

Kenai Peninsula Borough School District Board of Education Meeting Agenda

August 4, 2003 – 7:30 p.m.
Regular Meeting

Borough Administration Building
148 N. Binkley, Soldotna, Alaska

SCHOOL BOARD MEMBERS:

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

Worksessions

4:00 p.m. [Policy Revision Review of Section 2000, Administration](#)

5:00 p.m. [Process for Cocurricular Activities Goal](#)

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/[July 7, 2003](#)

2. Awards and Presentations

3. School Reports

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

- a. [Superintendent's Annual Report](#)

9. Reports

- a. Board Reports

10. Action Items

- a. [Consent Agenda](#)

- (1) Approval of [Revisions to AR 4021, Drug and Alcohol Testing of School District Commercial Driver Licensed Employees](#)
- (2) Approval of [Nontenure Teacher Assignments](#)
- (3) Approval of [New Teacher Assignments](#)
- (4) Approval of [Recommendations Regarding Requests for Leave of Absence-Certified](#)

Instruction

- b. Approval of [Revisions to BP 6146.7, Diplomas](#)

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

* * * * *

Memorandum

DATE: July 15, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Policy Review
Section 2000, Administration

Policy Section 2000 (Administration) is short and changes are not likely to be substantial. I'd suggest we work on this immediately rather than wait until after the election.

Attached is a current copy of Section 2000 along with my handwritten notes of items that caught my attention at first glance. We'll get started on August 4. Be sure to bring your packet to each policy review worksession.

Thanks.

Administration

BP 2000

Concepts and Roles

The School Board expects the administration to promote the creation of the best possible educational program and to maintain an environment conducive to learning. The Superintendent shall provide the vision and educational leadership in this effort and shall give top priority to meeting the needs of all students and actively helping teachers raise academic achievement.

The Board may employ administrative and supervisory personnel to assist in the effective management of the district. The Board expects the Superintendent to recognize, develop and use the leadership abilities of staff.

The Superintendent or designee shall develop decision-making processes which are responsive to the school community and to the specific needs of individual students. He/she shall provide means by which staff, students and parents/guardians at each school may participate in decisions related to school improvement and matters which the Board identifies as appropriately managed at the school site level. The administration shall provide professional advice to the Board and to citizen advisory committees.

(cf. 0420 - School-Based Decision Making/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

The Board desires to give all administrators the authority they need in order to carry out their assigned responsibilities. The Board shall clearly state what it expects of the Superintendent and shall annually evaluate him/her on how well those expectations have been met. In turn, the Superintendent or designee shall clearly state what is expected of all other administrators and shall annually evaluate how well those expectations have been met.

(cf. 4315 - Evaluation/Supervision)

Legal Reference:

ALASKA STATUTES

14.08.111 *Duties (Regional School Boards)*

14.14.110 *Cooperation with other districts*

14.14.130 *Chief School Administrator*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 7/1/96

Administration

BP 2100

Administrative Staff Organization

Authority originates with the publicly elected School Board and state laws and regulations. The Superintendent or designee may delegate authority and responsibility to the administrators and staff in accordance with law and Board policy.

The Superintendent shall organize the administrative staff in a manner which best enables the district to provide an effective program of instruction. He/she may adjust staff responsibilities to accommodate the district needs and/or individual capabilities.

(cf. 4119.3 - Duties of Personnel)

Legal References:

ALASKA STATUTES

14.08.111 *Duties (Regional School Boards)*

14.14.130 *Chief school administrator*

ALASKA ADMINISTRATIVE CODE

4 AAC 18.025 *Principal*

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

Administration

BP 2110

Organization Chart/Lines of Responsibility

All schools and departments shall form a single administrative system organized so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. The Superintendent or designee shall maintain a current district organization chart, approved by the Board, which identifies lines of primary responsibility and the relationships between district positions.

The organization chart should clarify working relationships and functions. It is not intended to indicate all the lines of communication and cooperation which must exist to create successful and effective schools. The Superintendent or designee shall insure that all personnel understand to whom they are responsible and for what functions. Lines of responsibility should in no way prevent staff members at all levels from cooperating to develop the best possible school programs and services.

(cf. 2120 - Superintendent of Schools)

(cf. 2210 - Administrative Action in Absence of Board Policy)

(cf. 4119.3 - Duties of Personnel)

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

Administration

BP 2120(a)

Superintendent of Schools

The Superintendent is the chief executive officer and educational leader of the district. He/she executes all School Board decisions and is accountable to the Board for managing the schools in accordance with the Board's policies. He/she informs the Board about school programs, practices and problems and provides professional advice on items requiring Board action.

The Board delegates to the Superintendent the power to make decisions concerning internal operations of the district. The Superintendent may delegate to other school staff any duties imposed upon him/her by the policies or vote of the Board, as far as

the law permits. This delegation of power or duty shall not relieve the Superintendent of responsibility for actions taken by his/her designees.

The Superintendent shall have general supervision of all personnel and shall develop and execute consistent, fair and fiscally sound personnel procedures and practices, including an evaluation program for all district employees. He/she shall oversee all financial operations of the district and actively seek out new funding sources for the schools.

The Superintendent shall take an active leadership role in the development and improvement of the instructional program. He/she is expected to create a feeling of unity and enthusiasm among students and staff for the accomplishment of district goals.

The Superintendent shall articulate educational issues and values before the community and other governmental agencies. He/she shall be accessible to community members and shall work with them to further the district's goals and build a strong, positive community attitude toward the school system.

BP 2120(b)

(continued)

Superintendent of Schools

The Board expects the Superintendent to remain current on educational thought and practices by reading educational publications, attending educational conferences, and visiting other school systems in the interest of improving the district's instructional program and overall operation. The Superintendent shall inform the Board and staff of new developments and significant events in the field of education.

(cf. 2122 - Superintendent of Schools: Job Description)

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (Regional School Boards)

14.14.130 Chief school administrator

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 5/15/00

Administration

BP 2121

Superintendent's Contract

Note: A.S. 14.14.130 requires the employment of a chief school administrator and allows the Board to employ a chief school administrator by contract. AS 14.20.130 limits the employment contract for the Superintendent to a term of three years.

The School Board shall employ a Superintendent to serve as its chief administrative officer for a contract term of not more than three years. Prior to entering into an employment contract with the Superintendent, the Board shall have the contract reviewed by legal counsel.

The Board shall notify the Superintendent of its intention not to renew his/her contract early enough to ensure compliance with any notice requirements of the existing contract. Any extension of the life of the contract shall be contingent upon a satisfactory evaluation of the Superintendent's performance

(cf. 2123 - Evaluation of the Superintendent)
(cf. 1140 - Responsibility of the Board)

Legal Reference:

ALASKA STATUTES

14.14.130 Chief School Administrator

14.20.130 Employment of teachers and administrators

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

Administration

BP 2122

Superintendent of Schools: Job Description

The job of Superintendent entails many complex duties, some specified in law and some assigned by the Board. The Board shall provide the Superintendent with a job description that indicates his/her major responsibilities. The Board shall further define the Superintendent's responsibilities and duties through the adoption of Board policies.

The Superintendent may undertake outside professional activities such as speaking and writing, provided that the duties of his/her office receive adequate time and energy and always take precedence over any such outside activities.

(cf. 2000 - Concepts and Roles)
(cf. 2120 - Superintendent of Schools)
(cf. 2123 - Evaluation of the Superintendent)

Legal Reference:

ALASKA STATUTES

14.14.130 Chief School Administrator

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 5/15/00

E 2122(a)

SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION

QUALIFICATIONS

1. A valid Alaska teaching and administrative certificate
2. A master's degree from an accredited college or university with specialization in the areas of administration, supervision, curriculum development, and evaluation of educational programs
3. At least five years' experience as a school administrator, preferably as a director of district wide programs or member of the central administrative staff with direct staff responsibilities
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO THE BOARD

SUPERVISES

The superintendent shall select, appoint, and otherwise control all district employees serving under him/her subject to approval of the Board. All other responsibilities and functions are derived from the Board. The enumeration of specific duties in this section, however, does not limit the superintendent in the exercise of professional functions not otherwise specified or prohibited by Board regulation.

GOALS

The superintendent has statutory authority to administer the district in accordance with the policies prescribed by the Board.

