

# Kenai Peninsula Borough School District Board of Education Meeting Agenda

January 5, 2004 – 7:30 p.m.  
Regular Meeting

Borough Administration Building  
148 N. Binkley, Soldotna, Alaska

## SCHOOL BOARD MEMBERS:

Ms. Deborah Germano, President  
Mrs. Sammy Crawford, Vice President  
Dr. Nels Anderson, Clerk  
Mrs. Margaret Gilman, Treasurer  
Mrs. Debra Mullins  
Ms. Sandra Wassilie  
Ms. Debbie Holle  
Mr. Marty Anderson  
Mrs. Sunni Hilts  
Mr. Patrick Tilbury, Student Representative

### Hearings/Worksessions

11:45 a.m. Hearing Process Orientation - Structure

12:15 p.m. KPESA Level III Grievance 04-02

1:30 p.m. KPESA Level III Grievance 04-01

2:45 p.m. Student Suspension Hearing

4:00 p.m. Graduation Requirements- Vision

5:00 p.m. FY04 and FY05 Budget (updated memo 12/28/03) - Vision

## A-G-E-N-D-A

### 1. Opening Activities

- a. Call to Order
- b. Pledge of Allegiance/National Anthem/Alaska Flag Song
- c. Roll Call
- d. Approval of Agenda
- e. Approval of Minutes/[December 1, 2003](#)

### 2. Awards and Presentations

- a. Dan Leman, Community Volunteer

### 3. School Reports - Accountability

- a. Ninilchik Elementary/High School – Mr. Mike Wetherbee

### 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., Borough Assembly

### 8. Superintendent's Report

### 9. Reports - Accountability

- a. [Financial Report](#) – Mrs. Melody Douglas
- b. [Quarterly Lease Report](#) – Mr. Sam Stewart
- c. Board Reports

**10. Action Items**

- a. 

Consent Agenda

  - (1) Approval of [AR 5125 \(Student Records\)](#) - Structure
  - (2) Approval of [New Teacher Assignments](#)- Structure
  - (3) Approval of [Leave of Absence Request - Support](#)- Structure
  - (4) Approval of [Long Term Substitute Teacher Contract](#)- Structure
  
- b. 

Finance

  - Approval of [FY04 Budget Revision \(updated memo 12/28/03\)](#) - Structure
  
- c. 

Administrative Services

  - Approval of Student Suspension Hearing
  - d. Approval of [BP 6146.1 \(Graduation Requirements\)](#) - Structure
  - e. Approval of [Tyonek Teacher Housing](#)- Structure
  
- f. 

Superintendent

  - Approval of [Resolution Supporting Mandated Fiscal Impact Notes on Legislation](#)
  - g. Approval of [Resolution Supporting Early Funding of K-12 Education](#)

**11. First Reading of Policy Revisions**

**12. Public Presentations/Comments** (Individuals are limited to three minutes each on the topic(s) listed below or on any topic.)

**13. Board Comments**

**14. Executive Session**

**15. Adjourn**

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Sam Stewart, Assistant Superintendent  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 262-5846 Fax (907) 262-9645

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## Kenai Peninsula Borough School District

**MEMORANDUM**

**TO:** School Board Members

**FROM:** Sam Stewart, Assistant Superintendent

**DATE:** December 12, 2003

**RE:** Approval of BP 6146.1 Policy Revision, High School Graduation Requirements

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The attached revisions to policy *BP 6146.1, High School Graduation*, are presented for your consideration during the scheduled work session and are also presented for your approval. The proposed revisions simplify the graduation requirements and more closely reflect the state requirements as outlined in the Alaska Administrative Code 04 AAC 06.075. Making these changes will allow students and schools greater flexibility in planning programs.

Please note the following changes in the recommendation from what was previously presented:

- Total credits required are back to 22.
- The Life Science and Physical Science requirement would take effect for the class of 2007.
- 2 credits of Practical and/or Creative Arts would be required with this new recommendation.
- Elective requirements would change to 6.

The administration recommends approval of the graduation requirements as presented.

Attachment: Policy BP 6146.1 High School Graduation Requirements  
04 AAC 06.075. High School Graduation Requirements

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BP 6146.1

**Instruction****HIGH SCHOOL GRADUATION REQUIREMENTS**

The purpose of graduation requirements is to set guidelines that will insure that each high school graduate is exposed to the depth

and variety of learning experiences necessary for present and future social and economic survival. Graduation requirements should be specific enough to direct students into major curricular areas and yet flexible enough to provide for individual student's abilities and needs. Completion of these requirements should be viewed as a minimal educational experience to be enriched through the selection of additional courses of students' choice.

### **Time Requirements**

Students must attend high school (Grades 9-12) for a period of four years, eight semesters, or sixteen quarters unless they receive Board or designee approval for an alternative program.

### **Credit Requirements**

A total of 22 units composed of those requirements listed below:

1. Language Arts - 4.0 credits
2. Mathematics - 3.0 credits **[(or 2.0 credits including Algebra II)]**
3. Social Studies - 3.0 credits
4. Science - 3.0 credits **[(the class of 2007 and beyond must include 1.0 credit life science and 1.0 credit physical science.)]**
5. Physical Education - 1.0 credit with the option of waiving 1/2 credit for cocurricular participation  **[.5 credits]**
6. Health - .5 credits
7. Practical and/or Creative Arts - 3.0 **[2.0]** credits of practical or creative arts with a minimum of .5 practical arts and .5 creative arts credit
8. Electives - 4.5 **[6.0]** credits or more may be taken as electives.

### **OPTIONAL METHODS OF SATISFYING REQUIREMENTS** (Effective for the 1997-1998 and subsequent school years)

1. Students will be allowed to waive the elective 1/2 credit physical education graduation requirement through participation in athletic activities sponsored by the Kenai Peninsula Borough School District.
2. The student must substantiate that they have participated in a minimum of 4,050 minutes (67.5 hours) in order to receive a waiver.
3. The student will not receive credit for the physical education waiver but rather, will have their elective physical education requirement decreased by 1/2 credit, thus enabling them to take additional courses in another area.

4. The 1/2 physical education elective credit may be waived by participating in, and completing in good standing, district sponsored athletic activities . Such activities must be completed during a time period not to exceed a school year and the preceding or following summer. Other activities outside of the school district, verified by a certified teacher employed by the district, may meet the waiver requirement provided the activity meets the same time requirements as listed above.

5. This waiver will be granted for activities which occur during a single school year or during the summer preceding and following an academic school year.

(cf. - [6146](#) *Graduation Requirements and Standards of Proficiency*)

(cf. - [6146.7](#) *Diplomas*)

*Legal Reference:*

*ALASKA ADMINISTRATIVE CODE*

*4 AAC 06.075 High school graduation requirements*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 08/05/02 [     ]**

#### **04 AAC 06.075. High School Graduation Requirements**

(a) Each chief school administrator shall develop and submit to the district board for approval a plan consisting of district high school graduation requirements. The plan must require that, before graduation, a student must have earned at least 21 units of credit.

(b) Specific subject area units-of-credit requirements must be set out in each district plan and must require that, before graduation, a student must have completed at least the following:

(1) language arts - four units of credit;

(2) social studies - three units of credit;

(3) mathematics - two units of credit;

(4) science - two units of credit;

(5) health/physical education - one unit of credit.

(c) Repealed 2/11/89.

(d) Transfer students who have earned 13 units of credit while in attendance outside the district may, at the discretion of the district, be excused from the district subject area units-of-credit requirements.

(e) Repealed 2/11/89.

(f) As used in this section, "unit of credit" means the credit that a student is awarded for achieving a passing grade in a course of study by meeting the performance standards for a course of study as prescribed by a local school board.

**Authority:**

AS [14.07.020](#)

AS [14.07.060](#)

**Finance**

Melody Douglas, Chief Financial Officer  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 262-5846 Fax (907) 262-9645

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**Kenai Peninsula Borough School District**

December 16, 2003

**MEMORANDUM**

TO: Board of Education

FROM: Melody Douglas, CFO *Y. Douglas*

SUBJECT: Work Session – FY04 Budget Revision  
FY05 Preliminary Budget

This work session will include two items: a review of the annual FY04 budget revision and an overview of the FY05 preliminary budget.

The FY04 budget revision will be presented as an action item at the January 5, 2004 board meeting. It will include the routine actual salary and benefit adjustments for employees who received contracts and personnel action forms this year (please note this revision will include full implementation of the KPEA and KPESA collective bargaining agreements, including moving all support staff to one salary schedule.)

This revision will also include increased health care costs (\$50 per month per eligible employee), an increased Connections Program equipment allocation needed to address increased enrollment, and charter school adjustments based on the projected OASIS enrollment (October student count used in the foundation funding formula). These calculations are near completion; this information will be sent to you by email attachment.

The FY05 preliminary budget is in the final stages of development; it will be mailed to you before the January Board Meeting. Please note the preliminary budget will be an unbalanced budget.





**Finance**

Melody Douglas, Chief Financial Officer

148 North Binkley Street Soldotna, Alaska 99669-7553

Phone (907) 262-5846 Fax (907) 262-9645

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## Kenai Peninsula Borough School District

December 28, 2003

**MEMORANDUM**

To: Board of Education

Through: Dr. Donna Peterson, Superintendent

From: Melody Douglas, Chief Financial Officer

Subject: FY04 Budget Revision – Operating Fund

**BACKGROUND:**

Annually, the District revises the general fund, pupil transportation, food service, and community school fund budgets to reflect the salary and benefit accounts for employees hired for the year. Other adjustments are included at the same time as appropriate.

**RECOMMENDATION:**

The administration recommends Board of Education approval of:

- 1) a revised General Fund budget of \$75,667,914, and
- 2) an appropriation of fund balance for \$476,539.

**PERTINENT INFORMATION:**

**Staff Costs**

The annual budget adjustment to reflect the salaries and benefits of those actually hired for FY04 has been completed. Please note that all financial aspects of the KPEA and KPESA collective bargaining agreements (CBA) beginning July 1, 2003 have been incorporated in this budget revision, including: 2% added to each cell of the salary schedule, lane changes due to additional education, step increases, one salary schedule for all support employees, personal leave cash out at per diem rate, etc. Health care budgets have also been increased (based on increased costs of \$50 per eligible employee per month) as a result of increased health care costs incurred this year.

