

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

REGULAR SCHOOL BOARD MEETING: August 19, 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

Worksessions

2:00 p.m. Board Travel Account Review  
2:30 p.m. Board conversation regarding student representative selection and eighth grade high school credit  
3:00 p.m. Assessment Report  
4:30 p.m. [AASB Resolutions](#)

A-G-E-N-D-A

1. Executive Session – Negotiations Tactics and Strategies *(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/[August 5, 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
9. Superintendent's Report
10. Reports

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

11. Action Items

- a. Consent Agenda
  - (1) Approval of [New Teacher Assignments](#)
  - (2) Approval of [ar 3342, Payroll – Tax Sheltered Annuities](#)

- b. Administrative Services
  - Approval of [BP 3530, Risk Management](#)

- c. Superintendent
  - Approval of [Resolution Number 02-03-7, Superintendent of the Year Nomination](#)
  - d. Approval of [AASB Resolutions](#)

12. First Reading of Policy Revisions

13. Public Presentations/Comments (Individuals are limited to three minutes each on the topic(s) listed below or on any topic.)

14. Board Comments

15. Executive Session

16. Adjourn

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street

Soldotna, AK 99669

August 5, 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

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:

Mr. Rick Matiya	Ms. Terri Woodward
Mrs. Paula Christensen	Mr. Tim Peterson
Mr. Roy Anderson	Mr. Tim Sandahl
Mr. Jim White	Miss Leah Sandahl
Mrs. Lynn Hohl	Mrs. Lynne Sandahl
Ms. Jenni Dillon	Mr. Joey Sandahl
Mrs. Lassie Nelson	Mrs. Jackie Ansotegui
Mr. Dave Dieckgraeff	Mrs. Lynn Hohl

Others present not identified.

CALL TO ORDER:

Dr. Anderson called the meeting to order at 5:00 p.m. A quorum of School Board members, Dr. Anderson, Ms. Germano, Mrs. Mullins, Mr. Arness, and Mrs. Crawford were in attendance.

EXECUTIVE SESSION:

At 5:01 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 tactics and strategies and finances. Mrs. Crawford seconded.

ADJOURN EXECUTIVE SESSION:

At 7:34 p.m., Mrs. Crawford moved the executive session be adjourned. Mrs. Mullins seconded.

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	Absent/Excused
Mr. Al Poindexter	Absent/Excused

APPROVAL OF AGENDA:

The agenda was approved with a revision to Item 11a.(4), Resignations.

APPROVAL OF MINUTES:

The School Board Minutes of July 1, 2002, were approved as printed.

COMMUNICATIONS AND PETITIONS: Dr. Peterson reported that she received a positive letter from the Boys and Girls Club regarding the relationship with the District.

ADVISORY COMMITTEE, SITE COUNCIL, AND/OR P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.: Mr. Dave Dieckgraeff, Seward Site Council Vice President, asked what would happen if the question of a new Seward Middle School goes to the voters and it does not pass. He stated that the Site Council has asked to keep the old middle school to house students while a new facility is being built. He stated that it is not logical to add on to the existing school because of the poor condition of the facility. He stated that the Site Council would like to keep the current classroom square footage but understands that a good architect can design a better building with less space. He stated that the Site Council would like to keep the high school and middle school together because many facilities are shared such as the kitchen and auditorium.

Todd Syverson stated that the administration's advice is to support the Seward Site Council recommendations (included in the packet) and added that it is an action item on the agenda. Mr. Syverson noted that there are some studies that still need to be done.

Ms. Germano suggested that the Seward Middle discussion be held when it comes up on the agenda.

AWARDS AND PRESENTATIONS: The Board presented a Golden Apple award to Mrs. Lynne Sandahl, Human Resources Analyst, for her service to the District.

SUPERINTENDENT'S REPORT: Dr. Peterson reported that school registration information is available on the District website. She reported that the District recently received its first truancy conviction. She stated that there are 19 building projects under construction this summer. She reported that the Curriculum Department has purchased the Integrated Literacy Social Studies materials for Grades K-3 and noted that 5,900 social studies textbooks have been purchased and distributed to schools for Grades 4-6. She noted that accompanying training for the new curriculum will occur during the 2002-2003 school year. She noted that the Administrator Retreat is August 6-8, the Districtwide PTA/PTO/PTSA Representative Meeting is August 26, and the Districtwide Site Council Representative meeting is August 27. She reported that during the summer, the Human Resources Department has hired 18 new-to-position administrators, rehired 24 certificated staff persons, hired 58 additional certified staff persons, and hired 49 support staff persons.

Financial Report: Mrs. Douglas presented the financial report of the District for the period ending June 30, 2002. She noted that the report was preliminary and that a final report will be presented in October or November 2002.

Mrs. Douglas explained that the June 30 Financial Report includes all transactions through July 17 and added that she is waiting for data from the Borough for in-kind transactions for maintenance activity.

