

Kenai Peninsula Borough School District Board of Education Meeting Agenda

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

Borough Administration Building
148 N. Binkley, Soldotna, Alaska

SCHOOL BOARD MEMBERS:

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

Worksessions

2:30 p.m. [Graduation Requirements](#) - Structure
3:00 p.m. No Child Left Behind Update- Structure
3:30 p.m. Early Funding Legislation - Vision
4:00 p.m. KPSAA Hearing
5:00 p.m. [Section 3000 Policy Review](#) - Structure

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/[November 17, 2003](#)

2. Awards and Presentations

- a. Charles Cranston, community volunteer
- b. Connie Jung, KCHS school secretary
- c. Connie Meyer, speech pathologist
- d. Lassie Nelson, Central Office administrative secretary

3. School Reports - Accountability

- a. Kenai Central High School – Mr. Dennis Dunn

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

5. Hearing of Delegations

6. Communications and Petitions

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

8. Superintendent's Report

9. Reports- Accountability

a. Board Reports

10. Action Items

a.

Consent Agenda - Structure

- (1) Approval of [Long Term Substitute Teacher Contracts](#)
- (2) Approval of [Resignation](#)
- (3) Approval of [New Teacher Assignment](#)

Administrative Services - Structure

b. Approval of KPSAA Hearing Decision

c. [Approval of revisions to BP 5030 \(School Discipline and Safety\), BP 5125 \(Student Records\), BP 5145.2 \(Freedom of Speech/Expression\), BP 4131 \(Staff Development\), BP 5111 \(Admission\), BP 5125.1 \(Release of Directory Information\), BP 5127 \(Graduation Ceremonies and Activities\), BP 5141.3 \(Health Examinations\), BP 5131 \(Conduct\), BP 6141.2 \(Recognition of Religious Beliefs and Customs\), BP 6164.2 \(Guidance and Counseling Services\)](#)

11. First Reading of Policy Revisions- Structure

a. [BP 6146.1 Graduation Requirements](#)

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

* * * * *

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

MEMORANDUM

TO: School Board Members

FROM: Sam Stewart, Assistant Superintendent

DATE: December 1, 2003

RE: First Reading of BP 6146.1 Policy Revision, High School Graduation Requirements

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

In addition to the proposed revisions, I am attaching a copy of the state requirements for your review.

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

Instruction

HIGH SCHOOL GRADUATION REQUIREMENTS

The purpose of graduation requirements is to set guidelines that will insure that each high school graduate is exposed to the depth and variety of learning experiences necessary for present and future social and economic survival. Graduation requirements should be specific enough to direct students into major curricular areas and yet flexible enough to provide for individual student's abilities and needs. Completion of these requirements should be viewed as a minimal educational experience to be enriched through the selection of additional courses of students' choice.

Time Requirements

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

Credit Requirements

A total of 22 **[21]** units composed of those requirements listed below:

1. Language Arts - 4.0 credits
2. Mathematics - 3.0 credits **[or 2.0 credits including Algebra II]**
3. Social Studies - 3.0

4. Science - 3.0 credits **[must include 1.0 credit life science and 1.0 credit physical science.]**
5. Physical Education - 1.0 credit with the option of waiving 1/2 credit for cocurricular participation **[.5 credits]**
6. Health - .5 credits
7. Practical and/or Creative Arts - 3.0 credits of practical or creative arts with a minimum of .5 practical arts and .5 creative arts credit
8. Electives - 4.5 **[8]** credits or more may be taken as electives.

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

1. Students will be allowed to waive the elective 1/2 credit physical education graduation requirement through participation in athletic activities sponsored by the Kenai Peninsula Borough School District.
2. The student must substantiate that they have participated in a minimum of 4,050 minutes (67.5 hours) in order to receive a waiver.
3. The student will not receive credit for the physical education waiver but rather, will have their elective physical education requirement decreased by 1/2 credit, thus enabling them to take additional courses in another area.
4. The 1/2 physical education elective credit may be waived by participating in, and completing in good standing, district sponsored athletic activities . Such activities must be completed during a time period not to exceed a school year and the preceding or following summer. Other activities outside of the school district, verified by a certified teacher employed by the district, may meet the waiver requirement provided the activity meets the same time requirements as listed above.
5. This waiver will be granted for activities which occur during a single school year or during the summer preceding and following an academic school year.

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

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

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 06.075 High school graduation requirements

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 08/05/02 []

04 AAC 06.075. High School Graduation Requirements

- (a) Each chief school administrator shall develop and submit to the district board for approval a plan consisting of district high school graduation requirements. The plan must require that, before graduation, a student must have earned at least 21 units of credit.
- (b) Specific subject area units-of-credit requirements must be set out in each district plan and must require that, before graduation, a student must have completed at least the following:
- (1) language arts - four units of credit;
 - (2) social studies - three units of credit;
 - (3) mathematics - two units of credit;
 - (4) science - two units of credit;
 - (5) health/physical education - one unit of credit.
- (c) Repealed 2/11/89.
- (d) Transfer students who have earned 13 units of credit while in attendance outside the district may, at the discretion of the district, be excused from the district subject area units-of-credit requirements.
- (e) Repealed 2/11/89.
- (f) As used in this section, "unit of credit" means the credit that a student is awarded for achieving a passing grade in a course of study by meeting the performance standards for a course of study as prescribed by a local school board.

Authority:

AS [14.07.020](#)

AS [14.07.060](#)

Memorandum

DATE: November 24, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Review of [Section 3000 \(Business and Noninstructional Operations\)](#)

On December 1, 2003, we will begin worksessions with the Board for the review of policy, section 3000, Business and Noninstructional Operations. In checking with other Districts, policy review is done in a variety of ways. Many have a subcommittee just for this purpose which makes recommendations of policy changes to the entire board. We have done policy revision with the total Board. The way policy review has worked for the last two years in our District is for the administration to send a packet to the Board members, have the Board read and note questions/suggestions for change, and then to work as far as we get in an hour before each meeting going through this policy by policy. Finally, when the entire section is done, the administration is responsible for bringing forward the changes through the regular policy change process (two readings, public comment).

The only time I am able to squeeze in a policy review is in the summer so attached you will see my "unfiltered" notes regarding housekeeping and questions that I had from my reading through the section several months ago. Part of that process is a "check" against the AASB policy manual. I would anticipate that as we go through this section Melody will be bringing forward suggestions for change in content as required by changes in law or practice. Thank you in advance for your pre-work on the reading of this section - it really helps as we start through the review process.

Kenai Peninsula Borough School District

Board of Education Meeting Minutes

November 17, 2003 – 7:30 p.m.
Regular Meeting

Borough Administration Building
148 N. Binkley, Soldotna, Alaska

SCHOOL BOARD MEMBERS:

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

STAFF PRESENT:

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

OTHERS PRESENT:

Mr. Darrell Johnston	Mr. Gene Dyson
Mr. Bob Ermold	Mr. Dave Carey
Mrs. Patty Rich	Mrs. Sharon Mook
Mrs. LaDawn Druce	Mrs. Cindy Fusaro
Mr. Johnathon Verhelst	Ms. Sherry Innes
Mr. J.J. Sullivan	Mrs. Lori Lingafelt
Mr. Dave Spence	Mrs. Laura Pilifant
Mrs. Norma Holmgaard	Dr. Roy Anderson
Mrs. Paula Christensen	Mrs. Sue Evanson
Mr. Dave Larson	Mrs. Sara Moore
Mr. Tim Peterson	Mr. Paul Sorenson
Mr. Bob VanDerWege	Mrs. Christine Ermold
Mr. Jim White	Mr. Dan Ghormley
Mr. Joe Arness	Mr. Mike Chenault
Miss Jenni Dillon	Mr. Pete Sprague
Ms. Carol Morris	Mr. John Pothast
Ms. Dawn Daris	Mrs. Debbie Boyle

Others present not identified.

