

Kenai Peninsula Borough School District Board of Education Meeting Agenda

November 3, 2003 – 7:30 p.m.
Regular Meeting

Homer High School
600 E. Fairview Ave., Homer, Alaska

SCHOOL BOARD MEMBERS:

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

Worksessions/Hearing

2:00 p.m. Custodial Study – Structure

3:00 p.m. Student Expulsion Hearing

4:00 p.m. [FY05 Staffing](#) – Structure

5:30 p.m. [Annual Agenda Guideline](#) – Vision

A-G-E-N-D-A

1. Opening Activities

- a. Call to Order
- b. Pledge of Allegiance/National Anthem/Alaska Flag Song
- c. Roll Call
- d. Approval of Agenda
- e. Approval of Minutes/[October 20, 2003](#)

2. Awards and Presentations – Structure

- a. Virginia Espenshade, Parent Volunteer
- b. Paul Gavenus, Parent Volunteer

3. School Reports

- a. Chapman Elementary – Mr. Dick Sander – Accountability
- b. Homer Flex – Ms. Karen Wessel – Accountability

4. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)

5. Hearing of Delegations

6. Communications and Petitions

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

8. Superintendent's Report

9. Reports

- a. Board Reports

10. Action Items

- a. Consent Agenda
- (1) Approval of [New Teacher Assignments](#) - Structure
 - (2) Approval of [Resignation](#) - Structure
 - (3) Approval of [Nikiski Elementary Facility Recommendation](#) - Structure

Administrative Services

- b. Approval of [Enrollment Projections for 2004-2005](#) - Vision
- c. Approval of Student Expulsion

Superintendent

- d. Approval of [Federal and State Priorities](#) - Vision

11. First Reading of Policy Revisions

- a. [Section 2000](#): BP 2000 (Concepts and Roles); BP 2100 (Administrative Staff Organization); BP 2110 (Organization Chart/Lines of Responsibility); BP 2121 (Superintendent's Contract); E 2122 Superintendent of Schools: Job Description); BP 2210 (Administrative Action in Absence of Board Policy); E 2240 (Management and Communication Systems); BP 2250 (Teacher-in-Charge/Principal's Designee); E 2250 (Teacher-in-Charge/Principal's Designee); BP 2300 (Conflict of Interest), E 3316 (Request to do Business) - Structure
- b. [Section 9000](#): BB 9110 (Board Membership); BB 9130 (Board Committees); BB 9320 (Meetings) - Structure

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

* * * * *

November 3, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent,

SUBJECT: Staffing comparison for certified teachers - regular education
[2003-2004 Certified Staffing](#)
[2004-2005 Certified Staffing](#)

Attached for your review are certified staffing formulas for regular education teachers based upon projected enrollment the 2004-05 school year. Conversation at the Board meeting, October 20, 2003, restated that a priority of the Board is to maintain status quo in these formulas. With no reduction to teaching staff, other methods for generating revenue must be addressed.

Alternatives to the staffing formulas are addressed on the attached sheets:

Small school reconfiguration

- North Star/Nikiski consolidation
- New elementary specialist formula
- Programs added and regrouped
- Librarians

Others changes to consider through the budget process:

- Shared/regional administration
- Regional counseling

Shared programs/ like schedules

- Further school consolidation
- District wide reductions to pupil services

2003-2004 ANNUAL AGENDA GUIDELINE

DATE	ROUTINE AGENDA ITEMS
July 7, 2003	Approval of Annual Agenda Guideline Approval of Substitute and Temporary Pay Schedule
August 4, 2003	Approval of 2003-2004 Board of Education Goals Presentation of Superintendent's Annual Report
August 18, 2003	Presentation of Assessment Report
September 8, 2003	Approval of Resolutions to be Submitted to AASB
October 6, 2003 <i>(Meeting held in Seward)</i>	Approval of Primary Sponsor of Gaming Permits
October 20, 2003	Seating of New Board of Education Members Approval of Meeting Date, Time and Place Organization of Board of Education Officers
November 3, 2003 <i>(Meeting held in Homer)</i>	Approval of Enrollment Projections for 2004-2005 Class Size Study Report
November 17, 2003	Approval of Staffing Formulas Presentation of Annual Audit Report Approval of Six-Year Plan and School Construction Needs
December 1, 2003	Approval of School Calendar <i>(when necessary)</i>
January 5, 2004	
February 2, 2004	Approval of Curriculum Revisions
February 16, 2004	Approval of 2004-2005 Administrator Contracts Approval of Tentative Tenure Teacher Assignments, 2004-2005

March 1, 2004 <i>(Meeting held in Homer)</i>	Presentation of 2004-2005 Budget*
March 15, 2004	
April 5, 2004	Approval of 2004-2005 Budget Approval of Tentative Board meeting Dates for 2004-2005
April 19, 2004	
May 3, 2004 <i>(Meeting held in Seward)</i>	Approval of Nontenure Teachers for Tenure, 2004-2005 Approval of Tentative Nontenure Teacher Assignments, 2004-2005 Approval of Cocurricular Activities and Handbooks
June 7, 2004	Presentation of Lease Agreements Report
June 8, 2004 <i>(Planning Session)</i>	

*A worksession with the Borough Assembly is to be held prior to final approval.

