

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 N. Binkley Street
Soldotna, AK 99669

REGULAR SCHOOL BOARD MEETING: July 1, 2002 - 7:30 p.m. at the Borough Administration Building, Soldotna, AK.

SCHOOL BOARD MEMBERS: Dr. Nels Anderson, President
Ms. Deborah Germano, Vice President
Mrs. Sammy Crawford, Clerk
Mr. Joe Arness, Treasurer
Mrs. Debra Mullins, Member
Mr. Al Poindexter, Member
Mrs. Margaret Gilman, Member
Miss Katie Lockwood, Student Representative

Worksessions

3:00 p.m. [Board Goals Review](#)

3:30 p.m. [Laidlaw Bus Proposal](#)

4:00 p.m. Summer School 2002

4:30 p.m. Calendar Development Process

A-G-E-N-D-A

1. Executive Session – Negotiations (*beginning at 5:00 p.m.*)
2. 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/[June 3, 2002](#)
3. School Reports
4. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)
5. Hearing of Delegations
6. Communications and Petitions
7. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.
8. Awards and Presentations
 - a. [Spirit of Youth Awards \(Miss Carrie Collins, Miss Caelin Kubena, Miss Bethany Thornton, Miss Angel Hollers, Miss Katie VanDerWege\)](#)
 - b. Jeff Sinz, Kenai Peninsula Borough Finance Director
 - c. Kimb Remsen, Sears Elementary Volunteer and Substitute
9. Superintendent's Report

10. Reports

- a. [Site Council Report](#) – Dr. Peterson
- b. [Lease Agreements Report](#) – Mr. Syverson
- c. [Financial Report](#) – Mrs. Douglas
- d. [Budget Transfer Report](#) – Mrs. Douglas
- e. Board Reports

11. Action Items

a. Consent Agenda

- (1) Approval of [2002-2003 Annual Agenda Guideline](#)
- (2) Approval of [Laidlaw Activity Bus Proposal](#)
- (3) Approval of [Budget Transfers](#)
- (4) Approval of [Long Term Substitute Teacher Contract](#)
- (5) Approval of [New Teacher Assignments](#)
- (6) Approval of [Leave of Absence Requests – Certified](#)
- (7) Approval of [Leave of Absence Request – Support](#)
- (8) Approval of [Resignations](#)
- (9) Approval of [Nontenure Teachers for Tenure](#)
- (10) Approval of [Tentative Nontenure Teacher Assignments](#)

Finance

- b. Approval of [Revisions to BP 3440, Inventories](#)

Administrative Services

- c. Approval of [Substitute and Temporary Pay Schedule](#)

Instructional Services

- d. Approval of [Revisions to BP 6146.1, High School Graduation Requirements](#)

Superintendent

- e. Approval of [2002-2003 Board of Education Goals](#)
- f. Approval of [Administrator Appointments](#)

11. First Reading of Policy Revisions

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

* * * * *

Memorandum

DATE: June 11, 2002
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: 2002-2003 Board Goals

Recommendation:

It is the Administration's recommendation that the School Board approve and adopt the 2002-2003 KPBSD Goals for the District as reflected on Attachment A.

Pertinent Facts:

The Kenai Peninsula Borough School District Board of Education annually reviews progress toward the Long Range Plan and sets direction for the next school year. The mission statement, printed on the front of each Board packet, can easily be distilled to "educating all Peninsula students for success in life." The two functions in central office (instruction, administrative services) align with the two goals in the Long Range Plan. The annually adopted goals communicate to students, staff, parents, and community members the priorities that guide activities of the District to achieve its mission. The two main goals developed by the Board during the School Board Retreat on June 4, 2002, align with the Long Range Plan goals as outlined below:

LRP Goal #1 - helping each student reach his/her highest personal potential

Board of Education goal for 2002-2003: **Provide increased accountability for and communication of student achievement**

LRP Goal #2 - exhibiting high quality in all personnel, facilities, relationships, and partnerships

Board of Education goal for 2002-2003: **Recruit and retain students and staff**

The details for these two goals and the list of 25 administrative tasks (those projects set forth that are above and beyond routine functions) for next school year are included in the attachment. A thirty-minute worksession has been scheduled at the July 1, 2002, meeting to review this information before taking official action that evening.

2002-2003 KPBSD School Board Goals for the District

Provide increased accountability for and communication of student achievement

- 1) Identify the progression and delivery of curriculum across the grade spectrum
- 2) Define and communicate, in parent friendly terms, student achievement measures
- 3) Provide preliminary school designators information regarding the effectiveness of each site
- 4) Provide extensive data analysis on students and schools and train all to use the data for improvement of learning
- 5) Continue working toward goal of performance based instruction and assessment

Recruit and retain students and staff

- 1) Find effective ways to translate "school report card" information to all stakeholders
- 2) "Market" and recapture Peninsula students enrolled in outside of District programs
- 3) Organize Kenai Peninsula Teachers of Excellence Forum
- 4) Track, via exit survey and other means, students who have left the District
- 5) Track, via personal contact, reasons for employees leaving the District

Administrative tasks for 02-03:

- 1) Transition 18 new administrators, including new Human Resources Director
- 2) Develop activity vehicle replacement plan
- 3) Formulate a recommendation for Seward Middle School based on Code Review
- 4) Implement Year 3 of Tech Plan
- 5) Develop Tech II Plan
- 6) Decide, acquire, and train for new student management system
- 7) Research and acquire new Finance/Human Resources software system
- 8) Develop/deliver new comprehensive staff development program
- 9) Develop fine arts curriculum
- 10) Develop science curriculum
- 11) Implement health curriculum and materials
- 12) Implement social studies curriculum and materials
- 13) Assist in transition through fall election (3 School Board seats, Districting question)
- 14) Review custodial allocations/duties
- 15) Formulate recommendations regarding closing schools
- 16) Formulate response and long range plan for Voznesenka students
- 17) Improve website as a principle communications tool
- 18) Implement special education statewide alternative assessment
- 19) Implement new ESEA regulations
- 20) Plan and implement improved administrator professional development
- 21) Develop pupil activity fund financial accountability
- 22) Settle contracts, print and distribute to all employees
- 23) Review 2 sections of the policy manual (Bylaws of the Board, Community Relations)

