

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 N. Binkley Street
Soldotna, AK 99669

REGULAR SCHOOL BOARD MEETING: January 21, 2002 - 7:30 p.m. at the Borough Administration Building, Soldotna, AK.

SCHOOL BOARD MEMBERS: Dr. Nels Anderson, President
Ms. Deborah Germano, Vice President
Mrs. Sammy Crawford, Clerk
Mr. Joe Arness, Treasurer
Mrs. Debra Mullins, Member
Mr. Al Poindexter, Member
Mrs. Margaret Gilman, Member
Miss Katie Lockwood, Student Representative

Worksessions

2:00 p.m. [FY03 Budget](#)

3:00 p.m. Education Legislation (*Conference call with legislators*)

3:30 p.m. Student Attendance

4:00 p.m. [Health Curriculum](#)

A-G-E-N-D-A

1. Executive Session – Finances and Litigation (*beginning at 5:00 p.m.*)
2. Opening Activities
 - a. Call to Order
 - b. National Anthem – Skyview High Swing Choir
 - c. Roll Call
 - d. Approval of Agenda
 - e. Approval of Minutes/[January 7, 2002](#)
3. School Reports
 - a. Redoubt Elementary – Mr. Meacham
4. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)
5. Hearing of Delegations
6. Communications and Petitions
7. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.
8. Awards and Presentations
9. Superintendent's Report
10. Reports

- a. [Financial Reports](#) – Ms. Douglas
- b. [Budget Transfer Report](#) – Ms. Douglas
- c. Board Reports

11. Action Items

a. Consent Agenda

- (1) Approval of [Resignation](#)
- (2) Approval of [Warehouse Truck Replacement](#)
- (3) Approval of [New Teacher Appointment](#)

Instructional Services

- b. Approval of [BP 6146 \(Graduation Requirements/Standards of Proficiency - The Certified Diploma\)](#)

12. First Reading of Policy Revisions

- a. [AR 5141.4 \(Students – Child Abuse and Neglect\)](#)

13. Public Presentations

14. Board Comments

15. Executive Session – Negotiations

16. Adjourn

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Informational Item

January 14, 2002

MEMORANDUM

TO: Board of Education

FROM: Melody Douglas
Chief Financial Officer

SUBJECT: Work-session: FY03 Preliminary Budget

Budget materials relative to the FY03 preliminary budget will be presented and discussed at the work-session on this topic Monday, January 21, 2002 at 2:00 p.m. A list of the changes between the FY02 budget and preliminary FY03 budget will be presented as well.

Please note with declining enrollment, a conservation budget is being developed for your consideration. The preliminary budget is an unbalanced budget.

MEMORANDUM

TO: School Board Members
FROM: Sam Stewart, Director
DATE: January 8, 2002
RE: Health Curriculum Revision

[Health Curriculum Draft](#)

Attached to this memo is a copy of the proposed health curriculum document, board policy and administrative regulation relating to the KPBSD Health Curriculum. The committee worked diligently on the curriculum document and supports the proposed changes to policy and administrative regulation.

In addition to the curriculum document the committee made the following recommendations.

Committee Recommendations

The committee encourages teachers and parents to recognize the growing maturity of junior high school students, and strongly urges classes to cover all the health materials in a way that boys and girls are both exposed to all of the material and have the opportunity to discuss the issues in a coeducational session.

The committee encourages teachers to cross-reference parts of the curriculum, and use examples from different sections to tie the material together. (For example, use examples of tobacco and alcohol use and eating disordered behavior to illustrate addictive and compulsive behaviors.)

We strongly recommend that CPR and First Aid be taught to all high school students. We support certification for all students. We encourage the School Board, schools, and communities to explore ways to implement this goal.

The committee recommends including asthma, diabetes, cancer, and coronary heart disease in discussions of chronic disease.

The committee also recommends that teachers explore stereotypes and harassment including gender, sexual orientation, physical ability, race, ethnicity, and national origin.

Instruction

HEALTH CURRICULUM OPT OUT PROVISIONS

Prior to instruction each semester (secondary) or year (elementary), each school is responsible for disseminating health curriculum information to parents. This information should include the topics to be covered in the curriculum and the information on the District opt out policy.

Parents are responsible for annually following the opt out procedure contained in regulation to utilize this option.

Parents may choose to opt out their child from specific topics or the entire curriculum at the elementary level and specific topics (to a maximum of three class days) or the entire curriculum at the middle or high school levels. Students at the middle and high school levels will be required to take a one-semester correspondence course in place of the regular curriculum if they opt out of the entire curriculum.

