hearing officer's decision letter via certified mail. The Superintendent will conduct the hearing. Hearing procedures shall conform to those of a formal hearing defined elsewhere in this regulation. A decision shall be issued by the Superintendent within three (3) school days and shall be sent to the school, student and parent/guardian.
 4. Decisions of the Superintendent regarding suspensions may be appealed in writing to the Board within ten (10) school days of receipt of the Superintendent's decision via certified mail. The Board shall conduct a hearing at the next available regular meeting and the Board's decision shall be distributed within three (3) school days.

RECRUITMENT AND SELECTION

The District shall employ the most qualified person available for each open position. The Superintendent shall develop recruitment and selection procedures which include:

1. Assessment of the District's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for hire.

The District will follow this process and protocol when hiring site level administration:

1. Administrator notifies superintendent that he/she will not be returning.
2. Communication plan is developed by superintendent and principal.
3. A meeting will be arranged with staff, site council, PTA, PTO, etc., and the public to gather information about characteristics and qualities for the administrative position.
4. Dates established for providing input to superintendent; each site is unique.
5. KPBSD administrators under contract for the following school year given consideration to transfer to the vacated position.
6. Criteria/priorities from school community reviewed against transfer requests –placement of current assistant principal or other KPBSD administration would happen at this time if viewed as a match.
7. The Superintendent shall have the discretion to assign administrators to open positions, as necessary.

87. Once an opening exists, Superintendent causes the position to be advertised.

RECRUITMENT AND SELECTION

- 98. Files reviewed, pre-screens occur by Human Resources/Superintendent.
- 109. Interviews are open to public – announced prior to interview date.
- 110. Recommendation is forwarded to School Board for contract approval (not assignment); if transfer situation after administrative contracts approved, change provided as informational item only.
- 121. Site Administrators with teaching responsibilities may be added to existing small school sites to increase the administrative allocation and reduce the teaching responsibilities at their current site.

All teachers teaching in core academic subjects must be highly qualified as defined by the No Child Left Behind Act.

Legal Reference

UNITED STATES CODE, TITLE 20

§1119 No Child Left Behind Act of 2001, P.L. 107-110

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

~~Adoption Date: 12/05/2011~~

REVISED:

MEETINGS

Meetings of the Board are conducted for the purpose of accomplishing District business. A meeting of the Board shall consist of any gathering of the members of the Board when more than four members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of District policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and District practice, and shall be posted at all regular District and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.

Worksessions prior to regular meetings as well as work on other committees are included as part of the expectations for Board service.

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

The Board may hold 2 regular meetings each month. ~~Unless changed by the Board, regular meetings shall be held at 6:00 p.m., unless changed by the Board president. at Borough Assembly Chambers.~~ Notice of regular meetings shall be advertised as required by state law.

Worksessions

Worksessions shall be conducted as necessary on items for School Board member knowledge. Worksessions are public meetings. Public members may participate at the invitation of the Board President. A summary is given during the regular Board meeting.

MEETINGS**Special Meetings**

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the Superintendent and to the local news media. This notice also shall be posted at all regular District and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Remote Participation

Recognizing the inherent responsibility and statutory duties of the School Board members, the School Board expects School Board members to attend and participate at meetings of the School Board. Though great importance is given to the physical presence of School Board members at meetings, the attendance and participation of members remotely is authorized whenever physical presence is not practicable. All votes at a meeting with a member attending remotely shall be taken by roll call.

1. Board members shall be allowed to participate remotely, and vote using interactive display technology or telephone, at board meetings.

MEETINGS

2. If a board member participates in a board meeting remotely, the official minutes will reflect that the board member participated remotely.
3. If a board member participates in an executive session remotely, the board member is responsible to make sure that there is no one else in the room or who can otherwise overhear the discussion, and will confirm this at the start of the meeting.
4. The physical location of a board member who participates via electronic means, is not required to be accessible to the public unless so designated.
5. The board member shall notify the administrative assistant to the board at least one week prior to the meeting, unless extenuating circumstances exist.
6. Remote participation in regular meetings is limited to two times per school year starting in October.
7. Any exceptions to the above require board approval.