During the months of, July, September, and December of 2003 and January, May, and June of 2004 the Board will meet once.

Kenai Peninsula Borough School District Board of Education Meeting Minutes

October 20, 2003 – 7:30 p.m.
Regular Meeting

Borough Administration Building
148 N. Binkley, Soldotna, Alaska

SCHOOL BOARD MEMBERS:

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

STAFF PRESENT:

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

OTHERS PRESENT:

Miss Jennifer Luckman	Mr. Bob Ermold
Mrs. Terri Woodward	Mr. Buck George
Mrs. Barbara George	Mr. Dave Larson
Mr. Jim Heim	Mr. Wayne Young
Mr. Tim Peterson	Mr. Dan Walker
Mr. Dave Carey	Mrs. Paula Christensen
Mrs. Norma Holmgaard	Mr. Al Howard
Dr. Roy Anderson	Miss Jenni Dillon
Mrs. Cathy Carrow	Mr. Paul Sorenson
Mrs. Sharon Moock	Mrs. Jean Dixon
Mrs. Laurie Olson	Mrs. Jill Ramponi
Mr. Matt Walton	Mr. Pete Sprague

Others present not identified.

CALL TO ORDER:

(7:30:10)

Mrs. Crawford called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE:

(7:30:14)

Mrs. Crawford invited those present to participate in the Pledge of Allegiance.

OATH OF OFFICE:

(7:30:30)

The Oath of Office was administered to newly-elected School Board members Mrs. Sammy Crawford, Ms. Deborah Germano, Mrs. Margaret Gilman, Mrs. Debra Mullins, Dr. Nels Anderson, Ms. Sandra Wassilie, Ms. Debbie Holle, Mr. Marty Anderson, Mrs. Sunni Hilts, by Notary Public, Mrs. Sally Tachick.

ROLL CALL:

(7:32:56)

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

APPROVAL OF AGENDA:

(7:33:40)

The agenda was approved as written.

REORGANIZATION OF BOARD:

(7:33:54)

Mrs. Crawford announced that a reorganization of the Board was in order.

MOTION

Mrs. Mullins nominated Ms. Germano as president of the Board. Mrs. Mullins requested that nominations for president be closed. Dr. Anderson seconded.

Motion carried unanimously.

MOTION

Dr. Anderson nominated Mrs. Crawford as vice president of the Board. Mrs. Mullins requested that nominations for vice president be closed. Dr. Anderson seconded.

Motion carried unanimously.

MOTION

Mrs. Crawford nominated Dr. Anderson as clerk of the Board. Mrs. Crawford requested that nominations for clerk be closed. Mrs. Mullins seconded.

Motion carried unanimously.

MOTION

Mrs. Crawford nominated Mrs. Gilman as treasurer of the Board. Mrs. Mullins requested that nominations for treasurer be closed. Dr. Anderson seconded.

Motion carried unanimously.

**ESTABLISH MEETING TIME,
DATE AND PLACE:**

(7:35:57)

Mrs. Mullins moved the Board set its meeting time, date and place for 7:30 p.m. on the first and third Monday of each month at the Borough Administration Building, Soldotna (unless otherwise noted) and that two meetings be scheduled in Homer and Seward in the fall and spring. Dr. Anderson seconded.

MOTION

Motion carried unanimously.

APPROVAL OF MINUTES:

(7:36:51)

The School Board Minutes of October 6, 2003, were approved as printed.

AWARDS AND PRESENTATIONS: The Board presented Golden Apple awards to Mrs. Jean Dixon, Kenai Middle School teacher; Mrs. Jill Ramponi, Soldotna High School teacher; and Mr. Matt Walton, Soldotna High School teacher, for their service to the District.
(7:37:08)

SCHOOL REPORT: Mr. Wayne Young, Spring Creek School principal/teacher, distributed a handout and provided information about the Youth Offender Education Program. He displayed graphs that reported categories of crimes committed, length of sentence, age of offenders, ethnic background, and assessment information.
(7:44:40)

PUBLIC PRESENTATIONS: Mr. Bob Richard, Sterling resident, asked the Board to change the bus route to include the transportation of a student who resides beyond the end of the Feuding Lane route.
(8:15:00)

Mr. Dave Carey, Skyview High School teacher, asked the Board to consider classroom square footage when making decisions about pupil/teacher ratios.

Mrs. Mathews, K-Beach Elementary parent, asked the Board to consider providing assistance for overcrowded classrooms at the school.

Mrs. Theresa Parsons, Soldotna High School parent, asked the Board to consider the use of weighted grades at the high school level.

COMMUNICATIONS AND PETITIONS: Dr. Peterson reported that she received a memorandum from Commissioner of Education, Roger Sampson regarding a request for proposal for the Alaska statewide assessment program. She added that the State Department of Education is considering a review and complete overhaul of the statewide assessment program.
(8:27:59)

Advisory Committee, Site Council and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A, Borough Assembly: Mrs. Terri Woodward, KPESA president, congratulated the Board members on their election, reported that she had a pleasant meeting with Dr. Peterson, and added that she would like to meet with Board members individually.
(8:28:42)

Mrs. Carrow, KPEA president, welcomed Board members; she thanked Dr. Peterson, and noted that as per the negotiated agreement, teachers will have a minimum day on Friday, October 24 to prepare for parent/teacher conferences the following week.