Opt Out Procedures

Elementary

If a parent does not want his/her child to be present when a particular topic in the health curriculum is covered, he/she shall inform the principal and complete an opt out form. An opt out form should also be completed if the parent chooses to opt out the child from the entire health curriculum. Alternative activities and assignments will be arranged for the child during that instructional time.

Middle School/High School

A health course is required at the middle school and high school level. If after reviewing the curriculum, a parent has any particular concerns, he/she will discuss his/her concerns with the teacher and principal. If after this discussion accommodations cannot be agreed on the parent may choose to opt their student out of the class or opt not to have the student present in the class for a particular topic.

If a parent does not want his/her child to be present when a particular topic in the health curriculum is covered but would like the student to take the class at school, he/she shall inform the principal and complete an opt out form. If a student will miss more than three days of instruction because of controversial issues, he/she will opt out of the entire class. Should a student opt out of a portion of the class, parents are responsible for providing supervision for their student during the instructional time the student is not in class as well as providing instruction on the material for which the student is not present. Students will be held responsible for and tested on the content of the lessons missed.

An opt out form should be completed if a parent chooses to opt out his/her child from the entire health course at the middle school or high school level. A one-semester correspondence course may be purchased by the parent and counted toward this requirement with prior approval of the building administrator. (Please note that one-half semester credit during high school is required for graduation.)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street

Soldotna, AK 99669

January 7, 2002

SCHOOL BOARD MEMBERS:

Dr. Nels Anderson, President
Ms. Deborah Germano, Vice President
Mrs. Sammy Crawford, Clerk
Mr. Joe Arness, Treasurer
Mrs. Debra Mullins, Member
Mrs. Margaret Gilman, Member
Mr. Al Poindexter, Member
Miss Katie Lockwood, Student Representative

STAFF PRESENT:

Dr. Donna Peterson, Superintendent of Schools
Mrs. Melody Douglas, Chief Financial Officer
Dr. Gary Whiteley, Assistant Superintendent, Instruction
Mr. Todd Syverson, Assistant Superintendent, Administrative Services

OTHERS PRESENT:

Mr. Jim Dawson	Mrs. Karen Mahurin
Mrs. Elizabeth Hayes	Mrs. Paula Christensen
Mr. Chris Hayes	Mrs. Terri Woodward
Mr. Richard Putney	Mr. Dave Carey
Mr. Sam Stewart	Mr. Charlie Stephens
Mr. Roy Anderson	Mr. John Wensley
Miss Crystal Hayes	Mr. Gene Dyson
Mr. Colton Hayes	Mr. Rick Matiya
Mr. Tim Peterson	Mr. Dave Spence
Mr. William Keller	Mrs. Shana Loshbaugh

Others present not identified.

CALL TO ORDER:

Dr. Anderson called the meeting to order at 4:09 p.m. A quorum of School Board members, Dr. Anderson, Ms. Germano, Mr. Arness, Mrs. Mullins, Mrs. Gilman, and Mr. Poindexter were in attendance.

EXECUTIVE SESSION:

At 4:10 p.m., Mrs. Mullins moved the Board go into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough. Specifically, the executive session was to discuss negotiations. Mr. Arness seconded.

Motion carried unanimously.

ADJOURN EXECUTIVE SESSION:

At 7:34 p.m., Mrs. Mullins moved the executive session be adjourned. Ms. Germano seconded.

Motion carried unanimously.

PLEDGE OF ALLEGIANCE:

Dr. Anderson invited those present to participate in the Pledge of Allegiance.

ROLL CALL:

Dr. Nels Anderson	Present
Ms. Deborah Germano	Present
Mrs. Sammy Crawford	Absent/Excused
Mr. Joe Arness	Present

Mrs. Debra Mullins	Present
Mrs. Margaret Gilman	Present
Mr. Al Poindexter	Present
Miss Katie Lockwood	Present

APPROVAL OF AGENDA: The agenda was approved with a revision to Item 11b., Approval of FY02 Budget Revision.

APPROVAL OF MINUTES: The School Board Minutes of December 3, 2001, were approved as printed.

SCHOOL REPORTS: Mr. Jim Dawson, Mt. View Elementary principal, facilitated a Power Point presentation created and given by the school student council. He played a song titled, *Learn Like an Eagle* recorded earlier by Miss Crystal Hayes and Miss Bethany Blumenshine. Several student council members reported on learning, school goals, state standards, school safety, student council, special programs (DARE, QUEST, physical education, library, music and band), lunch and other activities.

RECESS: At 7:48 p.m., Dr. Anderson called a recess.

RECONVENE AFTER RECESS: At 7:53 p.m., the Board reconvened in regular session.