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

14.14.080 Declaring a school board vacancy

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Revised: 3/2/2015

PUBLIC RECORDS REQUEST KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street
Soldotna, AK 99669

Telephone: 907-714-8888
Fax: 907-262-9645

Name: _____
 Address: _____
 City/State/Zip: _____ Email: _____
 Telephone No.: _____ FAX: _____

DOCUMENTS REQUESTED

I hereby request to inspect the following documents:

Title of Record: _____

Date of Record: _____

Description of Record - Please provide any additional information that will assist us in locating the record for you as quickly as possible:

I understand that I will be charged a fee of .25 plus sales tax for each page that I request to be copied. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks, per AS 40.25.110(c).

CERTIFICATE OF NONLITIGATION AFFILIATION

~~I hereby certify that:~~

- ~~(1) I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the Kenai Peninsula Borough or Kenai Peninsula Borough School District to which the requested record is relevant; and~~
- ~~(2) The requested public record is strictly for: my own personal use~~
- ~~use on behalf of _____~~

~~(Name of business, organization)~~

~~I certify under penalty of perjury, that the foregoing statements are true.~~

Print Name

Signature

Date

FOR OFFICE USE ONLY

	Staff Member	Research Time (minutes)	Date
Request Received	_____	_____	_____
Request Reviewed	_____	_____	_____
Record(s) Located	_____	_____	_____
Fee Calculated	_____	_____	_____
Requestor Notified	_____	_____	_____
Documents Sent	_____	_____	_____

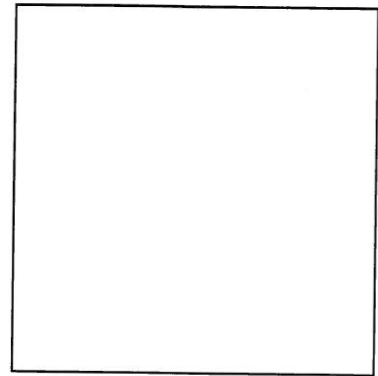
PUBLIC RECORD REQUEST

KENAI PENINSULA BOROUGH

Office of the Borough Clerk

144 N. Binkley Street
 Soldotna, Alaska 99669-7599
 assemblyclerk@borough.kenai.ak.us

Phone: (907) 714-2160
 Toll Free: 1-800-478-4441
 Fax: (907) 714-2388



FOR OFFICIAL USE ONLY

Name:		
Address:		
City:	State:	Zip:
Email Address:		Telephone:

DOCUMENTS REQUESTED

I hereby request to inspect the following documents:

Title of Record:

Date of Record:

Description of Record:

I would like the requested documents to be delivered to me by:

- Mail (address listed above)
 Fax No.
 Email (address listed above)

I understand that I will be charged a fee of .25 cents plus sales tax for each page that I request to be copied. I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs required to complete the search and/or copying tasks, per AS 40.25.110 (c).

CERTIFICATE OF NON-LITIGATION AFFILIATION

I hereby certify that:

1. I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the Kenai Peninsula Borough to which the requested record is relevant; and

2. The requested public record is strictly for:

my own personal use.

use on behalf of:

(Name of business, organization)

I certify under penalty of perjury, that the foregoing statements are true.

Print Name:

Signature:

Date:

HIGH SCHOOL GRADUATION REQUIREMENTS**Eligibility to Graduate**

- A. In order for a new student entering the Kenai Peninsula Borough School District to receive a Kenai Peninsula Borough School District diploma, he/she must be enrolled as a full-time student by the beginning of the second semester of the senior year and fulfill all requirements of the District. To be considered full time, a student is required to enroll for a minimum of 2.0 credits per semester (e.g., four courses at .5 credit each, or two courses at 1.0 each).
- B. Students enrolling in a District school during the second semester of their senior year must enroll in the District for a minimum of 2.0 credits (e.g., 4 courses at .5 credit each or 2 courses at 1.0 credit each for the semester).

For new students transferring to the District as seniors in their second semester who do not plan to receive a Kenai Peninsula Borough School District diploma, the following process is allowed. Upon request of the parent, student and former school district, the Kenai Peninsula Borough School District school will send the previous school progress reports so a diploma may be granted by the previous school or previous school district. The student may participate in the Kenai Peninsula Borough School District graduation ceremony provided they are receiving a diploma from their previous school or district.