PERFORMANCE RESPONSIBILITIES

1. Serve as the administrative and executive officer of the Board
2. Recommend to the Board such policies and procedures that in his/her judgment are necessary for the efficient conduct of the

schools and carrying into effect with the aid of his/her staff such policies and procedures as are authorized by the Board

E 2122(b)

SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION (continued)

3. See that the laws and regulations of the state board of education and the district are faithfully executed
4. With the approval of the Board, prescribe such regulations for the government of the school system and its employees necessary to secure efficiency and promote the best interests of the school system
5. With the assistance of the staff, prepare the annual budget and present it to the Board for consideration and approval at times determined by the Board
6. Supervise the expenditures of funds approved in the budget
7. Require of employees at such time as he/she may determine as reasonable, a report of such facts, arranged in such form as he/she may prescribe
8. Keep, or cause to be kept, records, books and papers pertaining to the business of the district, and to preserve statistical records and reports pertaining to the status of each phase of school operation
9. Have charge of all buildings, equipment and supplies belonging to the district, and keep an up-to-date inventory of all items
10. Study the educational and financial conditions and needs of the district, and recommend to the Board plans and policies for improvement
11. Provide educational leadership to the Board, the schools and the community
12. Promote good public relations between the school and the community by school activities, press, radio and TV releases, PTA activities, personal participation in community activities and talks, bulletins and reports and conferences; encourage each employee of the district through performance of duty, community activities and personal conduct to be an active agent for good public relations
13. Submit to the Board each year a detailed report setting forth information, facts and statistics as tend to show the condition and progress of the schools

E 2122(c)

SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION (continued)

14. Delegate duties and responsibilities to officers or employees employed by the district except where policy or regulations of the Board prohibit such delegation of authority (Work completed by subordinate officers or employees upon delegation by the

superintendent shall be deemed by the Board as having been done by the superintendent, and failure to perform duties delegated shall be deemed by the Board as a failure of the superintendent.)

Administration

BP 2123

Evaluation of the Superintendent

The Board believes that an annual evaluation of the Superintendent's performance strengthens working relationships between the Superintendent and the Board. The evaluation process should clarify the Superintendent's role and give the Board and Superintendent an opportunity to jointly identify immediate priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to monitor progress toward established goals and to set reasonable criteria for salary increases and/or contract extension.

The Board shall meet with the Superintendent to discuss the evaluation, including commendations in areas of strength and recommendations for improving effectiveness. The Superintendent and Board members shall agree upon the format and process for the annual evaluation of the Superintendent. Additional evaluations may be arranged at any time during the school year at the request of either the Board or Superintendent.

(cf. 2121 - Superintendent's Contract)

The evaluation process shall be reviewed annually to determine whether any of the following steps need improvement:

1. Developing or reviewing/revising the superintendent's job description.
2. Adopting or reviewing/revising evaluation policy.
3. Establishing clear criteria to include progress on district goals.
4. Establishing or reviewing/revising the evaluation process.
5. Carrying out the evaluation.
6. Summarizing the results.
7. Discussing the results with the superintendent.
8. Developing a plan for growth and improvement.

(cf. 9321 - Executive Sessions)

Administration

AR 2123

Evaluation of the Superintendent

A mid year review of the Superintendent’s performance will occur prior to February 15 each year. This review, conducted between the Superintendent and Board president, will include information in the following categories:

Areas of strength

Suggestions for growth

Areas of improvement (any areas listed under this item should include a specific action plan for change)

The annual evaluation will occur with the entire Board and the Superintendent prior to June 30. The evaluation may be held at the same time as the annual review of Board goals and Board standards. A third party may be used to facilitate the evaluation process.

KPBSD Superintendent Evaluation E 2123 (a)

Name:

Date:

Leadership

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 – Ineffective (Add comments)
		Takes active leadership role in the development and improvement of the District	Responds to direction and suggestions of the Board regarding District improvement without providing leadership	Demonstrates an attitude of satisfaction with maintaining the status quo of the organization

		Follows direction set by the District Plan; keeps Board periodically informed of progress	Linkage of District activities and programs to District Plan is not systematic; insufficient reports to Board	Decisions and activities show little regard to direction of District Plan; little information is given to the Board
		Understands and stays informed on all aspects of District operations; anticipates problems, provides solutions; operates well in crises	Unable to clearly articulate the services or activities of the District; doesn't anticipate problems or crises	Communications demonstrate poor understanding of activities of District or staff; often in crisis mode
		Works to implement a team concept with staff to insure employee efforts mesh to support the District's vision and mission	Pays limited attention to the interaction between staff members and service areas; staff doesn't clearly understand the mission	Allows professional and personal differences on staff to become public and tarnish the programs and credibility of the District
		Demonstrates a thorough understanding of the role of the Superintendent	Does not seem clear on role of Superintendent or on board expectations	Exceeds authority and disregards Board expectations

Comments: _____

KPBSD Superintendent Evaluation E 2123 (b)

Name: _____

Date: _____

Management

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 - Ineffective (Add comments)
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		Insures that the staff is comprised of individuals with appropriate skills and background to meet the District's needs	Occasionally selects staff with inadequate qualifications	Does not select nor align staff to meet the District's needs
		Delegates authority to appropriate staff members	Is reluctant to place much authority with key staff members	Rigidly controls all communications and decisions made within the administration
		Provides adequate supervision of District operations, insisting on competence and efficiency	Settles for "good enough" from staff, occasionally allowing decisions or communications to go out that reflect poorly on the District	Allows inferior work to be done, which damages the integrity and image of the District
		Understands the budgetary process and makes recommendations to keep the District fiscally sound	Demonstrates an incomplete understanding of budgeting; has difficulty explaining the context of financial reports	Presents flawed financial information to the Board; doesn't link the budget to the overall goals of the District
		Develops and executes sound personnel procedures, practices, evaluations, and training	Demonstrates an incomplete understanding of personnel procedures	Presents flawed reasoning to Board regarding personnel matters
		Understands and executes all aspects of the instructional program	Lacks regular review of and participation in instructional program	Rarely involved with instructional aspects of the District

Comments: _____

KPBSD Superintendent Evaluation E 2123 (c)

Name: _____

Date: _____

Personal Qualities

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 - Ineffective (Add comments)
		Dedicated to high standards of performance and ethics in all personal and professional matters	Occasionally demonstrates a willingness to compromise standards or ethics for personal or professional gain	Behaves in a manner that calls integrity and ethics into serious question; trust is an issue
		Handles pressure and maintains poise and emotional stability in the full range of professional duties	Demonstrates poor behavior and lack of judgment under pressure	Behaves unprofessionally and with disregard to well-being of District
		Exercises good judgment in arriving at decisions; seeks information and counsel; analyzes facts and situations	Does not gather sufficient information before making decisions; is reactionary	Shows poor judgment, makes decisions with little regard to facts or advice from Board or staff
		Communicates effectively through written and spoken word; is clear and persuasive; is an active listener; exhibits a sense of humor	Communicates with limited success	Has difficulty being understood; creates problems for the District through lack of communication skills
		Personal appearance in relation to professional duties is consistently appropriate and contributes to respect for the District	Attention to appropriate personal appearance is inconsistent	Shows consistent disregard for importance of maintaining an appropriate image for the District through personal appearance

Comments: _____

KPBSD Superintendent Evaluation E 2123 (d)

Name: _____

Date: _____

External Relations

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 - Ineffective (Add comments)
		Provides an effective voice for the District and advances its influence and credibility throughout the community	Provides a “presence” for the District, but is not assertive in articulating or advocating as the educational leader	Attitudes and behaviors consistently damage the District’s credibility and images
		Develops friendly and cooperative relationships with the news media, businesses, Borough and legislature	Is recognized as a representative of the District, but doesn’t forge relationships	Creates adversarial relationships that inhibit the District’s positive influence
		Encourages community members to become actively involved with the District and systematically provides them with opportunities and training	Does not provide community members sufficient understanding of District issues to allow them to be effective in their efforts	Does not value the importance of informed community members or respect their influence
		Works effectively with public and private agencies; looks for opportunities to forge alliances to further the District mission	Does not seek opportunities to interact with other agencies	Does not appear to value collaboration with other agencies; contributes to difficult relations with others

		Solicits and gives attention to problems and opinions of groups and individuals	Doesn't actively seek to become informed of individual or community concerns	Demonstrates disregard for concerns of others, acting instead on personal agenda and opinions
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Comments: _____

KPBSD Superintendent Evaluation E 2123 (e)

Name: _____

Date: _____

Board Relations

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 - Ineffective (Add comments)
		Provides leadership and vision in assisting the Board to carry out the mission of the District through a regular planning process	Initiates a planning process for the Board at their request	Does not bring the need for an on-going planning process to the Board
		Offers professional recommendations to the Board on action items, based on thorough study and research	Provides recommendations upon request	Does not provide professional advise or guidance to the Board to assist in their decisions

		Assures that Board policies are routinely reviewed and kept updated	Revises Board policies as need arises, but not with any regularity	Does not attempt to keep policy issues before the Board; policy manual does not receive regular attention
		Administers District within policies of the Board	Occasionally takes actions that are contrary to Board policy or direction of resolutions, without knowledge of the Board	Relies on personal discretion in decision making with little regard to guidelines set by Board policy
		Keeps the Board informed on issues, needs and operation of District through a regular reporting process; treats Board members with equal consideration and respect.	Provides inconsistent information to Board members	Rarely informs the Board of anything unless there is a problem; communicates only with a select few Board members.