Mr. Pete Sprague, Borough Assembly President, welcomed the newly elected Board and asked that the lines of communications remain open between the Board and Assembly.

Representative Kelly Wolf congratulated the newly-elected Board members and wished them the best for the upcoming year.

SUPERINTENDENT'S REPORT:

(8:36:42)

Dr. Peterson reported that last year the Board and administration conducted regular teleconferences with Kenai Peninsula Borough legislators throughout the legislative session and hopes to continue the practice during the upcoming session. She noted that she recently met with the presidents of KPEA and KPESA. She reminded the Board of the training session to be conducted by Carl Rose, AASB Executive Director, on Wednesday, October 22, from 1:00 p.m. to 5:00 p.m.

Financial Report:

(8:38:36)

Mrs. Douglas presented the financial report of the District for the periods ending August 31 and September 30, 2003. She noted that health care costs for the last two months have been approximately \$1 million and added that previously the amount has been about \$750,000 to \$800,000. She explained that nationally, health care costs are rising and that the same trend is true in Alaska.

Budget Transfer Report:

(8:40:40)

Mrs. Douglas reported on budget transfers Numbers 1 through 46 for various schools and departments within the District.

Class size study:

(8:41:12)

Mr. Stewart presented the Class Size Enrollment Report which included staffing information at large high schools, middle schools, elementary and K-8 schools, small schools, and other schools.

Mrs. Crawford stated that she hoped that class sizes in the academic core subjects can be protected.

BOARD REPORTS:

(8:43:29)

Mrs. Mullins reported that she attended the NEA presentation of No Child Left Behind. She stated that she visited Nikiski Elementary, North Star Elementary, and Nikiski Middle/High School.

Dr. Anderson reported that he participated in a portion of the Math Committee meeting and noted that the group is making a good effort in coordinating math across all grade levels. He noted that the Board may want to modify requirements for advanced algebra and address the issue of credit for 8th grade students who take geometry at the high school.

Mrs. Crawford reported that she attended the No Child Left Behind presentation and thanked NEA for the presentation. She reported that she attended the Ionia open house and noted that 25 of the children in the community are enrolled in the Connections Program.

Ms. Wassilie reported that she participated in the AASB New Board Member Audio Conference and added that she appreciated the orientation to AASB and hearing about the new Board standards.

CONSENT AGENDA:

(8:48:04)

Items presented on the Consent Agenda were Approval of Administrator Appointment and Long-Term Substitute Contracts.

Administrator Appointment:

Dr. Whiteley recommended the Board approve an administrator appointment for the 2003-2004 school year for Rick McCrum. The appointment reflects a title change to Pupil Services coordinator.

Long-Term Substitute Contracts:

Dr. Whiteley recommended substitute teacher contracts be approved for Maureen Wilkinson, Grade 1, Paul Banks Elementary, and Lori Young, kindergarten, Redoubt Elementary.

MOTION

Mrs. Crawford moved the Board approve Consent Agenda Items Numbers 1 and 2. Mrs. Mullins seconded.

Motion carried unanimously.

Board of Education Budget Revisions:

(8:49:03)

Dr. Peterson recommended the Board approve a total of \$25,103.66 in budget revisions to the Board travel and salary accounts to cover the cost of two additional members.

MOTION

Mrs. Crawford moved the Board approve a total of \$25,103.66 in budget revisions to the Board travel and salary accounts. Dr. Anderson seconded.

mOTION

Mrs. Gilman moved the Board amend the motion to remove the allocation for three members to travel to Juneau and remove one additional member from travel to the NSBA National Conference. Ms. Holle seconded.

Mrs. Gilman stated that she proposed the amendment because it is a small but important symbolic area that needs to be cut and added that the job can be done with six trips to Juneau and two members attending the NSBA National Conference.

Ms. Holle encouraged the Board to support the amendment. She explained that a budget is a guideline and can always be amended as necessary. She stated that approving the amendment will reflect well on the Board and that the money can be used elsewhere.

Mrs. Crawford stated that the bulk of the District's funding comes from the state legislature and added that, in the past, the Board has been very effective by traveling to Juneau to lobby for education. She stated that professional development for any organization and, especially the Board of Education, is extremely important. She stated that individual members can reduce the Board budget by declining the health insurance or monthly salary.

Mrs. Mullins reported that in 1987 the Board salary was reduced from \$200 per month to \$180, where it has remained. She stated that travel costs have not increased (except for inflation), nor have the benefits. She stated that the Board has been stagnant as far as operating expenses. She stated that she would not deny any Board member the opportunity to improve themselves. She explained that individual Board members travel to Juneau to lobby the legislature for education because the District does not have a paid lobbyist. She stated that the opportunity to meet with statewide legislators is beneficial. She stated that when the public voted to increase the Board to 9 members they knew there would be a cost associated with the additional members.

**Board of Education Budget
Revisions:**
(continued)

Dr. Anderson stated that he feels that the NSBA National Conference is the most important meeting that any Board member can attend. He stated that to deny a member the opportunity to attend is a mistake and added that any member who does not take advantage of the Conference is also making a mistake.

Mr. Anderson stated that if the Board does not stay current with the education of their members, the students will suffer. He stated that the amendment looks good up front but is not good decision making.