- C. In order to receive a Kenai Peninsula Borough School District diploma, students who leave the District must either fulfill graduation requirements before they leave or have completed an approved plan for meeting the requirements prior to the graduation date. This plan must be approved by the principal of the school granting the diploma, and by the District Superintendent.
- D. Deviation from these requirements may be approved by the Superintendent of schools as recommended by the building principal.

Credit for Home School, Private School or Correspondence Courses

- A. Credits received from schools accredited through state departments of education or national regional accreditation associations will be accepted by the Kenai Peninsula Borough School District.

HIGH SCHOOL GRADUATION REQUIREMENTS

- B. Credits claimed from nonaccredited schools will be subject to approval by the District instructional team:
1. Students must provide evidence of work completed for the course for which credit is requested.
 2. Students must demonstrate competency in the language arts, mathematics, science and social studies course for which credit is requested; such competency should be equivalent to that of other Kenai Peninsula Borough School District students who have received credits for a similar or like KPBSD course.
 3. In order to receive credit outside the core areas, the student must provide evidence of work completed and an assessment of work completed which will be evaluated by the District instructional team.

High School Credits at the Middle School Level

In certain cases, courses taken by middle school students may be recognized for high school credit towards graduation requirements. Students may receive high school credit for high school work if they take high school courses at the high school with high school students. Additionally, middle school students may receive high school credit for Algebra I and Geometry-upon successful completion (with a grade of C or better), even if taken at the middle school.

Weighted Grades

Additional quality points will be assigned for College Board Advanced Placement (AP) courses for the purpose of calculating grade point average (GPA). For each passing semester grade in an Advanced Placement course, 0.021 will be added to the student's cumulative GPA. Effective for SY 2015, the fall semester weighted quality points will be added at the conclusion of the fall semester (like before). In order to receive the spring semester weighted quality points, students must also complete the National Advanced Placement course examination.

Credit Limitations

No more than one (1.0) credit of classroom aide experience during the high school career can qualify toward graduation.

ALTERNATIVE HIGH SCHOOL PROGRAMS

To create the following described alternative program: Kenai Alternative

Purpose: To provide high school level educational opportunity for students at risk who are either not attending public school, or are having life issues which make participation in public schools difficult.

Location of Program: Kenai, Alaska

Geographical Area Served: Kenai, Soldotna, Nikiski, Kasilof, Sterling

Student Population Served: Ages 15-20 by approval of program administrator.

Enrollment: 85

Staffing

Administrative: Principal/Teacher 1.0 FTE

Certified:

Regular Ed: ~~4.75~~ 4.25FTE

Special Ed: Per District special services staffing formula.

Classified: Per staffing formula.

~~**Effective Date:** July 1, 2004~~

ALTERNATIVE HIGH SCHOOL PROGRAMS

To create the following described alternative program: Homer Flex

Purpose: To provide high school level educational opportunity for students at risk who are either not attending public school, or are having life issues which make participation in public schools difficult.

Location of Program: Homer, Alaska

Geographical Area Served: Southern Kenai Peninsula

Student Population Served: Ages 15-20 by approval of program administrator.

Enrollment: 50

Staffing

Administrative: Principal/-Teacher 1.0 FTE

Certified:

Regular Ed: ~~2.75~~-2.25 FTE

Special Ed: Per District special services staffing formula.

Classified: Per staffing formula.