Comments: _____

Administration

BP 2210

Administrative ACTION in Absence of Board Policy

The Superintendent or designee shall have the power to act, within the parameters of law, in cases where action must be taken and where the School Board has not provided guidelines for administrative action. If the action necessitates the addition or revision of policies, the Superintendent or designee shall make the necessary recommendations to the Board.

It shall be the duty of the Superintendent or designee to keep the Board president apprised of any action taken in emergency situations as soon as practicable after its occurrence. The president shall use his/her discretion in informing the Board before its next regular meeting.

(cf. 9314 - Suspension of Policies, Bylaws, Administrative Regulations)
(cf. 9320 - Board Meetings)

Administration

E 2240

Management and Communication Systems

All **memorandums of agreement** (MOAs) (originals are preferred) are kept on file in the superintendent's office. MOAs are usually updated annually and reminder files should be set up at the department level. Senior management signatures are expected on most MOAs.

Administrator packets are sent each month. Send items as soon as they are completed in hard copy and .html format directly to superintendent. All items for the administrator packet are due by noon on the day prior to publication; the packet goes to the printer at 4:00 p.m.

School Board packets are sent one week prior to the board meeting. Items are due by noon on the day of publication; the packet goes to print at 4:00 p.m. and is mailed the next day.

Agenda

Public agenda items require signed hard copies written through a member of senior management. Send a hard copy and .html directly to the school board/superintendent secretary. Agenda items are due by noon on the day of publication; the packet goes to print at 4:00 p.m.

Worksessions

Worksessions with the board are usually held prior to regularly scheduled Board meetings. Worksession items may or may not have corresponding formal action on the agenda. Send hard copies and .html versions directly to the school board/superintendent secretary. Worksession items are due by noon on the day of publication; the packet goes to print at 4:00 p.m.

Information Packet

Information packet items are sent along with Board packet items. Send fourteen copies should be sent directly to the school board/superintendent secretary by 9:00 a.m. on the day they are mailed (the day after publication).

General Rules for School Board Packets

1. Avoid any kind of lay downs
2. Document must be marked CONFIDENTIAL if only meant for Board and senior management.
3. Submit items as they are completed.

Revised: 01/31/02

Administration

BP 2250

Teacher-In-Charge/Principal's Designee

The School Board recognizes that the principal may be absent from the school site in the course of his/her professional duties or for other reasons. Therefore, the Board authorizes the position of teacher-in-charge/principal's designee in order to provide proper supervision and maintain the continuity of the instructional program and school operations.

In the absence of the principal, the teacher-in-charge/principal's designee shall administer the school in accordance with Board policy, administrative regulations and procedures, and the law. The delegation of school site duties shall not relieve the principal of the responsibility for actions by the teacher-in-charge/principal's designee.

The name of the teacher-in-charge/principal's designee shall be kept on file in the school office. A second person may be designated to serve in this capacity when both the principal and primary designee are absent.

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

E2250

Administration**Absence from Buildings**

- ✓ If the administrator is **sick**, the school secretary should notify the superintendent via e-mail (copy the superintendent's secretary).
- ✓ If the administrator is on **other leave**, s/he must send the superintendent an e-mail leave form prior to the absence. When appropriate (as noted on leave grid), the leave form will be forwarded to payroll.
- ✓ If the administrator is **absent from the building** for more than half of a day at a non-central office sponsored training/meeting, s/he must notify the superintendent (Region III, KPSAA, field trips, etc.) of the absence (an e-mail message is acceptable).

✓ If the administrator works in a **one-administrator school**, s/he must identify who will act as the administrator-in-charge while away from the building. Administrators must make sure that the “backup” person knows what to do in the case of a critical incident and perhaps designate a neighboring principal to call for help. A central office person or support employee should NOT be the primary backup. Central Office is available for emergencies.

It is appreciated when administrators try to save on substitute costs, but there are times when substitutes are necessary. If a regular administrative substitute is not available, mentor a teacher in the building. Schools that have a teacher designated as the person-in-charge should strongly consider training a substitute who can immediately step into that teacher’s classroom so that they can handle a discipline situation or crisis.

9/9/02

Administration

BP 2300

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: 7/1/96

Memorandum

DATE: July 30, 2003
TO: Board of Education
FROM: Donna Peterson, Superintendent of Schools
RE: Worksession on Cocurricular Activities Goal Process

At the July 7 meeting, one of the goals adopted by the Board was:

Begin discussion on cocurricular issues

- § Review KPSAA role
- § Pursue alternative funding options

Student activity scheduling for the 2004-2005 school year will occur in February/ March. If substantive changes are to take place in the cocurricular area, it would make sense to have a plan in place before then. To that end, a worksession has been scheduled for August 4 at 6:00 p.m. to discuss process and timeline for attainment of the adopted goal.

If we decided to proceed with a task force approach, we need to clearly define the mission of the group as well as the membership. I'd like to suggest that a Board member head this task force. Secretarial support can be provided. Regular progress updates to the Board of Education should be included in the timeline.

I know it seems early to begin the work on goals but this particular endeavor may require a substantial investment of time and energy. It is best to start early and proceed deliberately through a review and change process. I look forward to your thoughts, ideas, and direction.

Kenai Peninsula Borough School District Board of Education Meeting Minutes

July 7, 2003 - 7:30 p.m.
Regular Meeting

Borough Administration Building
148 N. Binkley, Soldotna, Alaska

SCHOOL BOARD MEMBERS:

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

STAFF PRESENT:

Dr. Donna Peterson, Superintendent of Schools
Mrs. Melody Douglas, Chief Financial Officer

OTHERS PRESENT:

Ms. Terri Woodward	Dr. Roy Anderson
Mrs. Paula Christensen	Mr. Jim White
Mr. Glenn Haupt	Mrs. Lynn Hohl
Mr. Dave Spence	Mr. Sam Stewart
Mrs. Jenni Dillon	Ms. Sandy Roach
Mr. Jim Heim	

Others present not identified.

CALL TO ORDER:

Mr. Arness called the meeting to order at 7:36 p.m.

PLEDGE OF ALLEGIANCE:

(Tape 1, 51)

Mr. Arness invited those present to participate in the Pledge of Allegiance.

ROLL CALL:

(Tape 1, 65)

Dr. Nels Anderson	Present
Ms. Deborah Germano	Absent
Mrs. Sammy Crawford	Present
Mr. Joe Arness	Present
Mrs. Debra Mullins	Present
Mrs. Margaret Gilman	Present
Mr. Al Poindexter	Present

APPROVAL OF AGENDA:

(Tape 1, 86)

The agenda was approved with revisions to Items 10a.(4), Approval of Administrator Appointments, and 10a.(7), Approval of Tenure Teacher Assignment.

APPROVAL OF MINUTES:

(Tape 1, 116)

The School Board Minutes of June 2, 2003, were approved as printed.

PUBLIC PRESENTATIONS:

(Tape 1, 139)

Mr. Rich Redmond, counselor, reported that he was laid off after 13 years of service to the District and asked the Board to be rehired because he does not want to work in Koyuk or Shaktoolik.

Mr. Arness welcomed Soldotna Mayor, Dave Carey.

COMMUNICATIONS AND PETITIONS:

(Tape 1, 286)

Dr. Peterson noted that the District is featured in the August 2003 national publication of *Board and Administrator* for the Board's Dine and Discuss sessions. She thanked Miss Dillon, Peninsula Clarion reporter for two well-written articles; one regarding Project GRAD and the other regarding assessment tests.

Advisory Committee, Site Council and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A, Borough Assembly:

(Tape 1, 415)

Mr. Arness welcomed Assembly Member, Betty Glick

Ms. Terri Woodward, KPESA president, asked the Board and administration to reinstate the KPEA and KPESA discussion folders on First Class. She noted that seven Seward bus drivers will lose their jobs if the proposed FY04 budget revision is approved and asked the Board to at least give the employees advance notice.

Mrs. Gilman asked whether there was a state law that requires bus driver salaries be twice the amount of minimum wage. Ms. Woodward stated that she was not sure about state law.

Mrs. Douglas explained that the bus driver salary discrepancy is due to Laidlaw's contract which does not specify that wages be increased and added that the District does not have that latitude.

Mr. Poindexter asked whether Laidlaw would be required to pay bus drivers more for student cocurricular trips. Mrs. Douglas stated that she was unsure but thought that the contract with Laidlaw would prevail and that any additional busing services would fall under the language of the existing contract.

Ms. Lynn Hohl, Seward PTSA vice president, asked why the fall Board meeting in Seward is the day before the Borough elections. Dr. Peterson explained the Board meeting rotation schedule between the communities of Homer and Seward.

