

# Kenai Peninsula Borough School District Board of Education Meeting Agenda

January 10, 2005 – 7:00 p.m.  
Regular Meeting

Borough Administration Building  
148 N. Binkley, Soldotna, Alaska

## SCHOOL BOARD MEMBERS:

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

### Worksessions

1:00 p.m. [Section 4000 Policy Review](#) – *Structure*  
1:30 p.m. [Weighted Grades](#) – *Vision*  
2:00 p.m. [FY06 Staffing and Budget](#) – *Structure*  
4:00 p.m. [FY05 Budget Revision](#) – *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/[December 6, 2004](#)

### 2. Awards and Presentations

### 3. School Reports – *Accountability*

- a. K-Beach Elementary – Sylvia Reynolds

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

### 5. Hearing of Delegations – *Advocacy*

- a. [Community Action Coalition for Prevention](#) – Dr. Marilyn Jackson

### 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. [November 2004 Financial Report](#) – Mrs. Melody Douglas
- b. Board Reports

**10. Action Items**

- a. Consent Agenda
- (1) Approval of [Resignations \(Revised\)](#) – *Structure*
  - (2) Approval of [New Teacher Assignments](#) – *Structure*
  - (3) Approval of High School Graduation Qualifying Exam Waiver – *Structure*
  - (4) Approval of [Budget Transfers](#) – *Structure*
  - (5) Approval of [Request for Leave of Absence-Support](#) – *Structure*
  - (6) Approval of [Revisions to AR 0420, School-Based Management/Site Councils](#) – *Structure*

Administrative Services

- b. Approval of [Revisions to AR 6146.1, Weighted Grades](#) – *Structure*

**11. First Reading of Policy Revisions**

- a. [Section 4000](#) – BP 4000 (Concepts and Roles); BP 4020 (Drug and Alcohol-Free Workplace); E 4020 (Drug and Alcohol-Free Workplace, Notice to Employees); BP & AR 4021 (Drug and Alcohol Testing of School District Commercial Driver Licensed Employees); BP (Nondiscrimination in Employment); E 4030 (Protection for Whistle Blowers); AR 4040 (Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Policy); BP 4111 (Recruitment and Selection); AR 4111 (Recruitment and Selection); BP 4112.2 (Legal Status Requirement); AR 4112.2 (Legal Status Requirement); BP 4112.1 (Contracts); BP 4112.4 (Health Examinations); BP 4112.5 (Security Check); AR 4112.5 (Security Check); BP 4112.6 (Personnel Records); BP 4112.61 (Employment References); BP 4112.8 (Employment of Relatives); BP 4112.8 (Employment of Relatives); BP 4113 (Assignment); BP 4115 (Evaluation/Supervision); AR 4115 (Evaluation/Supervision); BP 4116 (Non-Tenured/Tenured Status); BP 4117.2 (Resignation); BP 4117.3 (Personnel Reduction); AR 4117.4 (Dismissal); BP 4117.6 (Non-Retention); BP 4118 (Suspension/Disciplinary Action); AR 4118 (Suspension/Disciplinary Action); BP 4119.11 (Sexual Harassment); AR 4119.11 (Sexual Harassment); BP 4119.12 (Harassment); AR 4112.12 (Harassment); AR 4119.21 (Codes of Ethics); E 4119.21 (Code of Ethics and Teaching Standards); BP 4119.23 (Unauthorized Release of Confidential Information); BP & AR 4119.25 (Political Activities of Employees); BP 4119.3 (Duties of Personnel); BP 4119.41 (Employees with Infectious Disease); BP 4119.42 (Exposure Control Plan for Blood Borne Pathogens); AR 4119.42 (Exposure Control Plan for Blood Borne Pathogens); E 4119.42 (Hepatitis B Declination Form); BP 4119.43 (Universal Precautions); AR 4119.43 (Universal Precautions); BP 4122 (Student Teachers); AR 4122 (Student Teacher Placement Process); BP 4131 (Staff Development); BP 4132 (Publication or Creation of Materials); BP 4133 (Travel Expenses); AR 4133 (Travel Expenses); BP 4135 (Soliciting and Selling); AR 4135 (Soliciting and Selling); BP 4136 (Nonschool Employment); BP 4141 (Negotiated Agreement); BP 4141.6 (Concerted Activity/Work Stoppage); BP 4143 (Negotiations/Consultation); BP, AR and E 4154 (Health Benefits); BP 4156.3 (Reimbursement, Uniforms and Allowances); BP 4158 (Employee Security); BP 4161.1 (Sick Leave Bank); BP 4211 (Recruitment and Selection); BP 4212 (Appointment and Conditions of Employment); BP 4215 (Evaluation/Supervision); BP 4217.2 (Resignation); BP 4218 (Dismissal/Suspension/Disciplinary Action); AR 4218 (Support Personnel); BP 4253 (Overtime/Compensatory Time-off); BP 4300 (Management and Supervisory); BP 4313.2 (Promotion/Demotion/; Reclassification); BP 4315 (Evaluation/Supervision); BP 4315.1 (Competence in Evaluation of Teachers); AR 4319.26 (Teacher-in-charge/Principal's Designee); and BP 4361 (Leaves)

b. [BP 3311, Bids](#)

**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**

\* \* \* \* \*

*Copies of agenda items are available just prior to the meeting in the back of the room or visit our website at <http://www.kpbsd.k12.ak.us>.*

NOTE CONCERNING EXECUTIVE SESSION:

I move that the Board go into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough.

- or -

I move that the Board go into executive session to discuss subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion.

- or -

I move that the Board go into executive session to discuss matters which by law, municipal charter, or ordinance are required to be confidential.

- or -

I move that the Board go into executive session to discuss matters involving consideration of government records that by law are not subject to public disclosure.

EXECUTIVE SESSIONS ARE AUTHORIZED BY THE ADMINISTRATIVE PROCEDURE ACT, SECTION AS 44.62.310, PARAGRAPH C.

## Kenai Peninsula Borough School District

Sam Stewart, Assistant Superintendent  
 148 North Binkley Street Soldotna, Alaska 99669-7553  
 Phone (907) 714-8858 Fax (907) 262-5867  
 Email: sstewart@kpbsd.k12.ak.us

### MEMORANDUM

To: Board of Education

From: Sam Stewart, Assistant Superintendent

Re: First Reading, Policy Manual Review of [Section 4000, Personnel](#)

Date: January 4, 2005

As part of the systematic examination of the Policy Manual, the policy review committee met on November 18, 2004 to review and make recommendations for revision of Section 4000, Personnel. Additionally, the Board reviewed these during a worksession on December 6, 2004. These revisions are now presented for review during the worksession and a first reading during the business meeting.

Policy numbers listed at the top are often multiple within this section: the 4100 series refers to certificated personnel, the 4200 series refers to support personnel, and the 4300 series refers to management and supervisory personnel.

BP 4000 Concepts and Roles	Align with policy governance
BP 4020 Drug and Alcohol-Free Workplace	Deleted boxed note and aligned with current legal procedures
E 4020 Drug and Alcohol-Free Workplace, Notice to Employees	Housekeeping
BP & AR 4021 Drug and Alcohol Testing of School District Commercial Driver Licensed Employees	Housekeeping
BP Nondiscrimination in Employment	Housekeeping
E 4030 Protection for Whistle Blowers	Housekeeping
AR 4040 Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Policy	New AR

BP 4111 Recruitment and Selection	In BP 4000, BP 4119.3, BP 4030 and new AR 4111
AR 4111 Recruitment and Selection	New AR
BP 4112.2 Legal Status Requirement	Reworded for clarity
AR 4112.2 Legal Status Requirement	Edited to match current I-9, Employment Eligibility Verification.
BP 4112.1 Contracts	Housekeeping
BP 4112.4 Health Examinations	Deleted physical examination exemption
BP 4112.5 Security Check	Background check ability added.
AR 4112.5 Security Check	Clarification
BP 4112.6 Personnel Records	Housekeeping
BP 4112.61 Employment References	Housekeeping
BP 4112.8 Employment of Relatives	Housekeeping
BP 4112.8 Employment of Relatives	New AR
BP 4113 Assignment	Housekeeping
BP 4115 Evaluation/Supervision	Moved majority to AR 4115
AR 4115 Evaluation/Supervision	New AR from BP 4115
BP 4116 Non-Tenured/Tenured Status	To align tenure eligibility with state statutes
BP 4117.2 Resignation	Housekeeping
BP 4117.3 Personnel Reduction	Align with policy governance
AR 4117.4 Dismissal	Housekeeping
BP 4117.6 Non-Retention	Change date of non-retention notice to end of school year
BP 4118 Suspension/Disciplinary Action	Moved majority to new AR 4118
AR 4118 Suspension/Disciplinary Action	New AR from BP 4118
BP 4119.11 Sexual Harassment	Moved majority to new AR 4119.11
AR 4119.11 Sexual Harassment	New AR from BP 4119.11
BP 4119.12 Harassment	Moved portion to new AR 4119.12
AR 4112.12 Harassment	New AR from BP 4112.12
AR 4119.21 Codes of Ethics	Housekeeping
E 4119.21 Code of Ethics and Teaching Standards	Reflects current state administrative code.
BP 4119.23 Unauthorized Release of Confidential Information	Housekeeping
BP & AR 4119.25 Political Activities of Employees	Housekeeping
BP 4119.3 Duties of Personnel	Housekeeping
BP 4119.41 Employees with Infectious Disease	Moved to AR 4040 (HIPAA)
BP 4119.42 Exposure Control Plan for Blood Borne Pathogens	Align with policy governance procedures
AR 4119.42 Exposure Control Plan for Blood Borne Pathogens	Housekeeping

E 4119.42 Hepatitis B Declination Form	Housekeeping
BP 4119.43 Universal Precautions	Housekeeping
AR 4119.43 Universal Precautions	Add description of glove removal
BP 4122 Student Teachers	Housekeeping
AR 4122 Student Teacher Placement Process	Comply with current practices
BP 4131 Staff Development	Clarification
BP 4132 Publication or Creation of Materials	Housekeeping
BP 4133 Travel Expenses	Moved portion to new AR 4133
AR 4133 Travel Expenses	New AR from BP 4133
BP 4135 Soliciting and Selling	Moved portion to new AR 4135
AR 4135 Soliciting and Selling	New AR from BP 4133
BP 4136 Nonschool Employment	Housekeeping
BP 4141 Negotiated Agreement	Management rights
BP 4141.6 Concerted Activity/Work Stoppage	Housekeeping
BP 4143 Negotiations/Consultation	Housekeeping
BP, AR and E 4154 Health Benefits	Housekeeping
BP 4156.3 Reimbursement, Uniforms and Allowances	Housekeeping
BP 4158 Employee Security	Housekeeping
BP 4161.1 Sick Leave Bank	Housekeeping
BP 4211 Recruitment and Selection	Housekeeping
BP 4212 Appointment and Conditions of Employment	Clarified
BP 4215 Evaluation/Supervision	Housekeeping
BP 4217.2 Resignation	Housekeeping
BP 4218 Dismissal/Suspension/Disciplinary Action	Housekeeping
AR 4218 Support Personnel	Housekeeping
BP 4253 Overtime/Compensatory Time-off	Housekeeping
BP 4300 Management and Supervisory	Housekeeping
BP 4313.2 Promotion/Demotion/Reclassification	Housekeeping
BP 4315 Evaluation/Supervision	Housekeeping
BP 4315.1 Competence in Evaluation of Teachers	Housekeeping
AR 4319.26 Teacher-in-charge/Principal's Designee	Housekeeping
BP 4361 Leaves	Housekeeping

---

## Kenai Peninsula Borough School District

Sam Stewart, Assistant Superintendent  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8858 Fax (907) 262-5867  
Email: sstewart@kpbsd.k12.ak.us

### **MEMORANDUM**

*To: Board of Education*

*From: Sam Stewart*

*Re: Revision of AR 6146.1, Weighted Grades*

*Date: December 14, 2004*

---

On June 7, 2004 the school board passed changes to AR 6146.1 instituting weighted grades. The purpose for implementing weighed grades was to provide an incentive for students to take Advanced Placement classes. An unintended consequence of implementing weighted grades is that students taking additional classes are mathematically penalized in the calculation of grade point averages for determining class rank.

Based on the discussion at the December worksession on weighted grades the administration recommends that the board adopt one of three options.

Option 1: The board repeals the regulation on weighted grades and return to a non-weighted system of calculating grade point averages. This is the preferred option of administration. (See attached language for Option 1.)

Option 2: The language of AR 6146.1 be amended to add a value of .21 to the grade point average of students for each semester they receive a passing grade in an AP class. (See attached language for Option 2.)

Option 3: Leave the regulation as it is.

Attachment: [AR 6146.1, Option 1](#)

[AR 6146.1, Option 2](#)

[AR 6146.1, Option 3](#)



---

# Kenai Peninsula Borough School District

## Office of the Superintendent

Dr. Donna Peterson, Superintendent of Schools

148 North Binkley Street Soldotna, Alaska 99669-7553

Phone (907) 714-8888 Fax (907) 262-9132

December 27, 2004

TO: Board of Education

FROM: Dr. Donna Peterson, Superintendent

SUBJECT: Staffing Formula Updates

School District Administration has the responsibility of developing and implementing the staffing formulas used in the forty four sites. Since a large percentage of the budget is based on salaries and since the salaries are based on number of people to do the job, a staffing formula change conversation will be included in the FY06 budget worksession scheduled for January 10, 2005. Two priorities have driven the changes in the staffing formulas:

- Reducing pupil teacher ratios at the elementary level
- Providing similar opportunities for students in similar sized schools

The legislative priority developed regarding class size states:

***\* Increase the foundation formula to reduce large class sizes.***

*With high academic achievement standards, federal mandates, and increased accountability, increasing class sizes are of concern to parents and educators. Due to budget constraints, KPBSD has been forced to increase the numbers of students in classrooms. Current pupil teacher ratios are 24:1 in grades K-3; 29:1 in grades 4-6, 24.5:1 in 7-12, and 19:1 in our K-12 small schools. In order to lower class sizes to the appropriate and research based averages of 18:1 in K-3, and 24:1 in 4-12, approximately sixty additional teachers would be needed in KPBSD. This would mean an increase of \$3.9 million, or the need for \$175 additional in the funding formula.*

Though the class ratios reflected in the legislative priority are ideal, expecting that the money will automatically arrive is not realistic. However, the current PTR has been a source of concern since it was implemented three years ago. The proposed changes are what the administration considers "right sizing of the formula" - balancing the budget implications of additional staff with the highest student needs. It is always good to remember that PTR is based on an average - it is not a maximum

number of students in a classroom. Therefore, if class sizes are larger than the average it usually means that other classes within the school are below. With the increased vigilance and oversight of scheduling as well as class configurations, central office will work to assure class sizes of appropriate size throughout each school.

---

Attached are the revised staffing formulas for certified and support. The changes are outlined below:

- Reduce kindergarten PTR to 20:1 and mandate full day kindergarten at all sites (The poverty rate has reached over 40% on the peninsula and research is clear that full day kindergarten with appropriate class sizes is a positive early intervention).
- Reduce grades 1-3 PTR to 22:1
- Reduce grades 4-6 PTR to 26:1
- Change allocation of counselors and change 7:12 PTR to 24:1 to more closely reflect current practice
- Change use of 7-12 secretarial support allocation to assure support for counselor
- Change librarian use K-12 with support staff providing "open hours" and certified librarians responsible for collection upkeep

The administration's perspective is that the changes above will have a conservative but substantial positive impact on class sizes. The news of Agrium's closure will affect all decisions/plans. There could be substantial revisions to the budget as enrollment reductions and revenue projections change; however, it is hoped that the formula will remain as presented.

[Certified Staffing Formula 2005-2006](#)

[Support Staffing Formula 2005-2006](#)

[Staffing Formula Comparisons](#)

**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**

December 28, 2004

**MEMORANDUM**

TO: Board of Education

THROUGH: Dr. Donna Peterson, Superintendent

FROM: Melody Douglas, CFO

SUBJECT: FY05 Budget Revision

[Elementary Reading Program](#)

**BACKGROUND:**

The Board of Education postponed action on revising the FY05 budget at the December 6, 2004 Board Meeting.

**PERTINENT INFORMATION:**

Annually, the District reviews the general fund, pupil transportation, food service, and community school fund budgets to reflect the salary and benefit accounts for employees hired for the year. Other adjustments are included at the same time as appropriate. This general fund revision also incorporates an adjustment as a result of the draft OASIS information received from the Department of Education and Early Development for FY05.

### Staff Costs

The annual budget adjustment to reflect the salaries and benefits of those actually hired for FY05 has been completed. Unallocated staff was assigned to address enrollment needs per Board action on June 7, 2004.

### Enrollment

Preliminary foundation funding information based on the October 2004 OASIS data has been received from the Department of Education and Early Development indicating an enrollment of 9,531 FTE. This represents an increase of 301 FTE over the FY05 enrollment projection of 9,230. Hopefully, this situation is indicative of a reverse in the enrollment declines the District has encountered in recent years. A future FY05 budget revision will be necessary to address the final OASIS numbers, including possible changes to charter school and connections program budgets. Final OASIS numbers are expected in January.

### FY05 General Fund Budget Revision

#### General Fund Revenue Budget

Approved FY05 Budget	<u>\$81,263,357</u>
Increased State Revenue	1,422,322
Increased Local Effort from KPB	327,134
Increased Quality Schools (summer school)	<u>4,973</u>
Revised FY05 Revenue Budget	<u>\$83,017,786</u>

#### General Fund Expenditure Budget

Approved FY05 Budget	<u>\$81,263,357</u>
Health care cost adjustment per negotiated agreements	141,962
Utility budget increases (5% electricity and 20% fuel)	297,430
Increase summer school allocation	4,973
Annual salary and benefit adjustment	(178,322)
Contingency (use to be determined)	<u>1,488,386</u>
Revised FY05 Expenditure Budget	<u>\$83,017,786</u>

### RECOMMENDATION:

The administration recommends the Board of Education take action to revise the general fund budget to \$83,017,786.

# Kenai Peninsula Borough School District Board of Education Meeting Minutes

December 6, 2004 – 7:00 p.m.  
Regular Meeting

Borough Administration Building  
148 N. Binkley, Soldotna, Alaska

**SCHOOL BOARD MEMBERS:**

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

**STAFF PRESENT:**

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

**OTHERS PRESENT:**

Mrs. Tanya Boedeker	Mrs. Sara Moore
Mr. Tom Boedeker	Mr. Bob VanDerWege
Mr. Jon Lillevik	Mr. Lee Young
Mr. Joe Nicks	Mr. Dave Spence
Mrs. Barb George	Mr. Neldon Gardner
Dr. Roy Anderson	Mrs. Kathy Gardner
Mr. Layton Ehmke	Mr. Tim Peterson
Mr. Dave Gardner	Mrs. Linda Cusak
Mrs. Carol Gardner	Mr. Jim White
Mr. Larry Streiff	Ms. Terry Myrick
Mrs. Tina Krieger	Mrs. Norma Holmgaard
Mr. Brad Hibberd	Mrs. Linda Hibberd
Mr. Bob Jones	Mrs. Cathy Carrow
Mrs. Elaine Larson	Mrs. Penny Vadla

Others present not identified.

**CALL TO ORDER:**

*(7:00:40 PM)*

Ms. Wassilie called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE:**

*(7:00:46 PM)*

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

**ROLL CALL:**

*(7:01:10 PM)*

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

**APPROVAL OF AGENDA:**

(7:01:40 PM)

The agenda was approved with the deletion of the Nanwalek Elementary/High School report. Mr. Darrell Johnston will give the report at a later date.

**APPROVAL OF MINUTES:**

(7:03:03 PM)

The School Board Minutes of November 15, 2004 were approved as printed.

**AWARDS AND PRESENTATIONS:**

(7:04:18 PM)

The Board presented a Golden Apple Award to Linda Cusak for her volunteer service to the District. The Board presented Golden Apple Awards to employees, Larry Streiff, Neldon Gardner, and Tanya Boedeker for their service and dedication to the District.

**PUBLIC PRESENTATIONS:**

(7:13:57 PM)

Mr. Jon Lillevik, KCHS counselor and parent, expressed concern for the new weighted grade point system and analyzed proposals from Mrs. Gilman and Dr. Anderson.

Mrs. Sara Moore, Soldotna High School counselor and parent, suggested that the weighted grade system not start until 2007 or 2008 depending on Homer High School's decision about students taking Advanced Placement (AP) classes. She expressed concern that the weighted grade system cannot be accommodated by the District grading software.

Mrs. Elaine Larson, music teacher and parent, noted that the weighted grade system is unfair to students and merits further study.

Mr. Robert Watkins, Kenai Central High School parent, asked the Board to return to the 4 point grading system and added that AP classes are their own reward.

Mrs. Penny Vadla, teacher and parent, stated that it is important to promote excellence and suggested the Board research districts where weighted grades are being used successfully.

Miss Jessica Summer, KCHS student, stated that students are penalized for taking AP classes and that the 5 point system does not work.

Mrs. Linda Hibberd, Skyview parent, expressed disappointment for the new weighted grading system and related a personal story regarding her son's credits.

Mrs. Jenny Olendorff, parent, thanked the Board for their support of the Connections Program and stated that the Program has been successful for all three of her children.

**COMMUNICATIONS AND PETITIONS:**

(7:35:23 PM)

Dr. Peterson reported that she has received the usual parent and employee communications. She noted that December 15 is the deadline for administrator evaluations by staff. She stated she received a message from a state department employee who thanked her for the student-made Christmas card.

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

*(7:36:39 PM)*

Mrs. Cathy Carrow, KPEA President, stated that one of her goals is to visit schools and personally meet with teachers and noted that she has been impressed with their professionalism and dedication.

Mr. Dan Chay, KPB Assembly member, updated the Board on a sales tax cap proposal and the Borough's \$7 million budget deficit and noted that the public is being invited to provide input and suggestions regarding the sales tax proposal.

Mrs. Hilts asked how the Borough Assembly budget shortfall will affect the School District. Mr. Chay replied that he believes the Assembly will continue to fully support the School District but that any increases would be difficult to manage. He explained that last year the Borough absorbed a \$5.3 million shortfall. He stated that the Assembly is also dealing with increased pension plan costs and the reduction in municipal revenue sharing and predicted that the financial picture will not improve. Mrs. Hilts expressed appreciation for the commitment that the Assembly has made to education and the School District.

Ms. Germano thanked Mr. Chay for his comments and stated that she is looking forward to the public involvement plan. She clarified with Mr. Chay that the sales tax proposal would not become effective until 2006 if it should pass.

Ms. Wassilie thanked Mr. Chay for his work on the Assembly.

**SUPERINTENDENT'S REPORT:**

*(7:45:28 PM)*

Dr. Peterson reported that on the first Thursday of each month a District representative meets with the Child Study Team which consists of representatives from many other agencies. She noted that the Prevention Coalition delegation will give a presentation at the January 10 meeting regarding Communities that Care. She expressed appreciation for the recent snow cover allowing elementary schools to have outdoor recess. She highlighted the District's intervention team process. She wished those present a Happy Holidays.

**BOARD REPORTS:**

*(7:47:35 PM)*

Ms. Wassilie reported that she attended the Career and Technology Education Curriculum Review Committee meeting on December 2. She reported that the Committee is trying to simplify the format and presentation of the courses and in the process is also cleaning up course masters that are used at the middle and high school level. She noted that the Career Technology Education curriculum includes the various Alaska Standards as well as the pertinent Occupational Standards. She stated that the Committee has begun a discussion on what career and technical education should look like in the future for the KPBSD. She noted that the next meeting of the Committee is January 27, 2005.



**CONSENT AGENDA:**

(7:50:05 PM)

Items presented on the Consent Agenda were Approval of Long-term Substitute Teacher Contracts, New Teacher Assignment, Outsourced Activities Recommendation, Six-Year Plan and School Construction Needs, and 2005 Legislative Priorities.

**Long-term Substitute Teacher Contracts:**

Mr. Fisher recommended the Board approve substitute teacher contracts for Reubin Payne, Grade 8, Kenai Middle School and Suzie Pyle, social studies/physical education, Seward High School.

**New Teacher Assignment:**

Mr. Fisher recommended the Board approve teacher assignments for Susan J. Welsh-Smith, (temporary) .40 FTE art teacher at Ninilchik School.

**Outsourced Activities Recommendation:**

The Kenai Peninsula School Activities Association recommended the Board approve outsource applications for Homer Baseball, Homer Softball, and Seward Softball. The KPSAA Board further recommended conditional approval for Seward Baseball regarding coaching staff, tournament obligations and number of eligible players.

**Six-Year Plan and School Construction Needs:**

Mr. Fisher recommended the Board approve the proposed 6-Year Plan and list of major maintenance and capital improvement projects for fiscal year 2007.

**2005 Legislative Priorities:**

Dr. Peterson recommended the Board approve the list of 2005 state and federal legislative priorities.

**MOTION**

Ms. Germano moved the Board approve Consent Agenda Items Numbers 1 through 5. Mrs. Gilman seconded.

Mrs. Brown requested that Item 10a.(5) be removed from the Consent Agenda.

Consent Agenda Items 1 through 4 carried unanimously.

**motion**

Mrs. Brown moved the Board amend the Legislative Priorities by removing the second bulleted item, "Assure that health and safety needs are met by providing accountability for all school-age children in the state." Mrs. Gilman seconded.

Mrs. Brown stated that the reason for the deletion is because there are parents who believe they should be in charge of the safety needs of their children and because the statement is vague and could be interpreted many different ways, and that the statement does not follow the theme of the other priorities on the list.

Mrs. Gilman stated that she does not support Mrs. Brown's amendment because she feels it is the School Board's responsibility to send a message to the legislature that every school-aged child deserves an education. She stated that under the current system parents do not have to register their children with any school district or a private school. She referred to an example of an extremely poor home school situation in the Mat-Su School District. She stated that parents should not have the right to not educate their children and added that children must be educated in order to be productive members of society in the future.

**2005 Legislative Priorities:**  
*(Continued)*

Ms. Germano reported that state law says that children must be in an education program between the ages of 7 and 16 and noted that although there are truancy laws, they are not enforced. She stated that the state used to have a registration system for those parents who chose to home school their children and added that it is not an unreasonable requirement. She stated that even though there are some parents who are doing a fine job home schooling their children some students come into the system that are academically behind and the District and communities are responsible for them. She stated that she has seen many home schooled students that have been alienated.

