

Kenai Peninsula Borough School District Board of Education Meeting Agenda

May 5, 2003 – 7:30 p.m.

Seward High School
Regular Meeting – 2100 Swetmann, Seward, Alaska

SCHOOL BOARD MEMBERS:

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

Worksessions/Hearing

1:00 p.m. Spring Creek Visit
2:00 p.m. [KPSAA Cocurricular Handbook Revisions](#)
3:00 p.m. FY04 Budget
3:30 p.m. Education Legislation (*Conference call with legislators*)
4:00 p.m. Level III Grievance
5:00 p.m. Consolidation Plan

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/[April 21, 2003](#)

2. Awards and Presentations

3. School Reports

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

5. Hearing of Delegations

- a. Future Farmers of America – Mr. Cameron Poindexter

6. Communications and Petitions

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

8. Superintendent's Report

9. Reports

- a. Board Reports

10. Action Items

a.

Consent Agenda

- (1) Approval of [Leave of Absence Requests -Certified](#)
- (2) Approval of [Resignations](#)
- (3) Approval of [Resolution 02-03-10, Association of School Business Officials International Vice President Seat](#)
- (4) Approval of [New Teacher Assignments](#)
- (5) Approval of [Budget Transfer](#)

Administrative Services

- b. Approval of [Nontenure Teachers for Tenure, 2003-2004](#)
- c. Approval of [Tentative Nontenure Teacher Assignments, 2003-2004](#)
- d. Approval of [Cocurricular Activities and Handbooks](#)
- e. Approval of [Administrator Appointments](#)

11. First Reading of Policy Revisions

a. [\(Section 1000\)](#) BP 1100 (Communication with the Public); BP 1112 (Media Relations); BP 1140 Responsibilities of the Board); BP 1150 (Commendations and Awards); AR 1150 (Commendations and Awards); BP 1220 (Advisory Committees); BP 1230 (Organizations Supporting Student Activities); AR 1230 (Organizations Supporting Student Activities); BP 1240 (Volunteer Assistance); E 1240 (Volunteer Questionnaire); BP 1250 (Visits to the Schools); BP 1312 (Public Complaints Concerning the Schools); BP 1312.1 (Public Complaints Concerning School Personnel); AR 1312.1 (Public Complaints Concerning School Personnel); AR 1312.2 Challenges To Instructional Materials); BP 1312.3 (Public Complaints Concerning Discrimination); BP 1321 (Solicitation of Funds From and By Students); E 1321 (Approved Student Fund Raising); BP 1325 (Advertising and Promotion); AR 1325 (Advertising and Promotion); BP 1330 Use of School Facilities and Properties); AR 1330 (Use of School Facilities and Properties); E 1330 (Room/Building Use Application); BP 1340 (Access to District Records); AR 1340 (Access to District Records)

b. [BP 3513.4 Integrated Pest Management](#)

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

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April 22, 2003

To: Board of Education

From: Dave Spence, Executive Secretary
Kenai Peninsula School Activities Association

Subject: Recommended Changes to Cocurricular Guidelines

Attached please find the recommended changes to the Kenai Peninsula Borough School District's cocurricular guidelines. For your reference the existing policies are attached.

Further, due to the loss of activity transportation funding, KPSAA is also recommending an increase in participation fees in the following amounts:

High School: For those activities that currently charge \$100 to \$150 (football, basketball, volleyball, wrestling, Nordic skiing, swimming, and hockey). Activities that now charge \$65 to \$100 (cross-country running, cheerleading, performance dance, soccer, and track).

Middle School: From \$30 to \$45 per activity (cross-country running, soccer, Nordic skiing, volleyball, wrestling, track, and basketball).

It is also recommended that the family cap at the high school level be raised from \$350 to \$500 per school year.

The Kenai Peninsula School Activities Association respectfully requests approval of these handbook changes for the 2003-2004 school year.

PROPOSED: (p. 7 of high school handbook) ***-Changes in bold-***

IV. STUDENT ELIGIBILITY

B. Student Requirements for Participation in Interscholastic Activities

1. Enrollment

a. Interscholastic Program: In order to participate in a school-sponsored activity (including practice), a student must meet one of the following criteria:

1) Be properly registered and enrolled in at least four semester classes, or their equivalent, in an Alaska School Activities Association

member school within the district.

2) A student attending a KPBSD approved correspondence, alternative or charter program during the first semester of ninth grade; and a student transferring from out-of-district who attends one of the above KPBSD approved programs after the first semester of the ninth grade, must designate an Alaska School Activities Association member school within the district as the School of Eligibility. The School of Eligibility of a student, other than a first semester freshmen, who transfers to a KPBSD approved correspondence, alternative or charter program from another school within the district will be the member school from which the student transferred.*

b. Establishing eligibility: For transfer purposes, a student establishes eligibility at a school by enrolling in and attending that school for fifteen (15) school days or by participating in an interscholastic activity.

c. Extension of Classroom Competitions:

1) Students desiring to participate in classroom extensions (band, drama, etc.) must be enrolled and passing in that class at that school.

2) The student is not required to be enrolled four district classes.

d. Intramural Activities: Students enrolled in less than four classes or non-enrolled students may participate in intramurals on a space available basis determined by the building administrator and/or the site-based council.

** A Student attending a KPBSD approved correspondence, alternative or charter program who wishes to change his/her School Eligibility during the school year, will be ineligible for interscholastic competition at the new School of Eligibility for eighteen (18) school weeks. Such a student may change his/her School of Eligibility during the summer month, under Article 12, Section 9 (3), "One-Time Summer-Only Transfer Without Move of Parents."*

ASAA Handbook

PROPOSED: (p. 14 of high school handbook)

-Changes in bold-

VI. GENERAL ACTIVITIES POLICIES FOR THE KPBSD

I. Participation Limitations

4. Cheerleading Guidelines

Stunting Squad: (as defined by Rule 1; Article 1 of the NFHS Spirit Rules Book)

- a. **Coach must successfully complete a Stunt Safety Certification Course held by a national cheerleading organization, preferably AACCA. All coaches must also successfully complete the Alaska Coaches Education Program as per Article 10 in the ASAA Handbook. All coaches must hold a current first aid card.**
- b. Squads must have a certified coach present while stunting and tumbling at all practices and sporting events. **If a fully certified, stunt endorsed, coach is not present at practice or sporting events, the squad will not practice or perform tumbling or stunting maneuvers.**
- c. **Squads must follow all safety and stunting guidelines as stated in the National Federation of State High School Association Spirit Rules Book. Coach will be provided with NFHS Spirit Rules Book by the school.**
- d. **Squads must practice tumbling and stunts with mats as set forth in the National Federation of State High School Associations Spirit Rules Book.**
- e. A qualifying sheet showing which stunts the student can perform must be on file with coach and administration (**attachment**).

General:

- a. **Coach must attend all practices, sporting events, fundraising events, and community service events.**
- b. Student must meet all eligibility rules as established by school.

PROPOSED: (p. 23 of middle school handbook)
bold-

-Changes in

XV. ACTIVITY RULES WRESTLING

B. Exceptions to rules

1. A match will consist of three rounds of one and one-half minutes each.
2. A wrestler is allotted a total of two pounds, **(one pound on February 2, and one pound on February 23)**, for growth purposes and also for maintaining the right to remain

in the same weight class.

3. A wrestler can move up one weight at the borough tournament regardless of the number of matches at that weight.

E. Participation Limitation

1. A team may not schedule more than ten different wrestling dates before the **borough** tournament.

2. An individual may not compete in more than eighteen individual matches before the borough tournament.

3. An individual may not compete in more than four matches in one day with forty-five minutes rest between each match. **At the borough tournament a participant may wrestle in five matches with forty-five minutes rest between each match.**

4. Alternates will be allowed to wrestle at the borough tournament **and be seeded.**

5. Alternates' names will be drawn for positioning. **(delete)**

6. Borough tournaments will be a **sixteen-man** man bracket. (delete pigtails).

7. If the eight-man bracket is completely full, all other alternates will be placed in a pigtail match

(up to sixteen participants). **(delete)**

8. Losers of the pigtail matches are out of the tournament. **(delete)**

9. A wrestler may enter the borough tournament only in a weight class in which at least fifty

percent of his season matches were wrestled **unless s/he is moving up one weight class.**

Kenai Peninsula Borough School District Board of Education Meeting Minutes

April 21, 2003 – 7:30 p.m.

Borough Administration Building
Regular Meeting – 148 N. Binkley, Soldotna, Alaska

SCHOOL BOARD MEMBERS:

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

STAFF PRESENT:

Dr. Donna Peterson, Superintendent of Schools
Mrs. Melody Douglas, Chief Financial Officer
Dr. Gary Whiteley, Assistant Superintendent, Instruction
Mr. Todd Syverson, Assistant Superintendent, Administrative Services

OTHERS PRESENT:

Mrs. Debbie Stewart	Mr. Vernel Schneider
Mrs. Lassie Nelson	Miss Amy Shoemaker
Mr. Sean Dusek	Mrs. Shirley Gifford
Mrs. Colleen Ward	Mrs. Lisa Groleske
Mr. John Torgerson	Mr. Pat Nolden
Mr. Dennis Murray	Mrs. Carole Nolden
Mrs. Paula Christensen	Mrs. Jane Stein
Dr. Roy Anderson	Miss Kaitlin Vadla
Mr. John Wensley	Mr. Mark Tuter
Mr. Sam Stewart	Mrs. Teresa Kiffmeyer
Mr. Tim Peterson	Mrs. Rosie Reeder
Mr. Richard Warrington	Mr. Jim White
Mr. Michael Vasilie	Mr. Pete Sprague
Mrs. Kathy Gensel	Mr. Eric Fischer
Miss Rachel Kastner	Mrs. Mae Hughes

Others present not identified.

CALL TO ORDER:

Mr. Arness called the meeting to order at 7:31 p.m.

PLEDGE OF ALLEGIANCE:

(Tape 1, 112)

Mr. Arness asked those present to participate in the Pledge of Allegiance and to remain standing while Miss Amy Shoemaker played the *National Anthem* on her saxophone.

ROLL CALL:

(Tape 1, 237)

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

APPROVAL OF AGENDA:
(Tape 1, 261)

The agenda was approved with the addition of Consent Agenda Item Number 10a.(6), Leave of Absence-Certified.

APPROVAL OF MINUTES:
(Tape 1, 291)

The School Board Regular Meeting Minutes of March 3, 2003 and Special Meeting Minutes of April 11, 2003, were approved as printed.

AWARDS AND PRESENTATIONS:
(Tape 1, 326)

The Board presented Spirit of Youth Awards to Miss Rachel Kastner, Miss Kaitlin Vadla, and Mr. Eric Fischer. Miss Heather Drake was also a recipient but was not present.

The Board presented Golden Apple awards to Mrs. Shirley Gifford, Soldotna High volunteer; Mr. Mark Tuter, Soldotna High Community Schools coordinator; Mr. Pat Nolden, Soldotna High teacher; Mrs. Mae Hughes, Sears Elementary volunteer; Mrs. Teresa Kiffmeyer, Districtwide teacher, and Mrs. Debbie Stewart, Public Relations and Recruitment Officer, Human Resources, for their service to the District.

SCHOOL REPORT:
(Tape 1, 1383)

Mr. Sean Dusek, Soldotna High School principal, gave a PowerPoint presentation highlighting the school goals, recent accreditation process, high school qualifying exam results, Terra Nova results, music programs, student activities and competitions, technology (webcasting and video conferencing classes), drama productions, communications with public and parents, athletic accomplishments, and recognized staff members who had received various awards. Miss Jennifer McCard introduced the Mock Trial team (Pehr Hartvigson, Jennifer McCard, Mark McCartan, Haley Smith, Justin Johnson, Ryan Myers, Matthew Meacham) and reported that the team won the state competition and will travel to New Orleans, Louisiana to compete at the national level. The team is coached by LaDawn Druce and Eric Soderquist with assistance from Mr. Dolifka and Judge Cranston. The Swing Choir sang *Lift Your Voice, America*, directed by Mrs. Trudy Peterson.