SUPERINTENDENT'S REPORT:

(Tape 1, 950)

Dr. Peterson compared the Board agenda items to each related Board standard and solicited feedback from the Board about how to present the information in the future. Dr. Peterson noted that Dr. Whiteley is teaching on a professional development trip in England and that Mr. Syverson is no longer on the senior management team. She noted that there will be upcoming meetings with Project GRAD representatives and that on July 24, she and others statewide will meet with Commissioner Sampson regarding the efficiency of the State Department of Education and Early Development.

Financial Report:

(Tape 1, 1164)

Mrs. Douglas presented the financial report of the District for the period ending May 31, 2003. She noted that the next financial report to the Board will be when the audit is presented in November 2003. She added that the audit will begin August 18 and last for approximately six weeks.

Budget Transfer Report:

(Tape 1, 1245)

Mrs. Douglas reported on budget transfers Numbers 321 through 717 for various schools and departments within the District. She noted that in anticipation of Board approval, the FY04 budget revision includes budget transfers (over \$10,000) that are listed on the consent agenda.

Mr. Arness asked for a concise breakdown of the accounts that money is being transferred from and the accounts the money is being transferred to. Mrs. Douglas stated that she can provide the information. She explained that beginning this year, the administration did not allow principals to transfer money from temporary or substitute accounts.

Budget Transfer Report:

(continued)

Mrs. Gilman asked whether principals were allowed to hold some of their funds if they had not been spent. Mrs. Douglas explained that the administration was not allowing transfers from salary or benefit accounts. She stated that the rolling account option will remain in effect until the Board chooses to change it.

Mr. Poindexter asked where money for budget transfer Number 835111 will come from. Mrs. Douglas explained that money for software was held in an account until the purchase was made and then was transferred into a more detailed account.

Mr. Poindexter noted that budget transfer Number 720013 was to pay for temporary bus drivers and asked whether the District hires temporary bus drivers. Mrs. Douglas stated that the District has occasional need to hire temporary bus drivers as well as other temporary help.

BOARD REPORTS:

(Tape 1, 1744)

Mrs. Crawford reported that she attended the Spring Creek High School graduation ceremony just prior to the Board meeting. She explained that the school is located inside a maximum security prison and added that 13 young men (between the ages of 16 and 22) received their diplomas. She stated that friends and family of the students attended the graduation ceremony.

Mr. Arness announced that Dr. Anderson delivered his newborn grandson.

CONSENT AGENDA:

(Tape 1, 1860)

Items presented on the Consent Agenda were Approval of AR 1330, Use of School Facilities and Properties; 2003-2004 Annual Agenda Guideline; Substitute and Temporary Pay Schedule; Administrator Appointments; Nontenure Teacher Assignments; New Teacher Assignments; Tenure Teacher Assignment; Leave of Absence Requests – Certified; Resignations; Budget Transfers; 2003-2004 Board Goals; AR 6146.4, Special Services Grading and Graduation Guidelines; AR 6164.4, Identification of Individuals with Exceptional Needs.

AR 1330, Use of School Facilities and Properties:

Dr. Peterson recommended the Board approve revisions to AR 1330, Use of School Facilities and Properties.

2003-2004 Annual Agenda Guideline:

Dr. Peterson recommended the Board approve the 2003-2004 Annual Agenda. The Annual Agenda consists of dates on which routine items as well as worksessions and reports relating to Board goals are presented to the School Board.

Substitute and Temporary Pay Schedule:

Dr. Whiteley recommended the Board approve the pay schedule for substitutes and temporary employees for the 2003-2004 school year.

Administrator Appointments:

Dr. Peterson recommended the Board approve the appointments of Matthew Fischer as principal/teacher of Tebughna Elementary/ High; Sandra Miller as assistant principal of Nikiski Middle/Senior High and Jamilyn Harper as assistant director of Districtwide Special Services and the reassignment of Sam Stewart as Assistant Superintendent at Central Office; John Owens as interim principal, Nikiski Middle/Senior High; Glenn Haupt, director of Secondary Education/Curriculum and Assessment; Norma Holmgaard as director of Small Schools and Alternative Programs; Rick Matiya, coordinator of NCLB Grants; and Robert Ermold, assistant principal, Skyview High.

Nontenure Teacher Assignments:

Dr. Gary Whiteley recommended the Board approve tentative nontenure teacher assignments for Timothy McFarland, music/art (temporary), Aurora Borealis; Karen Ruebsamen, homeless liaison (temporary), Districtwide Grants; Linda Frink, Grades 6-7, Kachemak-Selo; Jill DuFloth, Grade 6 (temporary), K-Beach Elementary; Matthew J. Faris, Grade 3 (temporary), K-Beach Elementary; RaeEllen Kurzendoerfer, generalist, Nikiski Middle/Senior High; Jennifer Haddix, Grade 6 (temporary), Redoubt Elementary; Cindy Hurst, Grade 3 (temporary), Redoubt Elementary; Krista Etwiler, Title 1 (temporary), Voznesenka School; and Michael A. Houghton, social studies/technology (temporary), Voznesenka School.

New Teacher Assignments:

Dr. Whiteley recommended the Board approve teacher assignments for the 2003-2004 school year for Elaine Velsko, Grade 4-5, Kachemak Selo School; Aileen F. Hediger, K-1 teacher (temporary), Kachemak Selo School; Audra K. McCubbins, reading teacher (.25 FTE temporary), Nikiski Elementary; Amy T. Stalmaster, special education/intensive needs, Homer Middle School; Mary Roed, special education/resource, Redoubt Elementary; Elizabeth Lennon, speech language pathologist, Districtwide/Tustumena/Ninilchik/Pupil Services; Leah Dubber, social studies, Susan B. English Elementary/High; and Chris Standley, school psychologist, Districtwide Pupil Services.

Tenure Teacher Assignment:

Dr. Whiteley recommended the Board approve a tentative tenure teacher assignment for the 2003-2004 school year for Tari Hoeft and Allan Miller.

Leave of Absence Requests – Certified:

Dr. Whiteley recommended the Board approve unpaid leave of absence requests for the 2003-2004 school year for Karen Brewer-Fair, physical education, Mountain View Elementary and Kim Shostak, special education/resource, Kenai Central High.

Resignations:

Dr. Whiteley recommended the Board approve resignations effective at the end of the 2002-2003 school year from Atz Kilcher, music, McNeil Canyon; Debbie Moore, special education/resource, Nikiski Middle/Senior High; Brittna M. Praker, school psychologist, Soldotna Elementary; Laura Lawrence, Grade 3, Sterling Elementary; Brent Keene, physical education teacher, West Homer Elementary/Paul Banks Elementary; Larry Wheat, Grade 5, Sterling Elementary; Janet Boyce, Grade 4, Soldotna Elementary; and David McCard, Grade 6, Sterling Elementary.

Budget Transfers:

Mrs. Douglas recommended the Board approve budget transfer Number 575 for \$20,717, \$19,995 and \$13,098 to pay for substitute and temporary wages for employees who were on extended leave; Number 638 for \$10,482 to pay for additional Education Prep courses at Kenai Peninsula College; Number 655 for \$11,000 to pay for health care benefits for additional Aurora Borealis Charter School employees; Number 677 for \$11,000 to pay for temporary bus drivers; Number 678 for \$51,396 and Number 679 for \$12,029 to pay off the Seward bus purchases; Number 687 for \$14,000 to pay for unanticipated legal costs incurred as a result of grievances and extended negotiations; and Number 711 for \$250,000 to pay for components of the student software system, including equipment and training.

2003-2004 Board Goals:

Dr. Peterson presented four goals and 17 related tasks for accomplishment during the 2003-2004 school year as a result of the Board's June 3 planning session. The recommended goals are 1) plan for effective nine member school board; 2) improve communication regarding accountability; 3) improve employee relations; and 4) begin discussion on co-curricular issues.

AR 6146.4, Special Services Grading and Graduation Guidelines:

Mr. Stewart recommended the Board approve revisions to AR 6146.4 (Special Services Grading and Graduation Guidelines), that would align the District with current state and federal law and regulations relating to special education.

AR 6164.4, Identification of Individuals with Exceptional Needs:

Mr. Stewart recommended the Board approve revisions to AR 6164.4 (Identification of Individuals with Exceptional Needs), that would align the District with current state and federal law and regulations relating to special education.

MOTION:

Mrs. Crawford moved the Board approve Consent Agenda Items Numbers 1 through 13. Mrs. Mullins seconded.

Mrs. Gilman noted that the annual guideline lists the Board goals to be approved at the August 4 meeting and instead are on the July 7 Consent Agenda. Dr. Peterson stated that when the annual guideline was being developed she was unsure whether the goals would be ready in time. She stated that next year the Board goals will appear on the July meeting.

Mr. Poindexter asked to remove Item 10a.(1), AR 1330, Use of School Facilities and Properties.

Motion carried unanimously.

Mr. Poindexter asked about whether there is a time limit for groups to receive cancellation notice for use of a District facility. He stated that schools should be responsible for notifying users of a cancellation in enough time to make alternative arrangements. Dr. Peterson stated that the District reserves the right to cancel building use in emergency situations and cited an example of the difficulties of transporting basketball teams to a tournament in Homer during flooding conditions on the Kenai Peninsula. She stated that an emergency cancellation is not a school level decision.

