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# Kenai Peninsula Borough School District Board of Education Special Meeting Agenda

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October 26, 2005 - 1:00 p.m.

**Special Meeting** - Borough Administration Building 148 N.  
Binkley, Soldotna, Alaska

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**SCHOOL BOARD MEMBERS:**

Mrs. Debra Mullins, President  
Mrs. Sammy Crawford, Vice President  
Ms. Sandra Wassilie, Clerk  
Mr. Marty Anderson, Treasurer  
Dr. Nels Anderson  
Mrs. Debbie Brown  
Mrs. Sunni Hilts  
Ms. Liz Downing  
(Vacant)  
Miss Kelly King

Worksession

12:00 p.m. [Board Vacancy Interviews](#) - *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

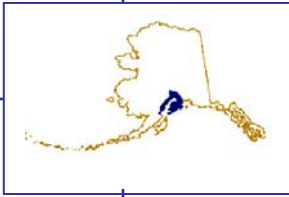
**2. Approval of [School Board Vacancy Replacement for District Seat 2 \(applicants\)](#) - *Structure***

**3. Oath of Office/New School Board Member**

**4. Adjourn**

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*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>.*



# 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

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## M E M O R A N D U M

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**DATE:** October 19, 2005  
**TO:** Members, Board of Education  
**FROM:** Donna Peterson, Ed.D. *Donna Peterson*  
Superintendent of Schools  
**RE:** Filling Vacant Seats

During the October 17 worksession a decision was made to reopen the application process for Margaret Gilman's School Board Seat 2 (Kenai). Below is updated information regarding the specifics in completing the process as outlined in the Board Bylaws.

Attached please find the following:

1. Board Bylaw BB 9223 from KPBSD Policy Manual Board vacancies
2. Kenai Peninsula Borough Code 1.20.110 - School Board Vacancies
3. Application form for prospective candidates (revised)
4. KPBSD media release (revised)

*"A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment."*

***The Board shall:***

1. *Advertise the vacancy in suitable local media.*
  - Public service announcements with KSRM Radio
  - KPBSD website and District News for distribution in schools
  - Paid advertisement with the Peninsula Clarion
  - School and community news articles
2. *Solicit applications or nominations of any legally qualified citizen interested in serving on the Board.*
  - Application form available on line or by calling School District office
  - Applications will be due on Monday, October 24, 2005 at noon
  - Applications will be verified by the Borough Clerk's office Monday afternoon and names will be public information once clearance is received.

3. *Provide candidates with appropriate information regarding Board member responsibilities*
  - Mrs. Mullins, Board president, will make contact with all applicants as applications are received, providing a briefing on responsibilities
4. *Announce names of candidates, accept public input either in writing or at a public meeting, and interview the candidates at a public meeting.*
  - On Wednesday, October 26, packets of the submitted applications will be available to Board members and the public. A form will be provided for the public to provide written input on the candidates. At 12:00 p.m. interviews will begin during a public worksession. The format will be as follows:
    - Each candidate will have 2 minutes for introduction
    - Mrs. Mullins will ask each candidate the same 5 questions; all candidates will answer each question before moving on to the next question. Each candidate will have a one-minute response time for questions; timed by Mrs. Tachick.
    - Each candidate will have 2 minutes for a closing statement
    - At the conclusion of the interviews and after collecting written public input, Mrs. Mullins will conduct deliberations by Board members in a public worksession format.
5. *Select the provisional appointee by majority vote at a public meeting.”*
  - An action item scheduled for the October 26, 2005 special Board meeting will be the appointment of the successful candidate. There will be another opportunity for the public to comment on this item as an agenda item. The School Board candidate will be selected by secret ballot during the meeting.

The Board vacancy applications are due after the packet is distributed so a formal recommendation is not included at this time.

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### **Bylaws of the Board**

#### **BOARD VACANCIES**

The School Board may declare a school Board seat vacant if the person elected:

1. fails to qualify for Board membership within 30 days of certification of the election,
2. refuses to take office,
3. resigns,
4. is convicted of a felony involving moral turpitude or a violation of the oath of office,
5. no longer resides within the boundaries which he/she was elected to represent.

