

Kenai Peninsula Borough School District Board of Education Meeting Agenda

May 3, 2004 – 7:30 p.m.
Regular Meeting

Seward High School
2100 Swetmann, Seward, 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

Worksessions

2:30 p.m. Weighted Grades – *Vision*
3:30 p.m. Education Legislation (*Conference call with legislators*)
4:00 p.m. [Quest Program](#) – *Vision*
5:00 p.m. [PFLAG Policy Revision Request](#) – *Vision*
5:30 p.m. Science Specialist – *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/[April 19, 2004](#)

2. Awards and Presentations - *Advocacy*

- a. Mrs. Laura Beck, Seward Middle School Teacher

3. School Reports - *Accountability*

- a. Seward Middle/High School – Mr. John Cote

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. Board Reports

10. Action Items

a.

Consent Agenda

- (1) Approval of [Tentative Tenured Teacher Assignment](#) – *Structure*
- (2) Approval of [Nontenure for Tenure \(Revised\)](#)– *Structure*
- (3) Approval of [Long-Term Substitute Teacher](#) – *Structure*
- (4) Approval of [Correction to Board Tentative Meeting Dates](#)– *Structure*
- (5) Approval of [Administrator Appointment](#) – *Structure*
- (6) Approval of [Leave of Absence-Certified](#) – *Structure*
- (7) Approval of [Resignations](#) (Addition) – *Structure*

Finance

- b. Approval of [FY04 Budget Revision](#)– *Structure*

Instructional Services

- c. Approval of [Revisions to Section 3000, Business and Noninstructional Operations](#) - *Structure*

Superintendent

- d. Approval of [Revision to BB 9320, Board Meetings](#) - *Structure*

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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Assistant Superintendent

Dr. Gary Whiteley

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Email gwhiteley@kpbsd.k12.ak.us

Kenai Peninsula Borough School District

Memo To: Members of the School Board

From: Gary Whiteley, Ed. D.
Assistant Superintendent

Date: April 21, 2004

Re: Notes for the Quest Worksession

Enclosed are notes from the April 20, 2004 Quest meeting. The summary notes reflect the thoughts of the teachers, students, parents, administrators, and school members present at the meeting. I hope the notes can guide the discussion on May 3, 2004.

Thank you.

Quest Input Meeting Task: Tuesday, April 20, 2004

- **Agenda** Points to Cover:

- A. Meeting the needs of the highly gifted population
- B. Meeting the social/emotional needs of the gifted students
- C. Equity in Quest services for all schools
- D. Ability to maintain contest/activities as per current levels

- E. How can we best meet the needs of our gifted students using the allotted allocation of 8 FTE?

- Input presented from administrators (all principals/assistant principals included)
- Input presented from individuals who submitted comments in writing
- Input from this committee (attached)

- **Task: Summary of this input and plan on how best to utilize 8FTE districtwide to be presented in worksession to the Board on May 3, 2004, in Seward.**

Participants:

- Ü Gary Whiteley
- Ü Paula Christensen
- Ü Sandra Wassilie
- Ü Margaret Gilman
- Ü Lee Young
- Ü Scott Linner
- Ü Francie Roberts
- Ü Patrick Tilbury
- Ü Nate Spence
- Ü Augusta Lind
- Ü Cathy Rolph (cannot attend; submitted remarks)
- Ü Christine Ermold
- Ü June Rigby, parent
- Ü Gail Moore
- Ü Sammy Crawford

Notes from April 20, 2004, Quest Input Meeting

Attending:

- Gary Whiteley, facilitator
- Paula Christensen, recorder
- Gail Moore, Quest
- Agusta Lind, Quest
- Francie Roberts, secondary teacher
- Lee Young, secondary principal
- Christine Ermold, elementary/small school principal
- Margaret Gilman, School Board
- Sandra Wassilie, School Board
- Sammy Crawford, School Board
- June Rigby, parent
- Patrick Tillbury, School Board student representative
- Nate Spence, student

Scott Linner, school psychologist

Ground Rules:

- All participants have an equal voice.
- All participants need to self-monitor.
- Everyone needs to respect others' opinions.
- The group needs to stay on task.
- Everyone must leave names and personalities out of the discussion.

Agenda:

- Introductions
- 5 minutes each to express thoughts on Quest delivery/philosophy
- 45 minutes to read literature and submitted comments
- 5 minutes: Gail Moore demonstrating Quest website
- 45 minutes: working groups to develop 3 scenarios of Quest delivery with 8, 10, and 13 FTE's
- Sharing of these scenarios by groups
- Summary comments by Gary Whiteley

The following are the various scenarios that were brainstormed by the 3 groups. No group actually put a specific FTE with any of the scenarios; rather, the ideas were presented as possible models with the details to be worked out. These are the starting points for the next group to work with. In reality, the final plan will probably be a compilation of pieces of each of these models.

Group Discussion Considerations to Note:

- Criteria for identifying gifted students needs to be looked at and tightened up
- Emphasis on writing (nonfiction expository) needs to be at the base of the gifted program

Group A

Model 1:

- § Identify highly gifted (e.g., above 130)
- § **Grades 4-8** online class to all schools, from one rotating location (ex. 9:00 am FPS transmitted from Redoubt to all 4-6th graders in district, or region, participating). Highly trained Quest teacher (MA, minimum) spends 1 week (or 1 day) at a school, rotational basis.
- § **Grades 9-12:** .25 FTE per high school for AP classes (specific instruction) as well as possible independent instruction/projects

Model 2:

- § Identify highly gifted (e.g., above 130)
- § **Grades 1-2, or 1-3:** Highly trained Quest teacher or school psychologist for social/emotional needs only; assist with compacting/differentiation
- § **Grades 4-6:** Compacting/differentiation; begin academic competitions (include all interested students: not limited to Quest certified students)
- § **Grades 7-8:** Computer instruction (together at same time)
- § **Grades 9-12:** AP classes (older students mentor younger)

Model 3:

- Magnet by region, rotational basis (by quarter?)
- Example: one quarter each: performing arts, science, math, career exploration
- Transportation is an issue
- Quest teacher not the expert, the facilitator

Group BModel 1:

- Elementary: site decisions on specific subject pull-outs (to assist with overall PTR)
- Middle School: Before and/or after school programs for highly gifted OR elective class pullout. Core curriculum during rest of day with classroom Master teachers (Some members expressed a concern with before and after school activities; this option was not acceptable for them)

Model 2:

- If assigned to a school in a block of time, make contact with all students assigned to the Quest teacher in first few weeks of school
- Online communication when not at that school
- Overall district model, but individual regional flavor
- Staff development for all teachers
- Quest teacher facilitates curriculum compacting (a resource to teachers)

This group did not support a Magnet model.

Need to define the phrase, “Meet the needs of students in public education....to what extent??”

Group CModel 1:

- Status Quo with 13.25 FTE
- Look at models over the next year like co-curricular study

Model 2:

- Magnet Schools or schools which specialize in different strategies: allow parent choice/include staff specialists who work with regular teachers on rotational basis as in teacher specialist model
- Look at Anchorage School Model
- Opportunity for highly gifted students to get together for event such as FPS, once a quarter or so (this works well for some small schools currently)
- Explore mentorship strategy in addition to online offerings at small schools

- Overall structure for entire district, but then regional/school decisions based to allow customizing programs to local student needs (based on student input) particularly at the middle/high levels

Recap by Mr. Whiteley (common threads....)

- ü Highly gifted students need some opportunities to be together and interact.
- ü Quest teachers need to be highly qualified, more than just the 6 credits. required, and experts in the content areas in which they teach (especially at the secondary levels 7-12).
- ü Gifted teachers need to be in direct contact with children.
- ü Professional development is imperative.

The final summarizing comment made by Mr. Whiteley was that he felt that the group that remained (of the original 14, 3 had left by this time), concurred that the Quest program needed to be studied next year and that the program should remain status quo while this study was occurring. No further comments were offered by the members and no formal vote was taken.

Sam Stewart, Assistant Superintendent
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Phone (907) 714-8858 Fax (907) 262-9645

Kenai Peninsula Borough School District

MEMORANDUM

To: Board of Education

From: Sam Stewart, Assistant Superintendent

Date: April 12, 2004

Re: Policy Worksession on BP 0410, BP 4030, BP 4119.12, BP 5137, and BP 5145.3

At the February 2, 2004 School Board meeting, Mr. David Thomas, representing the Peninsula Chapter of Parents, Families, and Friends of Lesbians and Gays, urged the Board to consider adopting the term “sexual orientation” into current policies dealing with discrimination.

The policy review committee met on April 8, 2004 and discussed this recommendation. The committee decided that the Board hold a worksession on whether or not the term “sexual orientation” should be listed as a protected class in Board Policies 0410 (Nondiscrimination in District Programs and Activities), 4030 (Nondiscrimination in Employment), 4119.12 (Harassment), 5137 (Positive School Climate), and 5145.3 (Nondiscrimination).

Other policies and regulations pertinent to this discussion attached to this memo include: BP and AR 1312.3 (Public Complaints Concerning Discrimination); BP 4119.11 (Sexual Harassment); and BP and AR 5145.7 (Sexual Harassment).

All policies and regulations referred to in this memo are attached for your review.

Attachments: [BP 0410: Nondiscrimination in District Programs and Activities](#)
[BP 4030: Nondiscrimination in Employment](#)
[BP 4119.12: Harassment](#)

[BP 5137: Positive School Climate](#)

[BP 5145.3: Nondiscrimination](#)

[BP 1312.3: Public Complaints Concerning Discrimination](#)

[AR 1312.3: Public Complaints Concerning Discrimination](#)

[BP 4119.11: Sexual Harassment](#)

[BP 5145.7: Sexual Harassment](#)

[AR 5145.7: Sexual Harassment](#)

Kenai Peninsula Borough School District Board of Education Meeting Minutes

April 19, 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

STAFF PRESENT:

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

OTHERS PRESENT:

Mrs. Carolyn Cannava	Mrs. Kelly Vassilie
Miss Jenni Dillon	Mrs. Lori Lingafelt
Mr. Bob VanDerWege	Mrs. Cathy Foster
Mrs. Jenni Hammond	Mrs. Norma Holmgaard
Mr. Jim White	Mrs. Paula Christensen
Mrs. Patty Rich	Mr. Dave Larson
Mr. Jim Heim	Mrs. Vicky Hollingsworth
Mr. Glenn Haupt	Mrs. Laura Mohorcich
Mr. Palmer Bailey	Mrs. LaDawn Druce
Ms. Martine Dikes	Mrs. Cathy Carrow

Others present not identified.

CALL TO ORDER:

(7:31:02 PM)

Ms. Germano called the meeting to order at 7:31 p.m.

PLEDGE OF ALLEGIANCE:

(7:31:08 PM)

Ms. Germano invited those present to participate in the Pledge of Allegiance.

ROLL CALL:

(7:31:31 PM)

Mrs. Sammy Crawford	Present
Ms. Deborah Germano	Present
Mrs. Margaret Gilman	Present/Arrived at 8:11 p.m.
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:

(7:32:08 PM)

The agenda was approved with a revision to Item Number 10 a.(4), Approval of Resignations, and the addition of Item Number 10a.(7), Approval of Request to Rescind a Sabbatical Application.

APPROVAL OF MINUTES:

(7:32:48 PM)

The School Board Minutes of April 5, 2004 were approved with a correction.

AWARDS AND PRESENTATIONS:

(7:33:43 PM)

The Board presented a Golden Apple award to Palmer Bailey for his volunteer service to the Nikolaevsk Elementary/High School.

SCHOOL REPORT:

(7:36:34 PM)

Mr. Tim Jacobson, Nikolaevsk Elementary/High teacher, introduced Miss Sara Bailey and Mr. Anecta Kalugin and credited them with the creation of the presentation video, which highlighted the school demographics, programs, courses, goals, student activities, student council, assessment information, and staff.

RECESS

(7:50:02 PM)

At 7:50 p.m. Ms. Germano called a recess.

RECONVENE:

(7:51:53 PM)

At 7:51 p.m., the Board reconvened in regular session.

The Soldotna Elementary Tone Chime Bell Choir played two songs under the direction of Ms. Erin Southwick. Mrs. Carolyn Cannava, Soldotna Elementary principal, gave a PowerPoint presentation that highlighted the facility, its special features and the additions that have been made to it. Ms. Southwick explained techniques used in teaching music and reading and related them to higher assessment scores.

RECESS:

(8:07:47 PM)

At 8:07 p.m. Ms. Germano called a recess.

Mrs. Gilman arrived at 8:11 p.m.

RECONVENE:

(8:11:05 PM)

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

PUBLIC PRESENTATIONS:

(8:11:26 PM)

Ms. Gail Moore, K-Beach Elementary Quest teacher, stated that the focus on the Quest Program has shifted towards whether it is being delivered appropriately and asked if the program would receive the added attention if the District were not in a budget crisis.

Miss Kendra Steiner, Kenai Central High student, stated that extracurricular activities bring communities together and are the reason many students come to school, and asked the Board to continue to fund cocurricular activities.

Mrs. Theresa Parsons, parent, asked the Board to consider the use of weighted grades to motivate students to take harder classes. She stated that the District must provide school sports on the Peninsula because there is not enough for students to do.

Mr. David Hoisington, KCHS student, asked the Board to implement a weighted grade system, otherwise students will not challenge themselves.

COMMUNICATIONS AND PETITIONS: Dr. Peterson reported that she received a survey from the Division of Retirement and Benefits regarding the possible implementation of a Tier 4 retirement program for new employees participating in TRS or PERS Programs. She announced that the District received a certificate of excellence in financial reporting from the International Association of School Business Officials.
(8:19:43 PM)

Advisory Committee, Site Council and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A, Borough Assembly: Mrs. Cathy Carrow asked the Board to make people a priority and choose to hire a teacher over spending money on facilities or equipment. She stated that Quest students need a trained specialist to teach them and asked the Board to give the highest priority to the Quest Program and the District Media Center when considering budget add-backs.
(8:20:45 PM)

SUPERINTENDENT'S REPORT: Dr. Peterson reported that she attended the Masonic awards ceremony on April 15. She announced that the Caring for the Kenai presentations will be given for final judging on Friday, April 23 at 6:00 p.m. in the Kenai Central High School Little Theater. She reported that Ms. Donna Foxley, representative from the U.S. Office of the Secretary of Education, will shadow her on May 3 and 4 to see how the District delivers education to students on the Peninsula. She stated that she will escort Ms. Foxley to as many schools as possible in two days.
(8:24:41 PM)

Financial Report: Mrs. Douglas presented the financial report of the District for the period ending March 31, 2004.
(8:26:50 PM)

Quarterly Budget Transfer Report: Mrs. Douglas reported on third quarter budget transfers Numbers 133 through 298 for various schools and departments within the District.
(8:27:12 PM)

Mrs. Gilman asked if the cost of sanding playgrounds and parking lots is the responsibility of the school. Mrs. Douglas responded that sanding parking lots is paid for by the Borough and sanding playgrounds is a school responsibility. Mrs. Gilman asked why the Borough does not pay for playground sanding. Mr. Stewart replied that there is a limited amount of sand and Borough maintenance time so schools are required to make their own arrangements for sanding playgrounds. Mrs. Gilman asked if sanding expenses are paid out of the in-kind contribution from the Borough. Mrs. Douglas replied that parking lot expenses come out of the Borough's in-kind contribution and that playground expenses come from the District budget.