BOARD REPORTS: Mrs. Crawford reported that the Board held a conversation prior to the meeting regarding the selection of student representatives to serve on the Board. She reported that a suggestion was made to mentor the student representative with a Board member and that the student be placed between two Board members during the meeting. She reported that the Board would also like to mentor new Board members. She said that the Board would like to conduct a one-on-one worksession with new Board members and the student representative to go through a packet. She stated that the Board also wanted to make sure that the student representative had the dates for the AASB Annual Conference. She stated that the Board would like the District student government conference to conduct a workshop on the use of the student government folder on FirstClass, a workshop on

parliamentary procedure, and offer a round table discussion with students from various schools regarding issues that are important to students. Mrs. Crawford stated that she would email the suggestions to Ms. Ellen Halseth, 2002-2003 Student Government Conference Coordinator.

- CONSENT AGENDA:** Items presented on the Consent Agenda were Approval of Hazardous Bus Route Resolutions, New Teacher Assignments, Nontenure Teacher Appointments, Resignation, and Request for Leave of Absence – Support.
- Hazardous Bus Route Resolutions:** Mr. Syverson recommended the Board approve hazardous bus routes for North Star, Nikiski, Seward, Redoubt, Soldotna, Sears, Mt. View, West Homer, Paul Banks, and K-Beach elementary schools for the 2002-2003 school year.
- New Teacher Assignments:** Mr. Syverson recommended the Board approve teacher assignments for the 2002-2003 school year for Andrea Cacek, art/photography teacher, Kenai Central High School; Sheila A. Murray, special education/resource teacher, Kenai Central High School; Denise M. Romans, (temporary) Title I math specialist, Nikiski Elementary; David J. Brown, special education resource teacher, Nikiski Middle/High; Richard F. Bremicker, Grades K-4, Port Graham Elem/High; Corey Cook, activities director/photo teacher, Skyview High School; Emily Sims, home economics teacher, Skyview High School; Stephanie Zuniga, (temporary) Spanish teacher, Skyview High School; Christine M. Casiano, (temporary) primary teacher, Soldotna Elementary; Kathleen Holt, (temporary) Title I reading teacher, Soldotna Elementary; Linda B. Frink, math/language arts (.50 FTE temporary/.10 FTE permanent), Soldotna High School; Donald Torres, Grades 3-6 teacher, Tebughna School; and Ingrid K. McKinstry, (temporary) Title I teacher, West Homer Elementary.
- TENTATIVE Nontenure Teacher Appointments:** Mr. Syverson recommended the Board approve tentative nontenure teaching assignments for Sandra L. Hudson, social studies/physical education, Homer Middle; Holly Kiel, (temporary) Title V reading teacher, Kenai Middle; Matthew S. Widaman, vocational education, Skyview High.
- ResignationS:** Mr. Syverson recommended the Board approve resignations (effective immediately) for Tammy Vollom-Matturro, music, Tustumena Elementary; Todd Phillips, science, Homer High School; and Phil Biggs, Specialist, Technology.
- Request for Leave of Absence – Support:** Mr. Syverson recommended the Board approve an unpaid leave of absence request for Robin Traxinger, custodian, North Star Elementary.
- ACTION** Ms. Germano moved the Board approve Consent Agenda Items Numbers 1 through 5. Mrs. Crawford seconded.
- Motion carried unanimously.
- School Incentive Program:** Mrs. Douglas recommended the approval of establishing a School Incentive Fund effective for FY03 by designating \$20,682 of FY02 fund balance for this purpose.
- ACTION** Ms. Germano moved the Board approve the establishment of a School Incentive Fund. Mrs. Mullins seconded.
- Ms. Germano asked why the Board would not restrict the fund to equipment purchases.
- Mrs. Douglas responded that there may be instances where the fund would pay for equipment repairs or educational services.

Mr. Syverson stated that a school may wish to purchase additional textbooks or pay for a new course offering not included in the curriculum adoption. He suggested the Board leave some flexibility at the building level for the use of the fund.

Ms. Germano asked whether the Board could limit the use of the fund to curriculum-related purchases. Dr. Peterson suggested that the administration monitor its use carefully and grant the requests individually.

Motion carried unanimously.

Support for New Seward Middle School Facility:

Mr. Syverson recommended that the School Board formally support the building of a new middle school in Seward.

He stated that the entire process to replace or remodel Seward Middle School will take about 18 months and noted that the District is at step 1. He stated that he just received the report regarding the feasibility of remodeling the school and/or building a new facility. He stated that the costs are relatively similar except that a remodel of the existing facility may put the District in the same situation within 10 years whereas a new facility would have a much longer life span. He stated that an 18-month study would be conducted and a request would be made to Mr. Spence to put the new facility request on the state priority list.

Mrs. Lynn Hohl, Seward PTSA Vice President, urged the Board to support the Seward Middle School facility recommendation.

Ms. Terri Woodward, Skyview High School, asked the Board to solicit input from teachers and support staff prior to the construction of a new Seward facility.

Mr. Dave Dieckgraeff stated that the community will need direction from the School Board if the question of a new Seward Middle School goes before voters. He stated that the Seward Site Council will need to help get information to the voters and encourage them to vote.