PUBLIC PRESENTATIONS: Mr. William Keller asked the Board to consider the implementation of weighted grades at the high school level. He stated that class standings can be determined by weighted grades and that the University of Alaska (UAA) awards scholarships for the top 10% of each Alaskan high school graduating class. He stated that the UAA scholarship program was designed to provide an incentive for the brightest Alaskan students to complete their college education in Alaska. He stated that by not using the weighted system, students who elect to take advanced placement classes take the risk of losing their scholarship eligibility. He stated that students who take advanced placement courses should not be penalized for taking college level courses in high school. He stated that weighted grades would put District students on the same level when competing for national scholarships. He added that taking college level courses while in high school prepares students for the real world and post secondary education. He stated that many articles have been written in support of weighted grades.

Mr. Dave Carey, praised Dr. Anderson for assisting the Skyview High wrestling team with the development their program. He explained that for many years Dr. Anderson has conducted weight certification physicals.

Mr. Carey stated that over the past 10 years his salary has increased \$2,404 but is reduced by inflation and health care deductions (which have recently increased another \$30). He proposed that in addition to asking the state legislature for additional money and asking the Borough for funding above the cap, the Board ask the Borough Mayor and Assembly to grant a sales taxes waiver for all District employees for items purchased in the Borough. He stated that the waiver would constitute a 3% to 5% increase in buying power, promote buying locally, and increase the number of local jobs. He stated that this proposal would send the message to District employees that the Kenai Peninsula values its children and its teachers. He stated that the failure of easy solutions will strengthen the call for civil disobedience by District employees in the near future.

COMMUNICATIONS AND PETITIONS: Dr. Peterson reported that she received an outsource application from the Seward

community for baseball and softball programs. She noted that a copy of the December 7 memo regarding the Technology Work Group has been included in the Board general information packet.

ADVISORY COMMITTEE, SITE
COUNCIL, AND/OR P.T.A., K.P.A.A., K.
P.E.A., K.P.E.S.A.:

Mrs. Karen Mahurin, KPESA president, expressed concern that school principals are members of the District bargaining team. She stated that principals will also be negotiating with the administration this school year and that principals on the team will have inside information that KPEA and KPESA will not have. She asked whether principals who serve in an advisory capacity to the negotiating team will be allowed to participate in caucuses, have access to all budget documents, and be involved in the preparation of proposals. She stated that she is concerned that it will be a tough year and does not want the District to do anything that could make it more negative.

SUPERINTENDENT'S REPORT:

Dr. Peterson reported that schools across the water have completed Year Two of the Technology Plan. She noted that the mid-year Board goal update is included in the Board general information packet for review and she requested Board feedback. Dr. Peterson reported that District staff has logged almost 600 hours of travel to schools outside the Central Peninsula area between the months of August through December. Dr. Peterson stated that she will continue to collect the information for the remainder of the school year.

Dr. Anderson stated that the information in the travel report will be helpful, especially if the Board districting issue goes before the voters.

Ms. Germano stated that teacher specialists are required to travel as part of their job. Dr. Peterson stated that teacher specialists serve all schools. Dr. Peterson added that school staffs complain that the Central Office does not make school visits and therefore, do not get the help they need. She noted that the travel report shows to the contrary.

FINANCIAL REPORT:

Mrs. Douglas presented the financial report of the District for the period ending November 31, 2001. She called the Board's attention to the equipment fund account and explained that the revenue budget is short because it did not get updated before the report was generated. She stated that the equipment fund revenue budget should be \$795,540.

BOARD REPORTS:

Ms. Germano reported that she attended the Health Curriculum Committee meeting and that the curriculum will be presented to the Board at the next meeting.

CONSENT AGENDA:

Items presented on the Consent Agenda were Leave of Absence – Certified; Long-Term Substitute Teacher Contracts; Outsourcing for Homer High School Baseball and Softball; New Teacher Assignments; and Resignation.

Leave of Absence – Certified:

Mr. Syverson recommended the Board approve an unpaid leave of absence for the remainder of the 2001-02 school year for Tammy Vollom-Matturro, music, Tustumena Elementary.

Long-Term Substitute Teacher Contracts:

Mr. Syverson recommended the Board approve long-term substitute teaching contracts for Rita Geller, physical education, K-Beach Elementary and Ingrid McKinstry, Grades 3-6, Fireweed Academy.