Ms. Germano noted that with the implementation of Edline (the web-based student grade/progress parent notification program) postage expenses should be decreasing.

BOARD REPORTS:

(8:31:05 PM)

Mrs. Crawford reported that she attended the Project GRAD Committee meeting. She reported that recently a "College Days" activity was organized by students and held at the schools. She stated that the activity was an excellent way to raise expectations and get students thinking about their future plans.

CONSENT AGENDA:

(8:32:15 PM)

Items presented on the Consent Agenda were Approval of Recommendation for Tenure, Nontenure Teaching Assignment, Long-Term Substitute Teacher Contracts, Resignations, High School Graduation Qualifying Exam Waiver, Budget Transfers, and Rescission of Action on an Unpaid Sabbatical Request.

Recommendation for Tenure:

Dr. Whiteley recommended the Board approve Louise Heite, a tentative nontenured teacher, for tenure.

Nontenure Teaching Assignment:

Dr. Whiteley recommended the Board approve a nontenure teacher assignment for the 2004-2005 school year for Lois Bisset, Soldotna Middle, special education/intensive needs.

Long-Term Substitute Teacher Contracts:

Dr. Whiteley recommended the Board approve long-term substitute teacher contracts for Megan Wohlers, special education/intensive needs, K-Beach Elementary; Kelly Johnson, Title I teacher, North Star Elementary; and Rita Geller, physical education, Soldotna Middle School.

Resignations:

Dr. Whiteley recommended the Board approve resignations (effective at the end of the 2003-2004 school year) from Yvonne A. Emery, music, Redoubt Elementary; Virginia W. Glenn, Grades 3-6, Nanwalek School; Vicki Harrison, Grade 1, Sterling Elementary; Trudy Petersen, English/choir, Soldotna Middle/Soldotna High School; Marjory Wiley, Child Find, Pupil Services; Don Weller, physical education, Sears Elementary; and Mary Kathryn Vesel, kindergarten, Seward Elementary.

High School Graduation Qualifying Exam Waiver:

Mr. Stewart recommended the Board approve a High School Graduation Qualifying Exam Waiver for student request Number 2004-04.

Budget Transfers:

Mrs. Douglas recommended the Board approve budget transfer Number 317 for \$11,130 to purchase 200 site licenses for a curriculum mapping program for teachers and transfer Number 342 for \$10,400 to purchase equipment.

rescission of ACTION ON an unpaid sabbatical request:

Dr. Whiteley recommended the Board approve the rescission of a request for an unpaid sabbatical without benefits for the 2004-2005 school year from Kim Blommel, Grade 4 teacher at Seward Elementary.

MOTION:

Mrs. Crawford moved the Board approve Consent Agenda Items Numbers 1 through 7. Mrs. Mullins seconded.

Mrs. Crawford expressed regret that there were so many resignations from experienced teachers.

CONSENT AGENDA:

(Continued)

Ms. Holle asked for an explanation of the process for teachers to achieve tenure. Dr. Whiteley explained that tenure is addressed in Alaska State Statute and is achieved on the first day of a teachers' fourth year of teaching and does not affect salary. Ms. Holle asked how a teacher might not achieve tenure. Dr. Whiteley explained that teachers must teach a specific number of days and receive good evaluations to receive tenure. Ms. Germano added that tenure recommendations are approved by the Board.

Motion carried unanimously.

FIRST READING OF POLICY REVISIONS:

(8:35:39 PM)

The Board heard a first reading of revisions to Section 3000 (Business and Noninstructional Operations) and a proposed revision to B 9320 (Board Meetings).

Mrs. Crawford reported that the Policy Review Committee spent one day reviewing each policy in Section 3000 and prior to the Board meeting, conducted an hour-long worksession with the whole Board clarifying the proposed changes.

Ms. Holle commented that while she appreciates a portion of the process, she struggles with the fact that the public does not know what changes are in Section 3000 unless they pick up a copy or read them online. She stated that there are important policies to be considered and urged those present to pick up a copy and communicate suggestions to the Board. She noted that final approval will occur at the May 3 School Board in Seward.

Mrs. Mullins clarified that the recommended change to BB 9320 (Board Meetings) is as a result of earlier Board action in which the time of the meetings were changed to 7:00 p.m. effective at the July 12 meeting. Dr. Peterson asked for clarification from the Board about whether to begin the change in meeting time at the July meeting.

**PUBLIC PRESENTATIONS/
COMMENTS:**

(8:42:43 PM)

Mrs. Jenni Hammond, parent, asked the Board to consider what would impact students the most when deciding what items to add back to the budget. She asked the Board to consider using any additional money to update the District curriculum and increase course offerings at the high school level. She asked for budget information for cocurricular activities. She asked the Board to establish a Transportation Task Force, to conduct area informational meetings, and to publish more articles for parents to keep them better informed.

**PUBLIC PRESENTATIONS/
COMMENTS:**

(Continued)

Mr. Dave Larson, KCHS teacher, recognized a number of government students in attendance. He suggested that the Board seriously investigate specific kinds of professional development for secondary school teachers in an effort to deal with problems in trying to continue to provide an excellent education at small school. Mrs. Hilts asked Mr. Larson if he knew of anyone who would be prepared to offer professional development training. Mr. Larson stated that he did not know of any immediate solutions but would like to have a discussion about creative ways to provide training for teachers and a top-quality education for students. Mrs. Hilts commented that some of the best resources are available in Alaska. She suggested that Mrs. Mullins might explore the training issue through the Association of Alaska School Boards.

BOARD COMMENTS:

(8:51:38 PM)

Mr. Patrick Tilbury stated that when considering items to add back to the budget, most students will focus on cocurricular activities whereas, some students are concerned with the Quest Program and pupil-teacher ratios as they relate to the number of course offerings.

Mrs. Wassilie stated she is looking forward to having the Board come to Seward, and added that it will be an honor to have Ms. Donna Foxley from the U.S. Department of Education in Seward as well. She stated that she appreciated the school reports from Nikolaevsk Elementary/High and Soldotna Elementary. She stated that she was especially interested in Ms. Southwick's teaching techniques and added that music is a powerful medium for teaching language expression. She thanked those who attended and spoke to the Board. She responded to Mr. Larson's comments regarding secondary education teacher training and stated that the Board should review the manner in which education is delivered at the secondary level. She thanked Mrs. Carrow for reminding the Board that people are the most important ingredient in educating children. She stated that a person who really wants to teach will motivate students to learn.

Dr. Anderson reported that the Board had a lively discussion regarding weighted grades and will have another worksession in the future.

Ms. Holle asked for an explanation of the process for rehiring nontenured teachers. Dr. Whiteley explained that because of

declining enrollment, the District is losing teaching positions and as a result, tenured teachers will be assigned first and then nontenured teachers will be rehired. Ms. Holle asked whether nontenured teachers can apply for any available position. He explained that positions will be advertised and nontenured teachers will be considered based on their credentials and endorsements.

BOARD COMMENTS:

(Continued)

Ms. Holle commented that she regrets that more people are not able to attend the Board worksessions. She stated that she believes it would be in the best interest of more of the public to hear what goes on during a worksession. She suggested that the Board broadcast Board meetings and possibly worksessions on the radio. She stated that the consideration of taxes is being discussed at many government levels and added that the public may be interested in what is being said during worksessions.

Mrs. Gilman explained that she was late to the Board meeting because she was attending the KCHS freshman orientation. She stated that she is highly concerned about the number of course offerings available next school year. She noted that her daughter is being offered less than half of the course choices that were available when she and her husband attended Kenai Central High. She noted that she will share that information next week with legislators when the Board travels to Juneau to attend the AASB Fly-In. She stated that the Board had a good discussion prior to the Board meeting regarding weighted grades. She reported that, at the present, there no money in the budget for cocurricular activities, but added that she would support adding it back into the budget, if additional money is allocated by the legislature with the provision that other methods of delivery be considered for upcoming years. She stated that the Board will be in the same financial position every year and the Board cannot afford the cost of activities. She suggested that students contact the legislature to ask for additional funding. She stated that she is looking forward to the Quest Program discussion on April 20. She commended Mrs. Jenni Hammond for her continuous advocacy on behalf of the District.

Mrs. Mullins welcomed the government students and asked for their perspective regarding the Board meeting. She thanked the students from Nikolaevsk Elementary/High and Soldotna Elementary for the reports. She congratulated Mrs. Douglas for the award recognition on the budget document. She recognized Mrs. Tachick in honor of Secretaries' Week.

Mrs. Hilts expressed appreciation for the Soldotna Elementary and Nikolaevsk Elementary/High School reports. She reminded those present that graduation ceremonies are fast approaching and added that she will be asking herself if she has done everything possible to give the 2004 graduates a quality education. She noted that the Board continually

struggles with balancing money and changing times. She stated that the Board is going to have to start thinking in a different way because the District is in new times with new resources. She stated that she agreed with the comment that it is always the teacher in front of students that is important in education. She stated that there are more challenges in education today and that it will take the teacher, combined with technology and new ideas, to be successful. She encouraged the government students present to pursue School Board service in the future.

BOARD COMMENTS:

(Continued)

Mrs. Crawford thanked Nikolaevsk Elementary/High and Soldotna Elementary staff for the reports. She stated that she attended the play, *The Secret Affairs of Mildred Wild*, at Soldotna High School, directed by Mr. Mike Druce. She noted that she included a one-page summary report from her attendance at the NSBA Convention. She noted that research supports that nonfiction writing with editing and rewriting is the most powerful strategy teachers can use to improve achievements in all areas. She stated that the use of weighted grades is a great way to teach writing and to motivate students to take difficult courses. She stated that the review committee is recommending that weighted grades be offered for students who take advanced placement courses and only if they take the national test.

Ms. Germano thanked Mrs. Tachick for her work as the School Board secretary. She thanked Mrs. Hammond for her positive support for the District. She encouraged Board members to sign up to attend the upcoming graduation ceremony. She noted that the Quest Task Force will meet on April 20. She thanked the public for their comments and the email messages. She responded to Mr. Larson's comments regarding support for high school teachers. She acknowledged that times have changed and that students have educational choices and added that the District must become the "best show in town". She noted that the essay question for the AASB scholarship was, "If you could design a school, what does it look like?". She stated that the scholarship usually attracts about 150 to 200 applicants and added that she is looking forward to reading them. She stated that AASB awards 10 scholarships.

ADJOURN:

(9:17:46 PM)

At 9:17 p.m., Mrs. Crawford moved the School Board Meeting be adjourned. Mrs. Mullins seconded.

Motion carried unanimously.

Respectfully submitted,

Ms. Deborah Germano, President

Dr. Nels Anderson, Clerk

The Minutes of April 19, 2004,
have not been approved as of
April 22, 2004.

May 3, 2004

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Tentative Tenure Teaching Assignment/2004-05
Item 10 a (1)

It is recommended that the following Tentative Tenure Teacher Assignment for the 2004-05 school year be approved:

Seward High School

Richard Redmond

May 3, 2004

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Non-tenure Teacher for Tenure /2004-05 - Item 10 a (2)

It is recommended that employment and tenure for the following non-tenure teacher be approved for the 2004-05 school year. The following assignment is tentative:

Location	Employee	Assignment	Certification
Central Peninsula, Grants	Karen Ruebsamen	Homeless Liaison	7-12 English K-12 School Counselor

May 3, 2004

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Non-tenure Teachers for Tenure /2004-05 - Item 10 a (2) REVISED

It is recommended that employment and tenure for the following non-tenure teachers be approved for the 2004-05 school year. The following assignments are tentative:

Location	Employee	Assignment	Certification
Central Peninsula, Grants	Karen Ruebsamen	Homeless Liaison	7-12 English K-12 School Counselor
West Homer Elementary	Millie Lewis	Special Ed/Reource	K-8 Elementary K-6 Special Ed/Mild K-6 Special Ed/LD

May 3, 2004

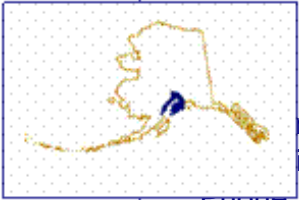
TO: Board of Education
FROM: Tim Peterson, Director, Human Resources
THROUGH: Gary Whiteley, Assistant Superintendent
SUBJECT: Approval of Substitute Teacher Contract – Item 10 a (3)

The Administration recommends the following substitute teacher contract be approved:

Holly Alston

Math

Seward High School



Office of Superintendent

Donna Peterson, Superintendent of Schools
1000 Franklin Street Soldotna, Alaska 99669-7553
Phone (907) 262-5846 Fax (907) 262-9132

Kenai Peninsula Borough School District

Memorandum

DATE: April 23, 2004
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: School Board Meeting Date

In keeping with the pattern of the first and third Mondays of each month, please change the May 9, 2005 meeting to May 2. In action taken at the April 5 meeting we mistakenly had shown the incorrect date. Correcting the error now will allow publications for next year to accurately reflect the calendar.

May 2005				
M	T	W	T	F
2	3	4	5	6
B				
9	10	11	12	13

16	17	18	19	20
23	24	25	26 C	27 W
30 H	31			
# of Inservice Days: <u>0</u>				
# of Student Days: <u>19</u>				
# of Teacher Days: <u>20</u>				

May 3, 2004

TO: Board of Education

FROM: Donna Peterson, Ed. D., Superintendent

SUBJECT: 2004-05 Administrator Appointment – Item 10 a (5)

Recommendation: That the BOE approve the following Administrator appointment for the 2004-05 school year:

<u>School</u>	<u>Administrator</u>	<u>Position</u>
Ninilchik School	Terry Martin	Principal

Terry G. Martin

P.O. Box 278 ~ 7154 Ester Avenue ~ Anchor Point, AK 99556
Phone (907) 235-8972 ~ Fax (907) 235-3617 ~ Home Phone (907) 235-6530
Email tmartin@kpbsd.k12.ak.us

objective

To advance professionally as an educational leader within a supportive school community that is committed to excellence in education.