Dr. Anderson stated that the reason that he attended the Association of Alaska School Board Annual Conference was to lobby for home school accountability and stated that he was sorry that Mrs. Brown did not hear the discussion during the Resolutions Committee meeting and on the floor. He noted that people who are less literate cost the health care system 8 times those who are literate, which is a financial concern that the state should understand. He stated that he will continue to personally work towards legislation on this issue.

Mr. Anderson stated that he will not support the Brown amendment. He stated that he believes that every parent has the right to choose the method in which their child will be educated and that every child has the right to an education. He stated that home schooling should always be an option but that it should not be an option to deny a child an education. He related a personal story about his father who was taken out of school in the third grade to work in the family business.

Mrs. Brown expressed concern for the reputation of families who home school their children. She stated that there are many parents that are doing a fine job educating their children and added that there are students who graduate from the public school system who cannot read or write as mentioned by another Board member. She said that when legislators receive the priority list they can refer to the Board's conversation regarding the issue.

Mrs. Hilts stated that language in the Legislative Priority List refers to all students and noted that all parents should be accountable for their children's education. She stated that she respects the right of parents to make choices about their children's education. She stated that a standard should be set that all children become educated in the State of Alaska. She stated that the language in the Priority List simply asks parents to declare how their children are going to be educated. She noted that the District asks for more accountability of children who are being educated in public schools.

**2005 Legislative Priorities:**  
*(Continued)*

Mrs. Mullins stated that she believes in choice and home schooled her son for a year. She stated that along with choice comes accountability and the ramifications for each choice. She stated that the Board expects to have an educated youth and an educated populous. She stated that the reason she became a candidate for school board election is because she feels strongly about educating the future leaders of society. She stated that parents should be able to choose how to educate their own children and must also be held accountable for their choices.

Ms. Wassilie stated that the accountability language in the Priority List is about reaching children that are not receiving an education.

**VOTE ON BROWN AMENDMENT:**

Advisory Vote: ABSTAIN

YES - Brown

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

Amendment failed.

Mrs. Brown stated that all other sections of the Legislative Priority List were revised and well written and added that she hopes that when the Kenai Peninsula legislative delegation gets the list that they will provide leadership that is needed statewide. She stated that she hopes that the Area Cost Differential discrepancy issue can be addressed and that the District does not have to wait for the legislature to provide additional funding to address large class sizes.

Motion carried unanimously.

**FY 05 Budget Revision:**

Mrs. Douglas recommended the Board approve a revised FY 05 General Fund budget of \$83,245,227 based on the preliminary 20-day student count information received from the Department of Education and Early Development. She reported that the Board conducted a worksession prior to the meeting to discuss the revenues and expenditure recommendations. She reminded the Board that anything that goes into the contingency category would be brought back to the Board for approval.

In response to a request from Mrs. Gilman, Mrs. Douglas reviewed the list of budget items and noted which fall into the 70% instruction category and which items fall into the 30% administration category.

**MOTION**

Mrs. Mullins moved the Board approve the FY05 Budget revision to the General Fund in the amount of \$83,245,227. Dr. Anderson seconded.

**FY 05 Budget Revision:**

*(Continued)*

Dr. Anderson stated that the Board conducted a discussion prior to the meeting concerning the administration's recommendation regarding the FY05 budget revision. He acknowledged that the finance software and phone system replacement expenditures are necessary. He expressed disappointment for the required purchase of new reading materials to be NCLB compliant and to find out that the District's improved reading scores are not accurate. He stated that he does not want to commit any money for reading materials until there is a better explanation of how the \$500,000 will improve reading scores. He suggested that the Board put the money into the Contingency Account.

Mrs. Gilman stated that it is time that the Board put children first in accordance with the first statement in the 2005 State Legislative Priority List. She stated that the School District budget should be focused on the needs of students which translates to more teachers in the classroom. She stated that according to the Class Size Report there are 19 classes in the District in Grades K through 6 with 30 or more students. She stated that 600 students are in a negative educational setting and added that students need more adults to interact with them. She stated that according to the study there are 108 classes in Grades 7 through 12 (excluding physical education, band and choir) that have 30 or more students which means that English, math, science and social studies classes have too many students per class. She stated that the administration's budget revision recommendation does not address overcrowded classrooms. She stated that teachers should have been hired to address the 300 additional students that have caused the \$1.7 million in additional revenue. She stated that hiring a teacher in December or January is probably not the best option because it disrupts students and suggested that part-time aides be hired for classrooms with 30 or more students to help with reading and math.

Mrs. Mullins asked the administration's advice about placing the elementary reading curriculum into the Contingency Account until the Board can decide what to do about the NCLB requirement. Mrs. Douglas stated that the money can be put into the Contingency Account and will not hold up the processing of the other accounts.

Mr. Anderson concurred with Dr. Anderson and Mrs. Gilman regarding the hiring of more teachers. He stated that on the other hand, the District must also provide the tools for staff to do their jobs and noted that a Boroughwide malfunctioning phone system is a safety and security concern.

Ms. Germano expressed frustration that after nine years of service on the Board parents still do not have toll free access to Central Office from areas outside the Central Peninsula and noted that the new phone system will not likely address that issue. She asked if the Borough has clearly stated the total cost of the finance software replacement. She agreed with Mrs. Gilman's concerns about the Board's priorities and stated that she would like the Board to have more discussions about priorities.

**FY 05 Budget Revision:**  
*(Continued)*

Mrs. Brown stated that she agreed with much of what is to be accomplished in the proposed budget revision. She stated that she is unsure about the increases in utility costs and suggested that the District might negotiate a special price for utility services. She stated that the deteriorating phone systems need to be corrected. She stated that she thought that the NCLB reading curriculum should only pertain to Title I schools and not the entire reading curriculum. She suggested that the District let the Borough purchase replacement finance software since the change is being initiated by the Borough.

Ms. Wassilie clarified that the Borough mainframe system which houses the finance software is not going to be available very soon.

Mrs. Hilts admitted that she did not understand why the District is being required to replace the elementary reading materials. She stated that the Board will need to have information to share with the public about why the District is spending \$500,000 to purchase new reading materials. She stated that some of the assessments are changing the way students are educated. She asked for documentation about where the current reading program failed.

Mr. Stewart stated that the budget revision allows the District to move the curriculum revision cycle ahead by one year and that the same amount of money would be requested next fall as part of the regular curriculum revision. He assured the Board that there would be no expenditure of funds until the curriculum is revised and after research has been completed showing what best suits the needs of the District. He stated that the District has been doing a good job in the area of reading and that assessment scores prove that. He stated that some Title I schools do not meet Adequate Yearly Progress requirements in the area of reading as specified in NCLB Act. He stated that the programs that the federal government will let districts use have to be research-based and noted that Scholastic, Inc. does not meet that qualification. He stated that the administration believes that the District needs to adopt a new reading test series now rather than wait for the regular cycle. He stated that the District could continue using existing materials and supplement with research-based texts that meet NCLB requirements in the Title I schools but did not recommend a piecemeal approach.

Mrs. Brown expressed amazement that Scholastic, Inc. is not an approved text and asked if they would likely be approved next year. She asked what other textbook suppliers were ahead of Scholastic, Inc. Mr. Stewart explained that Scholastic, Inc. has a problem with phonics and does not meet the research-based requirement. He stated that he will bring forward further information at the next meeting. He stated that the District has been supplementing phonics in Grades 1 and 2.

Ms. Wassilie stated that the Board needs more information than was provided at the worksession. She explained that the Board just received the information about the reading program and supplemental programs. She asked where the federal money is to pay for the federal mandate.

**FY 05 Budget Revision:**  
*(Continued)*

Mrs. Gilman noted that the Board has been given notice about the deteriorating phone system, and the need to vacate the Borough mainframe system and asked to see documentation about when it will no longer be available. She asked why the Board was not informed sooner about the purchase of the new reading materials as required by NCLB.

Mr. Stewart replied that the Board was notified about the reading materials as soon as the administration was being notified. He explained that NCLB requirements keep changing and added that the District reading program is fine for regular education in schools that meet AYP and are not served by Title I. He stated that the Board must decide whether they want to use the same materials for all schools throughout the District. He stated that the administration recommends that it is better to be consistent among all schools. He stated that the administration has a plan which would speed up the math selection process and to purchase new textbooks.

Ms. Germano asked if it is advisable to take action on the negotiated items listed in the budget revision. Mrs. Douglas advised the Board to approve the health care cost adjustment, the utility budgets, the annual salary and benefit budgets and noted that the remainder of the revisions can be acted on later. She stated that in order to move forward with the FY06 budget process the Board should put all of the revenue into the contingency account.

Mrs. Gilman asked if the administration would have recommended the \$500,000 purchase of reading curriculum materials if the District were experiencing declining enrollment. Mr. Stewart stated that prior to the budget revision the administration had already informed Mrs. Douglas that \$500,000 was needed from the FY06 budget to purchase reading materials. Mrs. Gilman stated that if the Board waits until the final OASIS numbers are available in February or March, then the Board will eliminate the possibility of providing instructional assistance this year.

**MOTION**

Mrs. Brown moved the Board postpone action on the FY06 budget revisions to a time uncertain and that the Board have a worksession at the next meeting. Dr. Anderson seconded.

Ms. Germano asked whether the postponement of the budget revisions will take away Mrs. Douglas's ability to work on the FY06 budget document.

Mrs. Brown replied that Mrs. Douglas can move ahead with the budget revision items that were not in question.

Ms. Germano asked if Mrs. Douglas could still proceed with the development of the FY06 budget if the revisions were postponed. Mrs. Douglas replied that the administration can accommodate the Board, whatever their decision. Mrs. Douglas recommended the Board approve revisions regarding health care, utilities, the annual salary and benefit adjustment, and the summer school allocations.

**FY 05 Budget Revision:**  
*(Continued)*

Ms. Germano asked Mrs. Douglas if postponement of the budget revision will prevent her from developing the FY06 budget. Mrs. Douglas said that she could still move forward with budget development.

Mrs. Gilman asked whether the postponed budget revision can be voted on at any meeting. Mrs. Mullins stated that the revision can be voted on at any future meeting since the public has been allowed an opportunity to speak to it. After further discussions Ms. Germano explained that the Board could add the item to the agenda at a future meeting.

VOTE TO POSTPONE AND CONDUCT A WORKSESSION:

Advisory Vote – YES

YES – Hilts, Germano, N. Anderson, Brown, Mullins, Wassilie

NO – M. Anderson, Gilman

Motion carried.

**BOARD COMMENTS:**

*(8:55:19 PM)*

Mrs. Brown stated that she believes that the Board has expressed an interest in keeping class sizes small. She stated that the Board has an opportunity to show some leadership and to do something the Board feels strongly about such as provide assistance for oversized classrooms. She stated that she does not feel that the District should spend its resources expanding a program which is not required by Alaska State law, such as kindergarten. She acknowledged the importance of early education but added that there are other options to parents within Peninsula communities. She stated that she appreciated the interaction and wished those present a Happy Holiday. She congratulated those who received Golden Apple Awards.

Dr. Anderson cautioned the Board about interfering with the administration's job of managing classroom sizes. He stated that he is also concerned about pupil-teacher ratios and suggested the administration consider a solution for large classrooms. He stated that he is stunned by the high percentage of Grade 1 through 3 students that are not fluent in oral reading. He stated that kindergarten is a vital area that the District should focus its attention as well as preschool.

Mrs. Gilman thanked the Board and administration for the frank discussion regarding weighted grades. She reported that she attended the Kenai Central High School Christmas concert and the Mt. View Elementary Christmas program. She described the Kenai Central High School Christmas concert and noted that Mr. DJ Tyson is an accomplished pianist. She noted that it was a great moment when she watched her daughter being directed by her former music teacher.

**BOARD COMMENTS:**

*(Continued)*

Mrs. Hilts reported that she recently watched several hours of junior high school basketball and noted that the Susan B. English Elementary/High School boy's team only had 6 players and finished in second place. She stated that currently it is the last year for a junior high school team for a few years. She reported that the Susan B. English Elementary/High School girls' basketball team won the championship by beating the Nikolaevsk Elementary/High School team. She reported that Razdolna still needs ski equipment, especially short poles. She wished those present a Merry Christmas, a Happy New Year and Sprasnikum.

Ms. Germano observed that the weighted grade issue seems to come down to the issue of class rank. She recalled a comment made by Mr. Huftel (former Homer administrator) that each school should set their own criteria to determine a student's



class rank. She stated that grades don't have to be weighted in order to determine the class valedictorian. She expressed appreciation for Commissioner of Education Roger Sampson's presentation and expressed concern that the District will be educating toddlers and added that research says 3 and 4 year olds should be exposed to education. She wished those present a Happy Holiday season and suggested that families take time to enjoy each other.

Mr. Tyson thanked those who spoke to the Board about weighted grades and noted that it is a controversial issue among high school students. He stated that he is taking an AP history class and although he can see both sides of the issue, the majority of the students want to keep weighted grades. He reported that students have commented that if weighted grades were not available the number of students who enroll in AP classes would drop.

Mrs. Mullins stated that she has mixed emotions about the issue of weighted grades and suggested that maybe the Board didn't think about it long enough. She stated that it is important for the Board to get all the information and in future decisions she will look further than necessary. She stated that it was not the Board's intent to harm anyone but instead to do something good for students. She expressed appreciation for the student-made Christmas card she received from the superintendent's office. She commended the Golden Apple Award recipients and added that she wished the Board could honor more nominees. She thanked the administration for their hard work during 2004 and added that she is looking to positive happenings in 2005. She wished those present a Merry Christmas and a great holiday season.

**BOARD COMMENTS:**

*(Continued)*

Ms. Wassilie stated that the Board will continue with three worksessions at the next Board meeting (Review of Policy Manual Section 4000, weighted grades, budget revisions). She reported that the Board met with Kenai Peninsula legislators and staff and noted that the Board will continue to conduct monthly teleconferences with legislators to discuss educational issues. She reported that the legislators reported that state budget legislation could move quickly during the upcoming session. She expressed appreciation for those who spoke to the Board regarding weighted grades and added that she feels bad that the Board changed the rules in the middle of the student's high school career especially when students who are participating in foreign exchange programs begin their planning in eighth grade. She stated that the Board will have to continue to try to make weighted grades work and noted that more students are enrolling in AP classes. She reported that the FY05 budget revisions will be discussed at the next Board worksession and noted that the recommended purchase of new reading materials caught the Board by surprise. She stated that she hopes the Board can take action at the next meeting and expressed regret that assistance for overcrowded classrooms could not be provided immediately. She stated that she shares Ms. Germano's concern about placing toll free calls to Central Office. She wished those present a Happy Holiday.

**ADJOURN:**  
(9:19:41 PM)

At 9:19 p.m., Mrs. Mullins moved the School Board Meeting be adjourned. Ms. Germano seconded.

Motion carried unanimously.

Respectfully submitted,

---

Ms. Sandra Wassilie, Vice President

---

Mrs. Debra Mullins, Clerk

The Minutes of December 6, 2004,  
have not been approved as of  
December 14, 2004.

**Community Action Coalition for Prevention**  
**Central Kenai Peninsula, Alaska**  
**Fall, 2004**

Here in our communities of the Central Peninsula in rural Alaska, the setting may be unique, but the challenges are similar to those facing communities throughout our neighboring "lower 48." And, like those communities, our leaders have identified risks, needs, and opportunities resulting in a number of programs designed to improve the quality of life for all. However, our approaches to date have been segmented, and most are without a basis of measurement for success, and some without a sustainable plan for continued operation. It is evident that there is a need for coordination and collaboration among all of the community players.

In December, 2001, a group of dedicated health care and community leaders formed the Prescription Drug Task Force, with the express mission to "lessen affliction without addiction." This effort was launched as a result of the noted increase and disproportionate use of prescriptive narcotics, notably OxyContin, among residents of the Central Peninsula.

During the past year, the scope of the community effort has been expanded to seek ways of addressing the risk behaviors identified across the life span of those living in this area. The possibility of using a CTC® approach arose with the identification of a grant offered by Purdue Pharma, in conjunction with Channing Bete. Moving forward in this direction resulted in the creation of a separate organization, the Community Action Coalition for Prevention, with the mission ***To provide comprehensive, coordinated community programs for positive life span development and reduction of identified risk behaviors.***

The Community Action Coalition for Prevention has achieved 501(c)3 status and identified a board of officers, with membership support defined through letters of commitment. **Members** of this Coalition include Central Peninsula General Hospital, Central Peninsula Health Center, Central Peninsula Counseling Services, Healthy Communities/Healthy People, Bridges, IONIA, Headstart, local youth programs, the faith community, and local consumer representatives, including area high school students.

### **Plan- The Communities that Care ® Program**

The Communities That Care (CTC) process incorporates an operating system that provides research-based tools to help communities mobilize and promote the positive development of children and youth and to prevent adolescent problem behaviors that impede positive development including substance abuse, delinquency, teen pregnancy, school dropout and violence. The CTC process is designed to help communities plan, implement, and evaluate proven-effective prevention programs to meet their particular needs. These programs can address some or all focus areas - family, school, community-based youth, and community. The full CTC process is based on the public health model and includes five phases:

**Phase I: Getting Started** -- Create preliminary organization and identify community readiness issues.

**Phase II: Getting Organized** -- Engage key leaders, educate and involve the community, develop a vision, and address readiness issues.

**Phase III: Developing A Community Profile** -- Collect data; analyze and prioritize community risk and protective factors. Conduct a resource assessment. Identify gaps.

**Phase IV: Creating A Comprehensive Youth Development or Community Action Plan** -- Define clear, measurable outcomes. Identify strategies to address community priorities, matching proven-effective programs to specific community needs. Create action and evaluation plans.

**Phase V: Implementing And Evaluating Programs** -- Implement programs, conduct evaluations and refine strategies, and adjust programs. The first two sessions of the CTC series will be initiated in FY05, with an anticipated timeline of 12-18 months for completion.

---

## **Community Action Coalition Overview of Training for Communities That Care®**

Training will involve a series of 5 sessions, offered 3-5 months apart, over a 12- 18 month period. Attendance at training sessions is limited to 40 participants, and the expectation is that the work done during the training sessions will be carried out and continued by the participant constituencies during the intervals between the sessions.

***\*Key leaders attending the initial session may choose to designate representatives to attend appropriate subsequent sessions, e.g. someone in the agency who is more in touch with community data, or has knowledge of specific resources would be appropriate for sessions 2 and 3.***

### **Session 1- Key Leader/Community Board Orientation:**

**January 28, 2005: 8:30am-4:00pm**

**January 29, 2005 : 9am-12 noon at the Kenai River Center**

Learn basics of the foundation, the basics of the CTC process, protective and risk factors. Leadership development, group dynamics, and the culmination of a shared vision for the future of the central Peninsula's children to serve as a focal point for positive change in the communities.

### **Session 2- Community Assessment Training: March or April, 2005 (1 day)**

This session will result in the creation of the community specific problem behaviors, risk factor and protective factor profile, to be used to focus the long-range strategic plan.

### **Session 3- Community Resources Assessment Training: (1 day)**

This work group will complete an inventory and assessment of existing community resources and strengths addressing the identified priorities. A Comprehensive Youth Development Plan will be reviewed, to be created by the Community Board.

### **Session 4- Community Planning Training: (2 days)**

This session will translate the community profile data into a long-range comprehensive plan for youth development. Measurable outcomes will be based on the data profile, and tested effective approaches and strategies will be identified, with a plan for implementation, monitoring and evaluation.

### **Session 5- Community Plan Implementation Training: (1 day)**

Clarification of the role of the Community Youth Development Board, program evaluation and refinement of strategies to insure implementation success.

**\*\* Applications are available!**

contact Marilyn Jackson, Facilitator ([mlynnjackson@aol.com](mailto:mlynnjackson@aol.com)) for additional information

---

Communities That Care®  
Fact Sheet

*What it is...*

- Provides strategic consultation, training and research-based tools to promote positive development in children and youth and prevent adolescent problem behaviors. Problem behaviors include alcohol and other drug use, delinquency, teen pregnancy, and violence.
- Based on successful public health models of community action.
- Designed to guide communities through five critical steps: community mobilization, needs assessment, prevention plan development, program implementation and outcomes evaluation.
- Involves all parts of the community in promoting healthy development.
- Targets predictors of problems.
- Identifies and addresses priority predictors specific to our community before youth become involved in problem behaviors.
- Science-based - grounded in rigorous research.

*Customized to Each Community....*

- Uses our own data-based community profile.
- Develops a focused, long-range community action plan for building on existing resources and filling any gaps with new resources.
- Identifies tested, effective programs, policies and practices that fit our profile to fill identified gaps.

*What it can do...*

- Organizes all community members who have a stake in healthy futures for young people including elected officials, parents, youth, law enforcement, schools, the faith community, the business community and public health officials.

- Brings together diverse community efforts by establishing a shared vision and collaborative approach to planning.
- Sets priorities for action based on the profile of our community strengths and challenges.
- Strengthens funding applications by providing a community profile with specific data that pinpoints the community's exact needs and priorities.



100 OPERATING FUND	9,525.00	23,288,974.95
81,366,186.00      58,077,211.05	28%	

FUND: 201 STATE/STAFF DEVELPMT

STATE REVENUE		
0.00	0050 STATE REVENUE	0.00      596.26
	596.26-	0%

FEDERAL REVENUE		
15,649.00	0150 INTERGVNMTL FEDERAL	0.00      0.00
	15,649.00	0%
15,649.00	201 STATE/STAFF DEVELPMT	0.00      596.26
	15,052.74	3%

FUND: 205 PUPIL TRANSPORTATION

LOCAL REVENUE		
5,200.00	0008 PR YR ECUM APPROP	0.00      0.00
	5,200.00	0%

STATE REVENUE		
4,598,032.00	0050 STATE REVENUE	0.00      1,524,120.00
	3,073,912.00	33%
4,603,232.00	205 PUPIL TRANSPORTATION	0.00      1,524,120.00
	3,079,112.00	33%

FUND: 213 ALASKA ONLINE

FEDERAL REVENUE		
FUND: 213 ALASKA ONLINE		
78,454.00	0150 INTERGVNMTL FEDERAL	6,641.00      6,641.00
	71,813.00	8%



FUND: 214 STTWDE AK MNTRSHP

STATE REVENUE			
0050	STATE REVENUE	0.00	22,477.99
242,133.00	219,655.01	9%	

FUND: 215 COMMUNITY SCHOOL FUN

LOCAL REVENUE			
0040	OTHER LOCAL REVENUE	8,930.67	26,792.01
255,958.00	229,165.99	10%	

FUND: 216 DVR PLAYGROUND AIDE

STATE REVENUE			
0050	STATE REVENUE	180.23	180.23
2,467.00	2,286.77	7%	

FUND: 225 BOARDING HOME PROGRA

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

FUND: 255 FOOD SERVICE FUND

LOCAL REVENUE			
0008	PR YR ECUM APPROP	0.00	0.00
109,203.00	109,203.00	0%	
0020	TYPE A LUNCH-PUPILS	119,271.49	419,080.47
1,657,693.00	1,238,612.53	25%	
0040	OTHER LOCAL REVENUE	344.00	825.00
10,000.00	9,175.00	8%	

	LOCAL REVENUE TOTAL	119,615.49	419,905.47
1,776,896.00	1,356,990.53	23%	

## FEDERAL REVENUE

	0150 INTERGVNMTL FEDERAL	0.00	0.00
1,203,122.00	1,203,122.00	0%	

	0162 USDA	0.00	0.00
94,448.00	94,448.00	0%	

	FEDERAL REVENUE TOTAL	0.00	0.00
1,297,570.00	1,297,570.00	0%	

	255 FOOD SERVICE FUND	119,615.49	419,905.47
3,074,466.00	2,654,560.53	13%	

FUND: 260 TITLE I-A

## FEDERAL REVENUE

	0150 INTERGVNMTL FEDERAL	0.00	0.00
3,559,803.00	3,559,803.00	0%	

FUND: 262 HANDICAPD PRESCHOOLS

## FEDERAL REVENUE

	0150 INTERGVNMTL FEDERAL	0.00	0.00
65,315.00	65,315.00	0%	

FUND: 265 CARL PERKINS - BASIC

## FEDERAL REVENUE

	0150 INTERGVNMTL FEDERAL	0.00	0.00
220,777.00	220,777.00	0%	

FUND: 266 TITLE VI-B

## FEDERAL REVENUE

	0150 INTERGVNMTL FEDERAL	0.00	0.00
3,058,408.00	3,058,408.00	0%	

FUND: 271 CHARTER SCHOOL GRANT

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	0.00	0.00
431,220.00	431,220.00	0%	

FUND: 272 UPWARD BOUND/UAA

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	0.00	0.00
25,528.00	25,528.00	0%	

FUND: 277 GEAR UP

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	0.00	0.00
67,947.00	67,947.00	0%	

FUND: 284 YOUTH IN DETENTION

STATE REVENUE			
0050	STATE REVENUE	0.00	206,573.00
206,573.00	0.00	100%	

FUND: 288 STOFK CNCL ON ARTS

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	1,326.00	1,326.00
1,326.00	0.00	100%	

FUND: 289 GOV'S DRUG PREVENT

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

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

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
47,042.00		47,042.00	0%	

FUND: 296 CIAP - COMM SCHOOLS

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
13,770.00		13,770.00	0%	

FUND: 297 SCH BRKFST STARTUP

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
41,062.00		41,062.00	0%	

FUND: 298 TITLE I-D, DELINQUEN

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
50,275.00		50,275.00	0%	

FUND: 350 TITLE VII -INDIAN ED

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	31,596.94
334,278.00		302,681.06	9%	