Outsourcing for Homer High School

- Baseball and Softball: Mr. Syverson recommended the Board approve an outsource agreement for the Homer High School Baseball and Softball Club 2001-2002 spring activity season.
- New Teacher Assignments: Mr. Syverson recommended the Board approve teacher assignments for the 2001-2002 school year for Jodie Swager, special education resource, West Homer Elementary; Albert Tiger, athletic director/math teacher, Nikiski Middle/High School; and Erik Viste, (temporary) school psychologist, Districtwide Pupil Services.
- Resignation: Mr. Syverson recommended the Board approve a resignation (effective January 7, 2002) from Paul Sayan, Grade 5, Seward Elementary.
- ACTION Mrs. Mullins moved the Board approve Consent Agenda Items Numbers 1, 2, 4 and 5. Mr. Poindexter seconded.
- Motion carried unanimously.
- ACTION Mr. Arness moved the Board approve Consent Agenda Item Number 3. Mr. Poindexter seconded.
- Ms. Germano asked why activity fees were charged for girls' softball but not for boys' baseball. She asked who would fund the outsourcing program for Homer baseball and softball.
- Mr. Arness explained that the activity fees are registration fees paid by the program for participation in tournaments or other activities. He further explained that the Homer American Legion is financially supporting both programs.
- Mrs. Gilman asked if the outsource application was for one-year. Mr. Arness verified that the Homer Baseball and Softball Club outsourcing request was for one year. Mrs. Gilman questioned the cost of girls' softball uniforms. Mr. Syverson explained that a helmet could cost as much as \$150 and that sports uniforms are expensive. Ms. Germano explained that the baseball team uniforms were purchased a couple of years ago but the softball team does not have uniforms.
- Ms. Germano stated that she supports the outsource application but suggested that the Board ensure that both programs are equitably supported by the American Legion.
- Mrs. Gilman asked whether the District would be obligated to continue Homer baseball and softball programs if the American Legion decided not to continue support the following year. Mr. Arness responded that the agreement has been reviewed by legal counsel and that the District would not be obligated.
- Motion carried unanimously.
- FY02 Budget Revision: Mrs. Douglas recommended the Board approve an amended FY02 Operating Fund budget of \$75,008,547. She explained that the amendment is necessary due to a shortfall of student enrollment in the Connections Program and money awarded by the Alaska Legislature for the Learning Opportunity Grant. She stated that the amended budget will require further adjustment as soon as information is received from the Department of Education. She explained that it was necessary to approve the current amendment before next budget cycle begins.

FY02 Budget Revision (continued):

Mrs. Woodward asked for a definition of "in-kind expenses." Mrs. Douglas explained that "in-kind expenses" represent funds the Borough expends on behalf of the District such as insurance payments, audit fees, maintenance of buildings, custodial services and utilities.

ACTION

Ms. Germano moved the Board approve an amended FY02 Operating Fund budget of \$75,008,547. Mrs. Mullins seconded.

Motion carried unanimously.

KPSAA Handbook Changes:

Mr. Syverson recommended the Board approve changes to the KPSAA Middle School Handbook for the 2001-2002 school year.

ACTION

Mr. Arness moved the Board approve changes to the KPSAA Middle School Handbook for the 2001-2002 school year. Mrs. Mullins seconded.

Mr. Poindexter asked for an explanation about the proposed language that states, "a non KPBSD school on the Kenai Peninsula having membership in ASAA at the high school level, may participate in middle school level Borough tournaments in non-team sport programs..." He asked why teams were not included.

Mr. Spence responded that team activities are scheduled at the beginning of the school year. He stated that it causes chaos to revise the schedule when a new school requests to be seeded in the Borough tournament. He stated that in September 2001 Cook Inlet Academy (CIA) requested that KPSAA seed them in the cross-country running Borough Tournament. He reported that in the past there have been no private schools who have petitioned to participate in middle school Borough tournaments. He explained that private schools have not had the amount of students necessary to compete against District middle schools. He reported that the KPSAA Board decided to allow Borough tournament participation this first year in non team activities. He explained that team activities have already been scheduled for this school year and that CIA did not express a desire to compete in any Borough tournament team activities at the middle school level.

Mr. Poindexter asked what would happen if a non KPBSD team expressed an interest in participating in a Borough tournament. Mr. Spence explained that the KPSAA Board would hear the request.

Mr. Arness reminded the Board that the revisions apply only to Borough tournaments. He noted that it is unwieldy to add teams to the Borough tournament schedule at the last minute. He stated that he believes in including all students in activities but added that there have been no requests for team participation in Borough tournaments by non KPBSD schools. He explained that CIA has requested participation in cross-country running and cross-country skiing Borough tournaments at the end of the season.

Dr. Anderson asked why non KPBSD teams are excluded from participation in Borough tournaments. Mr. Arness explained that non KPBSD teams have not requested to participate in Borough tournaments and are not participating throughout the season on a regular basis. Mr. Spence stated that non KPBSD middle school teams have the opportunity to participate with other schools in Region II.