Experience

2001-2004 Nikolaevsk Elementary High School Nikolaevsk, AK

Principal

- n Instructional leadership for all aspects of K-12 campus
- n Supervise and evaluate staff
- n Supervise activities
- n Discipline students

2000-2001 Kotzebue Middle/High School Kotzebue, AK

Assistant Principal

- n Supervise and evaluate staff
- n Activities Director
- n Discipline students

1996–2000 Stanfield Secondary School Stanfield, OR

Middle School English Teacher

- n Athletic Director
- n Athletic Association President, Treasurer
- n Stanfield Education Association President, Treasurer
- n Technology Committee Chairperson
- n Football and Track Coach

Education

M.Ed. School Leadership, Eastern Washington University, 2000

B.A. Language Arts, Western Oregon State College, 1993

A.A. Liberal Arts, Blue Mountain Community College, 1990

Interests

Church, family, fishing, gardening, travel, reading, and spending time outdoors.

May 3, 2004

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Request for Leave of Absence-Certified Item 10 a (6)

It is recommended the following request for unpaid leave of absence be approved for 2004-05 school year:

Charlotte Records Grades 5/6

Ninilchik School

May 3, 2004

TO: Board of Education
FROM: Tim Peterson, Director, Human Resources
THROUGH: Gary Whiteley, Assistant Superintendent
SUBJECT: Approval of Resignations Item

It is recommended that the following resignations be accepted:

Name: Assignment: Location:

Cathy Baber	Grades K-8	Cooper Landing School, effective April 27, 2004
Gary Kirby	Grade 5	West Homer Elementary, effective At the end of the 03-04 school year

Finance

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

Kenai Peninsula Borough School District

April 27, 2004

MEMORANDUM

To: Board of Education

Through: Dr. Donna Peterson, Superintendent

From: Melody Douglas, Chief Financial Officer

Subject: FY04 Budget Revision – Operating Fund
[\(Revenue and Expenditure Information\)](#)

BACKGROUND: The FY04 budget was revised at the January 5, 2004 Board Meeting based on preliminary OASIS information. The final FY04 OASIS enrollment information has been received from the Department of Education & Early Development indicating the District's ADM is 9,561.95 requiring a minor change to the revenue budget.

OTHER PERTINENT INFORMATION: Kenai Peninsula Borough Ordinance 2003-19-06, as required by AS 14.14.060 (c), approved a District budget of \$91,179,092. The Assembly needs to approve the overall change in the District's FY04 budget that has occurred since that time.

KPBSD Original Budget

General Fund	\$75,045,636	
Special Revenue Funds	<u>16,133,456</u>	
Total Original Budget		\$91,179,092

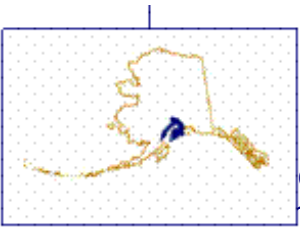
Revised KPBSD Budget

General Fund	75,667,914	
Special Revenue Funds	<u>\$15,854,215</u>	
Total Revised Total Budget		<u>91,522,129</u>
Net Increase in Total Budget		<u>\$ 343,037</u>

RECOMMENDATION: The administration recommends Board of Education approval of the following general fund revenue budget changes:

FY04 Current Revenue Budget	<u>\$75,667,914</u>
Foundation Funding	(16,392)
Local Effort	(3,770)
Quality Schools	(63)
Other Local Revenue	<u>20,225</u>
Revised FY04 Revenue Budget	<u>\$75,667,914</u>

The administration also recommends Board of Education approval of total FY04 District Budget of \$91,522,129.



Finance

Melody Douglas, Chief Financial Officer

North Binkley Street Soldotna, Alaska 99669-7553

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

Kenai Peninsula Borough School District

April 26, 2004

MEMORANDUM

TO: Board of Education

THROUGH: Dr. Donna Peterson, Superintendent

FROM: Melody Douglas, Chief Financial Officer

SUBJECT: Second Reading: Board Policy – Section 3000
Business & Noninstructional Operations

The administration has implemented the changes recommended by the Board to Section 3000- Business and Noninstructional Operations of the policy. Section 3000 is now submitted for a second reading with the recommendation of administration for approval.

Business and Noninstructional Operations

BP 3000(a)

Concepts and Roles

The School Board recognizes that money and money management comprise the foundational support of the entire school program. To make that support as effective as possible, the Board intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore practical sources of dollar income.
3. Guide the expenditure of funds so as to derive the greatest possible educational returns.
4. Expect sound fiscal management from the administration.
5. Advocate a level of per student funding sufficient to provide quality education.

The Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

Role of the Board

The Board:

1. Solicits public input on educational needs and utilizes that information in making budget decisions.
2. Approves and adopts the annual budget and approve budget transfers between funds.
3. Is accountable for all District funds.

4. Adopts written policies governing the purchase of supplies and equipment.
5. Monitors all expenditures by receiving monthly financial report[s].
6. Reviews the annual audit of District accounts and business procedures.

BP 3000(b)

Concepts and Roles (continued)

7. Adopts an insurance program which complies with law and reflects prudent financial management.
7. Provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.
8. Advocates and secures community support for additional financing when necessary.

Role of Superintendent or Designee

The Superintendent or designee:

1. Prepares the detailed annual budget and presents it to the Board for adoption.
2. Administers the budget and keeps expenditures within approved limits.
3. Enforces requisition and purchase order policies and regulations.
4. Establishes control/inventory systems to account for District funds, supplies and equipment in accordance with law and Board policy.
5. Makes all financial reports required by law or Board policy and prepares reports for public release.
6. Analyzes the District's financial condition and presents the Board with proposals for meeting financial needs.
7. Provides for the annual audit of District accounts and business procedures.
8. **[Adopts an insurance program which complies with law and reflects prudent financial management.]** Helps the Board to establish an adequate insurance program.
9. Maintains the District's non-instructional operations.

BP 3000(c)

Concepts and Roles (continued)

Working Relationships of the Board and Superintendent or Designee

The Superintendent or designee shall recommend financial plans to the Board in accordance with the District's goals and objectives whenever District programs may be endangered by a lack of funds[,] or when the continuation of District programs may result in an over expenditure of District funds.

The Board desires complete information from the Superintendent or designee on all matters relating to the District's financial operations. The Board shall closely scrutinize all District financial operations so that it may fully discharge its legal responsibilities with regard to school finance.

(cf. 3120 - Transfer of Funds)

(cf. 3460 - Periodic Financial Reports)

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (Regional School Boards)

14.08.111 Duties (Regional School Boards)

14.12.020 Support, Management and Control

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.090 Additional duties

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

Business and Noninstructional Operations

BP 3100

Budget

~~Note: Pursuant to A.S. 14.12.020, Regional Educational Attendance Areas are maintained by the state. Borough and city school districts are funded through local contributions authorized by the borough assembly or city council and state apportionments based on the amount of local contributions as defined in A.S. 14.17.025. Pursuant to A.S. 14.17.220, the public school foundation account was established to provide equitable public school funding. A.S. 14.17.225 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.~~

The School Board shall establish and maintain a balanced budget. The Board shall adopt an annual budget which is compatible with District goals and objectives.

(cf. 0200 – Goals for the School District)
(cf. 3460 – Periodic Financial Reports)

The District budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. A public hearing shall be held prior to the adoption of the budget or a revised budget.

In order to receive public input early in the budget preparation process, a budget **[review]** advisory committee, composed of members of the community, Board and staff, shall review the proposed budget at regular intervals during its preparation and shall report its findings and recommendations to the Board.

(cf. 1220 – Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.07.030 Powers of state department

14.07.170 Additional powers and duties of state board

14.12.020 Support, management and control

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

~~14.17.010 – 14.17.250 Public school foundation program~~

[14.17.300 – 14.17.990 Financing of public schools]

ALASKA ADMINISTRATIVE CODE

4 AAC 09.~~006~~ 005 – 4 AAC 09.**[050]** ~~105~~ State Aid

4 AAC 09.110 – 4 AAC 09.**[990]** ~~160~~ School Operating Fund

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

Business and Noninstructional Operations

AR 3100

BUDGET

Public Hearing and Availability of Proposed Budget

The proposed budget, showing expenditures, cash balances and all revenues, shall be made available for public inspection before the public hearing date[s].

The Board shall hold a public hearing[s] on the proposed budget for the purpose of permitting any district resident to appear and speak to the budget or any item in the budget.

Adoption of the Budget

The adoption of the budget shall not take place until the public hearing[**s are**] is concluded. The District budget shall conform to state regulations regarding form and content.

By May 1, the Board shall adopt and submit an annual budget to the borough assembly for approval of the local contribution of revenue to the School District. If budget revisions are necessary based on the amount of local contribution to the schools approved by the borough assembly, the Board shall conduct a public hearing prior to adopting a revised budget. (A.S. 14.14.060/14.14.065)

By July 15, the adopted budget shall be submitted to the State Department of Education [**and Early Development**] for approval. The state Commissioner may reject the District budget if it is not in the form required by the State, is not balanced, or does not meet local effort requirements of law. If rejected by the State, a revised budget shall be submitted within thirty days of the notice of rejection. If the budget contains a prior year fund balance as revenue, the budget shall be revised and resubmitted if the annual audit shows the fund balance to be less than projected. (4 AAC 09.110/09.120)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 4/20/98

Business and Noninstructional Operations

BP 3110

outstanding encumbrances

Encumbrances outstanding at the end of any fiscal year shall be designated as nonlapsing appropriations to be carried forward to the subsequent year's budget.

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

Business and Noninstructional Operations

BP [3110] 3120

Transfer of Funds

All transfers between funds shall have Board approval.

Budget transfers within funds in excess of ten thousand dollars (\$10,000) shall have Board approval.

Budget transfers under ten thousand dollars [**\$10,000**] shall be approved by the Superintendent or designee. An informational summary of these transfers will be reported to the Board quarterly.

Legal Reference:

ALASKA STATUTES

14.08.010 Powers (Regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 3/1/99

[Business and Noninstructional Operations

BP 3200

INCOME

Effective District planning depends upon accurate projection and calculation of anticipated District income. The Superintendent shall ensure that all income sources are identified and received as early as possible each year. Uncollected funds at fiscal year end shall be recorded as accounts receivable.]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: []

Business and Noninstructional Operations

BP 3270

**Disposal of Books, Equipment and Supplies
(Personal Property)**

The School Board recognizes that the District may own personal property which is unusable, obsolete, or no longer needed by the District and that the disposal of such property may be in the best interests of the District. A listing of all items offered for auction will be made available to the principals prior to the date of sale.

The Superintendent or designee shall transfer personal property which is unusable, obsolete, or no longer needed, to the Kenai Peninsula Borough for disposal.

(cf. 3440- Inventories)

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

Business and Noninstructional Operations

BP 3280

[return,] Sale OR Lease of school facilities or Real Property

[The School Board encourages public participation in the determination of school facility needs.]

The Board shall recommend to the Kenai Peninsula Borough the **[return]** disposal of school facilities or real property **[to the Kenai Peninsula Borough]** whenever it is apparent the District will have no future use for **[them]** it.

(cf. 1330 – Use of School Facilities & Properties)

The School Board encourages public participation in the determination of school facility needs.

(cf. 1220 – Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.07.030 Powers of state department

14.08.101 Powers (Regional school boards)

14.08.151 Land and buildings

ALASKA ADMINISTRATIVE CODE

4 AAC 32.085 Disposal of abandoned or obsolete property

Business and Noninstructional Operations

BP 3290

Gifts, Grants and Bequests

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the District. To be acceptable, a gift must satisfy the following criteria:

1. Not begin a program which the Board would be unwilling to continue when the donated funds are exhausted.
2. Not entail undesirable or hidden costs, such as additional staff workload.
3. Place no restrictions on the school program.
4. Not be inappropriate or harmful to the best education of students.
5. Not imply endorsement of any business or product.
6. Not conflict with any provision of the Board policy or public law.
7. Have a purpose consistent with those of the District.

[8. Gift and/or donation value shall be set by the donor.]

The Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all District students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The Board will try to follow the donor's wishes insofar as they do not conflict with District philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become School District property. At the Superintendent's or designee's discretion, a gift may be used at a particular school.

(cf. 3440 – Inventories)

Business and Non-instructional Operations

BP 3300

Expenditures/Expending Authority

The Board through the budgetary process authorizes the Superintendent to make expenditures. The Superintendent or designee shall obtain supplies, services, materials and equipment in accordance with law.

(cf. 3310 - Purchasing Procedures)

(cf. 3311 - Bids)

(cf. 3313 - Contracts, Leases and Agreements)

(cf. 3460 - Periodic Financial Reports)

Note: A.S. 14.17.225 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The Superintendent or designee shall not authorize any expenditure which exceeds the major budget classification.

(cf. 3100 - Budget)

(cf. 3120 - Transfer of Funds)

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

*Legal Reference:*ALASKA STATUTES

14.08.101 Powers (Regional school boards)

14.08.111 Duties (Regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account

36.30. State Procurement Code

37.05 Fiscal Procedures Act

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 10/20/97

Business and Noninstructional Operations

BP 3310

Purchasing Procedures

Note: Pursuant to A.S. 14.14.060 and 14.14.065, city and borough school districts may establish their own procedures for purchase of supplies and equipment. A.S. 14.08.101 empowers regional school boards to establish their own fiscal procedures, including the purchase of supplies and equipment.

The School Board desires to ensure that maximum value is received for money spent by the District and that records are kept in accordance with law. The Superintendent or designee may issue and sign purchase orders.

(cf. 3300 – Expenditures/Expending Authority)

(cf. 3400 – Management of District Assets)

(cf. 3460 – Periodic Financial Reports)

(cf. 9270 – Conflict of Interest)

Note: A.S. 36.15.050 establishes a preference for purchasing Alaskan agricultural and fisheries products. A.S. 14.03.085 makes school districts, except REAA's, subject to A.S. 29.71.050, which establishes a preference for purchasing recycled Alaska products.

The School Board encourages the selection of Alaskan products and local vendors. The District shall adhere to state law regarding purchasing preferences for Alaskan products.

(cf. 3311 – Bids)

[Used items shall not be purchased unless deemed in the best interest of the District as determined by the Superintendent.]

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (Regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.17.190 Restrictions governing receipt and expenditure of money from public school foundation account

29.71.050 Procurement preferences for recycled Alaska products

36.30. State Procurement Code

37.05 Fiscal Procedures Act

City of Richmond v. J.A. Croson Co., [488 U.S. 469 (1989)] 48 S.Ct. 706 (1982)

Business and Noninstructional Operations

AR 3310

Purchasing Procedures**Purchasing Requisitions/Purchase Orders**

1. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
2. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
3. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, procurement card, formal contract, or petty cash expenditure.
4. Purchase orders and formal contracts shall be signed by the Superintendent or designee.
5. Procurement cards issued in the responsible employee's name shall be utilized in accordance with parameters set forth in the Procurement Card Use Agreement (E 3310(a)). Receipts and documentation shall be forwarded to the business office affixed to the Procurement Card Transaction Summary (E 3310(b)) for payment.
6. The business office or other appropriate administrative entity shall verify the availability of funds.

Quantity Purchasing

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the School District.