CONSENT AGENDA:

(continued)

Mr. Poindexter asked for an explanation of rental charges for classroom use. Dr. Peterson clarified that classroom rentals can only be made for times after the regular school day.

Mrs. Gilman verified that school gymnasiums are occasionally rented by the public for birthday parties. Dr. Peterson stated that school gymnasiums can be rented by the public as long as a building administrator is present.

Mr. Arness asked whether fees for pool rentals were changed to accommodate the swim clubs. Dr. Peterson explained that fees for swim club use of the school pools have been reduced.

Motion to approve revisions to Item 10a.(1), AR 1330, Use of School Facilities and Properties carried unanimously.

FY04 Revised Budget:

(Tape 1, 2452)

Mrs. Douglas recommended the Board of Education approve the FY04 operating fund budget for \$75,045,636 and the pupil transportation budget for \$4,617,448, for a total for all funds of \$91,179,092. She further explained that with the \$2.5 million received from the legislature, the administration recommends that the foreign language and math curricula be reinstated, unallocated funds be reinstated, the supply allocation be reinstated, and allocate the remaining difference for 2004 summer school. She stated that the administration recommends a reduction to the pupil transportation fund necessitated by a change in state funding. She stated that a variety of reductions within the pupil transportation fund are recommended to balance to the reduced revenue of \$627,000. She stated that the administration recommends that the Seward pupil transportation operation be moved from a District-operated program to a contracted program. She stated that the administration recommends the elimination of ten bus routes Districtwide. She noted that the Board must approve all funds and that this budget revision will be forwarded to the Borough Assembly upon approval.

Mrs. Crawford asked for clarification of the \$2.5 million increase to the FY04 budget. Mrs. Douglas stated that the legislature moved the outside-the-cap Learning Opportunity Grant funding into the cap. She stated that, in her opinion, the District overall received less funding due to the change in transportation funding.

Ms. Gilman noted that the FY04 transportation budget (approved in April) was for \$5.2 million which was an increase over the FY03 transportation budget and is now being reduced by \$600,000.

Mrs. Mullins observed that the legislature did not "hold the District harmless" as they were led to believe while attending the AASB fly-in in Juneau. Mrs. Douglas stated that the base used to calculate transportation revenue will be based on FY03 actual expenditures provided to the State Department of Education and Early Development. She stated that part of the problem is that the original District FY04 transportation budget was based on the estimates. She stated that the proposed changes to the transportation budget equal \$627,000 and will bring the budget in line with basic state revenue to the District.

FY04 Revised Budget:

(continued)

Mr. Poindexter asked whether the cocurricular travel scenario will also be approved if the FY04 budget revision is passed. Dr. Peterson explained that pupil activity transportation as addressed in a memorandum dated June 16, 2003 from Mr. Syverson is an administrative function. She stated that the Board would need to change the FY04 budget as presented in order to change certain portions of Mr. Syverson's transportation memo. Mrs. Douglas added that the administration has built the budget based on assumptions made in the administrative recommendation.

Mrs. Gilman verified with Mrs. Douglas that cocurricular travel was not added back into the FY04 budget.

Ms. Woodward, KPESA president, asked how much additional it will cost the District for Laidlaw to assume the Seward bus routes. Mrs. Douglas reported that the analysis of the financial changes show that there is a direct savings in FY04 with additional savings in the future because the state will no longer subsidize districts for the purchase of buses. Ms. Woodward asked whether employees will be notified in enough time to make other employment plans and to allow flexibility with health insurance coverage. Mrs. Douglas explained that until the Board approves the budgetary changes, the administration cannot proceed.

Mrs. Sandy Roach, Seward school bus driver, stated that the Seward community is unaware of the impact of the proposed FY04 budget revisions and added that because Seward school buses are used for many purposes, the community should be allowed to provide feedback before final action is taken.

Mrs. Lynn Hohl, Seward PTSA vice president, asked the Board to postpone action on the proposed FY04 budget revisions, which include the elimination of District buses in Seward, until the community has time to respond.

Mr. Dave Carey, Skyview High teacher and coach, expressed concern for the safety of students traveling to and from cocurricular activity competitions and suggested that fewer activities be offered in order to fund safe travel.

Mr. Poindexter asked Mr. Carey whether he would be in favor of reducing the number of competitions to meet the budget. Mr. Carey stated that he would be in favor of reducing the number of activities (reducing the salary account for coaches) and the number of competitions.

MOTION

Mrs. Crawford moved the Board approve the FY04 budget as revised. Mrs. Mullins seconded.

FY04 Revised Budget:

(continued)

Mrs. Gilman asked Dr. Peterson how cocurricular travel will be funded. Dr. Peterson explained that cocurricular travel will be funded at the site level. She added that safe student travel to cocurricular activities is a concern to the District and has been discussed extensively. She noted that during the scheduling process, athletic directors reduced the amount of cocurricular competitions by 10% and scheduled back-to-back games. She stated that another resource is the proposed increase in user fees and noted that schools in Homer and Seward have huge transportation budgets. Mrs. Gilman asked what percentage of the cocurricular budget reduction would be recovered if the student activity fee increase is approved. Dr. Peterson stated that she did not know.

Mrs. Mullins verified with Dr Peterson that student activity schedules for the 2003-2004 school year have already been scheduled and that it would be impossible to further reduce competitions. Dr. Peterson replied that there is always an opportunity to reduce the number of competitions but the administration would not make that recommendation. Mrs. Mullins expressed concern that the District continue to maintain compliance with Title IX requirements. She noted that it is extremely difficult to cut a specific sport and noted that unfortunately, it brings more public response than when cutting teachers. She suggested that the Board consider reducing the number of cocurricular activities in the future so the remaining activities can be fully funded.

Mr. Poindexter stated that he received the Board packet on Saturday, July 5 and does not feel that he has had adequate time to read and understand the contents. He stated that the District current budget revision total is almost the same as this year and yet the Board has increased the pupil-teacher ratio by three and eliminated cocurricular travel. He stated that he has not seen any information about the student cocurricular transportation pilot program with Laidlaw and added that it was his understanding that if the pilot program was successful, it would be implemented Districtwide. He stated that the program did work but is not being used Districtwide. He stated that he is not convinced that the program is the best for students. Mr. Poindexter stated that he doesn't have a good understanding of the student transportation recommendation and does not feel that he can make an informed decision.

MOTION

Mrs. Gilman moved the Board approve an amendment to the FY04 budget revision to reduce the supply allocation by 25% or \$300,000. Mr. Poindexter seconded.

Mrs. Crawford reported that the Board had a discussion about the supply allocation during an earlier worksession. She noted that the supply account pays for copy paper and other items necessary to allow schools to operate. She stated that for many years the supply budget has not kept up with inflation and added that she does not see how schools can exist with another cut to the supply budget.

FY04 Revised Budget:
(continued)

Mrs. Mullins noted that after reviewing the budget transfer report, many of the transfers are for the purchase of supplies such as crayons, magic markers, index cards, printer paper, toilet paper, Kleenex, etc. She stated that she was a high school student in California when Proposition 13 was passed and as a result, was asked to bring a list of supplies for school use. She stated that the Board should not ask students to bring supplies and added that it is against the law and will not vote for Mrs. Gilman's amendment.

Mrs. Gilman noted that she gets a supply list each year from her children's teachers. She stated that she does not want to imply that there is waste in the supply budget, but instead, the Board needs to make it a priority to have teachers in front of students in the classroom. She stated that the public has spoken to the Board about adequately funding supply budgets but added that the Board has heard that teachers in front of students are a priority.

VOTE ON AMENDMENT:

YES – Gilman, Poindexter

NO – Anderson, Crawford, Mullins, Arness

Amendment failed.

Dr. Anderson stated that he is not pleased with the FY04 budget. He stated that he would like to review the transportation issue separately and would support the consideration of it separately. Mrs. Douglas stated that the Board will need to pass the budget in total and it must be reported to the Department of Education and Early Development by July 15. She stated that the administration does not usually submit the District budget to the Assembly unless it is approved in entirety. Dr. Anderson asked whether the Board could approve the budget as presented and revise it further, if desired. Mrs. Douglas responded that the Board can revisit the budget at any time during the year.

Dr. Peterson stated that the administration did not want to seek additional funding for transportation from the Borough Assembly. She stated that there is a cost savings by turning the Seward bus routes over to Laidlaw. She reminded the Board that the biggest issue regarding District-owned buses is that the state will no longer reimburse for them. She stated that if the Board does not support the elimination of the District-operated buses in Seward then they could reduce busing by 25 routes. She reminded the Board the timing of the budget revision decision is important because Laidlaw and District employees need to be notified immediately.