Ms. Wassilie stated that she does not support the amendment and added that the Board should be making every effort to cut funds where possible. She stated that unfortunately, state and federal law requires the District to budget for benefits for everyone on the Board whether they choose them or not. She stated that she feels that the Board will be very conscientious about spending money for travel. She stated that the Board cannot be held back from doing its job. She reminded the Board that the public voted for a 9-member Board and added that it is important that the Board have the funds to carry out its duties.

Mrs. Hilts stated that she realizes that she has a lot of learning to do and will want every opportunity to educate herself so she can provide quality decisions for the students of the District. She stated that she will be reviewing everything in order to bring down the cost of education. She stated that the Board will continually be faced with decisions about how to keep up the quality of education while losing financial support.

Ms. Holle stated that the amendment does not have anything to do with health insurance or other benefits and so is not affected by law.

Ms. Germano stated that past practice has been to send a Board member to the NSBA National Conference one time during their 3-year term. She explained that during the second year of a 3-year term Board members are provided the opportunity to attend the National Conference and added that this way they have at least one year of experience before they attend. She stated that National Conference attendance is a valuable opportunity. She stated that if the budget revisions are approved, the Board will be able to send 3 members to the Conference. She reported that sometimes Board trips are paid for by other organizations. She stated that it is only equitable that the Board provide the opportunity for each member to attend the National Conference once during their 3-year term.

VOTE ON AMENDMENT:

Advisory Vote – NO
YES – Gilman, Holle
NO – Mullins, Crawford, Hilts, Wassilie, M. Anderson, N. Anderson, Germano

Amendment failed.

Board of Education Budget Revisions:
(continued)

VOTE:

Advisory Vote – YES
YES – Hilts, N. Anderson, Wassilie, M. Anderson, Crawford, Holle, Mullins, Germano
NO – Gilman

Motion carried.

PUBLIC PRESENTATIONS/ COMMENTS:
(9:04:54)

Mr. Dave Larson thanked Mrs. Crawford for supervising the student teacher assigned to his classroom, and extended an invitation to those present to visit his classroom. He congratulated the Board members on their election and remarked that it will be an interesting year.

BOARD COMMENTS:
(9:06:30)

Ms. Wassilie stated that she is pleased to return to the Board. She stated that moving to a districted Board is in keeping with the District's role of being on the cutting edge of doing business. She stated that she expects that a districted Board will be effective because one of the activities of the Board is to engage the community. She stated that one of the things the Board is bound to do is to seek systematic communications with the students, staff, parents and communities. She thanked the public who spoke to the Board. She commended Mr. Allan Miller for being chosen as a NASA finalist.

Mrs. Hilts stated that she is honored to serve on the School Board and added that children and education are very important to her. She stated that it is an honor to serve with people who care about quality education and responsible education. She expressed her appreciation for the other members and for the information she received during the day.

Mr. Tilbury expressed his appreciation for the openness that has been extended to him and added that he is looking forward to an interesting year.

Ms. Holle stated that she is looking forward to getting to know the other Board members. She thanked the public who spoke to the Board during the meeting and added that she would like to encourage and promote more public participation. She reported that she and 25 other volunteers from Love, Inc. serve breakfast to students each morning at Tustumena Elementary.

BOARD COMMENTS:
(continued)

Mrs. Gilman welcomed the newly elected Board members. She stated that the worksession conversations were productive and that all members come with various life experiences. She stated that she feels certain that the Board will be able to develop solutions for the challenges that lay ahead. She thanked Mr. Young for the Spring Creek Youth Offender Education Program presentation and added that she is jealous of the program's pupil/adult ratio. She stated that it upsets her to think that if you want the lowest pupil/teacher ratio you must commit a felony. She stated that she is encouraged by the work being accomplished by the Youth Offender Education Program. She stated that it is refreshing to hear parents express their concerns for pupil/teacher ratios rather than sports programs. She thanked Representative Wolf for attending. Mrs. Gilman asked the Board to reconsider the issue of weighted grades.

Dr. Anderson stated that it has been a pleasure to serve with members who genuinely care for each student in the School District. He warned the Board that the District will be considering a \$5 million deficit for the 2004-2005 school year.

Mrs. Mullins welcomed the newly-elected Board members and thanked the first-time members for their comments. In response to earlier comments by Mr. Richard regarding bus routes, she explained that the consolidation of bus routes was prompted by a reduction in state funding. She stated that it is nice to hear from parents regarding their concern for pupil/teacher ratios and hopes the Board can carry that message to the legislature during the upcoming session. She stated that the issue of weighted grades has been considered by the Board in the past but has not received community support. She stated that serving on the Board is not always fun, but is always worthwhile.

Mr. Anderson thanked the Board and administration for the warm welcome. He stated that there are lots of challenges ahead but feels certain that this particular Board will come up with solutions and added that there is a healthy diversity on the Board. He stated that he graduated from Soldotna High in 1982 and is proud of the District.

Mrs. Crawford extended a welcome to the newly-elected Board.

She stated that although the Board does not always agree, they always treat each other as professionals. She congratulated the teachers who were recognized with Golden Apple awards. She thanked Mr. Young for the Spring Creek presentation. Mrs. Crawford thanked Mrs. Parsons for requesting the Board reconsider the issue of weighted grades. She stated that she is looking forward to serving on the World Language Curriculum Committee. She stated that she hopes that the public will assist the Board in coming up with solutions to the reductions in funding.