KPSAA Handbook Changes (continued): Mr. Spence stated that CIA was informed that they must notify KPSAA if they wish to participate in middle school level Borough tournaments.

Mr. Poindexter asked whether small school teams participated in Borough tournaments. Mr. Spence responded that they do not usually participate.

Mr. Syverson explained that from year to year CIA may not have enough 7th and 8th grade students to field a middle school team so the District will allow a group of students from a variety of grades to play as part of the CIA team.

Mr. Poindexter stated that the handbook revisions could be worded to allow CIA to participate in a Borough tournament if they are able to field a team. Dr. Peterson stated that the KPSAA handbook is approved annually and that the tournament issue could be considered during the next review.

Motion carried unanimously.

Request for Voznesenka Middle School Wrestling:

Mr. Syverson recommended the Board approve wrestling as an activity for Voznesenka School for the 2001-2002 school year. Mr. Syverson explained that the team will participate as a club at no cost to the District.

ACTION

Mr. Arness moved the Board approve wrestling as an activity for Voznesenka School for the 2001-2002 school year.

Mr. Poindexter clarified that the Voznesenka wrestling team will be allowed to participate in the Borough tournament. Mr. Arness explained that although there will be no expense to the District this first year, the club will be back to seek money for a stipend, if it is successful. He stated that Voznesenka School's request to offer wrestling is the process used for any sport to begin at a school.

Mrs. Gilman asked how wrestling can be offered at no expense to the District. Mr. Arness reported that the principal/coach has contacted other middle schools to locate old mats and uniforms. Mr. Spence reported that there were approximately 6 to 8 wrestlers.

Mr. Arness stated that the District does not purchase uniforms for any sports teams. He stated that the parents or school community raise money to buy uniforms.

Motion carried unanimously.

Public Input Regarding KPEA and KPESA Negotiations:

Mr. Syverson recommended the Board approve a formal opportunity for public input on contractual issues with KPEA and KPESA at the January 21, 2002 School Board Meeting under the public presentations portion of the agenda, following the protocol for addressing the Board of Education.

Dr. Anderson asked whether the time period should be limited. Dr. Peterson stated that the public comment period should be held during the public presentations portion of the agenda. She noted that the time could be extended beyond the 30 minute aggregate limit.

ACTION

Ms. Germano moved the Board approve a formal opportunity for public input on contractual issues with KPEA and KPESA at the January 21, 2002 School Board Meeting under the public presentations portion of the agenda, following the protocol for addressing the Board of Education. Mr. Arness seconded.

Public Input Regarding KPEA and KPESA Negotiations (continued): Dr. Peterson clarified that the time limit will be 3 minutes per speaker with no aggregate time limit. Mr. Arness noted that the January 21 agenda will need to be modified.

Motion carried unanimously.

Revised 2002-2003 Certified Staffing Formula: Mr. Syverson recommended the Board approve the revised 2002-03 Certified Staffing Formula. Mr. Syverson explained that the revisions standardize the principal and assistant principal formulas among all District middle schools and high schools.

ACTION Mrs. Mullins moved the Board approve the revised 2002-03 Certified Staffing Formula. Mr. Poindexter seconded.

Ms. Germano stated that she would like to revisit the assistant principal formula next year. She stated that she would like the formula to be based on what is educationally sound. Mr. Syverson stated that Mr. Putney and Mrs. Sandahl will be notified of the request to review the formula next year.

Motion carried unanimously.

KPEA, KPESA Negotiation Team: Dr. Peterson recommended the Board approve the appointment of Todd Syverson, Richard Putney, Melody Douglas, Ken Meacham, and Ron Keffer to the District negotiating team.

ACTION Ms. Germano moved the Board approve the appointment of Todd Syverson, Richard Putney, Melody Douglas, Ken Meacham, and Ron Keffer to the District negotiating team. Mr. Arness seconded.

Mrs. Mullins asked whether a principal has served on the negotiating team in the past. Mrs. Douglas responded that Mr. Paul Epperson, former Sterling Elementary principal, served on the last negotiating team.

Motion carried unanimously.

FIRST READING OF POLICY REVISIONS: The Board heard a first reading of BP 6146, Graduation Requirements/Standards of Proficiency - The Certified Diploma. Dr. Whiteley explained that the changes will bring the policy in line with state statutes.

BOARD COMMENTS: Mrs. Gilman thanked the Mt. View Elementary staff and students for the school report. She informed the Board that each year Mr. Dawson invites the student council to a sleepover in January at the school. She noted that her son was one of the student council presenters.