PUBLIC PRESENTATIONS:
(Tape 1, 2787)

Ms. Anne Krogseng stated that consolidating the two Nikiski elementary schools does not express the wishes of the community and asked the Board instead, to consider reconfiguration of the schools to K-3 at one school and Grades 4-6 at the other.

Mrs. Juanita Petla-Moore suggested that the Board consider legal action against the state and federal government for inadequately funding education and protested the proposed closure of Nikiski Elementary School.

Ms. Melinda Cox asked the Board to make a decision to either consolidate or reconfigure the Nikiski area elementary schools so that the community can begin to work together. She expressed appreciation for the performance by the Soldotna Swing Choir.

Ms. Holly Norwood stated that a petition has been signed by Nikiski area residents who want to focus on primary achievement through a reconfiguration of the grade levels at the two Nikiski area elementary schools.

PUBLIC PRESENTATIONS (continued): Ms. Tammy Johnson, home school parent, stated that although there is no perfect solution, a reconfiguration of the two Nikiski elementary schools into Grades K-3 at one school and Grades 4-6 at another might encourage home school students to attend public school.

Mrs. Lisa Groleske, Soldotna parent, stated that if the Nikiski area elementary schools are not up to par, she will reconsider her future plans to move to Nikiski.

Ms. Rose Pilatti stated that consolidation of the two Nikiski elementary schools will cause a large number of students to be housed in one school, which will not improve the quality of education.

Ms. Debra Dugan, Nikiski Middle/High student, spoke in support of reconfiguring the Nikiski area elementary schools for safety and academic reasons.

Mr. Karl Cooper, Nikiski parent, expressed concern that closing one of the Nikiski elementary schools will not completely fix the budget problem and will cause the already low student achievement to become worse.

Mrs. Jill Sturgeon, Nikiski parent, stated that she moved to Nikiski because of the quality of North Star Elementary School and added that if changes are necessary; reconfiguring the two schools would be the best decision for students.

Mrs. Candace Rodriguez, former Nikiski student and parent, expressed concern for the overcrowding that would occur if all of the elementary students were put into one school. She asked the Board why money wasn't set aside in prior years to address the budget issues today.

Mrs. Maria Nunez, Nikiski parent, asked the Board to consider the children's education first and noted that money will always be an issue.

Ms. Carol Strickland, Nikiski parent, stated that the Nikiski schools will not meet the criteria of the No Child Left Behind Act if all of the elementary students are consolidated into one building because achievement scores will remain low.

Ms. Carol Hakkinen, KCHS parent, congratulated the Soldotna High mock trial team, and expressed concern for the budget cuts that reduce staff and eliminate travel money for extracurricular activities.

RECESS:

At 8:50 p.m., Mr. Arness called a recess.

RECONVENE AFTER RECESS:

At 8:59 p.m. the Board reconvened in regular session.

HEARING OF DELEGATIONS:

(Tape 1, 5387)

Dr. Peterson presented a PowerPoint report from the Career and Technical Blue Ribbon Task Force that included an overview of the work accomplished by the group. Mr. Harry Lockwood, State of Alaska Department of Labor Workforce Development vocational counselor, provided state and local labor market information noting that only 25% of all new jobs will require a bachelor's degree or above and the rest will require some type of postsecondary education. Mr. Sam Stewart shared copies of the District's Career Education Curriculum and reported on partnerships with the Kenai Peninsula College through the Workforce Development Center.

Mr. Dale Moon provided a list of present and future courses being offered for dual credit through the Workforce Development Center. Mr. Sal Matteredo, Co-chair of the Kenai Process Industry Careers Committee (KPICC), reported that the Committee's goal is to help develop a world class workforce comprised of skilled and capable workers who will have an opportunity for successful careers in industry and to replace those who will soon be retiring. Mr. Joe Donahou, Economic Development District, reported that a Workforce Coalition has been formed that to identify what Peninsula employers their employees to know.

Mrs. Crawford commented on the overwhelming need for health care workers. Mr. Dennis Murray, Heritage Place Nursing Facility administrator and Executive Board Member of the Alaska State Hospital Nursing Home Association, noted that health care workers represent the largest area of employment growth and reported that the Association has partnered with the University of Alaska and the District to offer a nursing program and graduate approximately 110 students annually.

Mrs. Jane Stein told the Board to be proud of the workforce that has been educated on the Peninsula and are now employed worldwide. She added that she would like to see home economics classes return to the high school course offerings.

Mr. Arness thanked the group for their hard work and asked what obligation the District has to the Task Force. Dr. Peterson asked the Board to continue their support for the partnership and the Workforce Coalition.

Ms. Germano thanked the group for attending the meeting and for their hard work.

Dr. Anderson stated that he is impressed with the composition of the Task Force and expressed his appreciation for the members who gave their efforts and time to accomplish this Board goal.

Mrs. Gilman stated that vocational education is part of everyday life and the District needs to train students accordingly.

COMMUNICATIONS AND PETITIONS: Dr. Peterson stated that routine correspondence was included in the Board's general information packet. She reported that the AASA Alaska Superintendent of the Year Award included a \$1000 student scholarship which is currently being advertised for application through May 1.
(Tape 1, 8571)

ADVISORY COMMITTEE, SITE COUNCIL, AND/OR P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.:
(Tape 1, 8668)

Mr. Arness recognized Borough Assembly Members, Mrs. Betty Glick, Mr. Pete Sprague, and Mr. Gary Superman, who were in attendance.

Mrs. Lori Lingafelt, Soldotna Elementary PTA president, reported that at a recent PTA meeting, parents expressed support for the reconfiguration of Soldotna Elementary and Redoubt Elementary into Grades K-3 at one school and Grades 4-6 at the other. She invited the administration and the Board to "A Night of the Arts" at Soldotna Elementary on Thursday, April 24, at 6:30 p.m. which will feature a musical directed by Mrs. Erin Southwick and a student art display by Artist-in-Residence, Mr. Larry Willard.

Mr. Joe Arness recognized Mrs. Cathy Carrow as the newly-elected KPESA president.

SUPERINTENDENT'S REPORT:
(Tape 1, 8668)

Dr. Peterson reported that information regarding comprehensive schools will be posted on the Instruction Department page of the District website. Dr. Peterson reported that a pilot program was implemented at Nikiski Elementary and North Star Elementary schools to address low achievement in reading. She reported that the Districtwide inservice has been canceled for the 2003-2004 school year. She reported that the June 3 Board planning session will begin at 9:00 a.m. in the superintendent's office.

Financial Report:
(Tape 1, 9340)

Mrs. Douglas presented the financial report of the District for the periods ending February 28 and March 31, 2003.

Budget Transfer Report:
(Tape 2, 328)

Mrs. Douglas reported on third quarter budget transfers Numbers 147 through 320 for various schools and departments within the District.

Consolidation of Schools Update:
(Tape 2, 354)

Dr. Peterson presented the Consolidation of Schools Update which included recommendations for Board consideration regarding small school (under 200 students) and larger schools (over 200 students). The report also included recommendations for closure of Hope School and the consolidation of Nikiski Elementary and North Star Elementary schools. She noted that the Board will conduct a one-hour worksession on May 5 in Seward, just prior to the Board meeting, to discuss other aspects of the Consolidation Plan and for the Board to give direction to the administration.

BOARD REPORTS:

Mrs. Crawford reported that she testified at the Kenai Legislative Information Office regarding the senate budget and noted that there were so few people who testified statewide that they closed the meeting an hour early. She stated that she attended Representative Kelly Wolf's Town Meeting and noted that it was also not very well attended. She expressed her disappointment regarding the public participation level at both events. She stated that she had a wonderful experience attending the National School Boards Annual Conference and noted that a summary of the conference is included in the Board's information packet. She noted that her favorite part of the Conference was listening to Mr. Frank McCourt author of, *Angela's Ashes*. She reported that Mr. McCourt talked about the exhilaration and the ecstasy of spending thirty years in a classroom.

BOARD REPORTS (continued):

Ms. Germano stated that the state senate took two days of testimony and noted that the previous evening's testimony regarding the state operating budget continued until 9:45 p.m. She stated that it was interesting that there were so few people in attendance from the Central Peninsula area and encouraged those present to testify to the legislature when the opportunity arises.

CONSENT AGENDA:
(Tape 2, 547)

Items presented on the Consent Agenda were Approval of Budget Transfer Numbers 176 and 347; Requests for Leave of Absence-Support; Long-term Substitute Contracts; Tenure Teacher Assignments; and Resignation.

Budget Transfer Numbers 176 and 347:

Mrs. Douglas recommended the Board approve budget transfer number 176 for \$81,183 to pay for a foreign language program for Aurora Borealis Charter School and budget transfer number 347 for \$64,882 to pay for Student Nutrition Services baking supplies and \$15,408 for a payment on the Point of Sale system for recording sales.

Requests for Leave of Absence-Support:

Mr. Syverson recommended the Board approve unpaid leave of absence requests for Michelle Gabriel, school secretary III, Soldotna Elementary (effective the 2003-2004 school year); and Dawn Stetz, administrative secretary, Instruction Office (effective June 5, 2003).

Long-term Substitute Contracts:

Mr. Syverson recommended the Board approve long-term substitute teacher contracts for Thomas Rhyner, physical education, Mountain View Elementary; and Karl Kircher, reading teacher, Soldotna Middle School; and Sherry Burt, English, Susan B. English Elementary/High School.

Tenure Teacher Assignments:

Mr. Syverson recommended the Board approve a tenure teacher assignment for the 2003-2004 school year for Heather Lindquist and Jerry Dixon.

Resignation:

Mr. Syverson recommended the Board approve a resignation, effective April 14, 2003, from Janette Cadieux-Lexmond, physical therapist (currently on year's leave of absence from Soldotna Elementary).

Ms. Germano asked to remove Item Number 10a.(1) from the Consent Agenda.

MOTION:

Mrs. Crawford moved the Board approve Consent Agenda Items Numbers 2 through 6. Mrs. Mullins seconded.

Motion carried unanimously.

MOTION:

Ms. Germano moved the Board approve Consent Agenda Item Number 10a.(1), Budget Transfers 176 and 347. Mrs. Gilman seconded.

CONSENT AGENDA (continued):

Ms. Germano asked for an explanation of the budget transfers relating to baking supplies. Mrs. Douglas responded that the baking functions have moved from one location to another and that the baking supplies budget was moved to the new site.

Ms. Germano asked for an explanation of budget transfers to cover miscellaneous repairs including vending machines. Mrs. Douglas responded that the District has various vending machines that dispense juice and other items and the money being transferred will cover the cost of a variety of repairs.

Motion carried unanimously.

FY04 Budget:
(Tape 2, 780)

Mrs. Douglas recommended the Board approve the FY04 Operating Fund Budget of \$72,509,508 and a total budget for all funds of \$89,270,459. Mrs. Douglas further recommended that the reductions in unallocated funds (\$400,000) and in supply allocations (\$1,236,724) be considered temporary reductions pending expected additional revenues through the legislature. She stated that revisions to the FY04 budget are likely to happen at the June 2 Board meeting.

MOTION:

Mrs. Mullins moved the Board approve the FY 2003-2004 annual budget as presented. Mrs. Crawford seconded.