Ms. Germano thanked the Board for electing her as president. She stated that she is looking forward to Board training session on Wednesday, October 22, 2003. She asked the Board to be prepared to discuss the issue of weighted grades during the Wednesday session as well as review other tasks for the year.

ADJOURN:
(9:24:05

At 9:24 p.m., Mrs. Mullins moved the School Board Meeting be adjourned. Mrs. Crawford seconded.

Motion carried unanimously.

Respectfully submitted,

Ms. Deborah Germano, President

Dr. Nels Anderson, Clerk

The Minutes of October 20, 2003,
have not been approved as of
October 23, 2003.

November 3, 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 (1)

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

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXP</u>	<u>ASSIGN</u>
Cooper Landing, AK	Catherine J. Baber	BS	Texas Woman's University, Denton, TX	Interdisciplinary Studies	Self Contained Classroom, Reading	10 States	K-8 Teacher, Cooper Landing
Nikiski, AK	Kevin Marley	MAT	Evergreen State College, Olympia, WA	Masters Teaching	Mid/Sec Special Ed, ECE/Elem Special Ed, Secondary Language Arts	5 States	Special Ed/E.H. Nikiski Middle/High School
Homer, AK	Christine L. Faber	BS	Rhode Island College, Providence, RI	Special Ed.	Special Ed Elementary Ed	4 States	Special Ed/Resource Paul Banks
Kenai, AK	Karlene D. Meyers	MEd	Milligan College Milligan, TN	Education	Middle School Teacher	3 States	Temporary, Grade 6 Teacher, Soldotna Elementary
Soldotna, AK	Allison Morgan	MEd	Sul Ross State University, Alpine, TX	Physical Ed	Special Ed, English, Elementary Ed, P.E.	5 States	Temporary Special Ed Teacher, Soldotna Middle School

November 3, 2003

TO: Board of Education
FROM: Tim Peterson, Director, Human Resources
THROUGH: Gary Whiteley, Assistant Superintendent
SUBJECT: Approval of Resignation Item 10 a (2)

It is recommended that the following resignation be accepted:

Name: Assignment: Location:

Barbara K. Titus	K-3	Port Graham effective November 24, 2003
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Sam Stewart, Assistant Superintendent
148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 262-5846 Fax (907) 262-9645

Kenai Peninsula Borough School District

Memo To: Members, Board of Education

From: Sam Stewart
Assistant Superintendent

Date: October 24, 2003

Re: Nikiski Elementary School

The Kenai Peninsula Borough School District administration recommends that the district surplus the Nikiski Elementary School facility and turn over control to the Kenai Peninsula Borough on August 31, 2004. This will give the district an opportunity to complete the move to North Star and to remove district equipment from the building.

In addition, it is recommended that the district request the right to reoccupy the facility should there be an unforeseen growth in student population in the Nikiski area in the following 24 months that North Star Elementary cannot accommodate.

Surplusing the facility and requesting the right to reoccupy requires official board action. Then it will be forwarded to the Borough for their approval.

It is recommended that the board approve surplusing the Nikiski Elementary School facility on August 31, 2004 and request that the borough grant the school district the right to reoccupy the building in the following 24 months should there be a significant increase in the areas student population.

Finance

Melody Douglas, Chief Financial Officer

148 North Binkley Street Soldotna, Alaska 99669-7553

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

Kenai Peninsula Borough School District

October 28, 2003

M E M O R A N D U M

TO: Board of Education

THROUGH: Dr. Donna Peterson, Superintendent

FROM: Melody Douglas, Chief Financial Officer

SUBJECT: FY05 Enrollment Projection

The administration recommends Board of Education approval of an enrollment projection of 9,392 students district-wide for FY05. The projection has been modified per administrative review from the draft enrollment projection presented at the October 20, 2003 Board Work Session on this topic. The most significant change is the increase in the Connections Program enrollment, up 93 students since the work session and up 207 from the FY04 projection.

The process used to project the FY05 enrollment is based on a straight-line projection as of October 1, 2003, less two percent in keeping with the historical decline in enrollment at the school level. The steps involved were:

1. Grades at all school sites were reduced by 2% and moved ahead one grade level (except charter schools).
2. Sites affected by feeder schools were adjusted appropriately.
3. Kindergarten enrollment was based on the average of actual enrollment, including pre-school students, for FY02, FY03 and FY04 and administrator recommendation.
4. AR 6183 (c) notes the enrollment for Homer Flex, Kenai Alternative, Kenai Youth Facility and Spring Creek locations.
5. Site administrative review of draft enrollment projection.

Nikiski Elementary and North Star Elementary have been consolidated.

The Connections Program enrollment growth is expected to continue in the near future. The District is required to submit the FY05 enrollment projection to the Department of Education and Early Development by November 7, 2003. Please note that if the Connections Program enrollment continues to increase through mid-November, a revised FY05 projection will be presented for Board action at the November 17, 2003 Board meeting.

The FY05 enrollment projection will be reviewed periodically throughout the budget cycle.