~~**Effective Date:** July 1, 2004~~

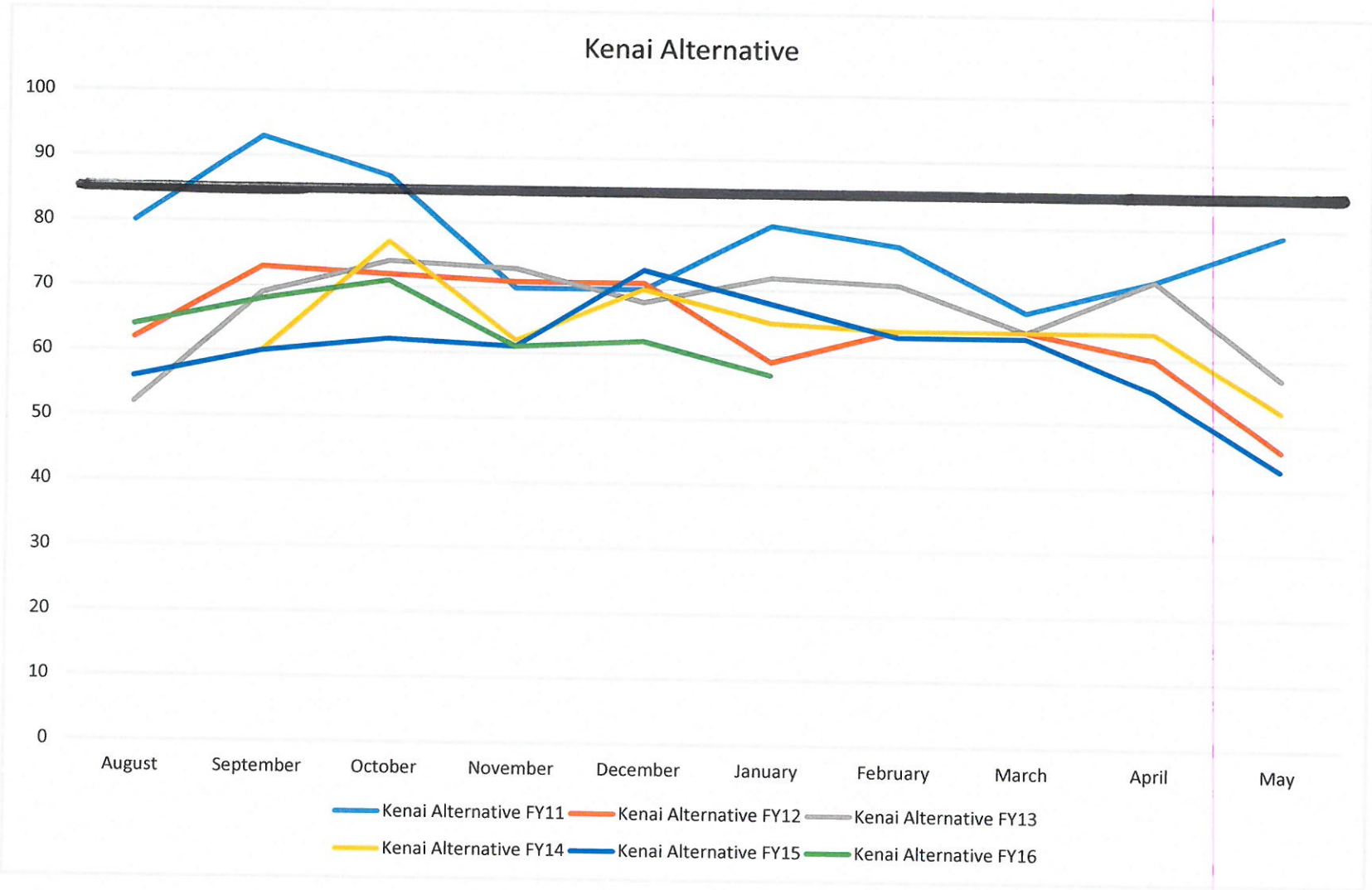
KENAI PENINSULA BOROUGH SCHOOL DISTRICT