CALL TO ORDER:

(7:31 :41 PM)

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

PLEDGE OF ALLEGIANCE:

(7:31 :50 PM)

Ms. Germano invited Mr. Darrell Johnston, Port Graham Elementary/
High principal/teacher, to lead those present in the Pledge of Allegiance.

ROLL CALL:

(7:32 :20 PM)

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:

(7:32:50 PM)

The agenda was approved with the addition of Consent Agenda Item 10a. (7), Approval of Seward Middle School Project Schematics.

APPROVAL OF MINUTES:

(7:33:18 PM)

The School Board Minutes of November 3, 2003, were approved as printed.

AWARDS AND PRESENTATIONS:

(7:33:41 PM)

The Board presented Golden Apple awards to Cindy Fusaro, Kenai Middle School secretary and Carol Morris, Central Office Grants secretary, for their service to the District. On behalf of the Association of Alaska School Boards, Ms. Germano distributed awards to several Board members (Nels Anderson, Margaret Gilman, Sammy Crawford, Deb Germano) for their participation in Board training. Mr. Dave Spence presented a plaque to Mr. Joe Arness in appreciation for his many years of service to the Kenai Peninsula Student Activities Association Board of Directors.

Ms. Germano welcomed boy scouts from Troop 151.

SCHOOL REPORT:

(7:44:24 PM)

Darrell Johnston, Port Graham Elementary/High principal/ teacher, gave a PowerPoint presentation highlighting the school goals and school and community activities. He noted that the school met the Adequate Yearly Progress requirements as set forth by the No Child Left Behind Act. He reported that the school will focus on the area of writing in order to meet the state standards. He reported that two language teachers are providing instruction in Suqtestun, the language of the Sugpiaq people.

Mr. Tilbury commented that students can be effective teachers to their peers.

PUBLIC PRESENTATIONS:

(7:54:11 PM)

Miss Eliza Chadwick, Aurora Borealis Charter School student, expressed her frustration and disappointment at being told that because of a KPSAA rule change she could not be chosen for the Kenai Middle School basketball team after being allowed to participate in try-outs for over two weeks.

Miss Laura Lucas, Aurora Borealis Charter School student, stated that she is confused by a change in the KPSAA rules not allowing charter school students to play sports at other schools and expressed frustration at not being allowed to play basketball at Kenai Middle School.

PUBLIC PRESENTATIONS:

(continued)

Mr. Lee Chadwick, Aurora Borealis Charter School parent, stated that his daughter and other students should receive a refund of the \$20 participation fee, a written apology, and a written statement assuring that District policies will be followed in the future.

Dr. Anderson asked Mr. Chadwick whether the Aurora Borealis Charter School was able to field a basketball team. Mr. Chadwick reported that the school has patched together a team with a coach but are unable to play against other schools because schedules are already full. Dr. Anderson stated that he recognized that the Board needs to address the participation problem and added that he will discuss the issue with other Board members.

COMMUNICATIONS AND PETITIONS:

(8:07:23 PM)

Dr. Peterson noted that two petitions regarding pupil-teacher ratios and a letter from Paul Banks Elementary staff regarding consolidation were included in the Board information packet. Ms. Germano reported that she received a thank you card from Ms. Jean Dixon for being recognized with a Golden Apple Award. She noted that she received a report from the Department of Environmental Conservation regarding water quality at District schools.

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

(8:08:25 PM)

Mr. Dave Larson, KPEA representative, thanked the Board and administration on behalf of District teachers for paying for fees associated with the Praxis II test as part of the No Child Left Behind Act.

SUPERINTENDENT'S REPORT:

(8:10:06 PM)

Dr. Peterson reported that the kindergarten standards-based report card was included in the Board information packet. She noted that there is a change in the joint worksession date to February 3 on the budget preparation calendar.

**Comprehensive Annual Financial
Report:**

(8:11:08 PM)

Mrs. Douglas presented the District FY03 Comprehensive Annual Financial Report. She reported that the administration and the Board conducted an extensive worksession with the independent auditor regarding the report prior to the Board meeting. She noted that the District has received an unqualified opinion that the internal controls are adequate.

Financial Report:

(8:12:06 PM)

Mrs. Douglas presented the District financial report for the period ending October 31, 2003. She noted that the District is incurring approximately \$1 million per month in health care costs and added that the Health Care Committee recently initiated an increase to the copayment amount of an additional \$50 per month on a year-to-date basis.

BOARD REPORTS:

(8:13:03 PM)

Mr. Tilbury reported that he participated along with 50 other youth from around the state in the AASB Youth Leadership Institute. He stated that the conference was interesting and especially appreciated Mr. Clifton Taulbert's session titled, *Eight Habits of the Heart*.

BOARD REPORTS:

(continued)

Mr. Anderson reported that he attended the AASB Annual Conference and added that he gained a tremendous amount of knowledge about how to work with fellow Board members and board members from other Districts. He stated that he learned about how districts receive funding and he suggested that attendance at the AASB Annual Conference be mandatory for new Board members.

Ms. Wassilie stated that she appreciated the AASB Annual Conference because it provided a chance to get to know other board members and issues around the state. She stated that she was impressed with Dr. Mike Schmoker's session titled, *Essential Elements of School Improvement*, and Mr. Clifton Taulbert's session titled, *Eight Habits of the Heart*. She stated that she enjoyed hearing from U.S. Senator Lisa Murkowski about where the No Child Left Behind Act needs improvement and her willingness to work with the state on making improvements to the Act so that it is more realistic for Alaska. She stated that she was particularly pleased to hear Commissioner Roger Sampson announce that the Department of Education and Early Development is moving from a monitoring and compliance agency to a servicing agency for school districts. She stated that she was impressed that the AASB Annual Conference included a Youth Leadership Institute.

Mrs. Mullins reported that she attended the AASB Annual Conference and stated that she was impressed with Mr. Clifton Taulbert's session titled, *Eight Habits of the Heart*, and summarized his message and recommended his book. She stated that U.S. Senator Lisa Murkowski and Commissioner Roger Sampson spoke to the group. She noted that Commissioner Sampson made promises that she hopes will come to pass. She stated that KPBSD participated in the Large District Forum along with the Anchorage School District, Fairbanks North Star Borough School District, Mat-Su School District, and Juneau-Douglas School District to discuss ways to work together to push the education agenda forward statewide. She stated that she attended a session titled, *Legislative Workshop* and added that she hopes to use the information in the future as the Board searches for funding from the state. She stated that she presented a training session for new school board members and presented a session with Dr. Peterson titled, *Board and Superintendent Relationships*. She thanked Ms. Germano, and Mrs. Crawford for their assistance. She stated that she taught a class on *Robert's Rules of Order*.

BOARD REPORTS:

(continued)

Mrs. Crawford stated that she attended the AASB Annual Conference and attended sections on school finance, school law, board training, special education regulations and resolutions. She stated that the Commissioner of Education and school board members from across the state agreed that everyone must work together for the good of all students. She stated that she attended the World Language Curriculum Committee meeting and noted that the group would like to see world languages taught in the lower grades because younger students learn foreign languages easier. She reported that a suggestion was made to change world languages from a practical or creative art to an elective. She reported that Thursday, November 13 she attended the Thanksgiving Day meal and celebration at Kenai Alternative High School. She added that the meal was a community event complete with music provided by artist-in-residence, Mike Morgan.

Mrs. Gilman reported that she attended the AASB Annual Conference and added that she was touched by the keynote speaker, Mr. Clifton Taulbert. She summarized points made by Mr. Taulbert and related it to the responsibility of each teacher, board member, and community member to encourage all children to succeed. She announced that Governor Murkowski has appointed Mrs. Becky Hultberg (former Kenai resident and District graduate) to be the governor's liaison for education. She reported that she attended a presentation by Joan Gahn, school meals administrator for the state, who stated that current projections indicate that students today are the first-ever generation that have a shorter lifespan than the adults. She reported that the statistic cited the cause to be obesity and diabetes and suggested the Board keep that in mind as they consider nutrition and physical education in the schools. She commented that Mr. Tilbury, student Board member, is an excellent representative of the District because he is articulate, well liked, and was respected by the other students at the Annual Conference.