Kenai Peninsula Borough School District
FY05 Projected Enrollment

School	Loc	FY04	10-1-03	P/S	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Estimated	Diff
		Proj	FY04															Projected	FY04 to
Aurora Borealis	65	178	171	-	12	22	21	23	23	23	21	17	18	-	-	-	-	180	9
Chapman Elem	31	153	144	-	15	22	17	13	13	15	22	13	16	-	-	-	-	146	2
Connections	80	392	506	-	41	50	45	28	41	37	26	40	63	64	36	67	61	599	93
Cooper Landing	32	23	13	-	2	1	2	2	2	2	1	2	-	-	-	-	-	14	1
Fireweed Academy	68	31	30	-	-	-	-	6	8	8	10	-	-	-	-	-	-	32	2
Homer Flex	66	40	38	-	-	-	-	-	-	-	-	-	-	6	11	15	18	50	12
Homer High	06	506	461	-	-	-	-	-	-	-	-	-	-	115	140	123	100	478	17
Homer Middle	13	224	229	-	-	-	-	-	-	-	-	112	123	-	-	-	-	235	6
Hope	35	14	20	-	2	2	1	1	2	1	3	4	2	-	3	1	-	22	2
Kachemak Selo	56	88	83	-	7		7	10	9	6	10	5	7	8	3	5	1	85	2
K-Beach Elem	48	416	440	-	52	55	66	57	53	56	72	-	-	-	-	-	-	411	(29)
Kenai Alternative	67	90	77	-	-	-	-	-	-	-	-	-	-	17	24	21	23	85	8
Kenai Central High	07	531	502	-	-	-	-	-	-	-	-	-	-	122	146	124	128	520	18
Kenai Middle	11	355	376	-	-	-	-	-	-	-	107	130	117	-	-	-	-	354	(22)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Kenai Youth Facility	15	0	-	-	-	-	-	-	-	-	-	1	1	2	2	2	2	10	10
McNeil Canyon	47	110	113	-	17	21	21	14	10	13	15	-	-	-	-	-	-	111	(2)
Montessori Charter	64	42	89	-	4	29	22	10	19	4	2	-	-	-	-	-	-	90	1
Moose Pass	37	47	33	-	4	4	3	3	6	4	5	2	4	-	-	-	-	35	2
Mt. View Elem	51	336	337	-	-	-	-	103	108	116	-	-	-	-	-	-	-	327	(10)
Nanwalek	34	72	63	-	4	3	7	7	3	4	9	5	6	4	6	2	4	64	1
Nikiski Mid/High	10	495	476	-	-	-	-	-	-	-	-	55	78	83	80	69	82	447	(29)
Nikiski/North Star	52	437	403	-	37	37	57	38	64	71	74	-	-	-	-	-	-	378	(25)
Nikolaevsk	38	98	89	-	6	6	6	7	5	3	4	8	8	7	12	7	9	88	(1)
Ninilchik Elem/High	02	177	181	-	7	10	2	5	9	13	12	20	15	29	15	17	15	169	(12)
Paul Banks	33	216	214	-	60	58	84	-	-	-	-	-	-	-	-	-	-	202	(12)
Port Graham	40	32	30	-	2	2	1	2	2	2	3	-	7	6	2	-	-	29	(1)
Razdolna Elem	49	33	36	-	4	5	2	4	2	4	5	2	4	2	2	3	-	39	3
Redoubt Elem	46	403	407	-	50	42	61	53	54	58	59	-	-	-	-	-	-	377	(30)
Sears Elem	41	273	302	-	110	101	80	-	-	-	-	-	-	-	-	-	-	291	(11)
Seward Elem	42	344	323	-	43	41	50	37	47	40	43	-	-	-	-	-	-	301	(22)
Seward High	08	287	274	-	-	-	-	-	-	-	-	-	-	64	68	59	78	269	(5)
Seward Middle	14	123	116	-	-	-	-	-	-	-	-	56	62	-	-	-	-	118	2
Skyview High	05	611	556	-	-	-	-	-	-	-	-	-	-	136	137	144	151	568	12
Soldotna Elem	43	286	292	-	51	30	32	33	40	39	54	-	-	-	-	-	-	279	(13)
Soldotna High	09	503	516	-	-	-	-	-	-	-	-	-	-	136	152	139	108	535	19
Soldotna Middle	12	509	536	-	-	-	-	-	-	-	-	280	266	-	-	-	-	546	10
Spring Creek	04	24	37	-	-	-	-	-	-	-	-	-	-	20	10	13	12	55	18
Sterling Elem	44	211	203	-	24	22	24	14	29	27	36	-	-	-	-	-	-	176	(27)
Susan B. English	03	77	73	-	6	8	3	3	2	2	1	9	7	4	10	8	3	66	(7)
Tebughna	01	44	40	-	7	3	3	6	3	4	4	5	6	1	4	-	-	46	6
Tustumena Elem	45	198	205	-	21	18	20	29	31	30	26	-	-	-	-	-	-	175	(30)
Voznesenka	53	148	138	-	4	5	13	10	11	14	11	8	12	13	12	14	9	136	(2)
West Homer Elem	50	279	285	-	-	-	-	60	63	66	65	-	-	-	-	-	-	254	(31)
Totals		<u>9,456</u>	<u>9,457</u>	<u>-</u>	<u>592</u>	<u>604</u>	<u>653</u>	<u>577</u>	<u>656</u>	<u>666</u>	<u>695</u>	<u>776</u>	<u>823</u>	<u>838</u>	<u>875</u>	<u>833</u>	<u>804</u>	<u>9,392</u>	<u>(65)</u>

Office of Superintendent

Dr. Donna Peterson, Superintendent of Schools

148 North Binkley Street Soldotna, Alaska 99669-7553

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

Kenai Peninsula Borough School District

Memorandum

DATE: October 27, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Legislative Priorities

Attached are the legislative priorities slated as a Board action item. The discussion during the worksession on October 20 is reflected. After internal review it was decided that an additional federal priority (in light of NCLB) was needed in regards to technology access, so that has been added.