FUND: 371 CORPORATE GRANTS

LOCAL REVENUE				
0040	OTHER LOCAL REVENUE		2,500.00	11,414.28
23,430.00	12,015.72		48%	

FUND: 372 COMMUNITY THEATER

LOCAL REVENUE				
0040	OTHER LOCAL REVENUE		0.00	0.00
101,046.00	101,046.00		0%	

FUND: 374 CHARTER SCHOOLS G/F

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

STATE REVENUE

0050	STATE REVENUE		0.00	0.00
3,396,437.00	3,396,437.00		0%	

374	CHARTER SCHOOLS G/F		0.00	0.00
3,396,437.00	3,396,437.00		0%	

FUND: 375 EQUIPMENT FUND

FEDERAL REVENUE				
0230	SURPLUS PROPERTY		50.00	550.00
0.00	550.00-		0%	

FUND: 379 SCHOOL INCENTIVE FND

TRANS FROM OTHER FUNDS



11/30/04

CURRENT MONTH	ORIGINAL				UNENCUMBERED	%	
	YTD	ENCUMBRANCES	BUDGET	BUDGET BALANCE			EXP
100	OPERATING FUND						
4100	REGULAR INSTRUCTION	35,174,220	35,214,480	2,596,861.76			
8,263,797.57	108,714.00	26,841,968.43	23				
4120	BILINGUAL INSTRUCTIO	668,484	672,919	61,461.08			
181,330.00	0.00	491,589.00	26				
4130	GIFTED/TALENTED INST	614,724	613,999	52,911.38			
157,459.34	550.00	455,989.66	25				
4140	ALTNTV (CONNECTIONS)	2,093,232	2,094,256	175,269.30			
683,769.22	60,096.13	1,350,390.65	35				
4160	VOCATIONAL EDUCATION	1,481,696	1,482,838	119,030.95			
362,803.75	5,101.31	1,114,932.94	24				
4200	SPED INSTRUCTION	8,203,290	8,212,211	732,437.87			
2,205,927.38	31,429.55	5,974,854.07	27				
4220	SPED SVCS - STUDENT	3,294,928	3,294,663	273,973.59			
833,278.88	124,949.35	2,336,434.77	29				
4320	GUIDANCE SERVICES	1,110,145	1,110,676	80,014.20			
239,473.27	66.00	871,136.73	21				
4330	HEALTH SERVICES	1,053,028	1,053,811	110,687.39			
335,868.49	5,098.90	712,843.61	32				
4350	SUPPORT SVCES/INSTRC	647,935	656,062	58,989.91			
224,720.69	2,590.93	428,750.38	34				
4352	LIBRARY SERVICE	1,144,614	1,163,284	79,926.96			
248,480.01	3,521.88	911,282.11	21				
4354	INSERVICE	20,875	20,875	682.82-			
396.13	0.00	20,478.87	1				
4400	SCHOOL ADMINSTRATION	3,433,673	3,433,842	332,187.56			
1,259,400.29	795.00	2,173,646.71	36				
4450	SCH ADMIN - SUPPORT	2,814,553	2,814,731	254,713.75			
954,346.35	4,201.60	1,856,183.05	34				
4511	BOARD OF EDUCATION	245,803	245,803	14,918.30			
70,376.00	5,103.69	170,323.31	30				
4512	OFF OF SUPERINTENDEN	280,652	280,652	22,047.35			
116,835.57	470.87	163,345.56	41				
4513	ASST SUPT/INSTRUCTN	180,560	180,560	15,973.92			
85,934.11	0.00	94,625.89	47				
4551	FISCAL SERVICES	602,253	602,814	51,426.63			
257,788.71	240.55	344,784.74	42				
4552	INTERNAL SERVICES	563,252	565,310	50,740.68			
254,060.12	2,076.12	309,173.76	45				
4553	STAFF SERVICES	549,178	550,223	43,241.53			
216,740.45	3,047.50	330,435.05	39				
4555	DATA PROCESSING SVCS	832,595	839,733	70,072.09			
342,439.63	9,202.74	488,090.63	41				
4556	OP & BUSINESS SVCS	185,114	185,114	12,900.66			

69,477.93	0.00	115,636.07	37		
	4557 INDIRECT COST POOL	91,533		91,533	
0.00	0.00	0.00		91,533.00	0
	4600 OPERATION OF PLANT	14,741,801		14,748,638	740,597.67
2,896,458.90	135,496.65	11,716,682.45		20	
	4700 PUPIL ACTIVITY	1,235,219		1,237,159	128,692.50
258,015.58	1,336.00	977,807.42		20	

		81,263,357		81,366,186	6,078,394.21
20,519,178.37	504,088.77	60,342,918.86		25	

## 201 STATE/STAFF DEVELOPMENT

	4100 REGULAR INSTRUCTION	15,649		15,649	2,786.80
5,708.01	0.00	9,940.99	36		

## 205 PUPIL TRANSPORTATION

	4700 PUPIL ACTIVITY	12,639		12,639	388.40
2,119.64	0.00	10,519.36	16		
	4760 PUPIL TRANSPORTATION	4,585,393		4,590,593	455,594.20
1,154,115.85	2,600.00	3,433,877.15		25	

		4,598,032		4,603,232	455,982.60
1,156,235.49	2,600.00	3,444,396.51		25	

## 213 ALASKA ONLINE

	4100 REGULAR INSTRUCTION	70,000		78,454	6,686.90
19,968.90	0.00	58,485.10		25	

## 214 STATEWIDE AK MNTRSHP

	4100 REGULAR INSTRUCTION	151,400		242,133	22,628.70
67,584.60	0.00	174,548.40	27		

## 215 COMMUNITY SCHOOL FUN

	4780 COMMUNITY SERVICES	255,958		255,958	24,787.71
65,908.84	1,656.00	188,393.16	26		



## 216 DVR PLAYGROUND AIDE

	4100 REGULAR INSTRUCTION		2,467		2,467	230.11
726.74	0.00	1,740.26	29			

## 225 BOARDING HOME PROGRA

	4300 SUPPORT SERV-PUPILS		27,308		27,308	1,181.22
2,889.70	0.00	24,418.30	10			

## 255 FOOD SERVICE FUND

	4790 FOOD SERVICES		2,965,263		3,074,466	274,268.22
1,066,130.26	10,489.67	1,997,846.07	35			

## 260 TITLE I-A

	4100 REGULAR INSTRUCTION		3,418,859		3,418,859	240,872.14
666,865.28	98,319.18	2,653,674.54	22			
	4300 SUPPORT SERV-PUPILS		140,944		140,944	9,271.84
27,478.80	11,991.88	101,473.32	28			

			3,559,803		3,559,803	250,143.98
694,344.08	110,311.06	2,755,147.86	22			

## 262 HANDICAPD PRESCHOOLS

	4200 SPED INSTRUCTION		65,315		65,315	6,345.62
18,992.09	0.00	46,322.91	29			

## 265 CARL PERKINS - BASIC

	4160 VOCATIONAL EDUCATION		220,777		220,777	12,547.19
35,133.83	19,875.40	165,767.77	24			

## 266 TITLE VI-B

4200 SPED INSTRUCTION	3,058,408	3,058,408	196,224.83
551,176.13	45,576.76	2,461,655.11	19

## 271 CHARTER SCHOOL GRANT

4100 REGULAR INSTRUCTION	407,737	407,737	27,737.27
74,515.90	19,126.43	314,094.67	22
4400 SCHOOL ADMINSTRATION	23,483	23,483	4,877.29
17,402.69	0.00	6,080.31	74
	431,220	431,220	32,614.56
91,918.59	19,126.43	320,174.98	25

## 272 UPWARD BOUND/UAA

4100 REGULAR INSTRUCTION	25,528	25,528	0.00
135.33	0.00	25,392.67	0

## 275 CAPACITY, BLDG, IMPROV

4200 SPED INSTRUCTION	0	0	0.00
2,113.18	2,485.00	4,598.18-	0

## 277 GEAR UP

4100 REGULAR INSTRUCTION	7,660	67,947	5,802.67
16,394.77	0.00	51,552.23	24

## 284 YOUTH IN DETENTION

4100 REGULAR INSTRUCTION	206,573	206,573	12,489.37
69,462.65	14,534.60	122,575.75	40

## 288 STOFK CNCL ON ARTS

4100 REGULAR INSTRUCTION	1,326	1,326	
--------------------------	-------	-------	--

0.00	0.00	0.00	1,326.00	0
------	------	------	----------	---

## 289 GOV'S DRUG PREVENT

	4100 REGULAR INSTRUCTION	40,000	40,000	3,793.50
13,027.50	19,872.50	7,100.00	82	

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

	4100 REGULAR INSTRUCTION	47,042	47,042	3,065.00
5,648.86	15,032.20	26,360.94	43	

## 295 SCHOOL IMPROV/TEBHUG

	4100 REGULAR INSTRUCTION	0	0	0.00
7,400.00	14,800.00	22,200.00-	0	

## 296 CIAP - COMM SCHOOLS

	4100 REGULAR INSTRUCTION	13,770	13,770	
0.00	0.00	0.00	13,770.00	0

## 297 SCH BRKFST STARTUP

	4790 FOOD SERVICES	31,200	41,062	0.00
25,822.00	0.00	15,240.00	62	

## 298 TITLE I-D, DELINQUEN

	4100 REGULAR INSTRUCTION	50,275	50,275	2,985.00
2,985.00	483.00	46,807.00	6	

## 350 TITLE VII -INDIAN ED

	4100 REGULAR INSTRUCTION	334,278	334,278	30,811.39
91,285.14	92.00	242,900.86	27	

## 371 CORPORATE GRANTS

4100 REGULAR INSTRUCTION	18,884	21,680	1,854.87
6,735.84	0.00	14,944.16	31

## 372 COMMUNITY THEATER

4780 COMMUNITY SERVICES	101,046	101,046	2,307.81
7,066.62	6.81	93,972.57	7

## 374 CHARTER SCHOOLS G/F

4100 REGULAR INSTRUCTION	2,315,313	2,927,848	164,477.08
505,498.10	520.96	2,421,828.94	17
4330 HEALTH SERVICES	22,518	22,518	3,034.90
9,683.45	0.00	12,834.55	43
4352 LIBRARY SERVICE	0	0	2,919.78
8,509.45	0.00	8,509.45-	0
4400 SCHOOL ADMINISTRATION	65,459	65,459	11,750.21
37,602.32	0.00	27,856.68	57
4450 SCH ADMIN - SUPPORT	158,848	159,448	13,088.85
44,993.58	300.00	114,154.42	28
4557 INDIRECT COST POOL	91,533	115,172	
0.00	0.00	0.00	115,172.00
4600 OPERATION OF PLANT	85,221	105,992	7,443.88
28,738.44	10,580.00	66,673.56	37
		2,738,892	3,396,437
635,025.34	11,400.96	2,750,010.70	19

## 379 SCHOOL INCENTIVE FND

4100 REGULAR INSTRUCTION	0	408,011	19,344.06
71,308.02	2,764.12	333,938.86	18
4330 HEALTH SERVICES	0	800	0.00
799.99	0.00	0.01	99
4450 SCH ADMIN - SUPPORT	0	3,421	122.80
2,569.80	1,049.37	198.17-	105
4600 OPERATION OF PLANT	0	1,836	1,529.72
5,259.72	344.97	3,768.69-	305
		0	414,068
79,937.53	4,158.46	329,972.01	20

710 PUPIL ACTIVITY FUND

1,097,721.45	225,617.27	1,249,723.91-	0 797	73,614	296,806.41
26,356,656.84	1,022,206.89	74,457,159.08	100,301,431 26	101,836,022	7,948,449.95

January 10, 2005

TO: Board of Education  
FROM: Tim Peterson, Director, Human Resources  
THROUGH: Guy Fisher, Assistant Superintendent  
SUBJECT: Approval of Resignations – Item 10 a (1)

It is recommended the following resignations be approved:

Merlin Cordes	.50 FTE Generalist	Nikolaevsk Elementary/High School, effective on January 6, 2005
Dennis Dunn	Principal	Kenai Central High School, effective at the end of the 04-05 school year
Michael W. Wykis	Principal	Sears Elementary, effective at the end of the 04-05 school year
Candice L. Perry	Social Studies/P. E.	Seward Middle High School effective December 30, 2004

January 10, 2005

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Guy Fisher, Assistant Superintendent

SUBJECT: Approval of Resignations – Item 10 a (1) REVISED

It is recommended the following resignations be approved:

Merlin Cordes	.50 FTE Generalist	Nikolaevsk Elementary/High School, effective on January 6, 2005
Dennis Dunn	Principal	Kenai Central High School, effective at the end of the 04-05 school year
Michael W. Wykis	Principal	Sears Elementary, effective at the end of the 04-05 school year
Candice L. Perry	Social Studies/P. E.	Seward Middle High School effective December 30, 2004

Linell J. McCrum	Special Ed, Resource	K-Beach Elementary, effective at the end of the 04-05 school year
John Owens	Principal	Nikiski Middle/High School, effective at the end of the 04- 05 school year



January 10, 2005

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Guy Fisher, Assistant Superintendent

SUBJECT: Approval of New Teacher Assignments/2004-05 Item – 10 a (2)

It is recommended that the following new teacher assignments be approved. The following assignments are tentative:

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXP</u>	<u>ASSIGN</u>
Anchorage, AK.	Mary M. Hicks	BS	Northern Michigan University, Marquette, MI	Elementary Education	Elementary	5 States, 3 AK.	Temporary Generalist Teacher .50FTE, Connections Program, Seward Area
Kenai, AK	Kimberly R. Johnson	BA	Fort Lewis College, Durango, Colorado	Humanities	Elementary	11 States 2 AK	Temporary Generalist Teacher at Nikolaevsk Elem/High
Soldotna, AK.	Amy Williams	BS	University of Wisconsin, Eau Claire, WI	Special Education, Cognitive Disabilities & Learning Disabilities	Special Ed, Mentally Handicapped Special Ed, Learning Disability	= = =	Special Ed, Resource Teacher at Skyview High School

**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

January 3, 2005

### MEMORANDUM

TO: Board of Education

FROM: Melody Douglas  
Chief Financial Officer

SUBJECT: Budget Transfers

Budget transfers 131 and 132 have been requested by Aurora Borealis Charter School to move funds into salary accounts for a music teacher and a physical education teacher.

Budget transfer 140 has been requested by the Fiscal Services Department to establish gas utility budgets at locations where natural or bottled gas is used for heating. These charges have been shown as "Fuel for Heating", but that category is being split to show "Natural / Bottled Gas" separately from "Fuel Oil" to assist future budget planning.

Budget transfer 141 has been requested by the Fiscal Services Department to adjust telephone budgets between locations as a result of changes in usage and billing.

Budget transfer 147 has been requested by the Pupil Services Department to move funds from salary and benefit accounts for unfilled positions to pay for services contracted to meet student needs as determined by the IEP process.

These budget transfers exceed \$10,000; therefore, they require Board of Education approval per Board Policy 3120. Approval by the Board of Education is recommended.

Enclosures

KENAI PENINSULA BOROUGH SCHOOL DISTRICT      JOB: SYNBAT/BDPRINT      PAGE      1  
 148 NORTH BINKLEY STREET      -----  
 SOLDOTNA, ALASKA 99669      BUDGET TRANSFER REQUEST

SCHOOL AURORA BOREALIS CHTR      TRANSFER # 650003      DATE 12/07/04  
 -----

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1. 374-65-4100-0000-4901	374-65-4100-0310-3150	36000.00
2. 374-65-4100-0000-4901	374-65-4100-0310-3511	7600.00
3. 374-65-4100-0000-4901	374-65-4100-0310-3512	108.00
4. 374-65-4100-0000-4901	374-65-4100-0310-3541	492.00
5. 374-65-4100-0000-4901	374-65-4100-0310-3550	5606.00
6. 374-65-4100-0000-4901	374-65-4100-0310-4410	1500.00
TOTAL:		51,306.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:  
 -----

- SALARY FOR MUSIC TEACHER
- HEALTH CARE BENEFITS FOR MUSIC TEACHER
- LIFE INSURANCE BENEFITS FOR MUSIC TEACHER
- FICA MEDICARE (TRS)PAYMENTS FOR MUSIC TEACHER
- TRS RETIREMENT BENEFITS FOR MUSIC TEACHER
- BUILDING RENTAL FOR 2 SCHOOL MUSICALS (CHRISTMAS AND SPRING PROGRAMS)



HEALTH CARE BENEFITS FOR PHYSICAL ED. TEACHER

LIFE INSURANCE BENEFITS FOR PHYSICAL ED. TEACHER

FICA MEDICARE (TRS)PAYMENTS FOR PHYSICAL ED. TEACHER

TRS RETIREMENT BENEFITS FOR PHYSICAL ED. TEACHER

SALARY REFLECTING INCREASE IN AIDE HOURS

-----  
-----  
PRINCIPALS'S SIGNATURE-----  
-----  
SUPERINTENDENT/OPERATIONS APPROVAL-----  
-----  
ACCOUNTING APPROVAL-----  
-----  
DATE APPROVED BY SCHOOL BOARD

000132

-----  
-----  
TRANSFER REQUEST NUMBER  
-----KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
148 NORTH BINKLEY STREET  
SOLDOTNA, ALASKA 99669JOB: SYNBAT/BDPRINT      PAGE      1  
-----  
BUDGET TRANSFER REQUEST-----  
-----  
SCHOOL    FISCAL SERVICES                      TRANSFER # 745022      DATE    12/13/04  
-----  
-----

	----- TRANSFER FROM ACCOUNT NO. -----	----- TRANSFER TO ACCOUNT NO. -----	----- AMOUNT -----
1.	100-05-4600-0000-4380	100-05-4600-0000-4370	27471.00
2.	100-07-4600-0000-4380	100-07-4600-0000-4370	59832.00
3.	100-09-4600-0000-4380	100-09-4600-0000-4370	49788.00
4.	100-10-4600-0000-4380	100-10-4600-0000-4370	19423.00
5.	100-11-4600-0000-4380	100-11-4600-0000-4370	21344.00
6.	100-12-4600-0000-4380	100-12-4600-0000-4370	24706.00
7.	100-32-4600-0000-4380	100-32-4600-0000-4370	6805.00
8.	100-34-4600-0000-4380	100-34-4600-0000-4370	25399.00
9.	100-35-4600-0000-4380	100-35-4600-0000-4370	23284.00
10.	100-37-4600-0000-4380	100-37-4600-0000-4370	12595.00
11.	100-40-4600-0000-4380	100-40-4600-0000-4370	38622.00
12.	100-41-4600-0000-4380	100-41-4600-0000-4370	13793.00
13.	100-43-4600-0000-4380	100-43-4600-0000-4370	18585.00
14.	100-44-4600-0000-4380	100-44-4600-0000-4370	21654.00
15.	100-45-4600-0000-4380	100-45-4600-0000-4370    **	15324.00
16.	100-46-4600-0000-4380	100-46-4600-0000-4370	11279.00

17.	100-48-4600-0000-4380	100-48-4600-0000-4370	8974.00
18.	100-51-4600-0000-4380	100-51-4600-0000-4370	16179.00
19.	100-52-4600-0000-4380	100-52-4600-0000-4370	14607.00
20.	100-72-4600-0000-4380	100-72-4600-0000-4370	11252.00
21.	100-76-4600-0000-4380	100-76-4600-0000-4370	9746.00
		TOTAL:	450,662.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

-----  
 IMPLEMENT NATURAL GAS UTILITY ACCOUNTS

-----  
 PRINCIPALS'S SIGNATURE

-----  
 SUPERINTENDENT/OPERATIONS APPROVAL

-----  
 ACCOUNTING APPROVAL

-----  
 DATE APPROVED BY SCHOOL BOARD

000140

-----  
 TRANSFER REQUEST NUMBER

\*\* Please see budget transfer 151 (follows) concerning this line item.

---

KENAI PENINSULA BOROUGH SCHOOL DISTRICT      JOB: SYNBAT/BDPRINT      PAGE      1  
 148 NORTH BINKLEY STREET  
 SOLDOTNA, ALASKA 99669      BUDGET TRANSFER REQUEST

SCHOOL TUSTUMENA      TRANSFER # 455034      DATE 01/03/05

-----  
 TRANSFER FROM ACCOUNT NO.      TRANSFER TO ACCOUNT NO.      AMOUNT

1. 100-45-4600-0000-4370      100-45-4600-0000-4380      15324.00

TOTAL:      15,324.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

REVERSE BT 745022

This budget transfer request is to reverse line 15 of BT 140, which was processed in error.

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000151

TRANSFER REQUEST NUMBER

---

KENAI PENINSULA BOROUGH SCHOOL DISTRICT      JOB: SYNBAT/BDPRINT      PAGE      1  
 148 NORTH BINKLEY STREET  
 SOLDOTNA, ALASKA 99669      BUDGET TRANSFER REQUEST

SCHOOL FISCAL SERVICES      TRANSFER # 745023      DATE 12/13/04

TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
---------------------------	-------------------------	--------

1. 100-34-4450-0000-4332	100-08-4450-0000-4332	8000.00
--------------------------	-----------------------	---------

2. 100-40-4450-0000-4332	100-01-4450-0000-4332	12000.00
--------------------------	-----------------------	----------

3.	100-76-4552-1210-4332	100-71-4512-0000-4332	5000.00
4.	100-81-4220-0160-4332	100-72-4556-0000-4332	2500.00
5.	100-81-4220-0160-4332	100-73-4513-0000-4332	500.00
6.	100-84-4350-0000-4332	100-74-4551-0000-4332	2500.00
7.	100-40-4450-0000-4332	100-71-4512-0000-4332	200.00
8.	100-40-4450-0000-4332	100-73-4513-0000-4332	1000.00
9.	100-40-4450-0000-4332	100-74-4551-0000-4332	500.00
10.	100-40-4450-0000-4332	100-75-4552-0000-4332	300.00
11.	100-40-4450-0000-4332	100-77-4553-0000-4332	1724.00
		TOTAL:	34,224.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

-----  
 ADJUST TELEPHONE BUDGETS AS A RESULT OF FY04 ACTUAL AND FY05 YTD

TRANSACTIONS

-----  
 PRINCIPALS'S SIGNATURE

-----  
 SUPERINTENDENT/OPERATIONS APPROVAL

-----  
 ACCOUNTING APPROVAL  
 000141

-----  
 DATE APPROVED BY SCHOOL BOARD

-----  
 TRANSFER REQUEST NUMBER

---

KENAI PENINSULA BOROUGH SCHOOL DISTRICT      JOB: SYNBAT/BDPRINT      PAGE      1  
 148 NORTH BINKLEY STREET  
 SOLDOTNA, ALASKA 99669      BUDGET TRANSFER REQUEST

-----  
 SCHOOL PUPIL SERVICES      TRANSFER # 745033      DATE 12/16/04  
 -----



	TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
	-----	-----	-----
1.	100-81-4220-0927-3180	100-81-4220-0927-4100	88000.00
2.	100-81-4220-0927-3511	100-81-4220-0927-4100	16500.00
3.	100-81-4220-0927-3512	100-81-4220-0927-4100	264.00
4.	100-81-4220-0927-3520	100-81-4220-0927-4100	264.00
5.	100-81-4220-0927-3541	100-81-4220-0927-4100	1276.00
6.	100-81-4220-0927-3550	100-81-4220-0927-4100	14080.00
7.	100-81-4200-0000-3150	100-81-4220-0927-4100	44000.00
8.	100-81-4200-0000-3511	100-81-4220-0927-4100	8250.00
9.	100-81-4200-0000-3512	100-81-4220-0927-4100	132.00
10.	100-81-4200-0000-3520	100-81-4220-0927-4100	132.00
11.	100-81-4200-0000-3541	100-81-4220-0927-4100	638.00
12.	100-81-4200-0000-3550	100-81-4220-0927-4100	7040.00
13.	100-33-4220-0927-3180	100-81-4220-0927-4100	1180.00
14.	100-33-4220-0927-3180	100-81-4200-0925-4100	20820.00
15.	100-33-4220-0927-3511	100-81-4200-0925-4100	4125.00
16.	100-33-4220-0927-3512	100-81-4200-0925-4100	66.00
17.	100-33-4220-0927-3520	100-81-4200-0925-4100	66.00
18.	100-33-4220-0927-3541	100-81-4200-0925-4100	319.00
19.	100-33-4220-0927-3550	100-81-4200-0925-4100	3520.00
20.	100-13-4200-0928-3150	100-81-4200-0925-4100	2361.00
21.	100-13-4200-0928-3150	100-81-4200-0923-4100	19639.00
22.	100-13-4200-0928-3511	100-81-4200-0923-4100	8250.00
23.	100-13-4200-0928-3512	100-81-4200-0923-4100	66.00
24.	100-13-4200-0928-3520	100-81-4200-0923-4100	66.00
25.	100-13-4200-0928-3541	100-81-4200-0923-4100	319.00
26.	100-13-4200-0928-3550	100-81-4200-0923-4100	3520.00
		TOTAL:	244,893.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

-----  
TRANSFER SALARIES AND BENEFITS TO ALLOW PUPIL SERVICES TO CONTRACT FOR  
SERVICES IN UNFILLED POSITIONS FOR FY05  
-----

-----  
PRINCIPALS'S SIGNATURE

-----  
SUPERINTENDENT/OPERATIONS APPROVAL

-----  
ACCOUNTING APPROVAL

-----  
DATE APPROVED BY SCHOOL BOARD

000147

-----  
TRANSFER REQUEST NUMBER  
-----

January 10, 2005

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Guy Fisher, Assistant Superintendent

SUBJECT: Approval of Leave of Absence Request/Support- Item- 10 a (5)

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

	<u>Name</u>	<u>Position</u>	<u>Location</u>
Justin George, III	Head Custodian	Soldotna High School, Effective January 10, 2005 until November 8, 2005	



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Office of the Superintendent

Dr. Donna Peterson, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132

December 27, 2004

TO: Board of Education

FROM: Dr. Donna Peterson, Superintendent

SUBJECT: Revision to AR 0420 - Site Councils

A significant change has occurred in the selection of administrators for school sites. The main reasons for the shift away from site council selected hiring committees are:

- 1) downsizing of administrative staff requiring transfers within the system
- 2) decreasing availability of experienced administrative candidates
- 3) large number of administrative openings to be filled
- 4) timing of resignations

For the last two years, when vacancies have occurred in the administrative positions, all current administrators have been given the opportunity to transfer to the position. This practice mirrors the transfer language of our other bargaining groups. After it is determined that there is no suitably matched internal applicant for the position, the administrative position is advertised in the usual manner and open to all candidates. In most cases, prior to a selection, I meet with the site council and other interested members of the community and staff to explain the process and gather input regarding the priorities for that school and community. We all have the same goal - the best administrative match for the school. Using the list of priorities developed from these meetings, a set of questions is created to determine who best meets the community and district criteria. A selection is made and the recommendation forwarded to the School Board.