- 24) Redo teacher evaluation process; possibly including self-evaluation strand
- 25) Increase visibility; including meeting with existing advisory groups

June 10, 2002

TO: Board of Education

THROUGH: Dr. Donna Peterson, Superintendent

FROM: Todd Syverson, Assistant Superintendent
Administrative Services

RE: Laidlaw Activity Transportation Proposal

Permission is requested to run a pilot program, allowing Laidlaw to provide transportation services for cocurricular activities at Homer area schools during the 2002-2003 school year. There is a possible cost savings to the District of up to \$10,000. Supporting documentation is attached.

June 7, 2002

To: Todd Syverson, Asst. Supt., Administrative Services
KPBSD

From: Dave Spence, Director, Planning and Operations
KPBSD

Subject: Laidlaw Activity Transportation Proposal

Attached please find the cost analysis of Laidlaw's proposal to provide transportation services for cocurricular activities for Homer High School, Homer Middle School and Voznesenka School for the 2003 school year. Also included are supporting documents from Nan Spooner,

Transportation Coordinator, and Chuck Boll, Laidlaw's Branch Manager for the Central Peninsula area.

It is the recommendation of the district's planning and operations department to implement a pilot program for contracted transportation services for student cocurricular activities in the Homer area for the upcoming school year. If feasible, the district may want to investigate expanding this relationship in the future.

Please advise if clarification is needed on any of the attached documents, or if I may answer any questions regarding this proposal. We will await your response prior to further contact with Laidlaw Transit Incorporated.

Encl: Spooner Memo
Cost Analysis Spreadsheets
Boll Memo

Cc: Donna Peterson, Superintendent

Memo To: Dave Spence
From: Nan Spooner
Date: June 5, 2002
Re: Laidlaw Proposal for Homer Activity Transportation

Laidlaw Transit, Inc. has presented KPBSD with a proposal to provide activity bus transportation for Homer schools during the 2002–2003 school year.

The proposal is based on a cost comparison between actual Homer activity bus expenses and Laidlaw estimated bus expenses for this year's (2001–2002) activity trips. Chuck Boll and Larry Fielding (Laidlaw Branch managers) developed the comparison based on scheduling and payment information supplied by Chris Perk, Homer High Activity Director. The schools included in the comparison are Homer High School, Homer Middle School (18 trips) and Voznesenka School (one trip). I reviewed each version of the comparison and made suggestions for revision based on trip destination and number of days.

The final comparison shows a savings of approximately \$10,700 had Laidlaw supplied the bus transportation for the submitted trips. If the Homer schools maintain a similar schedule for 2002–2003, similar savings may occur.

Although the comparison shows a savings, two expenses were not addressed in the study: lodging for the driver and unplanned side trips. Both of these expenses can be controlled, and Chuck Boll speaks to these issues in his proposal letter. Chuck also mentions several indirect savings that are noteworthy: no vehicle maintenance costs for the schools, District, or Borough; on-going safety training for drivers; and Laidlaw's absorption of the costs associated with federally mandated drug and alcohol testing of bus drivers.

Laidlaw's proposal shows promise, and a one-year trial during the 2002–2003 school year for Homer schools activity transportation should be considered.

enclosures: [Homer High Monthly Comparison Spreadsheets](#)
[Homer Middle School and Voznesenka Spreadsheets](#)

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148 N. Binkley Street

Soldotna, AK 99669

June 3, 2002

SCHOOL BOARD MEMBERS:

Dr. Nels Anderson, President
Ms. Deborah Germano, Vice President
Mrs. Sammy Crawford, Clerk
Mr. Joe Arness, Treasurer
Mrs. Debra Mullins, Member
Mrs. Margaret Gilman, Member
Mr. Al Poindexter, Member
Miss Katie Lockwood, 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. Mary Kennedy	Mrs. Sylvia Reynolds
Ms. Gayle Buben	Mrs. Barb George
Mrs. Terri Carter	Mr. Jim White
Ms. Elizabeth Kirby	Mrs. Carolyn Cannava
Mr. Joe Rizzo	Mrs. Paula Christenson
Mr. Dale Dolifka	Mr. Rick Matiya
Mrs. Sandra Ghormley	Mrs. Debbie Stewart
Mrs. Zena Udelhoven	Mr. Sean Dusek
Mrs. Judy Swarner	Mrs. Shana Loshbaugh
Mrs. Lassie Nelson	

Others present not identified.

CALL TO ORDER:

Dr. Anderson called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE:

Dr. Anderson invited those present to participate in the Pledge of Allegiance.

ROLL CALL:

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
Miss Katie Lockwood	Present

APPROVAL OF AGENDA:

The agenda was approved with a revision to Item 7, Awards and Presentations; Numbers 7f. and 7g. were moved ahead of Number 7a.

APPROVAL OF MINUTES:

The special School Board minutes of April 24, 2002, were approved. The revised minutes of May 6, 2002, were approved with a correction in the fifth sentence of the first paragraph of page 424; the word "substituted" was changed to "taught."

PUBLIC PRESENTATIONS:

Mrs. Sylvia Reynolds, Soldotna High principal, thanked the Board and administration for hiring her seven years ago. She reported that the Soldotna High School Site Council has spent an inordinate amount of time considering valedictorian issues and weighted grades issues. She stated that she is concerned that students will take the path of least resistance and not challenge themselves with advanced courses. She stated that there is a place for weighted grades. She reported that the state of Texas is moving to an eight-point weighted grade system. She encouraged the Board to discuss the issue of weighted grades with the Soldotna High Site Council during a worksession.