ACTION

Ms. Germano moved the Board approve the recommendation to support the construction of a new middle school in Seward.

Mr. Arness asked whether costs for a new Seward Middle School would be split 70/30 with the state.

Mr. Syverson stated that the Borough would have to decide whether to fund the 30% portion of the cost of a new facility. He stated that a new Seward Middle School would qualify for the capital improvement list.

Ms. Germano asked whether the Seward Middle School renovation project was on the capital improvement list. Mr. Syverson stated that roof repair and other maintenance was included.

Ms. Germano stated that the current state list allows a 70/30 split cost of new construction but anything added to the list is 60/40.

Mr. Syverson stated that he will research the information and report back to the Board.

Ms. Germano thanked the Seward people for attending the meeting. She explained that the Board conducted a worksession regarding the Seward Middle School prior to the presentation to the Seward community. She stated that the Board understands the project

and is glad that the community supports the concept of a new facility.

Dr. Anderson stated that the decision about how the construction will occur and whether the old facility can be used while a new facility is being constructed is yet to be determined.

Dr. Peterson stated that the public may question why a new facility is being built in a time of declining enrollment. She stated that the selling points are: 1) that there is not a lot of difference in cost between renovation and new construction, 2) the lifespan of a new facility is longer than renovation would provide, 3) the state will assist with the funding, and 4) the building does not meet code and something has to be done.

Mrs. Mullins asked the Seward community to educate the rest of the Peninsula communities regarding the need for a new middle school. She stated that the information that the Board received regarding the condition of the Seward Middle School, which included photographs, is important for the public to know before they vote. She stated the Board needs help from the Seward community.

Ms. Lynn Hohl asked to have a list of open houses at each of the Peninsula schools. She noted that the Borough Assembly is introducing the request for a new Seward Middle School facility at the August 6 meeting.

Mrs. Crawford suggested that Mrs. Hohl check the District website for a list of open houses.

Motion carried unanimously.

#### Health Insurance Allocation:

Mr. Syverson and Mrs. Douglas recommended the Board waive the requirement for employees to reimburse the District \$137,760 for remaining health care costs. Mrs. Douglas explained that health care costs were extremely high for the month of June and caused the District to exceed the amount in the reserve account. The additional amount needed from each District employee was \$120 for FY02. She added that actual health care costs came in at \$644 instead of \$606. She reported that since the District was considerably under the amount needed, the Health Care Committee set the FY03 copay amount at \$650. She stated that the Health Care Committee requested that the Board relieve the employees of the reimbursement on a one-time basis. She stated that the administration requests the Board approve the waiver.

Ms. Terri Woodward, Skyview high Head Custodian, stated that \$180 will be taken from the first paycheck of each support staff person and \$193 will be taken from certificated staff if the waiver is not approved. She stated that there are a lot of part-time employees who barely make ends meet between pay periods. She asked the Board to approve the recommendation.

#### ACTION

Mrs. Crawford moved the Board approve the health insurance allocation. Mr. Arness seconded.

Mrs. Crawford asked whether the health care costs were unusually high. Mrs. Douglas stated that health care costs have increased and are seeing the trend nationally. She stated that the rising health care costs are a serious issue.

Mr. Arness stated that he will support the waiver request on a one-time basis as a goodwill gesture.

Ms. Germano expressed her support for the one-time request and added that she does not

want the District to bail out the cost of health care each year.

Motion carried unanimously.

Revisions to BP 6146.1, High School Graduation Requirements:

Dr. Whiteley recommended revisions to BP 6146.1, High School Graduation Requirements, to delete obsolete language speaking to credit requirements for the graduating class of 2000-2001.

ACTION

Mrs. Mullins moved the Board approve revisions to BP 6146.1, High School Graduation Requirements. Ms. Germano seconded.

Mrs. Crawford commented that there was no reference in the policy of the High School Qualifying Exam.

Dr. Whiteley stated that the exam is not required until 2004

Motion carried unanimously.

Montessori Charter Amendment:

Dr. Whiteley recommended the Board amend language in the Soldotna Montessori Charter. The proposed language states that a teacher must either hold or be eligible for an Alaska Type A certificate and a Montessori certification or commit to earning Montessori certification through correspondence and intensive summer study within one year.

ACTION

Ms. Germano moved the Board approve the Montessori Charter amendment. Mrs. Mullins seconded.

Motion carried unanimously.

Administrator Appointment:

Dr. Peterson recommended the Board approve the appointment of Richard E. Sander, as principal of Chapman Elementary.

ACTION

Ms. Germano moved the Board approve the appointment of Richard E. Sander, as principal of Chapman Elementary. Mrs. Mullins seconded.

Mrs. Crawford stated that she is very happy for Mr. Sander but noted that will be a loss to the students since he will be leaving the classroom. She noted that he is one of two nationally certified teachers in the District.

Ms. Germano stated that while she shares Mrs. Crawford's sentiments she is excited for Mr. Sander and added that, as principal, he will have an impact on even more students.

Motion carried unanimously.

FIRST READING OF POLICY REVISIONS:

The Board heard a first reading of BP 3530, Risk Management.