## **Enrollment**

Preliminary foundation funding information based on the October 2003 OASIS data has been received from the Department of Education and Early Development. The District experienced the projected reduction in school enrollment. Additionally, fewer intensive needs students enrolled. Fortunately, the District realized an overall increase in enrollment because of student increases in the Connections Program and Montessori Charter School which offset the other declines. The net change in the FY04 actual enrollment compared to the FY04 projected enrollment resulted in basically status quo foundation revenue.

## **FY04 GENERAL FUND BUDGET REVISION:**

Please note these budget adjustments have been made in the District's Finance Accounting System pending Board approval. This was done in preparation for the FY05 Budget Work Session scheduled January 5, 2004. Accurate comparative data between fiscal years is necessary for meaningful budget discussions.

### **General Fund Revenue Budget**

Approved FY04 Budget	<u>\$75,045,636</u>
Increased Revenue	145,739
(from local, state and federal sources; recap attached)	
Appropriation of undesignated fund balance	76,539
(from undesignated fund balance leaving \$299,880)	
Reappropriation of previously designated fund balance	<u>400,000</u>
(eliminating potential interest earnings shortfall "cushion")	
Revised FY04 Revenue Budget	<b><u>\$75,667,914</u></b>

### **General Fund Expenditure Budget**

Approved FY04 Budget	<u>\$75,045,636</u>
In-Kind KPB Services	138,849

Health Care Costs	559,092
Charter Schools Enrollment Changes	228,309
Kenai Youth Facility	65,885
Annual Salary and Benefit Adjustment	825,143
Reduction of Unallocated Budget	(600,000)
Reduction of Summer School 04 Allocation	(75,000)
Reduction of Curriculum Adoption Allocation	<u>(520,000)</u>
Revised FY04 Expenditure Budget	<b><u>\$75,667,914</u></b>

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# Kenai Peninsula Borough School District Board of Education Meeting Minutes

December 1, 2003 – 7:30 p.m.  
Regular Meeting

Borough Administration Building  
148 N. Binkley, Soldotna, Alaska

**SCHOOL BOARD MEMBERS:**

Ms. Deborah Germano, President  
Mrs. Sammy Crawford, Vice President  
Dr. Nels Anderson, Clerk  
Mrs. Margaret Gilman, Treasurer  
Mrs. Debra Mullins  
Ms. Sandra Wassilie  
Ms. Debbie Holle  
Mr. Marty Anderson  
Mrs. Sunni Hilts  
Mr. Patrick Tilbury, Student Representative

**STAFF PRESENT:**

Dr. Donna Peterson, Superintendent of Schools  
Mrs. Melody Douglas, Chief Financial Officer  
Dr. Gary Whiteley, Assistant Superintendent  
Mr. Sam Stewart, Assistant Superintendent

**OTHERS PRESENT:**

Mrs. Laurie Olson	Mr. Tim Peterson
Mrs. Rosemary Bird	Mrs. Patty Rich
Miss Elena Bird	Mrs. Anita LeDoux
Mr. Dennis Dunn	Mrs. Debbie Stewart
Miss Jenni Dillon	Mr. Alan Fields
Ms. Connie Meyer	Mrs. Mary Kennedy
Judge Charles Cranston	Ms. Reneé Henderson
Mrs. Nancy Cranston	Mrs. Melissa Frates
Mr. Jon Lillevik	Mr. Brad Frates
Mr. Jim White	Mr. Jim White
Mr. Todd Syverson	Mrs. Connie Jung
Mrs. Colette Thompson	Mr. Craig Jung
Dr. Roy Anderson	Mr. Dave Spence
Mr. Shane Tachick	Mr. Bob VanDerWege
Mr. Glenn Haupt	Mr. Dan Ghormley
Miss Emma Seggerman	Miss Brandy Denna

Others present not identified.

**CALL TO ORDER:**

*(7:32:08 PM)*

Ms. Germano called the meeting to order at 7:32 p.m.

**NATIONAL ANTHEM:**

*(7:32:26 PM)*

Miss Danielle Milliron, Kenai Central High senior, performed the "Star Spangled Banner" on the flute.

**ROLL CALL:**

(7:34:35 PM)

Mrs. Sammy Crawford	Absent/Excused
Ms. Deborah Germano	Present
Mrs. Margaret Gilman	Present
Mrs. Debra Mullins	Present
Dr. Nels Anderson	Present
Ms. Sandra Wassilie	Present
Ms. Debbie Holle	Present
Mr. Marty Anderson	Absent/Excused
Mrs. Sunni Hilts	Present
Mr. Patrick Tilbury	Present

**APPROVAL OF AGENDA:**

(7:35:11 PM)

The agenda was approved as written.

**APPROVAL OF MINUTES:**

(7:35:29 PM)

The School Board Minutes of November 17, 2003, were approved with the correction of the spelling of the name "Klauder".

**AWARDS AND PRESENTATIONS:**

(7:35:58 PM)

The Board presented Golden Apple awards to Judge Charles Cranston, community volunteer; Mrs. Connie Jung, KCHS school secretary; Mrs. Connie Meyer, speech pathologist; and Mrs. Lassie Nelson, Central Office administrative secretary, for their service to the District. Ms. Germano presented a certificate on behalf of the Association of Alaska School Boards to Mr. Patrick Tilbury, student representative, for successful completion of the Youth Institute Training.

**SCHOOL REPORT:**

(7:48:33 PM)

Mr. Dennis Dunn, Kenai Central High principal, commented on the positive relationships that students have with each other, the relationships between the students and the staff, and the relationship between the school and the community. He noted that the school goal is to decrease the number of students on the ineligibility list (those who are failing classes) and to improve parent involvement. He presented a video infomercial created by students and narrated by Mr. Dunn. The choir concluded the report by singing, *Sleep Little Holy Child*, accompanied on the keyboard by Ms. Reneé Henderson, choir teacher.

**RECESS:**

(8:06:55 PM)

At 8:06 p.m., Ms. Germano called a recess.

**RECONVENE AFTER RECESS:**

(8:11:55 PM)

At 8:11 pm., the Board reconvened in regular session.

Ms. Germano welcomed government students from Kenai Central High and Soldotna High.

**PUBLIC PRESENTATIONS:**

(8:12:50 PM)

Miss Brandy Denna, Soldotna High School student, listed reasons why arts are important to education and asked the Board to continue the requirement of fine arts and practical arts for high school graduation.



Mr. Bill Carlson, Soldotna High teacher and former District graduate, expressed concern for the proposed changes to BP 6146.1 (High School Graduation Requirements) and stated that if practical and creative arts are no longer required, then schools could eliminate the classes.

Mr. Rocky Dean, Soldotna High School student, stated that the only reason he goes to school each day is for the art program, and added that without it, the school will suffer, and he would have no incentive to attend school.

**COMMUNICATIONS AND PETITIONS:**  
(8:22:36 PM)

Dr. Peterson reported that a copy of a public and employee survey soliciting help in the budget process was included in the Board's general information packet. She noted that the survey provides another method for the public and employees to assist the administration in setting priorities and to allow for sharing of ideas during the budget process. She noted that the administration has finally learned the amount of Title I money the District will be receiving for the 2003-2004 school year.

**SUPERINTENDENT'S REPORT:**  
(8:24:18 PM)

Dr. Peterson noted that Mrs. Lassie Nelson is being cross-trained to act as a back up for the Board secretary. She noted that the Administrator Meeting is December 3 at the Kenai Merit Inn. She reported that she currently has completed 22 school building visits as well as a visit with the Seward Schools Site Council.

**BOARD REPORTS:**  
(8:25:34 PM)

Mrs. Mullins reported that she participated in the Education Week celebration by spending time in two classrooms at North Star Elementary. She reported that she assisted in a phonic lesson in Mrs. Bingham's kindergarten class, participated in some individual reading activities and assisted with a math lesson. She reported that in the afternoon she spent time in Mrs. Matson's fifth grade class and assisted with a science lesson and a math lesson, and assisted students with research. She stated that at the end of the day she assisted with bus duty. She reported that it was a delightful day and noted that she learned quite a bit about what teachers go through in a day.

Mrs. Gilman reported that she visited Redoubt Elementary School and was given a tour of facility by Mr. Syverson. She reported that she visited with Mr. Dean Hamburg and staff at the Student Nutrition Services office. She reported that she participated along with other Board members in the Educational Forum and added that she wished there had been more public participation. She stated that there was great feedback from the legislators who were present (Senator Wagoner, Representative Chenault, Representative Wolf) and added that the legislators were willing to agree to fund education at \$4500 per student in the foundation formula.

Mrs. Hilts reported that she visited Kachemak Selo and Voznesenka School along with Dr. Peterson, Mr. Stewart, and Assembly Member Milli Martin. She explained that in order to travel to Kachemak Selo the group drove 22 miles on East End Road to the end and then traveled a mile down a steep hill and then a mile down the beach. She stated that the trip was worth the adventure because it is a most delightful school.

She stated that the staff is enthusiastic and supportive of the students. She stated that the staff is coping with some difficult issues as well as the challenge to get to school each day. She reported that she was given a four-wheeler ride from Kachemak Selo to Voznesenka School. She reported that the principal is very proud of his staff and gave a tour of the school. She noted that circumstances are not ideal at the Kachemak Selo School or Voznesenka School and both are facing different challenges. She invited those present to

## **BOARD REPORTS:**

*(Continued)*

visit both schools and noted that it is wonderful to see positive attitudes among the students and staff at both schools. She reported that she tried for two and a half hours to leave Seldovia to attend the Board meeting but the weather conditions were poor.

Mr. Tilbury reported that he attended the Educational Forum at Soldotna High School and then spoke to the eighth grade leadership class at Kenai Middle School the following day. He reported that he explained the duties of the Board of Education to the leadership students and then answered questions.