Mrs. Shirley Gifford, Soldotna High School Site Based Council Chair, stated that during the past year she has worked closely with Mrs. Reynolds and members of the Site Council. She reported that her daughter participated in advanced placement classes at Soldotna High School and was irritated that her classmates, who took basic courses, received the same grades. Mrs. Gifford credited her daughter's success in college to the advanced placement classes and added that students should be rewarded for taking difficult classes. She stated that she has worked closely with Mrs. Reynolds for the past five years and noted that she is an extraordinary woman. She stated that she has a unique partnership with the school in her role as the Chief of Police in Soldotna and noted that she will miss Mrs. Reynolds as the principal at Soldotna High School. She stated that she is looking forward to a continued partnership with Mr. Dusek as the new principal. She stated that she has enjoyed her position as the Soldotna High School Site Based Council Chair, even though her daughter is in college, since it gives her the opportunity to keep in touch with the students.

Mrs. Shana Loshbaugh stated that she has completed her work at the Peninsula Clarion and would like to speak to the Board as a parent and private citizen. She stated that she is appalled and disheartened by the bitter turn of the contract talks. She stated that it is inexcusable to accuse colleagues of lying and deception and inexcusable for teachers to violate codes of ethics. She stated that both sides need to be more realistic and added that if the District's own employees have no grasp of its fiscal situation and no trust of its administration's version of events, perhaps the administration needs to tend to its own better. She stated that if the employees demand things that the administration has no power to deliver, the employees need to redirect their grievances. She stated that she feared that those involved in the fray have lost site of the welfare of children and are turning against each other. She warned those present that there is a common enemy outside the gate and cautioned that extremists throughout the nation are eager to dismantle public education and are spreading slanted information about national issues and local schools. She stated that these people do not come to board meetings, volunteer in classrooms or meet with principals. She noted that these people vote, run for office, and have the ear of many lawmakers. She recommended that the District flood talk radio every time someone puts out lies, work out partnerships with home school families to meet their needs and address their concerns, educate fellow educators to be informed, eloquent and involved. She suggested that the District enlist retired educators, parents and mature students to lobby on behalf of the District. She warned those present that the District must stop bad mouthing each other and the system. She told those present that it has been an education and a pleasure to work with the Board and District employees during the past six years. She thanked the District for providing her daughters with a combined 22.5 years of excellent schooling.

Dr. Anderson thanked Mrs. Loshbaugh for her comments and for her fair and balanced reporting.

- COMMUNICATIONS AND PETITIONS:** Dr. Peterson reported that she received a resolution and cover letter from the community of Voznesenka regarding responsibility for the school facility and a request to raise the rent. She reported that the first draft of the Seward Middle School code compliance review was received. She noted that Miss Carrie Collins, Miss Caelin Kubena, Miss Bethany Thornton, Miss Angel Hollers, Miss Katie VanDerWege, and Miss Crystal Dionne were selected as nominees for the Spirit of Youth award.
- AWARDS AND PRESENTATIONS:** The Board presented golden apple awards to Mrs. Mary Kennedy and members of the Soldotna High School PTSA Executive Board (Mr. Dale Dolifka, Mrs. Judy Swarner, Mrs. Zena Udelhoven, Mrs. Sandra Ghormley) for their service to the District.
- On behalf of British Petroleum, Board members presented commemorative plaques to Ms. Gayle Buben, Mrs. Terri Carter, Mrs. Elizabeth Kirby, and Mr. Joe Rizzo for being chosen as the 2001-2002 British Petroleum Teachers of Excellence. Mr. Vernel Schneider was also a recipient but was not present. Mr. Syverson noted that each teacher will have an opportunity to visit BP Exploration on the North Slope.
- SUPERINTENDENT'S REPORT:** Dr. Peterson reported that the Board goal setting session will be held June 4, at 9:00 a. m., at the Kenai River Center. She reminded the Board that the BP Teachers of Excellence recognition dinner will be held June 4, 6:00 p.m. at the Kenai Merit Inn. She reported that the District summer school opened with approximately 40 teachers and 400 students and will operate from June 3 through June 28. She announced that the final student enrollment for the 2001-2002 school year is 59 students less than the projected enrollment for the 2002-2003 school year.
- FINANCIAL REPORT:** Mrs. Douglas presented the financial report of the District for the period ending April 30, 2002.
- CONSENT AGENDA:** Items presented on the Consent Agenda were Budget Transfer Number 621, New Teacher Assignments, Tentative Nontenure Teacher Assignments, Long-Term Substitute Teacher Contracts, Resignations, Leave of Absence Requests – Certified, Leave of Absence Requests – Support, Nontenure teachers for Tenure, Budget Transfer, and Seldovia Boys and Girls Club Building Study.
- Budget Transfer Number 621:** Mrs. Douglas recommended the Board approve budget transfer Number 621 for \$13,267.00 to offset a long-term substitute teacher contract at Skyview High School.
- New Teacher Assignments:** The Board unanimously approved teacher assignments for the 2002-2003 school year for Clayton D. Kramer, high school special education/resource; districtwide special services; Linda E. Hampson, school counselor, Homer High; Debra Rose Blossom, Grade 5 (.50 FTE temporary), K-Beach Elementary; Dawn M. Brighton, English, Kenai Central High; Christopher A. Jenness, middle school generalist, Nikiski Middle/High; M. Jayne McFarland, speech/language pathologist, Redoubt Elementary; Julianna R. DeBoard, Title I reading (temporary), Seward Elementary; Teresa A. Cowart, Grade 6 (temporary), Tustumena Elementary; Janet Szykowski, generalist, Connections; Ed Frink, generalist, Kachemak Selo; and Susan Rorrison, Grades K, 1, or 2 (.50 FTE temporary), Sears Elementary.
- Tentative Nontenure Teacher Assignments:** Mr. Syverson recommended the Board approve tentative nontenure teaching

assignments for Don R. Drury, Grade 3, Aurora Borealis Charter; Sally A. Burns, Title I reading (temporary), Kachemak-Selo; Carol A. Boehmler, Grade 3, K-Beach Elementary; Lisa M. Chambers, Title I reading (temporary), K-Beach Elementary; Christopher Towne, elementary music, Paul Banks and Homer Area; Katrina A. Adamson, Grades 4/5 or grade 5, Redoubt Elementary; Matthew J. Faris, Grades 2/3, Redoubt Elementary; Cindy J. Hurst, Grades K-2 or 2 (temporary), Sears Elementary; and Teri L. Haddeland, upper elementary, Seward Elementary.