Ms. Germano noted that KPSAA regulations limit participants to one game per day at the middle school level and asked whether the limitation should be considered at the high school level. She stated that students are playing both C team and junior varsity and are playing too many games in a day. Mr. Syverson responded that ASAA limits participants to six quarters per day and must forfeit any games played beyond the limit. Ms. Germano expressed concern for the students who participate in more than one game and for those who sit on the bench. She expressed her thanks to Homer High School for use of the facility during the holiday to assemble

Christmas baskets for needy families as part of the Sharing of the Spirit Program.

BOARD COMMENTS (continued):

Miss Lockwood stated that she appreciated the Mt. View Elementary School presentation. She stated that she was happy to be back at school.

Mr. Poindexter stated that he appreciated the attendance by District staff at the Board meetings.

Dr. Anderson appointed Mrs. Gilman and Mr. Poindexter to the Budget Committee, and Mrs. Mullins, Mr. Arness, and Ms. Germano to the negotiating team.

ADJOURN:

At 8:54 p.m., Mrs. Mullins moved the School Board meeting be adjourned. Mr. Arness seconded.

Motion carried unanimously.

Respectfully submitted,

Dr. Nels Anderson, President

Mrs. Sammy Crawford, Clerk

The Minutes of January 7, 2002,
have not been approved as of
January 10, 2002.

January 21, 2002

TO: Board of Education
FROM: Richard Putney, Director, Human Resources
THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services
SUBJECT: Approval of Resignation - Item 11a (1)

It is recommended the following resignation be approved:

Jacqueline D. Bock	Special Ed/Preschool (unpaid leave of absence 01-02 school year)	Sears Elementary
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January 15, 2002

MEMORANDUM

TO: Board of Education

THROUGH: Donna Peterson, Ed.D
Superintendent

FROM: Melody Douglas
Chief Financial Officer

SUBJECT: Internal Service Fund Request

The District is analyzing the activity bus and warehouse delivery truck fleet needs and will submit a fleet replacement plan for Board consideration at a later date. Most of the fleet consists of older vehicles requiring costly repairs on a routine basis. In addition, sending students to Anchorage in aging busses is cause for concern.

The most pressing need is to replace a 1986 warehouse tandem axle truck used to deliver goods from the warehouse to schools. One of the trucks is out of service in need of approximately \$20,000 in repairs. It isn't prudent to put this much money into a 16 year-old truck.

The Kenai Peninsula Borough has an equipment replacement fund that serves as a financial mechanism that facilitates the acquisition and accounting of equipment used by various Borough departments. Use of this fund spreads the cost of purchasing equipment over the life of the equipment. The major advantage in using the Equipment Replacement Fund is that equipment acquisition can be managed in a fiscally responsible way, particularly given our financial circumstances. Making periodic large dollar purchases for major equipment items in times of declining revenue is extremely difficult. A copy of the Borough Policy about the Equipment Replacement Fund is attached.

The administration recommends the Board of Education:

1. request the Kenai Peninsula Borough to amend the Equipment Replacement Fund Policy to include equipment acquisitions for the Kenai Peninsula Borough School District.

2. request the Kenai Peninsula Borough to appropriate funds in an amount not to exceed \$85,000 for the acquisition of a tandem axle truck for local deliveries between the district warehouse and schools.

Enclosure

KENAI PENINSULA BOROUGH

POLICY AND PROCEDURES

FOR

FUND 705 • EQUIPMENT REPLACEMENT FUND

Purpose: The Equipment Replacement Fund (ERF) is a financial mechanism that facilitates the acquisition and accounting of equipment used by various Kenai Peninsula Borough departments.

Accounting & Management Issues:

- The ERF provides a mechanism for governmental fund types to spread the cost of purchasing equipment over the life of the equipment. This is a treatment similar to depreciation, which is how proprietary funds amortize the cost of capital equipment.
- The ERF provides the budgetary authority and cash to purchase the equipment.
 - The various participating departments' pay the ERF for the equipment over a number of years, in arrears rather than all up front.
 - The department requesting the equipment budgets for an annual payment to the ERF over the life of the asset.
 - The participating department is responsible for safe keeping of the equipment including maintenance and upkeep.
 - Each department not participating in the ERF is responsible for budgeting and funding the purchase of their own capital equipment.

For these reasons, the ERF is an attractive financial mechanism for department's and their budgets.

Policy:

Who can participate in the fund? All borough operating departments are eligible to participate in the fund. If a department wishes to participate, approval must be obtained from the Finance Director. Advance approval is necessary because of the potential drain on the ERF cash position that could result from the participation of

some large service areas.