In order to match policy with practice, the administration recommends approval of the attached change to Administrative Regulation 0420 regarding site councils and their role in the selection of the school administrator.

## **SCHOOL-BASED MANAGEMENT/SITE COUNCILS (continued)**

### **General Operation:**

The principal remains the sole administrator of the school and will operate the school within the normal constraints of the district, including working with the school council. When districts and schools establish school councils that foster involvement focused on improving student achievement, all children benefit. To that end, input from school councils will be considered on decisions affecting school improvement plans such as:

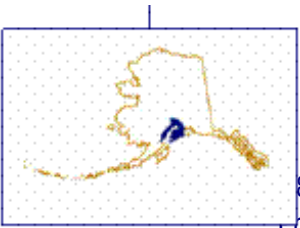
- Inservice plans
- School staffing patterns
- Curricular initiatives/projects/courses
- Capital improvement and maintenance project needs
- Co-curricular activities
- School policies
- School budget
- Scheduling
- Preferred qualifications/characteristics for staff hires

### **Selection of School Administrator:**

~~If a vacancy exists for the principal/principal teacher, the Superintendent will consult with the school council regarding preferred qualifications/characteristics. The school council will assist in selection of the hiring committee. The Superintendent will cause the position to be advertised, will receive applications, screen and evaluate materials, and conduct pre-hiring interviews. The Superintendent will prepare a list of qualified and acceptable candidates to be interviewed. The interview will be followed by a discussion with the hiring committee and the~~ **[When a vacancy at a school site for the principal/principal teacher becomes known, the Superintendent will consult with the School Council. The Council will provide the Superintendent with input regarding selection qualifications for candidates. Additionally, opportunities will also be provided for individual community or school members to provide information regarding preferred qualifications/characteristics that they would like candidates to possess. If an opening is determined, the Superintendent will cause the position to be advertised, will receive applications, screen and evaluate materials and conduct interviews. When possible, interviews will be open to the public to observe and will be conducted at the school with written opportunities for evaluation available to those observing.]** Superintendent will make the selection, subject to approval by the Board of Education.

### **Waiver Process:**

School councils that conclude their work in improving student performance is impeded or frustrated by the existence of a policy or regulation may petition for a waiver from the requirements. Written requests are submitted for consideration by the Superintendent. Waivers of policy and regulation must meet the following criteria:



**Assistant Superintendent**

Guy Fisher

8 North Binkley Street Soldotna, Alaska 99669

Phone (907) 714-8888 Fax (907) 262-5867

Email [gfisher@kpbsd.k12.ak.us](mailto:gfisher@kpbsd.k12.ak.us)

---

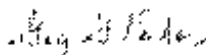
## Kenai Peninsula Borough School District

January 4, 2005

Item 11b

TO: Board of Education

FROM: Guy Fisher, Assistant Superintendent



SUBJECT: First Reading of Revision to BP 3311

---

It is the recommendation of the administration that the attached proposed changes pertaining to E-Rate Purchases be adopted by the school board. The Federal Communications Commission (FCC) sets the operating rules for the E-Rate program. It is the FCC's intent that the E-Rate rules not supercede local procurement policies. However, the district has some procurement policies that might appear to be in direct conflict with FCC E-Rate rules.

District procurement policies have been designed to provide everyone a fair and open competitive bidding process while giving the school district the best value for our dollar. Likewise, the FCC E-Rate guidelines are designed to provide everyone a fair and open competitive bidding process while providing the best value for the district and the FCC. Both the district and the FCC policies arrive at a fair and open competitive bidding process, but both take a different path to get there. Trying to keep a foot on each path is unnecessarily redundant and is proving problematic. It is our intent to closely follow the FCC E-Rate program rules and align to the common E-Rate practices that all E-Rate participants expect. We believe the proposed changes to district policy clarify that intent. This language has been reviewed by legal council.

This policy is presented for first reading

---

**Business Noninstructional Operations**

BP 3311(a)

**Bids**

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

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

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

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

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

**[E-RATE PURCHASES**

**Purchases made pursuant to the E-Rate program, which is governed by the Federal Communications Commission, shall be made on a competitive basis subject to the provisions of this paragraph. Such purchases are not subject to any provisions in the school district purchasing policies or regulations that may be inconsistent with the E-Rate purchasing provisions.**

**The district shall designate a specific individual to oversee the E-Rate application process in order to ensure that it is accurate and that the equipment and services to be purchased are eligible for E-Rate funding. Such individual shall devise an open, fair, competitive bidding process, separate and apart from other district procurement policies, that meets all**

BP 3311(b)

**E-RATE PURCHASES (continued)**

**rules of the E-Rate program. This process shall be overseen by, and subject to the approval of, the Superintendent for the district.]**

### **Contractor's Violations of Tax Ordinances**

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

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

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

*(cf. 9270 – Conflict of Interest)*

#### *Legal Reference:*

##### ALASKA STATUTES

*14.14.060 Relationship between borough school district and borough*

*14.14.060 (h) Procurement of supplies and equipment*

*14.14.065 Relationship between city school district and city*

*14.03.085 Procurement preference for recycled Alaska products*

*29.71.050 Procurement preferences for recycled Alaska products*

*35.15 Construction Procedures*

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

##### ALASKA ADMINISTRATIVE CODE

*4 AAC 27.085 Competitive pupil transportation proposals*

*4 AAC 31.080 Construction and acquisition of public school facilities*

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

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Adoption Date: 5/3/2004**



## **OPTION 2**

AR 6146.1(a)

### **Instruction**

### **HIGH SCHOOL GRADUATION REQUIREMENTS**

#### **Eligibility to Graduate**

- A. In order for a new student entering the Kenai Peninsula Borough School District to receive a Kenai Peninsula Borough School District diploma, he/she must be enrolled as a full-time student by the beginning of the second semester of the senior year and fulfill all requirements of the District. To be considered full time, a student is required to enroll for a minimum of 2.0 credits per semester (e.g., four courses at .5 credit each, or two courses at 1.0 each).
- B. Students enrolling in a District school during the second semester of their senior year must enroll in the District for a minimum of 2.0 credits (e.g., 4 courses at .5 credit each or 2 courses at 1.0 credit each for the semester).

For new students transferring to the District as seniors in their second semester who do not plan to receive a Kenai Peninsula Borough School District diploma, the following process is allowed. Upon request of the parent, student and former school district, the Kenai Peninsula Borough School District school will send the previous school progress reports so a diploma may be granted by the previous school or previous school district. The student may participate in the Kenai Peninsula Borough School District graduation ceremony provided they are receiving a diploma from their previous school or district.

- C. In order to receive a Kenai Peninsula Borough School District diploma, students who leave the District must either fulfill graduation requirements before they leave or have completed an approved plan for meeting the requirements prior to the graduation date. This plan must be approved by the principal of the school granting the diploma, and by the District assistant superintendent of instruction.
- D. Deviation from these requirements may be approved by the Superintendent of schools as recommended by the building principal.

#### **Credit for Home School, Private School or Correspondence Courses**

- A. Credits received from schools accredited through state departments of education or regional accreditation associations will be accepted by the Kenai Peninsula Borough School District.

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

- B. Credits claimed from nonaccredited schools will be subject to approval by the district instructional team credit and course review committee according to the following criteria:
  1. Students must provide evidence of work completed for the course for which credit is requested.
  2. Students must demonstrate competency in the language arts, mathematics, science and social studies course for which credit is requested; such competency should be equivalent to that of other Kenai Peninsula Borough School District students who have received credits for a similar or like KPBSD course.
  3. In order to receive credit outside the core areas, the student must provide evidence of work completed and an assessment of work completed which will be evaluated by the District instructional team credit and course review committee.

**Eighth Grade Credits**

No credits are recognized for graduation for courses taken during the eighth grade. Students may, however, receive high school credit for junior high work if, as ninth grade students, they successfully challenge the course using current policy.

**Weighted Grades**

Beginning in the 2004-2005 school year, additional quality points will be assigned for College Board Advanced Placement (AP) courses for the purpose of calculating grade point average (GPA). For each passing semester grade in an Advanced Placement course, 0.021 will be added to the student's cumulative GPA.

Deleted: weighted grades

Deleted: A weighted grade of A will be worth 5 points, a weighted grade of B worth 4 points, a weighted grade of C worth 3 points, a weighted grade of D worth 2 points and an F worth 0 points.

**Credit Limitations**

No more than one (1.0) credit of classroom aide experience during the high school career can qualify toward graduation.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 6/6/2004

# OPTION 3

AR 6146.1(a)

## Instruction

### HIGH SCHOOL GRADUATION REQUIREMENTS

#### Eligibility to Graduate

- A. In order for a new student entering the Kenai Peninsula Borough School District to receive a Kenai Peninsula Borough School District diploma, he/she must be enrolled as a full-time student by the beginning of the second semester of the senior year and fulfill all requirements of the District. To be considered full time, a student is required to enroll for a minimum of 2.0 credits per semester (e.g., four courses at .5 credit each, or two courses at 1.0 each).
- B. Students enrolling in a District school during the second semester of their senior year must enroll in the District for a minimum of 2.0 credits (e.g., 4 courses at .5 credit each or 2 courses at 1.0 credit each for the semester).

For new students transferring to the District as seniors in their second semester who do not plan to receive a Kenai Peninsula Borough School District diploma, the following process is allowed. Upon request of the parent, student and former school district, the Kenai Peninsula Borough School District school will send the previous school progress reports so a diploma may be granted by the previous school or previous school district. The student may participate in the Kenai Peninsula Borough School District graduation ceremony provided they are receiving a diploma from their previous school or district.

- C. In order to receive a Kenai Peninsula Borough School District diploma, students who leave the District must either fulfill graduation requirements before they leave or have completed an approved plan for meeting the requirements prior to the graduation date. This plan must be approved by the principal of the school granting the diploma, and by the District assistant superintendent of instruction.
- D. Deviation from these requirements may be approved by the Superintendent of schools as recommended by the building principal.

#### Credit for Home School, Private School or Correspondence Courses

- A. Credits received from schools accredited through state departments of education or regional accreditation associations will be accepted by the Kenai Peninsula Borough School District.

**HIGH SCHOOL GRADUATION REQUIREMENTS** (continued)

- B. Credits claimed from nonaccredited schools will be subject to approval by the district instructional team credit and course review committee according to the following criteria:
1. Students must provide evidence of work completed for the course for which credit is requested.
  2. Students must demonstrate competency in the language arts, mathematics, science and social studies course for which credit is requested; such competency should be equivalent to that of other Kenai Peninsula Borough School District students who have received credits for a similar or like KPBSD course.
  3. In order to receive credit outside the core areas, the student must provide evidence of work completed and an assessment of work completed which will be evaluated by the District instructional team credit and course review committee.

**Eighth Grade Credits**

No credits are recognized for graduation for courses taken during the eighth grade. Students may, however, receive high school credit for junior high work if, as ninth grade students, they successfully challenge the course using current policy.

**Weighted Grades**

Beginning in the 2004-2005 school year, weighted grades will be assigned for College Board Advanced Placement (AP) courses for the purpose of calculating grade point average (GPA). A weighted grade of A will be worth 5 points, a weighted grade of B worth 4 points, a weighted grade of C worth 3 points, a weighted grade of D worth 2 points and an F worth 0 points.

**Credit Limitations**

No more than one (1.0) credit of classroom aide experience during the high school career can qualify toward graduation.



School

School	EH	PRESCHL	K	1	2	3	4	5	6	7	8	9	10	11	SEC		K-6	AREA	Custodian	CUSTODIAN	Secretary	SECRETARY	COUNSELING	LIBRARY	NURSES	POOL THEATER			
															12ADM	ADM										SQ.FEET	Formula	Allocation	Formula
HIGH SCHOOLS																													
																		Average of cust/22,000 sqft and 1 cust/125 ADM	ROUNDED		1.0 FTE PER 200 ADM	ROUNDED	- .5 IF ADM 200-400 1.0 IF ADM > 400	.44 PER SCHOOL	1 HR/DAY PER 150 ADM	FTE	1.00 SCHOOL WITH POOL		
Homer HS												144	130	139	111	524	524	0	158200	5.69	5.50	2.62	2.50	1.00	0.44	3.49	0.44	1.00	0.50
KCHS	10											129	135	145	126	545	535	0	189917	6.46	6.50	2.73	2.50	1.00	0.44	3.57	0.45	1.00	N/A
NIH										69	55	74	84	73	56	411	411	0	119344	4.36	4.50	2.06	2.00	1.00	0.44	2.74	0.34	N/A	1.00
Seward HS												68	70	65	60	263	263	0	74941	2.76	2.50	1.32	1.50	0.50	0.44	1.75	0.23	1.00	0.50
SKYVIEW												129	151	134	132	546	546	0	118021	4.87	5.00	2.73	2.50	1.00	0.44	3.64	0.46	1.00	1.00
SOHI												129	141	153	136	559	559	0	154637	5.75	5.50	2.80	3.00	1.00	0.44	3.73	0.47	1.00	1.00
MIDDLE SCHOOLS																													
																		Average of cust/22,000 sqft and 1 cust/125 ADM	ROUNDED		1.0 FTE PER 200 ADM	ROUNDED	- .5 IF ADM 200-400 1.0 IF ADM > 400	.44 PER SCHOOL	1 HR/DAY PER 90 ADM	FTE	N/A		
Homer Middle										93	115					208	208	0	65556	2.32	2.50	1.04	1.00	0.50	0.44	2.31	0.29		
Kenai Middle								124	117	131						372	372	124	87316	3.47	3.50	1.86	2.00	0.50	0.44	4.13	0.52		
Seward Middle												48	51			99	99	0	47820	1.48	1.50	0.50	0.50	0.00	0.44	1.10	0.14		
Sold Middle												264	280			544	544	0	92115	4.27	4.00	2.72	2.50	1.00	0.44	6.04	0.76		
ELEMENTARY SCHOOLS K-8																													
																			Average of cust/20,000 sqft and 1 cust/100 ADM	ROUNDED		ADM<=275=1.0 FTE ADM>275=1.0 FTE/275 ADM	ROUNDED	N/A	.38 IF K-6 <=275 .44 IF K-6 276-400	1 HR/DAY PER 60 ADM	FTE	N/A	
Chapman			18	14	16	13	16	11	15	15	11	0	0	0	0	129	129	103	28108	1.35	1.50	1.00	1.00		0.38	2.15	0.27		
K-Beach			62	66	66	52	64	55	63							428	428	428	49695	3.38	3.50	1.56	1.50		0.00	7.13	0.89		
McNeil Can			21	20	23	17	12	15	16							124	124	124	32750	1.44	1.50	1.00	1.00		0.38	2.07	0.26		
Mi. View																248	248	248	50000	2.49	2.50	1.00	1.00		0.38	4.13	0.52		
Nikiski El/North Star			43	47	49	52	41	65	65							362	362	362	50000	3.06	3.00	1.32	1.50		0.44	6.03	0.75		
Paul Banks	11		68	74	61											214	203	203	34334	1.87	2.00	1.00	1.00		0.38	3.38	0.42		
Redoubt			54	63	41	74	50	59	56							397	397	397	47559	3.17	3.00	1.44	1.50		0.44	6.62	0.83		
Sears	11		110	107	45											273	262	262	38200	2.27	2.00	1.00	1.00		0.38	4.37	0.55		
Seward El.	6		42	39	40	45	44	44	42							302	296	296	52199	2.78	2.50	1.10	1.00		0.44	4.93	0.62		
Sold. El.	23		40	31	32	31	38	40	42							277	254	254	54177	2.62	2.50	1.01	1.00		0.38	4.23	0.53		
Sterling			25	28	28	28	10	32	29							180	180	180	34724	1.77	1.50	1.00	1.00		0.38	3.04	0.38		
Tustumena			17	17	15	17	28	31	24							149	149	149	46679	1.91	2.00	1.00	1.00		0.38	2.48	0.31		
West Homer El						80	51	61	72							264	264	264	52500	2.63	2.50	1.00	1.00		0.38	4.40	0.55		
SMALL SCHOOLS < 100																													
																			Average of cust/18,000 sqft and 1 cust/100	ROUNDED		.75 FTE PER SCHOOL	N/A	N/A	5 DAY PER WEEK	FTE	1.00 SCHOOL WITH POOL		
Cooper L.			1			2	2	2	1	2	3					10204		13	13	8	10204	0.35	0.50						
Homer Flex												6	11	15	8	40	40	0	5405	0.35	0.50	0.75	0.75		0.80	0.10			
Hope			1	1	1	1	1	1	1	4		2	1		1	15	15	6	13500	0.45	0.50	0.75	0.75		0.80	0.10			
Kenai Alt												17	24	21	10	72	72	0	14122	0.75	0.50	0.75	0.75		0.80	0.10			
K. Selo	9		7	8	8	10	9	5	9	5	7	8	7	3	2	97	88	56	3168	0.53	0.50	0.75	0.75		0.80	0.10			
Moose Pass			3	1	3	3	3	6	5	5	4	0	0	0	0	33	33	24	8989	0.41	0.50	0.75	0.75		0.80	0.10			
Narwalek			4	4	3	7	6	3	4	9	4	6	4	5	2	61	61	31	14832	0.72	0.50	0.75	0.75		0.80	0.10			
Nikolsvick			6	6	6	7	6	5	2	3	7	7	2	9	6	72	72	38	24282	1.03	1.00	0.75	0.75		0.80	0.10			
P. Graham			2	3	2	2	2	1	2	3	2	5	4	0	0	28	28	14	12568	0.69	0.50	0.75	0.75		0.80	0.10			
Razdolna			4	4	4	1	4	2	4	5	4	3	2		3	40	40	23	2940	0.28	0.50	0.75	0.75		0.80	0.10			
Spring Creek												20	10	13	12	55	55	0	n/a	n/a	0.75	0.75		n/a	n/a				
S.B. Engl.	2		5	8	3	2	5	5	3	5	5	5	5	5	6	64	62	23	59208	1.95	2.00	0.75	0.75		0.80	0.10	1.00		
Toboggan			5	8	3	2	5	5	3	5	5	5	5	5	2	48	48	31	25976	0.96	1.00	0.75	0.75		0.80	0.10			
SMALL SCHOOLS > 100 With High School																													
																			Average of cust/18,000 sqft and 1 cust/100 ADM	ROUNDED		ADM<=225=1.0 FTE ADM>=225=1.5 FTE	N/A	N/A	1 HR/DAY PER 80ADM	FTE	1.00 SCHOOL WITH POOL		
Niinichik	2		12	12	12	1	8	14	12	15	25	19	30	14	17	193	191	71	54317	2.48	2.50	1.00	1.00		2.35	0.30	1.00		
Voznesenka			6	6	8	11	9	11	13	11	10	12	12	11	11	131	131	64	8060	0.88	1.00	1.00	1.00		1.64	0.20			
TOTALS																													
	10	64	556	559	475	509	496	583	605	672	727	791	823	809	701	8380	8306		1936363	83.80	82.75	46.53	46.25	7.50	9.14	101.07	12.63	7.00	4.00

IF .3 or <=.00  
IF BETWEEN .31 AND .79 = .50  
IF .8 OR >= 1.00

## 2005-06 staffing formula comparisons

	STATUS QUO	SECONDARY CHANGES	DIFFERENCE
<b>TEACHERS</b>			
<b>High School/Middle School &gt;100</b>	1:24.5	1:24	Difference
Homer High	21.50	22.00	0.50
Homer Middle	8.50	8.50	0.00
Kenai Central	22.00	22.00	0.00
Kenai Middle	15.00	15.50	0.50
Nikiski Middle/Sr.	16.50	17.00	0.50
Seward High	10.50	11.00	0.50
Seward Middle	4.00	4.00	0.00
Skyview High	22.00	22.50	0.50
Soldotna High	23.00	23.00	0.00
Soldotna Middle	22.00	22.50	0.50
	=====	=====	=====
	165.00	168.00	3.00

	STATUS QUO		SECONDARY CHANGES	DIFFERENCE
<b>COUNSELORS</b>				
<b>High School/Middle School &gt;100</b>	1.0 IF ADM<=400 2.0 IF ADM >400	Actual	1.0 IF ADM 200- 400 1.5 IF ADM 401-600 2.0 IF ADM >600	Difference (per formula)
Homer High	2.00	1.00	1.50	-0.50
Homer Middle	1.00	1.00	1.00	0.00
Kenai Central	2.00	1.20	1.50	-0.50
Kenai Middle	1.00	0.50	1.00	0.00
Nikiski Middle/Sr.	2.00	1.00	1.50	-0.50
Seward High	1.00	1.00	1.00	0.00
Seward Middle	1.00		0.00	-1.00
Skyview High	2.00	1.00	1.50	-0.50
Soldotna High	2.00	2.00	1.50	-0.50

Soldotna Middle	2.00	1.50	1.50	-0.50
	=====	=====	=====	=====
	16.00	10.20	12.00	-4.00

	STATUS QUO	SECONDARY CHANGES	SECONDARY CHANGES	DIFFERENCE (Total Allocation)
--	------------	-------------------	-------------------	-------------------------------

**7-12 SECRETARIES**

	All	Secretary III, Attendance, Bookkeeper	Counseling Assistant	Difference
PER	1.0 FTE ADM 160	1.0 FTE PER 200 ADM	.5 IF ADM 200-400 1.0 IF ADM >400	

**High Schools**

Homer High	3.00	2.50	1.00	0.50
Kenai Central	3.50	2.50	1.00	0.00
Nikiski Middle/Sr.	2.50	2.00	1.00	0.50
Seward High	1.50	1.50	0.50	0.50
Skyview High	3.50	2.50	1.00	0.00
Soldotna High	3.50	3.00	1.00	0.50
	=====	=====	=====	=====
	17.50	14.00	5.50	2.00

	1.0 FTE PER 200 ADM 1.5 MINIMUM	1.0 FTE PER 200 ADM	.5 IF ADM 200-400 1.0 IF ADM >400	Difference
--	------------------------------------	------------------------	--------------------------------------	------------

**Middle Schools**

Homer Middle	1.50	1.00	0.50	0.00
Kenai Middle	2.00	2.00	0.50	0.50
Soldotna Middle	2.50	2.50	1.00	1.00
	=====	=====	=====	=====
	6.00	5.50	2.00	1.50

PER	1.0 FTE ADM 200	1.0 FTE PER 200 ADM	.5 IF ADM 200-400 1.0 IF ADM >400	Difference
-----	--------------------	------------------------	--------------------------------------	------------

**Small Middle Schools**

Seward Middle	0.50	0.50	0.00	0.00
	=====	=====	=====	=====
GRAND TOTAL	24.00	20.00	7.50	3.50



	STATUS QUO		SECONDARY CHANGES	DIFFERENCE
--	------------	--	----------------------	------------

---

## LIBRARIANS

### High School/Middle School >100

	.5 IF ADM <=400 1.0 IF ADM >400	Actual	.5 IF ADM >=200 1.0 IF ADM >=600	Difference (per formula)
Homer High	1.00	0.00	0.50	-0.50
Homer Middle	0.50	0.50	0.50	0.00
Kenai Central	1.00	0.50	0.50	-0.50
Kenai Middle	0.50	0.50	0.50	0.00
Nikiski Middle/Sr.	1.00	0.60	0.50	-0.50
Seward High	0.50	0.75	0.50	0.00
Seward Middle	0.50		0.00	-0.50
Skyview High	1.00	0.50	0.50	-0.50
Soldotna High	1.00	1.00	0.50	-0.50
Soldotna Middle	1.00	0.50	0.50	-0.50
	=====	=====	=====	=====
	8.00	4.85	4.50	-3.50

## LIBRARY AIDES

### High School/Middle School >100

	No aide		.44 PER SCHOOL	Difference
Homer High			0.44	0.44
Homer Middle			0.44	0.44
Kenai Central			0.44	0.44
Kenai Middle			0.44	0.44
Nikiski Middle/Sr.			0.44	0.44
Seward High			0.44	0.44
Seward Middle			0.44	0.44
Skyview High			0.44	0.44
Soldotna High			0.44	0.44
Soldotna Middle			0.44	0.44
	=====		=====	=====
	0.00		4.40	4.40

STATUS QUO	ELEMENTARY CHANGES	DIFFERENCE
------------	-----------------------	------------

---

## TEACHERS

	K-3 1:24	4- 1:20 3 1:22	K 1- 4-6 1:26	Difference
<b>Elementary Schools K-6 &gt;200</b>				
K-Beach	16.50		18.50	2.00
Mt. View	9.00		10.00	1.00
Nikiski North Star	14.00		15.50	1.50
Paul Banks	8.50		9.50	1.00
Redoubt	15.50		17.00	1.50
Sears	11.00		12.50	1.50
Seward Elementary	11.50		12.50	1.00
Soldotna Elementary	9.50		11.00	1.50
West Homer Elem	9.50		10.50	1.00
	=====		=====	=====
	105.00		117.00	12.00

## LIBRARY/PLAYGROUND AIDES

	.38 IF K-6 150-200	.38 IF K-6 <=275 K-6 276-400	.44 IF K-6 276-400	Difference
<b>Elementary Schools K-8</b>				
Chapman	0.00	0.38		0.38
K-Beach	0.00	0.00		0.00
McNeil Canyon	0.00	0.38		0.38
Mt. View	0.00	0.38		0.38
Nikiski North Star	0.00	0.44		0.44
Paul Banks	0.00	0.38		0.38
Redoubt	0.00	0.44		0.44
Sears	0.00	0.38		0.38
Seward Elementary	0.00	0.44		0.44
Soldotna Elementary	0.00	0.38		0.38
Sterling	0.38	0.38		0.00
Tustumena	0.00	0.38		0.38
West Homer Elem	0.00	0.38		0.38
	=====	=====		=====

0.38

4.74

4.36

STATUS QUO	SMALL SCHOOL CHANGES	DIFFERENCE
------------	----------------------	------------

## TEACHERS

### SMALL SCHOOLS 200

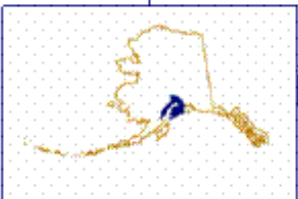
<

1:19 IF ADM <100  
1:24 IF ADM 100-  
200 1.0 MINIMUM

1:18 IF ADM <100  
1:24 IF ADM 100-  
200 1.0 MINIMUM

Difference

Chapman	5.50	5.50	0.00
Cooper Landing	1.00	1.00	0.00
Hope	1.00	1.00	0.00
K-Selo	4.50	5.00	0.50
Mcneil Canyon	5.00	5.00	0.00
Moose Pass	1.50	2.00	0.50
Nanwalek	3.00	3.50	0.50
Nikolaevsk	3.50	4.00	0.50
Ninilchik	8.00	8.00	0.00
Pt. Graham	1.50	1.50	0.00
Razdolna	2.00	2.00	0.00
Sterling	7.50	7.50	0.00
S.B. English	3.00	3.50	0.50
Tebughna	2.50	2.50	0.00
Tustumena	6.00	6.00	0.00
Voznesenka	5.50	5.50	0.00
	=====	=====	=====
	61.00	63.50	2.50



## Kenai Peninsula Borough School District

### **Curriculum & Assessment**

Paula Christensen, Director, Elementary Education

Glenn Haupt, Director, Secondary Education

148 Binkley Street Soldotna, Alaska 99669-7553

Phone (907) 262-9805 Fax (907) 262-6354



CONCEPTS AND ROLES

The School Board acknowledges that policies, procedures and regulations are the basis for all aspects of the management of the District. It is the intent of the Board to comply with federal, state, local and negotiated agreements. Any District policy, procedure, regulation or provision of negotiated agreements is subject to compliance with federal, state or local statutes.