- Long-Term Substitute Teacher Contracts:** Mr. Syverson recommended the Board approve long-term substitute teacher contracts for Rita Pfeniger, math, Homer Middle; Matthew Fischer, physical education/health, Soldotna High; and JoAnn McClain, math/social studies/language arts, Seward Middle.
- Resignations:** Mr. Syverson recommended the Board approve resignations with various effective dates for Celia Anderson, art specialist, Mountain View Elementary; Amy Galloway, generalist, Voznesenka; Margaret Brewster, librarian, Homer High; Brenda Dolma, science, Homer Middle; JoEllen Fowler, Grade 4/5, Tustumena Elementary; Michelle Garnto, special education, resource, Kenai Central High; Margaret Ladd, QUEST, library, West Homer Elementary; Heather Pancratz, middle school coordinator, Homer Middle; Anne Pfitzner, Grade 6, Soldotna Elementary; Richard Putney, director, Human Resources; Kathy A. Sandoval, special education, resource, Seward Middle/High; Laurie Jane Esp, Grades K-2, Connections; and Janet Shepard, special education resource, Susan B. English Elementary/High.
- Leave of Absence Requests – Certified:** Mr. Syverson recommended the Board approve unpaid leave of absence requests for the 2002-2003 school year for Liana Bigham, social studies, Kenai Central High; L. Joseph Trujillo, Spanish, Skyview High; and Penny Tinker, special education, Sterling Elementary.
- Leave of Absence Requests –Support:** Mr. Syverson recommended the Board approve unpaid leave of absence requests for the 2002-2003 school year for Etta Mae Near, Carl Perkins vocational education tutor, Skyview High and Johnnie Standifer, custodian, Tebughna Elementary/High.
- Nontenure teachers for Tenure:** Mr. Syverson recommended the Board approve Kristy L. Schmelzenbach, Kristin E. Morrow, Tara J. Rosin, Cindy M. Thomas, Janet S. Boyce, Douglas Gordon, Andrea Eggleston, and Virginia M. Morgan, nontenured teachers, for tenure.
- Budget Transfer:** Mrs. Douglas recommended the Board approve a budget transfer for \$175,699 to purchase the social studies and health curriculum at the close of the 2001-2002 fiscal year.
- Seldovia Boys and Girls Club Building Study:** Mr. Syverson recommended the Board approve a proposal from the Boys and Girls Club to conduct a study to design and build on Borough property adjacent to Susan B. English School in Seldovia.
- ACTION**
- Mrs. Germano moved the Board approve Consent Agenda Items Numbers 1 through 10. Mrs. Crawford seconded.
- Motion carried unanimously.
- FY03 Budget Revision:** Mrs. Douglas recommended the Board approve a FY03 operating fund budget of \$76,506,530 and a total budget for all funds of \$92,034,139. She stated that the District was fortunate to receive \$2.1 million in additional funding from the

legislature through SB2006. She stated that most of the additional funding comes in the form of Learning Opportunity Grants. She stated that once the spending criterion is received the District will develop a budget to submit to the Department of Education and Early Development for approval. She stated that for one-year only an additional \$415,000 was received from the legislature that will be used towards the purchase of curriculum materials.

ACTION

Mrs. Crawford moved the Board approve a FY03 operating fund budget of \$76,506,530 and a total budget for all funds of \$92,034,139. Mrs. Mullins seconded.

Motion carried unanimously.

Administrator Appointments:

Dr. Peterson recommended the Board approve Dennis Dunn as the Kenai Central High principal, Lori Manion as the North Star Elementary principal, Sharon Mook as the Kenai Middle assistant principal, Sharon Conley as the Razdolna School principal/teacher and Sean Dusek as the Soldotna High principal.

ACTION

Ms. Germano moved the Board approve the administrator appointments as presented. Mrs. Mullins seconded.

Motion carried unanimously.

FIRST READING OF POLICY REVISIONS:

The Board heard a first reading of BP 3440, Inventories and BP 6146.1, High School Graduation Requirements.

BOARD COMMENTS:

Miss Lockwood stated that it has been an incredible 13 years and she has enjoyed her time in the District. She stated that she will take many of the things she has learned into the "real world." She thanked her teachers for doing a good job and added that she feels she has turned out okay.

Mr. Pondexter stated that he attended five graduations and added that it was a great experience and that they were all different and fun. He stated that in future Board meetings he would like to discuss class fees, student government and the selection process for student Board representative using the ASSET model, vocational education, weighted grades, use of Community Schools for accredited classes, and conduct a review of KPSAA. He called the Board's attention to the CTSO report in the information packet and reported that FFA also conducted their state convention, which was held in Fairbanks. He noted that his son Cameron was chosen as the FFA state secretary and Brad Hayes was selected as state treasurer. He stated that both boys, along with other FFA officers, will attend leadership training for one week in Fairbanks and one week in Sacramento, California. He added that the FFA state president and vice president will travel to Washington, D.C. for another week of training and then are required to visit each chapter in the state to train chapter officers and act as advisors. He expressed concern that FCCLA will be nonexistent in the District next year and added that he would like the Board to spend some time working on that problem.