Who controls the equipment replacement fund? The ERF is controlled by the policy and procedures set forth in this document. From a financial perspective, the ERF owns the assets. The Finance Department administers the fund. In effect, equipment is rented to borough departments during the equipment's useful life. The department renting the equipment is responsible for its care.

How assets are acquired? There are two methods in which assets may be acquired.

The standard life cycle of an asset has expired and the equipment needs to be replaced. After consulting with the user department, the Finance Department will schedule the asset to be sold in the next borough auction. A replacement is budgeted for by Finance in the ERF and the user department budgets a new rental fee based on the projected cost of replacement. After the budgets are approved, the equipment is acquired using standard purchasing procedures.

A department has a need for a new piece of equipment. A request to acquire the specific piece of equipment is submitted to the Finance Department through the annual budget process. After analysis and approval of the request, Finance adds the equipment to the ERF acquisition budget. The user department budgets for the annual rental payment along with all associated care costs. After the budget is approved, the equipment is acquired using standard purchasing procedures.

In either case, a request for new equipment acquisition should be submitted to the Finance Department at the beginning of each new budget development cycle. Any department that wishes to acquire equipment, not budgeted, will need the approval of the Finance Director, and assembly approval of a supplemental appropriation, before the equipment may be acquired.

What shall determine equipment life cycle? The Finance Director in consultation with user departments shall determine the standard life cycle of the different types and sub•types of equipment. Similar types of equipment may have different life cycles depending on the expected use. For purposes of the ERF, the equipment life cycle should be thought of as the economic useful life rather than the literal useful life. All the equipment shall be replaced at the end of the standard life cycle unless an extension is requested by the user department head and approved by the Finance Director. User departments can expect to continue paying the annual rental charge on equipment whose life is extended. Such decisions shall be made on a case by case basis. In general, the standard life of equipment is as follows:

Vehicles:	(6) year life cycle.
Computer Equipment:	(5) year life cycle.
Mailroom Equipment:	(5) year life cycle.

A primary objective in establishing standard life cycles is to minimize potential operating and maintenance cost. This typically increases rapidly as the asset gets older. It should also be expected that the equipment being surplusd will have enough useful life remaining to generate a substantial salvage value. The salvage value will be used to cover increased replacement costs associated with inflation.

How are rental charges determined? There are two different approaches used to calculate the annual

equipment rental charge. The first is used for the acquisition of rolling stock or heavy equipment, the second is used for the acquisition of computer and mailroom equipment.

The charge for rolling stock and heavy equipment will be calculated using the following formula:

$$\text{acquisition cost} \div \text{standard life cycle} = \text{annual rental charge}$$

In the case of computer and mailroom equipment, the following formula will be used:

$$(\text{acquisition cost} \div \text{standard life cycle}) \times (\text{I} + \text{inflation factor}) = \text{annual rental charge}$$

Acquisition cost: Original purchase price of the equipment including any delivery charges.

Standard life cycle: The economic life of the equipment as established by the Finance Director in consultation with user departments.

Inflation factor: Percentage added to the annual rental charge to allow for increased replacement cost normally associated with inflation. This rate is established by the Finance Director during the annual budget process. The rate will be 5% for the FY99 budget. This assures the fund will have capital to replace the asset at the end of its useful life and is only used when little or no salvage value is expected.

Example: The ERF purchases a vehicle for the maintenance department. The acquisition cost is \$28,500 and the standard life cycle is 6 years. The annual rental charge to the maintenance department would be $\$28,500 \div 6 = \$4,750$.

Can assets be transferred to other departments? Yes, at the request of the user departments when approved by the Finance Director. For example, if the maintenance department wishes to transfer to the solid waste department a vehicle in the second year of a six year life, the solid waste department would be charged for the remainder of the assets standard life. If the asset had reached the end of its standard life and the solid waste department wished to have the asset transferred, with the approval of the Finance Director, the solid waste department could purchase the vehicle from the ERF for market value.

The assets of the ERF belong to the fund, not the user department. The annual rental fee is a charge for use of the equipment. All proceeds from rental or sale of ERF assets will be credited to the ERF, not the user department.

Annual reporting to the fund:

-The Finance Department shall maintain an inventory of all equipment purchased by the fund. This report will track the following about a piece of equipment: description of asset, user department renting the equipment, total cost of acquisition, date purchased, rental charges collected to date, date

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equipment scheduled for retirement, depreciation and other items as needed.

-The Finance Department will annually, or upon request, provide each user department head with a list of the equipment being charged to their respective department.