Ms. Germano expressed appreciation for the hard work and energy the administration has put into the budget. Ms. Germano clarified that “reduce cocurricular program” (language in the FY04 Budget memo) actually means that there will be a reduction in extra-curricular travel. She stated that she believes that the Board is doing a disservice to the community by adopting the FY04 Budget in hopes that more funding will come from the legislature. She stated that additional reductions are being made in teaching staff and curriculum adoption materials. She stated that the Board needs to consider offering extracurricular activities in some other way because there is not enough money in the budget.

Mrs. Gilman expressed her appreciation to the administration, community, and staff for their work on the budget. She stated that she hopes Alaska wakes up and realizes that education needs more funding. She stated that the message she heard from the Nikiski parents’ testimony was that academic achievement was a top priority as well as low pupil-teacher ratios. Mrs. Gilman reminded those present that during the last School Board election she campaigned to work towards keeping pupil-teacher ratios low. She stated that one of the elements that make Aurora Borealis Charter a good school is that they have a pupil-teacher ratio of 1 to 22. She noted that if any teacher is given 22 children to teach they would see amazing results. She stated that the problem with the FY04 Budget is that it reduces so many teachers. Mrs. Gilman stated that if the Board eliminated extracurricular activities from the budget, other opportunities would be found to provide those activities for students because they are vital. She suggested that extra-curricular activities be paid for through nonprofit organizations, the Borough Assembly, or through the use pull tabs.

FY04 Budget (continued):

Mrs. Gilman stated that she will do whatever it takes to provide activities for students, but not at the expense of the English teacher. She stated that unfortunately, Governor Murkowski has explained his budget proposal and is not considering any increases to education. She stated that without money in an unallocated account, teachers will be forced to teach in unmanageable classrooms. She stated that reducing the supply budget by 50% means that more money will come out of the classroom teacher’s pocket because they will personally purchase necessary items. Mrs. Gilman expressed concerns that although the Connections Program budget was not increased, the educational allotment to students was increased. She expressed concern that the District is cutting classroom teachers and reducing supply budgets by 50%, and yet, for this group of home school students, the District is increasing the amount that they will receive. She stated that she understands that the District must be able to compete with the Galena IDEA Program. She stated that she would like to compete with the Galena program by offering a better academic program and providing an opportunity for interaction with teachers by parents and students. She stated that it is not fair to provide more money

for home school students and less money for students who attend school in a public school building.

Mr. Poindexer stated that he cannot support the budget as it is presented because he feels that it is a false budget. He stated that it gives the public a false sense of security with the hopes that additional money will come from the legislature. He stated that if the District doesn't receive more money, the Board will have to adjust the budget further. He stated that there will be items eliminated from the budget that the public will not know about. He stated that the Board should pass a budget that is realistic. He stated that it would not be fair to the public if the Board eliminated extracurricular programs during the summer. He stated that the public should have the opportunity to react to what may happen to the District budget in June. He stated that if choices have to be made, the classroom teacher and academic programs must come first. He stated that he cannot support the budget as presented.

Mrs. Crawford stated that the budget process has been very difficult and expressed appreciation to the administration for the hard work that has been put into it. She stated that even though it is a difficult choice, she will support the FY04 Budget. She stated that it is interesting that 70% of the District budget comes from the state. She stated that all 60 legislators and the governor campaigned on making education their top priority and added that she hopes the public remembers when they vote.

Dr. Anderson stated that the FY04 Budget is a sham but that he will vote for it because he feels that the Board doesn't have another option. He stated that the public should not have illusions that there will not be additional cuts. He stated that if the governor's budget is passed, the Board will have to cut an additional \$5 million. He stated that if the legislature adds \$155 or \$165 per student in the funding formula, the Board may not have to do too much damage and added that he does not know where additional cuts will come from. He stated that he will support the budget because the Board must approve a balanced budget.

FY04 Budget (continued):

Ms. Germano stated that the best the Board can hope for is to put back a supply budget and maybe some unallocated staffing funds. She stated that additional money will not change the situation by adding teachers into the classroom. She stated that each Board member is committed to teachers. She stated that the Board will revisit the budget and added that she had every intention of voting against it but realizes that this is the best thinking at the time. She stated that she hopes the Board will discuss the issue of funding extracurricular activities.

VOTE:

YES – Anderson, Crawford, Germano, Mullins, Arness

NO – Gilman, Poindexter

Motion carried.

POLICY REVISION:

(Tape 2, 1924)

Dr. Whiteley recommended the Board approve the adoption of BP 5145.31, Students in Transition (Homelessness). He explained that if the policy is not adopted before the fall audit, the federal government could freeze funds to the District which equals in excess of \$4 million.

Margaret Gilman asked if the federal government will provide money for transporting the “students in transition.” Mr. Matiya responded that there would be money through Central Area Rapid Transit System (CARTS). Mr. Matiya further explained that the District is in the process of identifying the homeless population which will take a long time to accomplish.

Mrs. Crawford confirmed that there are approximately 100 homeless students. Mr. Matiya stated that the District has hired a classified staff person to work with local agencies to locate homeless students.

Mrs. Gilman asked how many homeless people live in the Borough. Mr. Matiya stated that the federal definition of a homeless student is a person who is not spending the night in their own residence.

Ms. Germano asked whether there is a count period to calculate the number of homeless youth. Mr. Matiya stated that defining and locating homeless students becomes very hard because of the many reasons why students aren’t living at home.

MOTION:

Mrs. Crawford moved the Board approve the adoption of BP 5145.31, Students in Transition (Homelessness). Ms. Germano seconded.

Motion carried unanimously.

**PUBLIC PRESENTATIONS/
COMMENTS:**

(Tape 2, 2255)

Mrs. Jennie Hammond, Nikiski resident, asked the Board to use funds from local, state and federal governments for items that cannot be funded from other sources and suggested the Board consider using grants to pay for extracurricular activities.

**PUBLIC PRESENTATIONS/
COMMENTS (continued):**

Mr. Richard Warrington, State Traumatic Brain Injury Advisory Board Member, invited the Board to attend the Brain Awareness Week Walk for Awareness, Saturday, May 31, at 11:00 a.m. at Kenai Central High.

Mrs. Cassandra McMahon asked the Board to visit both Nikiski elementary schools and talk to the teachers and students before making a decision to close either one.

Mr. Jim Beeson cited the value and impact of extracurricular activities and added that many students would not be in

school if it were not for extracurricular activities.

BOARD COMMENTS:

(Tape 2, 3055)

Mrs. Mullins congratulated those who were given Golden Apple awards and the students who received Spirit of Youth nomination certificates. She thanked the youth for presenting the Soldotna High School report. She stated that she was impressed with the Blue Ribbon Task Force report and added that she is pleased that members of the community and business community have taken an active role in informing the Board about what they want students to know when they graduate. She reminded those present that the Board's responsibility is to approve a balanced budget and noted that she has not liked the District budget since 1986. She stated that she feels certain that the Board will revisit the FY04 budget. She stated that currently the local economy is unpredictable and noted that a Nikiski business will be reducing their workforce and another business in the Kenai area has left the community. She stated that families may be forced to relocate which will affect enrollment in August.

Dr. Anderson stated that the primary interest of each Board is what is best for students. He explained to those present that the state limits the amount of money the District can receive and noted that the Borough has generously funded the District at the cap and has found ways to contribute even more money. He explained that the reason Aurora Borealis Charter School has a lower pupil-teacher ratio is because their teachers cost less and that they require every parent to be involved in the school. He predicted that there will be a disaster if the governor's budget passes. He stated that decisions regarding additional cuts to the FY04 budget will be difficult. He stated that consolidation of the two elementary schools in Nikiski is in the best interest of the students and that he supports the idea. He stated that there may be more school consolidations within the next two or three years in order to balance the budget. He alerted Mrs. Glick that he and other Board members are interested in pursuing a lawsuit (at Borough expense) against the state to get the District a fair and equitable area cost differential. He stated that as soon as the legislature disregards the Area Cost Study information the District should pursue reparation for the damage caused by the unfair cost differential that has been in effect for a number of years. Dr. Anderson recognized Mr. Arness for his generous assistance with homeless people. He recognized Mr. Misha Vaissenberg, former District student and son of Mr. Grigori Vaissenberg, who is serving in the military in Iraq and wished Misha and other Peninsula military personnel a safe return.

BOARD COMMENTS (continued):

Mrs. Gilman congratulated those who received Golden Apple and Spirit of Youth awards. She stated that Mrs. Mae Hughes is at Sears Elementary each morning and noted that she is an excellent example to students by showing them that people in the community care about them and their education. She reported that she attended the K-Beach Elementary Artist-in-

the-School presentation and reception and added that Mt. View Elementary also hosted the Artist-in-the-School Program. She reported that U.S. Senator Lisa Murkowski was invited to speak to the fourth grade students. Senator Murkowski stated that she was very impressed with the students and commented that their questions were better prepared and more in-depth than any group of reporters she has faced. She thanked those who testified during the meeting. She responded to the Nikiski parent who asked why the Board did not set aside money for the future by explaining that there has not been any money to set aside. Mrs. Gilman asked whether the Soldotna High students could webcast the Board meetings as long as it does not cost anything.

Mrs. Crawford extended congratulations to those who received awards. She thanked Mr. Dusek for the Soldotna High School presentation and noted that the school play, *We Were Stardust*, was written, produced, and directed by a Soldotna High teacher. She noted that this is the first time the District has had a team place in state mock trial competition. She noted that it was a great honor to serve on the Blue Ribbon Task Force. She thanked Dr. Peterson for her work on the Consolidation Plan and thanked the administration for their work on the FY04 budget. She asked those present to assist the Board in lobby efforts during the last thirty days of the legislative session. Mrs. Crawford told Dr. Peterson that she would like to serve on the Superintendent Scholarship Committee.

Mr. Poindexter stated that he was impressed with the students that received the Spirit of Youth awards. He stated that Mr. Cameron Poindexter (student representative) was absent from the meeting because he was setting up the FFA State Convention in Palmer. He stated that he supports the idea of a lawsuit against the state for inequitable funding especially if the District does not see any improvement in funding the FY04 Budget. Mr. Poindexter announced that within five years there will be 350 jobs that will be available in the state in the field of natural resources. He stated that Governor Murkowski is counting on natural resources to help bridge the budget deficit. He stated that he has been facilitating a natural resources class in Homer funded by the Homer Soil and Water Conservation District. He stated that the Homer and Kenai offices are willing to fund more programs and suggested that they be added to the Workforce Coalition Memorandum of Agreement.

BOARD COMMENTS (continued):

Ms. Germano stated that the District has been under funded for 20 years and that it is time to pursue a lawsuit. She stated that extracurricular activities should not only be a model for leadership, but also for volunteerism. She stated that the Board has said that the \$245,000 in extracurricular travel money could be paid for by parents. She noted that the additional \$1.4 million is coaching stipends and retirement for

coaching. She stated that she is not asking teachers to volunteer to coach. She suggested that local communities decide which activities are important and then ask parents to organize and pay for them. She noted that this would allow the School Board to put more of its resources into educating students. She stated that there are a lot of excellent programs run by volunteers.

Mr. Arness stated that this year the Board suspected the worse funding picture. He stated that he doesn't have a problem supporting the FY04 budget and added that the Board will probably revisit the budget more than once. He stated that extracurricular activities are in jeopardy more than ever before. He reported that all seven of his children attended Nikiski area schools and added that they all received a good education. He stated that the statements about how badly Nikiski students are doing are untrue. He stated that he does not mind the discussion regarding whether to reconfigure or consolidate the Nikiski elementary schools but asked that those who wish to present to the Board make sure that they have the correct facts. He stated that it would be hard for the District to retain its credibility and operate two schools less than half full within 5 miles of each other. He cautioned the Nikiski residents in the audience to be careful what they say about Nikiski since they are ambassadors of the community.

ADJOURN:
(Tape 2, 5325)

At 10:54 p.m., Mrs. Crawford moved the School Board Meeting be adjourned. Mrs. Germano seconded.