(cf. 3451 – Petty Cash Funds)

E 3310 (a)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Procurement Card Use Agreement

Purpose: Provide guidelines for approved expenditures using District sponsored procurement cards.

- Cash advances are not allowed.

Procedures:

- The procurement card will be issued in the name of the employee and will be limited to his/her use. The procurement card billing address will be KPBSD Accounts Payable.
- The card user is responsible for all items charged to the credit card.
- If the card is lost or stolen, the card user is responsible for reporting this to the credit card company and the director of business and finance immediately.
- All expenses charged will be in accordance with KPBSD Policies.
- Interest expense incurred because of late submittal of receipts and/or unauthorized charges will be paid by the employee.
- Misuse of the credit card will result in the card being revoked and appropriate disciplinary action .
- Request an itemized receipt showing transaction paid. The District does not pay sales tax.
- Notify vendors of tax exempt status.

* **Unauthorized expenditures:**

- 1) **All equipment including exception items noted for object code 5101 & 5102 Equipment.**
- 2) **No individual meal expenditures.**
- 3) **Personal service contracts/consultant agreements/performance groups**

Payment Procedures:

- Attach the procurement card charge slips and related receipt and/or invoice to the statement summary and submit it to Accounts Payable. Internet purchases must be documented with a copy of the internet order form or invoice.

Please note: Transactions will be charged to the current fiscal year. Credit card charges may not be charged to next fiscal year.

I accept the above provisions and agree to follow them.

Card Limits for procurement card # _____

Per Transaction \$ _____

Per Day \$ _____

Per Card \$ _____

Printed name

Title

Signature

Date

FOLLOWING PAGE TO BE REMOVED

E 3310 (b)

Kenai Peninsula Borough School District

PROCUREMENT CARD TRANSACTION SUMMARY

SCHOOL

ADMINISTRATOR SIGNATURE

DATE

DATE	PURCHASE DESCRIPTION	ACCOUNT NUMBER	AMOUNT
		Total	

ATTACH CREDIT CARD SLIP AND RECEIPT FOR EACH TRANSACTION

Business Office

4/11/00 mg

Business Noninstructional Operations

BP 3311(a)

Bids

The District shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the District to do so. Purchases with an estimated cost **[of] \$15,000 [or more]** shall be formally bid. Award or rejection of bids shall be managed by the Superintendent or designee. The following items may not be subject to formal bid procedures.

1. books
2. proprietary (sole-source) items or services
3. supplies or equipment needed in emergencies
4. weekly or monthly food service purchases
5. goods or services provided under contract or from federal, state or local government contracts.

Purchases **[of] over \$5,000 [or more]** but less than \$15,000 require formal quote procedures that include written price quotes from a minimum of three (3) vendors. Awards will be made by the purchasing office subject to final approval by the Superintendent or designee.

Purchases less than \$5,000 require, when practical, informal quote procedures that include verbal or written price quotes from three (3) vendors. Awards will be made by the purchasing office subject to final approval by the Superintendent or designee.

KPBSD shall not purchase from or contract with any individual or firm who fails to file or is delinquent in their payment of any borough real property, personal property, or sales tax.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

[Contractor's Violations of Tax Ordinances

No contract or purchase order shall be awarded to any individual or business who is found to be in violation of the Kenai Peninsula Borough Code of Ordinances in the several areas of taxation which is not remedied within ten (10) days of notice.

BP 3311(b)

Bids (continued)

Any contract can be terminated for cause if it is determined that the contractor is in violation of any taxation ordinance and if such violation is not remedied within ten (10) days of notification by regular mail. If the delinquency arises due to non-filing of sales tax, no payment will be made to the contractor until all filings have been made and all amounts due are remitted.

The District will remit any amounts owed by its contractor(s) to the Kenai Peninsula Borough for delinquent Borough taxes against any amount owing to the contractor(s) under a contract between the District and the contractor(s).]

(cf. 9270 – Conflict of Interest)

(cf. 4030 – Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES

14.14.060 Relationship between borough school district and borough

14.14.060 (h) Procurement of supplies and equipment

14.14.065 Relationship between city school district and city

14.03.085 Procurement preference for recycled Alaska products

29.71.050 Procurement preferences for recycled Alaska products

35.15 Construction Procedures

36.15.020 Use of local agricultural and fisheries products required in purchases with state money

ALASKA ADMINISTRATIVE CODE

4 AAC 27.085 Competitive pupil transportation proposals

4 AAC 31.080 Construction and acquisition of public school facilities

FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS, 851 P.2d 56 (AK 1992)

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

Business and Noninstructional Operations

AR 3311(a)

Bids

Except as otherwise defined in this regulation, every purchase with an estimated cost **[of]** \$15,000 **[or more]** shall be awarded by

formal written contract or purchase order to the lowest responsible bidder, upon terms and conditions prescribed in this policy and described in the bid document whenever the District has power to:

1. Reject defective or non-responsive bids,
2. Reject all bids,
3. Rebid the purchase after making substantial changes in the bid list to bring estimated cost within the limit of funds available.

Bidder's List

The Superintendent or designee shall develop and maintain a bidder list of responsible prospective contractors who ordinarily perform work or materials, or render service similar in character to that contemplated by the District. Invitations to submit sealed bids in the form of a proposed contract shall be sent to listed contractors or whenever work, materials or services provided by them responds to District needs. Failure of any listed contractor to receive a bid invitation does not invalidate the bidding procedure.

Changes and Addenda

No District employee or agent, as stated in the bid document, shall make any oral change in the bid documents or make any oral interpretation that may affect the substance of the bid document. Addenda shall be issued when questions arise that might affect bids.

When required, addenda shall be issued in the following manner:

1. All bid document holders shall receive all addenda, delivered by certified mail, **[facsimile]** telegraph, or hand and a delivery receipt obtained.
2. An addendum issued less than four (4) working days before the deadline for receipt of bids shall include a new bid date at least four (4) working days after the original time of receipt of the addendum by the prospective bidder.

AR 3311(b)

Bids (continued)

3. When addenda have been issued, receipt shall be acknowledged as part of the bid transmitted.

Pre-Bid Conference

The purchasing officer, at his/her discretion upon the request of any prospective bidder, may conduct a pre-bid conference at least seven (7) days prior to the deadline for bid submissions. All clarifications and questions answered at the conference that may affect the bid must be issued in the form of an addendum.

Nondiscrimination

All bidders are required to certify, as condition of potential bid award, that they will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age or sex. They shall take affirmative action to

insure that employees, applicants for employment or apprentices are employed, upgraded, demoted, transferred, recruited, laid off or terminated, paid or otherwise compensated, selected for training or trained in compliance with this requirement. A notice to this effect shall be posted in conspicuous places available to employees or applicants for employment.

Bid Opening Procedures

1. SUBMITTING – Sealed bids shall be submitted personally or by mail to the Superintendent or designee in accordance with the bid invitations and identified as bids on the envelope.
2. OPENING – Bids shall be opened in public at the time and place stated immediately after the closing time. Submission time should be in the afternoon of a normal business day that does not immediately follow Sunday or any postal holiday.
3. LATE BIDS OR POST DATE – All bids become qualified by receipt of envelopes at or before the specified bid opening time. Bids not received by the District prior to or at the specified time of submission will be marked with the date and hour of receipt on the envelope and returned unopened to the sender, Any bidder may review all bids immediately after opening and prior to tabulation or summary.

AR 3311(c)

Bids (continued)

4. TABULATION – **[Upon request]** a tabulation of bids shall be furnished to each bidder.

Bid Rejection

The District shall have the authority to reject any and all bids.

Waiver of Irregularities

The District shall have the authority to waive any and all irregularities on any and all bids **[except that timeliness and manual signature requirement shall not be waived.]**

Bid Award

A bid shall be awarded to the lowest responsible bidder. In addition to price, determination of the lowest responsible bidder shall consider:

1. Bidder ability, capacity, and skill to perform as required in bid specifications,
2. Bidder ability to perform within the time specified without delay or interference,
3. Bidder character, integrity, reputation, judgment, experience and efficiency of the bidder,
4. Quality of bidder performance of previous awards,
5. Previous and existing bidder compliance with laws and regulations relating to the bid,
6. Bidder financial resources that affect performance ability,

7. Number and scope of conditions attached to the bid,
8. Available replacements, replacement parts, maintenance service or anticipated costs of these items for any machinery, equipment or other material proposed to be installed or supplied by the bidder.

AR 3311(d)

Bids (continued)**[Bid Appeal****Appeal to Superintendent.**

Any party bidding or submitting a proposal for a contract or purchase order with the School District for \$25,000 or greater may appeal to the Superintendent in writing, personally received at the School District office, within three (3) business days of the date of notice of intent to award a contract. The appeal may be hand delivered, delivered by mail, or by facsimile and must comply with the requirements of this section.

Contents of appeal.

A written appeal shall, at a minimum, contain the following:

- 1. The name, address, and telephone number of the interested party filing the appeal;**
- 2. The signature of the interested party or the interested party's authorized representative;**
- 3. Identification of the proposed award at issue;**
- 4. A statement of the legal or factual grounds for the appeal;**
- 5. Copies of all relevant documents; and**
- 6. A fee of \$300.00 shall be paid to the School District and must be received by the deadline for filing the written appeal. This fee shall be refundable if the appellant prevails in the appeal to the Superintendent.**

Rejection of appeal.

The purchasing officer shall reject an untimely or incomplete appeal or an appeal filed without timely payment of the required fee.

Stay of award.

If a timely and complete appeal is filed with the fee, the award of a contract or purchase order shall be stayed until all administrative remedies have been exhausted, unless the Superintendent determines in writing that award of the contract or purchase order pending resolution of the appeal is in the best interests of the School District.

AR 3311(e)

Bids (continued)**Notice and response.**

Notice of the stay and appeal shall be delivered to any party who may be adversely affected by the Superintendent's decision by facsimile, first class mail or in person within three (3) business days of receipt of a properly filed appeal.

Superintendent's decision.

The Superintendent shall issue a written decision to the appellant within ten (10) business days of the date that the appeal is filed. If multiple appeals have been filed, they may be consolidated for purposes of the decision. Copies of the appeal and decision shall be provided as requested.]

Local Preference Conditions

KPBSD intends to give preference to local residents, businesses, contractors, producers and dealers to the extent consistent with the law and best interest of the public.

The District purchasing office shall purchase from the lowest qualified, responsive, and responsible bidder or business. When bids or quotes are within 5% of being equal, preference may be given to local businesses who operate within the Kenai Peninsula Borough if it is determined by the Superintendent to be in the best interest of the District. **[For the purpose of this policy, a local business is defined as: any business or company having a physical presence in the Borough, registered in the Borough to collect sales tax, and locally provides the products and services sought. The 5% policy may be applied to all purchases up to \$25,000.00.**

This policy will not apply where the provisions of an applicable statute, regulation, or grant prohibit local bidder preference.]

Subdivision Prohibited

No project or bid specifications shall be subdivided to avoid the requirements of this policy but this provision does not preclude use of alternate deductible items.

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

Business and Noninstructional Operations

BP 3313(a)

CONTRACTS, Leases AND Agreements

The Superintendent ~~or designee~~ may enter into contracts, leases and agreements on behalf of the District.

Contracts, leases and agreements between the District and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent ~~or designee~~. Contracts, leases and agreements, where appropriate, shall be submitted to the legal advisor of the District for review and approval.

The District shall not enter into any contracts, leases or agreements with a person, agency or organization if it has knowledge that such a person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or non-job-related handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

The District shall enter into contracts, leases or agreements to obtain equipment, real estate, and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the District to do so. Typical leases or agreements include, but are not limited to:

Leases of private real estate for use as temporary school facilities, teacherages, or storage.

Leases of technology such as copier equipment, telephone systems, or computers.

Long-term service agreements for public utilities.

Contracts **[of]** over \$5,000 **[or more]** but less than \$15,000 requires, when practical, informal proposals from a minimum of three (3) vendors.

Contracts **[of]** over \$15,000 **[or more]** require, when practical, formal proposals from three (3) or more vendors. In remote locations, the Superintendent or designee shall have discretion to not solicit competitive bids for the acquisition of temporary school facilities, teacherages or storage facilities by lease or other agreement. Such discretion shall be based upon a factually supported finding that the best interests of the School District will be served by not soliciting competitive bids. Except as otherwise provided, all appropriate vendors on the approved vendor list shall be given the opportunity to submit a proposal.

The Superintendent or designee shall provide the Board a **[n annual]** quarterly report of contracts, leases or agreements entered into. The report shall include the number of respondents, successful vendor and the dollar amount of the successful bid.

BP 3313(b)

CONTRACTS, Leases AND Agreements (continued)

The Superintendent or designee shall manage the award or rejection of contracts, leases or agreements.

[Contractor's Violations of Tax Ordinances

No contract or purchase order shall be awarded to any individual or business who is found to be in violation of the Kenai Peninsula Borough Code of Ordinances in the several areas of taxation which is not remedied within ten (10) days of notice.

Any contract can be terminated for cause if it is determined that the contractor is in violation of any taxation ordinance and if such violation is not remedied within ten (10) days of notification by regular mail. If the delinquency arises due to non-filing of sales tax, no payment will be made to the contractor until all filings have been made and all amounts due are remitted.

The District will remit any amounts owed by its contractor(s) to the Kenai Peninsula Borough for delinquent Borough taxes against any amount owing to the contractor(s) under a contract between the District and the contractor(s).]

KPBSD shall not purchase from or enter into agreement with any individual or firm who fails to file or is delinquent in their payment of any borough real property, personal property, or sales tax.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

[(cf. 3311 - Bids)]

(cf. 3300 - Expenditures/Expending Authority)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 9270 - Conflict of Interest)

(cf. 4030 - Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES

14.08.101 Powers

14.14.060 Relationship between borough school district and borough

14.14.060 (h) Procurement of supplies and equipment

14.14.065 Relationship between city school district and city

ALASKA ADMINISTRATIVE CODE

4 AAC 27.085 Competitive pupil transportation proposals

4 AAC 27.100 Contractor's duties

BP 3313(c)

CONTRACTS, Leases AND Agreements (continued)

4 AAC 31.065 Selection of designers and construction managers

4 AAC 31.080 Construction and acquisition of public school facilities

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 12/02/2002

Business and Noninstructional Operations

BP 3314

Payment for Goods and Services

The Superintendent or designee may authorize payment only for those goods and services that have been authorized by the budget.

The Superintendent or designee may make advance payment if a decrease in cost is possible or if the material is unavailable to the District without advance payment.

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

Business and Noninstructional Operations

BP 3314.3

equipment purchases - new facility

Equipment purchased with new construction funds to furnish and outfit a new facility should be encumbered within twelve (12) months after beneficial occupancy.

The Board may extend this time period up to six (6) months for extenuating circumstances such as strikes, earthquakes, and long lead/difficult-to-secure items.