PUBLIC PRESENTATIONS/ COMMENTS:

Mr. Dave Dieckgraeff thanked the Board for approving the recommendation for a new Seward Middle School. He asked the Board to let the Site Council know if there is something they need to do.

Dr. Anderson thanked the Seward Site Council and community for their participation.

BOARD COMMENTS:

Mr. Arness noted that the Seward project is on the 2004 capital improvement list. He stated that he hopes that news of the health insurance reimbursement waiver is made

known throughout the District. He stated that it felt good to approve the request.

Mrs. Crawford thanked Mr. Stewart and Mrs. Christensen for ordering the social studies curriculum materials. She thanked Mr. Matiya for arranging a few minutes to meet with the Kenai Peninsula Process Industries Consortium and school counselors at the job-alike meeting on August 14.

Ms. Mullins thanked Mrs. Sandahl and added that it has been a pleasure to sit with her during the negotiations sessions. She reminded those present that school will be starting soon and added that she is excited and has spoken to others who are also excited. She stated that she has a positive attitude and is looking forward to what the new year holds.

Dr. Anderson thanked the Seward people for attending the meeting.

ADJOURN:

At 8:26 p.m., Mrs. Mullins moved the School Board Meeting be adjourned.  
Mrs. Crawford seconded.

Motion carried unanimously.

Respectfully submitted,

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Dr. Nels Anderson, President

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Mrs. Sammy Crawford, Clerk

The Minutes of August 5, 2002,  
have not been approved as of  
August 7, 2002.

August 19, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of New Teacher Assignments/2002-03 Item – 11 a (1)

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>
Flagstaff, AZ.	Cecilia S. Deatherage	MS.	Northern Arizona University, Flagstaff, AZ.	Speech Language Pathology	Speech Pathologist	10 States 1 AK.	Speech Pathologist, District wide, Central Peninsula
Kenai, AK.	Susan R. Hatch	MEd.	University of Virginia, Charlottesville, VA.	Special Education	Visually Impaired	19 States 7 AK.	Special Ed/E.H. Teacher, District-wide/Central Peninsula
Bozeman, MT.	Danielle M. Thompson	MA.	University of Colorado, Boulder, CO.	Speech Language Pathology	Speech Pathologist	=====	Speech Language Pathologist, District-wide, Pupil Services
Kenai, AK.	Debbie A. Harris	B.A.	University of Alaska, Anchorage	Elementary Education	Elementary; K-8 Art	===	Art Specialist, District-wide, Instruction
Andover, MN.	Breta J. Brown	MS.	Mankato State University, Mankato, MN.	Experiential Education	Coaching; K-12 P.E., Math 7-12	6 States	Temporary Math Teacher, Nikiski Middle/High School
Big Lake, AK.	Linda Thacker	B.A.	University of Alaska, Palmer, AK.	Elementary Education	Elementary	6 AK.	Grades K-4 Teacher, Port Graham School
Seward, AK.	Lori Krier	BS	University of S. Dakota, Springfield, S.D.	English; P.E.	Sec/Language Arts; Health, P.E.	8 States	Language Arts/Social Studies, Seward High School
Seward, AK.	Mark J. Schnurstein	MAT	Webster University, St. Louis, MO.	Multidisciplinary Studies	Science, Biology 7-12; Chemistry 7-12	6 States	Temporary Middle School Science/Math, Seward Middle School

August 13, 2002

TO: Board of Education

FROM: Melody Douglas  
Chief Financial Officer

SUBJECT: AR 3342 Payroll-Tax Sheltered Annuities

The Internal Revenue Service changed the tax code governing tax sheltered annuities under Section 403(b) to eliminate the requirement of a maximum exclusion allowance calculation.

AR 3342 and the service provider agreement have been revised to eliminate reference to this calculation. A current listing of companies authorized to provide tax sheltered annuity services is also included.

The administration recommends Board of Education approval of the change to AR 3342.

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**Business and Noninstructional Operations**

BP 3342

**PAYROLL**

All employees will be paid monthly on the last work day of the month.

Any employee eligible for payroll payments may authorize the direct deposit of his/her payroll to a designated banking institution upon delivery of a written request to the payroll office.

Substitute and temporary employees shall be paid at the daily rate established by the Board. Certificated substitute teachers employed in the same position continuously for more than nineteen (19) days shall be paid in accordance with the regular salary schedule.

Subject to emergency school closure approval by the commissioner of education, employees shall be entitled to pay for those days that schools are closed due to epidemics or other causes beyond the control of school authorities. School days missed for other reasons or for reasons not approved by the commissioner must be made up.

The district may withhold an employee's last month of service salary until that person has submitted all summaries, statistics, reports and other items required by the district.

Upon appropriate written authorization from the employee, the Board shall make deductions from the salary of any employee and make appropriate remittance for annuities, credit union, or other approved plans or programs.

Employees can elect to take a tax sheltered annuity deduction from the active list of companies on file with the business office.