The School Board

- 1. Establishes and adopts Board policy.
2. Hires and evaluates the Superintendent.
3. Approves the employment of all certificated employees.
4. Approves all negotiated agreements with employee groups.

The Superintendent

- 1. Is responsible for implementing Board policy.
2. Is responsible for all aspects of the management of the District. These duties include but are not limited to:
a. Nominating employment to the Board of all certificated personnel.
b. Assuring compliance with negotiated agreements.
c. Evaluation of all District employees.
d. Student academic achievement.

Legal Reference:

- ALASKA STATUTES
14.08.101 Powers (regional school board)
14.08.111 Duties (regional school board)
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city
14.20.095 Right to comment and criticize not to be restricted
23.40.070-23.40.260 Public Employment Relations Act (PERA)
39.25.110 Exempt service

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [ ]

Deleted: affirms its intention to have district
Deleted:
Deleted: and procedures
Deleted: conform to the requirements of state and federal laws and regulations. District policies and regulations shall apply only to the extent that they do not conflict with any collective bargaining agreement in effect between the district and its employees.
Deleted: Adopts wage and salary schedules.
Deleted: school personnel
Deleted: 3. Determines principles of treatment for employees, such as those in connection with sick leave, leaves of absence, inservice training, retirement, etc., either through the policies and regulations of the district or through negotiations with employee organizations in accordance with law.
Deleted: or Designee
Deleted: 1
Deleted: es for
Deleted: and support
Deleted: 2. Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting any such action.
Deleted: 3. Assigns, directs and supervises the work of all employees with due regard for the individual rights involved.
Deleted: 4. Proposes salary schedules for staff members not covered by an employee organization agreement, and advises the Board throughout negotiations with employee organizations on all matters under negotiations
Deleted: 5. The Superintendent or designee shall conduct the district's personnel relations with fair and sound practices in [1]
Deleted: 7/1/96

**DRUG AND ALCOHOL-FREE WORKPLACE**

The School Board believes that the maintenance of drug-free and alcohol-free workplaces is essential to school and District operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance before, during, or after school hours at school or in any other District workplace or at any District-sponsored activity.

Deleted: ¶  
Note: The Drug-Free Workplace Act of 1988 requires districts to adopt policy maintaining drug-free workplaces as specified by law and to notify their employees of such policy. The Drug-Free Schools and Communities Act includes alcohol in addition to "controlled substances," and applies to districts that receive federal funds either directly or indirectly.¶

The Superintendent shall:

1. Publish and provide access to each employee notification of the Board's policy mandating a drug-free and alcohol-free workplace. The notification shall specify the actions that will be taken against employees who violate these prohibitions. It also shall state that as a condition of employment, the employee will abide by the terms of this policy and notify the employer of any criminal drug or alcohol conviction for a violation which occurred in the workplace. Such notice by the employee must be made within five (5) days from the date of the conviction. Failure to comply with the policy shall result in termination.

Deleted: district  
Deleted: district  
Deleted: district  
Deleted: give  
Deleted: a  
Deleted: occurring

For the purpose of this policy, "conviction" shall mean a finding of guilt by any judicial body charged to determine violations of federal or state criminal drug or alcohol laws, whether such finding is made following a trial or by entry of a plea of guilty or nolo contendere.

2. Establish a drug and alcohol awareness program to inform employees about, the District policies of maintaining a drug-free and alcohol-free workplace.

Deleted: :  
Deleted: ¶  
a. The dangers of drug and alcohol abuse in the workplace.¶  
b.  
Deleted: district  
Deleted: policy  
Deleted: workplaces

**All Personnel**

**DRUG AND ALCOHOL-FREE WORKPLACE** (continued)

3. Initiate disciplinary action within thirty (30) days after receiving notice from an employee, or otherwise, of a conviction for a violation in the workplace. Such action shall be consistent with state and federal law, the appropriate employment contract, the applicable collective bargaining agreement, and District policy and practices.

Deleted: ¶  
3. Notify the appropriate federal granting or contracting agencies within ten days after receiving notification from an employee, or otherwise, of any conviction for a violation occurring in the workplace.¶

When required by law or Board policy, the Superintendent shall terminate an employee. When termination is not required by law or Board policy, the Superintendent shall (a) take appropriate disciplinary action, including termination when warranted, or (b) require the employee to satisfactorily participate in, and complete, an approved drug assistance or rehabilitation program. The Superintendent's decision shall be made in accordance with relevant state and federal laws, employment contracts, collective bargaining agreements, and District policies and practices.

Deleted: 4

Deleted: district

Deleted: ¶  
5. Make a good faith effort to maintain a drug- and alcohol-free workplace throughout the district.¶

Deleted: superintendent

Deleted: superintendent

Deleted: superintendent

Deleted: district

- (cf. 3520- School Safety and Security)
- (cf. 4117.4 - Dismissal)
- (cf. 4118 - Suspension/Disciplinary Action)
- (cf. 4158/4358 - Employee Security)
- (cf. 4021 - Drug and Alcohol Testing for District Commercial Driver Licensed Employees)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)

*Legal Reference:*

- THE DRUG-FREE WORKPLACE ACT OF 1988
- DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1986, as amended
- CONTROLLED SUBSTANCES ACT,
- 21 CODE OF FEDERAL REGULATIONS
- 1300.1-1300.15

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96



**DRUG AND ALCOHOL-FREE WORKPLACE  
NOTICE TO EMPLOYEES**

YOU ARE HEREBY NOTIFIED that it is a violation of Board policy for any employee at a School District workplace to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, drug, or controlled substance as defined in the Controlled Substances Act and Code of Federal Regulations.

Deleted: school

Deleted: district

"School District workplace" is defined as any place where School District work is performed, including a school building or other school premises; any school-owned or school-approved vehicle used to transport students to and from school or school activities; any off-school sites when accommodating a school-sponsored or school-approved activity or function, such as a field trip or athletic event, where students are under District jurisdiction; or during any period of time when an employee is supervising students on behalf of the District or otherwise engaging in District business.

Deleted: district

Deleted: school

Deleted: district

Deleted: district

Deleted: district

Deleted: engaged

Deleted: district

Deleted: district

Deleted: district

As a condition of your continued employment with the District, you will comply with the District's policy on Drug and Alcohol-Free Workplace and will, any time you are convicted of any criminal drug or alcohol statute violation, notify your employer of this conviction no later than five (5) days after such conviction.

**DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES**

**Purpose**

The Superintendent shall establish and implement a drug and alcohol testing program for all School District personnel whose duties require them to hold a Commercial Drivers License (CDL). For the purposes of this policy, these drivers will hereafter be referred to as "driver."

- Deleted: superintendent
- Deleted: school
- Deleted: district

The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of drugs and alcohol by drivers with CDLs. This program shall test drivers for improper use of drugs and alcohol, and shall include pre-employment, random, post-accident and return-to-duty testing. Improper use of drugs and alcohol consists of use that constitutes a criminal offense, or otherwise violates the regulations of the Department of Education.

- Deleted: random testing

**Prohibited Conduct**

No personnel employed by the School District as drivers of motorized vehicles shall report for, or remain on duty, when the driver has used any controlled substance, or has a prohibited concentration of alcohol in the driver's system. The only exception is when a driver has used a controlled substance pursuant to the instructions of a qualified physician who has advised the driver, in writing, that the substance does not adversely affect the driver's ability to safely operate a motorized vehicle for the transportation of students. The driver shall provide a copy of the physician's written advice to the driver's supervisor and the School District Human Resources Department prior to operating any motor vehicle for the School District.

- Deleted: school
- Deleted: district

- Deleted: Drivers
- Deleted: advise
- Deleted: school
- Deleted: district

**Required Testing**

Drivers shall be subject to pre-employment, pre-duty, reasonable suspicion, random, post-accident, return-to-duty, and follow-up alcohol and drug testing. Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions, which include just before or just after the employee performs the safety-related function for the District. Controlled substance testing may be performed at any time the driver is at work. An employee subject to this testing may not refuse to take a test when required.

- Deleted: /
- Deleted: return
- Deleted: to
- Deleted: district

**DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES (continued)**

Deleted: Continued

**Consequences for Failing or Refusing to Take a Required Test**

A refusal to take a required test shall be considered in violation of the employee's contractual obligations to the District, and will constitute grounds for the employee's termination from employment with the District. If testing confirms presence of alcohol concentration above 0.01, or the presence of a controlled substance, the employee shall be removed immediately from safety-related functions in accordance with law. The District may reassign the employee to non-safety-related functions until such time as the driver complies with the requirements for returning to duty.

Deleted: district

Deleted: may

Deleted: district

Deleted: district

The Board retains the authority, consistent with state and federal law, to discipline or discharge any driver who is alcohol or chemically dependent, and whose current use of alcohol or drugs impairs the employee's job qualifications or performance. Before a driver may be reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation, and undergo a return-to-duty test with verified results.

Except as required by law or collective bargaining agreement, the District is not required to provide rehabilitation, pay for substance abuse treatment, nor to reinstate a driver who has failed a required drug or alcohol test. All employment decisions involving reassignment, reinstatement, termination or dismissal from employment shall be made in accordance with applicable District policies and procedures.

Deleted: district

Deleted: or

Deleted: district

**Records**

The District shall keep and maintain testing records, and shall maintain the confidentiality of those records, in accordance with law. Testing records shall not be released without the written consent of the employee. The District shall not retain records of false positive test results in the employee's employment records.

Deleted: district

Deleted: district

**DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES (continued)**

Deleted: Continued

**Training**

The District shall take steps to ensure that supervisors receive appropriate training to administer the District's drug and alcohol testing program, and employees receive the notifications required by law.

Deleted: district

Deleted: district

Deleted: that

*(cf. 4020 - Drug and Alcohol Free Workplace)  
(cf. 3520 - School Safety and Security)  
(cf. 4158/4358 - Employee Security)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*Legal Reference:*

ALASKA STATUTES  
*AS 14.09.025 (Drug Testing for School Bus Drivers)*  
FEDERAL LAW  
*Omnibus Transportation Employee Testing Act of 1991  
The Drug-Free Workplace Act of 1989  
The Drug-Free Schools and Communities Act of 1986, as amended  
International Brotherhood of Teamsters v. Dept. of Transportation, 932 F.2d 1292 (1991).*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES**

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

Deleted: district

Deleted: district

Deleted: district

**Definitions**

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

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

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

Deleted: district

**Prohibited Conduct**

Drivers shall be prohibited from any drug or alcohol use that could affect performance on the job, including use during the four (4) hours before driving, during any period of time the employee is driving, and during the eight (8) hours following an accident, should one occur.

**DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES** (continued)

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

**REQUIRED TESTING**

**Pre-employment Tests**

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

Deleted: district  
Deleted: district

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

Deleted: district

**Post-accident Tests**

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

Deleted: district  
Deleted: post

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

Deleted: .

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

**DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES** (continued)

If an alcohol test is not administered within two (2) hours after the accident, or a drug test is not administered within ~~thirty-two (32)~~ hours after the accident, the ~~District~~ will prepare and maintain records explaining why the test was delayed, or not conducted.

Deleted: district

**Reasonable Suspicion Tests**

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

Deleted: district

Deleted: district

Deleted: district

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before, or just after, the period of the work day when the driver must comply with these prohibitions. If an alcohol test is not administered within two (2) hours of a determination of reasonable suspicion, the ~~District~~ will prepare and maintain a record explaining why a test was not conducted within that time. Attempts to conduct an alcohol test will terminate after eight (8) hours.

Deleted: ,

Deleted: district

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

Deleted: district

**Random Tests**

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

Deleted: Alcohol

Deleted: ,

Deleted: scientifically

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

Deleted: may

**DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES** (continued)

**Return to Duty Tests**

Deleted: duty

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

Deleted: s

Deleted: district

Deleted: district

**Follow-up Tests**

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

Deleted: district

**Enforcement**

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

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

**Records**

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

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



**DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES** (continued)

**Notifications**

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

Deleted: district

1. The person designated by the District to answer driver questions about the materials;
2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. Specific information concerning driver conduct that is prohibited by Part 382;
5. The circumstances under which a driver will be tested for drugs and alcohol under Part 382;
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing processes, safeguard the validity of test results, and ensure that test results are attributed to the correct driver;
7. The requirement that a driver submit to drug and alcohol tests administered in accordance with Part 382;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. The consequences for drivers found to have an alcohol concentration of 0.01 or greater but less than 0.04; and

Deleted: district

**DRUG AND ALCOHOL TESTING OF SCHOOL DISTRICT COMMERCIAL DRIVER LICENSED EMPLOYEES** (continued)

11. Information concerning the effect of drugs and alcohol on an individual's health, work and personal life; sign and symptoms of a drug or alcohol problem (the driver's or a coworker's); available methods of intervening when a drug or alcohol problem is suspected, including confrontation; referral to an employee assistance program; or referral to management.

Deleted: and  
Deleted: ,

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

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

Deleted: s  
Deleted: district  
Deleted: district

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

Deleted: district  
Comment: Is this redundant?

The District shall notify a driver of the results of a pre-employment drug test, if the driver requests such results within sixty (60) calendar days of being notified of the disposition of the employee's employment application.

Deleted: district

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

Deleted: district  
Deleted: d

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 8/4/03

**NONDISCRIMINATION IN EMPLOYMENT**

The District and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, physical or mental disability, or Vietnam era veteran status.

Deleted: district

Deleted: , or good faith reporting to the Board on a matter of public concern.

(cf. 4119.11 - Sexual harassment)

Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District shall not discriminate against physically or mentally disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question.

Deleted: district

(cf. 4119.41 - Employees with Infectious Disease)

The Superintendent shall publicize this policy annually throughout the District and the community.

Deleted: or designee

Deleted: district

(cf. 1312.3 - Public Complaints Concerning Discrimination)

Legal Reference:

ALASKA STATUTES

14.18.010 Discrimination based on sex and race prohibited

14.18.020 Discrimination in employment prohibited

14.18.090 Enforcement by state board of education

ALASKA ADMINISTRATIVE CODE

4 AAC 06.510 Discrimination in hiring practices

CIVIL RIGHTS RESTORATION ACT

20 U.S.C. 1683 et seq.

VOCATIONAL REHABILITATION ACT OF 1973, SECTIONS 503 AND 504

29 U.S.C. 791 et seq.

AGE DISCRIMINATION IN EMPLOYMENT ACT

29 U.S.C. 621 et seq.

VIETNAM ERA VETERANS' ACT

38 U.S.C. 2011 et seq.

AMERICANS WITH DISABILITIES ACT

42 U.S.C. 12101 et seq.

Deleted: 18.80.220 Unlawful employment practices¶  
39.90.100 Nondiscrimination - Protection for whistle blowers

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

Adoption Date: \_\_\_\_\_

Deleted: 7/1/96

**EMPLOYEE NOTICE  
PROTECTION FOR WHISTLE BLOWERS**

Any employee of the school ~~District~~ may, in good faith, report to a public official or a public body, or testify before a public body about a matter of public concern.

Deleted: district

A matter of public concern means a violation of federal, state, or local law (including ~~School Board~~ policy), a danger to public health or safety, gross mismanagement (including a substantial waste of funds or clear abuse of authority), or a matter under investigation by the municipal ombudsman.

Deleted: s

Deleted: board

A report may not disclose any information which is legally required to be kept confidential.

An employee initiating a report must first submit the report to the employee's immediate supervisor unless the employee reasonably believes: it would be futile to report to the supervisor, an emergency exists, or that reprisals or discrimination would result.

Employee protections and obligations regarding reports on matters of public concern are fully stated in Alaska Statute 39.90.100-150.

(11/04)

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY POLICY**

**In General**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) authorized the Secretary of Health and Human Services (HHS) to establish standards for protecting the privacy of personal health information (PHI). HHS has issued regulations, with compliance to begin on April 14, 2003. This policy is intended to comply with those HHS regulations. However, because the regulations are fairly complex and subject to differing interpretations, the Superintendent is directed to recommend updates to this policy as new information becomes available.

**HIPAA Coverage**

The District has determined that certain functions of the District are covered functions, making the District a covered entity under HIPAA. The District is covered in two ways. The District is a “health care provider” as defined by HIPAA. The District declares itself to be a “hybrid entity,” which means that only the covered functions of the District’s operations (i.e., group health plan and student health services) are subject to HIPAA.

**Implementation Procedures for Health Plan Records**

In order to comply with HIPAA’s privacy standards, the District has taken the following steps:

1. Contact Person. The District has designated the Plan Administrator as the contact person responsible for receiving complaints about HIPAA compliance and providing additional information about the District’s HIPAA practices and procedures.
2. Privacy Officer. The District has designated the Plan Administrator as the Privacy Officer for HIPAA purposes. The Privacy Officer is responsible for developing and implementing privacy policies and procedures for the District, training District staff, and monitoring compliance. The Privacy Officer shall also be responsible for receiving complaints about HIPAA violations and for providing information about matters covered by privacy notices.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY POLICY (continued)**

3. Security of PHI Records. District officials must ensure that health plan records containing individually identifiable personal health information (PHI) are secure so that these records are readily available only to the minimum number of individuals who need them to carry out treatment, payment or health care operations (TPO). The Privacy Officer shall develop privacy of PHI. The Superintendent should review these practices on a periodic basis.
4. Authorization of Disclosure of PHI. HIPAA does not require participant authorization for health plan officials to use or disclose PHI for purposes of treatment, payment or health care operations. With some exceptions, disclosure of PHI by health plan officials (except for purposes of treatment, payment or health care operations) requires written authorization signed by the individual in question. The Privacy Officer shall determine activities and transactions that require an authorization and will develop an authorization form that complies with the HIPAA Privacy Rule.
5. Notice of Privacy Practices. District officials will provide a notice to health plan participants about their privacy rights and how their PHI will be used. Such information is known as a Notice of Privacy Practices. The notice must not only be provided by the date of disclosure, except in an emergency, but the District must make a good faith attempt to obtain the individual's acknowledgement of receipt of such notice.
6. Business Associates. A "business associate" is an outside business that provides various administrative services or assists with the District's health plan. The District shall identify its business associates, and shall enter into a written contract to safeguard PHI before the District can share PHI with the business associate. The deadline for having agreements in place is April 14, 2004.
7. Training. The District shall train those District employees who work in areas covered by the HIPAA Privacy Rule and who have access to PHI to follow the appropriate procedures to ensure PHI is not disclosed except as allowed by law.

**HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA) PRIVACY POLICY (continued)**

8. Complaints. There shall be a complaint procedure in place whereby written complaints related to PHI and HIPAA standards may be lodged. Any complainant is entitled to a hearing before the Privacy Officer, who has ten (10) school days to rule on such complaint. If the complainant is not satisfied with the disposition of the complaint, he/she may appeal to the Superintendent, who shall review the matter and make a final decision within fifteen (15) school days of receiving written notice of the appeal. The District shall not intimidate, threaten, coerce, discriminate against, or take any other retaliatory action against any individual exercising his or her HIPAA rights.

**Student Records**

Although the District is a “health care provider” under HIPAA because of the health care services it provides to students, student records are not subject to HIPAA. The HIPAA Privacy Rules expressly exempt from coverage student records covered by the federal law known as the Family Educational Rights and Privacy Act (FERPA). Such records are not governed by HIPAA even if they contain individually identifiable health information.

**Employee Records**

The HIPAA Privacy Rule does not govern a School District’s obligations as an “employer” to maintain, use or disclose medical records of its “employees.” Those obligations flow from the Americans with Disabilities Act and should be dealt with in accordance with those laws. Similarly, the HIPAA Privacy Rule prohibits the District from using PHI created by or received by the group health plan for employment-related functions.

Legal Reference:

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996  
Public Law 104-191, and applicable regulations 45 C.F.R. Part 160 and 164.

---

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

---



**Comment:**

MOVED TO AR 4111: RECRUITMENT AND SELECTION; ALSO COVERED IN BP 4119.3: DUTIES OF PERSONNEL

**Deleted: Certificated Personnel** BP 4111(a)

**RECRUITMENT AND SELECTION**

The district shall employ the most qualified person available for each open position. The Superintendent or designee shall develop recruitment and selection procedures which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the Board.





**Comment:**  
REFER TO BP 4000A: NOMINATE TO BOARD ALL CERTIFICATED EMPLOYEES AND  
BP 4030 NONDISCRIMINATION IN EMPLOYMENT

Deleted: Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers and any requirements of applicable collective bargaining agreements.¶  
¶  
*(cf. 4112.8 - Employment of Relatives)*¶  
¶  
No inquiry shall be made with regard to the age, sex, race, color, religion, or national origin of a person seeking employment. Questions regarding handicap shall be asked only when directly related to the job.¶  
¶  
*(cf. 4030 - Nondiscrimination in Employment)*¶  
*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*¶  
¶  
No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.¶  
¶  
BP 4111(b)¶  
¶  
**RECRUITMENT AND SELECTION** (continued)¶  
¶  
*Legal Reference:*¶  
ALASKA STATUTES¶  
*14.08.111 Duties (regional school boards)*¶  
*14.14.090 Additional duties*¶  
*14.20.035 Evaluation of training and experience*¶  
*14.20.100 Unlawful to require statement of religious or political affiliation*¶  
*14.20.110 Penalty for violation of AS 14.20.100*¶  
¶  
¶  
UNITED STATES CODE, TITLE 8 ¶  
*1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Con...* [2]

**RECRUITMENT AND SELECTION**

The District shall employ the most qualified person available for each open position. The Superintendent shall develop recruitment and selection procedures which include:

1. Assessment of the District's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for hire.

---

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: \_\_\_\_\_**

**All Personnel**

BP 4111.2  
4211.2  
4311.2

**LEGAL STATUS REQUIREMENT**

The District shall hire only citizens and aliens who are lawfully authorized to work in the United States.

Deleted: district

Deleted: . District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency

All new employees shall show appropriate documents, which certify that they are legally eligible to work in the United States, as required by law.

*(cf. 4111/4211 - Recruitment and Selection)*

*Legal Reference:*

UNITED STATES CODE, TITLE 8

*1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990*

CODE OF FEDERAL REGULATIONS, TITLE 8

*274(a) Control of Employment of Aliens*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 05/07/2001

**All Personnel**

AR 4111.2(a)  
4211.2  
4311.2

**LEGAL STATUS REQUIREMENT**

When being hired by the District for any kind of work, prospective employees shall be informed that they will be asked, within three (3) days of employment, to show documents which certify their work eligibility and identity. Persons employed for three days or less must provide such documentation on their first day. This documentation may consist of one item in group A below, or two items, one from group B and one from group C below.

Deleted: district

**Group A - Documents Establishing Both Work Authorization and Identity**

- 1. A United States passport, unexpired or expired.
- 2. An unexpired foreign passport with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization.
- 3. Permanent Resident Card or an Alien Registration Receipt Card with photograph (INS Form I-551).
- 4. An unexpired Temporary Resident Card (INS Form I-688).
- 5. An unexpired Employment Authorization Card (INS Form I-688A).
- 6. An unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B).

Deleted: 2. A Certificate of U.S. Citizenship (INS Form N-560 or N-561).¶

Deleted: 3. A Certificate of Naturalization (INS Form N-550 or N-570).¶

Deleted: 4

Deleted: 5

Deleted: A

Deleted: I-151 or

Deleted: 6

Deleted: 7

Deleted: 8. An unexpired Reentry Permit (INS Form I-327).¶

Deleted: 9. An unexpired Refugee Travel Document (INS Form I-571).¶

Deleted: 10

**Group B - Documents Establishing Identity**

- 1. A driver's license or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.

**All Personnel**

**LEGAL STATUS REQUIREMENT** (continued)

2. An ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color and address.
3. A school ID card with a photograph.
4. A voter's registration card.
5. A U.S. military card or draft record.
6. A military dependent's ID card.
7. A U.S. Coast Guard Merchant Mariner Card.
8. Native American tribal documents.
9. A driver's license issued by a Canadian government authority.

Deleted: .

**Group C - Documents Establishing Work Eligibility**

1. A U.S. Social Security card issued by the Social Security Administration, other than one stating it is not valid for employment.
2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350).
3. An original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States, bearing an official seal.
4. A Native American tribal document.
5. A U.S. Citizen ID Card (INS Form I-197).
6. An ID Card for use of Resident Citizen in the United States (INS Form I-179).
7. An unexpired employment authorization document issued by the INS, other than those listed in Group A.

**All Personnel**

**LEGAL STATUS REQUIREMENT** (continued)

If a minor has a work authorization document but does not have any of the identity documents in Group B, he/she may establish identity by means of a school record or report card; clinic, doctor or hospital record; or a day-care or nursery school record. Lacking any of these, he/she still may work, provided that a parent/guardian completes Section 1 of Form I-9 for the minor. In the space for the minor's signature, the parent/ guardian must write "minor under age 18." The parent/guardian also must complete the "Preparer/Translator Certification" section. In Section 2 under List B after the words "Document #," the personnel officer should write "minor under age 18."