This time line will allow for the receipt and payment of equipment and furniture for school construction projects within the twenty-four (24) month period provided under borough ordinance 83-15.

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

Business and Noninstructional Operations

BP 3315

RELATIONS WITH VENDORS

No District employee or Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of District programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

No District employee or Board member shall transact **[proprietary]** propriety business with the District that directly or indirectly results in gain or profit to themselves unless approved in advance by the Superintendent or designee.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

(cf. 6161.1 – Selection and Evaluation of Instructional Materials)

(cf. 9270 – Conflict of Interest)

This policy does not prohibit the Board from accepting materials and/or services which are of use and benefit to the District.

(cf. 3290 – Gifts, Grants and Bequests)

Legal Reference:

ALASKA STATUTES

11.56.100-56.130 Bribery and related offenses

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: []11/2/98

BP 3316

Administration

Conflict of Interest

The School Board recognizes that certain positions may involve an employee's participation in decisions affecting his/her financial interests. Employees shall refrain from participating in official District financial decisions in which they have a substantial financial interest.

(cf. 3315 - Relations with Vendors)
(cf. 4112.8 - Employment of Relatives)
(cf. 9270 - Conflict of Interest Code)

Legal Reference:

ALASKA STATUTES
29.20.010 Conflict of Interest

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/17/03

E 3316

Kenai Peninsula Borough School District

REQUEST TO DO BUSINESS
WITH THE KENAI PENINSULA BOROUGH SCHOOL DISTRICT

TO BE SUBMITTED TO SUPERINTENDENT'S OFFICE

Name

Date Submitted

Address

Position with District

City/State/Zip

Location

Home Phone

Work Phone

I request a waiver from the School Board's conflict of interest policy so that I may submit a competitive bid, proposal or quotation to provide the following goods or services to the District:
(Include description of nature, type and extent of goods or services to be provided.)

Name and address of business submitting bid, proposal or quotation:

Applicant's interest or position in business:

I understand that this waiver, if granted, will allow me to submit a competitive bid, proposal or quotation ONLY for the matters specifically identified above.

I certify that I have read and understand the provision of Board Policy 3315 – Relations with Vendors. I understand that a copy of my Statement of Intent shall be published in a newspaper of general circulation within the District, with the expenses to be borne by me, and that my Statement of Intent shall be posted in at least one public place.

Signature

STATE OF ALASKA)
ss.)
THIRD JUDICIAL DISTRICT)

SUBSCRIBED AND SWORN TO
before me this ____ day of _____,
20 ____.

Notary Public in and for Alaska

Business Office ~ 8/03 In

My Commission Expires:

Business and Noninstructional Operations

BP 3342

PAYROLL

All employees will be paid monthly on the last work day of the month.

Any employee eligible for payroll payments may authorize the direct deposit of his/her payroll to a designated banking institution upon delivery of a written request to the payroll office.

Substitute and temporary employees shall be paid at the daily rate established by the Board. Certificated substitute teachers employed in the same position continuously for more than nineteen (19) days shall be paid in accordance with the regular salary schedule.

Subject to emergency school closure approval by the commissioner of education, employees shall be entitled to pay for those days that schools are closed due to epidemics or other causes beyond the control of school authorities. School days missed for other reasons or for reasons not approved by the commissioner must be made up.

The District may withhold an employee's last month of service salary until that person has submitted all summaries, statistics, reports and other items required by the District.

Upon appropriate written authorization from the employee, the Board shall make deductions from the salary of any employee and make appropriate remittance for annuities, credit union, or other approved plans or programs.

Employees can elect to take a tax sheltered annuity deduction from the active list of companies on file with the business office.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 06/04/2001

Business and Noninstructional Operations

AR 3342

PAYROLL – Tax Sheltered Annuities

Employees hired at least half time may purchase tax shelter annuities with portions of their income. The Board shall offer no advice or make any recommendations or representation respecting the value or merit of any company or annuity program offered. The selection of a company or program shall be made solely by the employee who shall assume all risks of participation in the program chosen.

Participation in tax-sheltered annuities will conform to the following rules that are applicable to the purchase of annuities under Section 403 (b) of the Internal Revenue Code:

The Superintendent or designee shall act as agent for the Board in the administration of all aspects of the tax-sheltered annuity program.

The Board shall, by reduction of compensation in the amount specified, remit payment for tax sheltered annuities for employees pursuant to I.R.C. 403 (b) provided the employee submits a signed salary reduction agreement.

The Superintendent or designee will maintain a list of approved companies that market 403(b) annuities. Purchase of 403 (b) annuities for employees by the District will be limited to companies on this list.

Any companies that sell 403 (b) annuities may be placed on the District's list if they have five (5) or more signed contracts with employees, provided these companies execute and furnish agreements to the Board to hold harmless the Board from any tax or other liabilities that may be incurred by the District for under-withholding of income taxes that may result from the incorrect calculation of any participating employee's exclusion allowance under the terms of the Internal Revenue Code.

The Board shall not withhold income taxes on the amount of the contributions requested to be made by the employee for the purchase of 403 (b) annuities in a given year, provided that the employee and the firm, from which the employee's annuity has been purchased, have executed and furnished the District hold harmless agreements (Service Provider Agreement) on forms

provided by the District.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 08/19/02

E 3342(a)

Service Provider Agreement For 403(b) Retirement Programs

The Kenai Peninsula Borough School District (the “Employer”) certifies that it is an employer eligible to sponsor a 403(b) program and accepts all liability for this determination.

As consideration for approved Service Provider status, the Service Provider identified below agrees to the terms and conditions of this Agreement with respect to purchases, sales, transfers and other transactions related to the servicing of 403(b) annuity contracts and/or custodial accounts (“403(b) plans”) that are processed through the Service Provider. Employer and Service Provider agree to the following terms and conditions:

1. Service Provider Responsibilities

- (a) Service Provider shall be responsible for ensuring that the Employee does not exceed the elective deferral limits under 402(g)(1) and, if applicable, 402(g)(7). This applies only to deferrals being directed to this specified service provider and is based on the accuracy of information provided by the Employee.
- (b) Service Provider shall offer only 403(b) qualified products or custodial accounts, the terms of which comply with Applicable Law.
- (c) Service Provider shall be responsible for reporting and withholding taxes on distributions it makes directly to Employees and/or their beneficiaries, as appropriate. For purposes of satisfying the restrictions of Applicable Law, Service Provider may rely on employee certification of the reason for the distribution if the 403(b) plan permits direct employee distribution requests through the Service Provider. Further, Service Provider may rely upon any information received from the Employee, Employer or prior service provider in the event of a transfer.
- (d) The Service Provider shall provide eligibility of roll over notice to the Employee and the right to directly rollover eligible distributions as required by law.
- (e) Service Provider shall upon reasonable advance notice, comply with all pertinent written directives regarding the solicitation of Employees to the extent compliance is not inconsistent with any law.
- (f) Service Provider shall, in the event of an income tax audit of Employer, cooperate in providing necessary information to the Employer regarding 403(b) plans of employees provided by Service Provider.
- (g) Service Provider shall indemnify and hold harmless the Employer, any member of the governing board, and employees from every claim, demand or suit which may arise out of, be connected with, or be made due to the negligence of the Service Provider for failure of the Service Provider to meet the requirements of this Agreement. However, this indemnification shall not cover any claim, demand, or suit based on erroneous information provided by the Employer or Employees or their willful misconduct or negligence. Service Provider, at its own expense and risk, shall defend, or at its option settle, any court proceeding that may be brought against the Employer, members of the governing board, and employees based on any claim, demand or suits covered by this indemnification. Any settlement or judgment rendered against the Employer, any member of the governing board, or employees related to this indemnification shall be satisfied by Service Provider, provided that Employer notifies Service Provider, in writing, within twenty (20) business days of receipt of such claim or demand. Service Provider’s liability hereunder shall be limited to actual damages and out-of-pocket legal fees and expenses only.

2. Employer Responsibilities

- (a) Employer shall permit all employees that are eligible under Applicable Law to participate in its 403(b) program.
- (b) Employer shall make available to each employee a current list of approved service providers.
- (c) Employer shall permit Service Provider to have reasonable access to eligible employees, in accordance with its written directives on employee solicitation, to enable Service Provider to meet its obligations hereunder.

3. Both Service Provider and Employer

This Agreement may be modified, amended or terminated by Employer or Service Provider upon thirty (30) days written notice to the other party, except that no such change shall affect any liability incurred by either party prior to its occurrence.

This Agreement supersedes all prior agreements between the Service Provider and Employer.

This Agreement shall be construed and interpreted under the laws of the state in which the Employer resides, unless superceded by applicable federal law. The parties further agree that jurisdiction over any claim, demand or suit made under this Agreement shall also be under the state in which the Employer resides.

Service Provider: _____

Dated _____
 By _____
 Title *Authorized Officer of Service Provider*
 Employer: _____

Dated _____
 By _____
 Revised 8/2/02 Title *Authorized Signature*

E 3342(b)

**Active List
 Tax Shelter Annuity Companies
 March 2004**

AAL Capital Management Co

Contact: Ruth Lewis, Soldotna 907-260-3320
 Contact: Al Basler, Anchorage

4321 N Ballard Rd.
 Appleton, WI 54915-0003

American Fidelity

Contact: Darcy Carter 800-450-3506 ext. 6155

2000 N Classen Blvd.
 Oklahoma City, OK 73106

Fidelity Investments

Contact: No local contact 800-343-0860

P.O. Box 31401
 Salt Lake City, UT 84131-9921

Horace Mann Life Insurance Co.

Contact: Brenda Oelrich 907-262-9155

1 Horace Mann Plaza
 Springfield, IL 62715

Lincoln National Life Ins. Co.

Contact: Tax Deferred Associates 907-561-3187

Dept. C P.O. Box 2212
 Ft. Wayne, IN 46801

Lord Abbett & Co. LLC

Contact: Indy Walton, Edward Jones 907-260-2002
 Contact: Ryan Kapp, Edward Jones 907-262-6336
 Contact: Wes Roberts, Edward Jones 907-344-1428
 Contact: Matt Streiff, Edward Jones 907-283-0785

Attn: Retirement Plan
 P.O. Box 219604
 Kansas City, MO 64121

Minnesota Mutual Life Ins. Co.

Contact: Roger Liebner, Soldotna 907-262-1339

Accounting Dept. 5-3471
 400 North Robert Street
 St. Paul, MN 55101

Northern Life Ins. Co.

Contact: Don Bradford, Anchorage 800-478-3234
 Contact: Tom Stoecker, Anchorage

P.O. Box 34148, FAB #11
 Seattle, WA 98124-1148

Safeco Life Insurance Co.

Safeco Plaza

Contact: Dale Sandahl, Kenai 907-283-3238
 Contact: Craig Jung, Kenai 907-283-3439
 Contact: Roger Steinbrecher, Seward 907-224-7154
 Contact: Benefit Brokers, Homer 907-235-7396

Seattle, Wa 98185

Security Benefit Life

Contact: Dale Sandahl, Kenai 907-283-3238
 Contact: Craig Jung, Kenai 907-283-3439
 Contact: Roger Steinbrecher, Seward 907-224-7154
 Contact: Benefit Brokers, Homer 907-235-7396

P.O. Box 750500
 Topeka, KS 66675-0500

Sunset Life Insurance

Contact: Parley Giles, Kenai 907-283-3060

3200 Capital Blvd.
 Olympia, WA 98501-3372

Waddell & Reed, Inc.

Contact: Roy A Wells, Kenai 907-283-5646
 Contact: Penny Loos 800-478-3559

P.O. Box 1431
 Kansas City, MO 64141

Business and Noninstructional Operations

AR 3343

TRAVEL AND PER DIEM

District employees and Board members traveling on school business will be allowed per diem and travel rates for overnight and daily travel consistent with budgeted allocations. All travel must have administrative authorization and be conducted in accordance with regulation.

Travel expense is reimbursed at the approved mileage rate **[\$0.30 per mile]** or airfare and reasonable car rental, taxi or other ground travel expenses. Meals are reimbursed as follows.

Per diem Meal Schedule (not to exceed \$40)

Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$20.00

Overnight lodging is reimbursed at actual expense.

Documentation is required for travel, lodging and registration fee reimbursement.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 08/06/01

E 3343 a
STATEMENT OF EXPENSES
For Employees and Board Members

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

E 3343b

Statement of Mileage Expenses

Business and Noninstructional Operations

BP 3344

REMOTE SITE LIVING EXPENSES

When determined necessary and appropriate, the Board may compensate employees living and working at remote school sites for unusual transportation, housing or utility expenses.

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

Business and Noninstructional Operations

BP 3400

Management of District Assets/Accounts

Accounting Systems

The Superintendent or designee shall provide ongoing internal accounting controls and a means for the accounting of income and expenditures as outlined in the adopted budget.

(cf. 3440 – Inventories)

[Outstanding Encumbrances

Encumbrances outstanding at the end of any fiscal year shall be designated as non-lapsing appropriations to be carried forward to the subsequent year's budget.

Fund Balance

Designations of fund balance shall be approved by the Board.]

Audits

The Board shall provide for an annual audit of District accounts by a certified public accountant who has no personal interest in District fiscal affairs. The audit shall be conducted in accordance with the requirements of state regulations.

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (Regional school boards)

- 14.14.050 Annual Audit*
- 14.14.060 Relationship between borough school district and borough*
- 14.14.065 Relationship between city school district and city*
- 14.17.082 Fund balance in school operating fund*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.120 Accounting and audit manuals, charts of accounts, code descriptions*
- 4 AAC 06.121 Annual financial reporting requirements*
- 4 AAC 09.130 School district audit*
- 4 AAC 09.160 Fund balance*

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

Business and Noninstructional Operations

BP 3411

CHECKING ACCOUNTS

The business office shall establish a payroll checking account and an accounts payable checking account requiring at least two signatures.

The business office shall establish a food service and pupil activity checking account requiring at least two signatures.

No other checking accounts are to be established without Board authorization.

All bank accounts must be in the District or school name.

(cf. 3451 – Petty Cash Funds)

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

Business and Noninstructional Operations

BP 3440

Inventories

The Superintendent or designee shall provide for the proper control and conservation of District property. He/she shall maintain an inventory for all items currently valued at \$5,000 or greater or a lesser amount if required by state or federal grant requirements or regulations. Information relative to items of lesser value may be maintained for insurance purposes.

(cf. 3270 – Disposal of Books, Equipment and Supplies)

(cf. 3290 – Gifts, Grants and Bequests)

(cf. 3400 – Management of District Assets/Accounts)

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.017 School construction grant conditions

14.14.050 Annual audit

ALASKA ADMINISTRATIVE CODE

4 AAC 06.120 Accounting and audit manuals, charts of accounts, code descriptions

4 AAC 51.300 Vocational facilities and equipment

CARL D. PERKINS VOCATIONAL EDUCATION ACT, Public Law 98-524, 99-159

34 CODE OF FEDERAL REGULATIONS, 74.132-74.140

Office of Management and Budget, Circular A-102, Attachment N, Property Management Standards

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 7/1/02

Business and Noninstructional Operations

AR 3440

Inventories

A physical inventory shall be conducted **[semi]**annually. Copies of the inventory shall be kept at the District office and school site.