Mrs. Wassilie thanked Mr. Dave Larson for coordinating KPEA's observance of Education Week by inviting Board Members and legislators to spend time in a District classroom. She reported that she spent the morning in both third grade classrooms and then in the fifth grade in the afternoon at Seward Elementary. She stated that she ate the school lunch, participated in the fire drill, and then debriefed with the teachers at the end of the day. She stated that the children were well-behaved but too many need individualized help. She reported that in one of the third grade classrooms 14 of the 24 students need special help. She reported that in one specific classroom a Title I teacher assisted a number of students, a Title VII tutor assisted one student, two parents were volunteering and she helped four students with math and writing skills. She noted that the teacher was continually providing assistance to students while trying to cover the curriculum and bring new students up to a point where they can pass the benchmark exam. She expressed concern that students who come to the District from poor performing schools throughout the state their assessment scores are reflected in the school scores. She stated that there is a higher level of anxiety among staff than two years ago. She stated that she was pleased to see that students had the choice of a salad for lunch and expressed concern for the general health of

students. She questioned the nutrition of school lunches and suggested that the Board continue to review food selections. She noted that teachers are spending too much time trying to raise money and told the Board about a Seward teacher who was planning to take students to the Challenger Learning Center but had to cancel because there was not have enough money to go and now would likely be charged a cancellation fee. She stated that a teacher's time is precious and added that they should not be required to raise money for activities that should be an important part of the curriculum. She stated that her visit to the school was sobering and brought home what she already knew and added that it is unacceptable that the District does not have adequate teaching resources. She reported that she was impressed with the orderliness of the school fire drill. She reported that she attended the Educational Forum and was impressed with the Soldotna High School student council students who sponsored the event. She noted that the three legislators who were in attendance were willing to support \$4500 as base for the education foundation funding formula. She stated that she was disappointed that more people were not at the forum. She stated that the students involved in planning the Educational Forum exemplify what the Board is trying to accomplish in the District mission statement; to create students who have the skills, knowledge and attitudes to meet life's challenges.

**BOARD REPORTS:**

*(Continued)*

Ms. Holle thanked Mr. Ryan Walton and Miss Kaitlin Vadla for coordinating the Educational Forum. She stated that the Forum was well organized. She stated that she was pleased to hear legislators say that they would bring forward \$4100 per student with the concurrence of the legislature and governor. She reported that the possibility of raising the Borough funding cap a few percentage points was mentioned at the Forum. She noted that the School Board was well represented at the Forum and that Mr. Stewart from the administration and Borough President Pete Sprague was also in attendance. She stated that the approximately 100 people who attended the Forum benefited greatly. She stated that everyone must do their part to get help from the state.

**CONSENT AGENDA:**

*(8:42:02 PM)*

Items presented on the Consent Agenda were Approval of Long Term Substitute Teacher Contracts, Resignation; and New Teacher Assignment.

**Long Term Substitute Teacher Contracts:**

Dr. Whiteley recommended the Board approve substitute teacher contracts for Tony Jackson, speech, Nikiski Elementary; Sherry Nauta, Grades 1/2, Nikiski Elementary; and William Rolph, social studies, Soldotna Middle School.

**Resignation:**

Dr. Whiteley recommended the Board approve a resignation from Jill Showman, Voznesenka School, (currently on an unpaid leave of absence for the 2003-2004 school year).

**New Teacher Assignment:**

Dr. Whiteley recommended the Board approve teacher assignments for Tina M. Skaalerud, special education/resource, Soldotna Elementary.

**MOTION**

Mrs. Mullins moved the Board approve Consent Agenda Items Numbers 1 through 3. Dr. Anderson seconded.

Motion carried unanimously.

**KPSAA Hearing Decision:**

*(8:42:51 PM)*

**MOTION**

Mrs. Mullins moved the Board approve the following:  
"Findings: After listening to the arguments and weighing the evidence presented, including that described above and other evidence presented at the hearing, the Board finds that the preponderance of the evidence does not establish that the student in question violated the above KPSAA rule by being in possession of alcohol. Under the specific facts and circumstances unique to this case, the Board finds that presence in the vicinity of alcohol does not constitute possession of alcohol in violation of KPSAA rule and Board policy.

Conclusions: Based on the above finding, the Board hereby reverses the decision of KPSAA board and orders that the suspension from cocurricular activities be permanently expunged from the student's record." Dr. Anderson.

**KPSAA Hearing Decision:**

*(Continued)*

VOTE:

YES - Anderson, Gilman, Hilts, Holle, Mullins, Germano  
ABSTAIN - Wassilie

Motion carried.

**Policy revisions (various):**

*(8:44:40PM)*

**MOTION**

Mr. Stewart recommended the Board approve revisions to various policies in order to be in compliance with the No Child Left Behind Act, the USA Patriot Act, and Alaska Statutes.

Ms. Gilman moved the Board approve revisions to Board Policies; BP 5030 (School Discipline and Safety), BP 5125 (Student Records), BP 5145.2 (Freedom of Speech/Expression), BP 4131 (Staff Development), BP 5111 (Admission), BP 5125.1 (Release of Directory Information), BP 5127 (Graduation Ceremonies and Activities), BP 5141.3 (Health Examinations), BP 5131 (Conduct), BP 6141.2 (Recognition of Religious Beliefs and Customs), BP 6164.2 (Guidance and Counseling Services). Mrs. Mullins seconded.

**MOTION**

Mrs. Wassilie moved the Board amend BP 6164.2 (Guidance and Counseling Services); delete the words “without regard to sex” in the first sentence of the third paragraph; replace the word “higher” with the word “postsecondary” in the second sentence of the fourth paragraph; and to add the words “technical training institutions” before the word “colleges” in the second sentence of the fourth paragraph. Mrs. Mullins seconded.

Ms. Wassilie considered the deletion of the words “without regard to sex” a housekeeping revision because the issue is addressed in paragraph five. She stated that the words “higher education” generally refers to colleges and universities and added that the Board wants to advise students on all postsecondary education opportunities. She stated that the Board should be advising students on technical training opportunities particularly since most of the economy is based on good technical skills.

Amendment carried unanimously

Mrs. Gilman asked whether the District provides student physicals according to BP 5141.3 (Health Examinations). Dr. Whiteley explained that state statute requires that school districts either provide or have students have a physical upon entering school (beginning school age). He stated that the District recommend that parents take their children to their family physician and/or a public health nurse. He stated that the physicals do not substitute for a thorough health examination by a medical doctor. Dr. Whiteley clarified that the District is not providing student physicals.

**Policy revisions (various):**  
*(Continued)*

Mrs. Wassilie noted that revisions to BP 5127 (Graduation Ceremonies and Activities) allow students who meet District graduation requirements but have not passed the state required competency exam may participate in graduation exercises.

Amended motion carried unanimously.

**FIRST READING OF POLICY REVISIONS:**  
*(8:52:05PM)*

Mr. Stewart presented the Board with a first reading of BP 6146.1 (Graduation Requirements) and noted that another worksession will be held on January 5, 2004.

Mrs. Gilman expressed concern that the proposed policy revision lowers the District graduation requirements and added that it sends the wrong message to the public. She stated that the Board should impose stringent graduation requirements in order to receive a diploma from the District. She expressed concern that if certain courses are not required to earn a high school diploma, those courses will be the first to be dropped when budget cuts are made and added that that trend is not acceptable. She stated that there are many

students who do not realize that art is one of their strengths until they are required to take it. She stated that by not requiring students to take creative and practical arts courses they will miss opportunities rather than gain opportunities.

Mr. Tilbury stated that he would not like to see the District lose creative or practical arts courses just because they are not required. He stated that he does not think it is right to force students to take practical or creative arts courses if they know that they are not interested in them. He stated that he is undecided about the recommendation to change the physical education requirement to a .5 credit. He stated that it is good for students to be active but also acknowledged that there are many students who apply for a waiver.

Ms. Holle stated that when there is a complete lack of money the Board does not have much of a budgeting process and makes it necessary for something to go. She stated that as the Board searches for ways to balance the budget they will be debating what to do. She stated that it is hard to argue with young people who earn a living with practical art or creative art skills. She stated that the Board must first address the high school graduation qualifying exam so that all students will graduate. Students must first be able to read well, calculate well, understand ideas well and think critically. She stated that after that students can pursue anything else. She noted that if 75% of the District's graduates will be pursuing vocational education and practical arts after graduation that Board may want to analyze the graduation requirements more carefully before making revisions.

**FIRST READING OF POLICY  
REVISIONS:**

*(Continued)*

Dr. Anderson stated that the Board is trying to provide a well-rounded education for students, not vocational education training. He stated that if high school is the last academic training a student receives, then it is important for them to be able to reason. He stated that it is also important for students to receive a smattering of practical arts and creative arts courses. He stated that the Board should decide what constitutes a basic fundamental education that allows students to be able to function in society rather than attract towards college or vocational education.

**BOARD COMMENTS:**

*(9:01:34 PM)*

Mrs. Mullins wished those present an enjoyable holidays.

Mrs. Gilman thanked the Board for their reports, especially Mrs. Hilts. She encouraged Mrs. Hilts to write her comments in a story for publishing in a magazine. She stated that Secretary of Education Rod Paige needs to get the message about education in Alaska. She reported that Senator Murkowski stated at the AASB Annual Conference that even people who live in Alaska do not know what it takes to travel to the village of Kachemak Selo. She wished those present a happy holiday.

Mr. Tilbury thanked Ms. Germano for presenting him with the AASB certificate and wished those present a happy Christmas and happy New Year.

Ms. Wassilie thanked Mr. Dunn for the school presentation and expressed appreciation for the emphasis on the importance of relationships that add to the learning process. She stated that small schools are successful because of the relationship with the community even though they do not have access to diverse programming. She wished those present a happy holiday.

Ms. Holle reported that the Board participated in a very interesting discussion regarding the public hearing process. She encouraged those who are interested in the manner in which the Board handles the public hearing process to let the Board know how they might envision a better process. She wished those present a happy holiday.

Mrs. Hilts stated that budgetary conditions are very discouraging. She stated that she was glad to hear that the legislators changed their stand regarding education funding. She stated that the Board will be facing difficult decisions that will affect each community. She read from the Association of Alaska School Boards handbook regarding the issue of schools and communities working together. She reminded those present that somehow communities and schools must work together so that people believe they have the ability to influence the Board's policy decisions. She wished those present a happy holiday and noted that the Russian Orthodox Christmas holiday is in January.