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 18.021

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 06/04/2001**

**Business and Noninstructional Operations**

AR 3342

**PAYROLL – Tax Sheltered Annuities**

Employees hired at least half time may purchase tax shelter annuities with portions of their income. The Board shall offer no advice or make any recommendations or representation respecting the value or merit of any company or annuity program offered. The selection of a company or program shall be made solely by the employee who shall assume all risks of participation in the program chosen.

Participation in tax- sheltered annuities will conform to the following rules that are applicable to the purchase of annuities under Section 403 (b) of the Internal Revenue Code:

The Superintendent or designee shall act as agent for the Board in the administration of all aspects of the tax-sheltered annuity program.

The Board shall, by reduction of compensation in the amount specified, remit payment for tax sheltered annuities for employees pursuant to I.R.C. 403 (b) provided the employee submits a signed salary reduction agreement accompanied by a maximum exclusion allowance calculation.

The Superintendent or designee will maintain a list of approved companies that market 403(b) annuities. Purchase of 403 (b) annuities for employees by the District will be limited to companies on this list.

Any companies that sell 403 (b) annuities may be placed on the District's list if they have five (5) or more signed contracts with employees, provided these companies execute and

furnish agreements to the Board to hold harmless the Board from any tax or other liabilities that may be incurred by the District for under-withholding of income taxes that may result from the incorrect calculation of any participating employee's exclusion allowance under the terms of the Internal Revenue Code.

The Board shall not withhold income taxes on the amount of the contributions requested to be made by the employee for the purchase of 403 (b) annuities in a given year, provided that the employee and the firm, from which the employee's annuity has been purchased, have executed and furnished the District hold harmless agreements (Service Provider Agreement) on forms provided by the District.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 06/04/2001**

**Service Provider Agreement For 403(b) Retirement Programs**

**The Kenai Peninsula Borough School District (the "Employer") certifies that it is an employer eligible to sponsor a 403(b) program and accepts all liability for this determination.**

As consideration for approved Service Provider status, the Service Provider identified below agrees to the terms and conditions of this Agreement with respect to purchases, sales, transfers and other transactions related to the servicing of 403(b) annuity contracts and/or custodial accounts ("403(b) plans") that are processed through the Service Provider. Employer and Service Provider agree to the following terms and conditions:

**1. Service Provider Responsibilities**

- (a) Service Provider shall be responsible for ensuring that the Employee does not exceed the elective deferral limits under 402(g)(1) and, if applicable, 402(g)(7). This applies only to deferrals being directed to this specified service provider and is based on the accuracy of information provided by the Employee.
- (b) Service Provider shall offer only 403(b) qualified products or custodial accounts, the terms of which comply with Applicable Law.
- (c) Service Provider shall be responsible for reporting and withholding taxes on distributions it makes directly to Employees and/or their beneficiaries, as appropriate. For purposes of satisfying the restrictions of Applicable Law, Service Provider may rely on employee certification of the reason for the distribution if the 403(b) plan permits direct employee distribution requests through the Service Provider. Further, Service Provider may rely upon any information received from the Employee, Employer or prior service provider in the event of a transfer.
- (d) The Service Provider shall provide eligibility of roll over notice to the Employee and the right to directly rollover eligible distributions as required by law.
- (e) Service Provider shall upon reasonable advance notice, comply with all pertinent written directives regarding the solicitation of Employees to the extent compliance is not inconsistent with any law.
- (f) Service Provider shall, in the event of an income tax audit of Employer, cooperate in providing necessary information to the Employer regarding 403(b) plans of employees provided by Service Provider.
- (g) Service Provider shall indemnify and hold harmless the Employer, any member of the governing board, and employees from every claim, demand or suit which may arise out of, be connected with, or be made due to the negligence of the Service Provider for failure of the Service Provider to meet the requirements of this Agreement. However, this indemnification shall not cover any claim, demand, or suit based on erroneous information provided by the Employer or Employees or their willful misconduct or negligence. Service Provider, at its own expense and risk, shall defend, or at its option settle, any court proceeding that may be brought against the Employer, members of the governing board, and employees based on any claim, demand or suits covered by this indemnification Any settlement or judgment rendered against the

Employer, any member of the governing board, or employees related to this indemnification shall be satisfied by Service Provider, provided that Employer notifies Service Provider, in writing, within twenty (20) business days of receipt of such claim or demand. Service Provider's liability hereunder shall be limited to actual damages and out-of-pocket legal fees and expenses only.

**2. Employer Responsibilities**

- (a) Employer shall permit all employees that are eligible under Applicable Law to participate in its 403(b) program.
- (b) Employer shall make available to each employee a current list of approved service providers.
- (c) Employer shall permit Service Provider to have reasonable access to eligible employees, in accordance with its written directives on employee solicitation, to enable Service Provider to meet its obligations hereunder.

**3. Both Service Provider and Employer**

This Agreement may be modified, amended or terminated by Employer or Service Provider upon thirty (30) days written notice to the other party, except that no such change shall affect any liability incurred by either party prior to its occurrence.

This Agreement supersedes all prior agreements between the Service Provider and Employer.