Each site administrator or designee shall maintain an inventory of all equipment. The following information must be recorded:

1. Description (with manufacturer's name and/or model number).
2. Identification and/or serial number.
3. Date and cost of acquisition (estimate if unknown).
4. Funding source (grant source and grant title).
5. Current location.
6. Date on which inventory information was verified.

All equipment purchased with federal funds or nonfederal matching funds shall be labeled with the District's name and an equipment or inventory control number.

The date and mode of disposal of all equipment removed from the inventory shall also be recorded.

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

Business and Noninstructional Operations

BP 3450

Money in School Buildings

Money collected by District employees and student organizations shall be handled according to prudent business procedures as outlined in the Business Office Manual. All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

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

Business and Noninstructional Operations

AR 3451

Petty Cash Funds

Petty cash checks are issued at the beginning of the year for the purpose of paying for incidental expenditures of a small nature, usually less than **[\$150]** \$100.

A receipt must be obtained for all petty cash disbursements. **[No reimbursement will be made for sales tax.]** A reimbursement claim must be submitted monthly to the business office to replenish the fund. If the petty cash fund reaches a low level before the end of the month, more frequent reimbursement requests may be submitted. To obtain a reimbursement, all receipts must be attached to the claim.

The beginning fund balance, less the expenditures listed on the request, must equal the cash on hand. Any discrepancy between this figure and the actual cash count shall be the responsibility of the principal.

At the end of the year, schools who have a petty cash checking account may retain their petty cash funds in the account during the summer. However, a final petty cash reimbursement request with a copy of the most recent bank statement and reconciliation document must be submitted to the business office at the end of the year.

If a school does not have a petty cash checking account, the petty cash fund must be returned to the business office at the end of the year.

The end of the year amount must equal the original amount of petty cash at the beginning of the year less any receipts not previously reimbursed.

At schools where large petty cash funds have been established, the funds should be deposited in a petty cash checking account that requires two signatures.

Under no circumstances are any other funds other than petty cash reimbursement funds issued by the business office to be mingled with the petty cash funds.

Each school may establish a gaming account, **[in accordance with State statutes,]** according to AS 05.15 requiring at least two signatures.

All bank accounts must be in District or school name.

(cf. 3411 - Checking Accounts)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 10/6/03

Business and Noninstructional Operations

BP 3452

Student Activity Funds

Student organizations may raise and spend money in order to promote the general welfare, morale and educational experiences of the students. Student funds shall finance worthwhile activities which go beyond those provided by the District.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3554 - Other Food Sales)

Student funds shall be managed in accordance with the Business Office Manual.

The Superintendent or designee shall be responsible for the proper conduct of all student organization financial activities and shall periodically review the organizations' general financial structures and accounting procedures.

The Board shall provide an annual audit of student accounts by a certified public accountant.

(cf. 3400 - Management of District Assets/Accounts)

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

Business and Noninstructional Operations

BP 3460

Periodic Financial Reports

The Superintendent or designee shall keep the School Board informed about the District's financial condition. The Board shall assess the District's financial condition monthly to determine whether or not the District will be able to meet its financial obligations for the remainder of the fiscal year.

(cf. 3100 - Budget)

(cf. 3400 - Management of District Assets/Accounts)

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (Regional school boards)

14.14.090 Additional duties

14.14.050 Annual audit

ALASKA ADMINISTRATIVE CODE

4 AAC 06.121 Annual financial reporting requirements

4 AAC 09.130 School district audit

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

Business and Non-instructional Operations

BP 3490

RESERVES

It is understood that planning for the future is an integral component of financial management. The District is expected to have situations in which multi-year financial liabilities exist and/or there will be significant acquisitions which may be anticipated and scheduled. The Superintendent or designee shall be responsible for ensuring the District maintains required reserves for future liabilities, and making recommendations for creating discretionary reserves when fiscally appropriate.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 8/21/00

Business and Noninstructional Operations

BP 3491

Equipment Reserve Fund

The School Board recognizes the need to plan for the cyclical replacement of capital assets and the impact such replacement has on the operating budget. The School Board, has therefore, authorized the creation and maintenance of a special revenue fund that is dedicated to the acquisition and/or replacement of such capital equipment.

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures/Expending Authority)

Access to revenue in the Equipment Reserve Fund will be limited to capital purchases in excess of ten thousand dollars (\$10,000).

Funds drawn from the Equipment Reserve Fund will be transferred to the appropriate expenditure account as necessary to record the purchase.

(cf. 3120 - Transfer of Funds)

(cf. 3310 - Purchasing Procedures)

(cf. 3311 - Bids)

In order to protect the integrity of the fund, a fiscal plan for recompensation must be included with the transfer request. The Superintendent or designee will determine an appropriate life cycle for equipment purchased and an amortization schedule for fund regeneration.

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Periodic Financial Reports)

Legal Reference:

ALASKA STATUTES

~~14.08.101 Powers (Regional school boards)~~

~~14.14.060 Relationship between borough school district and borough~~

~~KENAI PENINSULA BOROUGH SCHOOL DISTRICT~~
~~Adoption Date: 2/1/99~~

[Business and Noninstructional Operations

BP 3510

MAINTENANCE

The Board recognizes the importance of timely maintenance and repair of District facilities, property and equipment in ensuring the safety of students and employees, in protecting State and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventative maintenance plan shall be in effect which includes custodial care, scheduled preventative maintenance, and energy management for District buildings. The Superintendent shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other

components of District facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. 3511 - Energy Conservation)

(cf. 3514 - Environmental Safety)

(cf. 3515 - School Safety and Security)

(cf. 5142 - Safety)

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to District property or equipment.

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.100 State aid for costs of school construction debt

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: []

Business and Noninstructional Operations

BP 3512

Equipment

School equipment may be used by staff members and/or students only for school-related tasks. Personal use of District property is prohibited and may be cause for disciplinary action.

When school equipment is not being used by students or staff, school-connected organizations may be granted reasonable use of the equipment for school-related matters. Actual costs of services such as copying shall be paid by the group rather than by the District.

(cf. 1230 –Organizations Supporting Student Activities)

(cf. 1330 – Use of School Facilities & Properties)

The consent of the principal or designee is required if District-owned equipment is removed from the school site. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

No personal telephone calls will be charged to District telephones. All personal telephone calls shall be charged to the employee's home phone or credit card number. Personal telephone calls charged to a school District telephone shall be subject to a \$25 service fee in addition to the toll charges.

(cf. 3440 – Inventories)

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

Business and Noninstructional Operations

BP 3513.3

Tobacco-Free Schools/Smoking

Tobacco-Free Schools

[Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of second-hand smoke. As role models, District employees should demonstrate conduct that is consistent with school programs to discourage students from using tobacco products.]

In accordance with law and to promote the health and safety of all students and staff, the School Board prohibits smoking or the use of tobacco products anywhere and anytime on District property and in District vehicles, including at athletic

events and meetings.

The Superintendent shall post appropriate signs prohibiting smoking in accordance with law.

This prohibition does not apply to any private residence owned or leased by the District for housing purposes.]

Ample research has demonstrated the health hazards associated with the use of tobacco products.

As role models, District employees should demonstrate conduct that is consistent with school programs to discourage students from using tobacco products.

Therefore, the School Board believes it is in the best interests of students, employees and the general public to prohibit the use of tobacco products anywhere and anytime on District property and in District vehicles.

The Superintendent or designee shall post appropriate signs prohibiting smoking in accordance with law.

(cf. 5131.62 – Tobacco)

Legal Reference:

ALASKA STATUTES

18.35.300-18.35.330 *Health nuisances*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: []

Business and Noninstructional Operations

BP 3513.4(a)

Pest Management Policy Statement

Structural and landscape pests can pose significant problems to people, property and the environment; however, the pesticides used to solve these problems carry their own risks. It is therefore the policy of the Kenai Peninsula Borough School District (KPBSD) to use Integrated Pest Management (IPM) programs and procedures for control of structural and landscape pests.

Pests

Pests are living organisms (animals, plants or microorganisms) that interfere with human purposes at the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment.

Pest Management

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a specific threat to public safety;
- Prevent loss or damage to school resources, structures or property;
- Prevent pests from spreading in the community, or to plant and animal populations beyond the school site;
- Enhance the quality of life for students, staff and others.

Pest management strategies must be included in an approved pest management plan for each site.

[Pesticides

The Superintendent shall, when practical, ensure the use of non-chemical methods to control pests, including proper sanitation practices, structural repair, and window screens.]

Integrated Pest Management Procedures

IPM procedures will determine when to control pests, and whether to use cultural, mechanical, biological or chemical means. Chemical controls are used as a last resort. IPM practitioners depend on current, comprehensive information on the pest and its environment, and the best available pest control methods. Applying IPM principles helps to reduce unacceptable levels of pest activity and damage. These principles are implemented by the most economical means and with the least possible hazard to people, property and the environment.

BP 3513.4(b)

Pest Management Policy Statement

Integrated Pest Management Procedures (continued)

It is the policy of the Kenai Peninsula Borough School District to utilize IPM principles to adequately manage pest populations. While the goal of this IPM program is to reduce and minimize the use of pesticides, pesticides may become necessary in certain situations. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are ineffective, alone or in combination. *Cost or staffing considerations* alone will not be adequate justification for use of chemical control agents. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to prevent pest levels from exceeding action thresholds, the least hazardous material that will effectively control the pest will be chosen. The application of such pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act, Environmental Protection Agency, Alaska Department of Environmental Conservation, AKOSHA and state and local regulations.

Pest Management Committee

The School District shall establish a Pest Management Advisory Committee to review pest management procedures, establish action thresholds, recommend pest management strategies and recommend changes to the Integrated Pest Management Program. The committee shall meet annually, as needed. Members of the committee shall represent the Kenai Peninsula Borough, the Kenai Peninsula Borough School District and the public, and will include the following:

- Borough Maintenance • IPM tech
- Environmental Compliance Coordinator
- Operations Manager • Planning & Operations Director
- Site Administrator
- Science Teacher
- Head Custodian
- Representative from UAF Cooperative Extension Service
- School Board member
- Parent of a KPBSD student

Education

Staff, students, administrative personnel, custodial staff and the public will be educated about potential school pest problems and the integrated pest management policies and procedures to be used to achieve the desired pest management objectives.

BP 3513.4(c)

Pest Management Policy Statement

Record Keeping at Site

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. Records must be current and accurate if IPM is to work. Records of pesticide use shall be maintained on site to meet the requirements of the state board of Pesticide Control and Board of Education, and records will also document any non-toxic treatment methods being used. The objective is to create records from which programs and practices can be evaluated in order to improve the system and eliminate ineffective and unnecessary treatments.

Notification

The School District will notify students' parents and school staff of upcoming treatments that will involve a pesticide. Notices will be posted in designated areas of the school and notices will be sent by telephone, email and/or mailed in the school's monthly newsletter.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with ADEC pesticide regulation, the EPA label instructions, and state and local regulations. Pesticides will not be stored at schools. The Kenai Peninsula Borough Maintenance Department will supply and store any and all pesticides.

Pesticide Applicators/IPM

Tech Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by the Kenai Peninsula Borough School District and the Kenai Peninsula Borough; and they must follow regulations and label precautions. Applicators must be certified and comply with the District's IPM policy and Pest Management Plan.

Kenai Peninsula Borough School District

Adoption Date: [] 6/2/03

Business and Noninstructional Operations

AR 3513.4(a)

Pest Management

Integrated Pest Management Procedures

IPM procedures **[as outlined in the Kenai Peninsula Borough School District Integrated Pest Management Statement of Policy Manual (January 2003)]** will determine when to control pests, and whether to use cultural, mechanical, biological or chemical means. Chemical controls are used as a last resort. IPM practitioners depend on current, comprehensive information on the pest and its environment, and the best available pest control methods. Applying IPM principles helps to reduce unacceptable levels of pest activity and damage. These principles are implemented by the most economical means and with the least possible hazard to people, property and the environment.

It is the policy of the Kenai Peninsula Borough School District to utilize IPM principles to adequately manage pest populations. While the goal of this IPM program is to reduce and minimize the use of pesticides, pesticides may become necessary in certain situations. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are ineffective, alone or in combination. *Cost or staffing considerations* alone will not be adequate justification for use of chemical control agents. The full range of alternatives, including no action, will be considered.

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- Borough Maintenance • IPM tech
- Environmental Compliance Coordinator
- Operations Manager • Planning & Operations Director
- Site Administrator
- Science Teacher
- Head Custodian
- Representative from UAF Cooperative Extension Service
- School Board member

AR 3513.4(b)

Pest Management (continued)

- Parent of a KPBSD student

Education

Staff, students, administrative personnel, custodial staff and the public will be educated about potential school pest problems and the integrated pest management policies and procedures to be used to achieve the desired pest management objectives.

Record Keeping at Site

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. Records must be current and accurate if IPM is to work. Records of pesticide use shall be maintained on site to meet the requirements of the state board of Pesticide Control and Board of Education, and records will also document any non-toxic treatment methods being used. The objective is to create records from which programs and practices can be evaluated in order to improve the system and eliminate ineffective and unnecessary treatments.

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Kenai Peninsula Borough School District

Adoption Date: []

Business and Noninstructional Operations

BP 3520

SCHOOL Safety AND SECURITY

The School Board believes that the schools of this District are safe, secure, and caring places for children to learn. It is further recognized that students and employees have the right to learn and work in a safe environment.

The Superintendent or designee shall implement a District-wide comprehensive plan designed with the following goals:

1. Mitigation or reduction of the potential for suffering exposure to incidents such as accident, trauma, violence, fire, explosion, and other natural or man-made hazards.
2. Preparation of staff by providing training and resource materials before the event.
3. Response in an appropriate, timely, and safe manner during the event.
4. Recovery and a return to a state of normalcy as quickly as possible.

All members of the school community should be alert to conditions which have the potential for jeopardizing the health and/or safety of students, employees, or the public.

(cf. 3513.3 - Tobacco-Free Schools/Smoking)

(cf. 3521.1 - Hazardous Substances)

(cf. 3543 - Transportation: Emergency and Safety Procedures)

(cf. 4157/4257/4357 - Employee Safety)

(cf. 5141.1 - Accidents)

(cf. 5142 - Student Safety)

(cf. 3521 - Critical Incident Plan)

(cf. 6153 - School-Sponsored Trips)

(cf. 7111 - Evaluating Existing Buildings)

Legal Reference:

ALASKA STATUTES

18.31.010-18.31.050 Asbestos health hazard abatement program

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 8/21/00

Business and Non-Instructional Operations

BP 3521

CRITICAL INCIDENT PLAN

All District staff and students must be prepared to respond quickly and responsibly to critical incidents. A critical incident includes emergencies, disasters and other events which require emotional support. The Superintendent or designee shall develop and maintain a District-wide model critical incident plans.