Ms. Germano thanked Mr. Dunn for the school presentation. She thanked the students who spoke and added that she would not have graduated from high school if it weren't for the art programs. She wished those present a happy holiday.

**ADJOURN:**  
(9:08:32 PM)

At 9:08 p.m., Mrs. Mullins moved the School Board Meeting be adjourned. Mrs. Gilman seconded.

Motion carried unanimously.

Respectfully submitted,

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Ms. Deborah Germano, President

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Dr. Nels Anderson, Clerk

The Minutes of December 1,  
have not been approved as of  
December 4, 2003.

DISTRICT      KENAI PENINSULA BOROUGH SCHOOL  
 FY 04  
 SOURCE OF REVENUE BY FUND  
 THROUGH 11/30/03

BUDGET      DIFFERENCE      PERCENT TO DATE      MTD      YTD

FUND: 100      OPERATING FUND

LOCAL REVENUE

0008	PR YR ECUM APPROP		0.00	0.00
1,056,154.00	1,056,154.00		0%	
0011	BOROUGH APPROPRIATIO	2,101,749.92	10,508,749.60	
25,220,999.00	14,712,249.40		41%	
0012	IN KIND REVENUE		0.00	0.00
6,405,124.00	6,405,124.00		0%	
0030	EARNINGS ON INVESTMT		0.00	148,390.27
341,209.00	192,818.73		43%	
0040	OTHER LOCAL REVENUE		3,824.55	110,895.87
50,000.00	60,895.87-		221%	
0046	RENTAL OF SCH FACILI		2,800.00	10,500.00
65,000.00	54,500.00		16%	
0049	ERATE REVENUE		25,142.01	152,278.45
450,000.00	297,721.55		33%	
	LOCAL REVENUE TOTAL	2,133,516.48	10,930,814.19	
33,588,486.00	22,657,671.81		32%	

STATE REVENUE

0051	FOUNDATION		3,466,190.00	17,330,950.00
42,083,316.00	24,752,366.00		41%	
0052	QUALITY SCHOOLS		0.00	0.00
229,988.00	229,988.00		0%	
0059	TUITION		0.00	1,038.22
0.00	1,038.22-		0%	
	STATE REVENUE TOTAL	3,466,190.00	17,331,988.22	
42,313,304.00	24,981,315.78		40%	

FEDERAL REVENUE

0150	INTERGVNMTL FEDERAL		0.00	0.00
200,000.00	200,000.00		0%	



100 OPERATING FUND	5,599,706.48	28,262,802.41
76,101,790.00	47,838,987.59	37%

FUND: 201 STATE/STAFF DEVELPMT

STATE REVENUE		
0050 STATE REVENUE	0.00	0.00
7,117.00	7,117.00	0%

FUND: 205 PUPIL TRANSPORTATION

LOCAL REVENUE		
0008 PR YR ECUM APPROP	0.00	0.00
36.00	36.00	0%

STATE REVENUE		
0050 STATE REVENUE	0.00	1,710,979.63
4,595,448.00	2,884,468.37	37%

TRANS FROM OTHER FUNDS		
0250 TRANS FROM OTHER FUN	0.00	0.00
22,000.00	22,000.00	0%

205 PUPIL TRANSPORTATION	0.00	1,710,979.63
4,617,484.00	2,906,504.37	37%

FUND: 209 HSGQE-EED

STATE REVENUE		
0050 STATE REVENUE	0.00	0.00
0.00	0.00	0%
TO DATE		

FUND: 212 FY02 R&R Contract

STATE REVENUE		
0050 STATE REVENUE	0.00	0.00

37,500.00	37,500.00	0%
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## FUND: 215 COMMUNITY SCHOOL FUN

## LOCAL REVENUE

	0040 OTHER LOCAL REVENUE	8,162.22	24,486.68
260,858.00	236,371.32	9%	

## FUND: 225 BOARDING HOME PROGRA

## STATE REVENUE

	0050 STATE REVENUE	0.00	0.00
27,308.00	27,308.00	0%	

## FUND: 255 FOOD SERVICE FUND

## LOCAL REVENUE

	0020 TYPE A LUNCH-PUPILS	105,406.87	431,012.77
1,168,598.00	737,585.23	36%	
	0040 OTHER LOCAL REVENUE	132.00	310.00
8,000.00	7,690.00	3%	
	LOCAL REVENUE TOTAL	105,538.87	431,322.77
1,176,598.00	745,275.23	36%	

## FEDERAL REVENUE

	0150 INTERGVNMTL FEDERAL	0.00	0.00
1,140,147.00	1,140,147.00	0%	
	0162 USDA	0.00	0.00
90,815.00	90,815.00	0%	
	FEDERAL REVENUE TOTAL	0.00	0.00
1,230,962.00	1,230,962.00	0%	

## TRANS FROM OTHER FUNDS

	0250 TRANS FROM OTHER FUN	0.00	0.00
145,828.00	145,828.00	0%	

2,553,388.00	255 FOOD SERVICE FUND	105,538.87	431,322.77
	2,122,065.23	16%	

FUND: 260 TITLE I-A

FEDERAL REVENUE			
2,188,090.00	0150 INTERGVNMTL FEDERAL	0.00	0.00
	2,188,090.00	0%	

FUND: 262 HANDICAPD PRESCHOOLS

FEDERAL REVENUE			
72,415.00	0150 INTERGVNMTL FEDERAL	5,837.52	5,837.52
	66,577.48	8%	

FUND: 265 CARL PERKINS - BASIC

FEDERAL REVENUE			
220,184.00	0150 INTERGVNMTL FEDERAL	0.00	0.00
	220,184.00	0%	

FUND: 266 TITLE VI-B

FEDERAL REVENUE			
2,393,799.00	0150 INTERGVNMTL FEDERAL	0.00	0.00
	2,393,799.00	0%	

FUND: 271 CHARTER SCHOOL GRANT

STATE REVENUE			
35,266.00	0050 STATE REVENUE	25,326.00	25,326.00
	9,940.00	71%	

FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	0.00
218,331.00	218,331.00	0%

271 CHARTER SCHOOL GRANT	25,326.00	25,326.00
253,597.00	228,271.00	9%

FUND: 272 UPWARD BOUND/UAA

FEDERAL REVENUE		
0150 INTERGVNMTL FEDERAL	0.00	0.00
0.00	0.00	0%

FUND: 275 CAPACITY, BLDG, IMPROV

FEDERAL REVENUE		
0150 INTERGVNMTL FEDERAL	0.00	0.00
28,223.00	28,223.00	0%

FUND: 277 GEAR UP

FEDERAL REVENUE		
0150 INTERGVNMTL FEDERAL	0.00	0.00
65,080.00	65,080.00	0%

FUND: 280 HIGH INTENSITY

STATE REVENUE		
0050 STATE REVENUE	1,939.41	1,939.41
2,915.00	975.59	66%

FUND: 281 MIGRANT ED SUMMER

FEDERAL REVENUE		
0150 INTERGVNMTL FEDERAL	0.00	0.00
22,217.00	22,217.00	0%

FUND: 284 YID SPRING CRK

## STATE REVENUE

0050 STATE REVENUE	0.00	199,330.00
211,758.00	12,428.00	94%

## FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	12,428.00
0.00	12,428.00-	0%

284 YID SPRING CRK	0.00	211,758.00
211,758.00	0.00	100%

FUND: 288 STOFK CNCL ON ARTS

## FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	2,026.00
2,026.00	0.00	100%

FUND: 289 GOV'S DRUG PREVENT

## FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	0.00
40,000.00	40,000.00	0%

FUND: 291 TITLE I-D DEL &amp; A/R

## FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	0.00
43,429.00	43,429.00	0%

FUND: 294 FAS - SPRING CREEK

## FEDERAL REVENUE

5,000.00	0150 INTERGVNMTL FEDERAL	5,000.00	0.00	0.00
			0%	

FUND: 350 TITLE VII -INDIAN ED

## FEDERAL REVENUE

0.00	0150 INTERGVNMTL FEDERAL	30,314.52	30,314.52	
			0%	

FUND: 371 CORPORATE GRANTS

## LOCAL REVENUE

14,942.00	0040 OTHER LOCAL REVENUE	2,699.00	0.00	12,243.00
			81%	

FUND: 372 COMMUNITY THEATER

## LOCAL REVENUE

100,203.00	0040 OTHER LOCAL REVENUE	99,003.00	0.00	1,200.00
			1%	

FUND: 374 CHARTER SCHOOLS G/F

## LOCAL REVENUE

0.00	0008 PR YR ECUM APPROP	0.00	0.00	0.00
			0%	

## TRANS FROM OTHER FUNDS

1,927,376.00	0250 TRANS FROM OTHER FUN	1,927,376.00	0.00	0.00
			0%	

1,927,376.00	374 CHARTER SCHOOLS G/F	1,927,376.00	0.00	0.00
			0%	

## FUND: 375 EQUIPMENT FUND

## LOCAL REVENUE

	0008	PR YR ECUM APPROP	0.00	0.00
6,473.00		6,473.00	0%	
	0010	PR YR FUND BALANCE	0.00	0.00
16,607.00		16,607.00	0%	
		LOCAL REVENUE TOTAL	0.00	0.00
23,080.00		23,080.00	0%	