Mrs. Hilts reported that she attended the AASB Annual Conference. She stated that she is proud to be part of the Kenai Peninsula Borough School District School Board. She stated that she was amazed to see the high regard for the superintendent and Board members by conference attendees. She stated that she attended sessions for new board members and added that she learned a lot of detailed information. She stated that she also attended sessions that directly related to educational issues. She stated that she renewed acquaintances of children and adults that she knew 40 years ago who are now board members.

Ms. Holle reported that she was able to attend one day of the AASB Annual Conference. She reported that she learned that as the result of a lawsuit, the state legislature is investigating whether there is a legitimate trust that could be used for education funding purposes. She reported that the networking that occurs at conferences is valuable. She stated that Board members and community members are all working together to find answers to the problems in education. She stated that she hopes to spend more time at the conference next year. She thanked Board members who provided presentations during the conference.

BOARD REPORTS:

(continued)

Dr. Anderson announced that the Math Committee meets on November 18 and added that committee members are doing a tremendous job making sure that the math curriculum alignment goes well.

Ms. Germano reported that she attended the AASB Annual Conference and that she attended sessions related to community engagement and ASSETS for students. She reported that Mr. Tilbury was a great leader among the student participants. She thanked Mr. Tilbury for reminding the Board of the importance of listening to students and including them in change.

CONSENT AGENDA:

(8:32:24 PM)

Items presented on the Consent Agenda were Approval of New Teacher Assignments, Request for Leave of Absence-Certified, Administrative Recommendation Regarding Request for Leave of Absence-Support, Resignation, Budget Transfer, and FY05 Enrollment Projection Revision.

New Teacher Assignments:

Dr. Whiteley recommended the Board approve teacher assignments for Chaenette (Jenny) Carroll, special education/resource, Kenai Central High; Stephanie L. Coolman, special education/resource, Susan B. English/Nanwalek/Port Graham; and Jennifer Harvey-Kindred, special education/resource (temporary), Tustumena Elementary.

Request for Leave of Absence-Certified:

Dr. Whiteley recommended the Board approve an unpaid leave of absence request for the 2004-2005 school year for Loretta Swanson, Pre-K Special Needs, Seward Elementary.

Administrative Recommendation Regarding Request for Leave of Absence-Support:

Dr. Whiteley recommended the Board approve an administrative recommendation to deny a five-month leave of absence request for Dagmar Mayer, Bilingual Tutor, Soldotna Middle School.

Resignation:

Dr. Whiteley recommended the Board approve a resignation from Kristina O. Salness, Title I teacher, Kenai Alternative (effective November 20, 2003).

Budget Transfer:

Mrs. Douglas recommended the Board approve Budget transfer Numbers 77, 78 and 79 in the amounts of \$117,012, \$49,964 and \$18,495, respectively, to pay for salary and benefits for the administrator, Latin, music, and physical education teachers at Aurora Borealis Charter School.

FY05 Enrollment Projection Revision:

Mrs. Douglas recommended the Board approve a revised enrollment projection of 9,460 students districtwide for FY05.

SEWARD MIDDLE SCHOOL SCHEMATICS:

Mr. Stewart recommended the Board approve schematic design specifications for the new Seward Middle School project.

MOTION

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

Ms. Holle asked to remove Consent Agenda Item 10a.(6).

CONSENT AGENDA:
(continued)

Ms. Holle expressed concern about enrollment figures and stated that she will vote against the recommendation.

Mrs. Gilman clarified with Dr. Peterson that the large number of new students are those that have enrolled in the Connections Program.

Mr. Tilbury asked if the newly enrolled students came from other public schools within the District. Mrs. Douglas responded that the new students are new to the District and are coming from other correspondence programs around the state and other local programs.

Motion carried unanimously.

VOTE ON ITEM 10a.(6)

Advisory Vote – YES

YES – Hiltz, M. Anderson, Wassilie, Mullins, N. Anderson, Crawford, Gilman, Germano

NO – Holle

Motion carried.

2004-2005 Certified Staffing

Formula:

(8:38:26 PM)

Dr. Whiteley recommended the Board approve the 2004-2005 certified staffing formula.

Mrs. Sara Moore, Soldotna High School counselor, reported that many District counselors are teaching students or running the school library during their school work day, and asked the Board to consider inviting one or more counselors to meet with Central Office staff to discuss counseling options and to strive to keep status quo.

Mrs. Gilman asked about counselor involvement with accreditation. Mrs. Moore explained that the Northwest Accreditation Association suggests a counselor/student ratio of 1 to 400 as a minimum.

Ms. Debbie Boyle stated that a hard-hitting petition needs to be sent to the state legislature regarding educational funding and added that the District's current pupil-teacher ratio is too high.

Mrs. Jenny Hammond, Nikiski parent, agreed that the pupil-teacher ratio needs to be lowered and suggested a four-day school week or a school bus fare as money saving ideas. She asked the Board to support the Cocurricular Activities proposal and urged those present to attend the upcoming town meeting on Saturday, November 22. She stated that the state and federal government are not funding special education as they should be and urged those present to write to state and federal legislators.

**2004-2005 Certified Staffing
Formula:**
(continued)

Mr. Tony Lewis, Kenai parent, stated that class sizes must be manageable and added that there comes a point when parents will make other choices. Ms. Germano invited him to help with the budget process.

MOTION

Mrs. Crawford moved the Board approve the 2004-2005 staffing formula. Mrs. Mullins seconded.

Mrs. Gilman asked Dr. Whiteley if the proposed staffing formula is status quo. He explained that there have been some adjustments for school size, but that the staffing is the same as last year. He noted that the administration also reclassified schools with enrollments under 200 students.

Ms. Germano noted that there was a change in elementary specialists.

Mrs. Gilman stated that at one time she felt that charging a fee to ride the school bus was a good idea but feels differently now. She stated that she does not support fees to ride the bus because if the District consolidates schools, students will be riding buses for a much longer time. She stated that although it is a status quo budget, last year the Board voted to increase the pupil-teacher ratio by 3 students. She stated that increasing pupil-teacher ratios means firing teacher and eliminating or reducing program offerings at schools.

MOTION

Mrs. Gilman moved the Board approve an amendment to decrease the pupil-teacher ratio by two students across the Board. Ms. Holle seconded.

Mrs. Crawford asked the administration how much the Gilman amendment would cost. Dr. Anderson replied that the amendment would cost \$2.8 million.

Mrs. Gilman stated that hiring teachers is the most important priority for the Board. She stated that when considering the wishes of the parents who have spoken to the Board and signed petitions, it is worth the money.

Mr. Anderson stated that each Board member would like to decrease the pupil-teacher ratio but without the funds to pay for the additional teachers it is dangerous.

Mr. Tilbury reported that the Board discussed ways to reduce the budget by \$1.5 million, adding additional teachers would put the District budget back to a \$5 million deficit.

Ms. Holle stated that she hopes the Board will pass the Gilman amendment. She stated that lowering the pupil-teacher ratio is what the families of the Kenai Peninsula want. She stated that if families are being asked to support a mill rate increase the Board will have to give the people what they want (smaller class sizes). She asked the Board to seriously consider the amendment, and added that if it does not pass she will not be able to support the staffing formula. She stated that schools under 200 students will be affected considerably by the proposed staffing formula.

**2004-2005 Certified Staffing
Formula:**
(continued)

Dr. Anderson stated that each Board member would like to lower the pupil-teacher ratio. He stated that it is the Board's responsibility to designate where the money is going to come from to pay for the Gilman amendment. He stated that he will vote against the amendment because it locks the Board into numbers that are unrealistic.