-By December 31st of each year, user departments will provide the finance department with a list of all ERF equipment under their control. The list should include the following:

- Overall condition of the asset

- Mileage

- User department request for early retirement or extended use.

January 21, 2002

TO: Board of Education
FROM: Richard Putney, Director, Human Resources
THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services
SUBJECT: Approval of Teacher Assignment/2001-02 Item -11 a (3)

It is recommended that the following teacher assignment be approved for the 2001-02 school year:

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXP</u>	<u>ASSIGN</u>
Soldotna,AK	Elizabeth DeVold	M.Ed	Milligan College, Tennessee	Elementary Education	Elem.Ed; Music	2 AK; 1 States	Temporary, Full Time, Librarian/ Third Grade Sterling Elementary

Memo To: Members of the School Board
From: Gary Whiteley, Ed. D.
Assistant Superintendent of Instruction
Date: January 21, 2002
Re: Policy Revision, Second Reading
BP 6146 Graduation Requirements/Standards of Proficiency - The Certified
Diploma

The administration recommends changing BP 6146 (Graduation Requirements/Standards of Proficiency – The Certified Diploma) to align District policy with law HCS CSSB 133 (RLS). The Graduating Class of 2002 and 2003 will receive an endorsement in reading, writing, and math if they pass these sections of the High School Graduating Qualifying Examination (HSGQE). The Graduating Class of 2004 must pass all sections of the HSGQE in order to qualify for a diploma.

This policy was presented to the Board for first reading at the January 7, 2002 Board meeting. The administration recommends approval of policy revision BP 6146.

ds

Attachment: BP 6146

BP 6146

Instruction

GRADUATION REQUIREMENTS AND STANDARDS OF PROFICIENCY

The Certified Diploma

The district shall develop and adopt competency standards, which must be met to receive a KPBSD certified diploma. These standards are to be in place for the graduating class of ~~2003~~ **[2004]** and shall be assessed at benchmark points as the student progresses through school. The competency standards, shall be aligned with the Alaska Content and Performance Standards in the following subject areas: writing, reading, mathematics.

Science and social studies competency exams will be developed in the adopted curriculum cycle and aligned with State Performance Standards. Students will be required to pass a social studies exam beginning with the eighth grade class of 2003 and a science exam beginning with the eighth grade class of 2004.

A certified diploma shall be issued when a student successfully completes the competency standards, demonstrates competency on the Alaska High School Graduation Qualifying Exam as required by Alaska Statute 14.03.025, **[14.03.075]** and satisfies all other graduation requirements. Graduation requirements for Special Education students will be determined by the IEP team.

(cf. - 6146.1 High School Graduation Requirements)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date:

Memo
To: Members, Board of Education
From: Gary Whiteley, Ed. D.
Assistant Superintendent of Instruction
Date: January 21, 2002
Re: Policy Revision, First Reading
AR 5141.4 (Students – Child Abuse and Neglect)

The attached revision updates district policy AR 5141.4 (Students – Child Abuse and Neglect). The revision clarifies the reporting and filing procedures for suspected child abuse or neglect.

The administration recommends approval of this policy revision AR 5141.4.

ds

Attachment: AR 5141.4

AR 5141.4

Students

Child Abuse and Neglect

Reporting Procedure for Suspected Child Abuse or Neglect

1. Within twenty-four (24) hours of suspecting child abuse or neglect, the person suspecting the abuse or neglect must do the ~~three following items:~~
 - a. Telephone Division of Family and Youth Services and report the suspected abuse after notifying the principal of the school, or designee, if available.
 - b. Complete the "Kenai Peninsula Borough School District Referral Form for Child Abuse and Neglect" and mail to the Division of Family and Youth Services.
 - c. **[Submit the referral form to the principal for signature and mailing to the Division of Family and Youth Services.]**~~Give his/her principal a copy of the form to be mailed to the Division of Family and Youth Services.~~

2. The principal places **[a copy of]** the form in his/her file "Suspected Child Abuse or Neglect File - Confidential". This form is not to be placed in the student's cumulative file or transferred. **[A second confidential copy is sent to the Instruction Office.]**

3. If a person from the Division of Family and Youth Services comes to the school to interview a child not under the control of DFYS, the school must have the agency person complete the "Division of Family and Youth Services School Interview Form." This form is to be filed in the confidential file established by the principal for child abuse/neglect reports. A copy of the child abuse report will be forwarded to the superintendent or designee.

4. In the case of a school employee suspected of child abuse, additionally, the Superintendent or designee will determine the appropriate personnel action.

(cf. 4117.4 - Dismissal)

(cf. 4118 /4128 - Suspension/Disciplinary Action)