## FEDERAL REVENUE

	0230	SURPLUS PROPERTY	300.00	18,100.00
0.00		18,100.00-	0%	
	375	EQUIPMENT FUND	300.00	18,100.00
23,080.00		4,980.00	78%	

## FUND: 377 NATL SCI FOUNDATION

## FEDERAL REVENUE

	0150	INTERGVNMTL FEDERAL	0.00	0.00
1,835.00		1,835.00	0%	

## FUND: 379 SCHOOL INCENTIVE FND

## TRANS FROM OTHER FUNDS

	0250	TRANS FROM OTHER FUN	0.00	0.00
345,242.00		345,242.00	0%	

## FUND: 710 PUPIL ACTIVITY FUND

## LOCAL REVENUE

	0031	INTEREST REVENUE	0.00	17,052.09
0.00		17,052.09-	0%	

## FEDERAL REVENUE

	0210	PUPACT REVENUE	207,197.20	921,653.20
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0.00	921,653.20-	0%		
	0211 PUPACT GATE RECEIPTS		10,079.56	44,302.66
0.00	44,302.66-	0%		
	0214 PUPACT PARTCPTN FEES		10,814.50	93,505.50
0.00	93,505.50-	0%		
	0215 PUPACT FND RAISG REV		3,006.86	8,588.05
0.00	8,588.05-	0%		
	0216 PUPACT ACTIVITY FEE		17,038.50	73,656.50
0.00	73,656.50-	0%		
	0220 PUPACT DONATIONS		2,250.00	4,535.00
0.00	4,535.00-	0%		
	FEDERAL REVENUE TOTAL		250,386.62	1,146,240.91
0.00	1,146,240.91-	0%		

TRANS FROM OTHER FUNDS

	0250 TRANS FROM OTHER FUN		11,213.20	123,499.62
0.00	123,499.62-	0%		
	710 PUPIL ACTIVITY FUND		261,599.82	1,286,792.62
0.00	1,286,792.62-	0%		

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FYR 04      KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
 EXPENDITURE SUMMARY BY FUND/  
 FUNC      REPORT #: 5  
 11/30/03

CURRENT MONTH	ORIGINAL				UNENCUMBERED	%
	YTD	ENCUMBRANCES	BUDGET	BUDGET		
			BALANCE	EXP		
100 OPERATING FUND						
4100 REGULAR INSTRUCTION	30,890,642	31,750,648	2,610,278.75			
8,562,714.92	145,735.60	23,042,197.48	27			
4120 BILINGUAL INSTRUCTIO	601,457	601,457	61,983.08			
173,330.29	178.00	427,948.71	28			
4130 GIFTED/TALENTED INST	937,543	938,037	79,994.55			
235,954.80	127.00	701,955.20	25			
4140 ALTNTV (CONNECTIONS)	1,576,389	1,598,154	166,761.57			
488,470.45	91,849.39	1,017,834.16	36			



4160	VOCATIONAL EDUCATION	1,672,478	1,673,863	131,223.47
368,517.97	6,926.76	1,298,418.27	22	
4200	SPED INSTRUCTION	7,385,256	7,390,363	710,670.38
2,070,341.52	7,407.75	5,312,613.73	28	
4220	SPED SVCS - STUDENT	3,240,800	3,244,117	315,070.06
887,448.24	164,088.53	2,192,580.23	32	
4320	GUIDANCE SERVICES	1,163,277	1,163,277	91,742.56
274,941.78	750.00	887,585.22	23	
4330	HEALTH SERVICES	977,326	977,902	107,499.82
316,332.62	4,498.64	657,070.74	32	
4350	SUPPORT SVCS/INSTRC	628,548	631,148	40,977.16
204,976.47	8,449.03	417,722.50	33	
4352	LIBRARY SERVICE	1,373,069	1,374,414	105,560.07
297,488.57	7,048.65	1,069,876.78	22	
4354	INSERVICE	25,802	26,715	1,145.25
15,972.37	0.00	10,742.63	59	
4400	SCHOOL ADMINISTRATION	3,549,284	3,551,697	303,165.75
1,166,472.08	533.00	2,384,691.92	32	
4450	SCH ADMIN - SUPPORT	2,698,815	2,698,984	270,783.08
937,582.56	2,299.04	1,759,102.40	34	
4511	BOARD OF EDUCATION	220,722	245,826	18,016.88
59,367.47	3,153.94	183,304.59	25	
4512	OFF OF SUPERINTENDEN	264,347	264,347	20,723.18
113,930.63	1,320.00	149,096.37	43	
4513	ASST SUPT/INSTRUCTN	193,621	193,621	12,420.22
69,169.68	0.00	124,451.32	35	
4551	FISCAL SERVICES	538,966	538,966	49,348.15
241,876.02	1,000.00	296,089.98	45	
4552	INTERNAL SERVICES	596,325	598,808	51,847.16
250,594.57	1,899.39	346,314.04	42	
4553	STAFF SERVICES	482,697	482,706	43,180.33
208,484.54	1,512.63	272,708.83	43	
4555	DATA PROCESSING SVCS	745,176	846,412	83,030.11
379,738.50	5,586.80	461,086.70	45	
4556	OP & BUSINESS SVCS	157,792	159,142	13,304.62
74,982.56	87.00	84,072.44	47	
4557	INDIRECT COST POOL	56,646	56,646	
0.00	0.00	0.00	56,646.00	0
4600	OPERATION OF PLANT	13,772,994	13,779,053	713,217.08
2,538,597.82	2,748.42	11,237,706.76	18	
4700	PUPIL ACTIVITY	1,183,816	1,188,966	115,229.75
275,520.08	3,006.00	910,439.92	23	
4904	TRANS FD-FOOD SERVIC	104,521	104,521	
0.00	0.00	0.00	104,521.00	0
4905	TRANS FD-PUPIL TRAN	22,000	22,000	
0.00	0.00	0.00	22,000.00	0
		75,060,309	76,101,790	6,117,173.03
20,212,806.51	460,205.57	55,428,777.92	27	

201 STATE/STAFF DEVELPMT

4100 REGULAR INSTRUCTION	7,117	7,117	1,324.32
3,391.53	0.00	3,725.47	47

## 205 PUPIL TRANSPORTATION

4700 PUPIL ACTIVITY	21,939	21,939	660.64
1,397.79	0.00	20,541.21	6
4760 PUPIL TRANSPORTATION	4,595,509	4,595,545	493,720.55
1,090,496.81	102.88	3,504,945.31	23

	4,617,448	4,617,484	494,381.19
1,091,894.60	102.88	3,525,486.52	23

## 209 HSGQE-EED

4100 REGULAR INSTRUCTION	0	0	0.00
0.00	0.00	0.00	0

## 212 FY02 R&amp;R Contract

4100 REGULAR INSTRUCTION	34,313	37,500	
19.95	19.95	0.00	37,480.05
			0

## 215 COMMUNITY SCHOOL FUN

215 COMMUNITY SCHOOL FUN			
4780 COMMUNITY SERVICES	260,858	260,858	22,335.83
62,611.77	1,570.00	196,676.23	24

## 225 BOARDING HOME PROGRA

4300 SUPPORT SERV-PUPILS	27,308	27,308	760.00
1,766.40	0.00	25,541.60	6

## 255 FOOD SERVICE FUND

4790 FOOD SERVICES	2,553,388	2,553,388	275,563.78
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1,030,824.30	15,716.76	1,506,846.94	40
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## 260 TITLE I-A

4100 REGULAR INSTRUCTION	2,422,467	2,188,090	288,972.87
900,979.49	67,545.50	1,219,565.01	44
4300 SUPPORT SERV-PUPILS	0	0	9,188.83
27,093.50	12,070.00	39,163.50-	0
		2,422,467	2,188,090
928,072.99	79,615.50	1,180,401.51	46

## 262 HANDICAPD PRESCHOOLS

4200 SPED INSTRUCTION	72,415	72,415	5,914.66
17,769.70	0.00	54,645.30	24

## 265 CARL PERKINS - BASIC

4160 VOCATIONAL EDUCATION	220,184	220,184	13,951.46
35,105.19	0.00	185,078.81	15

## 266 TITLE VI-B

4200 SPED INSTRUCTION	2,393,799	2,393,799	131,383.39
364,129.25	37,037.36	1,992,632.39	16

## 271 CHARTER SCHOOL GRANT

4100 REGULAR INSTRUCTION	250,039	246,982	12,897.50
66,391.01	9,178.56	171,412.43	30
4400 SCHOOL ADMINISTRATION	6,615	6,615	2,742.97
4,141.42	0.00	2,473.58	62
		256,654	253,597
70,532.43	9,178.56	173,886.01	31

## 272 UPWARD BOUND/UAA

	4100 REGULAR INSTRUCTION		25,528		0
0.00	0.00	0.00		0.00	0

## 275 CAPACITY, BLDG, IMPROV

	4200 SPED INSTRUCTION		28,223		28,223	422.06
18,078.07	0.00	10,144.93	64			

## 277 GEAR UP

	4100 REGULAR INSTRUCTION		5,000		65,080	4,704.77
14,907.83	0.00	50,172.17	22			

## 280 HIGH INTENSITY

	4100 REGULAR INSTRUCTION		2,915		2,915	723.00-
1,216.41	1,680.00	18.59	99			

## 281 MIGRANT ED SUMMER

	4100 REGULAR INSTRUCTION		22,217		22,217	0.00
21,047.60	0.00	1,169.40	94			

## 284 YID SPRING CRK

	4100 REGULAR INSTRUCTION		211,758		211,758	17,640.99
52,764.78	6,596.04	152,397.18	28			

## 288 STOFK CNCL ON ARTS

	4100 REGULAR INSTRUCTION		2,026		2,026	
0.00	0.00	0.00		2,026.00	0	

## 289 GOV'S DRUG PREVENT

	4100 REGULAR INSTRUCTION		40,000		40,000	4,077.00
12,298.50	26,113.50	1,588.00	96			

## 291 TITLE I-D DEL &amp; A/R

	4100 REGULAR INSTRUCTION		43,429	43,429	4,205.50
7,399.40	0.00	36,029.60	17		

## 292 SCHOOL HEALTH - KAHS

	4100 REGULAR INSTRUCTION		0	0	
0.00	0.00	0.00		0.00	0

## 294 FAS - SPRING CREEK

	4100 REGULAR INSTRUCTION		5,000	5,000	
0.00	0.00	3,009.00		1,991.00	60

## 350 TITLE VII -INDIAN ED

	4100 REGULAR INSTRUCTION		0	0	24,478.05
90,950.81	5,622.05	96,572.86-	0		

## 351 21ST CENT: AFTR BELL

	4100 REGULAR INSTRUCTION		0	0	
0.00	0.00	0.00		0.00	0

## 354 FED DRUG &amp; VIOL PREV

	4100 REGULAR INSTRUCTION		0	0	
14.54-	0.00	0.00		0.00	0

## 371 CORPORATE GRANTS

	4100 REGULAR INSTRUCTION		10,567	14,942	2,582.17
7,172.08	0.00	7,769.92	47		

## 372 COMMUNITY THEATER

4780 COMMUNITY SERVICES	100,203	100,203	3,026.44
18,581.18	0.00	81,621.82	18

## 374 CHARTER SCHOOLS G/F

4100 REGULAR INSTRUCTION	0	1,596,173	110,503.90
338,371.05	8,807.39	1,248,994.56	21
4330 HEALTH SERVICES	0	9,840	1,895.37
4,933.44	0.00	4,906.56	50
4400 SCHOOL ADMINISTRATION	0	56,147	7,291.67
24,104.40	0.00	32,042.60	42
4450 SCH ADMIN - SUPPORT	0	99,813	10,649.48
34,461.41	0.00	65,351.59	34
4557 INDIRECT COST POOL	0	72,346	
0.00	0.00	0.00	72,346.00
4600 OPERATION OF PLANT	0	85,057	6,243.77
38,991.09	780.00	45,285.91	46
4700 PUPIL ACTIVITY	0	8,000	397.18
397.18	0.00	7,602.82	4
	0	1,927,376	136,981.37
441,258.57	9,587.39	1,476,530.04	23