Mrs. Hilts stated that although she would like to vote for a lower pupil-teacher ratio, the District does not have enough money to pay for it. She stated that in an earlier meeting with legislators, they told the Board that there would be no additional money. She stated that she will vote for the certified staffing formula as presented in the hopes that some additional funding would come from somewhere. She stated that voting for the Gilman amendment would be like taking her children shopping with a "maxed out" credit card. She stated that it is right to take a stand for lower pupil-teacher ratios, but the District can't afford it.

Ms. Wassilie reminded the Board that they must present a balanced budget to the Borough Assembly. She stated that the status-quo budget calls for drastic measures such as closing schools. She reported that the staffing formula, as presented, will require the Board to reduce the FY05 budget by \$3.5 to \$5 million. She told those present that she would like to lower the pupil-teacher ratio as well as focus on quality teaching. She told those present that the Board of Education is not a revenue-generating board. She stated that adding more costs to the budget would be irresponsible so she will vote against the Gilman amendment.

Mrs. Mullins stated that voting on last year's increase to the pupil-teacher ratio was a difficult decision to make. She stated that the thought of having a \$5 million deficit for FY05 with the addition of \$2.8 million would require the Board to find \$8 million in the budget. She stated that she does not feel certain that the Borough will give the School Board \$1.4 million to pay for cocurricular activities. She stated that she also cannot predict what voters will decide regarding the funding of cocurricular activities with a mill rate increase. She stated that she also does not know what the legislature and governor will do with a \$250 million deficit in the state budget. She stated that she would like to support the Gilman amendment but fiscally, she cannot vote for the amendment.

Mrs. Crawford stated that she would like to vote for the Gilman amendment but reminded those present that the Board has a fiduciary responsibility to present a balanced budget. She stated that the legislators have made it clear that they don't see much money coming to the District. She stated that the Board had a grueling discussion with legislators about school consolidation. She stated that she doesn't see where the Board can responsibly do anything other than maintain status quo. She stated that with regret, she will vote against the Gilman amendment.

**2004-2005 Certified Staffing
Formula:**
(continued)

Mrs. Gilman asked the Board to send a message to the Budget Committee that pupil-teacher ratios, staffing, and teachers in classrooms are top priorities. She stated that she would like to see if the Budget Review Committee can come up with some ways that the Board can follow through with the top priorities. She stated that if the Budget Review Committee cannot find the money then the Board can amend the staffing formula back to status quo. She reminded Board members that when the staffing formula increase was voted on last year it was because it was necessary to balance the budget. She asked why the Budget Review Committee is necessary. She reported that comments were made that if money were to become available later, the Board would amend the staffing formula. She asked the Board to start with her amendment as a premise and if it is determined that money is not available, the staffing formula can be amended.

Ms. Holle stated that there is no harm done in making the attempt to lower pupil-teacher ratios. She stated that during the budget cycle the Committee can work hard to find the money to balance the budget. She reminded the Board that there will be a joint worksession with the Borough Assembly members who may be able to find areas in the District budget that can be reduced. She asked the Board members support the Gilman amendment and try a new approach.

Ms. Germano stated that philosophically she would like to vote for the Gilman amendment, but added that it sends a false sense of security to the communities. She stated that if she thought there was a chance the District could afford the amendment she would support it. She stated that she cannot support the amendment because it is unrealistic.

Mr. Tilbury acknowledged that each Board member would like to decrease pupil-teacher ratios. He stated that not only does the staffing formula directly affect the students he represents but it affects him personally. He stated that the staffing formula has a direct affect on his education and college plans but, logically, it does not make sense.

VOTE ON GILMAN AMENDMENT:

Advisory Vote - NO

YES - Holle, Gilman

NO - Wassilie, Crawford, N. Anderson, Hilts, M. Anderson, Mullins, Germano

Amendment failed.

Ms. Germano expressed concern for the specialist formula. She stated that schools traditionally use specialist positions (physical education, library, music) to alleviate needs in classrooms and added that reducing the formula takes away that flexibility from some schools to make choices about programs. She stated that larger schools have flexibility but small schools have lost their flexibility and expressed her concern for sharing services.

2004-2005 Certified Staffing Formula:
(continued)

Ms. Holle stated that she cannot support the staffing formula as presented. She stated that families want small schools with small numbers of students in classrooms. She said that the staffing formula does not align with the wishes of the public, so she will not vote for the formula.

Ms. Wassilie reported that last year the Board voted to increase the pupil-teacher ratio which was not mitigated by the budget process. She stated that two years ago the Board tried to reduce the pupil-teacher ratio but it was not possible. She stated that the Board must reduce the budget by \$3.5 to \$5 million and are taking a risk just to maintain status quo but will vote to approve the formula.

Mrs. Gilman reported that two years ago while serving on the Budget Review Committee, three ideas were offered as possible ways to save a substantial amount of money (increase pupil-teacher ratios, consolidating schools, and eliminating cocurricular activities) which are all items the Board is currently considering. She noted that the Board votes on the staffing formula (which is 80% of the budget) so much of the budget has been decided before the Review Committee is even formed.

VOTE:

Advisory Vote - YES

YES - Wassilie, M. Anderson, Gilman, Crawford, Hilts, Mullins, Germano

NO - N. Anderson, Holle,

Motion carried

RECESS:

(9:22:54 PM)

At 9:22 p.m., Ms. Germano called a recess.

RECONVENE AFTER RECESS:

(9:31:16 PM)

At 9:31 p.m., the Board reconvened in regular session.

**2004-2005 Support Staffing
Formula:**

(9:31:38 PM)

Dr. Whiteley recommended the Board approve the 2004-2005 Support Staffing formula.

MOTION

Mr. Anderson moved the Board approve the 2004-2005 Support Staffing formula. Mrs. Crawford seconded.

Mrs. Gilman noted that there are students who have very serious medical conditions and as a result, the need for nurses remains the same regardless of the number of students.

Ms. Germano confirmed with Dr. Whiteley that the support staffing formula is status quo including custodial reductions from last school year.

**2004-2005 Support Staffing
Formula:**

(continued)

VOTE:

Advisory Vote - YES

YES - Gilman, Holle, Hilts, Wassilie, Mullins, Crawford,
M. Anderson, Germano

NO - N. Anderson

Motion carried.

**Cocurricular Activities
Recommendation:**

(9:34:09 PM)

Mr. Stewart recommended the Board approve a request for \$1,400,000 from the Kenai Peninsula Borough to be placed in a special revenue fund, to fund school District cocurricular activities. Mr. Stewart further recommended that the District request the Borough place an initiative before the voters to fund the special revenue fund on an annual basis equal to .5 mils.

Mr. Carey, Skyview High teacher and coach, asked the Board of Education to consider maintaining the academic eligibility requirement and to continue to seek highest moral standards for coaches and sponsors if cocurricular activities are funded through the Borough.

Mr. Peter Plotter stated that he will vote to support a tax increase to pay for cocurricular activities and will do whatever he can to ensure its passage. He stated that he supports the Gilman amendment to the certified staffing formula and urged the Board to continue to be creative.

Mr. Tony Lewis, Skyview High School coach, stated that he supports the recommendation to remove the cocurricular activities funding from the District budget and to ask for funding from the Borough Assembly. He suggested that the District charge more for participation fees and asked the Board to consider funding academic activities.

MOTION

Dr. Anderson recommended the Board approve the following, "request the Kenai Peninsula Borough to place \$1.4 million in a special revenue fund for the year 2004-2005 for cocurricular activities. Further request that the Borough place before the voters an initiative to fund curricular activities special revenue fund up to .5 mils on an annual basis." Mrs. Crawford seconded.

MOTION

Mrs. Crawford moved the Board approve an amendment to add \$1.4 million to the 2003-2004 special revenue fund. Mr. Anderson seconded.