~~**Adoption Date:** _____~~ **REVISED:**

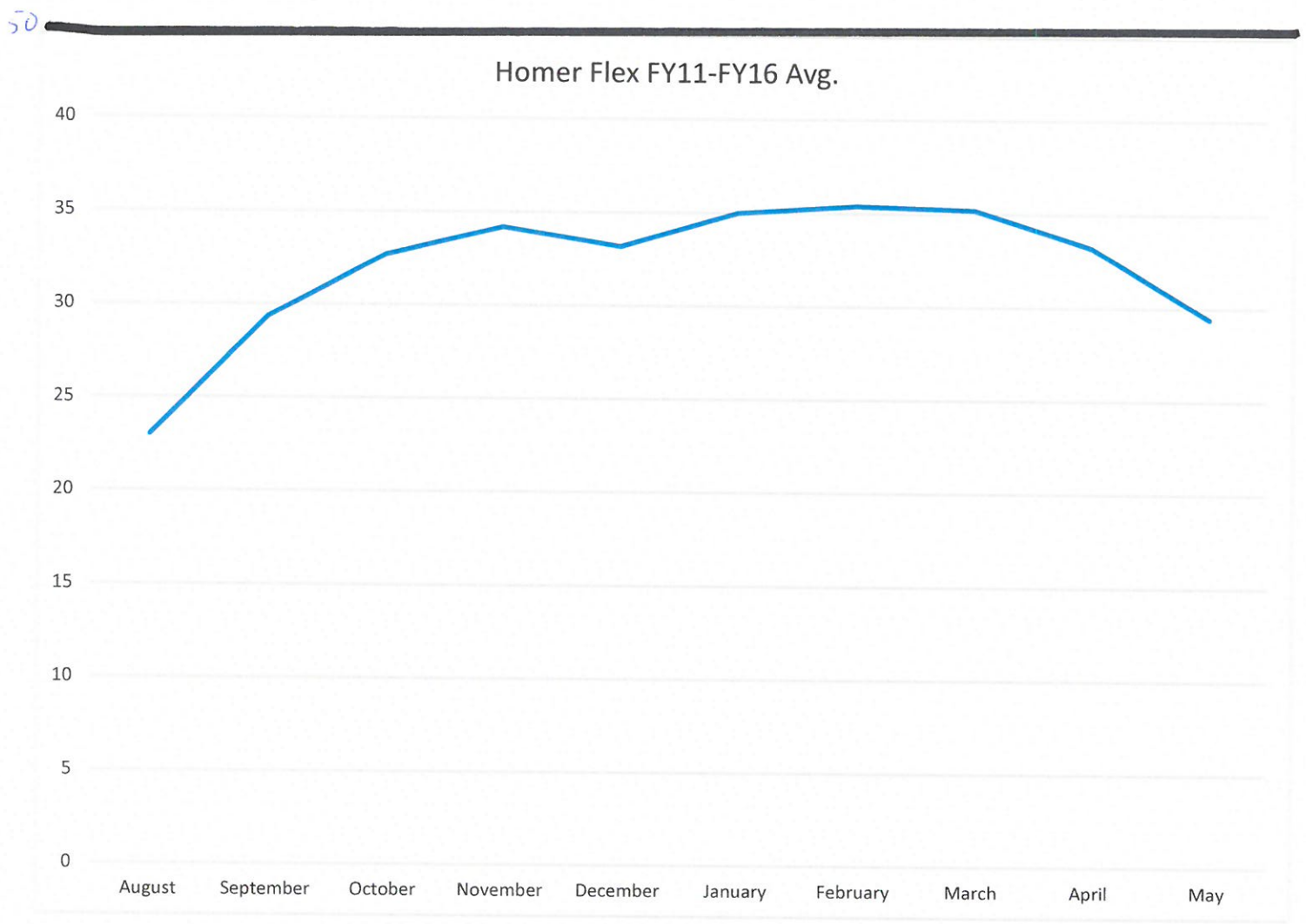
Homer Flex / Kenai Alternative
Enrollment - FY2011 - FY2016