The administration recommends approval of the 2004 state and federal legislative priorities as presented.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT
2004 STATE LEGISLATIVE PRIORITIES**

*** Assure a quality educational experience for all Alaska students by assuring accountability for student achievement.**

The Kenai Peninsula Borough School District accepts and embraces the tenets of all students achieving to their highest personal potential. Evidence of success, especially in the areas of reading, writing, and math, are provided to students, parents, and schools. Accountability has been provided to the public through test scores being posted on the District's web site and available at each school. Individual student grade reports and class information is available through Edline (web-based program) and community response is outstanding. Each school's goals and plans for improvement, approved by the community site-based decision-making council are also available. The District's budget is aligned with the student achievement goals by consistently allocating over 70% to classroom instructional accounts.

*** Assure a quality, equitable educational experience for all Alaskan children by providing sustainable, reliable, and adequate funding for education.**

The Kenai Peninsula Borough School District supports raising the base allocation available per student to \$4500 from the current \$4169 level. Numerous studies have shown this amount to be the minimum needed to meet today's student achievement challenges as required by the Alaska Performance Standards and federal mandates. Appropriating and investing an adequate amount of funding for education is the responsibility of state policymakers. Adjusting annual for inflation would provide a sustainable and reliable source of funding.

*** Fully fund the contribution changes required to the Teachers Retirement System (TRS) and the Public Employees Retirement System.**

Academic achievement is tied to highly qualified and committed employees. The State mandated employer contribution increase to TRS and PERS for the Kenai Peninsula Borough School District next year is approximately \$2 million. Unless relief for this increase occurs, the District will be forced to use instructional funding to pay for this obligation.

*** Recognize, through adjustments in the education funding formula, the high cost of doing business in the Kenai Peninsula Borough School District.**

With fifteen schools of under 100 students, 43 sites with four accessible only by air or water, a cost differential of 1.004 is hardly adequate to provide equitable education for communities throughout the peninsula. Central office administrative costs are less than 5% and the amount of dollars and percentage of local funding is the maximum allowed by law. However, because the District receives the maximum funding available, KPBSD has been forced to increase the number of students in classrooms at a much higher rate than other Districts. Current pupil teacher ratios (with no funding for instructional aides) are 1:29 in grades 4-6 and 1:19 in our K-12 small schools. It is not unusual to walk into a classroom with 6+ grade levels and see one teacher attempting to meet the needs of 20 students.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT
2004 FEDERAL LEGISLATIVE PRIORITIES**

- **Fully fund the No Child Left Behind (NCLB) requirements and recognize Alaska's special needs for flexibility in application of the federal legislation, especially in the areas of "highly qualified" and reporting Adequate Yearly Progress.**

- **Fully fund the Individuals with Disabilities Education Act (IDEA)**

IDEA is scheduled for reauthorization. Congress originally promised to fund up to 40% of the excess costs of educating students with disabilities under IDEA. Currently congress has authorized expenditures to cover nationally about 17% of the excess costs. The Kenai Peninsula Borough School District believes that Congress should fund the full amount they originally promised. To do otherwise results in another under-funded mandate passed down to state and local governments.

Specific additional recommendations regarding the reauthorization include:

1. *Revising the current IDEA student discipline procedures to allow removal of dangerous students to an Interim Alternative Education Setting in the same fashion as IDEA eligible students who bring weapons or drugs to school.*
2. *Reducing the amount of paper work involved in the procedural application of IDEA.*
3. *Changing the complaint resolution process to one of 'binding arbitration' instead of the current process prescribed by IDEA of due process hearings and then federal or state courts to resolve disagreements concerning the provision of a Free Appropriate Public Education*

- **Assure affordable, adequate access to technology in the rural and remote communities of the Kenai Peninsula Borough School District.**

- **Extend East End Road from Homer to the Russian Village Schools**

Four communities are connected to Homer, Alaska, via East End Road (McNeil Canyon - 11 miles, Razdolna - 23 miles, Voznesenka -25 miles, and Kachemak Selo 28 miles). The current road is not paved to the end, is in major need of repair and conditions preclude school bus transportation to all but McNeil Canyon.

This has forced the district to lease structures in the three other communities with significantly less instructional resources than those available in other school district facilities. Based on Alaska Department of Education space guidelines, the Voznesenka School is rated at 400% over capacity and physical constraints prevent placing a fourth portable building on the property. The District also has the same concern/problem at Kachemak Selo. KPBSD requests federal funding for the summer of 2003 to improve conditions on East End Road so that school bus travel is an option. Repairs to the road are also critical to the safety and well being of the District staff members and community members who travel this road on a daily basis. With a bus ride of approximately 15 miles, opportunities for students in these Russian Villages could be commensurate with others in the District.