Mrs. Crawford noted that cocurricular activities have been short-funded for a number of years and the Board acknowledges the importance of student activities at all grade levels. She urged the Board to support the amendment.

Mrs. Hilts asked whether the special revenue fund could pay for travel. Ms. Germano replied that the fund could fund travel.

**Cocurricular Activities
Recommendation:**
(continued)

Mrs. Gilman clarified that the \$1.4 million amendment is for expenses incurred for the 2003-2004 school year. Mrs. Douglas stated that by approving the Crawford amendment the Board would remove the cocurricular activities expenditures from the operating budget this year allowing those funds to flow to the fund balance that could be designated to assist with next year's expenditures.

Dr. Anderson stated that the Borough Assembly has been extremely generous to the District and added that he hopes the Crawford amendment is not interpreted as “killing the goose that lays the golden egg”. He stated that he will vote for the amendment but adds that he feels uncomfortable about doing so because it has gone beyond what the Cocurricular Activities Task Force Committee discussed. He stated that he does not want to harm the Board’s relationship with the Borough Assembly.

Mrs. Mullins expressed reservations about supporting the Crawford amendment because the Board is asking for \$2.8 million as well as a tax increase of .5 mil. She reminded those present that the Borough has already gone through the current year budget cycle. She stated that she is undecided about whether to support the amendment.

Mrs. Gilman stated that she decided to serve on the Cocurricular Activities Task Force to see if there was a way to fund cocurricular activities outside of the regular budget. She stated that the Task Force was very productive and added that the Assembly members were very reasonable in terms of their willingness to do everything they can to help the District. She stated that she will vote for the amendment but would like to send a message that the Board appreciates the amount of funding that is given to the District.

Ms. Holle stated that the Crawford amendment provides a great opportunity for people in the Borough to give support for their assembly member. She stated that there is over \$20 million in the Borough’s fund balance in investments. She stated that many other organizations are asking the Borough for funding of various requests. She stated that there is nothing more important to the families of the Borough than education. She stated that the Crawford amendment provides an opportunity to encourage families to support the Board’s request.

Ms. Germano stated that she shares the concern that the Board is asking too much with the Crawford amendment but added that it is a conversation that needs to be discussed.

VOTE ON CRAWFORD AMENDMENT:

Advisory Vote – YES

YES – Hiltz, M. Anderson, Gilman, Holle, Wassilie, N. Anderson, Crawford, Germano

NO – Mullins

Amendment carried.

Amended motion carried unanimously.

**Revisions/Adoptions to Policy
Manual Section 2000:**

(9:54:00 PM)

Dr. Peterson recommended the Board approve revisions to 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); and BP 2300 (Conflict of Interest), E 3316 (Request to do Business).

MOTION

Mrs. Crawford moved the Board approve revisions to section 2000 of the Kenai Peninsula Borough School District Policy Manual. Mrs. Mullins seconded.

MOTION

Mrs. Hilts moved the Board approve an amendment to move the language within the parenthesis of E2250, third paragraph, (Region III, KPSAA, field trips, etc.) to follow the words "meetings," in the same paragraph. Dr. Anderson seconded.

Amendment carried unanimously.

Amended motion carried unanimously.

**Revisions/Adoptions to Policy
Manual Section 9000:**

(10:02:05 PM)

Dr. Peterson recommended the Board approve revisions to BB 9110 (Board Membership); BB 9130 (Board Committees); BB 9320 (Meetings).

MOTION

Mrs. Crawford moved the Board approve revisions to section 9000 of the Kenai Peninsula Borough School District Policy Manual. Mrs. Gilman seconded.

Motion carried unanimously.

**FIRST READING OF POLICY
REVISIONS:**

(10:02:48 PM)

The Board heard a first reading of BP 5030 (School Discipline and Safety), BP 5125 (Student Records), BP 5145.2 (Freedom of Speech/Expression), BP 4131 (Staff Development), BP 5111 (Admission), BP 5125.1 (Release of Directory Information), BP 5127 (Graduation Ceremonies and Activities), BP 5141.3 (Health Examinations), BP 5131 (Conduct), BP 6141.2 (Recognition of Religious Beliefs and Customs), and BP 6164.2 (Guidance and Counseling Services). Mr. Stewart noted that the revisions are recommended to comply with the No Child Left Behind Act, the U.S.A. Patriot Act, and changes in the High School Qualifying Exam.

**PUBLIC PRESENTATIONS/
COMMENTS:**

(10:05:19 PM)

Mr. Larson commended the Board members who have participated or are planning to participate in the American Education Week activities and added that the invitation has been partially successful with legislators.

BOARD COMMENTS:

(10:06:42 PM)

Ms. Holle stated that it would be helpful to have an accompanying budget with a proposed staffing formula. She stated that she is struggling with the proposed staffing formula. She stated that she likes the idea of reviewing the budget section by section. She stated that Dr. Anderson advised that she ask for Board concurrence to investigate the possibilities of turning maintenance duties for part, or all of the borough-owned schools to the Borough Maintenance Department. She asked for Board concurrence to request an analysis of the savings of converting to a four-day school week.

Ms. Wassilie thanked those who spoke and offered suggestions. She explained that technology in schools is mostly funded through the federal E-rate program which can only be used for technology. She stated that the Board should review all of the ramifications of a four-day school week. She stated that the Board will need to consider student achievement as it relates to the No Child Left Behind Act. She stated that the Board needs to stay focused on high student achievement through quality teaching. She thanked Mr. Johnston for the Port Graham Elementary/High School report. She stated that she visited Spring Creek School and was impressed with the teamwork between the correctional and educational staff. She stated that Spring Creek has the only youth offender program that is progressing students towards a high school diploma. She stated that the state saves money when an offender is released into society as an educated person. She stated that she attended the Kenai Alternative School Thanksgiving Day feast. She stated that she appreciated hearing about the music program provided by the Artists-in-Residence Program. She notified the Board that she is a member of the Kenai Peninsula Community Council. She stated that she visited West Homer Elementary, McNeil Canyon Elementary, and Ninilchik Elementary/High and added that she was very impressed with the principals at each school because they know what is going on in classrooms and are proud of their students and staff. She stated that she has also visited Moose Pass Elementary, Seward Elementary, and Seward Middle High.

Mrs. Hilts read the Board mission statement to those present and stated that it is not an easy mission to accomplish. She stated that she wanted to vote to lower the pupil-teacher ratio and added that if she could she would have also made an amendment to give Susan B. English Elementary/High another teacher for Grades K through 5 (one teacher is not enough), a special education teacher just for Port Graham (not one day every other week) and a larger school facility for another school within her district. She stated that there is no end to what a School Board wants for students. She told the Board they must do whatever it takes to accomplish the goals of the mission statement. She stated that each Board member is trying to find a way to produce creative, productive learners. She expressed her appreciation for everyone who spoke.

BOARD COMMENTS:

(continued)

Dr. Anderson asked for the Board's concurrence to request a legal opinion about whether school maintenance can be handled by the Borough Maintenance Department. He stated that the Board tried in the past to give the pools to the Borough for maintenance. He stated that he has reservations

about the idea to institute a four-day school week and suggested the Board ask for a response from Dr. Whiteley. He stated that KPSAA rule changes allowing students in charter schools to participate in activities at other schools applied only to high school activities. He reported that Aurora Borealis Charter School has formed their own basketball team and added that he is surprised that they cannot play games or secure gymnasium time for practices. He stated that a similar issue occurred at Soldotna Middle School during the basketball team selection process where students who were not going to be chosen for the team were sent to the small gymnasium to run wind sprints for eleven days (did not play any basketball). He stated that these cocurricular issues need to be fixed by the Board.