The School Board shall declare a vacancy on the Board for any actions which disqualify a member from service in accordance with state laws and local ordinances.

Three consecutive unexcused absences from regular Board meetings shall be sufficient cause for the Board to declare a Board vacancy.

(cf. [9121](#) - *President*)

(cf. [9320](#) - *Meetings*)

#### **Appointment to the Board**

A vacancy on the Board shall be filled within 30 days of the vacancy by Board appointment.

The Board shall:

1. Advertise the vacancy in suitable local media.
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the Board.
3. Provide candidates with appropriate information regarding Board member responsibilities.
4. Announce names of candidates and accept public input either in writing or at a public meeting.
5. Interview the candidates at a public meeting.

6. Select the provisional appointee by majority vote at a public meeting.

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

*Legal Reference:*

*ALASKA STATUTES*

*14.08.041 Regional school boards*

*14.08.045 Vacancies*

*14.08.081 Recall*

*14.12.070 Vacancies*

*14.14.080 Declaring a school board vacancy*

*29.26.240 - 29.26.360 Recall*

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

CODE OF ORDINANCES  
KENAI PENINSULA BOROUGH

Codified through  
Ord. No. 2005-20, adopted June 21, 2005.  
(Supplement No. 26)

1.20.110. School Board--Vacancies.

If a vacancy occurs on the school board, the remaining members shall within 30 days fill the vacancy. The person selected shall serve until the next regular election when a successor shall be elected to serve the balance of the term.

(Ord. No. 90-25, § 1, 1990)

Kenai Peninsula Borough School  
District  
148 N. Binkley St.  
Soldotna, Alaska 99669  
Phone: 714-8888  
Fax: 262-9132



**Board of Education Vacancy  
Application for  
District 2 (Kenai)**

**Name:** \_\_\_\_\_  
**Phone Numbers:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City, State, Zip:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

Please address the questions on a separate sheet of paper, attach to this application, and return to:

Debra Mullins, President  
c/o Sally Tachick, Board Secretary  
KPBSD Board of Education  
148 N. Binkley Street  
Soldotna, Alaska 99669

prior to the vacancy deadline of 12:00 PM on October 24, 2005. Interviews with the Board of Education will occur on Wednesday, October 26, 2005 at 12:00 PM; the successful applicant will be officially seated at a special Board meeting beginning at 1:00 PM on October 26. Additionally, the successful applicant is encouraged to attend training sponsored by the Association of Alaska School Boards November 3-6, 2005 in Anchorage.

- 1. What qualifications do you have that will assist you in this position?**
- 2. Why do you want to serve on the School Board?**
- 3. What are three priorities you would hope to accomplish if you are appointed to the School Board?**
- 4. In the development of a budget, what goals and objectives would guide your decision making?**
- 5. How should the Board go about finding out and knowing what the parents and patrons in our district are thinking?**

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# **Press Release**

October 18, 2005

## **Kenai Peninsula Borough School District**

### **Board of Education Vacancy**

The Kenai Peninsula Borough School District Board of Education will be filling a vacancy created by the election of Margaret Gilman to the Borough Assembly. Seat 2 represents the area of Kenai. Applications are due to the School District office by noon on Monday, October 24, 2005. The successful applicant will be officially seated at a special school board meeting on Wednesday, October 26. The individual selected will serve until the next regularly scheduled election for District Board members in October 2006. Applications are available at [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us). For further information please call Board President Debra Mullins at 776-5250 or Superintendent Donna Peterson at 714-8888.

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Kenai Peninsula Borough School District  
148 N. Binkley  
Soldotna, Alaska 99669  
Phone: 714-8888  
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## Board of Education Vacancy Applicants for District 2 (Kenai)

[Howard Dorsey](#)

[William Hatch](#)

[Ross Kendall](#)

[Gwen Johnson](#)

[Jon Walters](#)