Office of Superintendent

Dr. Donna Peterson, Superintendent of Schools

148 North Binkley Street Soldotna, Alaska 99669-7553

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Kenai Peninsula Borough School District

Memorandum

DATE: October 27, 2003

TO: Members, Board of Education

FROM: Donna Peterson, Ed.D.
Superintendent of Schools

RE: Approval of Policy Manual Review of Section 2000, Administration

As part of the systematic examination of the Policy Manual, several worksessions have been held to review Section 2000, Administration. These revisions/adoptions are presented for a first reading.

Housekeeping Revisions

BP 2000 Concepts and Roles

BP 2100 Administrative Staff Organization

BP 2110 Organization Chart/Lines of Responsibility

BP 2210 Administrative Action in Absence of Board Policy

Revisions to Policy Manual Placement

BP 2250, Teacher-in-Charge/Principal's Designee and E 2250, Teacher-in-Charge/Principal's Designee, moved to Section 4000

BP 2300, Conflict of Interest, moved to Section 3000 and exhibit page added (E 3316 Request to do Business)

Other Substantive Revisions/Adoptions

E 2122, Superintendent of Schools: Job Description, changed to reflect Alaska Standards

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 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

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

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[3]. 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[4]. Have charge of all buildings, equipment[,] and supplies[, **and records**] 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[5]. 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

SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION (continued)

- 14[6]. 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.)

[7. Adhere to standards for Alaska Administrators, including:

- a. providing leadership for the organization**
- b. guiding instruction and supporting an effective learning environment**
- c. overseeing the implementation of curriculum**
- d. coordinating services that support student growth and development**
- e. providing for staffing and professional development to meet student learning needs.**
- f. using assessment and evaluation information about students, staff and the community in making decisions**
- g. communicating with diverse groups and individuals with clarity and sensitivity**
- h. acting in accordance with established laws policies, procedures and good business practices**
- i. understanding the influence of social, cultural, political, and economic forces on the educational environment and uses this knowledge to serve the needs of children, families, and communities**
- j. facilitating the participation of parents and families as partners in the education of children**

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

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 **[published]** each month **[of the school year]**. 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~~ **[Fifteen]** 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 **[4319.26]**

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 **[4319.26]**

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

AdministrationBP 2300 **[3316]****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

Office of Superintendent

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

Kenai Peninsula Borough School District

Memorandum

DATE: October 27, 2003

TO: Members, Board of Education

FROM: Donna Peterson, Ed.D. 
Superintendent of Schools

RE: Approval of Revisions to Section 9000,
Bylaws of the Board

With the expansion to a 9-member Board, several housekeeping revisions must be made to Section 9000, Bylaws of the Board. The administration recommends these revisions for a first reading.

BB 9110 Board Membership
BB 9130 Board Committees
BB 9320 Meetings

BOARD MEMBERSHIP

Regular Members

The School Board shall consist of 7 **[9]** members elected or appointed in accordance with law.

(cf. 9220 - Board Elections)

(cf. 9223 - Board Vacancies)

Student Board Members

It is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint student Board members as deemed necessary.

Student Board members may cast preferential votes on all matters except those subject to executive session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the outcome of a vote. Preferential votes shall be recorded in the Board minutes. Student Board members may not move or second official items on the agenda.

(cf. 1220 - Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.091 Administration

14.12.030 School boards

14.12.040 Transition from five to seven member board

14.12.110 Single body as assembly and school board

14.14.070 Organization of school board

14.14.120 Inoperative district

14.14.250 - 14.14.310 Involvement of young people in government

29.20.300 School boards

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 11/18/02

Bylaws of the Board

BB 9130

BOARD COMMITTEES

Committees of The Board

The School Board may establish committees of the Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Board. The Board shall establish written charges for Board committees. When its charges or duties have been completed, the committee shall be dissolved.

Unless specifically excluded, the Superintendent may serve as an advisor to any committee at the discretion of the Board.

Committees shall act in an advisory capacity, making recommendations to the Board. No committee action shall be binding on the full Board. The Board as a whole shall have the final consideration in all matters.

Committee meetings are subject to the state open meetings act, if it applies.

Committees Established By The Board

The School Board may establish standing or temporary committees which utilize community, administrative, or professional resources as committee members. The composition of these committees shall be determined and appointed by the Board President. The Board shall establish written charges for all committees. When its charges or duties have been completed, the committee shall be dissolved.

Board Participation in School District Committees

At the discretion of the Board, up to three (3) **[four (4)]** Board members may participate on advisory committees as members of the committee.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9320 - Board Meetings)

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

29.20.020 Meeting public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 11/18/02

Bylaws of the Board

BB 9320(a)

MEETINGS

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than ~~three~~ **[four]** members of the Board, or a majority of the members, whichever

is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

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

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

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

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

Special Meetings

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

BB 9320(b)

MEETINGS (continued)

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

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

Emergency Special Meetings

The Board president shall give notice of an emergency special meeting to the local media by telephone before the meeting. If

telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

14.14.080 Declaring a school board vacancy

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 11/18/02