Motion carried unanimously.

Respectfully submitted,

Mr. Joe Arness, President

Mrs. Deborah Germano, Clerk

The Minutes of April 21, 2003
have not been approved as of
April 21, 2003

May 5, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Requests for an Unpaid Leave of Absence/Certified – Item 10 a (1)

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

Denise Cox	Media Specialist/ Music Teacher	Nikiski Elementary
Jill E. Showman	Russian, English, History	Voznesenka

May 5, 2003

TO: Board of Education
FROM: Tim Peterson, Director, Human Resources
THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services
SUBJECT: Approval of Resignations Item 10 a (2)

It is recommended that the following resignations be accepted effective the end of the 02-03 school year:

Margaret Corbisier	Speech Therapist	Homer Middle School
Charles Chavka	Grade 6	Redoubt Elementary

April 24, 2003

MEMORANDUM

To: Kenai Peninsula Borough School District Board of Education

From: Dr. Donna Peterson, Superintendent

Subject: ASBO Vice-President Seat Resolution
[\(Letter of Support\)](#)
[\(Resolution of Support\)](#)

The Kenai Peninsula Borough School District has shown a history of support for employees serving recognized associations at the state level. The benefit of this is having our district's perspective represented in these groups.

Melody Douglas has served as a director, president, and executive director for the Alaska Association of School Business Officials (ALASBO). The board of directors has endorsed and provided support for Melody to serve on the Association of School Business Officials International (ASBO) Board of Directors; she is presently completing the 3rd year of a three-year term. She is now eligible to be a candidate for vice president; ALASBO is requesting the District's support in advancing Melody for this position. There is an automatic procession to president of ASBO if elected as vice-president.

The district administration is supportive of this goal, but would like to clarify some of the issues:

1. No travel expenses associated with this service will be charged to the District.
2. Being an ASBO officer is an uncompensated position. The district will not reduce Melody's salary for ASBO related absence, but will require use of leave when appropriate.
3. It is further recognized her position is both managerial and highly technical; Melody is aware of the balance necessary to meet the demands of her job and the ASBO seat.

In fairness, I must add that I intend to be flexible with Melody should she become elected. The use of leave is the employee's prerogative and I want to ensure Melody is not negatively impacted by her choice. I am aware of the many additional hours Melody already contributes to this district. Her dedication is directly reflected in the complimentary audits, budgets and annual awards we receive for our business practices. I have no doubt she will continue to place the district priorities first and will ensure we do not suffer by her absence.

Some direct benefits the District has seen and will continue to see as result of her national involvement include implementing best practices such as procurement cards, tax sheltered annuity compliance with federal law, national recognition of our budget document, GASB 34 implementation, continued implementation of professional standards in the District, access to federal legislation and legislators, and professional development delivered via distance delivery technology in view of declining travel budgets.

I respectfully request the Board of Education approve Resolution 02-03-10 as presented.

KPBSD Resolution 02-03-10

WHEREAS: The Association of School Business Officials (ASBO) is an international and professional association that provides programs and services to promote the highest standards of school business management practices and professional growth, and the effective use of educational resources; and

WHEREAS: ASBO represents over 6,000 members employed in public and private school entities, as well as community and junior colleges and state departments of education.; and

WHEREAS: The Alaska Association of School Business Officials (ALASBO) has expressed their desire to run an Alaskan candidate for vice-president on the international ASBO board of directors; and

WHEREAS: Ms. Melody Douglas has confirmed her interest in serving; and

WHEREAS: The Kenai Peninsula Borough School District has a history of supporting employees elected to state level association positions; and

WHEREAS: The Board of Education recognizes the value in having a member of this district representing both Alaska and the Kenai Peninsula in a national forum;

THEREFORE BE IT RESOLVED THAT: The Kenai Peninsula Borough School District Board of Education stands in support of the ALASBO effort to advance Ms. Melody Douglas as a candidate for vice president on the of ASBO International Board of Directors.

Adopted by the Kenai Peninsula Borough Board of Education on this 5th day of May, 2003.

Joe Arness, President
School Board

Attest:

Sally Tachick
Notary Public
My Commission Expires 07/25/05

May 5, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of New Teacher Assignments/2003-04 Item 10 a (4)

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

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXP</u>	<u>ASSIGN</u>
Soldotna, AK	Clare, John Edward	MEd	Central WA. University Ellensburg, WA	Special Ed	K-12 Sp. Ed, Elementary Orientation & Mobility, Visually Impaired	7 AK	Temporary Vision Specialist, District wide, Pupil Services
Bethel, AK.	Hunter, Erin Sunshine	BS	N.E. State University, Tahlequah, OK	Special Ed	N-12 Emotionally Disturbed, N-12 Learning Disability, N-12 Mental Disabilities	7 AK	Assistive Technology/ Augmentive Communication Specialist-District wide

April 29, 2003

M E M O R A N D U M

TO: Board of Education

FROM: Melody Douglas
Chief Financial Officer

SUBJECT: Budget Transfers

Budget transfer number 401 in the amount of \$18,816 and Special Services budget transfer number 815050 in the amount of \$141,120 have been requested by the Special Services Department to move funds from certain unfilled positions to pay for contracted services and summer school salaries.

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.

Enclosure

May 5, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Non-tenure Teachers for Tenure/2003-04 Item 10 b

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

Location	Employee	Tentative Assignment	Certification
Chapman	Lorraine Hibpshman	Special Ed/Resource	K-8 Special Ed/Mild Generic Special Ed K-8 Elementary
Kachemak-Selo	Sally Burns	Title I Teacher 90%/Migrant Teacher 10%	K-8 Elementary K-8 Reading
Kenai Central High School	Clayton Holland	Special Ed/Resource	K-9 Special Ed/M.R. 1-8 Elementary
Nikolaevsk	Linda Jackson	Special Ed/Resource 75% Special Ed/Quest 25%	P-12 Special Ed K-8 Elementary
Redoubt	Cynthia Romberg	Special Ed/Quest .50 FTE	7-12 German 7-12 P.E.
Soldotna Middle School	Laura McIndoe	Special Ed/Resource	K-12 Special Ed/E.D. K-6 Elementary
Connections	Richard Douglas Hogue	K-4 Connections	Elementary
District-wide Pupil Services	Timothy McIntyre	School Psychologist	School Psychologist
District-wide Pupil Services	Barbara McNinch	Occupational Therapist	Occupational Therapist

May 5, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

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

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

<u>Location</u>	<u>Employee</u>	<u>Assignment</u>	<u>Certification</u>
Aurora Borealis	Don Drury	Grade 3	K-12 Reading K-8 Elementary
Homer Flex	Jill Sill	.75 FTE Generalist	K-8 General Integrated Science
Homer High	Linda Hampson	Counselor	K-12 School Counselor Secondary History Secondary Special Ed, LD
Homer High	James Keal	Counselor/Social Studies	School Counselor 7-12 Life Science 5-9 Science
Homer High	Timothy Whip	Online Assessment Trainer	K-6 Elementary
Homer High	Vicki Abraham	Migrant Reading/Language Arts	K-6 Elementary Ed K-12 Mildly Handicap
Instruction/ Operations & Assessment	Debbie Harris	District wide Art Specialist	K-8 Art K-8 Elementary
K-Beach Elementary	Debra Hayes	Special Ed/Resource	Elementary Special Ed

Location	Employee	Assignment	Certification
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K-Beach Elementary	Teresa Owens	Special Ed/Intensive	K-8 Generic Special Ed Adaptive PE K-12 Physical Ed
K-Beach Elementary	Erik Viste	D/W School Psychologist	District wide School Psychologist
Kachemak Selo	Ed Frink	Generalist	Secondary Teacher Secondary English
Kenai Central	Dawn Brighton	English	4-12 English
Kenai Central	Kim Denesen	Special Ed/EH	K-9 Special Ed Elementary
Kenai Central	Susan Hatch	Alt.Stages Special Ed/EH	K-12 Special Ed Special Ed/Vision
Kenai Middle	Erik Larson	Special Ed/Resource	Special Ed Elementary Earth Science
Kenai Middle	Louise Heite	D/W Speech Therapist	Speech Pathologist
Montessori	Susan Larned	6-9 years old	K-12 Art
Nanwalek	Matthew Neagley	Generalist	7-12 History 7-12 English
Nanwalek	Colby Neagley	Title I Reading Teacher	K-8 Elementary
Nikiski Middle/High	Ned Clooten	Athletic Director/Science	Coaching 7-12 Biology 7-12 Chemistry
Nikiski Middle/High	David Brown	Special Ed/Severe	K-12 Specific Learning Disabled K-12 Behavior disorder K-12 P.E. 7-12 Coaching
Port Graham	Linda Thacker	K-3	K-8 Elementary
Redoubt Elementary	M. Jane McFarland	Speech/Language Pathologist	Speech/Language Pathologist

Location	Employee	Assignment	Certification
Skyview	Timothy Wight	Special Ed/Resource	P-12 Special Ed K-12 Art
Skyview	Eric Willets	Special Ed/Resource	K-12 Special Ed 7-12 German
Sears Elementary	Kay Downs	Special Ed/Preschool	K-12 Special Ed/Mild K-8 Elementary
Seward Elementary	Agusta Lind	Special Ed/Quest	Elementary
Seward Elementary	Lana Espisoto	Special Ed/Resource	K-6 Special Ed/LD K-6 Elementary
Seward Middle	Jennifer McDonald	Language Arts/Math	4-12 English/Language Arts 4-12 History K-8 Elementary
Soldotna Elementary	Erin Southwick	Music	K-12 Music
Soldotna Elementary	Amy Hogue	Special Ed/Speech	Speech Pathologist
Soldotna High	Janne Lillestol	Special Ed/Resource	K-12 Special Ed/LD 1-6 Elementary
Soldotna High	Cecilia Deatherage	D/W Special Ed/Speech	Speech
Soldotna High	Diane Haupt	D/W School Psychologist	Birth-21 Psychologist
Soldotna Middle	Kevin Downs	Special Ed/Resource	Special Ed K-12 Mild Handicap K-8 Elementary
Spring Creek	Chris Lau	Generalist	7-12 Language Arts/Humanities 7-12 English
Sterling Elementary	Gail Frasher	Special Ed/Resource	K-8 Special Ed K-8 Elementary
Susan B. English	Claude McMillan	Grade 5/6	K-8 Elementary K-8 Chemistry

Susan B. English	Marie McMillan	English/Health	K-8 Elementary
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Location	Employee	Assignment	Certification
Tebughna	Belinda Drake	K-3	K-6 Elementary
Tebughna	Susan Whipp	Language Arts/Social Studies	K-12 Art 7-12 Biology
Voznesenka	Tania Patiro	7-12 Science	Biology Elementary
West Homer	Judy Gonsalves	Special Ed/Speech	K-12 Speech/Hearing Elementary
West Homer	Millie Lewis	Special Ed/Resource	K-6 Special Ed/LD K-6 Special Ed/Mild K-8 Elementary
Connections	Wendi Dutcher	Grades 9-12	9-12 Math
Connections	Ray Vining	Math/Science	6-12 Science 6-12 Math 6-12 Chemistry
District Wide Pupil Services	Angela Nelson	School Psychologist	School Psychologist
District Wide Pupil Services	Danielle Thompson	Special Ed/Speech	NB-21 Speech Pathologist
District Wide Pupil Services	Kristan Warnick	Special Ed/Psychologist	Psychology

May 5, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: 2003-04 Administrator Contracts - Item 10e.

Recommendation: That the BOE approve the following Administrator appointments for the 2003-04 school year.