Each site shall maintain a crisis response team consisting of (at a minimum) the principal, one certificated staff member, one classified staff member, and one parent whose child attends the school. Each site shall have a plan which shall be:

1. based on the District-wide model,
2. modified to address issues specific to the site, community, population, etc.,
3. reviewed and updated annually.

The Superintendent or designee shall consult with city and/or borough officials so that District and site plans may provide the best possible way of handling each situation and also provide for emergency communications systems between these officials and each District school.

(cf. 3520 – School Safety and Security)

(cf. 3522 – School Security)

(cf. 5142 – Student Safety)

The School Board shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services the Board deems necessary to meet the community's needs.

Disaster simulation exercises shall be held annually at each school site and shall demonstrate how safety procedures may be applied to various types of emergencies.

The Board encourages all employees to become proficient in first aid and cardiopulmonary resuscitation.

Legal Reference:

ALASKA STATUTES

14.03.030 School term

14.03.140 Emergency drills

18.70.080-18.70.300 Fire protection

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 8/21/00

Business and Non-instructional Operations

AR 3521

CRITICAL INCIDENT PLAN

The District-wide model Critical Incident Plan (CIP) shall be available to staff, students, and the public, in the office of the Superintendent or designee. Each individual (site specific) Critical Incident Plan shall be available for inspection by staff, students, and the public, in the office of the principal (or responsible administrator).

The principal (or responsible administrator) will assume responsibility for the implementation of the Critical Incident Plan from the time of the event until either relieved by competent authority (Fire Dept, Police Dept, etc.) or until normal conditions are restored.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 8/21/00

Business and Noninstructional Operations

BP 3521.1

Hazardous Substances

The School Board recognizes that the daily operations of our schools entail the use of potentially hazardous substances. The Superintendent or designee shall ensure that hazardous substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.

Teachers shall instruct students as to the importance of proper handling, storage, disposal and protection with regard to all potentially hazardous substances.

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. The Board encourages staff to substitute less dangerous materials for hazardous ones whenever feasible.

The Superintendent or designee shall ensure that the schools are regularly inspected to identify potential sources of risk and shall inform the Board of any environmental risks in the schools.

Business and Noninstructional Operations

BP 3522

School Security

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce District policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

(cf. 3520 – School Safety and Security)

(cf. 3522.3 – Intruders on Campus)

(cf. 4158/4258/4358 – Employee Security)

(cf. 5131 – Student Conduct)

(cf. 3522.5 – Campus Disturbances)

(cf. 5131.5 – Vandalism, Theft, and Graffiti)

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5131.7 – Weapons and Dangerous Instruments)

(cf. 5141.4 – Child Abuse and Neglect)

(cf. 5142 – Student Safety)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

(cf. 3521 – Critical Incident Plan)

The Superintendent or designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent or designee also shall investigate ways that school grounds can be made more secure.

The Board encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

Business and Noninstructional Operations

AR 3522.1

ACCESS AND KEYS

All keys used in a school shall be the responsibility of the principal. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal shall set up a record keeping system so as to know at all times the locations of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate, or building involved. They shall lock all doors and windows and turn off lights, appliances, etc., when leaving the room or building.

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal immediately and shall pay a \$100 fee. Duplicate keys may be obtained only through the District business office.

Keys shall be used only by authorized employees and shall never be loaned to students.

(cf. Business Office Manual)

Business and Noninstructional Operations

BP 3522.3

Intruders on Campus

The School Board is committed to keeping the schools safe from intruders and requires all visitors to register upon coming on campus.

The principal or designee shall promptly expel from school premises any individual he/she thinks might disrupt normal school operations, threaten the health and safety of students or staff, or cause property damage.

The principal or designee shall ensure that all staff members know what action to take when they observe strangers on school grounds and when and how to get help from law enforcement authorities.

(cf. 1250 - Visits to the Schools)

(cf. 3522 - School Security)

(cf. 4158 - Employee Security)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

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

School Safety and Security

Campus Disturbances

The School Board recognizes that all school staff must be prepared to cope with campus disturbances and to minimize the risks they entail. Staff should be especially sensitive to conditions that incite racial conflict, student protests, or confrontations.

The Superintendent or designee shall establish at each school a disturbance response plan for curbing disruptions which create disorder and may lead to riots, violence or vandalism at school or school-sponsored events.

The Superintendent or designee shall consult with law enforcement authorities to plan for police support during school disruptions. Each school's disturbance response plan shall address the role of law enforcement. When a disturbance directly threatens students or staff, the Superintendent or designee has the authority to call in law enforcement personnel for assistance and may dismiss school.

Students who participate in disturbances may be subject to disciplinary action.

(cf. 3520 - School Safety and Security)

(cf. 5144 - Discipline)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 3/5/2001

AR 3522.5

School Safety and Security

Campus Disturbances

All school staff shall respond to campus disturbances in accordance with the school's response plan. Response plans shall describe:

1. The means which will be used to signal an emergency situation and maintain communication among staff and with the Superintendent or designee.
2. Each staff member's specific duties during a disturbance.
3. Procedures for ensuring the safety of students and staff.
4. Conditions, as prearranged with law enforcement authorities, under which the principal or designee shall:
 - a. Inform the police
 - b. Secure police assistance
 - c. Give the police responsibility for a specific crisis situation
5. Procedures for the orderly dismissal of school when authorized by the Superintendent or designee.

Extension of Class Period

During any disturbance in which additional students might become involved while changing classes, the principal or designee may notify all staff that the present class period will be extended until further notice. Upon receiving this notification:

1. Teachers shall ensure that all students in their charge remain in one location under their supervision.
2. Teachers shall ask any students who are in the halls to return to their classes at once.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 3/5/2001

BP 3522.6

School Safety and Security

Violent and aggressive conduct

Students and staff have the right to feel safe and secure in their classrooms and while on school property or at school events. There are certain behaviors that, if tolerated, would quickly destroy the safe learning environment to which students and staff are entitled. These behaviors, categorized as violent and aggressive, will not be tolerated and will result in immediate corrective action. The Superintendent or designee shall develop procedures for the reporting of violent and aggressive behavior to appropriate law enforcement authorities.

(cf. 3520 – School Safety and Security)

(cf. 5142 - Safety)

Violent and aggressive acts include, but are not limited to, possession, threat with or use of a weapon; physical assault; verbal abuse; intimidation; extortion; bullying; gang participation; harassment; stalking; defiance; and racial slurs.

(cf. 3522.5 - Campus Disturbances)

(cf. 5131.7 – Weapons and Dangerous Instruments)

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

Legal Reference:

Gun-Free Schools Act of 1994, 20 U.S.C. 8921

Individuals with Disabilities Education Act, 20 U.S.C. 1400 et. seq.

ALASKA STATUTES

11.41.100 – 11.41.530 Offenses Against the Person

11.61.210 Misconduct involving weapons in the fourth degree

11.81.900 Definitions

14.03.160 Suspension or expulsion of students for possessing weapons

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 – 4 AAC 07.900 Student Rights and Responsibilities

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] ~~3/5/2001~~

Business and Noninstructional Operations

BP 3530(a)

RISK Management

The School Board desires to protect District resources by maintaining a program of risk management including, but not be limited to:

1. Property Loss Insurance (buildings and equipment).
2. Workers Compensation Insurance.

3. Liability Insurance.

(cf. 4154 – Personnel Insurance/Health & Welfare Benefits)

Student Injuries

The teacher or person in charge immediately following an incident must complete a KPBSD Student Injury/Illness Report (E 3530 (a)).

The report must be filled out completely and accurately, describing the incident and follow up care in detail. The original form is to be sent to **[District Office]** Administrative Services within 48 hours. Copies should be retained for the school and nurse. Contact Central Office immediately, by telephone, if student is transported to a medical facility.

Employee Injuries

All work-related employee injuries and illnesses must be reported on the KPB/KPBSD Employee Injury/Illness Report form (E 3530 (b)). The injured employee must fill out the front of the report and the immediate supervisor fills out the back. If the injury/illness requires medical attention other than first aid or causes employee to miss the next scheduled work shift, the State of Alaska “Report of Occupational Injury or Illness” form #07-6101 (E-3530(c)) must be filled out and sent in to Central Office along with the KPBSD form. The State form must be filed in Juneau within ten (10) days after employee has knowledge of the injury. Send the original report(s) to Human Resources within 24 hours of the injury and keep a copy for the school files. Do not send forms directly to the Alaska Department of Labor. Contact Central Office immediately, by telephone, if the employee is transported to a medical facility.

Liability Insurance

The District carries liability insurance to cover most situations. When a situation arises for which the District may be liable, the Executive Director – Business Management should be notified immediately. Any injury to a student or an employee requires that a report be filed.

Under no circumstances is an employee to admit any liability or promise that medical bills will be paid by the District.

Business and Noninstructional Operations

BP 3530(b)

RISK Management (continued)

Auto Insurance

Anyone transporting students for an activity, at school request, must report any accident to **[the]** a Superintendent or designee at the earliest possible time.

Legal Reference:

ALASKA STATUTES

14.03.150 Insurance required

14.08.091 Administration (Regional Education Attendance Areas)

14.11.011 Grant applications

14.12.115 Indemnification

14.14.020 Bond required

21.76.010-21.76-900 Joint insurance arrangements

ALASKA ADMINISTRATIVE CODE

4 AAC 31.200 Loss protection required

4 AAC 31.205 Self-insurance programs

4 AAC 31.210 Deductible amounts

4 AAC 31.215 Proceeds

4 AAC 31.220 Proof of insurance

4 AAC 31.225 Failure to procure insurance

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 08/19/02

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
[STUDENT INJURY/INCIDENT REPORT](#)

E 3530a

E 3530b

REPORT OF OCCUPATIONAL
INJURY OR ILLNESS

E 3530c

Kenai Peninsula Borough

Business and Noninstructional Operations

BP 3531

RECOVERY FOR PROPERTY LOSS OR DAMAGE

The School Board shall seek reimbursement of damages from any individual or from the parents/guardians of any minor who commits any act of theft or vandalism.

(cf. 4156.3 - Reimbursement, Uniforms and Allowances)

(cf. 4158/4258 - Employee Security)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

If the Superintendent or designee or law enforcement officials are unable to fix responsibility for the vandalism, ~~the Board may authorize the Superintendent or designee~~ **[may]** to offer a reward for information leading to the identification and apprehension of the guilty party.

Business and Noninstructional Operations

AR 3531

RECOVERY FOR PROPERTY LOSS OR DAMAGE**Reports**

Every District employee shall report all damage or loss of school property to the Superintendent or designee and law enforcement officials immediately after such damage or loss is discovered.

Investigation

The Superintendent or designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate.

Recovery of Damages

When the person causing the damage or loss has been identified and the costs of repair, replacement or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover these costs. The District's legal counsel shall be consulted if necessary. Reasonable steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian. Said damages will include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

Business and Noninstructional Operations**Transportation**

Note: State reimbursement of transportation costs requires prior approval of routes and services in accordance with state regulations. With state approval, districts may use district funds or charge fees to fund supplemental transportation services which are not eligible for state reimbursement.

The School Board desires to provide transportation for eligible students in accordance with state and federal law.

The goals of the transportation service are:

1. To provide maximum safety for students while being transported between home and school and on school-sponsored trips.
2. To promote desirable student behavior and respect for traffic safety.
3. To provide assistance and transportation for handicapped students.
4. To provide transportation for field trips.

(cf. 3312 - Contracts)

(cf. 3541.5 - Alternative Transportation Arrangements)

(cf. 6182 - Secondary Boarding Program)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

[14.09.030 School buses]

14.30.347 Transportation of exceptional children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

~~4 AAC 27.005 - 4 AAC 27.990 Transportation of pupils~~

Business and Noninstructional Operations

BP 3541(a)

Transportation Routes and Services

Note: Pursuant to 4 AAC 27.010, a regular transportation route may be established where 8 or more students reside more than one and one-half miles from school. Pursuant to 4 AAC 27.045, if student travel time exceeds two hours per day, parent/guardian permission is required or the parent/guardian may select other reasonable and available educational or transportation alternatives.

Transportation may be arranged through private subcontractors in all areas and instances where the **[District]** Board does not own school buses.

[A regular pupil transportation route may be established if fifteen (15) or more pupils reside more than one and one-half miles from the attendance center to be served by the route, measured from the closest point of the school property to the closest point of the resident property using a route which a student can actually walk to the location and not be required to cross private property without the permission of the owner.]

Some roads within the boundaries of the District are not considered safe for school bus operations. The District attempts to establish school bus routes that will service students in a timely fashion on all days when school is in session.] Bus routes for regular student transportation shall be established only on roads or highways in the Borough that

- a. have at least a gravel surface;**
- b. are under the supervision and all-weather maintenance of the Department of Transportation, a municipality, or Borough service area, and**
- c. have adequate turnaround space for transportation vehicles.**

Because of the difference in vehicles used for student transportation, the District also will consider the following factors when evaluating a road for a school bus route: access, grade, recovery area, road width, sharp curves, sight distance, steep embankments, and winter maintenance.]

meet Alaska Department of Transportation standards and are fully maintained year round by the state or a city.

Bus routes shall be established to best serve students most efficiently based on a continuing assessment of financial resources.

Note: Pursuant to 4 AAC 27.035, the Board may designate hazardous routes within one and one-half mile from school. The designation must be by resolution which must state the nature and potential duration of the hazard and is only valid for one year.

Business and Noninstructional Operations

BP 3541(b)

Transportation Routes and Services

The **[Superintendent]** Board may designate hazardous transportation routes within the minimum walking distance when such routes are unsafe.

Note: Pursuant to 4 AAC 27.045, districts may transport students living within one and one-half miles of the school on regular transportation routes if a fare is charged and amounts collected are deducted from state reimbursements. Pursuant to A.S. 14.09.010, the state department may permit districts to establish supplemental transportation services and charge fees for such services.

The **[Superintendent]** Board may charge a fare for **[home-to-school]** regular transportation provided to students within the established walking distance of one and one-half miles or for supplemental transportation services.

(cf. 3541.2 – Transportation for Special Education Students)

(cf. 3541.5 – Alternative Transportation Arrangements)

(cf. 3543.1 – Hazardous Bus Routes)

Legal Reference:

[UNITED STATES CODE]

49.U.S.C. §§ 30101, et seq.]