If unable to provide satisfactory documentation, the employee shall furnish a receipt indicating that the needed document has been requested. This receipt must be presented within three days of the hire, and the document itself must be provided within ninety (90) days of the hire.

The Human Resources Department shall examine the documents presented and record the expiration date as it appears on all work authorization permits. This expiration information shall be subsequently flagged so as to remind the personnel officer to verify that the permit has been renewed and that the employee is still eligible to work.

Deleted: personnel officer

Should an employee present two documents on which the individual's name is not the same, the personnel officer shall ask to see documentation of name change, such as would be provided by a marriage license, divorce papers, court order or other legal document verifying the name change.

After examining the documents presented, the Human Resources Department shall copy them. Such copies shall be kept confidential and used only as needed to help justify the District's past decision to accept the documents as valid.

Deleted: personnel officer

Deleted: district

To protect full confidentiality, the Human Resources Department shall seal these copies in an envelope on which the following message has been printed:

Deleted: personnel officer

*The enclosed documents, provided only to verify work eligibility for (name of employee), were examined on (date) by (signature). This sealed envelope may be opened only by the Superintendent. Refer to BP/AR 4111.2/4211.2/4311.2 for current regulations.*

Deleted: or designee

AR 4111.2(d)  
4211.2  
4311.2

**All Personnel**

**LEGAL STATUS REQUIREMENT** (continued)

*(cf. 4112.6/4212.6/4312.6 - Personnel Records)*

The Human Resources Department shall require the employee to complete and sign INS Form I-9.

Deleted: personnel officer

The Human Resources Department shall complete and sign the I-9 form and shall assure that it is kept until a full year after the employee leaves the job.

Deleted: personnel officer

All I-9 forms shall be kept together in a separate file for at least three years from the hiring date. I-9 forms shall be kept for all employees hired after November 6, 1986.

I-9 forms shall be available for inspection upon request by officers of the Immigration and Naturalization Service (INS) or the Department of Labor. Other personnel documents shall not be made available to government agents, unless they present a warrant or subpoena.

The Superintendent shall open the sealed envelope containing copies of an employee's work authorization documents only in connection with inquiries by the INS.

Deleted: or designee

In order to avoid the loss of any employer rights, all communications received from the INS shall be answered within thirty (30) days.

Deleted: Immigration and Naturalization Service

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**CONTRACTS**

After January 1, the Board may issue teacher contracts for the following school year. Contracts shall be approved by the Board and signed by at least two Board members.

Deleted: board

The School Board shall give or mail reemployment contracts to teachers who are not dismissed or given notice of nonretention in accordance with law. If an employee fails to notify the Superintendent, within thirty (30) days after receipt of a contract of reemployment that he/she accepts reemployment, the Board shall consider the employee to have declined reemployment and shall terminate the employee's services at the expiration of the existing contract.

Deleted: or designee

Deleted:

*(cf. 4117.4 - Dismissals)  
(cf. 4117.6 - Nonretention)  
(cf. 4119.21 - Code of Ethics)*

*Legal Reference:*

ALASKA STATUTES

- 14.20.130 Employment of teachers and administrators*
- 14.20.145 Automatic Reemployment*
- 14.20.158 Continued contract provisions*
- 14.20.010 Teacher certificate required*
- 14.20.020 Requirements for issuance of certificate*
- 14.20.120 Statement of qualifications*
- 14.20.215 Definitions*
- 14.20.620 - 14.20.650 Interstate agreement on qualification of educational personnel*
- 14.30.250 Teacher qualifications*

ALASKA ADMINISTRATIVE CODE

- 4 AAC 05.080 School curriculum and personnel*
- 4 AAC 12.010-4 AAC 12.900 Certification of professional personnel*
- 4 AAC 18.010 Teachers' and administrators' contracts*
- 4 AAC 18.021 Employment of substitute teachers*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96



**All Personnel**

BP 4112.4  
4212.4  
4312.4

**HEALTH EXAMINATIONS**

The Superintendent shall ensure that all regularly employed personnel undergo a health examination, as required by law, upon initial employment and every three years thereafter.

Deleted: or designee

In addition, the Superintendent may require applicants for employment in support positions to undergo a pre-employment physical examination to show that they are physically able to perform the duties of specific jobs.

Deleted: The Board may exempt from the physical examination requirement any employees whose work does not bring them into close contact with students. (4 AAC 06.050)

Deleted: or designee

Continuing employees shall undergo annual tuberculosis tests in accordance with law.

Employees may be required to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of District students and employees, or to furnish medical proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position.

Deleted: district

(cf. 4119.41 - Employees with Infectious Disease)

*Legal Reference:*

ALASKA STATUTES

18.15.145 Screening of school employees

ALASKA ADMINISTRATIVE CODE

4 AAC 06.050 Physical examination of school employees

4 AAC 18.010 Teachers' and administrators' contracts

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**All Personnel**

BP 4112.5  
4212.5  
4312.5

**SECURITY CHECK**

The School Board desires to hire personnel whose background and behavior exemplifies a standard deemed appropriate for individuals working with children. Effort will be made to investigate the background of applicants prior to hire in the district. A background check of all applicants for all paid positions with the District is mandatory. The District reserves the right to require background checks and implement background checks on persons from non-school agencies, and organizations who have persons who have contact with students on school premises.

Deleted: This investigation will include questions related to an applicant's background, as well as fingerprint information in accordance with law.

Falsification or omission of information during the interview or on the application shall be grounds for immediate removal from consideration for a position or dismissal from a currently held position.

*Legal Reference:*  
ALASKA STATUTES  
12.62.035 Access to Certain Crime Information

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**All Personnel**

AR 4112.5  
4212.5  
4312.5

**SECURITY CHECK**

- 1. No person who has ever been convicted of, or plead guilty or no contest (including forfeiture of bail) to a crime involving violence or sexual abuse will be knowingly hired by the District.
- 2. No person who has been convicted of, or plead guilty or no contest (including forfeiture of bail) to (1) a felony, or (2) a crime or other violation involving a controlled substance within the five (5) years preceding the application, will be knowingly hired by the District.
- 3. If charges are pending, no action will be taken on the individual's application until disposition of the charges.

Deleted: district

Deleted: district

Deleted: If more than five years have elapsed since the crime or violation, a person may apply pursuant to following paragraph.

Deleted: ¶  
3. Applications from person who have been convicted, or plead guilty or no contest (including forfeiture or bail) to any crime or violation (excluding minor traffic violations) not covered in (2) nor (3) will be considered by the Superintendent on a case by case basis and notice given to the School Board prior to hire or being hired by the district.¶

Deleted: 4

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:**

Deleted: 7/1/96

**All Personnel**

BP 4112.6

4212.6

**PERSONNEL RECORDS**

4312.6

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as shall seem appropriate to the administration.

*(cf. 1312.1 – Public Complaints Concerning Personnel)*  
*(cf. 1340 - Access to District Records)*  
*(cf. 3580 - District Records)*

All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent, and those individuals authorized by the Superintendent or Board in accordance with administrative procedures.

Deleted: or designee

Deleted: School Board members may request to review an employee's file at a personnel session of the Board.

Employees shall be notified whenever disciplinary information is to be placed in their personnel files. Employees may review and comment on the contents of this personnel file. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.

Deleted: derogatory

*Legal Reference:*

ALASKA STATUTES

*09.25.120 Inspection and copying of public records*  
*23.40.070 Declaration of Policy (PERA)*

ALASKA ADMINISTRATIVE CODE

*4 AAC 19.040 Use of the evaluation*

*Municipality of Anchorage v. Anchorage Daily News, 794 P.2d 584 (Alaska 1990)*  
*City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**All Personnel**

BP 4112.61  
4212.61  
4312.61

**EMPLOYMENT REFERENCES**

| The School Board desires to provide information about District employees to prospective employers to the extent that such information is factual and does not violate an employee's privacy rights.

Deleted: district

| The Superintendent shall process all requests for references, letters of recommendation, or information about the causes or reasons for separation regarding all District employees other than the Superintendent. No other staff member shall make statements concerning a separated employee's performance or the reason(s) why any individual has left District employment.

Deleted: or designee

Deleted: district

Deleted: district

(cf. 4112.6 - Personnel Files)

Legal References:

ALASKA STATUTES

AS 09.65.160 Job References

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**All Personnel**

BP 4112.8

4212.8

**EMPLOYMENT OF RELATIVES**

4312.8

In order to preclude situations which could bring about a conflict of interest for members of the administrative staff, an employee shall not be appointed to a position where a member of his/her immediate family maintains supervisory or evaluation responsibilities for the position. Immediate family members may be employed at the same department or work location with the approval of the Superintendent.

Deleted: or designee

The School Board recognizes that factors such as remote locations and a lack of qualified job applicants may justify the employment of family members of the Superintendent or Board.

An immediate family member of a Board member may be employed by the District if he/she is the most qualified applicant, has been approved by the Board, and such employment has received the written approval of the Commissioner of Education and Early Development. An immediate family member of the Superintendent may be employed by the District with written approval of the Board.

Deleted: district

Deleted: district

Deleted: (AS 14.14.140)

(cf. 9270 - Conflict of Interest)

*Legal Reference:*

ALASKA STATUTES

14.14.140 Restriction on employment

ALASKA ADMINISTRATIVE CODE

4 AAC 18.031 Employment of members of immediate families of school board members

4 AAC 18.900 Definitions

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

---

**All Personnel**

AR 4112.8

4212.8

---

**EMPLOYMENT OF RELATIVES**

4312.8

---

**Hiring Procedures**

When a supervisor has a member of his/her immediate family apply for a position that is under said supervisor's authority, the following procedures are to be followed:

1. Supervisor is to review BP 4112.8, BP 4212.8, and BP 4312.8.
2. Upon review of policies, the supervisor is to contact the Human Resource Director.
3. Upon notification from a supervisor that a candidate has applied for a position that falls under the governance of BP 4112.8, BP 4212.8, or BP 4312.8, the Human Resource Director shall require the supervisor to provide a written explanation that justifies the reason for the necessity of interviewing and potential hiring of an immediate family member governed by BP 4112.8, BP 4212.8, and 4312.8. Such a written explanation must address the topic of number of qualified candidates and how said applicant, if selected, would be supervised and evaluated per BP 4112.8, BP 4212.8, and BP 4312.8.
4. The Human Resource Director will meet with the Superintendent upon written receipt of the supervisor's request to interview said candidate accompanied by the required documentation. The Human Resource Director will present the Superintendent with the aforementioned documentation, plus copies of employment announcements promulgating the position, along with the Human Resource Director's recommendation.
5. The Superintendent shall consider the Human Resource Director's request and respond in a timely manner to allow or deny the applicant interview privileges.
6. Once a candidate is considered for an interview, he/she will be considered equally with all other candidates for the job.

---

**KENAI PENINSULA SCHOOL DISTRICT****Adoption Date:**

---

**ASSIGNMENT**

The School Board respects the importance of assigning teachers in accordance with law, so as to serve the best interests of our students and the educational program. The Superintendent, may assign certificated personnel to any position for which their preparation, certification, experience and aptitude qualify them. Teachers may be assigned to any school within the District. Teachers may be assigned outside the scope of their teaching certificates or their fields of study as allowed by law.

Deleted: or designee

Deleted: district

*(cf. 4112.8 - Employment of Relatives)*

The assignment of certificated personnel shall comply with applicable collective bargaining provisions.

*Legal Reference:*

ALASKA STATUTES

14.20.147 *Transfer or absorption of attendance area or federal agency school*

14.20.148 *Intradistrict teacher assignment*

14.20.158 *Continued contract provisions*

23.40.070 *Declaration of policy (PERA)*

UNITED STATES CODE, TITLE 20

§ 1119 No Child Left Behind Act of 2001, P.L. 107-110

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96



**EVALUATION/SUPERVISION**

~~All employees shall be evaluated according to law and District procedures.~~



**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:**

Comment: Moved to AR4115

Deleted: The School Board requires evaluations to provide important information relevant to making employment decisions, to help staff improve their teaching skills and raise student achievement levels. The Superintendent or designee shall evaluate the effectiveness of certificated personnel annually in accordance with law and district criteria and procedures. The Board encourages teachers to request further observations and/or professional advice as needed.

The Board regards the Teacher Evaluation Policy and Procedures Handbook to be incorporated in this policy.

The District shall provide annual in-service training to all certificated employees subject to the evaluation system. The training will address the procedures of the system, the standards used by the district in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluati

Deleted: on system.

Deleted: (cf. 4116 – Nontenured/Tenured Status) (cf. 4117.4 - Dismissal) (cf. 4117.6 - Nonretention) (cf. 4315.1 - Competence in Evaluation of Teachers)

Legal Reference: ALASKA STATUTES 14.20.149 Employee Evaluation 23.40.070 Declaration of policy (PERA)

ALASKA ADMINISTRATIVE CODE 4 AAC 19.010-4 AAC 19.060 Evaluation of professional employees 4 AAC 04.200 Professional content and performance standards

Deleted: 05/07/2001

**EVALUATION/SUPERVISION**

The Superintendent shall evaluate the effectiveness of certificated personnel annually, in accordance with law and District criteria and procedures.

The District shall provide annual in-service training to all certificated employees subject to the evaluation system. The training will address the procedures of the system, the standards used by the District in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

(cf. 4116 – Nontenured/Tenured Status)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

(cf. 4315.1 - Competence in Evaluation of Teachers)

Legal Reference:

ALASKA STATUTES

14.20.149 Employee Evaluation

23.40.070 Declaration of policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 19.060 Evaluation of professional employees

4 AAC 04.200 Professional content and performance standards

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: \_\_\_\_\_**

**NON-TENURED/TENURED STATUS**

A teacher who has been employed by the District continuously for three consecutive school years, and who is then rehired for the next succeeding school year, shall achieve tenure in the District at the beginning of the fourth year.

Deleted: The School Board recognizes that new teachers need training, assistance and evaluations designed to increase their competency as teachers and to ensure that the best qualified staff is retained by the district.¶  
¶  
(cf. 4115 - Evaluation/Supervision)¶  
(cf. 4117.4 - Dismissal)¶  
(cf. 4117.6 - Nonretention)¶  
(cf. 4131 - Staff Development)¶  
¶

A teacher who has acquired tenure in the District, but loses tenure because of a break in service, may reacquire tenure if the break in service was not the result of dismissal or non-retention, and did not last longer than one year. A teacher returning from a break in service not lasting longer than one year will reacquire tenure at the beginning of the second consecutive year of reemployment, provided the teacher performs a day of teaching services in the second year.

Deleted: district  
Deleted: district

A teacher who has acquired tenure in another district will acquire tenure in this District, if the teacher's break in service was not the result of dismissal or non-retention, and did not last longer than one year. A previously tenured teacher who has been employed by the District continuously for two consecutive school years who is then offered a contract for the next succeeding school year shall achieve tenure at the beginning of the third year, provided the teacher performs a day of teaching services in the third year.

Legal Reference:

ALASKA STATUTES

14.20.010 - 040 Teacher certification

- 14.20.147 Transfer or absorption of attendance area or federal agency school
- 14.20.150 Acquisition of tenure rights
- 14.20.155 Effect of tenure rights
- 14.20.160 Loss of tenure rights
- 14.20.165 Restoration of tenure rights
- 14.20.210 Authority of school board or department to adopt by laws
- 14.20.215 Definitions

ALASKA ADMINISTRATIVE CODE

4 AAC 12.010 - .900 Certification of professional teachers

- 4 AAC 18.027 Acquisition of tenure rights: less than full-time teachers
- 4 AAC 18.900 Definitions

Fairbanks North Star Borough School District v. NEA - Alaska, 817 P.2d 923 (Alaska 1991)  
State v. Redman, 491 P.2d 157 (Alaska 1971)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 3/16/98

**RESIGNATION**

The Superintendent, is authorized to accept the written resignation of any employee on behalf of the School Board, and the resignation shall become effective immediately upon acceptance by the Superintendent. A resignation presented to and accepted by the Superintendent, may not be withdrawn by the employee.

Deleted: or designee

Deleted: or designee

Deleted: or designee

If a certificated employee leaves the employ of the District during the school year without obtaining acceptance of his/her resignation, or leaves before the effective date of the resignation, the Superintendent, may report this fact, with supporting evidence, to the Professional Teaching Practices Commission.

Deleted: district

Deleted: or designee

Deleted: The Commission may revoke the credentials of teachers who leave the district in this manner.

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**PERSONNEL REDUCTION**

The Board shall authorize the Superintendent to lay off employees in accordance with law, District procedures, and any applicable collective bargaining provisions.

(cf. 4117.6 - Nonretention)

Deleted: The School Board may determine that a reduction in certificated personnel is necessary due to declining enrollment.¶

Deleted: or designee

Deleted: district

*Legal Reference:*

ALASKA STATUTES

14.20.140 Notification of nonretention

14.20.145 Automatic re-employment

14.20.175 Nonretention

14.20.180 Procedure and hearing upon notice of dismissal or nonretention

14.20.205 Judicial review

14.20.215 Definitions

23.40.070 Declaration of Policy (PERA)

ALASKA ADMINISTRATIVE CODE

4 AAC 18.010 Teachers' and administrators' contracts

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**Certificated Personnel**

AR 4117.4

**DISMISSAL**

A tenured or non-tenured teacher may be temporarily suspended with pay for a period necessary to investigate whether there is cause to issue notification of dismissal.

A teacher, including a tenured teacher, may be dismissed at any time for causes defined in law to include incompetence, immorality, or substantial noncompliance with school laws, policy, regulation, or the written rules of the Superintendent.

(cf. 4116 – Non-tenured/Tenured Status)  
(cf. 4117.6 – Non-retention)

*Legal References:*

ALASKA STATUTES

- 14.20.140 Notification of nonretention
- 14.20.145 Automatic re-employment
- 14.20.170 Dismissal
- 14.20.175 Nonretention
- 14.20.180 Procedure and hearing upon notice of dismissal or nonretention
- 14.20.205 Judicial review
- 14.20.215 Definitions

ALASKA ADMINISTRATIVE CODE

4 AAC Teachers' and administrators' contracts

Nichols v. Eckers, 504 P. 2d 1359 (Alaska 1973)

Kenai Peninsula Borough Bd of Education v. Brown, 691 P. 2d 1034 (Alaska 1984)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**NON-RETENTION**

The Superintendent shall provide the Board with his/her recommendations regarding the non-retention of certificated employees.

Deleted: or designee

The Board may decide not to rehire a non-tenured employee at the end of his/her first, second, or third year and give written notice of its decision to the employee at any time during the year. If the Board does not give non-tenured teachers written notice of non-retention by the last day of the school term, the employee shall be rehired for the following year.

Deleted: prior to May 15

Non-retention of non-tenured teachers may be based on any cause deemed adequate by the Superintendent or, if an informal Board hearing is held, any cause deemed adequate by the Board. The Superintendent shall establish administrative regulations which provide appeal procedures for the non-retention of non-tenured teachers, including the opportunity for an informal hearing before the Board.

Deleted: or designee

Deleted: or designee

The non-retention of tenured teachers shall comply with the cause and procedural requirements specified in law, including notice of non-retention before March 16.

- (cf. 4112.1 - Contracts)
- (cf. 4117.4 - Dismissal)
- (cf. 4116 - Non-tenured/Tenured Status)
- (cf. 4117.3 - Personnel Reduction)

*Legal Reference:*

ALASKA STATUTES

- 14.20.140 Notification of non-retention
- 14.20.145 Automatic re-employment
- 14.20.175 Nonretention
- 14.20.180 Procedure and hearing upon notice of dismissal or nonretention
- 14.20.205 Judicial review
- 14.20.210 Authority of school board or department to adopt bylaws

Shatting and Dillingham City School District

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 3/16/98

**SUSPENSION/DISCIPLINARY ACTION**

The School Board expects its employees to perform their duties in accordance with state law, Board policy and administrative regulations.

Deleted: and

(cf. 4119.21 - Codes of Ethics)  
(cf. 4117.4 - Dismissal)  
(cf. 4117.6 - Non-retention)

Deleted: -

| ↓

**Comment:**  
MOVED TO AR 4118:  
SUSPENSION/DISCIPLINARY  
ACTION

Legal Reference:



ALASKA STATUTES

14.20.030 Causes for revocation and suspension

14.20.170 Dismissal

**Deleted:** The Superintendent or designee may take disciplinary action, including verbal warning, written warning, reassignment, suspension with or without pay and dismissal, as he/she deems appropriate and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.¶  
¶  
The Superintendent or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.¶

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96



**SUSPENSION/DISCIPLINARY ACTION**

The Superintendent may take disciplinary action, including verbal warning, written warning, reassignment, suspension with or without pay, and dismissal, as he/she deems appropriate, and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.

The Superintendent shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.

Legal Reference:

ALASKA STATUTES

14.20.030 Causes for revocation and suspension

14.20.170 Dismissal

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

**All Personnel**

BP 4119.11  
4219.11  
4319.11

**SEXUAL HARASSMENT**

Sexual harassment of or by any employee shall not be tolerated and should be reported immediately so that action may be taken to eliminate inappropriate behavior. The School Board considers sexual harassment to be a major offense which may result in disciplinary action or dismissal of the offending employee.

(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4117.4 - Dismissal)

**Legal Reference:**

UNITED STATES CODE, TITLE 8  
Civil Rights Act of 1964 § 703



Meritor Savings Bank, FSB v. Vinson et al.  
86 Daily Journal D.A.R. 2130  
Ellison v. Brady, 924 F2d 872 (9th Cir. 1991)

**Comment:**  
MOVED TO AR 4119.11 SEXUAL HARASSMENT, AND FEDERAL STATUTES – TITLE 8

**Deleted:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:¶  
¶  
1. Submission to the conduct is made either an explicit or implicit condition of employment, status or promotion.¶  
¶  
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.¶  
¶  
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.¶  
¶  
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.¶  
¶  
An employee who feels that he/she is being harassed is encouraged to report such incident to the immediate supervisor of the accused employee or the appropriate personnel department official without fear of reprisal. The personnel department shall be informed of all such complaints and will assist in the investigation and resolution of complaints. An employee making a complaint of sexual harassment shall not be required to resolve the complaint directly with the offending person.¶  
¶  
The superintendent or designee shall ensure prompt and strict enforcement of Board policy.¶  
¶  
(cf. 1312.3 – Public Complaint Concerning Discrimination)¶  
(cf. 1312.1 – Public Complaints Concerning School Personnel)¶  
¶  
.....Page Break.....

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:**

**Deleted: 7/1/96**

**All Personnel**

AR 4119.11

4219.11

**SEXUAL HARASSMENT**

4319.11

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment, status or promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs, or other available activities.

An employee who feels that he/she is being harassed is encouraged to report such incident to the immediate supervisor of the accused employee or the appropriate Human Resources Department official without fear of reprisal. The Human Resources Department shall be informed of all such complaints and will assist in the investigation and resolution of complaints. An employee making a complaint of sexual harassment shall not be required to resolve the complaint directly with the offending person.

The Superintendent shall ensure prompt and strict enforcement of Board policy.

*(cf. 1312.3 – Public Complaint Concerning Discrimination)*

*(cf. 1312.1 – Public Complaints Concerning School Personnel)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

**HARASSMENT**

The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. The Board shall not tolerate the harassment of any student by any other student or District employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.

The Board encourages students or staff to immediately report incidences of harassment to the Principal or designee.

Harassment means intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, disability, or any other real or perceived difference.

(cf. 5145.7 Sexual Harassment)  
(cf. 4118 – Suspension/Disciplinary Action)  
(cf. 4119.11 – Sexual Harassment)  
(cf. 4119.21 – Code of Ethics)

*Legal References:*

- ALASKA STATUTES
- AS 14.18.010 – 14.18.100 Prohibition Against Sex and Race Discrimination
- ALASKA ADMINISTRATIVE CODE
- 4 AAC 06.500 – 4 AAC 06.600 Prohibition of Gender or Race Discrimination
- TITLE VI CIVIL RIGHTS ACT OF 1964
- TITLE IX, EDUCATION AMENDMENTS OF 1972
- INDIVIDUALS WITH DISABILITIES EDUCATION ACT
- AMERICANS WITH DISABILITY ACT

Comment:  
MOVED TO AR 4119.12:  
HARASSMENT

Deleted: To promote an environment free of harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.¶ The Board encourages students or staff to immediately report incidences of harassment to the principal or designee. The Superintendent shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.¶ Notice of this policy will be circulated to all District schools and departments and incorporated in teacher and student handbooks.¶ (cf. 0410 – Nondiscrimination in District Programs and Activities) (cf. 1312.3 – Complaints Concerning Discrimination) (cf. 4030 – Nondiscrimination in employment)¶

Deleted: 8/02/2004

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:**

**HARASSMENT**

To promote an environment free of harassment, the Principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.

The Superintendent shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.

Notice of this policy will be circulated to all District schools and departments and incorporated in teacher and student handbooks.

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

*(cf. 1312.3 – Complaints Concerning Discrimination)*

*(cf. 4030 – Nondiscrimination in employment)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

**All Personnel**

BP 4119.21

**CODES OF ETHICS**

4219.21

4319.21

The School Board expects District employees to maintain the highest ethical standards, to follow District policies and regulations, and to abide by state and national laws. Employee conduct should enhance the integrity of the District and the goals of the educational program.

Deleted: district

Deleted: district

Deleted: district

The Board encourages District employees to accept as guiding principles the codes of ethics published by professional associations to which they may belong.

Deleted: district

Members of the teaching profession are obligated by law to abide by the code of ethics and professional standards adopted by the Professional Teaching Practices Commission.

Deleted: (20 AAC 10.010).