Building Administrators

	<u>School</u>	<u>Administrator</u>	<u>Position</u>
Homer High School	Sharon Conley	Assistant Principal	
Susan B. English	Daniel J. Beck	Principal/Teacher	

Memorandum

DATE: April 25, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
 Superintendent of Schools
RE: First Reading of Policy Manual Review of Section 1000, Community Relations

As part of the systematic examination of the Policy Manual, several worksessions have been held to review Section 1000, Community Relations. These revisions are presented for a first reading.

Housekeeping Revisions

BP 1112 Media Relations
 BP 1150 Commendations and Awards
 BP 1220 Advisory Committees
 BP 1230 Organizations Supporting Student Activities
 BP 1240 Volunteer Assistance
 BP 1250 Visits to the Schools
 BP 1312 Public Complaints Concerning the Schools
 BP 1312.1 Public Complaints Concerning School Personnel
 AR 1312.2 Challenges To Instructional Materials
 BP 1312.3 Public Complaints Concerning Discrimination
 BP 1325 Advertising and Promotion
 AR 1325 Advertising and Promotion
 BP 1330 Use of School Facilities and Properties
 BP 1340 Access to District Records

Other Revisions/Adoptions

BP 1100 Communication with the Public: website added
 BP 1140 Responsibilities of the Board: aligned with practice and bylaws
 AR 1150 Commendations and Awards: aligned with practice
 AR 1230 Organizations Supporting Student Activities: requires greater fiscal accountability
 E 1240 Community Questionnaire: exhibit matches that in new volunteer handbook
 AR 1312.1 Public Complaints Concerning School Personnel: new response requirement
 BP 1321 Solicitation of Funds From and By Students: discourages door-to-door sales
 E 1321 Approved Student Fund Raising (form): new requirement for accountability
 AR 1330 Use of School Facilities and Properties: increases fees, wording changes align with practice
 E 1330 Room/Building Use Application: aligns with practice
 AR 1340 Access to District Records: aligns with Borough policy

Community Relations

BP 1100

Communication with the Public

The School Board recognizes **[and appreciates]** the importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways.

The Superintendent ~~or designee~~, within budgetary limits, shall use various means of communication to keep the public aware of the goals, programs, achievements and needs of our schools. **[One of the main tools of communication is the district website located at www.kpbsd.k12.ak.us.]**

Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.

The administration is responsible for all public communication except for such matters as the Board may wish to deal with publicly itself.

(cf. 0420 - School-Based Decision Making/Site Councils)

(cf. 1340 - Access to District Records)

(cf. 9320 - Board Meetings)

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

Community Relations

BP 1112

Media Relations

The School Board recognizes that the media significantly influences the public's understanding of school issues and can greatly assist the district in communicating with the community.

The Board respects the public's right to information and recognizes that the media has a legitimate interest in the schools and a responsibility to provide the community with news.

Media representatives are welcome at all Board meetings and shall receive meeting announcements and agenda upon request.

(cf. 9320 - Board Meetings)

Like all other visitors, media representatives must register in the school office when coming on campus during school hours.

(cf. 1250 - Visits to the Schools)

(cf. 3522.3 - Intruders on Campus)

The Superintendent or designee shall coordinate the release of information concerning the district and the actions of the Board. The principal or designee of each school shall provide the media with information relating to his/her school, including information about student awards, school accomplishments and events of special interest.

(cf. 9010 - Public Statements)

During crisis situations, all media inquiries shall be routed to the Superintendent or designee, who shall prepare and update an official statement responding to the particular situation as events unfold.

The district shall not release information which is private or confidential as identified by law and Board policy or administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 5125 - Student Records; Confidentiality)

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

Community Relations

Responsibilities of the Board

The local school district has been created as a unit of state government. The Board is, therefore, responsible to the local community and to the state government. The Board may take a public position on legislation which will directly affect the education program within the community.

The Board, on its own behalf and on behalf of district electors, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and laws of the State of Alaska and of the United States, including, but without limiting the generality of the foregoing, the right to:

1. the executive management and administrative control of the school system, its properties and facilities, and the activities of its employees;
2. hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
3. establish grade levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable;
4. decide upon instruction content, selection of all textbooks and other instructional materials, and the use of teaching aids of every kind and nature;
5. delegate to administration the determination of class schedules, hours of instruction, and the terms and condition of employment, duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities, and the terms and conditions of employment.

The exercise of these powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Alaska and the Constitution and laws of the United States.

BP 1140(b)

Responsibilities of the Board (continued)

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under Alaska laws or any other national, state, borough, district, or local laws or regulations as they pertain to education.

The Board shall elect **[contract with]** a Superintendent and may enter into a contract with that officer on such terms and for such a period of time as it may desire, not to exceed a period of three consecutive school fiscal years.

The Superintendent shall report to the Board **[Board shall act on recommendations from the**

administration] on matters of policy, appointment or dismissal of employees, salary schedules, other personnel regulations, **[and]** matters pertaining to the welfare of the schools, and in response to items questioned by the Board.

The Board shall require reports from its Superintendent concerning conditions of efficiency and needs of the schools, **and in response to items questioned by the Board]**. The Board shall take steps to evaluate the effectiveness of the school system. The process is determined by the Board.

The Board shall pass upon the annual budget prepared by the Superintendent.

The Board shall report school needs **[and progress]** to the public and the legislature.

The Superintendent shall pass upon building design and architects' plans, subject to final approval of the Board.

Immediately following the close of each fiscal year, and before September 30, the Board shall have an audit made by a competent accountant of the school accounts for the school year ending the preceding June 30 and a certified copy of the audit shall be filed with the commissioner of education.

In exercise of its rights and duties, the Board shall prepare and publish a body of rules covering organization, policies and regulations of the school system. The Board will cause its policies and regulations to be kept in constant revision and to republish these as often as necessary. Regulations of a specific nature by an individual school or community may be prepared by building principals, but are not to contravene or be construed as district wide Board policy.

BP 1140(c)

Responsibilities of the Board (continued)

The Board shall evaluate the Superintendent annually using a Board adopted evaluation instrument. Concurrently, the Board shall perform a self-evaluation using a Board adopted instrument (E 9400).

Members of the Board individually will refer compliments, suggestions and constructive criticism about operational matters directly to the Superintendent or designee for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board meeting agenda for consideration by the Board as a whole.

(cf. 9300 - Governance)

(cf. 1312 - Public Complaints Concerning the Schools)

(cf. 9000 - Role of the Board and Members)

(cf. 9010 - Public Statements)

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

Community Relations

BP 1150

COMMENDATIONS AND AWARDS

The School Board believes that individuals and organizations deserve recognition when they provide

contributions or long-standing service to the district. The Board believes that commending such service promotes increased community understanding and participation.

(cf. 1700 - Relations between Private Industry and the Schools)

The Superintendent or designee shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for Board recognition. At the Board's discretion, letters of recognition, Board resolutions, plaques or awards may be presented.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

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

Community Relations

AR 1150

COMMENDATIONS AND AWARDS

Any Board member, employee, parent/guardian, student or community member may submit the name of **[nominate]** an individual or organization to the Superintendent or designee for **[School]** Board recognition.

Persons proposing the recognition of **[nominating]** an individual, **[business]** or organization **[for School Board Recognition]** shall also indicate a suggested type of recognition which may include, but is not limited to, the following: **[submit a written request to the Superintendent for consideration by the District Recognition Committee, a committee established by the School Board, to review and select individuals or organizations who have made an outstanding contribution to the district.]**

[Types of School Board recognition may include, but are not limited to, the following:]

1. Plaques or awards, to be presented at a Board meeting, for providing exemplary **[outstanding]** service to the district.
2. Board Resolution, to be read at a Board meeting, for distinguished service to children and youth **[to education or in recognition of an educational achievement]**.
3. Letter of Recognition, to be prepared by the Superintendent or designee on behalf of the Board, for significant achievement and/or service by groups such as the basketball team, choir, band, and parent/guardian/community organizations.
4. Receptions and other informal recognition activities **[to recognize outstanding service to the district]**.

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

Community Relations

BP 1220(a)

Advisory Committees

The School Board recognizes that advisory committees enable both citizens and educators to better understand the attitudes and opinions held in the school and community.

As the need arises, the Board may establish advisory committees to consider school problems, needs

and issues. Advisory committees shall serve in a strictly advisory capacity and shall not act as policy-making bodies.

(cf. 0420 - School-Based Decision Making/Site Councils)

Committee members shall represent a cross section of qualified people throughout the district, except in those cases where a committee is established to address the needs of a particular segment of the school community. With Board approval, the Superintendent or designee may appoint committee members.

When committees are appointed, committee members shall receive a written statement including, but not be limited to:

1. The committee members' names.
2. The specific charges of the committee, including its topic(s) for study or well-defined area (s) of activity.
3. The specific period of time that the committee is expected to serve.
4. Legal requirements regarding meeting conduct and public notifications.
5. Resources available to help the committee complete its tasks.
6. Timelines for progress reports and/or final report.
7. Relevant Board policies and administrative regulations.
8. The procedure to be used in the selection of the committee chairperson and other committee officers.

The Board shall have the sole power to dissolve any of its advisory committees and may exercise this power at any time.

BP 1220(b)

Advisory Committees (continued)

Advisory committees established by Board action shall provide public notice of their meetings and conduct such meetings in accordance with the state open meetings laws for such committees. All major conclusions and recommendations made by advisory committees shall be made available to the public in writing.

(cf. 9130 - Board Committees)

Administrative Advisory Committees

The Superintendent or designee may establish advisory committees to advise the administration.

The Superintendent or designee shall provide the Board with a final report of each committee's accomplishments and shall provide summary reports and appraisals of administrative advisory committees as requested by the Board.

Expenses, Travel, Reimbursement

The Board may allocate funds for the use of advisory committees. Within budget allocations, the Superintendent or designee may approve requests for travel associated with the charge of the committee and reimburse committee members for travel expenses as provided for district employees.

(cf. 4133/4233 - Travel; Reimbursement)

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in regional educational attendance areas

14.12.035 Advisory school boards in borough school districts

14.14.250 -14.14.310 Involvement of Young People in School Governance

ALASKA ADMINISTRATIVE CODE

4 AAC 34.060 Parent and community involvement

4 AAC 51.230 Advisory committee

Reference - School -Based Decision Making process adopted 1995

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

Community Relations

BP 1230

Organizations SUPPORTING STUDENT ACTIVITIES

The School Board recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or cocurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board recognizes that these organizations are independent of the school or district. In order to protect the district and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the district. Groups desiring to be recognized as student support organizations shall request authorization from the school administration in accordance with conditions established in administrative regulations.

(cf. 1321 - Solicitation of Funds)

(cf. 3290 - Gifts, Grants and Bequests)

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

Community Relations

AR 1230

Organizations SUPPORTING STUDENT ACTIVITIES

Requests for recognition as a student support organization shall be submitted to the principal and shall contain:

1. The name of the organization.
2. The date of application.
3. Membership qualifications.
4. The names, addresses and phone numbers of all officers.

5. A brief description of the organization's purpose.
6. The signature of the representative who submits the request for authorization.

[7. Evidence of non-profit status and/or liability insurance.]

(cf. 1330 - Use of School Facilities & Properties)

Authorizations shall be automatically renewed each year per receipt of current information.

Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

(cf. 1325 - Advertising and Promotions)

(cf. 3541.1 - Transportation: School-Related Trips)

[School connected organizations must submit an annual financial statement showing all expenditures and all income from fund raisers. These are compiled at the school level and reported to the Superintendent. School connected organizations automatically grant the district the right to audit their financial records at any time, either by district personnel or by a CPA.]

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

Community Relations

BP 1240

Volunteer Assistance

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.

Individuals wishing to volunteer in the schools shall complete a district designed application process, unless they are a parent/guardian of a student enrolled in the school or have been invited by school personnel and approved by the principal.