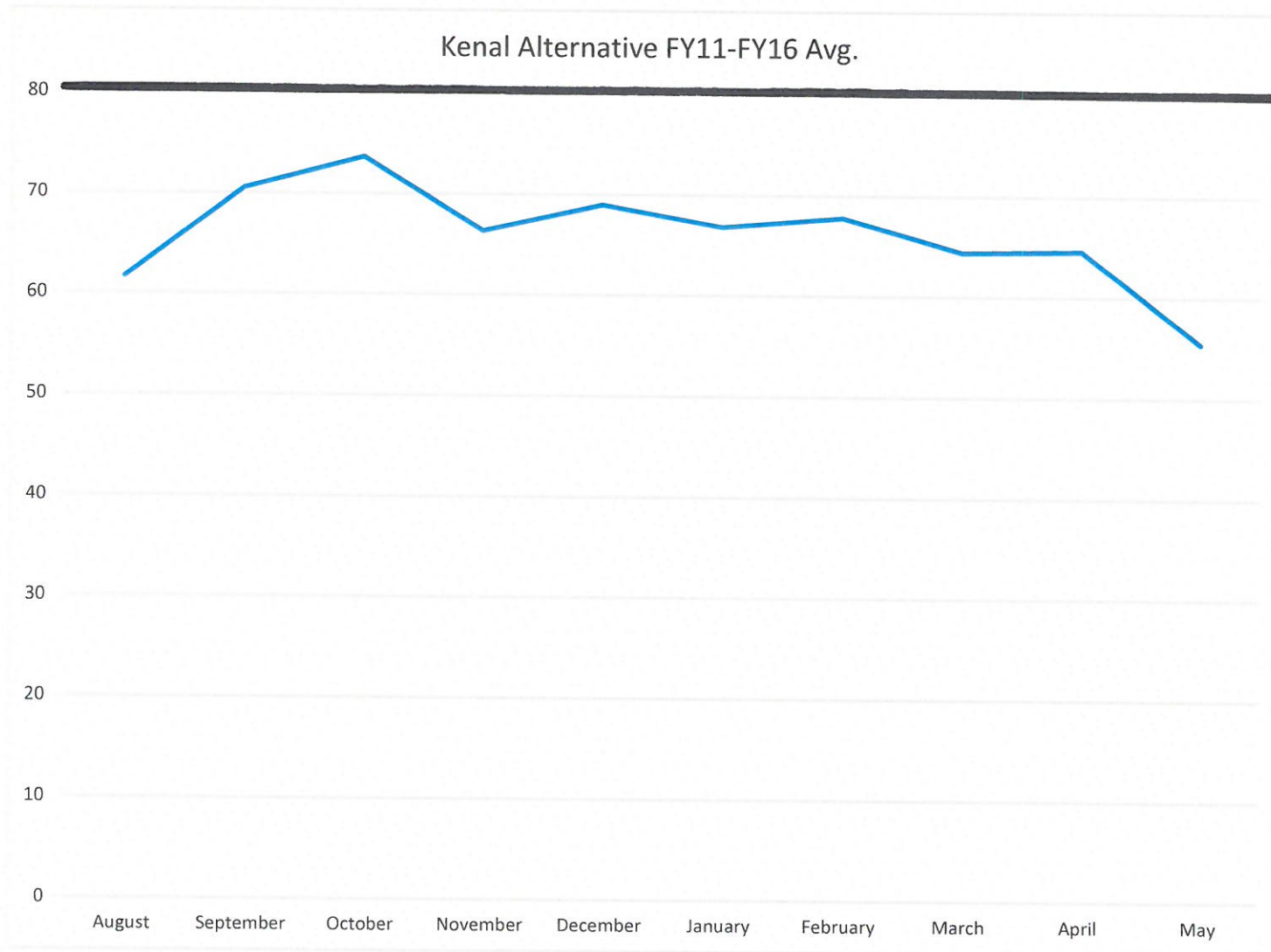
Homer Flex / Kenai Alternative
 Enrollment - FY2011 - FY2016



Homer Flex - Kenai Alternative
Enrollment - FY11-FY16



**Homer Flex - Kenai Alternative
Enrollment - FY11-FY16**



BOARD COMMITTEES

Committees of the Board

Policy Committee

Name: Board Policy Review
Department: Board of Education
Focus Area: Policy Manual
Membership: School Board Members with District Facilitator and School Administrators
Type: Standing
Meeting Dates: As needed
Duration: Ongoing annually

The Board of Education Policy Committee is charged with regular review and rewrite as necessary of school district policies. The three member committee includes a district level administrative liaison and a principal representative. The committee accomplishes their work specifically through a regular process of reviewing two sections of policy manual each year, reviewing updates proposed by the Alaska Association of School Boards, and reviewing policies which have been called into question or concerns expressed about. Members of the community and staff are included in discussions on specific issues. Once the policy committee completes their review, formatted policy updates are brought forward to the entire Board, usually first in worksession format and then through two official readings/action by the entire Board of Education.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 6/2/2008

BB 9130 Board Committees

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

VARIANCE APPLICATION

**Return to: Kenai Peninsula School District
Attn: Assistant Superintendent
148 N. Binkley Street
Soldotna, AK 99669
Phone (907) 714-8888
Fax (907) 714-5867**

Please answer all questions. An incomplete application will be returned.