## 375 EQUIPMENT FUND

4100 REGULAR INSTRUCTION	16,607	23,080	1,452.06
5,337.28	0.00	17,742.72	23
4400 SCHOOL ADMINISTRATION	0	0	
0.00	0.00	0.00	0.00
	16,607	23,080	1,452.06
5,337.28	0.00	17,742.72	23

## 377 NATL SCI FOUNDATION

4100 REGULAR INSTRUCTION	1,835	1,835	0.00
1,835.00	0.00	0.00	100

## 379 SCHOOL INCENTIVE FND

4100 REGULAR INSTRUCTION	206,526	199,620	11,451.84
31,815.04	17,049.69	150,755.27	24

	4140	ALTNTV (CONNECTIONS)	5,261	5,261	
0.00	0.00	0.00	5,261.00	0	
	4200	SPED INSTRUCTION	49,186	49,186	
0.00	0.00	0.00	49,186.00	0	
	4330	HEALTH SERVICES	9,781	9,781	
0.00	0.00	0.00	9,781.00	0	
	4350	SUPPORT SVCES/INSTRC	56,700	56,700	
0.00	0.00	0.00	56,700.00	0	
	4352	LIBRARY SERVICE	1,338	1,338	
0.00	0.00	0.00	1,338.00	0	
	4511	BOARD OF EDUCATION	437	437	
0.00	0.00	0.00	437.00	0	
	4512	OFF OF SUPERINTENDEN	2,565	2,565	
0.00	0.00	0.00	2,565.00	0	
	4552	INTERNAL SERVICES	7,139	7,139	
0.00	0.00	0.00	7,139.00	0	
	4553	STAFF SERVICES	4,573	4,573	
0.00	0.00	0.00	4,573.00	0	
	4556	OP & BUSINESS SVCS	1,736	1,736	
0.00	0.00	0.00	1,736.00	0	
	4600	OPERATION OF PLANT	0	6,906	5,635.75
5,635.75	1,600.00	329.75-	104		

379 SCHOOL INCENTIVE FND

			345,242	345,242	17,087.59
37,450.79	18,649.69	289,141.52	16		

710 PUPIL ACTIVITY FUND

			0	54,916	348,834.65
964,887.98	213,438.53	1,123,409.80-	145		

	REPORT TOTALS	88,786,810	91,621,772	7,941,364.89
25,514,110.90	888,122.83	65,219,538.98	28	

**Assistant Superintendent**

Sam Stewart

148 North Binkley Street Soldotna, Alaska 99669

Phone (907) 262-5846 Fax (907) 262-9645

Email sstewart@kpbsd.k12.ak.us

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## Kenai Peninsula Borough School District

December 4, 2003

TO: Board of Education

FROM: Sam Stewart, Assistant Superintendent

SUBJECT: Quarterly Lease Agreement Report

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The following are lease agreements currently in effect for the Kenai Peninsula Borough School District. These leases were negotiated and agreed to strictly between the school district and the landlord. They were not let out for proposals.

**After the Bell:** The After the Bell program provides for after school and summer programming for youth in the community of Soldotna, and is between KPBSD and Boys & Girls Club.

**Boys & Girls Club:** Agreement between the KPBSD and the Boys & Girls Club of the Kenai Peninsula for sharing space for the 2003-2004 school year. This applies to: Nikiski Elementary, Redoubt Elementary, Susan B. English School in Seldovia, and Seward Elementary.

**Citicorp:** Lease agreement for Risograph machines used throughout the school district.

**Community Schools Programs:** Agreement between the City of Soldotna and KPBSD is an ongoing lease, renewable on an annual basis. The City of Soldotna agrees to pay KPBSD the sum of \$73,460 for services.

**Kachemak Selo School:** KPBSD leases a facility from the Village of Kachemak Selo, for use as a school, effective July 1997, on a continual year to year lease, in the amount of \$1,850 per month.

**Key Corporate Capital, Inc.:** Lease agreement for copiers used throughout the school district.



**North Peninsula Recreation Service Area:** Lease agreement from the Kenai Peninsula Borough for equipment and facilities. This agreement is extended to Nikiski Elementary School, Nikiski Middle/High School and North Star Elementary School. This is an ongoing lease, renewable on an annual basis.

**Pitney Bowes:** Lease agreement for postage machines used throughout the school district.

**Razdolna School:** KPBSD leases a facility from the Village of Razdolna, for use as a school, effective 1991, on a continual year to year lease, in the amount of \$1,176 per month.

**Voznesenka School:** KPBSD leases a facility from the Village of Voznesenka, for use as a school, effective July 1996, on a continual year to year lease, in the amount of \$4,000 per month.

Sam Stewart, Assistant Superintendent  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 262-5846 Fax (907) 262-9645

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## Kenai Peninsula Borough School District

### ***MEMORANDUM***

***TO:*** School Board Members

***FROM:*** Sam Stewart

***DATE:*** December 4, 2003

***RE:*** Policy Revisions AR 5125,

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Due to the USA Patriot Act, AR 5125 needs to be modified. BP 5125 was likewise modified and approved at the December 1, 2003 board meeting.

## Students

AR 5125(a)

## STUDENT RECORDS

### Definitions

#### 1. Student Records

A "student record" consists of all official records, files and data directly related to a student and maintained by the school, intended for school use or to be available to parties outside the District. Such record encompasses all the material incorporated in the student's cumulative record folder and includes, but is not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), daily attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Such records shall be the property of the District, access to and correction and disposition of which is governed by this regulation.

#### 2. Exclusions From Student Records

The student's record shall not include the following:

- a. Data which relates to a student but by which he cannot be identified.
- b. Personal files maintained by persons who are certified school employees or professional consultants, engaged directly in educating, testing or counseling any student and who maintain such files for use in connection with educating, testing or counseling and not for general school use. Such personal files include personal notes on student work or notes relating to interviews or clinical diagnosis as well as other memory aids. All such personal files shall constitute the personal property of the person compiling the file, provided, however, that the privilege of compiling and keeping such file shall be conditioned upon its not being shown or turned over to or used by any other person; provided, however, that subject matter of the

records may be discussed, if necessary or desirable, with other school

AR 5125 (b)

## **STUDENT RECORDS** (continued)

professional employees, or consultants in connection with education, testing or counseling of students.

### 3. Personally Identifiable Information

"Personally identifiable" means that the data or information includes the name of a student, the student's parent, or other family member, the address of the student; a personal identifier, such as student number; a list of personal characteristics which would make it possible to identify the student with reasonable certainty, or other information which would make it possible to identify the student with reasonable certainty.

### 4. Directory Information

"Directory Information" means a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, years of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

### 5. Parents

"Parents" means a natural parent, an adoptive parent, or the legal guardian of a student or, in the case of a student receiving services provided to exceptional children, a person acting as the parent of a child or a surrogate parent appointed in accordance with state regulations.

### 6. Eligible Student

"Eligible student" means a student who has attained eighteen years of age, or is attending an institution of post-secondary education.

AR 5125(c)

## **STUDENT RECORDS** (continued)

### 7. Exceptional Children

"Exceptional Children" means children who differ markedly from their peers to the degree that special facilities, equipment, or methods are required to make their educational program effective.

### **Notification by Superintendent and Information concerning Special Education Records**

The Superintendent shall notify parents and eligible students of the rights accorded them under this policy. In meeting the requirement set forth in this section, the Superintendent shall provide to parents and eligible students a copy of this regulation annually. Accompanying the copy of the regulation shall be a letter which shall inform them of their rights to file a complaint in accordance with 34 CFR Section 99.63 and provide notice of the name and address of the official responsible for the records and the current fee for requested copies of records. In addition, the District will maintain for public inspection a list of the names and positions of those employees who routinely have access to student records specifically collected or maintained in conjunction with the provision of services to exceptional children. Upon request, the District shall provide a parent of a student receiving services as an exceptional child a list of the type and location of records collected, maintained and used by the District in conjunction with the provision of such services.

### **Custody and Protection of Student Records**

#### **1. Place Records are Kept**

Student records will generally be maintained in the cumulative record folders in the administrative offices of the District. With the consent of the Superintendent, or his designee, a portion of student records may be kept in other places for reasons of effective school administration, such as data collected and maintained in physical education, vocational, health or special education locations.

AR 5125(d)

### **STUDENT RECORDS (continued)**

#### **2. Custodian of Records**

Student records in each place where they are maintained shall be under the control of a custodian appointed by the Superintendent. The custodian shall be responsible for carrying out this regulation with respect to the records under his/her control.

#### **3. Record of Access to Student Records**

Each individual student cumulative record folder, and each student record maintained separately from the folder, shall contain as a part thereof a written form indicating for each request for and each disclosure of personally identifiable information:

- a. The identity of the person and his official capacity.
- b. The specific record examined or requested.
- c. Purposes of the examination and the interest that the person has in seeking the information.
- d. The date of examination or request.
- e. The names of the additional parties to which the receiving party may disclose the information and the legitimate interest which each additional party has in requesting or obtaining the information if the district discloses personally identifiable information from a student record with the understanding that the information will be redisclosed on behalf of the district.