The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers. Volunteers shall act in accordance with district policies and regulations.

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

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

E 1240(a)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
COMMUNITY VOLUNTEER APPLICATION

PERSONAL

Name _____ Home Phone _____
Home Address _____ City _____ Zip _____

EMPLOYMENT

I am presently: working full time working part time homemaker
 high school student college student retired unemployed

Job Title/Position _____
Company _____ Work Phone _____
Address _____ City _____ Zip _____

I prefer Volunteer Services correspondence mailed to: home work

EDUCATION

Highest level completed: elementary high school college
 graduate school

College degree(s): _____

EXPERIENCE/SKILLS

Volunteer experience: _____

Work experience: _____

REFERENCES (Please list two references who are not relatives)

1. Name Home Phone _____
Address _____ City _____ Zip _____

2. Name Home Phone _____
Address _____ City _____ Zip _____

EMERGENCY CONTACT

1. Name Home Phone _____
Address _____ City _____ Zip _____

E-1240(b)

I am interested in the following volunteer positions:

1. _____ Classroom Assistance
_____ Grade Level Preference _____
_____ Subject Area Preference _____

2. _____ Tutor/Mentor
_____ Grade Level Preference _____
_____ Subject Area Preference _____

3. ___ Clerical Assistance
 ___ [] Laminating [] Copy Materials [] Prepare Displays [] Typing

4. ___ Library Assistant

5. ___ Computer Assistance

6. ___ Other

Specific skills I would like to share: _____

Other Comments: _____

[E 1240

VOLUNTEER QUESTIONNAIRE

You are a recipient of unconditional love, you are a volunteer!

PERSONAL			
Name			Phone #
Address		City	Zip
I am available to be at school the following days:			
• Monday • Tuesday • Wednesday • Thursday • Friday			
EMPLOYMENT			
I am presently: • working full time • working part time • homemaker			
• college student • retired • high school student			
EXPERIENCE/SKILLS			
Volunteer experience:			
Work experience:			
Specific skills I would like to share:			
EMERGENCY CONTACT			
Name			Home Phone #
•	I just LOVE working with kids! Count me in during	• Reading	• Math
•	I prefer working with kids in _____ grades.		
•	I'm energetic! I like to do busy work such as filing, Xeroxing, bulletin boards.		
•	I'm an organizer and can make phone calls for PTA or classroom teachers.		

•	WOW..the library needs help. I can do that!
•	I am creative! I could create a bulletin board or help with an art project.
•	Boy can I work well on a committee (Family Fun Night, Reflections, Book Fair, Teacher Appreciation, Canned Food Drive, Recycling, Fund Raising, Baking, etc.)
•	I have some great stories and pictures from a trip I took that I can share with kids.
•	Everyone is special! I have a talent and/or hobby I can share!
•	I would like to write news articles for the newspaper.
•	I can help sponsor an after-school activity such as sports, cooking, languages and art!
•	I'm a very safe driver and would love to help transport kids on a field trip. Oh the places we could go!
•	I'm pretty good with a computer; I could help in the computer lab.
•	I would love to help in the office: • answering phones • filing • copying • typing • laminating.
<i>All volunteers MUST have T.B. tests in order to volunteer in school. The school nurse can administer at no charge.]</i>	

Community Relations

BP 1250

Visits to the Schools

The School Board encourages parents/guardians and interested members of the community to visit the schools and, in compliance with established procedures, view the educational program. The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

(cf. 1112 - Media Relations)

The Superintendent or designee shall establish procedures to facilitate visits during regular school days and register all visitors at the school office when entering school grounds.

The Board recognizes the staff time and commitment required by school visits and encourages the staff to accommodate as many requests for visits as possible. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

(cf. 3520 - School Safety & Security)

(cf. 3522 - School Security)

(cf. 3522.3 - Intruders on Campus)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1312

PUBLIC Complaints Concerning the Schools

The School Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an established, objective process.

The Board encourages individuals to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district policies and regulations.

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint, Board members should refer the individual to the Superintendent or designee so that the problem may receive proper consideration.

(cf. 1312.1 - Public Complaints Concerning School Personnel)

(cf. 1312.2 - Public Complaints Concerning Instructional Materials)

(cf. 1312.3 - Public Complaints Concerning Discrimination)

Note: Pursuant to 4 AAC 52.500, any person may file a complaint with the Department of Education alleging a violation of state regulations governing education for exceptional children.

Legal Reference:

ALASKA STATUTES

14.18.100 Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.560 - 06.580 Violations; Prohibition Against Sex Discrimination

4 AAC 52.500 - 52.629 Procedural Safeguards; Education for Exceptional Children

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et seq., especially:

FAMILY EDUCATION AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1312.1

PUBLIC Complaints Concerning School Personnel

The School Board places trust in its employees and desires to support their actions in such manner that employees are freed from unwarranted criticism and complaints. The Superintendent ~~or designee~~ shall develop procedures which will permit the public to lodge complaints against staff members, assure full consideration, and protect the rights of the staff members and the district. Verbal complaints against an employee initially made to a Board member or at a Board meeting will be referred to the Superintendent ~~or designee~~ for appropriate response.

(ref. - Policy and Procedure Handbook for Teacher Evaluation)

(cf. 1250 - Visits to the School)

(cf. 1312 - Public Complaints Concerning the Schools)

(cf. 4112.6 - Personnel Records)

(cf. 9323 - Meeting Conduct)

When public complaints involve accusations of child abuse by school personnel, the provisions of this policy and regulation shall be implemented only after the child abuse reporting requirements specified in law have been fulfilled.

(cf. 5141.4 - Child Abuse and Neglect (Reporting Procedures))

Legal Reference:

ALASKA STATUTES

44.62.310 Agency meetings public

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

AR 1312.1(a)

PUBLIC Complaints Concerning School Personnel

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

1. If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the school principal or immediate supervisor. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It should also include a specific description of efforts made to discuss the complaint with the employee involved and the failure to resolve the matter.
2. All written complaints regarding district personnel other than administrators shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent ~~or designee~~. If the written complaint concerns the Superintendent ~~or designee~~, it shall be initially filed with the Board President. If the complaint is also against the district, the principal ~~or designee~~ shall provide a copy of the complaint to the district Superintendent so that appropriate procedures may be followed.
3. The principal or immediate supervisor shall investigate and attempt to resolve the complaint. ~~If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee.~~ **[Once the investigation is complete, all concerned parties will be advised as to the outcome.]**
4. If the complaint remains unresolved after review by the principal or the immediate supervisor, the complainant may appeal to the Superintendent for consideration. The complainant, the employee, or the Superintendent ~~or designee~~ may ask to address the School Board regarding the complaint.
5. Except when a complaint is directed against the Superintendent, no party to a complaint may address the Board, either in closed or open session, unless the Board has received a Superintendent[~~s~~] ~~or designee's~~ written report concerning the complaint.

AR 1312.1(b)

Public Complaints Concerning School Personnel (continued)

6. Complaints before the Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the Board except that the employee may require the hearing to be conducted in open session. All parties to a complaint, including the school administration, may be asked to attend a Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. Any decision of the Board following the hearing shall be final.

(cf. 9321 - Executive Sessions)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

AR 1312.2(a)

Challenges To Instructional Materials

Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school.

Complaint and Review Process for Required Material:

Complaints must be presented in writing to the principal on the appropriate district form (E 1312.2).

Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

When the complaint involves required instructional material, such as a required book or video, individual students may be excused from the required use of challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit.

Use of the materials by a class, school or the district, however, shall not be restricted until the Board has made a final decision.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint. The principal will confer with the teacher or certificated staff using the material to discuss alternative materials or options for the teacher and student.

After receiving the complaint, the Superintendent or designee will convene the Instructional Review Committee.

The Instructional Materials Review Committee shall be composed of the following:

1. Assistant Superintendent for Instruction,
2. one Board member,
3. one principal,
4. two teachers,
5. one librarian,
6. four community members, and

7. one student.

AR 1312.2(b)

Challenges To Instructional Materials (continued)

The duties of the Instructional Material Review Committee shall be as follows:

1. Consider all requests for reconsideration of instructional materials used in schools.
2. Base decisions on the principles of the freedom to learn, read and inquire.
3. Study thoroughly all materials referred to them and read available reviews.

The Instructional Materials Review Committee will use the following process:

1. The essential criteria utilized to reconsider instructional materials will be the American Library Association Bill of Rights.
2. The general acceptance of the materials shall be checked by consulting standard evaluation aids and other authorities.
3. Instructional materials will be evaluated according to the criteria used to select instructional material in the district. Passages or parts may not be taken out of context. Values and faults are to be weighed against each other, and the opinions based on the material as a whole.
4. Following evaluation of materials, a report with recommendations shall be reported to the Board. The committee's report may present both majority and minority opinions.

The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

The review committee shall summarize its findings in a written report and submit it in a timely fashion to the Superintendent who will place the issue on the agenda for the next regular meeting of the Board for final action.

The report and recommendation of the review committee shall be brought to the School Board for review and approval.

The Superintendent or designee shall notify the complainant of the Board's decision.

The Superintendent or designee will send a copy of the committee's report and the action of the Board to all schools in the district.

When any challenged instructional material is reviewed by the district, it shall not be subject to any additional reconsideration for 12 months.

AR 1312.2(c)

Challenges To Instructional Materials (continued)**Process for Non Required Materials:**

When the complaint involves non required materials, such as optional supplemental videos, library books, materials used in extra curricular activities or programs, the individual students may be excused from the use of the challenged materials after the parent/guardian has presented a written

complaint. The teacher may then suggest or recommend alternate materials of equal merit.

The right of a teacher, program, school, or district to use the non required supplemental materials shall not be restricted until a decision has been made by the Superintendent, following receipt of the recommendation of the instructional team or review committee.

Complaints must be presented in writing to the principal on the appropriate district form (E 1312.2).

Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will notify the Assistant Superintendent for Instruction and the teacher(s) involved of the complaint. The principal will confer with the teacher or certificated staff using the material to discuss alternative materials or options for the teacher and student.

After receiving the complaint, the Assistant Superintendent for Instruction will convene a District Instructional Review Team to review the complaint, prepare a summary report and make recommendation to the Superintendent on the actions to be taken.

The District Instructional Review Team shall be composed of the following:

1. Assistant Superintendent for Instruction,
2. Director of Curriculum
3. Staff Development Specialist
4. At least one appropriate grade level or content teachers,
5. One librarian or district media specialist

AR 1312.2(d)

Challenges To Instructional Materials (continued)

The duties of the Instructional Review Team shall be as follows:

1. Consider all requests for reconsideration of non-required instructional materials used in schools.
2. Base decisions on the principles of the freedom to learn, read and inquire.
3. Study thoroughly all materials referred to them and read available reviews.

The Instructional Review Team will use the following process:

1. The essential criteria utilized to reconsider instructional materials will be the American Library Association Bill of Rights.
2. The general acceptance of the materials shall be checked by consulting standard evaluation aids and other authorities.
3. Instructional materials will be evaluated according to the criteria used to select instructional material in the district. Passages or parts may not be taken out of context. Values and faults are to be weighed against each other, and the opinions based on the material as a whole.
4. Following evaluation of materials, a report with decision shall be reported to the Superintendent.

The review team shall determine the extent to which the challenged material supports the

curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

The Instructional Review Team may make one of three decisions:

- (1) to allow status quo – continued access and use of the material as currently allowed;
- (2) to modify/limit access or use of the material;
- (3) to have material and complaint reviewed by the Instructional Review Committee as described in the section for required materials

The review committee shall summarize its findings and decision in a written report and submit it in a timely fashion to the Superintendent.

The Superintendent will review the report and decision of the instructional review team and will provide a copy of the report and decision to the Board.

Should the Superintendent accept the decision, he or she will notify the Board and complainant of the decision and provide information on the appeal process to the complainant.