(cf. 4117.4 - Dismissal)  
(cf. 4117.6 - Nonretention)  
(cf. 4118 - Suspension/Disciplinary Action)

*Legal Reference:*

ALASKA STATUTES

14.20.370 - 14.20.510 Professional Teaching Practices Act

ALASKA ADMINISTRATIVE CODE

4 AAC 06.765 Testing Security; Consequences of Breach

4 AAC 18.010 Teachers' and administrators' contracts

20 AAC 10.010 - 10.900 Professional Teaching Practices Commission

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**20 AAC 10.020**  
**CODE OF ETHICS AND TEACHING STANDARDS**  
**Professional Teaching Practices Commission**

(a) The following code of ~~ethical~~ and professional standards governs all members of the teaching profession. A violation of this section ~~is~~ grounds for ~~discipline~~ as provided in AS 14.20.030.

Deleted: ethics

Deleted: teaching

(b) In fulfilling obligations to students, an educator:

Deleted: of the Professional Teaching Practices Commission

Deleted: constitutes

~~(1) may not deliberately distort, suppress, or deny access to curricular materials or educational information in order to promote the personal view, interest, or goal of the educator;~~

Deleted: revocation or suspension of certification

~~(2) shall make reasonable effort to protect students from conditions harmful to learning or to health and safety;~~

Deleted: ¶  
(1) may not restrain a student from independent action in the student's pursuit of learning or deny the student access to varying points of view without reasonable cause;¶

~~(3) may not engage in physical abuse of a student or sexual conduct with a student and shall report to the commission knowledge of such an act by an educator;~~

Deleted: 2

~~(4) may not expose a student to unnecessary embarrassment or disparagement;~~

Deleted: suppress or

~~(5) may not harass, discriminate against, or grant a discriminatory advantage to a student on the grounds of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation; shall make reasonable effort to assure that a student is protected from harassment or discrimination on these grounds; and may not engage in a course of conduct that would encourage a reasonable student to develop a prejudice on these grounds;~~

Deleted: subject matter relevant to a student's progress;

Deleted: 3

Deleted: the

Deleted: 4

Deleted: 5

Deleted: 6

~~(6) may not use professional relationships with students for private advantage or gain;~~

Deleted: 7

~~(7) shall keep in confidence information that has been obtained in the course of providing professional service, unless disclosure serves a compelling professional purpose, or is required by law;~~

Deleted: 8

Deleted: s

~~(8) shall accord just and equitable treatment to all students as they exercise their educational rights and responsibilities.~~

Deleted: 9

(c) In fulfilling obligations to the public, an educator:

Deleted: ¶  
(1) may not misrepresent an institution or organization with which the educator is affiliated;¶

**20 AAC 10.020**  
**CODE OF ETHICS AND TEACHING STANDARDS**  
**Professional Teaching Practices Commission**  
(continued)

(1) shall take reasonable precautions to distinguish between the educator's personal views and those of any educational institution, or organization with which the educator is affiliated;

Deleted: 2  
Deleted: al

(2) shall cooperate in the statewide student assessment system established under 4AAC 06.710-4 AAC06.790 by safeguarding and maintaining the confidentiality of test materials and information;

Deleted: 3

(3) may not use institutional privileges for private gain, to promote political candidates, or for partisan political activities;

Deleted: may not knowingly distort or misrepresent facts concerning educational matters in direct and indirect public expressions;¶

(4) may not accept a gratuity, gift or favor that might influence or appear to influence professional judgment, and may not offer a gratuity, gift, or favor to obtain special advantage;

¶ (4) may not interfere with a colleague's exercise of political or citizenship rights and responsibilities;

(5) may not knowingly withhold or misrepresent material information in communicating with the School Board regarding a matter before the Board for its decision; and

Deleted: 5

(6) may not use or allow the use of District resources for private purposes not related to the District programs and operation.

Deleted: 6

Deleted: ,

Deleted: nor

Deleted: .

(d) In fulfilling obligations to the profession, an educator:

(1) may not, on the basis of race, color, creed, sex, age, national origin, marital status, political or religious beliefs, physical condition, family, social or cultural background, or sexual orientation, deny to a colleague a professional benefit, advantage, or participation in any professional organization, and may not discriminate in employment practice, assignment, or personnel evaluation;

Deleted: discriminate on the grounds

Deleted: or

Deleted: nor

(2) shall accord just and equitable treatment of all members of the profession in the exercise of their professional rights and responsibilities;

Deleted: to

(3) may not use coercive means or promise special treatment in order to influence professional decisions of colleagues;

(4) may not sexually harass a fellow employee;

(5) shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves a compelling professional purpose;

(6) shall provide upon the request of the affected party, a written statement of specific reasons for recommendations that led to the denial of increments, significant changes in employment, or termination of employment;



(7) may not deliberately misrepresent the educator's or another's professional qualifications;

Deleted: ¶  
(8) may not submit fraudulent information on any document in connection with professional activities;¶

**20 AAC 10.020**  
**CODE OF ETHICS AND TEACHING STANDARDS**  
**Professional Teaching Practices Commission**  
(continued)

~~(8) may not falsify a document or make a misrepresentation on a matter related to licensure, employment evaluation, test results, or professional duties;~~

Deleted: 9

Deleted: knowingly distort an evaluation of the educator's or another's professional performance;

~~(9) may not intentionally make a false or malicious statement about a colleague's professional performance or conduct;~~

Deleted: 10

~~(10) may not intentionally file a false or malicious complaint with the commission;~~

Deleted: 11

~~(11) may not seek reprisal against any individual who has filed a complaint, provided testimony, or given other assistance in support of a complaint filed with the commission;~~

Deleted: 12

~~(12) shall cooperate fully and honestly in investigations and hearings of the commission;~~

Deleted: 13

~~(13) may not unlawfully breach a professional employment contract;~~

Deleted: ¶  
(14) may not knowingly withhold or distort information regarding a position from an applicant or misrepresent an assignment or conditions of employment;¶

~~(14) shall conduct professional business through appropriate channels;~~

~~(15) may not assign tasks to unqualified personnel;~~

Deleted: 15

~~(16) may not continue in or seek professional employment while unfit due to:~~

Deleted: 16

(A) use of drugs or alcohol that impairs the educator's competence or the safety of students or colleagues;

Deleted: 17

(B) physical or mental disability that impairs the educator's competence or the safety of students or colleagues; ~~and~~

Deleted: 18

Deleted: .

~~(17) may not interfere with a colleague's exercise of political or citizenship rights and responsibilities.~~

**All Personnel**

BP 4119.23  
4219.23  
4319.23

**UNAUTHORIZED RELEASE OF CONFIDENTIAL INFORMATION**

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this District permit disclosure. Information and records pertaining to executive sessions, negotiations and student records, including individual test results, are not subject to public disclosure.

Deleted: district

*(cf. 1340 - Access to District Records)*

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from District service. Any action by an employee which inadvertently or carelessly results in release of confidential information shall be recorded, and the record shall be placed in the employee's personnel file.

Deleted: district

Depending on the circumstances, the Superintendent may deny the employee further access to any privileged information, and shall take any steps necessary to prevent any further unauthorized release of such information.

Deleted: or designee

*(cf. 5125 - Student Records; Confidentiality)  
(cf. 9321 - Executive Sessions)*

*Legal References:*

ALASKA STATUTES

- 14.14.090 Additional duties
- 09.25.120-25.220 Public Records Act
- 23.40.235 Public Involvement in School District Negotiations

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.738 Standards-Based Test Results
- 4 AAC 06.758 High School Graduation Qualifying Examination Results
- 4 AAC 06.765 Test Security; Consequences of Breach

UNITED STATES CODE, TITLE 20

1232g FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 01/22/01

**All Personnel**

BP 4119.25  
4219.25  
4319.25

**POLITICAL ACTIVITIES OF EMPLOYEES**

District employees have an obligation to prevent the improper use of school time, materials, or facilities for political campaign purposes. The Superintendent shall regulate political activities on school property.

Deleted: or designee

The Board respects the right of school employees to engage in political activities on their own time. When engaging in political activities, employees shall make it clear that they are acting as individuals and not as representatives of the District.

Deleted: district

*Legal Reference:*

ALASKA STATUTES

14.03.090 *Sectarian or denominational doctrines prohibited*

14.20.095 *Right to comment and criticize not to be restricted*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**All Personnel**

AR 4119.25  
4219.25  
4319.25

**POLITICAL ACTIVITIES OF EMPLOYEES**

| Under no circumstances shall District employees: Deleted: district

1. Conduct political activities on school property during duty hours.
2. Solicit campaign support or contributions on school property during duty hours.
- | 3. Use school equipment for transmitting or reproduction of campaign materials. Deleted: the
4. Post or distribute campaign materials on school property.
5. Permit the use of students to write, address or distribute campaign materials supporting individual candidates.

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

**All Personnel**

BP 4119.3  
4219.3  
4319.3

**DUTIES OF PERSONNEL**

The School Board recognizes the importance of having adequate job descriptions for every ~~District~~ employee.

Deleted: district

The Superintendent shall prepare and regularly update job descriptions for all positions.

Deleted: . Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties

*(cf. 4030 - Nondiscrimination in Employment)  
(cf. 4115/4215/4315 - Evaluation/Supervision)  
(cf. 4118/4218/4318 - Suspension/Disciplinary Action)*

Deleted: or designee

*Legal Reference:  
AMERICANS WITH DISABILITIES ACT, P.L. 101-336  
42 U.S.C.12101 et seq.*

Deleted: . Job descriptions shall clearly specify the essential functions and duties of the position, minimum qualifications, and the position of the person to whom the employee reports

Deleted: All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.¶

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96



Comment:  
NOW UNDER HIPAA AR4040

Deleted: **All Personnel** BP  
4119.41(a)¶  
4219.41¶  
**EMPLOYEES WITH INFECTIOUS DISEASE** 4319.41¶  
¶  
Each employee shall inform the district as soon as possible if he/she contracts an infectious disease which causes a physical or mental disability. ¶  
¶  
The Board may reassign or grant leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.¶  
¶  
No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases.¶  
¶  
*(cf. 4030 - Nondiscrimination in Employment)¶*  
*(cf. 4112.4/4212.4/4312.4 - Health Examinations)¶*  
¶  
When informed that an employee has a disabling infectious disease, the employee shall sign a release form to provide confidential medical information and records.¶  
¶  
In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may appoint a physician to evaluate the employee's condition or communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others. ¶  
¶  
The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:¶  
¶  
1. The nature of the diseases... [3]

**All Personnel**

BP 4119.42  
4219.42  
4319.42

**EXPOSURE CONTROL PLAN FOR BLOOD BORNE PATHOGENS**

The Superintendent shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the workplace.

(cf. 4119.43 - Universal Precautions)

Legal Reference:

CODE OF FEDERAL REGULATIONS, TITLE 29  
1910.1030 OSHA Bloodborne Pathogens Standards

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:**

Deleted: or designee

Deleted: . The Superintendent or designee shall establish a written Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).¶

¶ The School Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the district's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.¶

¶ The Superintendent or designee may exempt designated first-aide providers from preexposure hepatitis B vaccination under the conditions specified by state regulations.¶

¶ Any employee not identified as having occupational exposure in the district's exposure determination may petition to be included in the district's employee inservice and hepatitis B vaccination program. Any such petition should be submitted to the Superintendent or designee who shall evaluate the request and notify the petitioners of his/her decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with infectious material.

Deleted: 7/1/96



**All Personnel**

AR 4119.42(a)  
4219.42  
4319.42

**EXPOSURE CONTROL PLAN FOR BLOOD BORNE PATHOGENS**

**Definitions**

Occupational Exposure means "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties."

Deleted: (Title 8, Section 5193(b))

Exposure Incident means "a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties." Parenteral contact means "piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions."

Deleted: (29 CFR 1910.1030 (b))

**Exposure Control Plan**

The District's Exposure Control Plan shall contain at least the following components:

Deleted: district

Deleted: (29 CFR 1910.1030 (c))

1. A determination of which employees have occupational exposure to blood or other potentially infectious materials.
2. A description of the schedule and method for implementing exposure control requirements, including but not be limited to:
  - a. Universal precautions.
  - b. Engineering and work practice controls.
  - c. Personal protective equipment.
  - d. Housekeeping schedules.
  - e. Hepatitis B vaccination.
  - f. Post-exposure evaluation and follow-up.
  - g. Informing employees about biohazards, including:

(cf. 4119.43 - Universal Precautions)

**EXPOSURE CONTROL PLAN FOR  
BLOOD BORNE PATHOGENS** (continued)

- (1) Labels and signs, and
- (2) Training

h. Maintenance of training and medical records.

3. The District's procedure for evaluating circumstances surrounding exposure incidents.

Deleted: district

The Exposure Control Plan shall be reviewed and updated at least annually and whenever necessary to:

1. Reflect new or modified tasks and procedures affecting occupational exposure.
2. Reflect new or revised employee positions with occupational exposure.

The District's Exposure Control Plan shall be accessible to employees in accordance with law. It also shall be made available to the Chief or Director of the National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services, or his/her designee, upon request for examination and copying.

Deleted: district

**Exposure Determination**

The District's exposure determination shall be made without regard to the use of personal protective equipment and shall include:

Deleted: district

1. All job classifications in which all employees have occupational exposure to blood borne pathogens.
2. Job classifications in which some employees have occupational exposure.
3. All tasks and procedures or groups of closely related tasks and procedures in which occupational exposure occurs and which are performed by employees listed in item #2 above.

Deleted: (29 CFR 1910.1030(c))

**EXPOSURE CONTROL PLAN FOR  
BLOOD BORNE PATHOGENS** (continued)

**Hepatitis B Vaccination**

Hepatitis B vaccinations shall be provided at no cost to those employees determined to have occupational exposure to blood and other potentially infectious materials. Employees who decline to accept the vaccination shall sign the hepatitis B declination statement as required by law.

(cf. E 4119.42 Hepatitis B Vaccination Declination Form)

Deleted: ) (29 CFR 1910.1030 (f)(2))¶

**Protective Equipment**

The District shall provide appropriate personal protective equipment at no cost to the employee. Protective equipment will be chosen based on anticipated exposure to blood, or other potentially infectious materials. The District shall maintain, repair, make accessible and require employees to use and properly handle protective equipment.

Deleted: district

Deleted: district

Deleted: (29 CFR 1910.1030 (c)(2))

**Information and Training**

The District shall provide a training program as specified by law to all employees in job classifications which have been determined to have some degree of occupational exposure. This program shall be offered at the time of initial assignment, annually thereafter, and whenever a change of tasks or procedures affect the employee's exposure.

Deleted: district

**Exposure Incidents: Post-evaluation and Follow-up**

All exposure incidents must be reported, as soon as possible, to the Superintendent. Following a report of an exposure incident, the District shall provide the exposed employee with a confidential medical evaluation and follow-up, as required by law. The District shall maintain the confidentiality of the affected employee and the exposure source during all phases of the post-exposure evaluation.

Deleted: or designee

Deleted: district

Deleted: district

Deleted: (29 CFR 1910.1030(f))

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Legal Reference:

CODE OF FEDERAL REGULATIONS, TITLE 29

1910.1030 OSHA Bloodborne Pathogens Standards

AR 4119.42(d)  
4219.42  
4319.42

**EXPOSURE CONTROL PLAN FOR  
BLOOD BORNE PATHOGENS** (continued)

**Records**

Medical and training records shall be kept in accordance with law. Medical records shall be maintained for the duration of employment plus thirty years. Training records shall be maintained for three years from the date of training. (29 CFR 1910.1030(h))

An employee's records shall be made available to that employee and to the National Institute for Occupational Safety and Health in accordance with law. (29 CFR 1910.1030(h))

Medical records for each employee with occupational exposure will be kept confidential as appropriate and transferred or made available in accordance with law. (29 CFR 1910.1030(h))

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

E 4119.42  
4219.42  
4319.42

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

148 North Binkley Street • Soldotna, AK 99669-7598 • Phone 907-714-8888 • FAX 907-262-9645

**HEPATITIS B VACCINATION DECLINATION FORM**

Deleted: VACCINE

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Deleted: hepatitis

Deleted: virus

Deleted: hepatitis

Deleted: hepatitis

Deleted: hepatitis

Deleted: hepatitis

Date: \_\_\_\_\_

Employee Signature

\*\*\*\*\*

Deleted: ¶  
¶  
Employee Name (Please print)¶  
¶  
Date

I have already received the Hepatitis B vaccination series.  
(Please list below approximate date(s) of series and location of vaccination records.)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**All Personnel**

BP 4119.43  
4219.43  
4319.43

**UNIVERSAL PRECAUTIONS**

Universal precautions, the practice of treating all blood and body fluids as if they are positive for disease, shall be observed throughout the District. The intent of this practice is to decrease occupational blood borne pathogen risk to employees, students and any other persons in the school.

- Deleted: district
- Deleted: to protect
- Deleted: environment from contact with potentially infectious blood or other body fluids
- Deleted: preventing
- Deleted: regardless of whether blood borne pathogens are known to be present.

Universal precautions are appropriate for limiting the spread of all infectious diseases, and therefore, shall be used routinely by all staff who assist students with personal care.

(cf. 4119.42 - Exposure Control Plan for Blood-borne Pathogens)  
(cf. 5141.23 - Infectious Disease Prevention)  
(cf. 6145.2 - Interscholastic Competition)

*Legal Reference:*

Occupational Safety & Health Standards  
Alaska Department of Labor

CODE OF FEDERAL REGULATIONS, TITLE 29  
1910.1030 OSHA Blood-borne Pathogens Standards

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**All Personnel**

AR 4119.43(a)  
4219.43  
4319.43

**UNIVERSAL PRECAUTIONS**

"Universal Precautions" is an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV and other blood-borne pathogens. (29 CFR 1910.1030 (b))

Human immunodeficiency virus (HIV) and hepatitis B virus (HBV) can be found in blood, semen, vaginal secretions and breast milk. Other body fluids such as feces, urine, vomit, nasal secretions, sputum, and saliva may contain infectious germs that cause other diseases. It is not always possible to know when blood or body fluids are infectious; therefore, all body fluids shall be handled as if infectious.

All students and staff shall routinely observe the following Universal Precautions in order to decrease the risk of occupational exposure to infectious disease:

1. Wear disposable latex gloves, or their equivalent, whenever you might come in contact with blood, other body fluids, or contaminated items or surfaces. This includes but is not limited to caring for nosebleeds or cuts, cleaning up spills, or handling clothes soiled by blood or body fluids. Do not reuse gloves. Correct glove removal is essential to decreasing occupational risk. Remove used gloves by grasping the outside of one glove with the other gloved hand. Carefully remove this glove and hold it with the fingers of the remaining gloved hand. Place the fingers of the ungloved hand inside the remaining glove at the wrist. Remove this glove by turning it inside out as it is pulled from the second hand. At no time should an ungloved hand touch the outside of either glove. This is best reviewed as a visual demonstration. Please contact your school nurse if you are unfamiliar or unsure of your technique. Dispose of used gloves in a lined waste container. Gowns or smocks should also be worn if you anticipate soiling of clothes by body fluids or secretions.

- Deleted: universal
- Deleted: precautions
- Deleted: for the prevention of infectious disease
- Deleted: waterproof
- Deleted: expect to
- Deleted: to direct hand
- Deleted: applies to incidents including,
- Deleted: ,
- Deleted: After each use, remove the gloves without touching them outside and
- Deleted: dispose
- Deleted: them

2. Wash your hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels:

- a. Immediately after any accidental contact with blood, body fluids, drainage from wounds, and/or contact with soiled garments, objects or surfaces.
- b. Immediately after removing gloves, gowns or smocks.
- c. Before eating, drinking or feeding.
- d. Before handling food, cleaning utensils or kitchen equipment.

**All Personnel**

AR 4119.43(b)

**UNIVERSAL PRECAUTIONS (continued)**

Deleted: Continued

- e. Before and after using the toilet or diapering.

When running water is not available, use an approved antiseptic hand cleanser and clean towels or antiseptic towelettes. This should be followed by soap and running water, as soon as feasible.

Deleted: , and use

- 3. Clean blood contaminated surfaces and equipment with an approved germicidal disinfectant. Use disposable gloves and disposable towels, whenever possible. Disinfect mops or other nondisposable items immediately after use.

Deleted: contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one part bleach) or other disinfectant. While cleaning, w

- 4. Properly dispose of contaminated materials and label them as a biohazard.

Deleted: ear

Deleted: use

Deleted: Rinse

Deleted: in the disinfectant.

Deleted: ous

- a. Place blood, body fluids, gloves, bloody dressings and other absorbent materials into appropriately labeled plastic bags or lined waste containers.

- b. Place needles, syringes and other sharp disposable objects in leak-proof, puncture-proof containers.

Deleted: puncture

- c. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.

- d. Dispose of urine, vomitus or feces in the sanitary sewer system.

- 5. Do not care for others' injuries if you have any uncovered bleeding or oozing wounds or nonintact skin conditions.

- 6. Use a mouthpiece, resuscitation bag, or other ventilation device, when readily available in place of mouth-to-mouth resuscitation.

Staff shall immediately report any exposure incident or first-aid incident in accordance with the District's Exposure Control Plan or other procedures.

Deleted: district

(cf. 4119.42 - Exposure Control Plan for Blood\_borne Pathogens)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96



**STUDENT TEACHERS**

| The School Board encourages the use of student teachers in the District.

Deleted: district

| The Superintendent may enter into agreements with accredited colleges and universities to allow student teachers to have supervised teaching experiences and/or observations within the District.

Deleted: Such use shall support the instructional needs of the district and may enable future teachers to fulfill state requirements, learn how to teach, and receive valuable feedback which can enhance their competence.

Deleted: or designee

Deleted: district

Deleted: The Superintendent or designee may collaborate with the program administrators of teacher preparation institutions to jointly develop, supervise and evaluate practical programs which provide training, support and evaluation for the student teacher.

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE  
4 AAC 30.020 Student teachers

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**           

Deleted: 7/1/96

Deleted: **Certificated Personnel** AR 4122(a)

**STUDENT TEACHER PLACEMENT PROCESS**

1. University and district liaisons meet with building administrators to review process for student teacher placement at first administrator meeting of the year.
2. District and university liaisons meet to determine placement needs (initial screening of students done at the university level).
  - a. number of student teachers;
  - b. grade level/subject area;
  - c. Fall placement completed by April of the previous school year;
  - d. Spring placement completed by October of the current school year.
3. Building administrators make recommendations biannually for host teachers based upon criteria pre-determined at the district level.
  - a. classroom environment considered (are there components within the classroom setting that would make it difficult for a student teacher to be successful, etc.?)
  - b. personal considerations taken into account (is this a good year for this host teacher to be involved, are there any extenuating circumstances, etc.?)
  - c. are there special considerations or needs within the building itself that should be considered when placement is made?
4. District liaison reviews host teacher recommendations and sends invitations and expectations to selected, potential host teachers.
  - a. teachers respond;
  - b. pool is developed.
5. District and university liaisons meet to determine tentative match.
  - a. tentative list to superintendent, assistant superintendent of instruction, executive director of person

**STAFF DEVELOPMENT**

The School Board supports staff development as a necessary, continuous, and systematic effort to improve District educational programs.

Deleted: Staff

Deleted: is

Deleted: district

The Superintendent is encouraged to provide the staff with development<sup>al</sup> 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.

Deleted: 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)¶  
¶

*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

UNITED STATES CODE

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

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 12/1/03

**PUBLICATION OR CREATION OF MATERIALS**

The School Board recognizes that District employees and students may create copyrightable materials either at work, at home, or both at work and at home. The development of copyrightable materials during, or in part during, the work/school day must be approved by the Superintendent. However, the Superintendent's approval or lack of approval shall not affect the District's ownership of copyrights for materials developed during work/school hours.

Deleted: district  
Deleted: or designee  
Deleted: or designee  
Deleted: district

Materials written or developed by an employee or student during the normal work/school day, or with District assets and resources, including grant funds, are considered District property.

Deleted: district  
Deleted: district  
Deleted: (17 United States Code 201)  
Deleted: district  
Deleted: or designee

Materials developed during both work/school and leisure hours are owned jointly by the employee/student and the District. In such cases, the Superintendent shall ensure that a contractual agreement is made, clarifying the joint ownership. A partnership entity may be created to hold the copyright on behalf of both parties.

The Board may secure copyrights in the name of the District for all copyrightable works developed by the District. All royalties or revenues from these copyrights shall be used for the benefit of the District.

Deleted: district  
Deleted: district  
Deleted: district

(cf. 6162.6 - Use of Copyrighted Materials)

Legal Reference:

FEDERAL COPYRIGHT LAW  
17 U.S.C., 201 and 201(a)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 3/5/2001

**All Personnel**

BP 4133  
4233  
4333

**TRAVEL EXPENSES**

The School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the District. Expenses shall be reimbursed within limits established by the Board and shall be within the budgetary limits adopted by the Board.


Deleted: district

The Board may establish an allowance on a mileage basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

Comment: Moved to AR4133

Deleted: The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget and negotiated agreement.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

(cf.  - Expenditures/Expending Authority)  
(cf. 3343 - Travel and Per Diem)

Deleted: either

Deleted: or monthly

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**All Personnel**

AR 4133

4233

**TRAVEL EXPENSES**

4333

The Superintendent may approve employee requests to attend meetings in accordance with the adopted budget and negotiated agreement.

The Superintendent may authorize an advance of funds to cover necessary expenses. The Superintendent shall establish procedures for the submission and verification of expense claims.

Travel reimbursements should be submitted monthly.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: \_\_\_\_\_**

**All Personnel**

BP 4135  
4235  
4335

**SOLICITING AND SELLING**

Employees shall not solicit District students or their families with the intent to sell general merchandise, books, equipment, or services for any private, profit making venture.

Deleted: district

Employees shall not, for personal profit or gain, solicit or sell any product, entertainment or service during duty hours or on school property at any time; nor shall they capitalize in any way upon their school connection.

Deleted: Any classroom activity requiring students to bring money to school for any purpose must have the principal's approval.¶  
(cf. 1321 - Solicitation of Funds from and by Students)¶

¶  
The conduct, by an employee, of any venture for profit, or a fee, shall be strictly separated from their duties as a district employee. Use of District facilities is prohibited unless arrangements are made, in advance, to rent such facilities.¶

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

¶  
In the case of the provision of those services which are an extension of the employees regular school district duties, and at the discretion of the Superintendent or designee, an arrangement may be made which allows use of district facilities insofar as no competitive advantage is gained over other existing for-profit service providers.¶

¶  
Staff shall not distribute promotional, political, controversial or other noninstructional materials unless approved by the Superintendent or designee.¶

(cf. 1325 - Advertising and Promotion)¶

¶  
Staff members shall not use their status as district employees to secure information such as names, addresses and telephone numbers for use in profit-making ventures.¶

¶  
Educational tours may be promoted on school premises only if they are approved by the district. Employees engaged in planning, organizing or leading tours as a private business shall make it clear that they do not represent the school or district. All activities related to such tours must be carried on outside of school hours and off school premises.