Such records of access do not have to be kept for requests by or disclosure to the following individuals:

- a. parents of the student or an eligible student; or

AR 5125(e)

### **STUDENT RECORDS** (continued)

- b. school officials and employees with a legitimate educational interest; or
- c. those authorized to obtain disclosure by written consent of a parent or eligible student, unless the disclosure pertains to records of a student receiving services provided to exceptional children; or
- d. those who request directory information, unless the disclosure pertains to records of a student receiving services provided to exceptional children.
- e. the Attorney General of the United States, or designee, when disclosure is pursuant to an ex parte order in connection with the investigation or prosecution of terrorism crimes.]**

Such record of access shall be available only to the parent or eligible student, to the custodian appointed by the Superintendent and his or her assistants and to persons or organizations authorized in this regulation.

### **Access Rights**

1. A parent of a student who (1) is under the age of eighteen (18) years, and (2) who is either currently enrolled in the District or records of whom are otherwise maintained by the District have a right to inspect and review such student's record or any part thereof. An eligible student has a right to inspect and review his or her student record or any part thereof.

2. The right of access specified in this section shall include:
  - a. The right to be provided a list of the types of education records which are maintained by the District and are directly related to students;

AR 5125(f)

**STUDENT RECORDS** (continued)

- b. The right to inspect and review the content of those records;
  - c. The right to obtain copies of those records, which shall be at the expense of the parent or the eligible student (but not to exceed the actual cost to the District of reproducing such copies);
  - d. The right to a response from the District to reasonable requests for explanations and interpretations of those records;
  - e. The right to an opportunity for a hearing to challenge the content of those records.
3. The district shall not make available to any student, including an eligible student, the following materials:
  - a. Financial records of the parents of the student or any information contained therein;
  - b. Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.
4. Access rights shall be exercised by presenting a written request to the office of the Superintendent. The request shall specify the specific records which the requesting person wishes to inspect or examine. In the event the District cannot determine the exact records to which access is sought, the District shall immediately contact the requesting person by letter or otherwise to determine the desired scope of records to be inspected.
5. Such inspection shall be made during reasonable business hours determined by mutual agreement between the District and the

AR 5125(g)

**STUDENT RECORDS** (continued)

requesting person, but in no event shall access be withheld more than forty-five (45) days after the written request has been made, provided, however, that the District must respond to request by a parent of a student receiving services for exceptional children within ten (10) days of the request and, in any case, before any meeting or hearing in which the parent may participate relating to the identification, placement, or program of the student.

6. Where the records requested include information concerning more than one student, the parent or eligible student shall receive for examination that part of the record pertaining to his child or his record, or where this cannot reasonably be done, the parent or eligible student shall be informed of the contents of that part of the record pertaining to his child or himself.

### **Destruction of Records**

1. The District is not precluded from destroying any records, if not otherwise precluded by law, except that access shall be granted prior to the destruction of the education records where the parent or eligible student has requested such access.
2. In the case of records pertaining to students receiving services provided to exceptional children which are no longer needed by the District to comply with state or federal law or regulations, the District shall make reasonable efforts to notify the parent and offer the parent a copy of the record. Such records shall be destroyed upon request of the parent.
3. Records pertaining to the name, address, telephone number, grades, attendance, classes attended, grade level completed, and year completed of a student who has received services provided to exceptional children must be maintained indefinitely.

AR 5125(h)

### **STUDENT RECORDS (continued)**

#### **Access Without Consent**

The district shall not permit access to or the release of student records or the personally identifiable information contained therein without the consent of a parent or, in the case of an eligible student, the student's own consent except that access without consent to student records, other than those containing personally identifiable information specifically collected or maintained in conjunction with the provision of services to exceptional children, shall be permitted to those persons or under these circumstances listed below:

1. School officials and employees within the District who have a legitimate educational interest in having access to the records. Such persons shall include the Superintendent, the Principal of the school in which the student is currently enrolled, the school counselors and teachers to whom the student is assigned, and such other professional school employees or



consultants whom the Superintendent determines have a legitimate educational interest by virtue of their involvement with the education, social development, or physical or psychological well-being of the individual student to whom the records pertain. In addition, School Board members shall be deemed to have a legitimate educational interest in having access to a student's records when the Board is engaged in proceedings pertaining to a student which require Board members to be familiar with the content of that student's record.

2. Officials of other districts, schools, post-secondary institutions, or state operated correspondence programs in which the student seeks or intends to enroll. It is the policy of the District to forward student records to the entities or programs listed in this subsection without notifying the parent or eligible student.

**[Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection**

AR 5125(i)

#### **STUDENT RECORDS** (continued)

**is made by the student's parent or guardian. Parents/ guardians shall be notified of their right to make this objection.]**

3. Authorized representatives of the Comptroller General of the United States or the Secretary of the Department of Health, Education and Welfare or other Federal education agency, and the Department of Education of the State of Alaska; provided, however, that except where collection of personally identifiable data is specifically authorized by Federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any students or their parents.

4. Where such information is furnished in compliance with a judicial order or pursuant to any lawfully issued subpoena provided, however, that the District shall make a reasonable effort to give the parent or eligible student notice of all such orders or subpoenas as soon as reasonably possible after they are received, and in advance of its compliance therewith.

**5. [Where information is furnished to the attorney General of the United States, or his or her designee, in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in federal law. An ex parte order is an order issued by a court of competent jurisdiction without notice to an adverse party.]**

5[6]. Where the disclosure is in connection with financial aid, in cash or in kind, conditioned on the student's attendance at an educational institution, provided that the student has actually applied for or received the aid and the information disclosed is necessary to (a) determine eligibility for the aid, (b) determine the amount of the aid, (c) determine the conditions for the aid or (d) enforce the terms and conditions of the aid.

AR 5125(j)

**STUDENT RECORDS** (continued)

6[7]. The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of (a) developing, validating or administering predictive tests, (b) administering student aid programs or (c) improving instruction. Information may only be disclosed under this subsection if the District receives assurances from the entity receiving the information that (1) the study will be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization carrying out the study and (2) that the information will be destroyed when no longer needed for the purpose for which the study was conducted.

7[8]. The disclosure is to accrediting organizations carrying out their accrediting functions.

8[9]. Information may be disclosed in connection with a health and safety emergency subject to the conditions described in below.

9[10]. Directory information may be released subject to the conditions described in BP 5125.1.

*(cf. 5125.1 - Release of Directory Information)*

**[Cooperation With Juvenile Justice System**

**The school district will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system. The school district will enter into an interagency agreement with the juvenile justice agencies involved.**

**The purpose of the agreement is to allow for the sharing of information prior to a student's adjudication in order to promote and collaborate between the school district and the agencies to improve school safety, reduce alcohol and illegal drug use, reduce**

AR 5125(k)

## STUDENT RECORDS (continued)

**truancy, and reduce in-school and out-of-school suspensions. This cooperation will enhance alternatives such as structured and well-supervised educational programs, supplemented by coordinated and appropriate services, designed to correct behaviors that lead to truancy, suspension, and expulsions and to support students in successfully completing their education.**

**The school district may share any information with the agencies contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication, information contained in the permanent record may be disclosed by the school district to the parties without parental consent or court**

**order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family.**

**Information shared under the agreement is not admissible in any court proceedings which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or custodian.**

**Confidential information shared between the school district and the agencies will remain confidential and will not be shared with any other person, unless otherwise provided by law.]**

### **Access Without Consent: Records Pertaining to Exceptional Children**

Personally identifiable information in those student records specifically collected or maintained in conjunction with the provision of services to exceptional children may not be released without the written consent of a parent unless the disclosure is to:

1. A school official described in section F (1) above.

**[AR 5125(I)]**

### **STUDENT RECORDS (continued)**

2. An official of a school or School system in which the student intends to enroll, provided, however, that a parent must be notified of any such disclosure, offered a copy of the record, and notified of his or her right to request amendment of the record.
3. A representative of the Federal Comptroller General, U.S. Department of Education, or Alaska Department of Education.

### **Access with Consent**

1. The contents of a student's record may be furnished to any person with the written consent of one of the student's parents, said written consent specifying the records to be released, the reasons the records are to be released, and to whom such records will be released. Where the consent of a parent is required for the release of student records, a copy of the records to be released shall be provided on request to the student's parents or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.
2. If a parent refuses to consent to release of a student record specifically collected or maintained in conjunction with the provision of services to exceptional children the district may initiate a hearing pursuant to the provisions of 4 AAC Section 52.550.

### **Transfer of Information to Third Parties (Parties other than the school, parent/guardian, or emancipated student.)**

1. The District shall not release personal information concerning a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the prior written consent of the parent or eligible student. The District shall include with any information released to a party a written

statement which informs such party of this requirement.

[AR 5125(m)]

### **STUDENT RECORDS (continued)**

2. The District may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosures on behalf of the district without the consent of the parent or eligible student if (a) these further disclosures meet the requirements for access without consent. Maintains a record of third parties granted access and the legitimate interest of such parties.

### **Release of Information for Health and Safety Emergencies**

The district may release information from records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. The facts which should be taken into account in determining whether records may be released under this section, include the following:

1. the seriousness of the threat to the health or safety of the student or other persons;
2. the need for such records to meet the emergency;
3. whether the persons to whom such records are released are in a position to deal with the emergency; and
4. the extent to which time is of the essence in dealing with the emergency.

The District, before making public directory information, shall give public notice of the information which it has designated as directory information and shall allow a reasonable period of time after such notice has been given for parents/guardians to inform the district that any or all of the information designated should be released. The district may disclose directory information about former students without meeting the requirements of this section.