This Agreement shall be construed and interpreted under the laws of the state in which the Employer resides, unless superceded by applicable federal law. The parties further agree that jurisdiction over any claim, demand or suit made under this Agreement shall also be under the state in which the Employer resides.

**Service Provider:** \_\_\_\_\_

Dated \_\_\_\_\_

By \_\_\_\_\_

Title *Authorized Officer of Service Provider*

**Employer:** \_\_\_\_\_

Dated \_\_\_\_\_

By \_\_\_\_\_

Title *Authorized Signature*

**AALCapital Management Co**

Contact: Ruth Lewis, Soldotna  
Contact: Al Basler, Anchorage

907-260-3320

4321 N Ballard Rd.  
Appleton, WI 54915-0003

**American Fidelity**

Contact: Darcy Carter

800-450-3506 ext. 6155

2000 N Classen Blvd.  
Oklahoma City, OK 73106

**Fidelity Investments**

Contact: No local contact

800-343-0860

P.O. Box 31401  
Salt Lake City, UT 84131-9921

**Horace Mann Life Insurance Co.**

Contact: Rocky Waterbury, Soldotna

907-262-9155

1 Horace Mann Plaza  
Springfield, IL 62715

**American Express/IDS**

Contact: Lynda Callaway, Anchorage

907-276-1911

P.O. Box 1180  
Minneapolis, MN 55440

**Lincoln National Life Ins. Co.**

Contact: Tax Deferred Associates

907-561-3187

Dept. C P.O. Box 2212  
Ft. Wayne, IN 46801

**Minnesota Mutual Life Ins. Co.**

Contact: Roger Liebner, Soldotna

907-262-1339

Accounting Dept. 5-3471  
400 North Robert Street

St. Paul, MN 55101

**Northern Life Ins. Co.**

Contact: Don Bradford, Anchorage  
 Contact: Tom Stoecker, Anchorage

800-478-3234

P.O. Box 34148, FAB #11  
 Seattle, WA 98124-1148

**Safeco Life Insurance Co.**

Contact: Dale Sandahl, Kenai  
 Contact: Craig Jung, Kenai  
 Contact: Roger Steinbrecher, Seward  
 Contact: Benefit Brokers, Homer

907-283-3238  
 907-283-3439  
 907-224-7154  
 907-235-7396

Safeco Plaza  
 Seattle, Wa 98185

**Sunset Life Insurance**

Contact: Parley Giles, Kenai

907-283-3060

3200 Capital Blvd.  
 Olympia, WA 98501-3372

**Waddell & Reed, Inc.**

Contact: Roy A Wells, Kenai  
 Contact: Penny Loos

907-283-5646  
 800-478-3559

P.O. Box 1431  
 Kansas City, MO 64141

**TSA COMPANIES****5 & OVER****UNDER 5**

AAL Capital	8	Mainstay	1
American Funds	32	Merrill Lynch	2
American Fidelity	20	New York Life	1
Fidelity Investments	23	Templeton Funds	1
Frontier AK Deferred	11		
Great American Life	6		
Horace Mann	6		
American Express	10		
Janus Fund	6		
Lincoln National	42		
Minnesota Mutual	43		

Mutual of America	5
Northern Life	17
Pershing/Ascend	8
Safeco Life Ins	224
Sunset Life Ins	7
Vanguard Fiduciary	19
Waddell & Reed	5

## Memorandum

**To:** Members, Board of Education

**From:** Betty West  
Safety Coordinator

**Through:** Todd Syverson  
Assistant Superintendent of Instruction  
Administrative Services

**Date:** August 6, 2002

**Re:** Policy Revision, Second Reading  
BP 3530 (Business and Noninstructional Operations;  
Risk Management)

The attached revision updates district policy BP 3530 (Business and Noninstructional Operations, Risk Management). The reason for the change is to clarify reporting requirements for student and employee injuries and to include the appropriate forms.

The first reading was at the August 5, 2002 KPBSD School Board Meeting. Administration recommends approval of BP 3530 revisions.

bmw

Attachments: BP 3530

### **Business and Noninstructional Operations**

BP 3530(a)

### **RISK Management**

The School Board desires to protect district resources by maintaining a program of risk management including, but not be limited to:

1. Property Loss Insurance (buildings and equipment).
2. Workers Compensation Insurance.
3. Liability Insurance.

*(cf. 4154 - Personnel Insurance/Health & Welfare Benefits)*

### **Student**

-

~~A district accident report must be completed by the teacher or person in charge immediately following an accident. This form is sent to the principal's office where one copy is retained by the school, one by the nurse, and the third copy is sent to the business office. The accident report must be filled out completely, describing the accident in detail.~~

### **[Student Injuries**

**The teacher or person in charge immediately following an incident must complete a KPBSD Student Injury/Illness Report (E 3530(a)). The report must be filled out completely and accurately, describing the incident and follow up care in detail. The original form is to be sent to Administrative Services within 48 hours. Copies should be retained for the school and nurse. Contact Central Office immediately, by telephone, if student is transported to a medical facility.]**

### **Employee**

-

All employee accidents must be reported on the state form 07ADL210 and filed in Juneau ten (10) days after the employee has

knowledge of the injury. The form should be completed and filed in the business office within forty-eight (48) hours. All forms are to be sent to the business office, not the Alaska Department of Labor.