AR 1312.2(e)

Challenges To Instructional Materials (continued)

Should the Superintendent reject the decision, he or she will notify the team, the complainant, and the Board. The Superintendent may require a full review of the material by the Instructional Review Committee, make an independent recommendation to the Board, or place the issue as an action item on the agenda for the next regular meeting of the Board.

When the district reviews any challenged instructional material, it shall not be subject to any additional reconsideration for 12 months.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1312.3(a)

PUBLIC Complaints Concerning DISCRIMINATION

Note: 4 AAC 06.560 mandates that the district adopt and make available to the public written grievance procedures for violations of A.S. 14.18 or 4 AAC 06.500 - 4 AAC 06.600, governing sex and race discrimination.

The Superintendent or designee shall establish procedures to investigate and seek to resolve complaints alleging unlawful discrimination related to educational programs and activities.

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects student and employee rights to privacy.

(cf. 1340 - Access to District Records)

(cf. 4112.6 - Personnel Records)

(cf. 5125 - Student Records)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 1312.1 - Public Complaints Concerning School Personnel)
- (cf. 1312.2 - Public Complaints Concerning Instructional Materials)
- (cf. 5141.4 - Child Abuse and Neglect (Reporting Procedures))

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
- 14.18.100 Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.510 Discrimination in hiring practices
- 4 AAC 06.560 - 06.580 Violations; Prohibition Against Sex Discrimination
- 4 AAC 52.500 - 52.629 Procedural Safeguards; Education for Exceptional Children

BP 1312.3(b)

PUBLIC Complaints Concerning DISCRIMINATION (continued)

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et seq., especially:

FAMILY EDUCATION AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

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.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1321

Solicitation of Funds From and By Students

Fund raising campaigns or drives that involve students and are approved at the school level, shall be reported to the Superintendent. In approved drives, no individual or group quotas shall be required

Printed Name of Principal

Principal Signature

Send this form to the Assistant Superintendent for Administrative Services within one week of the end of the Semester.

Community Relations

BP 1325

Advertising and Promotion

Public Information

The School Board desires to cooperate in publicizing community services, special events and public meetings of interest to students and parents/guardians. The Superintendent or designee may approve the publicity of public events or distribution of promotional materials which extend cultural, recreational, artistic or educational opportunities to the community and which do not promote any particular commercial interest or religious belief.

- (cf. 0100 - Philosophy)*
- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 1321 - Solicitation of Funds from and by Students)*
- (cf. 5145.2 - Freedom of Speech/Expression: Publications Code)*
- (cf. 6145.5 - Student Organizations and Equal Access)*
- (cf. 6162.8 - Research)*

Paid Advertisements

Advertising copy may be solicited provided it does not interfere with school-community relations.

The district shall not accept advertising copy which:

1. Is obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
2. Attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage.
3. Promotes the use or sale of materials or services which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and x-rated movies or products shall not be used.

The district will not unlawfully discriminate against advertisers who meet the requirements of Board policy and administrative regulations and procedures.

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

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

AR 1325

Advertising and Promotion

The Superintendent or designee shall review advertising and promotional material to be distributed through the schools to ensure that it complies with the provisions of Board policy and administrative regulations prior to approving the dissemination of such information. Authorized material/information may be disseminated through school-sponsored publications or by students on a voluntary basis.

All advertising and promotional information distributed through the schools shall identify the name and contact location of the sponsoring group. All surveys or questionnaires requiring student or parent/guardian response must have prior approval of the Superintendent or designee.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1330

Use of School Facilities AND PROPERTIES

Note: A.S. 14.03.100 authorizes boards to grant the use of school facilities for lawful gatherings and assemblies and mandates that boards adopt written bylaws to insure reasonable and impartial use of school facilities.

The Board encourages community groups to use school facilities for civic, educational, cultural, and recreational purposes. School related activities shall take precedence over other use of school facilities. When not in conflict with this primary mission, facilities should be available for community use as much as possible, subject to the following limitations:

1. Rental fees should be charged as defined by regulation.
2. Facility use must preserve facilities and properties for district educational programs.
3. Facility use should be scheduled through the principal or designee.

(cf. 0100 - Philosophy)

(cf. 0430- Community School Program)

(cf. 6145.5 - Student Organizations and Equal Access)

Legal Reference:**ALASKA STATUTES**

04.16.080 Sales or consumption at school events

14.03.100 Use of school facilities

14.36.010-14.36.070 Community schools

ALASKA ADMINISTRATIVE CODE

4 AAC 32.0100-32.030 Community schools

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

AR 1330(a)

Use of School Facilities AND PROPERTIES

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Community school coordinators **[Principals]** are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal or lead coordinator- community schools program.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the express written permission of the Superintendent or designee **[(not by a designee)]**.
6. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal or the lead coordinator - community schools program.
7. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
8. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
9. Concessions operated in community school programs shall be supervised by community school coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the community school activity fund account.
10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
11. Rental agreements are not transferable.

AR 1330(b)

Use of School Facilities AND PROPERTIES (continued)

12. Rental fees shall be determined in advance. Custodian or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
14. Fire and safety regulations shall be observed.
15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen

facilities.

16. Violation of these rules and regulations shall restrict subsequent facility use agreement.

[17. The district reserves the right to cancel a School Facilities Use Agreement if such action is deemed necessary and in the best interest of the district. In the event of such revocation or cancellation, the district will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.]

18. The district is not responsible for loss or damage to personal property by individuals or groups.

19. The district may require a hold harmless agreement and/or certificates of insurance, when appropriate.

20. Violation of these rules or regulations shall restrict subsequent facility use agreement.]

Application Procedure

1. School facilities use applications shall be filed with the principal ten (10) days prior to the date when facilities are to be used.

AR 1330(c)

Use of School Facilities (continued)

2. One (1) copy of the approved use agreement will be retained at the school, one (1) copy will be returned to the requesting party and one (1) copy will be submitted to the local community school coordinator **[, if appropriate]**.

3. Rental, labor, or other charges assessed shall be itemized on the report of building use form and one (1) copy submitted to the school, one (1) copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

Priority Use of Facilities

1. BOARD APPROVED PROGRAMS such as PAC's, band and orchestra parents, community school classes/activities, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal or community school coordinator.

2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the principal or community school coordinators. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours.

3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the district. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal or community school coordinator.

4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the district. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal or community school coordinator.

Use of School Facilities (continued)**Fees**

Scheduling fee \$10 [(used when other fees not applied) \$15 for priority Use Categories 2 and 3].

<u>Facility Use</u> ¹	<u>Standard Rental</u> ²	<u>Commercial Rental</u> ³
Classrooms-regular	\$10.00 [\$15.00]/hour	\$20.00 [\$25.00]/hour
Classrooms-specialized ⁴	15.00 [20.00]/hour	30.00 [35.00]/hour
Gymnasium-Jr./Sr. High	25.00 [30.00]/hour	50.00 [55.00]/hour
Cafeterias- Kitchens ⁵	15.00 [20.00]/hour	30.00 [35.00]/hour
Dining Areas	15.00 [20.00]/hour	30.00 [35.00]/hour
Swimming Pools (includes life guard)	15.00 [*35.00]/hour	40.00 [45.00]/hour

[*Includes p] Private party rental of the swimming pool is ~~\$30.00/hour~~ and includes a life guard.

1. Additional fees may be charged for technical services and special equipment such as projectors, projector operators, special custodial services, building supervision, set up and removal of chairs or bleachers.
2. Standard Rental rate shall apply to churches, clubs, restricted membership organizations, political, and business groups. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
3. Commercial Rental rates shall apply to (1) any activity that profits an individual or organization (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education (3) whenever admission is charged. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. Specialized Rooms include: home ec., music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms).
5. Kitchen use must include **[additional]** payment for food service personnel.

Use of School Facilities (continued)**Theater/Auditorium**

The district welcomes use of the school theater/auditorium facilities for presentation of performances for community enjoyment with the understanding that school functions have first call upon facilities. Theater/auditorium use inquiries must be made to the theater manager.

A use of school facilities permit must be approved by the principal and the theater manager prior to use.

An annual schedule of theater events will be made in September for the following school year. A

minimum of thirty (30) days is necessary to schedule an event and permits are issued on a first come, first served basis.

No person may use theater equipment without authorization and only trained personnel may operate theater equipment. Special lighting or sound equipment requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager approval.

It is forbidden to change, cut, knock out, remove, or in any way alter or modify the basic building structure including the stage floor, proscenium, apron, ramp, doors and walls without theater manager permission. This includes curtains and valance, teasers, stage microphone pickup, doorbell, piping for mounting stage lights, fire extinguishers, work lights, curtain rods, pulley and rope, intercom system, breezeway stair railing. No special wiring may be added or existing wiring removed, relocated, or modified for any special effects. This applies to any and all wiring on stage, in the light booth, or other location within the building complex.

Use of school facilities permits will be limited to the theater/auditorium dressing room on the dates and times requested. All user groups are subject to the rules as outlined by the Basic Provisions Agreement.

Theater rules prohibit:

1. food, drinks, gum, smoking, feet on the furniture;
2. tampering with switches, equipment, or property;
3. issue of keys to non-school personnel;

AR 1330(f)

Use of School Facilities (continued)

4. loan of school property critical to the operation of the theater/auditorium;
5. animals in the theater, unless they are essential to a performance and approved by the theater manager.

Three theater use categories determine fee charges.

Category I – School Use. Priority is given to school district programs including Kenai Peninsula College courses. In order to qualify for this use category, Kenai Peninsula College must charge tuition and give credits to all participants in the course.

FEES: No rental charges. Custodial, technical and utility charges as required or necessary.

Category II – Non-profit organizations. Includes groups or organizations operated to benefit school-age youth (e.g. Teen Center, Boy Scouts, Campfire) or non-profit organizations whose net proceeds are used for cultural, charitable, educational, non-partisan political activities and have received a letter of exemption from the IRS: any city, borough, state, federal activities; adult organizations not conducting Category III commercial ventures. All commercial concerts, whether they are sponsored by a non-profit organization or not, do not qualify under this category. Non-profit groups are subject to the rules and regulations as outlined in the Basic Provisions Agreement.

FEES: \$265 [**\$300**] per performance, \$50 [**\$75**] per rehearsal, plus custodial and technical charges as required or necessary. A rehearsal period is four hours in length, an additional charge will be assessed to all groups that exceed the allotted rehearsal period.

Category III – Commercial Use; (1) any activity that profits an individual or organization, agent or promoter eligible for fees or reimbursement, or (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education. All commercial concerts

fall into this category.

AR 1330(g)

Use of School Facilities (continued)

FEES: [Theater managers determine the rate within the following range.] \$1000[-\$1500] per performance in theater/auditoriums with 600 or more seats; \$500[-\$750] per performance in theater/auditoriums with less than 600 seats; and custodial and additional technical personnel charges as may be required or necessary. Rehearsal fee will be \$100. A rehearsal period is four hours in length. An additional charge of \$25[\$30]/hour will be assessed to groups that exceed the allotted rehearsal period. A custodial charge of \$22[\$30]/hour will be charged to all groups.

Deposits in Advance

Category II users shall pay a damage deposit of \$250 [\$300] not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Category III use of school facilities requests must be submitted four (4) weeks in advance and accompanied by a non-refundable \$250 [\$300] deposit per performance that shall be considered a portion of the total use fee. Category III users shall pay a damage deposit of \$250 [\$300] not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The Superintendent or designee may require that groups using school facilities include the district as an additional insured on their insurance policies. The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

[E 1330(b)]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 N. Binkley, Soldotna, Alaska 99669
Room/Building Use Application

Instructions

This application must be presented to the local building administrator ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, one copy will be returned to the party making the request and, if appropriate, one copy will be submitted to the local Community School Programs office.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school.