Joe Arness thanked Mrs. Loshbaugh for her time and educational coverage and specifically the observations expressed during the meeting. He thanked Miss Lockwood.

BOARD COMMENTS (continued):

Debra Mullins thanked Miss Lockwood for her service. She stated that it is always good to have someone on the Board whose views come from the people the District

educates. She wished Miss Lockwood good luck at the Junior Miss Competition. She thanked Mrs. Loshbaugh for her years of service to the community, and for asking tough questions. She commented that Mrs. Loshbaugh's remarks were well thought out and added that it is nice to have an outsider provide observations. She welcomed the new administrators and thanked them in advance for the work they will be doing for students. She thanked Mrs. Kennedy for her volunteer work and added that the Golden Apple award was well deserved. She thanked the Soldotna High School executive board and added that the Board appreciates the many parents who volunteer their time. She congratulated those who were selected as BP Teachers of Excellence. She stated that she had fun at the graduation ceremonies and added that they are the high point of being a Board member. She expressed appreciation for the efforts that went into the ceremonies and noted that they were dignified and uplifting. She reported that the Board worked on the superintendent evaluation and the Board self-evaluation prior to the meeting. She stated that information will be forthcoming for the public. She stated that, although the Board pointed out a few things that would be beneficial to the District, Dr. Peterson is a great superintendent and would choose her above any other superintendent in the state and probably in the nation. She stated that she appreciates Dr. Peterson and the administrative team for their efforts. She stated that the Board is still discussing the Board self-evaluation.

Mrs. Gilman stated that she enjoyed the privilege of attending the graduation ceremonies as a Board member. She reported that she attended graduations at Voznesenka, Kenai Alternative High, Skyview High, and the graduation of a Connections student. She stated that it was helpful to go through the Board self-evaluation process. She thanked those who were selected as BP Teachers of Excellence for their work with students. She thanked the parent volunteers for the tremendous amount of work they perform on behalf of District students. She wished farewell to Miss Lockwood and noted that she is a very talented individual and thanked her for her service to the Board. She reported that Miss Lockwood received the Marj O'Reilly scholarship.

Ms. Germano wished all District employees a great summer. She expressed appreciation to the administration for their hard work.

Mrs. Crawford thanked Mrs. Reynolds and Mrs. Gifford for their presentations regarding weighted grades. She congratulated Mrs. Reynolds, Mr. Dunn and Mr. Dusek on their new assignments. She thanked Mrs. Loshbaugh for her comments and expressed appreciation for her insights concerning the negotiation process. She congratulated those who were selected as BP Teachers of Excellence. She noted that the graduation ceremonies were wonderful. She stated that it is disheartening to see the list of retirees but added that she is glad to have wonderful teachers willing to fill the vacancies. She thanked Miss Lockwood for her service on the Board. She noted that Grigori and Olga Vaissenberg recently became United States citizens.

Dr. Anderson stated that he agreed with a comment made prior to the Board meeting that, if the State of Alaska was smart, they would appoint Dr. Peterson as the new Commissioner of Education. He stated that the Board thinks highly of her efforts to run the District in a very efficient and honorable manner. He congratulated the new administrators and especially thanked Mrs. Reynolds for her work at Soldotna High. He congratulated those who were chosen as BP Teachers of Excellence.

EXECUTIVE SESSION:

At 8:27 p.m. Mrs. Mullins moved the Board go into executive session to discuss

matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough. Specifically, the executive session was to discuss negotiations. Mrs. Crawford seconded.

Motion carried unanimously.

RECESS

At 9:48 p.m., Dr. Anderson called a recess.

RECONVENE AFTER RECESS:

At _____ p.m., on Monday, _____, 2002 at the Borough Administration Building, Soldotna, Alaska, the Board reconvened in regular session. Board members, _____, _____, _____, _____, _____, _____, and _____ were in attendance.

ADJOURN EXECUTIVE SESSION:

At _____ p.m., _____ moved the executive session be adjourned. _____ seconded.

ADJOURN:

At _____ p.m., _____ moved the School Board Meeting be adjourned. _____ seconded.

Motion carried unanimously.

Respectfully submitted,

Dr. Nels Anderson, President

Mrs. Sammy Crawford, Clerk

The Minutes of June 3, 2002, have not been approved as of June 12, 2002.

Memorandum

DATE: June 10, 2002
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Site Council Evaluations

In accordance with Board Policy 0420, site councils from each school submit an end of the year report reflecting activities throughout the year. Attached are the reports from each school for the 2001-2002 school year. This year end “snapshot” will also be distributed to schools this year for the first time. It is hoped that this will facilitate collaboration between school councils working on similar issues.

June 20, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent
Administrative Services

RE: **Lease Agreements for 2002-2003**

The following are lease agreements currently in effect for the Kenai Peninsula Borough School District. These leases were negotiated and agreed to strictly between the school district and the landlord. They were not let out for proposals.

After the Bell:

The After The Bell programs provide for after school and summer programming for youth in the communities of Homer, Kenai, Nikiski and Seward, and is between KPBSD and Boys & Girls Club.

Boys & Girls Club:

KPBSD leases a portion of the Kenai Elementary Building to the Boys & Girls Club in the amount of \$700 per month.

Community Schools Programs:

Agreements between the City of Soldotna, City of Homer and City of Seward and KPBSD are ongoing leases, renewable on an annual basis. The City of Soldotna agrees to pay KPBSD the sum of \$57,474, the City of Homer the sum of \$19,791 and the City of Seward the sum of \$5,600 for services.

Kachemak Selo School:

KPBSD leases a facility from the Village of Kachemak Selo, for use as a school, effective July 1997, on a continual year to year lease, in the amount of \$1,850 per month.