FY04 Revised Budget:

(continued)

Mr. Arness asked whether the transportation budget could be held as a placeholder, transfer the curriculum adoption to the transportation budget, and then find savings in the transportation program. Mrs. Douglas stated that postponing a decision on the budget revision will be problematic for the District and Laidlaw. She stated that Laidlaw needed to know the District's decision regarding the take over of the Seward routes before now and added that a decision needs to be made as soon as possible. She explained that the savings in FY04 if the Seward student transportation is contracted to Laidlaw is approximately \$70,000. She reported that if the District continues to operate the Seward busing program, the balance of the loan of the owned buses which is \$124,000 must be addressed and the District would have to purchase two more buses for \$100,000 each. She reported that if the District contracts with Laidlaw to provide busing service in Seward, the District-owned buses can be used to assist the cocurricular program with transportation. She stated that schools would no longer be charged for the use of the cocurricular buses and the reserve accounts where bus revenues have been held can be released to the schools.

Dr. Anderson clarified with Mrs. Douglas the costs involved if the Seward student transportation is provided by the District. He asked why the schools would not charge for use of the cocurricular buses and use the money to replace them. Mrs. Douglas explained that it would only be a matter of time before the District is back in the same situation as now; no money to replace the fleet. She explained that the District has been charging for the use of buses for approximately 15 years and the money collected has not been enough to adequately purchase more buses. She added that the only way to save enough to buy more buses would be to significantly increase the cost for the use.

Mrs. Gilman verified with Mrs. Douglas that the purchase of school buses is an expense that is outside the cap. She asked whether the District could request money from the Borough to pay for the cost of buses in the future. Mrs. Douglas stated that it may be possible to request money for cocurricular buses. She explained that when the District-owned buses become unusable to transport students to cocurricular activities, those schools will need to contract with Laidlaw. She reported that Homer High School has realized a financial savings, in addition to other benefits, by contracting with Laidlaw to transport students to activities.

(Tape 2, 61)

Mr. Poindexter stated that he has not had enough time to consider the ramifications of the decisions proposed in the FY04 budget revision. He stated that previous budget worksessions were based on an entirely different budget and different scenario. He stated that in two years, when the bid process begins for a new bus contract, the District may be in a position to own and operate a cocurricular bus program. He suggested that the Board hold a worksession and special meeting to examine the issues in more detail. He stated that the public needs to have a chance to weigh in on the issues.

FY04 Revised Budget:

(continued)

Mrs. Crawford noted that the District did not have the final FY04 budget figures from the state offices until the end of June. She noted that the District is suffering and is being forced to make many decisions that are not pleasant. She stated that the Board must deal with the amount of money that the legislature has provided.

Mrs. Mullins clarified with Mrs. Douglas that the District will transmit the FY04 budget revision to the Borough Assembly on July 8 but will not take action until later. Mrs. Douglas noted that the District must report the FY04 budget to the Department of Education by July 15.

Mrs. Douglas explained that the mandated date to report the FY04 budget was met when the Board initially approved the budget. She noted that the Board must deal with the additional revenue from the state immediately. Mrs. Gilman asked whether the Board could postpone, or hold a special meeting regarding the transportation issue so that the Seward community can provide input. Mrs. Douglas explained that the Borough Assembly must approve the total District budget and that postponing action on the transportation issue will postpone action by the Assembly.

Dr. Anderson stated that he would like to consider the transportation budget a placeholder so that other alternatives can be explored. He suggested that if the Board feels that the reductions to the transportation budget cannot be made they can request funds from the Borough Assembly. He stated that he will vote for the proposed FY04 budget revision with the understanding that the transportation budget serves as a placeholder for future consideration.

Dr. Peterson urged the Board to decide the Seward transportation issue as soon as possible because if additional funds are necessary, a request must be made to the Borough Assembly or money must be transferred from another account.

Mr. Arness asked whether a transfer of \$75,000 to the transportation budget would allow the District to operate the Seward bus routes for the 2003-2004 school year. Mrs. Douglas stated a transfer would allow continuation of the routes but that further analysis would be needed concerning the acquisition of replacement buses. Mr. Arness pointed out that by operating the Seward bus routes for another year the buses would not be available for student activity transportation.

recess:
(Tape 2, 830)

At 9:18 p.m., Mr. Arness called a recess.

reconvene after recess:

At 9:24 p.m., the Board reconvened in regular session.

Mrs. Gilman asked whether the Seward site council was notified of the proposed changes. Dr. Peterson responded that, due to timing the site council was not notified. Mrs. Crawford clarified that the Seward principals were made aware of the proposal.

FY04 Revised Budget:
(continued)

VOTE:

YES - Anderson, Crawford, Mullins, Arness
NO - Gilman, Poindexter

Motion carried.

Cocurricular Activities and Handbooks:
(Tape 2, 979)

Mr. Arness passed the gavel to Mrs. Crawford.

Motion

Mr. Arness moved the Board reconsider the recommended Cocurricular Activities Handbooks. Mrs. Mullins seconded.

Motion carried unanimously.

Mrs. Crawford returned the gavel to Mr. Arness.

Mr. Poindexter stated that he is opposed to increasing cocurricular activity fees because it will eliminate some students from participating. He stated that school activities should be available for all students. He noted that he knows of students who do not participate because of the cost of fees and will not ask for a waiver or financial assistance. He stated that he would like cocurricular activities to be equally available for all students regardless of their economic background.

Mrs. Mullins asked for the rationale for the amount of increase in activity fees. Mr. Spence stated that no statewide comparisons were made; he added that member school activity directors and administrators recommended that student fees be increased to raise one-third of the cost of transportation fees. Mrs. Mullins asked whether the suggested activity fees compare with other districts statewide. Mr. Spence stated that if the activity fee increase is approved, the KPBSD will have higher fees than the Anchorage School District or Mat-Su School District.

Mrs. Gilman asked for an explanation of the activity fee waiver process. Mr. Arness replied that the student fills out a form and submits it to the school activity director. Mr. Spence stated that the waiver form is located in the appendices section of the Cocurricular Activities Guidelines and further explained that the form is processed at the school office. He stated that the only criterion that the school considers is whether the student is enrolled in the Free or Reduced Lunch Program. He noted that other alternatives are often discussed with parents such as a reduced activity fee or opportunities for the student to work off the amount of the fee.

Cocurricular Activities and Handbooks:

(continued)

Mrs. Crawford stated that although she agrees that raising activity fees is not a pleasant task, the decisions that the state legislature made regarding education funding is making the decision necessary. She stated that she would rather see the activities continue at the increased fee amount than not exist at all.

Mr. Arness passed the gavel to Mrs. Crawford.

Mr. Arness stated that he is a strong supporter of student activities and supports the increase. He explained that schools are constantly being asked to do more with less and added that raising activity fees provides another means to deal with the shortfall in funds. He stated that with the reduction to cocurricular activities there will be safety issues regarding student travel to activities. He stated that the increase in activity fees will be used to assist with safe travel for students.

MOTION

Mr. Arness moved the Board approve an amendment to the Cocurricular Activities Handbook in Section V., Participating Guidelines for Activities. He recommended that the words "whichever is longer (except as provided in paragraph 2)", be added to the end of the first paragraph and the sentence, "With administrative approval, and upon completion of appropriate assessment and counseling, the student/athlete will become eligible to participate in practice for the last ten days of their 30 day suspension.", be added to the end of the second paragraph. Dr. Anderson seconded.

Mr. Arness explained that the net affect of the changes means that students who are suspended for 30 consecutive school days have the option (with principal approval and completion of an appropriate assessment and counseling) to become eligible to participate in practices for the last 10 days of the 30-day suspension. He further explained that the unintended consequence has been that a 30-day suspension becomes a 40-day suspension because of Alaska State Activities Association requirements that students participate in 10 practices before they can compete. He explained that when student suspensions bridge the summer months it becomes fairly onerous in the fall when activity practices begin before school starts. He explained that the proposed amendment has not been formally considered by the KPSAA Board but noted that the change has been shared with each member and has received support.

Dr. Anderson stated that he supports the recommended amendment because the unintended consequences of the basic training rule affected his son who went on a ski trip during the winter break and could not participate in hockey upon his return.

Cocurricular Activities and Handbooks: *(continued)*

Mrs. Gilman verified that students are suspended from school for use of illegal drugs. Dr. Peterson explained that a 30-day suspension can be reduced to 15 days if certain terms are met. She noted that another unintended consequence happens when a student gets into trouble on a weekend and then self-reports to the school administrator and is suspended from school for an extended amount of time whereas a student who does not self-report may have different consequences. She stated that the Arness amendment will bring fairness to student discipline as it relates to participation in cocurricular activities.

Mrs. Gilman asked for further explanation. Dr. Peterson explained that for students who are suspended for 30 days at the end of one activity, that student is not allowed to participate in the borough or state tournaments as well as the beginning of the next activity. She said that in comparison with other large districts in the state, KPBSD's discipline policy for student activities is the most severe.