I. APPLICANT INFORMATION

Applicant: Click here to enter text. Phone: Click here to enter text.
Address: Click here to enter text. City, State, Zip: Click here to enter text.
Owner Name, if other than Applicant: Click here to enter text.

II. PARCEL INFORMATION

Parcel No.: Click here to enter text. Legal Description: Click here to enter text.

III. VARIANCE INFORMATION (attached a site map and other documentation pertinent to the variance)

Exact portion of State Statute and Regulation requesting a variance from: Click here to enter text.

Describe variance requested: Click here to enter text.

Describe special conditions or circumstances necessitating this variance: Click here to enter text.

IV. PUBLIC HEARING BEFORE KPBSD SCHOOL BOARD

A public hearing will be held on all variances. You will receive further notice of the date, place and time of the hearing.

V. CERTIFICATION

The information contained on this form and the attachments are true and complete to the best of my knowledge.

Signature of Applicant: _____ Dated: _____

HOW TO FILE A VARIANCE REQUEST

Q. I'VE BEEN TOLD THAT I NEED TO REQUEST A VARIANCE. WHAT IS A VARIANCE AND HOW DO I REQUEST ONE?

A. A variance is a specific approval to deviate from state statutes and Borough Ordinance 2015-27; 500 foot boundary between licensed alcohol facilities and schools and a 300 foot boundary between licensed alcohol facilities and active churches.

Q. WHEN AND WHERE DOES THE BOARD MEET?

A. January through December the Board meets at least monthly. The meeting date, time and place are posted on the district website: <http://www.kpbsd.k12.ak.us/board.aspx?id=33343>

Q. HOW DO I MAKE MY REQUEST?

A. Your request for a variance from State Statute and Borough Ordinance 2015-27 must be filed with the Kenai Peninsula Borough School District, attention Assistant Superintendent prior to requesting a variance from the Kenai Peninsula Borough.

Q. IS THERE A FILING DEADLINE?

A. Yes. Your complete submission must be filed no less than _____.

Q. WHAT MAKES A COMPLETE SUBMISSION?

A. You must submit a completed form *E 3515.8 Variance Application*.

If your submission is complete at the filing deadline, we will notify you by mail that your request has been placed on the Agenda of the Board's next meeting. (If not, we'll tell you what's missing, but you will have missed that month's deadline.)

Q. WHAT HAPPENS AT THE MEETING?

A. Once you have been notified that your request is on the agenda, the Board will hold a Public Hearing on your request. Either you or your representative must be present, or we'll dismiss your case. When your turn comes, the Board will review your request. You'll then be given an opportunity to speak, as well as all others who either support or oppose your request. The Board can then ask questions. You'll be given the opportunity to have the last word. The board will then vote on your request. They are a 9-member board, but no matter how many of us are present, you'll need at least _____ "yes" votes to be granted your variance, or _____ "no" votes to have it denied. Fewer than _____ votes either way, or your request will be automatically continued to the next meeting.

Q. WHAT IF I'M NOT READY FOR THE MEETING?

HOW TO FILE A VARIANCE REQUEST

A. At any time before your hearing comes up, you may ask the Board for a continuance, usually until the next meeting. At your scheduled meeting we may grant the continuance at our own discretion. Please remember we will grant you no more than 2 continuances that you've either asked for or that are necessary because you have not come prepared.

Q. WHAT DO I DO AFTER THE BOARD MAKES ITS DECISION?

A. You are now free to proceed with the Kenai Peninsula Borough and their processes for a variance pursuant to Ordinance 2015-27.

Q. IS THERE ANYTHING ELSE I NEED TO KNOW?

A. There are a few specific rules you need to be aware of:

1. You cannot communicate either directly or indirectly with any member of our Board before your Public Hearing takes place. Any materials you want to submit before the hearing, must be given to the Staff one week prior to the Board meeting.

2. All forms, application, evidence, materials, etc. that you've submitted to the Staff and the Board, either before or at your Public Hearing, become the property of the Board. They are a matter of public record, and they can be seen by any person who asks to see them.