Mrs. Gilman concurred with the request for a legal opinion regarding the Borough Maintenance Department handling maintenance for District facilities. She stated that she is not in favor of a four-day school week and added that she has not read any studies that say it improves student performance. She stated that she received several telephone calls from Kenai parents who didn't think it was fair that students who attend Kenai Middle School could potentially be cut from the basketball team to allow for students who attend another school. She stated that approximately 44 girls tried out for the basketball A squad or B squad. She stated that she believes that students should attend Kenai Middle School in order to play basketball for the school team. She agreed that Connections students who don't actually attend a school should be allowed to try out for a school team. She suggested that a compromise might be to allow students from charter schools to try out for teams when a selection process is not necessary. She thanked Mr. Johnston for his school presentation and added that she was especially interested in the Elder's Week Celebration. She stated that the Board is at a point where the only option left is to sue the State of Alaska for not meeting their fiduciary responsibility to educate students in the District. She stated that the state has not equitably funded the District since 1986. She asked President Germano to move forward with a lawsuit. She stated that she was asked by the Elementary Forensics Committee to help locate judges during the Borough meet. She asked Board members to consider serving as judges on March 13. She thanked Board members for their participation in the Board meeting

Dr. Anderson concurred with Mrs. Gilman's suggestion that the Board send a letter to the Borough requesting a lawsuit against the State of Alaska for inequitable funding.

BOARD COMMENTS:

(continued)

Mr. Tilbury stated that he is not sure that a four-day school week would help students academically. He observed that a four-day week would require the District to extend the school day (earlier start, later dismissal). He stated that for many students, coming home later in the day would not be a problem

but getting up earlier would be difficult. He stated that he has been invited to speak to the 8th grade Kenai Middle School leadership class.

Mr. Anderson stated that cocurricular activities involve entire communities and not just the students who participate. He stated that it builds community pride, unity, and spirit and provides activities for student involvement and added that if communities don't pay for activities now they will pay later in other ways. He thanked those who offered ideas and solutions to the District's funding issues. He thanked Mr. Johnston for his school report and noted that he is a valuable asset to the Port Graham community. He thanked KPEA and Dave Larson for the invitation to spend time at school in celebration of American Education Week. He stated that he visited Sterling Elementary. He stated that the morale at Sterling Elementary was good; teachers were excited to teach. He stated that he spoke with the school principal who was not happy with the static condition but was willing to work hard. He stated that students at the school were happy and added that he was impressed with the children. He stated that those who attended the AASB Annual Conference were amazed to hear that the District has 42 sites and that buses travel 7,000 miles per day. He stated that unfortunately, suing the state may be the only way to get funding for a fair and equitable education for students in the District. He asked for an excused absence from the December 1, 2003 meeting.

Mrs. Mullins thanked the public for attending and for their comments. She thanked the Cocurricular Committee members for their work. She thanked Mr. Johnston for the school report. She stated that the Aurora Borealis Charter School students and the basketball team try-out issue was handled poorly. She stated that the family who was told they could not participate in the Kenai Middle School basketball program are due a refund. She personally apologized to the family. She stated that she does not mind revisiting the idea of the Borough Maintenance program maintaining School District facilities and asked the administration to first locate past reports on the same topic. She suggested that the Board conduct a worksession on the Borough Maintenance topic because there are negotiated agreements in place that will be affected by a change in maintenance. She stated that the idea of a four-day school poses a lot of questions especially for parents about what to do with students on the fifth day. She stated that suing the state sounds like a good idea but asked where the Board would get the money to pay for legal counsel.

BOARD COMMENTS:
(continued)

Mrs. Crawford thanked librarians, Mr. Bob VanDerWege and Mrs. Kelley Smith, for the report and notepad. She notified the Board that a committee has been established to study the fiscal state of affairs. She announced that the committee meeting will be held at the Kenai Legislative Information Office and urged Board members to attend. She stated that the

Board had a very productive meeting with legislators prior to the Board meeting. She reported that Representative Chenault and Representative Seaton stated that they will attend any type of forums or site council meetings to speak to the public as much as possible. She commended Mr. Druce for writing and directing *Killer Reviews*, a play that sold out both performances. She commended Mr. Kevin Harding for being awarded a Fulbright Scholarship. She announced that Mr. Allan Miller has been working with NASA and gave a presentation at the Challenger Learning Center. She stated that during her recent school visits she noticed that staff morale is up. She thanked Mrs. Christensen for the Kindergarten Standards Report. She thanked Mrs. Douglas for the Audit Report and for the clear answers to questions. She noted that the Borough Maintenance idea has been considered already. She stated that she does not support the idea of a four-day school week because students learn in short time periods. She stated that although she would like to see a lawsuit against the state for inequitable funding, she is not sure what would be accomplished. She thanked Mr. Arness for his service on the Cocurricular Task Force. She asked to be excused for the December 1, 2003 Board meeting.

Ms. Germano noted that there is only one Board meeting in December. She stated that there is no solid consensus for the study of a four-day week or for the Borough Maintenance idea. She stated that the Board should conduct a worksession to discuss the idea of a lawsuit with the state for inequitable funding. She stated that middle school activities were intended to be intramural programs which has changed to be 50% intramural competition and 50% interscholastic competition and added that the intramural idea needs to be reviewed again. She noted that the first budget review will be on January 8, 2004 and the financial discussion of the budget will be on January 12. She explained that new board members usually serve on the Budget Review Committee and appointed Mrs. Hilts, Mr. Anderson and Ms. Holle to serve. She noted that Ms. Wassilie has already served on the Budget Review Committee but welcomed her to serve again if she wished. She asked for Board consensus to discuss the legislative proposal of early funding and the possibility of drafting a resolution on the topic.

ADJOURN:
(10:48:50 PM)

At 10:48 p.m., Mrs. Crawford moved the School Board Meeting be adjourned. Mrs. Mullins seconded.

Motion carried unanimously.

Respectfully submitted,

Ms. Deborah Germano, President

Dr. Nels Anderson, Clerk

The Minutes of November 17,
have not been approved as of
November 21, 2003.

December 1, 2003

TO: Board of Education
FROM: Tim Peterson, Director, Human Resources
THROUGH: Gary Whiteley, Assistant Superintendent
SUBJECT: Approval of Substitute Teacher Contracts– Item 10 a (1)

The Administration recommends the following substitute teacher contracts be approved:

Tony Jackson	Speech	Nikiski Elementary
Sherry Nauta	Grades 1/2	Nikiski Elementary
William Rolph	Social Studies	Soldotna Middle School

December 1, 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:
Jill Showman	Currently on a unpaid leave of absence for the 03-04 school year	Voznesenka

December 1, 2003

TO: Board of Education
FROM: Tim Peterson, Director, Human Resources
THROUGH: Gary Whiteley, Assistant Superintendent
SUBJECT: Approval of New Teacher Assignment/2003-04 Item – 10 a (3)

It is recommended that the following teacher assignment 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>
Soldotna, AK	Tina M. Skaalerud	BS	St Cloud University, St. Cloud, MN	Special Education	Special Ed- Resource	=====	Special Education/ Resource, Soldotna Elementary



Kenai Peninsula Borough School District

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

MEMORANDUM

TO: School Board Members

FROM: Sam Stewart

DATE: November 19, 2003

RE: Policy Revisions, For Final Approval, BP 4131, BP 5030, BP 5111, BP 5125, BP 5125.1, BP 5127, BP 5141.3, BP 5145.2, BP 5131, BP 6141.2, and BP 6164.2

Due to the No Child Left Behind Act, the USA Patriot Act, and changes in Alaska statutes and regulations relating to pupil competency testing, the policies listed above need to be modified. These policies and revisions are presented for your approval.

Housekeeping Revisions

BP 5030 School Discipline and Safety
BP 5125 Student Records
BP 5145.2 Freedom of Speech/Expression

Substantive Revisions

BP 4131 Staff Development
BP 5111 Admission
BP 5125.1 Release of Directory Information

BP 5127 Graduation Ceremonies and Activities
BP 5141.3 Health Examinations
BP 5131 Conduct
BP 6141.2 Recognition of Religious Beliefs and Customs
BP 6164.2 Guidance and Counseling Services

Thank you.