No fees are charged for school or community school sponsored programs and activities, parent advisory committees, or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities.

IT IS UNDERSTOOD THAT ALL PERSONS TAKING PART IN THE ACTIVITY LISTED BELOW DO SO AT THEIR OWN RISK, THAT THE UNDERSIGNED OFFICER(S) AND/OR THE ORGANIZATION SHALL BE LIABLE FOR ALL DAMAGES, AND THAT ALL PARTIES TO THIS AGREEMENT SHALL BE SUBJECT TO ALL PROVISIONS OF THE ADMINISTRATIVE RULES AND REGULATIONS GOVERNING COMMUNITY USE OF SCHOOL FACILITIES.

A P P L I C A T I O N

School _____	Room Name, No., Etc. _____	Date(s) of Activity _____
Age(s) of group _____ Admission will (), will not (), be charged.		
(Day of Week) _____		
From: _____ to _____ Approximate number of people using the facility _____		
(Include time to setup & take-down)		
Purpose for Which Facility Will be Used _____	Organization _____	
Person-In-Charge _____	Signature of Applicant _____	
Mailing Address _____	Phone _____	

A room/building use fee will (), will not (), be charged. Amount \$ _____
 A custodial fee will (), will not (), be charged. Amount \$ _____
 A technical fee will (), will not (), be charged. Amount \$ _____

TOTAL \$ _____

Additional conditions/comments: _____

Approval of Local School Administrator _____ Date _____

COPY: School and Applicant

SEE REVERSE SIDE FOR RULES AND REGULATIONS]

[E 1330(c)

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. ~~Community school coordinators~~ **[Principals]** are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal ~~or lead coordinator~~ ~~community schools program~~.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the express written permission of the Superintendent ~~or designee~~.
6. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal ~~or the lead coordinator~~ ~~community schools program~~.
7. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
8. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
9. Concessions operated in community school programs shall be supervised by community school coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the community school activity fund account.
10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
11. Rental agreements are not transferable.
12. Rental fees shall be determined in advance. Custodian or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
14. Fire and safety regulations shall be observed.

15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.

16. Violation of these rules and regulations shall restrict subsequent facility use agreement.

[17. The district reserves the right to cancel a School Facilities Use Agreement if such action is deemed necessary and in the best interest of the district. In the event of such revocation or cancellation, the district will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.]

18. The district is not responsible for loss or damage to personal property by individuals or groups.

19. The district may require a hold harmless agreement and/or certificates of insurance, when appropriate.

20. Violation of these rules or regulations shall restrict subsequent facility use agreement.]

Application Procedure

1. School facilities use applications shall be filed with the principal ten (10) days prior to the date when facilities are to be used.

2. One (1) copy of the approved use agreement will be retained at the school, one (1) copy will be returned to the requesting party and one (1) copy will be submitted to the local community school coordinator **[, if appropriate].**

3. Rental, labor, or other charges assessed shall be itemized on the report of building use form and one (1) copy submitted to the school, one (1) copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

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4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the district. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal or community school coordinator.]

Community Relations

BP 1340

Access to District Records

The School Board recognizes that state policy provides broad public access to district records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the district to maintain confidential information.

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential Information)

(cf. 5125 - Student Records; Confidentiality)

(cf. 9011 - Confidential Information)

(cf. 9321 - Executive Sessions)

Any person shall have reasonable access, during regular business hours, to the public records of the schools and district. The Superintendent or designee shall establish regulations to authorize and facilitate public access to district records in accordance with law, to protect the security of district records, and to prevent interference with regular district operations.

The district may charge for copies of public records or other materials requested by individuals or groups and such records shall be provided to the requesting party within three days of receipt of the written request. (E 1340). The charge, based on actual costs of preparation and duplication, shall be determined by the Superintendent or designee. Costs for production of items resulting in nominal charges may be waived by the Superintendent.

Legal Reference:

ALASKA STATUTES

09.25.120-09.25.220 Public Records Act

14.14.090 Additional duties

City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)
Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)

UNITED STATES CODE, TITLE 20
 1232g Family Educational Rights and Privacy Act of 1974

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

AR 1340(a)

Access to District Records

Any person may have access to and receive a copy of any identifiable public record. Requests for district records shall be submitted to the Superintendent or designee. **[The district shall, consistent with the orderly conduct of district business, make a good faith and diligent effort to provide a rapid and intelligible response to requests for inspection of records.]** District records shall be examined in the presence of the staff member regularly responsible for their maintenance and security or his/her designee.

Public records include any writings and records except:

1. records of vital statistics and adoption proceedings which shall be treated in the manner required by AS 18.50. (AS. 09.25.120)
2. records pertaining to juveniles. (AS. 09.25.120)
3. medical and related public health records. (AS. 09.25.120)
4. records required to be kept confidential by a federal law or regulation or by state law. (AS. 09.25.120)
5. names, addresses, or other personal identifying information contained in school library records, except as requested by the parent/guardian. (AS 09.25.130)
6. records exempted by Board action including but not limited to: (AS. 09.25.120)
 - a. Personnel evaluation records (4 AAC 19.040)
 - b. Reports of ongoing investigation involving students or district employees.
 - c. Records regarding ongoing negotiations on a pending collective bargaining agreement, disclosure of which would impair the district's bargaining position.
 - d. Records of contemplated purchase, lease, or acquisition of real property, or other property or services where release would impair the district's ability to obtain favorable terms in the transaction, or where the disclosure would provide the potential seller with an unfair competitive advantage.

AR 1340(b)

Access to District Records (continued)

- e. Information obtained by the district's insurance carriers and their attorneys and agents regarding potential or pending claims against the district.

[f. Communication between any district department, School Board member, and the borough or district's attorney concerning pending or actual litigation.]

When authorized, an exact copy of any identifiable public record shall be provided upon request unless it is impracticable to do so. Computer data shall be provided in a form determined by the Superintendent or designee. Copies shall be furnished within three working days of the request at a cost determined by the Superintendent or designee.

As soon as possible upon receiving the request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall inform the person making the request of his/her determination and the reasons for it. Any notification denying a request for public records shall state the reason for the denial and to whom the decision may be appealed.

[Where there is a question as to whether the information or records requested are exempt from disclosure, privileged or confidential, the request shall be referred to the Superintendent for a determination as to whether the material is subject to disclosure. If the information requested is determined to be exempt from disclosure, the person requesting the information shall be advised in writing, stating the applicable law or rule of exemption, within 3 working days of receiving the request.]

If the request is vague or so broad as to make it difficult to determine or identify the records of information requested, the employee shall so advise the requesting person within 3 days of receiving the request.

If the records cannot be located in time to make a response within 3 working days of the request, the requesting party shall be promptly so advised; if the requesting party still desires the information or records, a reasonable and diligent search shall be made for them.

Original records or information shall not leave the custody of the school district.

AR 1340(c)

The district may require the requestor to prepay all costs and expenses associated with responding to a request for records, including reasonable personnel, administrative overhead, copying costs, or other associated expenses. The Superintendent may waive imposition of costs when in the best interest of the district.

The district has no requirement to organize, coordinate, collate, modify, create, interpret, program, translate, transcribe, decode, or otherwise convert information which is requested. Any request for public records in a form which requires the district or any of its employees to do such acts may be granted only on a time available basis. Requests of this nature must have reasonable costs, as determined by the Superintendent, prepaid by the requestor.]

(cf. 1312 - Complaints Concerning the Schools)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

March 25, 2003

MEMORANDUM

To: Dr. Donna Peterson, Superintendent
Board of Education

Through: Todd Syverson, Asst. Supt.
Administrative Services

From: Dave Spence, Director
Planning & Operations

As mandated by the Environmental Protection Agency and the Alaska Department of Environmental Conservation, the Kenai Peninsula Borough School District may no longer use pesticides in our school without meeting certain prerequisites.

Attached please find the new Integrated Pest Management manual that outlines the procedures that schools will need to follow in adhering to these guidelines. Additionally, the first two pages contain the policy statement recommended for adoption by our district in fulfilling our commitment in providing a safer, pest-free environment for all of our students.

Please advise should you have questions regarding this matter.

Thank you.

Business and Noninstructional Operations

BP 3513.4(a)

Pest Management Policy Statement

Structural and landscape pests can pose significant problems to people, property and the environment; however, the pesticides used to solve these problems carry their own risks. It is therefore the policy of the Kenai Peninsula Borough School District (KPBSD) to use Integrated Pest Management (IPM) programs and procedures for control of structural and landscape pests.

Pests

Pests are living organisms (animals, plants or microorganisms) that interfere

with human purposes at the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment.

Pest Management

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a specific threat to public safety;
- Prevent loss or damage to school resources, structures or property;
- Prevent pests from spreading in the community, or to plant and animal populations beyond the school site;
- Enhance the quality of life for students, staff and others.

Pest management strategies must be included in an approved pest management plan for each site.

Integrated Pest Management Procedures

IPM procedures will determine when to control pests, and whether to use cultural, mechanical, biological or chemical means. Chemical controls are used as a last resort. IPM practitioners depend on current, comprehensive information on the pest and its environment, and the best available pest control methods. Applying IPM principles helps to reduce unacceptable levels of pest activity and damage. These principles are implemented by the most economical means and with the least possible hazard to people, property and the environment.

BP 3513.4(b)

Integrated Pest Management Procedures (continued)

It is the policy of the Kenai Peninsula Borough School District to utilize IPM principles to adequately manage pest populations. While the goal of this IPM is to reduce and minimize the use of pesticides, pesticides may become necessary in certain situations. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are ineffective, alone or in combination. Cost or *staffing considerations* alone will not be adequate justification for use of chemical control agents. The full range

of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to prevent pest levels from exceeding action thresholds, the least hazardous material that will effectively control the pest will be chosen. The application of such pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act, Environmental Protection Agency, Alaska Department of Environmental Conservation, AKOSHA and state and local regulations.

Pest Management Committee

The School District shall establish a Pest Management Advisory Committee to review pest management procedures, establish action thresholds, recommend pest management strategies and recommend changes to the Integrated Pest Management Program. The committee shall meet annually, as needed. Members of the committee shall represent the Kenai Peninsula Borough, the Kenai Peninsula Borough School District and the public, and will include the following:

- Borough Maintenance • IPM tech
- Environmental Compliance Coordinator
- Operations Manager • Planning & Operations Director
- Site Administrator
- Science Teacher
- Head Custodian
- Representative from UAF Cooperative Extension Service
- School Board member
- Parent of a KPBSD student

Education

Staff, students, administrative personnel, custodial staff and the public will be educated about potential school pest problems and the integrated pest management policies and procedures to be used to achieve the desired pest management objectives.

BP 3513.4(c)

Record Keeping at Site

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. Records must be current and accurate if IPM is to work. Records of pesticide use shall be maintained on site

to meet the requirements of the state board of Pesticide Control and Board of Education, and records will also document any non-toxic treatment methods being used. The objective is to create records from which programs and practices can be evaluated in order to improve the system and eliminate ineffective and unnecessary treatments.

Notification

The School District will notify students' parents and school staff of upcoming treatments that will involve a pesticide. Notices will be posted in designated areas of the school and notices will be sent by telephone, email and/or mailed in the school's monthly newsletter.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with ADEC pesticide regulation, the EPA label instructions, and state and local regulations. Pesticides will not be stored at schools. The Kenai Peninsula Borough Maintenance Department will supply and store any and all pesticides.

Pesticide Applicators/IPM Tech Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by the Kenai Peninsula Borough School District and the Kenai Peninsula Borough; and they must follow regulations and label precautions. Applicators must be certified and comply with the District's IPM policy and Pest Management Plan.

Kenai Peninsula Borough School District
Adoption Date: _____