North Peninsula Recreation Service Area:

Lease agreement from the Kenai Peninsula Borough for equipment and facilities for the period of September, 1999, through September, 2000. This agreement is extended to Nikiski Elementary School, Nikiski Middle/High School and North Star Elementary School. This is an ongoing lease, renewable on an annual basis.

Razdolna School:

KPBSD leases a facility from the Village of Razdolna, for use as a school, effective 1991, on a continual year to year lease, in the amount of \$1,176 per month.

Seward Bus Fleet:

KPBSD leases from Henderlong Enterprises, one bay and a storage area for the Seward bus fleet, on a month to month lease, in the amount of \$500 per month.

Voznesenka School:

KPBSD leases a facility from the Village of Voznesenka, for use as a school, effective July, 1996, on a continual year to year lease, in the amount of \$4,000 per month.

2002-2003 ANNUAL AGENDA GUIDELINE

DATE	ROUTINE AGENDA ITEMS	ANNUAL GOALS (Worksessions/reports)
July 1, 2002	Approval of 2002-2003 Board of Education Goals Approval of Annual Agenda Guideline Approval of Substitute and Temporary Pay Schedule Presentation of Lease Agreements Report	
August 5, 2002	Approval of Hazardous Bus Routes Presentation of Superintendent's Annual Report	Process for Policy Review
August 19, 2002	Presentation of Assessment Report	Staff Development Plan Assessment Curriculum Implementation
September 9, 2002	Approval of Resolutions to be Submitted to AASB	
October 7, 2002 <i>(Meeting held in Seward)</i>	Approval of Primary Sponsor of Gaming Permits	
October 21, 2002	Seating of New Board of Education Members Approval of Meeting Date, Time and Place Organization of Board of Education Officers	Custodial Study Review
November 4, 2002 <i>(Meeting held in Homer)</i>	Approval of Enrollment Projections for 2003-2004 Class Size Study Report	Transition/Board Evaluation Staffing Formulas
November 18, 2002	Approval of Six-Year Plan/Enrollment Projections and School Construction Needs Approval of Staffing Formulas Presentation of Annual Audit Report	Staffing Formulas Facility Planning GASB 34
December 2, 2002	Approval of School Calendar <i>(when necessary)</i>	Student Management Software Update

January 6, 2003		Midyear Progress on Goals Legislative Priorities Budget
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DATE	ROUTINE AGENDA ITEMS	ANNUAL GOALS (Worksessions/reports)
February 3, 2003		Science Curriculum Budget
February 17, 2003 <i>(Conferences)</i>	Approval of 2003-2004 Administrator Contracts Approval of Tentative Tenure Teacher Assignments, 2003-2004	Fine Arts Curriculum
March 3, 2003 <i>(Meeting held in Homer)</i>	Presentation of 2002-2003 Budget*	Year 3 Technology Report
April 7, 2003	Approval of 2003-2004 Budget Approval of Tentative Board meeting Dates for 2003-2004	
April 21, 2003		Technology Plan II
May 5, 2003 <i>(Meeting held in Seward)</i>	Approval of Nontenure Teachers for Tenure, 2003-2004 Approval of Tentative Nontenure Teacher Assignments, 2003-2004 Approval of Cocurricular Activities and Handbooks	Year End Progress on Goals
June 2, 2003		Board Evaluation Superintendent Evaluation
June 3, 2003 <i>(Planning Session)</i>		Board Goal Planning

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

During the months of, July, September, and December of 2002 and January, May, and June of 2003 the Board will meet once.

June 20, 2002

MEMORANDUM

TO: Board of Education

FROM: Melody Douglas
Chief Financial Officer

SUBJECT: Budget Transfers

The Information Services Department is requesting budget transfer number 731 in the amount of \$51,063 to help pay salaries to implement the Technology Plan; number 735 in the amount of \$74,561 for 100MB Ethernet switches; number 741 in the amount of \$21,956 for Year 2.5 laptop computers and number 756 in the amount of \$40,111 for Year 3 printers.

The Secondary Curriculum department is requesting budget transfer number 895 in the amount of \$62,000 to pay summer school teacher salaries and number 896 in the amount of \$45,000 to pay for student textbooks and materials for curriculum implementation.

Budget transfer number 926 includes various transactions exceeding \$10,000 to adjust utility budgets (electricity, water and sewer, fuel for heating and garbage) based on actual year-to-date utility costs.

The Transportation Department is requesting budget transfer 945, which includes \$10,051 for May bus contractor costs in the Homer/Anchor Point area and \$27,898 for May bus contractor costs in the Kenai/Soldotna area. The Transportation Department is also requesting budget transfer 946 in the amount of \$12,271 to pay part of the salary for a Special Services bus aide/monitor on the Seward bus routes.

Budget transfer request number 922 in the amount of \$36,500 is for legal consultation services incurred for grievances and labor relations.

Budget transfer number 952 includes transfers to adjust telephone budgets within the district

based on actual year-to-date telephone costs by location.

Budget transfers number 957 and 960 each contain various transactions exceeding \$10,000 to adjust substitute salary accounts for employees who are on extended leave due to extenuating circumstances such as maternity leave, workers compensation leave and family medical leave and for temporary salaries for vacant positions. Budget transfer number 958 in the amount of \$18,298 is requested to move wages from an absent employee's salary account to the corresponding long term substitute account.