ANCHOR POINT COOPER LANDING HOMER HOPE KACHEMAK SELO KENAI MOOSE PASS NANWALEK NIKISKI NIKOLAEVSK
NINILCHIK PORT GRAHAM RAZDOLNA SELDOVIA SEWARD SOLDOTNA STERLING TUSTUMENA TYONEK VOZNESENKA

Certificated Personnel

BP 4131

STAFF DEVELOPMENT

Staff development is a necessary, continuous and systematic effort to improve district educational programs.

In order to respond directly to the needs of our students, staff development activities may address **[teacher qualifications,]** content areas, methodology, interpersonal relations between students and faculty, student growth and development, and staff communication, problem solving and decision making.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.4 - Child Abuse Reporting)

The Superintendent is encouraged to provide the staff with development opportunities[, and to develop a plan to insure that all teachers of core academic subjects be highly qualified by the end of the 2005-2006 school year.]

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (Regional School Boards)

14.14.090 Additional Duties

14.18.060 Discrimination in textbooks and instructional materials prohibited

14.20.680 Training required for teachers and other school officials

ALASKA ADMINISTRATIVE CODE

4 AAC 06.530 Guidance and counseling services

4 AAC 06.550 Review of instructional materials

4 AAC 19.060 Evaluation Training

4 AAC 52.260 Personnel Development

[Section 1119 of the No Child Left Behind Act of 2001, P.L. 107-110]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 7/1/96

Students

BP 5111(a)

Admission

Note: Pursuant to 4 AAC 06.060, authority to deny admission is vested only in the School Board.

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. **[These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.]**

The Superintendent or designee shall verify compliance with all entrance requirements established by law or Board policy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5116 - School Attendance Boundaries)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Note: Pursuant to AS 14.03.070, school age is between six years of age before August 15, following the beginning of the school year and under the age of 20. The school year begins on July 1 and ends June 30. Pursuant to AS 14.03.080, the Board may admit children under school age who meet Board standards of mental physical, and emotional capacity necessary to perform satisfactorily in school; may establish a kindergarten class for children who are five before August 15 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition.

A child five years of age before August 15 may be admitted to kindergarten. A child six years of age before August 15 may be admitted to first grade. Proof of age shall be required of all enrolling students. Students under school age who were previously enrolled in public school or who exhibit the ability to perform satisfactorily shall be admitted to school at the grade level determined by the Superintendent or designee. (AS 14.03.080)

Legal Reference:

ALASKA STATUTES

[14.30.010 When attendance compulsory]

14.03.020 School year

- 14.03.070 School age
- 14.03.080 Free education
- 14.30.045 Grounds for suspension or denial of admission

Students

BP 5111(b)

Admission (continued)

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.055 Immunizations required
- 4 AAC 06.076 Determination of School Age

United States Code, Title 42

~~[42 U.S.C.] 11432 - 11433 McKinney~~~~[Vento] Homeless Assistance Act~~

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] ~~1-8-2001~~

Student

BP 5125

Student Records

The School District shall develop and maintain only those student records necessary for the educational welfare of students, for the orderly and efficient operation of the schools, and for attendance and other information required by law, regulation, or state Board of education policy.

The Superintendent or designee shall establish regulations for Board approval governing the maintenance of student records. These regulations shall ensure parental rights to review, inspect and photocopy student records, and the protection of the student and the student's family from invasion of privacy.

- (cf. 5125.1 - Release of Directory Information)
- (cf. 5125.2 - Challenging Student Records)
- (cf. 5125.3 - Withholding Grades, Diploma or Transcripts)
- (cf. 6162.8 - Research)

Legal Reference:

ALASKA STATUTES

- 09.25.120-09.25.220 Public Records Act
- 14.03.110 Questionnaires and Surveys administered in public schools
- 14.30.700 Records of missing children
- 14.30.710 Required records upon transfer
- 14.30.720 Definitions

ALASKA ADMINISTRATIVE CODE

- 4 AAC 07.060 Student records

- 4 AAC 52.220 Protection of records
- 4 AAC 52.510 Parental access to records
- 4 AAC 52.530 Parental consent for release of records

UNITED STATES CODE, TITLE 20

~~1232g~~ FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, [20 U.S.C. 1232 g, as amended by USA PATRIOT ACT OF 2001, Public Law 107-56; 115 Stat. 272]

34 CODE OF FEDERAL REGULATIONS

- 99.34 Conditions of disclosure
- 99.6 Policy requirements
- 300.500 Definition of "personally identifiable"
- 300.501 General responsibilities of public agencies
- 300.502 Opportunity to examine records
- 300.573 Destruction of information

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

Students

BP 5125.1
BP 5125.1

RELEASE OF DIRECTORY INFORMATION

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

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

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

[Legal Reference

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

UNITED STATES CODE

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

Students

BP 5127

Graduation Ceremonies and Activities

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma. **[Students who have met the district graduation requirements but have not passed the state required competency examination may participate in graduation exercises and receive a certificate of achievement.]**

(cf. 6146.1 - High School Graduation Requirements)

In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct.

(cf. 5144 - Discipline)

*Legal Reference:*ALASKA STATUTES**[14.03.075 Secondary pupil competency testing]**

14.03.90 *Sectarian or denominational doctrines prohibited*

[Elementary and Secondary Education Act, 20 U.S.C. & 9524, as amended by the No Child Left Behind Act of 2001, P.L. 107-110]

Lee v. Weisman, *Op. No. 90-1014, U.S. Supreme Court (1992)*

Student

BP 5030 (a)

SCHOOL DISCIPLINE AND SAFETY

The Board believes that all students have the right to a public education in a positive environment that fosters the maximum

opportunity for learning. An effective school discipline and safety program is necessary to ensure a learning environment free of disruptions. The Board shall adopt, and the Superintendent shall implement and maintain, an effective school discipline and safety program. The discipline and safety program should reflect community standards of school behavior and safety that are developed with the collaboration of students, parents, guardians, community members, teachers, school administrators, and the site council in each school.

(cf. 1220 – Advisory Committees)

(cf. 4158 –Employee Security)

(cf. 5131 – Conduct)

(cf. 5131.1 – Bus Conduct)

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

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5131.62 – Tobacco)

(cf. 5131.7 – Weapons & Dangerous Instruments)

(cf. 5131.9 – Academic Honesty)

(cf. 5137 – Positive School Climate)

(cf. 5144 – Discipline)

(cf. 5144.2 – Suspension and Expulsion)

(cf. 5145.11 – Questioning and Apprehension)

(cf. 5145.12 – Search and Seizure)

(cf. 5145.3 – Nondiscrimination)

(cf. 5145.7 – Sexual Harassment)

(cf. 6164.4 – Identification of Individuals with Exceptional Needs)

(cf. 6164.5 – Intervention/Assistance Teams)

(cf. 6172 – Special Education)

Not less than once every three years, the District's discipline and safety program shall be reviewed and revised if appropriate. The review process shall make available the opportunity for collaborative input by students, parents, guardians, community members, staff, and the site council in each school. Policies reflecting standards of student behavior, including those identifying prohibited student conduct and penalties, should be reviewed to determine consistency with community standards, including the basic requirements for respect and honesty.

(cf. 9310 – Policy Manual)

(cf. 9311 – Board Policies)

(cf. 9313 – Administrative Regulations)

SCHOOL DISCIPLINE AND SAFETY (continued)

BP 5030 (b)

The Board desires to give all administrators, teachers, and other employees the authority they need to implement and enforce the discipline and safety program. Personnel should adhere to lines of primary responsibility so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. In fulfilling duties and responsibilities in student discipline and safety, all employees shall comply with Board policies, administrative regulations, and local, state, and federal laws. Employees will not be formally disciplined for enforcement of student discipline and safety rules so long as the enforcement is reasonable, lawful, and in compliance with Board policies and administrative regulations.