Mrs. Gilman verified that students who are caught with drugs on school grounds are suspended from school and cocurricular activities. Mr. Stewart explained that on a first offense a student is suspended for 30 days with the opportunity to attend the Alternative To School Suspension Program (ATOSS) and if successfully completed, may return to school in 15 to 20 days. Mr. Stewart explained that the proposed Arness amendment pertains to students who break training rules outside of the school day. He stated that the amendment rewards students (to some degree) for being honest.

Amendment carried unanimously.

Mr. Poindexter stated that he does not have a problem with any part of the Cocurricular Activities Guidelines except the proposed increased activity fees. He added that along with the high cost of activity fees are additional costs for travel to competitions. He stated that more thought should be put into the decision to increase activity fees. He stated that the District is paying a hefty salary for coaches and reminded those present that the District used to have coaches who coached for free. He stated that now students are being asked to pay a large amount of money, especially those who are in more than one activity. He stated that the Board needs to find a better way to fund activities.

Mr. Arness clarified that the amended motion is before the Board along with amendments made at the May 6 and June 2 Board meetings.

MOTION

Dr. Anderson moved the Board suspend the rules to allow public comment on the Cocurricular Activities Handbooks. Mrs. Crawford seconded.

Motion carried unanimously.

Mr. Dave Carey, Skyview High School teacher and coach, stated that he would like to see data showing how much the District expects to collect from the increase in activity fees.

Cocurricular Activities and Handbooks:

(continued)

Mrs. Lynn Hohl, Seward PTSA vice president, stated that she knows of families whose children do not participate in cocurricular activities because of the cost of fees and added that travel costs are much higher in Seward because of the fewer number of participants and that the school will collect less than schools in the Soldotna and Kenai area.

Mrs. Gilman asked whether the anticipated revenue from the increase in activity fees is calculated into the budget. Dr. Peterson stated that it is not calculated in the budget because it stays at the site level.

VOTE:

YES – Anderson, Crawford, Gilman, Mullins, Arness

NO – Poindexter

Amended motion carried.

FIRST READING OF POLICY

REVISIONS:

(Tape 2, 3022)

The Board heard a first reading of BP 6146.7, Diplomas.

**PUBLIC PRESENTATIONS/
COMMENTS:**

(Tape 2, 3043)

Mrs. Lynn Hohl, PTSA vice president, asked the Board and administration to allow the Connections Program to form a site council.

BOARD COMMENTS:

(Tape 2, 3059)

Mrs. Mullins stated that it is her responsibility as a Board member, to make decisions on issues that are difficult. She thanked those who commented regarding the Seward busing issue. She suggested that the administration meet with the Seward employees who will be affected by the elimination of the District-operated bus routes to discuss transition assistance. She stated that the District will suffer bigger blows during the next budget cycle and added that during the last trip to Juneau she and Mrs. Crawford spoke to legislators regarding busing and transportation issues on the Kenai Peninsula. She stated that hopefully, the District can gather some information to show the legislature the ramifications of inadequate transportation funding. She thanked the Board and administration for the flowers that were sent in memory of her mother-in-law who passed away in June and expressed appreciation for the understanding and support from Board members.

Dr. Anderson predicted that the difficult decisions will get worse next year. He reported that the public has complained that activities are not administered fairly and that students of District employees are chosen to participate more often than other students. He stated that he does not think that that accusation is totally true and noted that there are many positions to take regarding student activities. Dr. Anderson stated that some students will not pay the increased fees to participate in cocurricular activities because they do not get to participate very much. He stated that he is grateful for the discussions by the Board members who are trying to do the best for students.

BOARD COMMENTS:

(continued)

Mrs. Gilman expressed appreciation for the Site Council Evaluation Report and thanked the building administrators and site council members who prepared the information. She thanked Dr. Peterson for taking the Board members to visit the Soldotna Elementary summer school program while in operation. She reported that 10-12 students were gathered around one teacher who was providing direct instruction. She stated that as a result, some students gain one to two grade levels during the summer. She stated that she was very pleased that the review of cocurricular activities was a Board goal.

Mr. Poindexter stated that his comments and opinions were not meant to “torpedo” progress in the District. He stated that his brother (who was born and raised on the Kenai Peninsula) was not able to get a teaching job after interviewing 12 times. He stated that after his brother taught in remote areas of Alaska for 15 years he moved to the lower 48 and now

teaches national scholars. He stated that the District lost a great Alaskan citizen and teacher (in his brother) and noted that sometimes local talent gets overlooked. He stated that on the other hand, teachers need to realize that they are in an extremely competitive market and that the person who can do the best job for District students should be hired.

Mrs. Crawford congratulated Mr. Arness on the arrival of his newborn grandson. She expressed appreciation to Dr. Peterson for the Site Council Evaluation Report and commented on how varied they were from school to school. She noted that dealing with the FY04 budget has been difficult and agreed with Dr. Anderson's prediction that it will continue to get worse in FY05. She stated that she wished that statewide decision makers could see the impact that they are making on local communities and families. She expressed appreciation for the manner in which the Board is able to work together and come to consensus. She thanked Dr. Peterson for assisting the Board in meeting the challenges in new ways. She thanked Ms. Dillon for reporting the positive test scores in the Peninsula Clarion.

ADJOURN:
(Tape 2, 4313)

At 10:13 p.m., Mrs. Crawford moved the School Board Meeting be adjourned. Dr. Anderson seconded.

Motion carried unanimously.

Respectfully submitted,

Mr. Joe Arness, President

Mrs. Deborah Germano, Clerk

The Minutes of July 7, 2003
have not been approved as of
July 9, 2003.

DATE:

DATE: July 3, 2003
TO: Members, Board of Education
FROM: Sam Stewart, Assistant Superintendent
RE: Revision of AR 4021, Drug and Alcohol Testing of School District Commercial Driver Licensed Employees

Due to a regulation change, the AR 4021 has been revised to reflect changes in percentage of employees to be randomly tested for alcohol. The regulation change reduces from 25% to 10% the minimum percentage of employees required randomly tested for alcohol.

The administration recommends your approval.

KPBSD Policy Manual

AR 4021

Personnel

DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES

School district personnel whose duties require them to hold a Commercial Drivers License (CDL) are subject to drug and alcohol testing pursuant to a program that complies with state and federal laws. For the purposes of this regulation, these drivers will hereafter be referred to as "driver." These district regulations reflect several requirements of the federal drug testing regulations, but are not intended to modify or limit the procedures for drug and alcohol testing specifically addressed in state or federal law. District personnel will adhere to the detailed provisions of these laws in administering the district's testing program.

Definitions

For purposes of these regulations, the term "tests" includes both drug and alcohol tests, unless specifically stated otherwise, in context.

The terms "drugs" and "controlled substances" have the same meaning and are interchangeable in these regulations.

"Safety-sensitive functions" include all on-duty functions performed from the time a driver begins work or is required to be ready to work until the driver is relieved from work and all responsibility for performing work as a driver. These functions include by way of example, driving, waiting to be dispatched, inspecting and servicing equipment, supervising, performing or assisting in loading and unloading, repairing or obtaining and waiting for help with a disabled vehicle, performing driver requirements related to accidents, and performing any other work for the district.

Prohibited Conduct

Drivers shall be prohibited from any drug or alcohol use that could affect performance on the job, including use during the four hours before driving, during any period of time the employee is driving, and during the eight hours following an accident, should one occur.

Any driver required to use a controlled substance during any of these periods shall obtain in advance a written statement from a qualified physician instructing the employee to use the controlled substance and advising the employee that the substance does not adversely affect the employee's ability to safely operate a school bus or other motor vehicle. It is the employee's responsibility to submit this document to the employee's supervisor prior to using the controlled substance during any of the prohibited periods described above, and to use the substance in accordance with the physician's instructions.

REQUIRED TESTING

Pre-employment Tests

Drug tests will be required of an applicant for a position as a driver only after the individual has been offered the position. Pre-employment tests shall be conducted before the first time a driver performs any safety-sensitive function for the district. Employment with the district is conditional upon the applicant successfully passing these tests.

Unless otherwise prohibited by law, exceptions may be made for drivers who have had the drug testing program required by law within the previous 30 days, provided that the district has been able to make all verifications required by law.

Post-accident Tests

Before any employee may operate a vehicle, the district will provide the employee with information concerning post accident testing procedures. Alcohol and drug tests will be conducted as soon after an accident as is practicable on any driver who:

1. caused a preventable accident involving damages exceeding \$1,000; or
2. was performing a safety-sensitive function with respect to the vehicle and the accident involved serious injury or the loss of human life.
3. received a citation under any state or local law for a moving traffic violation arising out of the accident.