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

July 1, 2002

TO: Board of Education
FROM: Todd Syverson, Assistant Superintendent, Administrative Services
SUBJECT: Approval of Substitute Teacher Contract – Item 11 a (4)

The Administration recommends the following substitute teacher contract be approved:

Irene Hegwer Language Arts Soldotna Middle School

July 1, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of New Teacher Assignments/2002-03 Item – 11 a (5)

It is recommended that the following teacher assignments be approved for the 2002-03 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>
Sterling, AK.	Laura MacDonald	BEd.	University of Alaska, Anchorage	Elementary Education	Elementary	=====	.50 FTE Temporary Grades K-2 Teacher at Cooper Landing School
Kenai, AK.	Jennifer Tyler	BEd.	University of Alaska, Anchorage	Elementary Education	Elementary	=====	Temporary Grade 5 Teacher at K-Beach Elementary
Kasilof, AK.	Janice J. Waldron	BA	University of Alaska, Anchorage	Elementary Education	Elementary	4 AK.	Temporary Elementary Teacher Grades 3-5, Ninilchik School
Bismark, N.D.	Galen J. Brantley	BS Ed	Valley City State University, N. Dakota	Social Science	Social Sciences	4 States	Social Studies/Photo .85 FTE at Soldotna High School
Albany, MN.	Janne K. Lillestol	EdD.	University of Minnesota, Minneapolis, MN.	Educational Policy & Administration	Elementary Education; Specific Learning Disabilities	17 States	Special Ed/Resource at Soldotna High School
Homer, AK.	Cindy L. Bedingfield	BA	Fort Lewis College, Colorado	History	Grade 7-12 History, Special Ed., Social Sciences, English	1 States 1 AK.	Special Ed. Resource/ Secondary Generalist, Susan B. English School
Homer, AK.	Suzanne E. Haines	BA	University of Alaska, Anchorage	English	English, Journalism, K-8 Elementary Education	=====	Quest Teacher/Librarian West Homer Elementary

July 1, 2002

TO: Board of Education
FROM: Todd Syverson, Assistant Superintendent, Administrative Services
SUBJECT: Requests for an Unpaid Leave of Absence/Certified – Item 11 a (6)

It is recommended the following requests for unpaid leave of absence be approved for 2002-03 school year:

Marvin D. Tapsfield	8 th Grade Science	Seward Middle School
Tracy L. Wimmer	4 th Grade	Sterling Elementary

July 1, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Leave of Absence Requests/Support- Item- 11 a (7)

It is recommended that the following request for a unpaid leave of absence be approved for the 2002-03 school year:

Yolanda Schrader Title I Tutor

Sears Elementary
effective August 14, 2002
through November 30, 2002

July 1, 2002

TO: Board of Education
FROM: Todd Syverson, Assistant Superintendent, Administrative Services
SUBJECT: Approval of Administration's Recommendation Regarding Resignations - Item 11 a (8)

It is recommended the following resignations be approved:

Jane Boerger	English	Seward High School, effective May 24, 2002
Sherry Friedersdorff	Grades 3-6	Tebughna School, effective May 24, 2002
Dave Silva	Connections	Effective July 17, 2002
Katherine P. Taylor	Language Arts/Quest	Seard Middle School, effective May 24, 2002

July 1, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Non-tenure Teachers for Tenure /2002-03 - Item

It is recommended that employment and tenure for the following non-tenure teachers be approved for the 2002-03 school year. The following assignments are tentative:

Location	Employee	Assignment	Certification
Moose Pass Elementary	Rachel A. Roemhildt	Elementary Teacher at Moose Pass Elementary	6-12 History, Social Sciences
Sterling Elementary	Teri L. Hoffman	Grade 5/6 Teacher at Sterling Elementary	Elementary

July 1, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Tentative Non-tenure Teacher Assignments/2002-03 - Item 11

It is recommended that employment for the following non-tenure teachers be approved for the 2002-03 school year. The following lists tentative assignments for the non-tenured teachers:

<u>Location</u>	<u>Employee</u>	<u>Assignment</u>	<u>Certification</u>
Grants Office	Whip, Timothy	Temporary Online Assessment Trainer	Elementary
Homer Flex	Sill, Jill K.	.50 Permanent Generalist/ .25 Temporary Title I Teacher	General K-8 Science
Mt. View Elementary	DeVold, John M.	Temporary Title I Reading Teacher	Elementary
Mt. View Elementary	Erwin, Tanya L.	Temporary Title I Reading Teacher	Elementary
Tustumena	Jones, Jennifer Joy	Temporary Title I Reading Teacher	Elementary
Voznesenka	Etzwiler, Linda M.	Temporary Title I/Migrant Teacher	Elementary

June 24, 2002

TO: Board of Education

FROM: Melody Douglas
Chief Financial Officer

SUBJECT: BP 3440 Revision

The Government Accounting Standards Board (GASB) has issued a pronouncement #34, requiring governmental entities to implement a new financial reporting model. The District is required to implement this change when reporting FY02 financial activities.

Included in this change is a requirement to depreciate fixed assets. The District maintains a fixed asset inventory in excess of \$20 million. Maintaining depreciation records on this size of inventory is not practical considering most of the inventory has a relatively short life cycle and the limitations on adding support staff.

The industry recommendation is to maintain an inventory of all items currently valued in excess of \$5,000 for depreciation and financial reporting purposes. Please note items in excess of \$500 will continue to be tracked for insurance purposes.

This policy was presented to the Board for first reading at the June 3, 2002 Board meeting. The administration recommends Board approval of revised BP 3440.

Business and Noninstructional Operations
3440

BP

Inventories

The Superintendent or designee shall provide for the proper control and conservation of district property. He/she shall maintain an inventory for all items currently valued in excess of \$500 **at \$5,000 or greater** or a lesser amount if required by state or federal grant requirements or regulations. **Information relative to items of lesser value may be maintained for insurance purposes.**

(cf. 3270 – Disposal of Books, Equipment and Supplies)

(cf. 3290 – Gifts, Grants and Bequests)

(cf. 3400 – Management of District Assets/Accounts)

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.017 School construction grant conditions

14.14.050 Annual audit

ALASKA ADMINISTRATIVE CODE

4 AAC 06.120 Accounting and audit manuals, charts of accounts, code descriptions

4 AAC 51.300 Vocational facilities and equipment

CARL D. PERKINS VOCATIONAL EDUCATION ACT, Public Law 98-524, 99-159

34 CODE OF FEDERAL REGULATIONS, 74.132-74.140

Office of Management and Budget, Circular A-102, Attachment N, Property Management Standards