(cf. 2110 – Organization Chart/Lines of Responsibility)
(cf. 4158 – Employee Security)
(cf. 5144 – Discipline)
(cf. 4119.21 -- Code of Ethics)
(cf. 4119.3 – Duties of Personnel)

Legal Reference:

UNITED STATES CODE

20 U.S.C. §§ 1400, et seq. Individuals with Disabilities Education Act
[No Child Left Behind Act of 2001, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)]

ALASKA STATUTES

11.81.430 Justification, use of force, special relationships
11.81.900 Definitions
14.03.160 Suspension or expulsion of students for possessing weapons
14.30.045 Grounds for suspension or denial of admission
14.30.180-.350 Education for Exceptional Children
14.33.120-.140 School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 Suspension or denial of admission
4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities
4 AAC 52.010-.990 Education for exceptional children
20 AAC 10.020 Code of ethics and teaching standards

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] ~~04/02/2001~~

Students

BP 5131

Conduct

Note: 4 AAC 07.010 - 4 AAC 07.900 **mandates** the Board adopt policies on student rights and responsibilities; distribute and instruct students regarding these policies, and review these policies every three years.

Access to an education is a right not to be withheld or limited without cause but carries with it the responsibility to obey reasonable rules of conduct. Regulations defining rights and responsibilities will be established to promote the legal rights and legitimate expectations of individual students and the community. District disciplinary procedures and actions will be directed to protecting the rights of individual students to an education, free from disruptive influences.

An orderly school community requires that school personnel have legitimate authority to take actions to protect the school community and to enforce essential and reasonable rules of student conduct. Students are expected to comply in an acceptable

manner with reasonable orders and directives from school personnel, and behave in a socially responsible manner. **[Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances.]**

Students, parents and the community will be informed of student conduct standards established by the district for all students and those rules of conduct formulated by school personnel for individual schools, classrooms and other teaching/learning environments.

Students who violate the law or the rules and regulations of the school district may be subject to the transfer to alternative programs, discipline, suspension, or expulsion.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension/Expulsion/Due Process)

Legal Reference:

[ALASKA STATUTES

14.33.110 - .140 Required school disciplinary and safety program]

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 - 4 AAC 07.900 Student Rights and Responsibilities

[No Child Left Behind Act, Title IV, § 4115, P.L. 107-110 (2002)

Goss v. Lopez, 419 U.S. 565 (1975)]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 7/1/96

Students

BP 5141.3

Health Examinations

The School Board recognizes the importance of periodic health examinations conducted according to state health regulations. To determine the health status of students, facilitate the removal of handicaps to learning, and determine whether special adaptations of the school program may be necessary, the Board shall require that physical examinations be conducted, including tests for vision and hearing upon entry into school or as soon as practical.

All personnel employed to examine students shall exercise proper care of each student being examined and shall ensure that the examination results are kept confidential.

[The district will annually notify parents of physical exams or screenings of students, except for routine vision, hearing, or scoliosis screenings.]

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

Legal Reference:

ALASKA STATUTES

14.30.065 *Supervision*

14.30.070 *Physical examination required*

14.30.120 *Certificate of physical examination*

14.30.127 *Vision and hearing screening examinations*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 *Immunizations required*

[NO CHILD LEFT BEHIND ACT, Title II § 1061, P.L. 107-110 (2002)]

UNITES STATES CODE

42 U.S.C. §§ 12101 et seq. (1997)

20 U.S.C. 1232 § 1400 6301 et seq. (1997)

29 U.S.C. § 794(a) (1988)

28 C.F.R. 35

34 C.F.R. pt. 99, 104, 200, 300 et seq. (1999)]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 7/1/96

Students

BP 5145.2

Freedom of Speech/Expression

Free inquiry and exchange of ideas are essential parts of a democratic education. The School Board respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, and the printed materials they choose to post or distribute.

Student liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of members of the school community.

(cf. 1325 - Advertising and Promotion)

(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall develop due process procedures for resolving disputes regarding student freedom of expression.

(cf. 6145.3 - Publications)

Legal Reference:

ALASKA STATUTES

4 AAC 07.10 - 4 AAC 07.900 *Student rights and responsibilities*

Breese v. Smith, 501 P.2d 159 (Alaska 1972)

Hazelwood School District v. Kuhlmer, 484 U.S. 260 (1988)

Tinker v. Des Moines, 393 U.S. 503 (1969)

Bethel School District v. Fraser, 478 U.S. 675 (1986)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 7/1/96

Instruction

BP 6141.2

Recognition of Religious Beliefs and Customs

Factual and objective teaching about religion must be distinguished from religious indoctrination, which is clearly forbidden in public schools. The schools may teach about religion from a historical, cultural, sociological or other educational perspective, but must not favor the beliefs and customs of any particular religion or sect over any others in such teaching.

Instructional programs may include references to religion and may use religious literature, art, music or symbols to illustrate the subject matter being taught. Such instruction should be designed to broaden the students' understanding of social and cultural history and their tolerance for the multiple ways of life practiced by the peoples of the world. Instruction about religious holidays shall be carefully tied to these educational objectives.

[The Board recognizes the rights of all students to engage in private religious activity, individually or in groups. This may include reading of religious texts, religious discussions, and prayer.]

Staff members shall be sensitive to their obligation not to interfere with the philosophical/religious development of each student, in whatever tradition the student embraces. **[Students may voluntarily pray at any time before, during or after the school day when not engaged in instruction or other school activities, subject to the same rules of order that apply to other student activities.]**

School-sponsored programs should not be, nor have the effect of being or a religious celebration.

(cf. 5113 - Absences and Excuses)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6115 - Ceremonies and Observances)

(cf. 6144 - Controversial Issues)

Legal Reference:

ALASKA STATUTES

14.03.90 *Sectarian or denominational doctrines prohibited*

[NO CHLD LEFT BEHIND ACT, § 9524, P.L. 107-110 (2002)]**KENAI PENINSULA BOROUGH SCHOOL DISTRICT****Adoption Date: [] 7/1/96****Instruction**

BP 6164.2(a)

Guidance and counseling Services

The School Board shall provide a counseling program to enhance academic achievement and emotional security. The Board recognizes that some students are in greater need of guidance than others. The counseling program shall serve students' diverse needs and shall encourage productive learning experiences.

Counselors shall make every effort to respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal problem. Parental consultation and consent for counseling shall be obtained as appropriate.

Academic counseling shall help students establish immediate and long-range educational plans consistent with their individual needs, abilities, interests and aptitudes without regard to sex. Insofar as possible, parents/guardians shall be included when making these plans, and student placement shall not be limited by past grades and test scores. Minority, disadvantaged, low-income and other students shall not be automatically or systematically channeled into vocational or special education.

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

Counseling staff shall help secondary students to plan for the future, become aware of their career potential, understand the business world and develop realistic perceptions of work without regard to sex. Academic planning for higher education shall include information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships. **[Postsecondary institutions, prospective employers, and military recruiters may be granted access to students as deemed appropriate by counseling staff and the building administrator.]**

As required by law, the Superintendent or designee shall provide biennial training for guidance and counseling staff in recognizing and overcoming sex bias.

(cf. 5125 - Student Records)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 6164.5 - Intervention/Assistance Teams)

Instruction

BP 6164.2(b)

Guidance and counseling Services (continued)

[Legal Reference:

Elementary and Secondary Education Act, 20 U.S.C. §9528, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)]

ALASKA STATUTES

14.18.030 Discrimination in counseling and guidance services prohibited

14.18.050 Discrimination in course offerings prohibited

ALASKA ADMINISTRATIVE CODE

4 AAC 06.530 Guidance and counseling services

4 AAC 51.330 Vocational guidance and placement

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