### [Employee Injuries

**All work-related employee injuries and illnesses must be reported on the KPB/KPBSD Employee Injury/Illness Report form (E 3530(b)). The injured employee must fill out the front of the report and the immediate supervisor fills out the back. If the injury/illness requires medical attention other than first aid or causes employee to miss the next scheduled work shift, the State of Alaska "Report of Occupational Injury or Illness" form #07-6101 (E-3530(c)) must be filled out and sent in to Central Office along with the KPBSD form. The State form must be filed in Juneau within ten (10) days after employee has knowledge of the injury. Send the original report(s) to Human Resources within 24 hours of the injury and keep a copy for the school files. Do not send forms directly to the Alaska Department of Labor. Contact Central Office immediately, by telephone, if the employee is transported to a medical facility.**

### Liability Insurance

The District carries liability insurance to cover most situations. When a situation arises for which the district may be liable, the executive director – business management should be notified immediately. Any injury to a student or an employee requires that a report be filed.

Under no circumstances is an employee to admit any liability or promise that medical bills will be paid by the district.

### Auto Insurance

Anyone transporting students for an activity, at school request, must report any accident to a superintendent or designee at the earliest possible time.

### Business and Noninstructional Operations

BP 3530(b)

### RISK Management (continued)

#### *Legal Reference:*

#### ALASKA STATUTES

- 14.03.150 Insurance required
- 14.08.091 Administration (Regional Education Attendance Areas)
- 14.11.011 Grant applications
- 14.12.115 Indemnification
- 14.14.020 Bond required
- 21.76.010-21.76-900 Joint insurance arrangements

#### ALASKA ADMINISTRATIVE CODE

- 4 AAC 31.200 Loss protection required
- 4 AAC 31.205 Self-insurance programs
- 4 AAC 31.210 Deductible amounts
- 4 AAC 31.215 Proceeds
- 4 AAC 31.220 Proof of insurance
- 4 AAC 31.225 Failure to procure insurance

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

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### STUDENT INJURY/INCIDENT REPORT

1. Student's Name \_\_\_\_\_ Student ID# \_\_\_\_\_ DOB \_\_\_\_\_ Male [ ] Female [ ]

School \_\_\_\_\_ Grade \_\_\_\_\_ Home Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Resides with:  Parents  M  F  Other \_\_\_\_\_ Address \_\_\_\_\_

2. Date of injury/incident \_\_\_\_\_ Time of injury/incident \_\_\_\_\_

3. Location where injury/incident occurred:

- Bus/bus stop  Commons  Home Ec  Playground  Shop-Auto/Wood  Track
- Cafeteria  Football Field  Ice Rink  Pool  Stairs  Weight Room
- Chemistry Lab  Gym  Locker Room  Restroom  Theater  Wrestling Room
- Classroom  Hallway  Parking Lot  School Grounds  Other: \_\_\_\_\_

4. Type of injury:

- Abrasion  Bleeding  Chpd/Brkn Tooth  Fainting  Poss. Fracture  Puncture
- Amputation  Bump on Head  Contusion/Bruise  Poss. Concussion  Poss. Seizure
- Scratches
- Back Pain  Burn  Cut/Laceration  Poss. Dislocation  Poss. Sprain  Other \_\_\_\_\_

5. Part of body injured: (indicate, by circling, R or L on the item checked, when appropriate)

- Abdomen  Chest  Finger R L  Hip R L  Mouth  Shoulder R L
- Ankle R L  Elbow R L  Foot R L  Jaw  Neck  Tooth
- Back  Face  Head  Leg R L  Other: \_\_\_\_\_

6. Activity student involved in at the time of the incident and cause of injury: (be specific about event resulting in injury)

7. Description of incident by supervisor (name: \_\_\_\_\_): Describe how the accident happened, what the student was doing, location of the student, unsafe acts and/or conditions, and specific safeguards used & amount of supervision.

8. Description of injury/incident by the injured student:

9. Description of injury/incident by witness (name: \_\_\_\_\_ role; i.e., teacher, aide, student, etc: \_\_\_\_\_)

10. Description of first aid given by supervisor/teacher (name \_\_\_\_\_) [other than by nurse-Section 10 is to be completed by the nurse]

(Over)- - - - ->

11. Disposition:  Home  Physician  Emergency room  Returned to class  
 Other (explain): \_\_\_\_\_

12. Who was notified:  Mother  Father  Guardian  Emergency contact  
Notified by \_\_\_\_\_  
Time \_\_\_\_\_  Other (explain): \_\_\_\_\_

13. Notification made by:  Telephone  In Person  Note: File a copy in the student's cum. Health folder.

14. Student transported to:  Home  Physician  Emergency Room  Other: (explain) \_\_\_\_\_  
Time \_\_\_\_\_

15. Student transported by:  Parent  Ambulance  Self  Other (explain): \_\_\_\_\_

This Section is to be completed by the school nurse, if directly involved in providing emergency care.