ALASKA STATUTES

14.09.010 Transportation of pupils

ALASKA ADMINISTRATIVE CODE

~~4 AAC 27.005 Approval of transportation routes~~

~~4 AAC 27.010 Establishment of regular routes~~

~~4 AAC 27.035 Hazardous routes~~

~~4 AAC 27.040 Modification and termination of approved routes~~

~~4 AAC 27.045 General Provisions for regular and other conveyance routes, route extensions, and in-lieu-of agreements~~

~~4 AAC 27.055 Required transportation reports and documents~~

~~4 AAC 27.120 Definitions~~

~~4 AAC 27.990 Definitions~~

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [7/1/96]

Business and Noninstructional Operations

BP 3541.1(a)

School-Related Trips

Trips by School Vehicles

Besides taking students to and from school, the **[Superintendent]** Board may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the District transportation for approved school-

related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the **[Superintendent]** Board, such costs may be charged to the District.

Transportation by Private Automobile

The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities.

Trips Involving Students as Passengers

Drivers shall be an adult age **[twenty-one (21)]** or older, registered with the District, possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

Drivers shall be issued safety instructions and emergency information.

All student passengers shall provide permission slips signed by their parents/guardians.

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur.

Transportation of students in vehicles operated by another student is prohibited.

In the event of an accident, regardless of damage or injury, the principal or designee shall notify the Superintendent or designee at the earliest possible time.

Trips Involving a Student as Driver

Driver shall be required to possess a valid driver's license and liability insurance as required by state law.

Driver shall provide permission slip signed by parents/guardians.

Driver shall be issued safety instructions and emergency information.

BP 3541.1(b)

School-Related Trips (continued)

Driver shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may

occur.

Transportation of students in vehicles operated by another student is prohibited.

In the event of an accident, regardless of damage or injury, the principal or designee shall notify the Superintendent or designee at the earliest possible time.

(cf. 6153 – School-sponsored Trips)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 7/6/98

Business and Noninstructional Operations

AR 3541.1(a)

School-Related Trips

Trips by School Vehicles

Activity vehicles/vans will be in compliance with state laws and District regulation.

Drivers

1. Drivers shall be at least **[twenty-one (21)]** years old and possess a valid appropriate driver's license.
2. Drivers shall follow all state traffic laws including a required ten (10) minute rest stop every two hours.
3. Driver[s] will conduct a pre and post trip safety and maintenance check of **[vehicles]** of the van, including an operating check of tire pressure, turn signals, brakes, mirrors, windshield wipers, lights, oil level, oil pressure, fan belts, and gas tank.
4. Drivers **[must be free from the effects of alcohol, drugs and medications]** are prohibited from operating activity **[vehicles]** vans within six (6) hours of consuming alcohol or drugs that **[may]** could impair driving ability **[when operating activity vehicles]**.

Activity Vehicles

1. Activity vehicles shall have the following equipment on board:
 - a. Free standing reflectors
 - b. Five pound fire extinguisher
 - c. First aid kit
 - d. Tire chains
 - e. Tow straps
 - f. Emergency procedures guide
2. Activity vehicles shall not be loaded beyond their capacity.
3. Each school shall be responsible for regular **[vehicle]** van maintenance and upkeep. A trip log and a maintenance log shall be kept for each activity vehicle.

Business and Noninstructional Operations

AR 3541.1(b)

School-Related Trips (Continued)

Trips

Trip plans, including designated overnight stops, must have prior approval from the principal or designee. The principal, or designee, shall be notified of any deviation from the trip plan.

These requirements are considered minimum and principals may add requirements depending on the time of year and road conditions.

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

E 3541.1(a)

SCHOOL DRIVER REGISTRATION FORM

DRIVER (circle one) Employee Parent Volunteer Student

Name _____ Date of Birth _____

Address _____ Driver's License No. _____

Expiration Date _____

Telephone No. () _____

VEHICLE

Name of Owner _____ Year _____

Address _____ Make _____

License Plate No. _____ Registration _____

Expires _____

Seating Capacity _____

No. Seat Belts _____

Operational Brakes _____

Operational lights _____

INSURANCE INFORMATION

Insurance Company _____

Policy No. _____

Expiration Date _____

Liability Limits of Policy _____

(The minimum acceptable liability limit for privately-owned vehicles is \$100,000 per occurrence. If you transport students often, it is recommended that your coverage be \$300,000 per occurrence.)

Name of Agent _____

Telephone No. () _____

I certify that the information given above is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

The District is authorized to obtain my driving record from the Department of Motor Vehicles.

Signature _____

Date _____

(Parent signature if driver is a student)

E 3541.1(b)

**PRIVATE VEHICLE TRANSPORT STATEMENT
KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

In accordance with School District policy all private vehicles/operator(s) must complete this check sheet prior to transporting KPBSD students for curricular or cocurricular activities.

YES

**1. Vehicle is in good working order.
(brakes, lights, seat belts, etc.)**

**2. All students will be secured with seat belts
at all times while vehicle is moving.**

3. Vehicle and operator has personal liability insurance.
Name of Company: _____

4. I am physically/mentally healthy and not taking any medication that will hinder my driving safely.

5. I am at least 21 years of age and currently hold a state approved driver's license. _____
State/Number

Vehicle License # _____ Make _____

Model _____ Color _____

Signature _____

Date _____

This form should be kept by the teacher/school. Do not send to Central Office.

Business and Noninstructional Operations

BP 3541.2

TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS

The School Board recognizes its responsibility to provide transportation services which give handicapped students access to appropriate education programs and services. The District shall provide transportation for exceptional students in accordance with needs specified in their Individualized Education Program (IEP).

In selecting the most appropriate mode of transportation, IEP teams shall consider the student's unique safety and health needs, the availability of equipment, **[road conditions and accessibility to the student's home]**, existing transportation schedules, and the extent to which transportation arrangements may help the student develop independent mobility skills.

Whenever feasible, exceptional children shall be transported with regular students.

(cf. 3540 - Transportation)

(cf. 3541.5 - Alternative Transportation Arrangements)

(cf. 6172 - Special Education)

Legal Reference:

ALASKA STATUTES

14.30.278 Individualized education program

14.30.347 Transportation of exceptional children

ALASKA ADMINISTRATIVE CODE

~~*4 AAC 27.020 Establishment of special education routes*~~

~~*4 AAC 27.045 General provisions for regular and other conveyance routes, route extensions and in-lieu-of agreements*~~

4 AAC 52.730 State aid for transportation

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

Business and Noninstructional Operations

BP 3541.3

NON-PUBLIC SCHOOL STUDENTS

The District may provide transportation for students attending private schools when this service is authorized by law and regulation, can be provided on established bus routes, and seating is available. This service shall not result in increased student transportation costs to the District.

Legal Reference:

ALASKA STATUTES

~~*14.09.020 Assumption of Responsibilities*~~

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

Business and Noninstructional Operations

BP 3541.5

Alternative Transportation Arrangements

The **[District]** School Board may reimburse parents/guardians in lieu of transportation whenever such practice is more economical.

(cf. 6181 - Correspondence Study Program)

(cf. 6182 - Secondary Boarding Program)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

~~4 AAC 27.025 Establishment of other conveyance routes~~

~~4 AAC 27.030 In lieu of agreements~~

~~4 AAC 27.120 Definitions~~

4 AAC 27.990 Definitions

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

Business and Noninstructional Operations

BP 3542

Roles and Duties of Employees

Authority of School Bus Drivers

Students transported in a school bus shall be under the authority of, and responsible directly to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on the bus.

(cf. 5131.1 - Bus Conduct)

All bus drivers shall receive training as mandated by law. They also shall be familiar with and adhere to District policies and regulations relating to student transportation as stated in the District's Transportation Manual.

Legal Reference:

ALASKA STATUTES

28.15.046 *Licensing of school bus drivers*

ALASKA ADMINISTRATIVE CODE

4 AAC 27.200 *Approved school bus driver training courses*

4 AAC 27.210 *Certification of instructors*

4 AAC 27.220 *Minimum standards for school bus driver training courses*

~~4 AAC 27.225 *Issuance of school bus driver certificates under 4 AAC 27.200(a) and (b)*~~

4 AAC 27.230 *Issuance of school bus driver certificates under 4 AAC 27.200 (c)*

4 AAC 27.235 *Revocation of school bus driver training course approval*

4 AAC 27.240 *Revocation of instructor certificate*

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

Business and Noninstructional Operations

BP 3543

Transportation: Emergency and Safety Procedures

The District **[or its designee]** shall provide instruction on safe boarding, riding, exiting and emergency procedures to school children transported by school bus. The District **[or its designee]** shall conduct at least three evacuation drills each year.

(cf. 5131.1 - Bus Conduct)

Legal Reference:

ALASKA STATUTES

~~**14.09.030 School buses**~~

~~*28.05.104 School Buses – The uses*~~

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

Business and Noninstructional Operations

BP 3543.1

hazardous bus routes

The District may establish hazardous bus routes within **[one and one-half (1.5)]** miles from a school on roads that are city or state maintained when hazardous conditions exist, subject to law, regulation and receipt of written DOE approval establishing the amount of reimbursement awarded to the District.

(cf. 3541 - Transportation Routes and Services)

Legal Reference:

ALASKA ADMINISTRATIVE CODES
~~4 AAC 27.035 Hazardous Routes~~

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

Business and Noninstructional Operations

AR 3543.1

hazardous bus routes

Requests to establish hazardous bus routes may be initiated by individuals or groups who feel that conditions along the route students take to school are unsafe and warrant the additional expenditure of local funds to transport students to and from school. Only hazardous bus route requests that are **[one and one-half (1.5)]** miles or less from the school attended and are on city**[, Borough,]** or State maintained roads shall be considered by the **[Superintendent]** Board. Hazardous routes must be **[reviewed]** approved annually by the **[Superintendent]** and shall be continued only as long as the hazard exists.

Bus routes for regular student transportation shall be established only on roads or highways in the Borough that are under the supervision and all-weather maintenance of the that meet Alaska Department of Transportation**[, a municipality or a Borough service area.]** standards and are fully maintained year round by the state or a city.

[New] Hazardous bus route requests will be presented to the associate Superintendent – planning, operations and technology and include the following information:

1. A complete, clear definition of the hazard;
2. Number of students affected by the request;
3. Efforts made or planned by the agency responsible for correcting or eliminating the hazard;
4. Number of days or months the hazard will be present;
5. Other efforts made to reduce or eliminate the hazard; and
6. Estimated miles added to existing bus route**[: and]**

[7. Estimated additional cost to the District.]

Upon receipt of this information, the associate Superintendent – planning, operations and technology will review the request and present the request to the Board, along with other pertinent information that may be available.

The Board may reject the request or tentatively approve the request pending approval by the commissioner of education.

Business and Noninstructional Operations

BP 3544.1

vehicle maintenance

District vehicles shall be maintained in a safe mechanical condition. Bus contractors shall maintain their vehicles used to transport students in a safe mechanical condition.

The District shall keep maintenance records on all District vehicles, including those used to transport students, and shall require bus contractors to do the same. Contractor maintenance records shall be available for inspection by District representatives at any time.

Business and Noninstructional Operations

AR 3544.1

vehicle maintenance

Each District vehicle shall have a routine maintenance and safety check at a minimum of every 3,000 miles. This maintenance and safety check shall be conducted by a designated garage or mechanic. Every 12,000 miles or once a year, each District vehicle shall have a detailed safety and maintenance check by a designated garage or mechanic.

A service log shall be kept for each District vehicle that describes required and other maintenance performed, the garage or person performing the service, type of service and date completed.

A daily log shall be kept on each District vehicle used to transport students and each driver of each vehicle shall list and sign all daily or weekly routine items required.

Logs shall be available at any time and copies of required maintenance and safety checks shall be filed with the Superintendent or designee after they have been performed. **[The]** Superintendent or designee shall conduct at least two reviews each school year of bus contractor records on vehicles used to transport students.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: [] 2/19/2001

Business and Noninstructional Operations

BP 3550

Food Service

The School Board recognizes that students need adequate, nourishing food in order to grow and learn and to give a good foundation for their future physical well-being. The Board may provide for a food service program based on regular lunch service and including

such other snack and breakfast programs as the needs of the students and the financial capacity of the District permit. The Board recognizes that the lunch program is an important complement to the nutritional responsibilities of parents/guardians.

The Board believes that:

1. Foods available on school premises should contribute to the nutritional well-being of students.
2. Foods available be considered as carefully as other educational support materials.
3. Foods be prepared in ways which will appeal to students while retaining nutritive quality.
4. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible.

The School Board intends that, insofar as possible, the school food services program shall be self-supporting. The Board shall review and approve of menu prices. Program financial reports shall be presented regularly for inspection by the Board.

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

Business and Noninstructional Operations

BP 3553

Free and Reduced PRICED MEALS

The School Board desires to provide meals of the proper quality and amount for good nutrition to eligible students by participating in the national school breakfast and lunch programs where feasible.

Eligibility for free or reduce priced meals shall be based on federal regulations. Parents/guardians shall be informed of the District policy and regulations concerning free or reduced priced meals.

All applications and records related to eligibility for the free or reduced price meal program shall be confidential.

(cf. 1340 – Access to District Records)

(cf. 5125 – Student Records)

Children eligible for free or reduce priced meals and milk shall not be treated differently from other children and shall have the same choice of meals or milk that is available to those children who pay the full price. There shall be no overt identification of any of the children by the use of special tokens or tickets or by any other means. The children shall not be required to work for their meals or milk, use a separate dining area or entrance, or consume their meals or milk at a different time.

Legal Reference:

NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM

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

Business and Noninstructional Operations

BP 3554

Other Food Sales

The Superintendent or designee may permit food sales by student or adult entities or organizations provided that these sales comply with state and federal regulations, do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures.

No foods of minimal nutritional value shall be sold in food service areas during breakfast/lunch periods if the school participates in federal breakfast/lunch programs.

The Board believes that all food available at school should contribute to the development of sound nutritional habits and should reflect concern for the health and well-being of our students.

(cf. 1321 – Solicitations of Funds from and by Students)

Legal Reference:

NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM; COMPETITIVE FOODS. (7 CFR Parts 210.11 and 220.)

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



Seward 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

Memorandum

DATE: April 27, 2004
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Revisions to BB 9320, Meetings

Revisions to Board Bylaw 9320, Meetings, are necessary due to Board action during the April 5 meeting. Action on specific dates will happen in the fall after the Board reorganizes.

This revision is recommended for approval with the change in meeting time to begin at the July 12 meeting.

BB 9320(a)

Bylaws of the Board

MEETINGS

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than four members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to

discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

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

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

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

The Board may hold 2 regular meetings each month. Unless changed by the Board, regular meetings shall be held at 7:30 **[7:00]** p.m. at Borough Assembly Chambers. Notice of regular meetings shall be advertised as required by state law.

Special Meetings

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

BB 9320(b)

MEETINGS (continued)

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

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

Emergency Special Meetings

The Board president shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is

practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

14.14.080 Declaring a school board vacancy

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 11/17/03