Deleted: 7/1/96

**All Personnel**

AR 4135

4235

**SOLICITING AND SELLING**

4335

Any classroom activity requiring students to bring money to school for any purpose must have the Principal's approval.

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

The conduct, by an employee, of any venture for profit, or a fee, shall be strictly separated from their duties as a District employee. Use of District facilities is prohibited unless arrangements are made, in advance, to rent such facilities.

In the case of the provision of those services which are an extension of the employee's regular School District duties, and at the discretion of the Superintendent, an arrangement may be made which allows use of District facilities insofar as no competitive advantage is gained over other existing for-profit service providers.

Staff shall not distribute promotional, political, controversial, or other non-instructional materials unless approved by the Superintendent.

*(cf. 1325 - Advertising and Promotion)*

Staff members shall not use their status as District employees to secure information such as names, addresses and telephone numbers for use in profit-making ventures.

**Tutoring for Pay**

Any teacher may enter into an agreement with parents for tutoring children for a fee, but this practice must be limited to children other than those for whom the teacher is currently exercising teaching, administrative, or supervisory responsibility.

Tutoring for a fee may not take place within school facilities or during regular school hours. The District is not involved in setting tutoring fees.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**



**All Personnel**

BP 4136

4236

**NONSCHOOL EMPLOYMENT**

4336

The School Board recognizes that District employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or disruptive to the educational process.

Deleted: district

Deleted: inimical to the employee's duties or to the duties, functions or responsibilities of the district

Outside paid activities are incompatible with District employment if they require time periods that interfere with the proper, efficient discharge of the employee's duties; if they entail compensation from an outside source for activities which are part of the employee's regular duties; or if they involve using for private gain the District's name, prestige, time, facilities, equipment or supplies unless provided for in policy.

Deleted: district

Deleted: ,

Deleted: ,

Deleted: district

*(cf. 1321 - Solicitation of Funds from and by Students)*  
*(cf. 4119.21/4219.21/4319.21 - Codes of Ethics)*  
*(cf. 4132/4232/4332 - Publication or Creation of Materials)*  
*(cf. 4135 - Soliciting and Selling)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**NEGOTIATED AGREEMENT**

Each agreement entered into by the School Board with a duly recognized employee organization shall constitute a commitment by the Board to the provisions of the agreement for its duration unless such agreements conflict with local, state or federal law.

The provisions of the employee agreement shall be binding on the Board and on all employees covered by the agreement. ▼

*(cf. 4143 - Negotiations/Consultation)*

Deleted: Policies or regulations of the Board which conflict with provisions of the negotiated employee agreement shall not be binding on those employees who are covered by the terms of such agreement.

*Legal Reference:*

ALASKA STATUTES

23.40.070 - 23.40.260 - Public Employment Relations Act

ALASKA ADMINISTRATIVE CODE

4 AAC 80.010 - 4 AAC 80.040 Advisory Arbitration

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** ▼

Deleted: 7/1/96

**CONCERTED ACTIVITY/WORK STOPPAGE**

The Superintendent shall maintain a plan for the safe operation of the schools in the event of a work stoppage. In the event of a strike, a walkout, a coordinated mass use of sick leave, or any other concentrated refusal of staff to perform assigned duties, the Superintendent shall take whatever emergency steps he/she deems necessary for the safety of students, staff and District property. Such steps shall be reported to the Board, as soon as possible.

Deleted: or designee

Deleted: or designee

Deleted: district

When students raise questions related to a work stoppage, teachers shall be expected to approach the subject in accordance with the District's policy on controversial issues. Teachers shall not let such discussions interfere with their regular teaching responsibilities.

Deleted: district

*(cf. 6144 - Controversial Issues)*

Employees shall not provide students with messages, or other information that promotes or explains the position of any employee organization that is engaged in or contemplating a work stoppage.

*Legal Reference:*

ALASKA STATUTES

23.40.080 *Right of public employees*

23.40.200 *Classes of public employees; arbitration*

Deleted: ALASKA ADMINISTRATIVE CODE  
4 AAC 80.010 - 4 AAC 80.040  
*Advisory Arbitration*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**NEGOTIATIONS/CONSULTATION**

The School Board will strictly construe the scope of negotiations as provided by law.

Deleted: and also meet and negotiate on such topics as are included within the scope of negotiations by the Labor Relations Board

The Board may hold executive sessions with its designated representative(s) prior to or during consultations with representatives of employee organizations. The purpose of these executive sessions shall be to review the Board's position and instruct its representative(s).

*(cf. 9321 - Executive Sessions)*

*Legal Reference:*

ALASKA STATUTES

23.40.070 - 23.40.260 *Public Employment Relations Act*

23.40.070 *Declaration of Policy*

44.62.310 *Agency meetings public*

ALASKA ADMINISTRATIVE CODE

4 AAC 80.010-4 AAC 80.040 *Advisory arbitration: teacher negotiations*

*Kenai Peninsula Borough School District v. Kenai Peninsula Education Assn., 572 P. 2d 416 (Alaska 1977)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**All Personnel**

BP 4154  
4254  
4354

**HEALTH BENEFITS**

Deleted: **AND WELFARE**

The District shall provide health care benefits for certificated and support employees in bargaining units. Benefits for employees who are not in bargaining units shall be the same, unless otherwise specified by Board action or individual contract in accordance with negotiated employee agreements.

Deleted: district  
Deleted: and welfare

The Superintendent shall advise all employees of their rights and responsibilities related to continuing their health care benefits when their eligibility changes.

Deleted: or designee  
Deleted: insurance

(cf. 3530 - Risk Management)  
(cf. 4141/4241 - Agreement)

*Legal Reference:*

ALASKA STATUTES  
23.40.070 Declaration of Policy (PERA)

CONSOLIDATED OMNIBUS RECONCILIATION ACT  
Public Law 99-272

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:**

Deleted: **7/1/96**

**HEALTH BENEFITS**

Deleted: AND WELFARE

**Federal Consolidated Omnibus Reconciliation Act (COBRA)**

Under COBRA, District employees may retain health coverage when they reduce their working hours and/or are separated from employment. Continued coverage through the District shall also be made available to an employee's spouse and dependents upon the employee's death, separation or divorce, eligibility for Medicare or upon termination of a child's dependent status under the District health insurance program. Employees who are fired for gross misconduct may not retain health care coverage.

Deleted: district

Deleted: insurance

Deleted: district

Deleted: district

Deleted: insurance

Persons who choose to retain health care coverage shall be charged the full costs of coverage within legal limits. Those who have reduced their working hours or who have been released from employment may retain the coverage for no more than eighteen (18) months. All other qualifying persons may retain the coverage for no more than thirty-six (36) months. Coverage will end if the employee or beneficiary 1) fails to pay the cost of coverage; 2) secures insurance coverage through subsequent employment or remarriage; or 3) becomes eligible for Medicare benefits.

Deleted: insurance

Deleted: insurance premium

Deleted: health

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

E 4154  
4254  
4354

**HEALTH BENEFITS**

Deleted: **INSURANCE/**

Deleted: **AND WELFARE**

	<u>Responsibility</u>	<u>Timeline</u>
Plan Administrator	Provide written notice to all employees of coverage under COBRA	At commencement of coverage
District	Notify Plan Administrator of employee death, termination, retirement, Medicare eligibility or reduction in hours	Within 30 days of event
Plan Administrator	Notify employee/beneficiary of option to elect continued health coverage	Within 14 days
Employee/Beneficiary	Elect to accept or refuse continuation coverage	60 days
Employee/Beneficiary	Notify Plan Administrator of a divorce, legal separation or termination of a child's dependent status	Upon occurrence

Deleted:

**All Personnel**

BP 4156.3

4256.3

**REIMBURSEMENT, UNIFORMS AND ALLOWANCES**

4356.3

The School Board shall not be responsible for the reimbursement of any employee personal property which may be stolen, destroyed or maliciously damaged while being used in District schools.

Deleted: district

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** ~~\_\_\_\_\_~~

Deleted: 7/1/96



**All Personnel**

BP 4158

4258

**EMPLOYEE SECURITY**

4358

An employee may use reasonable force when necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student.

Employees shall promptly report any attack, assault or threat against them to the Superintendent. The employee and the **Principal** or other immediate supervisor both shall promptly report such instances to the appropriate local law enforcement agency.

Deleted: student

Deleted: or designee

Deleted: principal

*Legal Reference:*

ALASKA STATUTES

11.81.430 Justification, use of force, special relationships

11.81.900 Definitions

14.33.120-.140 School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities

*Elementary and Secondary Education Act, 20 U.S.C. §§ 2361-2368 as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**All Personnel**

BP 4161.1  
4261.1  
4361.1

Deleted: **Certificated**

**SICK LEAVE BANK**

The School Board authorizes the establishment of a sick leave bank to provide employees' sick leave benefits in unusual circumstances. The District and employees' associations will jointly administer the sick leave bank. Employees may draw not more than twice the number of days of sick leave the employee has accumulated before the first day of school in any school year, or twenty-four (24) days, whichever is greater. Additional leave, in cases of severe illness or external hardship, may be granted.

Deleted: teachers

Deleted: KPEA

Deleted: Teachers

Deleted: up to twice the number of days leave he/she has accumulated before the first day of school up to a maximum of 24 days

Deleted: The Board may grant additional

*Legal Reference:*

ALASKA STATUTES

14.14.105 Sick leave bank

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

14.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 15.040 Sick leave

4 AAC 15.900 Definitions

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

CBA 2003-2006 § 341

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: **7/1/96**

**RECRUITMENT AND SELECTION**

The Superintendent, shall determine the personnel needs of the ~~District~~. ~~The Superintendent~~ shall locate suitable candidates and make recommendations to the School Board for employment.

Deleted: or designee

Deleted: district

Deleted: He/she

~~(cf. 4111 - Recruitment and Selection)~~  
~~(cf. 4111.1/4211.1 - Affirmative Action)~~  
~~(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)~~

Deleted: No inquiry shall be made with regard to the age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job.¶

~~(cf. 4112.4/4212.4/4312.4 - Health Examinations)~~

Deleted: The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.¶

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:** ~~\_\_\_\_\_~~

Deleted: 7/1/96

**Support Personnel**

BP 4212

**APPOINTMENT AND CONDITIONS OF EMPLOYMENT**

| The Superintendent will appoint all support employees.

Deleted: or designee

Deleted: regular full-time and part-time and regular hourly employees to the School Board.¶

¶  
Temporary, substitute, short-term and student help may be appointed by the Superintendent or designee.¶

¶  
The district personnel policies and regulations apply only to the extent that they are not in conflict with any collective bargaining agreement between the district and an employee organization officially recognized to meet and negotiate with the Boa

Deleted: rd.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**EVALUATION/SUPERVISION**

The School Board endorses a continuous program of evaluation of all individuals employed by this District. The basic objective of the evaluation program is the improvement of performance of service to the District.

Deleted: district

Deleted: district

*Legal Reference:*

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**RESIGNATION**

The Superintendent is authorized to accept the written resignation of any employee on behalf of the School Board, and the resignation shall become effective immediately upon acceptance by the Superintendent. A resignation presented to and accepted by the Superintendent may not be withdrawn by the employee.

Deleted: or designee

Deleted: in

Deleted: or designee

Deleted: or designee

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**Support Personnel**

BP 4218

**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION**

**Permanent Employees**

Permanent support employees shall be subject to personnel action (suspension without pay, demotion, reduction of pay step in class, dismissal) for cause. The Board's determination of the sufficiency of the cause for disciplinary action shall be conclusive.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION**

**Permanent Employees**

In addition to causes otherwise provided for by statute, policy, regulation of this District, or negotiated agreement, each of the following constitutes cause for personnel action:

Deleted: district

1. Falsifying any information supplied to the school District, including, but not limited to, information supplied on application forms, employment records, or any other school District records;

Deleted: district

Deleted: district

Deleted: .

Deleted: .

2. Incompetency;

3. Inefficiency;

Deleted: .

4. Neglect of duty;

Deleted: .

5. Insubordination;

Deleted: .

6. Dishonesty;

Deleted: .

7. Drinking alcoholic beverages while on duty, or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her;

Deleted: .

8. Addiction to the use of controlled substances;

Deleted: .

9. Conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere, is deemed to be a conviction within the meaning of this section;

Deleted: .

10. Absence without leave;

Deleted: .

11. Immoral conduct;

Deleted: .



**Support Personnel**

**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION** (continued)

- 12. Discourteous treatment of the public, students, or other employees: Deleted: .
- 13. Improper political activity: Deleted: .
- 14. Willful disobedience: Deleted: .
- 15. Misuse of District property: Deleted: district  
Deleted: .
- 16. Violation of District, Board or departmental rule, policy, or procedure: Deleted: district  
Deleted: .
- 17. Physical or mental disability, which disability precludes the employee from the proper performance of his/her duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating retirement of employees: Deleted: .
- 18. Failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position: Deleted: .
- 19. Unlawful discrimination, including harassment, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, marital status, sex, or age against the public or other employees while acting in the capacity of a District employee: Deleted: district  
Deleted: .
- 20. Unlawful retaliation against any other District officer or employee or member of the public who, in good faith, reports, discloses, divulges, or otherwise brings to the attention of any appropriate authority any information relative to actual or suspected violation of any law of this state or the United States occurring on the job, or directly related thereto, and Deleted: State  
Deleted: .
- 21. Any other failure of good behavior either during, or outside of duty hours, which is of such nature that it causes discredit to the District or his/her employment. Deleted: district

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**Support Personnel**

BP 4222

**TEACHER AIDES/PARAPROFESSIONALS**

The School Board supports the use of paid and volunteer teacher aides/paraprofessionals.

**OVERTIME PAY/COMPENSATORY TIME OFF**

No overtime shall be allowed except as authorized in advance by the Superintendent.

Deleted: or designee

All employees subject to this policy shall be required to complete a daily time record of all hours worked, as required by the Fair Labor Standards Act.

Deleted: .

*Legal Reference:*

ALASKA STATUTES

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE

Fair Labor Standards Act 29 U.S.C. 201-216

Department of Labor Relations 29 C.F.R. Parts 511-800

United States Supreme Court: Garcia v. San Antonio Metropolitan Transit Authority

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**MANAGEMENT AND SUPERVISORY PERSONNEL**

Management and supervisory employees are excluded from the bargaining units of other certificated or classified employees.

Management employees are those employees who have significant responsibilities for formulating District policies or administering District programs, and who have been designated as management by the School Board.

Deleted: district  
Deleted: district

Supervisory employees are those employees who have the authority to make recommendations to the Superintendent, concerning the employees under their supervision. This authority extends to the following areas: hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, direction, work assignment, and discipline.

Deleted: or designee

*Legal Reference:*

ALASKA STATUTES

23.40.090 Collective bargaining unit  
23.40.250 Definitions

ALASKA ADMINISTRATIVE CODE

8 AAC 97.990 Definitions

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 05/07/2001

**Management and Supervisory Personnel**

BP 4313.1

**LOAD/SCHEDULING/HOURS OF EMPLOYMENT**

The School Board designates, in accordance with law, salaried positions which are exempt from overtime. Persons holding these positions work whatever hours are necessary in order to fulfill their assignments. Their positions are set apart from other positions by virtue of the duties, flexibility of hours, salary, benefit structure and authority which they entail.

*Legal Reference:*

UNITED STATES CODE

*Fair Labor Standards Act 29 U.S.C. 201-216*

*Department of Labor Relations 29 C.F.R. Parts 511-800*

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

**PROMOTION/DEMOTION/RECLASSIFICATION**

The Superintendent may promote, demote, and reclassify certificated and support management employees when such action is determined to be in the best interest of the District subject to Board Policy.

Deleted: district  
Deleted: policy and negotiated agreements  
Deleted: or designee

The Superintendent shall ensure that the promotion, demotion and reclassification of management employees complies with applicable statutory deadlines and procedures.

Legal Reference:  
ALASKA STATUTES  
14.14.130 Chief School Administrator

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

**TRANSFER/REASSIGNMENT**

The Superintendent shall assess the needs of the District and assign management personnel to positions which will meet those needs.

- Deleted: or designee
- Deleted: district
- Deleted: to

**Voluntary Change of Assignment**

In order to promote administrative professional growth and career development, broaden management background, and share administrative and personnel skills within the District, the School Board permits management personnel at all levels to apply for transfers and reassignments.

- Deleted: district

**Involuntary Reassignment of Certificated Administrators**

Involuntary reassignment may be initiated upon the recommendation of the Superintendent in the best interests of the District.

- Deleted: within the administrator's classification (same job title)
- Deleted: or designee
- Deleted: district

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

- Deleted: 7/1/96

EVALUATION/SUPERVISION

Certificated Management Personnel

The Superintendent shall establish and define job responsibilities for administrative personnel. The evaluation of administrative personnel shall be based on:

Deleted: School Board

- 1. The administrator's progress toward agreed-upon goals, objectives and tasks.
2. General expectations of performance which recognize professional responsibility, accountability and attitude.
3. The fulfillment of responsibilities contained in the specific job descriptions.
4. Evaluations from teachers who the administrator supervises.
5. Additional factors as determined by the Superintendent.

Deleted: adopted by the Board

Deleted: or designee

(cf. 4315.1 - Competence in Evaluation of Teachers)

Each administrator shall be evaluated formally at least once every school year. Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor or any higher supervisor.

Support Management Personnel

Support management personnel will be evaluated according to the procedures developed by the Superintendent. The evaluation shall include recommendations for improvement if needed.

Deleted: or designee and approved by the School Board

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 19.010-4 AAC 10.060 Evaluation of professional employees

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

Deleted: 7/1/96



**COMPETENCE IN EVALUATION OF TEACHERS**

The Superintendent is responsible to evaluate the professional staff and determine the competence of other administrators to evaluate teachers whom they supervise.

Competence in evaluation shall be a factor in the evaluation of administrators who are assigned to evaluate teachers.

The ~~Superintendent~~ shall provide appropriate inservice training in evaluative techniques.

Deleted: superintendent  
Deleted: or designee

*(cf. 4115 - Evaluation/Supervision)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 19.030 Method for evaluating professional employees

4 AAC 19.060 Evaluation training

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 7/1/96

**Administration**

**TEACHER-IN-CHARGE/PRINCIPAL'S DESIGNEE**

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.

Deleted: 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.¶

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.

Deleted: principal

Deleted: principal

Deleted: principal

Deleted: principal

Deleted: principal

Deleted: principal

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:**

Deleted: 11/17/03

## Administration

### Absence from Buildings

Below are the procedures/guidelines to use when the administrator is absent from the building.

1. If the administrator is **sick**, the school secretary should notify the Superintendent via e-mail (copy the Superintendent's secretary).
2. 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.
3. If the administrator is **absent from the building** for more than half of a day at a non-central office sponsored training/meeting (Region III, KPSAA, field trips, etc.), s/he must notify the Superintendent of the absence (an e-mail message is acceptable).
4. 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.

Deleted: superintendent

Deleted: superintendent

Deleted: superintendent

Deleted: superintendent

Deleted: principal

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.

**LEAVES**

Certificated management and supervisory employees shall be entitled to those leave provisions provided in the certificated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.

Support management and supervisory employees shall be entitled to those leave provisions provided in the support negotiated agreement unless otherwise specified in Board policy, administrative regulations or individual contract.

*Legal Reference:*

ALASKA STATUTES

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 09.020 Teachers entitled to pay

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date:** \_\_\_\_\_

Deleted: 7/1/96

- 5. The Superintendent or designee shall conduct the district's personnel relations with fair and sound practices in accordance with Board policy.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers and any requirements of applicable collective bargaining agreements.

*(cf. 4112.8 - Employment of Relatives)*

No inquiry shall be made with regard to the age, sex, race, color, religion, or national origin of a person seeking employment. Questions regarding handicap shall be asked only when directly related to the job.

*(cf. 4030 - Nondiscrimination in Employment)*  
*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

No person shall be employed by the Board without the recommendation or endorsement of the Superintendent or designee.

BP 4111(b)

**RECRUITMENT AND SELECTION** (continued)

*Legal Reference:*

ALASKA STATUTES

- 14.08.111 Duties (regional school boards)
- 14.14.090 Additional duties
- 14.20.035 Evaluation of training and experience
- 14.20.100 Unlawful to require statement of religious or political affiliation
- 14.20.110 Penalty for violation of AS 14.20.100

UNITED STATES CODE, TITLE 8

- 1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990
- CODE OF FEDERAL REGULATIONS, TITLE 8
- 274(a) Control of Employment of Aliens

**Adoption Date: 7/1/96**

**All Personnel**

BP 4119.41(a)

4219.41

**EMPLOYEES WITH INFECTIOUS DISEASE**

4319.41

Each employee shall inform the district as soon as possible if he/she contracts an infectious disease which causes a physical or mental disability.

The Board may reassign or grant leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

No employee will be discriminated against because of his/her disability. Legal protections established for disabled persons extend to individuals significantly impaired by infectious diseases.

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

When informed that an employee has a disabling infectious disease, the employee shall sign a release form to provide confidential medical information and records.

In determining a reasonable accommodation of the employee's condition, the Superintendent or designee may consult with public health officials or physicians with expertise in the diagnosis and treatment of infectious disease. The Superintendent or designee may appoint a physician to evaluate the employee's condition or communicate with the employee's physician regarding the employee's ability to perform the essential requirements of the job with reasonable accommodation and without posing significant health or safety risks to the employee or others.

The Superintendent or designee shall prepare a confidential report which includes his/her recommendation and the medical information upon which it is based. These recommendations shall take into consideration:

1. The nature of the disease and the probability of its being transmitted, including the duration and severity of the risk.
2. The physical condition of the employee, including diagnosis, treatment, and prognosis of the condition.

3. The actual requirements of the employee's job and the expected type of interaction with others in the school setting.

---

Page Break

BP 4119.41(b)  
4219.41  
4319.41

## **EMPLOYEES WITH INFECTIOUS DISEASE** (continued)

This report may be forwarded to the Board for confidential review and appropriate action.

The job assignment of an employee with a disabling infectious disease shall be reevaluated whenever there is a change in medical knowledge or in the employee's medical regimen or health which might affect his/her assignment.

### **Confidentiality**

The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

#### *Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.140 AIDS in school personnel

4 AAC 06.150 Confidentiality of AIDS information

AMERICANS WITH DISABILITIES ACT, 42 U.S.C. 12101 et seq.

School Board of Nassau County, Fla. v. Arline, 408 U.S. 273 (1987)

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

Page 69: [4] Deleted

Mari Auxier

10/15/2004 3:48 PM

**Certificated Personnel**

AR 4122(a)

**STUDENT TEACHER PLACEMENT PROCESS**

1. University and district liaisons meet with building administrators to review process for student teacher placement at first administrator meeting of the year.
2. District and university liaisons meet to determine placement needs (initial screening of students done at the university level).
  - a. number of student teachers;
  - b. grade level/subject area;
  - c. Fall placement completed by April of the previous school year;
  - d. Spring placement completed by October of the current school year.
3. Building administrators make recommendations biannually for host teachers based upon criteria pre-determined at the district level.
  - a. classroom environment considered (are there components within the classroom setting that would make it difficult for a student teacher to be successful, etc.?)
  - b. personal considerations taken into account (is this a good year for this host teacher to be involved, are there any extenuating circumstances, etc.?)
  - c. are there special considerations or needs within the building itself that should be considered when placement is made?
4. District liaison reviews host teacher recommendations and sends invitations and expectations to selected, potential host teachers.
  - a. teachers respond;
  - b. pool is developed.
5. District and university liaisons meet to determine tentative match.



- a. tentative list to superintendent, assistant superintendent of instruction, executive director of personnel, directors of elementary and secondary education, director of staff development;

-----Page Break-----

AR 4122(b)

**STUDENT TEACHER PLACEMENT PROCESS** (continued)

- b. building administrators contacted with tentative placement;
  - c. building administrators/host teachers interview student;
  - d. feedback given to district liaison.
6. District and university liaisons meet to determine final placement recommendations.
    - a. finalized list to involved district and university parties inservice training for host teachers.
  7. Inservice training for host teachers.
    - a. university supervisors facilitate inservice training for host teachers;
    - b. host teachers agree to participate in the training program;
    - c. university supervisors coordinate with Instruction and principals.
  8. Host teachers meet with building administrators to discuss student teacher placement and integration into the building.
    - a. attendance at intervention, staff meetings, school activities and programs, duties, expectations, etc.
    - b. confidentiality issues;
    - c. observation and evaluation;
    - d. general plan of support.
  9. Parents, site councils, school staff and school board members are notified that student teachers are placed.
  10. Student teachers are observed and evaluated by the host teacher, building administrator and a central office staff member.

11. Data base is developed by district to keep record of student teacher placement across the district from year to year.

---

Page Break

AR 4122(c)

### **STUDENT TEACHER PLACEMENT PROCESS** (continued)

12. At the end of each semester, the district and university liaisons meet to review and revise the process as necessary, develop a plan for improvement and make recommendations for the future.

#### **Host Teacher Criteria**

1. Tenured in KPBSD.
2. Willing to serve as a host teacher.
3. Demonstrates positive attitude, dedication to the profession and loyalty to the district.
4. Incorporates best practices in the classroom setting - i.e. cooperative learning, integrated curriculum, collaboration, writing process, hands on science, thinking strategies.
5. Exhibits above average to excellent classroom management skills.
6. Has a good rapport and communication with peers, students parents and building administrator.
7. Is able to deal with "sticky" situations that may arise when working with others.
8. Is able to "give up" students as necessary in a student teaching situation.
9. Willing to attend a half-day training session focused on the role and responsibility of the host teacher.
10. Is an appropriate role model both professionally and personally.
11. Keeps current in educational research and trends through courses, workshops, and professional reading.
12. Is tolerant, flexible and able to nurture and support adult learners.
13. Treats students and others with dignity and respect.

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