Drivers shall make themselves readily available for drug and alcohol testing after an accident, absent the need for immediate medical attention. No driver involved in any accident, whether or not there was serious injury or death, may use alcohol or a controlled substance for eight hours after the accident, or until the employee has undergone a drug and alcohol test, whichever is first.

If an alcohol test is not administered within two hours after the accident, or a drug test is not administered within 32 hours after the accident, the district will prepare and maintain records explaining why the test was delayed or not conducted.

Reasonable Suspicion Tests

Whenever a supervisor or district official has a reasonable suspicion that a driver has violated the district's prohibitions against the improper use of alcohol or drugs, the district may conduct a test of that driver. This reasonable suspicion must be based on specific, contemporaneous, articulated observations concerning the driver's appearance, behavior, speech or body odors. These observations also may include indications of chronic use or the withdrawal effects of controlled substances.

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before, or just after, the period of the work day when the driver must comply with these prohibitions. If an alcohol test is

not administered within two hours of a determination of reasonable suspicion, the district will prepare and maintain a record explaining why a test was not conducted within that time. Attempts to conduct an alcohol test will terminate after eight hours.

A supervisor or district official who makes a finding of reasonable suspicion also must make a written record of the observations made that lead to a reasonable suspicion. This written record must be made within 24 hours of the time the test is given, or before the test results are released, whichever is first. The individual making the reasonable suspicion shall not be the individual conducting the test, unless other persons qualified to administer the test are not reasonably available and there is danger that a proper test will not be conducted.

Random Tests

Drug and Alcohol tests of drivers shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol or drugs shall be conducted just before, during or just after the performance of safety-sensitive functions. The number of random alcohol tests annually must equal 25% [10%] of the average number of driver positions, The number of random drug tests annually must equal 50% of the average number of driver positions. Drivers shall be selected by a scientifically valid random process, and each driver shall have an equal chance of being tested each time selections are made.

These percentages may change to coincide with federal regulation percentage requirements as dictated by the industry's positive/negative rates.

Return to duty Tests

Prior to being permitted to return to performing safety-sensitive functions for the school district, a driver shall be administered a drug or alcohol test, as appropriate. Employees whose conduct involved misuse of drugs or alcohol may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result or the return-to-duty alcohol test produces a verified result that meets federal and district standards.

Follow-up Tests

A driver who violates the district's drug or alcohol prohibition and is subsequently identified by a substance abuse professional as requiring assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the professional, in accordance with law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

Enforcement

Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up test shall not perform or continue to perform safety-sensitive functions.

Drivers who test positive for alcohol or drugs in violation of this policy or law shall be subject to disciplinary action up to, and including, dismissal.

Records

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to the employee's use of drugs or alcohol, including any records pertaining to the employee's drug or alcohol tests.

Records shall be made available to a subsequent employer or other identified persons only as permitted by law and expressly requested, in writing, by the driver.

Notifications

Each driver shall receive copies of educational materials that explain the requirements of the Code of Federal Regulations (CFR), Title 49, Part 382, together with copies of any other required materials and a copy of the district's policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. the person designated by the district to answer driver questions about the materials;

2. the categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. specific information concerning driver conduct that is prohibited by Part 382;
5. the circumstances under which a driver will be tested for drugs and alcohol under Part 382;
6. the procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results and ensure that test results are attributed to the correct driver;
7. the requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. an explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. the consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. the consequences for drivers found to have an alcohol concentration of 0.01 or greater but less than 0.04; and
11. information concerning the effect of drugs and alcohol on an individual's health, work and personal life; sign and symptoms of a drug or alcohol problem (the driver's or a coworker's), and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to an employee assistance program or referral to management.

Each driver shall sign a statement certifying that the employee has received a copy of the above materials.

Before any employee operates a commercial motor vehicle for the school district, the district shall provide the employee with post-accident procedures that will make it possible for the employee to comply with post-accident testing requirements.

Prior to performing drug and alcohol tests, the district shall inform drivers that the tests are given pursuant to the Code of Federal Regulation, Title 49, Part 382. This notice shall be provided only after the compliance date specified in law.

The district shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of the employees employment application.

The district shall notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district shall tell the driver which controlled substances were verified as positive.

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

[Series 0000](#) - [Series 1000](#) - [Series 2000](#) - [Series 3000](#) - [Series 4000](#) - [Series 5000](#)

[Series 6000](#) - [Series 7000](#) - [Series 8000](#) - [Series 9000](#)

SEARCH THE POLICY MANUAL

August 4, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Tentative Non-tenure Teacher Assignments – Item 10 a (2)

It is recommended that employment for the following non-tenure teachers be approved for the 2003-04 school year. The following lists tentative assignments for the non-tenured teachers:

<u>Location</u>	<u>Employee</u>	<u>Assignment</u>	<u>Certification</u>
McNeil Canyon	Purcell, Mary Ellen	First Grade/Primary	K-8 Elementary
Nikiski Middle/Sr.	Brown, Breta	Generalist	7-12 Coaching, K-12 Physical Education 7-12 Mathematics
Nikiski Middle/Sr.	Doth, Jacob	Science	5-8 Science 9-12 Life Science
Paul Banks/West Homer	Towne, Christopher	Music	K-12 Music
Redoubt Elem.	Rolph, Lisa	Grade 4	K-8 Elementary
Seward Middle/High	Herbert, Jill	.50 FTE, Social Studies/ Generalist	7-12 Social Studies Early Childhood/Special Ed
Seward High	Mulyca, Christy	Business/Technology Ed	9-12 Business Education
Soldotna Elem.	Cannava, Katrina	Title I Reading Teacher	K-8 Elementary
Soldotna High	Brantley, Galen	.25 FTE, Social Studies	7-12 Social Sciences

August 4, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of New Teacher Assignments/2003-04 Item – 10 a (3)

It is recommended that the following teacher assignments be approved for the 2003-04 school year:

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXP</u>	ASSIGN
Homer, AK.	Ladd, Elizabeth	BA	Texas A & M University, College Station, TX.	Special Education	PK-12 Special Education	4 States	Special Ed/Resource, Nikiski Middle/High
Fairbanks, AK.	Fischer, Naomi B.	MEd.	University of AK, Fairbanks	Education	7-12 Physics, 7-12 Science, 7-12 Geophysics, 7-12 Math	6 AK.	Math Teacher, Seward Middle/High
Kasilof, AK.	Kircher, Karl P.	BA	University of AK, Anchorage	Elementary Education	K-8 Elementary, K-8 Geology	=====	Temporary, Grade 6 Teacher at Soldotna Elementary
Soldotna, AK.	McCabe, Ann M.	BEd.	University of AK, Anchorage	Elementary Education	K-8 Elementary	=====	K-1 Teacher, Soldotna Montessori
Ninilchik, AK.	Records, Ronald	BA	University of AK, Anchorage	Education	K-8 Elementary, K-8 Natural Science	=====	.50 Temporary, .50 Permanent, Intermediate Teacher. Grades 5/6, Tustumena Elementary

August 4, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Administrative Recommendation regarding
Requests for Unpaid Leave of Absence/Certified Item 10 a (4)

It is recommended the following request for unpaid leave of absence be approved for 2003-04 school year:

Kurt Racicot Vocational Ed Homer High School

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

Heather Lindquist K-3 Cooper Landing

TO:

TO: School Board Members

FROM: Sam Stewart

DATE: July 15, 2003

RE: Policy Adoption, Diplomas

The attached revision updates BP 6146.7 to align with current state and federal law and regulations relating to special education.

The policy was submitted for first reading on July 7th. Upon review we did make one additional change to the policy which will require special education students to meet attendance and **credit requirements** to receive a certificate of achievement.

The administration recommends that you approve the policy as presented.

Thank you.

Instruction
6146.7

BP

Diplomas

A diploma will be issued to those students who have completed graduation requirements as stipulated by the Board **[and who have successfully passed all sections of the High School Graduation Qualifying Exam]**. **[The diploma will]** include the following statement:

"(School name and address) This certifies that (student name) has completed a course of study prescribed by the Kenai Peninsula Borough School District Board of Education and is therefore awarded this DIPLOMA given this (Date)" (signed by the Superintendent, Board President, and principal.

~~Special Services~~ **[S]**tudents meeting attendance **[and credit]** requirements only will receive a certificate of ~~attendance~~ **[achievement]** that reads:

TO:

"(School name and address) This certifies that (student name) has completed attendance **[and credit]** requirements prescribed by the Kenai Peninsula Borough School District Board of Education and is therefore awarded this CERTIFICATE given this (Date)" (signed by the Superintendent, Board President, and principal.

Local high schools shall have the freedom to affix certain seals to the diploma to signify achievements defined and recognized by the individual school.

NOTE: Each student's official school transcript shall be clearly marked to indicate that the student has completed regular, correspondence, special education, or special program course of study.

(cf. - 6146.1 High School Graduation Requirements)

**KENAI PENINSULA BOROUGH SCHOOL
DISTRICT
Adoption Date: 10/21/96**