[AR 5125(n)]

### **STUDENT RECORDS (continued)**

[Compliant Procedure

**A parent or eligible student may file a written complaint with the national Family Policy Compliance Office regarding a alleged violation of federal laws governing the administration of student records. These laws include the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, and its regulations found at 34 CFR Part 99. A complaint must be filed within 180 days of the date of the alleged violation or of the date the parent or eligible student knew or reasonably should have known of the alleged violation. Complaints should be filed with:**

**Family Policy Compliance Office  
U.S. Department of Education  
Washington, DC 20202-4605]**

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Adoption Date: 7/1/96**

**Students**

BP 5125.1

**RELEASE OF DIRECTORY INFORMATION**

The Superintendent or designee may authorize the release of student directory information to representatives of the news media,

prospective employers, **[military recruiters]** or nonprofit organizations. Directory information which school officials may disclose consists of the following: student's name, address, telephone number, **[electronic mail address, photograph,]** date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, **[grade level, enrollment status,]** degrees and awards received, and most recent previous school attended.

At the beginning of each school year, the Superintendent or designee shall inform all parents/guardians that directory information may be released without prior consent, parent/guardian shall be given an opportunity to prohibit the release of directory information.

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information may not be disclosed. Directory information shall not be released for personal or commercial purposes.

*[Legal Reference*

***No Child Left Behind Act, 20 U.S.C. § 7908 (2001)***  
***USA Patriot Act, § 507, P.L. 107-56 (2001)***

***UNITED STATES CODE***  
***20 U.S.C. § 1232g, 1415 (1994)***  
***34 C.F.R. Pt. 99, 300.560 - .574 (1996)***

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: [                      ] 7/1/96**

January 5, 2004

TO: Board of Education  
 FROM: Tim Peterson, Director, Human Resources  
 THROUGH: Gary Whiteley, Assistant Superintendent  
 SUBJECT: Approval of New Teacher Assignment/2003-04 Item – 10 a (2)

It is recommended that the following teacher assignments be approved for the 2003-04 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>
Seldovia, AK	Damara Burnett	BA	College of St. Scholastica, Duluth, MN.	Communication Arts & Literature	Communication Arts & Literature	=====	Temporary Secondary Teacher, Susan B. English School
Clam Gulch, AK	Debra R. Blossom	BEd	Kenai Peninsula College	Education	Elementary	1 KPBSD	Temporary, Generalist, .50 FTE Connections Program
Kenai, AK	Catherine M. Bethune	BEd	University of Alaska, Anchorage	Education	Elementary	=====	Temporary Title I Teacher, .25FTE Kenai Alternative High School

January 5, 2004

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Leave of Absence Request/Support- Item- 10 a (3)

It is recommended that the following request for unpaid leave of absence be approved:

Jane Ann Finley	School Nurse	Currently on approved leave from K-Beach Elementary (12-9-02 through 12-9-03); requesting extension of unpaid leave for remainder of the 03-04 school year.
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January 5, 2004

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Substitute Teacher Contract – Item 10 a (4)

The Administration recommends the following substitute teacher contract be approved:

Mary Ellen Summer

Special Ed/  
Resource

Soldotna Middle School

December 15, 2003

**MEMORANDUM**

To: Board of Education

Through: Sam Stewart, Asst. Superintendent

From: Dave Spence, Director, Planning and Operations

Subject: Tyonek Teacher Housing

This office, in coordination with the Borough's Public Works and Major Projects Division has reviewed several options to provide teacher housing with the dedicated Kenai Peninsula Borough funding for this purpose. Due to the fact that no borough land is available within a reasonable radius of the school, nor is any available to be purchased, an option has been considered as forwarded directly from the Village of Tyonek.

The Village Council has submitted a proposal to provide two fully furnished, new housing units of approximately 1400 square feet each for availability to the borough, to be used for teacher housing. Additionally, they have proposed to lease the necessary sites, complete with land, buildings and all utility connections, to the borough, for a term of thirty (30) years at the rate of one dollar per year.

Since the borough assembly has previously appropriated the necessary funds to accomplish this project, the administration believes this course of action to be in the best interests and the most expedient solution for the school district. It is therefore recommended that the school board approve a motion to request the mayor and/or borough assembly to negotiate a sole source contract with the Village of Tyonek for the express purpose of providing two 'turn-key' teacher housing units for the 2004/05 school year.

Thank you

**Planning & Operations**

Dave Spence, Director

139 E. Park Avenue Soldotna, Alaska 99669  
Phone (907) 262-9363 Fax (907) 262-7165

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**Kenai Peninsula Borough School District**



**Office of Superintendent**

Dr. Donna Peterson, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 262-5846 Fax (907) 262-9132

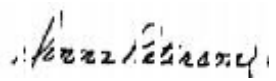
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## Kenai Peninsula Borough School District

December 16, 2003

TO: Board of Education

FROM: Dr. Donna Peterson, Superintendent



SUBJECT: Resolution supporting mandated fiscal impact notes on legislation

**BACKGROUND:**

At a December Worksession with the School Board, members requested an administrative review of a resolution sponsored by the Anchorage School District regarding fiscal impact notes. This item is now being brought forward for action by the Board.

**RECOMMENDATION:**

It is the Administration's recommendation that the School Board adopt the attached resolution supporting mandated fiscal impact notes for all legislation or administrative actions that affect school districts and local governments.

**PERTINENT FACTS:**

Forty-two states require consideration of financial impacts of proposed legislation and administration actions that will raise local taxes or reduce local services. The State of Alaska only requires fiscal notes on proposed legislation and administrative actions for impacts on the State

budget.

Fiscal notes should be required for all legislation or administrative actions that could affect local taxpayers through economic impacts on school districts and local governments. The fiscal notes should be prepared at the same time as fiscal notes for State government and should, whenever possible, cite the separate effect for each school district or local government jurisdiction.

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

## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### RESOLUTION 03-04-2

#### RESOLUTION SUPPORTING MANDATED FISCAL IMPACT NOTES FOR ALL LEGISLATION OR ADMINISTRATIVE ACTIONS THAT AFFECT SCHOOL DISTRICTS AND LOCAL GOVERNMENTS

**WHEREAS**, fiscal notes formally calculate the financial impacts of proposed legislation and administrative actions and, currently, the State of Alaska requires fiscal notes only for impacts on the State budget, with no provision to protect and inform local taxpayers about financial impact on local government budgets; and

**WHEREAS**, information provided in fiscal notes can be useful for decision making even when dollar estimates are not possible; and

**WHEREAS**, 42 states require consideration of impacts on both state and local governments to protect and inform local taxpayers about state legislation and administration actions that will raise local taxes or reduce local services; and

**WHEREAS**, Article X Section 14 of the Alaska Constitution charges the Executive Branch of the State government with the responsibility to “advise and assist local governments;” and

**WHEREAS**, while the Governor and Legislature search for ways to reduce State spending, it is likely that some proposed measures will affect local taxpayers through economic impacts on school districts or other local governments.

**NOW, THEREFORE**, the Kenai Peninsula Borough Board of Education resolves to urge the Alaska Legislature:

- To require fiscal notes for all legislation or administrative actions that could affect local taxpayers through economic impacts on school districts or other local governments.
- To require that fiscal notes for local economic impacts be prepared at the same time as fiscal notes for State government impacts and that the fiscal note process include e-mail notification of school district and local government administrators and finance officials.
- To require that, to the extent possible, fiscal notes should estimate the separate dollar amount of impact for each school district or local government jurisdiction affected, for the current fiscal year and each of the next two (2) succeeding fiscal years.

**PASSED AND APPROVED** this 5<sup>th</sup> day of January, 2004.

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Deborah Germano, President  
School Board

Attest:

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Sally Tachick  
Notary Public  
My Commission Expires 07/25/05

**Office of Superintendent**

Dr. Donna Peterson, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 262-5846 Fax (907) 262-9132

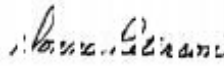
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## Kenai Peninsula Borough School District

December 16, 2003

### **MEMORANDUM**

TO: Board of Education

FROM: Dr. Donna Peterson, Superintendent 

SUBJECT: Resolution supporting early funding of K-12 education

#### BACKGROUND:

At a December work session of the School Board, board members requested that a resolution in support of early funding be submitted for board action, thus this action item.

#### RECOMMENDATION:

It is the Administration's recommendation that the School Board adopt the attached resolution supporting early funding. This resolution supports the District's 2004 State Legislative Priority to 'assure a quality, equitable educational experience for all Alaskan children by providing sustainable, reliable, and adequate funding for education.'

#### PERTINENT FACTS:



It is difficult to prepare a budget for a subsequent year's operation when educational funding is determined at the end of the Alaska Legislative Session. The District is often obligated to implement a staff reduction for fiscal purposes until the financial resources are known for the following year. This is a less than ideal way to treat valued staff; not to mention that many of them may decide to move on before we are able to rehire them (if we have the means to do so). Additionally, the District may be forced to cut valued programs to live within known revenue.

The District needs to be able to prudently develop a viable fiscal plan of operation; early funding in the amount of \$4500 would allow this to happen.

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

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## KENAI PENINSULA BOROUGH BOARD OF EDUCATION

### Resolution 03-04-3

#### RESOLUTION SUPPORTING EARLY FUNDING OF K-12 EDUCATION IN ALASKA

**WHEREAS**, the sustainability, reliability and adequacy of Alaska's funding for public education is of highest concern to the Kenai Peninsula Borough Board of Education; and

**WHEREAS**, the State of Alaska allocates its funding at the end of the Legislative Session; and

**WHEREAS**, Districts must project next fall's enrollment and on that basis set a budget before the Legislature is out of session and the state fiscal year budget is enacted; and

**WHEREAS**, employee collective bargaining agreements require notification of continued employment before the end of the Legislative Session which necessitates a staff reduction until financial resources are known for the next year.

**NOW, THEREFORE**, The Kenai Peninsula Board of Education resolves to urge the Alaska Legislature:

- To require early funding of K-12 education with a Base Student Allocation of \$4500. Numerous studies have shown this amount to be the minimum needed to meet today's student achievement challenges as required by the Alaska Performance Standards and federal mandates. Appropriating and investing an adequate amount of funding for education is the responsibility of the Alaska Legislature.
- To require an annual adjustment for inflation to provide a sustainable and reliable source of funding.

Adopted by the Kenai Peninsula Borough Board of Education on this 5<sup>th</sup> day of January, 2004.

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Deborah Germano, President  
School Board

Attest:

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Sally Tachick  
Notary Public  
My Commission Expires 07/25/05