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

July 1, 2002

TO: Board of Education

**FROM: Todd Syverson, Assistant Superintendent,
Administrative Services**

**SUBJECT: Pay Schedule for Substitutes and other Temporary Employees
for the 2002-2003 school year**

Effective August 21, 2002 - Item 11 c

<u>SUBSTITUTE POSITION</u>	<u>RATE OF PAY</u>
Teacher	\$84.00/\$100.00 per day Non-Certified/Certified
Secretary (all clerical)	\$9.00/hr.
Custodian/Stock Handler/ Courier/Theater Crew	\$9.00/hr
Bus Driver	\$12.00/hr.
Food Service	
Cashier/Asst. Cook	\$8.50/hr.
Cook/Food Service Manager	\$9.00/hr.
Aide/Instructional Assistant	\$8.75/hr.
Tutor/Bilingual Instructor	\$8.75/hr.
Nurse	\$14.00/hr.

TEMPORARY WORKERS

Pool Employees	
Instructor/Senior Lifeguard	\$9.00/hr.
Lifeguard	\$7.25/hr.
Cashier/Locker Room Attendant	\$5.75/hr.

Temporary help - *Temporary employee's salary placement must be pre-approved by Human Resources prior to start date.

Skill Level I	\$5.75
Skill Level II	\$5.76 - \$8.50/hr.
Advanced	\$8.51 - \$13.00/hr.

Curriculum & Assessment

Paula Christensen, Director, Elementary Education

Sam Stewart, Director, Secondary Education

148 Binkley Street Soldotna, Alaska 99669-7553

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

Kenai Peninsula Borough School District

Memo To: Members, Board of Education

From: Sam Stewart
Director, Curriculum and Assessment

Through: Gary Whiteley, Ed. D.
Assistant Superintendent of Instruction

Date: June 13, 2002

Re: Policy Revision, Second Reading
BP 6146.1 (High School Graduation Requirements)

The attached revision updates district policy BP 6146.1 (High School Graduation Requirements).

Current policy has language speaking to credit requirements for the graduating class of 2000-2001. The suggested change will eliminate obsolete language in current policy.

This policy was presented to the Board for first reading at the June 3, 2002 Board meeting. The administration recommends approval of this policy revision

BP 6146.1.

Students

BP 5131.6(a)

Alcohol and Other Drugs

It is the intent of the Kenai Peninsula Borough School District to maintain a drug-free school environment so learning can take place; to educate students so they are aware of the issues and problems related to the use of drugs, alcohol, and controlled substances; to identify students who have chemical abuse problems; to refer students for treatment services which are beyond the scope of the schools; and to remove students possessing, distributing or selling drugs or alcohol in the school setting from that environment.

Possession/Under the Influence During School

A student who is determined to be in possession and/or under the influence of drugs, alcohol, controlled substances, paraphernalia with drug residue

[drug paraphernalia], inhalants, or any substance designed to look like or represent such a drug at any school-sponsored activity shall be reported to the appropriate law enforcement personnel, his/her parent(s)/guardian(s), and shall be subject to suspension for up to 45 days by the school administrator. In more serious cases, violators may be recommended for expulsion to the Board of Education.

(cf. 5144.1 - Suspension and Expulsion)

Prior to readmittance to school, the student shall participate in a conference with his/her parents(s)/guardian(s) and the school administrator to determine conditions for readmittance.

If a student is determined to be in possession and/or under the influence of drugs, alcohol, controlled substances, ~~paraphernalia with drug residue~~

[drug paraphernalia], inhalants, or any substance designed to look like or represent such a drug at any school-sponsored activity a subsequent time during his/her tenure as a student in the Kenai Peninsula Borough School District, he/she shall be reported to the

appropriate law enforcement personnel and his/her parent(s)/guardian(s). The student will be suspended immediately following a due-process hearing pursuant to applicable School Board policies and shall **[may]** be recommended for expulsion from the Kenai Peninsula Borough School District.

Refusal to submit to a Breathalyzer and/or urinalysis, or any other lawful, reasonably reliable test as authorized by the Superintendent or his/her designee as required by this policy to determine whether a student has used

Students

BP 5131.6(b)

Alcohol and Other Drugs (continued)

alcohol or other drugs in violation of School Board policies will result in a suspension of not less than 30 days and not to exceed 45 days. Refusal to submit to such a test will be treated as a positive determination of drug or alcohol use per this policy.

Selling, Offering for Sale or Distributing

A student selling, offering for sale, or distributing alcohol, drugs or other items defined in this policy may be reported to the appropriate law enforcement personnel and his/her parent(s)/guardian(s), will be suspended immediately following a due-process hearing pursuant to applicable School Board policies, and ~~shall~~ **[may]** be recommended for expulsion to the Superintendent or his designee who will review the matter. Based on this review, the Superintendent or designee may recommend to the Board of Education that the student be expelled from the Kenai Peninsula Borough School District.

(cf. 5144.11 - Expulsion Procedures)

Legal Reference:

ALASKA STATUTES

04.16.080••Sales or consumption at school events

14.20.680••Training required for teachers and other school officials

14.30.360••Curriculum (Health and Safety Education)

47.37.045••Community action against substance abuse grant fund

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

8/21/00

July 1, 2002

TO: Board of Education
FROM: Donna Peterson, Ed.D., Superintendent
SUBJECT: 2002-03 Administrator Appointments - Item 11 f

It is recommended that the following administrator appointments be approved for the 2002-03 school year:

Joseph Huftel	Assistant Principal	Homer High School
Tim Peterson	Director	Human Resources
Gregory Wilbanks	Principal/Teacher	Kenai Alternative
Benny T. Abraham	Principal	Paul Banks Elementary
Allan Howard	Assistant Principal	Soldotna High School