(Be sure to include follow-up notation, especially when not available for emergency care).

16. NURSES ACTION:

Time \_\_\_\_\_ Nurse Available? [ ] Yes [ ] No

(Subjective) Student states:

(Objective)

-  
-  
-  
-  
-  
-

(Assessment)

(Plan

\_\_\_\_\_  
Additional Follow Up (to be complete before forwarding to Central Office)

**Please print or write legibly:**

Form Completed by: \_\_\_\_\_ Date \_\_\_\_\_

Teacher or Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

School Nurse: \_\_\_\_\_ Date \_\_\_\_\_

Principal: (Be sure form is complete before forwarding to Central Office) \_\_\_ Date \_\_\_\_\_

Original To: School District                      Copies To: School Office and School Nurse \_\_\_\_\_

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

-  
-  
-

Text Box:

**Employee Report:** This report should be filled out regardless of the extent of injury. If your injury/illness requires medical attention other than first aid or causes you to miss your next scheduled workshift, also complete the State of Alaska "Report of Occupational Injury or Illness" (Form # 07-6101). **Notify Risk Management immediately if employee is transported to a medical facility.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ 1 M 1 F

Work Location: \_\_\_\_\_ Job Title \_\_\_\_\_ Date of Hire \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Injury/Illness \_\_\_\_\_ Time of Day \_\_\_\_\_ 1 AM 1 PM 1 Time could not be determined

Time shift began \_\_\_\_\_ 1 AM 1 PM Location where injury/illness occurred: \_\_\_\_\_

What were you doing just before injury/illness? \_\_\_\_\_

\_\_\_\_\_

How did this injury/illness occur? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the injury/illness (list affected body part(s) and how affected)? \_\_\_\_\_

\_\_\_\_\_

What was the cause (object or substance) of the injury? \_\_\_\_\_

Did you see a physician? \_\_\_\_\_ Were you hospitalized? \_\_\_\_\_ Did you miss work? \_\_\_\_\_ Days missed \_\_\_\_\_

Name/address of physician: \_\_\_\_\_

\_\_\_\_\_

Name/address of hospital: \_\_\_\_\_

\_\_\_\_\_

How do you think this injury/illness could have been prevented? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Give this form to your immediate supervisor upon completion

*PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION*

*Safety Management: 7/30/02*



*Supervisor's Report*

*(Submit completed report to Human Resources within 24 hours or the next regular business day)*

Supervisor's Name \_\_\_\_\_ Dept/Position: \_\_\_\_\_

Date informed of employee's injury \_\_\_\_\_ Date of employee's interview with supervisor: \_\_\_\_\_

How were you made aware of employee's injury? \_\_\_\_\_

Witness(es) interviewed: \_\_\_\_\_

How long has employee performed this job? \_\_\_\_\_ Was the employee trained? \_\_\_\_\_

Description of injury: \_\_\_\_\_

How did this injury/illness occur? \_\_\_\_\_

What was the cause (object or substance) of the injury? \_\_\_\_\_

Was protective clothing/equipment necessary for the task being used when the incident happened? \_\_\_\_\_

If yes, what protective clothing/equipment was the employee wearing when the incident occurred? \_\_\_\_\_

List unsafe acts/conditions involved: \_\_\_\_\_

Preventative recommendations and corrective actions: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION**

SUBMIT TO HUMAN RESOURCES WITHIN 24 HRS.  
OR THE NEXT REGULAR BUSINESS DAY

What was the major cause of Injury/Illness (choose one)

Procedures  Hazards  Training  Communication  In a Hurry  Facilities/Equipment  Other(Explain):

*Safety Management: 7/30/02*



**Kenai Peninsula Borough School District  
Resolution 02-03-7**

**Support for Dr. Peterson for National Superintendent of the Year**

WHEREAS, Dr. Donna Peterson has served as Superintendent of the Kenai Peninsula Borough School District since 1999; and

WHEREAS, Dr. Donna Peterson has also served as a teacher, principal and curriculum director in the Kenai Peninsula School District since 1990; and

WHEREAS, Dr. Peterson has demonstrated outstanding leadership for learning at every level of education; and

WHEREAS, Dr. Peterson has used the latest technology and all forms of communication to lead the district in both personal and organizational communication; and

WHEREAS, Dr. Peterson has consistently upgraded her administrative knowledge and skills, provided opportunities for professional development to all members of the education team, and motivated others to provide the best education possible to all students; and

WHEREAS, Dr. Peterson has proven her active participation in community, state and national issues; and

WHEREAS, the Board of Education has determined that they would like to recognize and reward the efforts of Dr. Peterson;

NOW THEREFORE BE IT RESOLVED that the Board of Education support Dr. Donna Peterson's nomination for Superintendent of the Year.

---

Dr. John Nels Anderson \_\_\_\_\_, President  
Board of Education  
Kenai Peninsula Borough School District

Attest: \_\_\_\_\_  
Sally Tachick

Notary Public, State of Alaska  
Commission Expires: 7/25/05