

Kenai Peninsula Borough School District Board of Education Meeting Agenda

November 1, 2004 – 7:00 p.m.
Regular Meeting

Seward High School
2100 Swetmann, Seward, Alaska

SCHOOL BOARD MEMBERS:

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

Worksession/Hearing

3:30 p.m. Level III Grievance Hearing

5:00 p.m. [Board Budget](#) – *Vision*

A-G-E-N-D-A

1. Opening Activities

- a. Call to Order
- b. Pledge of Allegiance/National Anthem/Alaska Flag Song
- c. Roll Call
- d. Approval of Agenda
- e. Approval of Minutes/[October 18, 2004](#)

2. Awards and Presentations – *Advocacy*

- a. METCO, Inc. – Golden Apple Award

3. School Reports – *Accountability*

- a. Hope Elementary/High School – Mr. Mark Norgren
- b. Moose Pass Elementary School – Mr. Mark Norgren

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

5. Hearing of Delegations

- a. Seward Seahawk Baseball

6. Communications and Petitions

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

8. Superintendent's Report

9. Reports – *Accountability*

- a. Board Reports

10. Action Items

- a. Consent Agenda
- (1) Approval of [New Teacher Assignment](#) – *Structure*
 - (2) Approval of [Leave of Absence Request-Support](#) – *Structure* (Laydown)

11. First Reading of Policy Revisions

- a. [BP 1321, Solicitation of Funds from and by Students](#) – *Structure*

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

13. Board Comments

14. Executive Session

15. Adjourn

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Office of the Superintendent

Dr. Donna Peterson, Superintendent of Schools

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Kenai Peninsula Borough School District

October 26, 2004

TO: Members, Board of Education

FROM: Dr. Donna Peterson, Superintendent

SUBJECT: School Board Budget Worksession

A worksession will be held to gather input and ideas in order to prepare the FY06 School Board budget.

Kenai Peninsula Borough School District Board of Education Meeting Minutes

October 18, 2004 - 7:00 p.m.
Regular Meeting

Borough Administration Building
148 N. Binkley, Soldotna, Alaska

SCHOOL BOARD MEMBERS:

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

STAFF PRESENT:

Dr. Donna Peterson, Superintendent of Schools
Mr. Sam Stewart, Assistant Superintendent
Mr. Guy Fisher, Assistant Superintendent

OTHERS PRESENT:

Mr. Tim Peterson	Mrs. Paula Christensen
Mr. Jim White	Mr. Kurt Olson
Mrs. Laurie Olson	Dr. Roy Anderson
Mr. Phil Hermanek	Mr. Glenn Haupt
Mrs. Cathy Carrow	Mr. Joe Nicks

Others present not identified.

CALL TO ORDER:

(7:01:08 PM)

Ms. Germano called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE:

(7:01:12 PM)

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

OATH OF OFFICE:

(7:01:30)

The Oath of Office was administered to newly-elected School Board members Mrs. Sammy Crawford, Ms. Sandra Wassilie, and Mrs. Sunni Hilts, by Notary Public, Mrs. Sally Tachick.

ROLL CALL:

(7:03:39 PM)

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

APPROVAL OF AGENDA:

(7:04:19 PM)

The agenda was approved as written.

REORGANIZATION OF BOARD:

(7:04:36 PM)

Ms. Germano announced that a reorganization of the Board was in order.

REORGANIZATION OF BOARD:

(continued)

MOTION

Mrs. Mullins nominated Mrs. Sammy Crawford as president of the Board. Ms. Germano requested that nominations for president be closed. Dr. Anderson seconded.

Motion carried unanimously.

Ms. Germano passed the gavel to the new president, Mrs. Crawford.

MOTION

Ms. Germano nominated Ms. Wassilie as vice president of the Board. Mr. Anderson nominated Mrs. Gilman as vice president of the Board. Mrs. Mullins requested that nominations for vice president be closed. Ms. Germano seconded.

Motion carried unanimously.

Ms. Germano requested that paper ballots be used to vote for vice president.

VOTE FOR VICE PRESIDENT:

Ms. Wassilie – 6 votes

Mrs. Gilman – 3 votes

Ms. Wassilie was elected as vice president.

MOTION

Ms. Wassilie nominated Mrs. Debra Mullins as clerk of the Board. Ms. Germano requested that nominations for clerk be closed. Mrs. Gilman seconded.

Motion carried unanimously.

MOTION

Mrs. Mullins nominated Mrs. Margaret Gilman as treasurer of the Board. Ms. Germano requested that nominations for treasurer be closed. Dr. Anderson seconded.

Motion carried unanimously.

ESTABLISH MEETING TIME, DATE AND PLACE:

(7:10:02 PM)

MOTION

Mrs. Mullins moved the Board set its meeting time, date and place for 7:00 p.m. on the first and third Monday of each month (unless otherwise noted) at the Borough Administration Building, Soldotna (unless otherwise noted) and that two meetings be scheduled in Homer and Seward in the fall and spring. Dr. Anderson seconded.

Motion carried unanimously.

APPROVAL OF MINUTES:

(7:10:55 PM)

The School Board Minutes of October 4, 2004, were approved as printed.

COMMUNICATIONS AND PETITIONS:

(7:11:36 PM)

Dr. Peterson read statistics regarding teen pregnancy, poverty, infant mortality and birth weight, and teen violent death rates from the publication titled, *Kids Count*, published by the Institute of Social and Economic Research. She noted that she will post the website address for those who wish to access the information.

COMMUNICATIONS AND PETITIONS: Ms. Germano announced that information regarding the December State School Board meeting is posted on the state website. She noted that the state is accepting written testimony for proposed changes to regulations regarding home school issues, alternative testing and an Alaska history course requirement.
(continued)

Advisory Committee, Site Council and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A, Borough Assembly: Mrs. Carrow, KPEA President, congratulated the newly reelected Board members; she offered KPEA's assistance to work towards national and state support for adequate funding for education. She stated that she would like to be included in the Board's discussion about adequacy; she expressed frustration regarding the NCLB highly qualified process and asked for the School Board and administration's support as the District certified staff work towards meeting the highly qualified goal by 2006.
(7:14:58 PM)

SUPERINTENDENT'S REPORT: Dr. Peterson reported that Mrs. Douglas is attending the ASBO International Conference and noted that the focus of the trip will be to research information regarding replacement finance software for the District. She announced that Parent-Teacher Conferences will be held October 28-29 and that the follow-up Budget Review Committee meeting will be held October 26. She announced that the District will field test new standards-based state assessments for Grades 3-9 on October 25-27.
(7:20:32 PM)

Ms. Germano asked if the assessments are new statewide. Mr. Stewart explained that the tests are new standards-based assessments that the state plans on instituting in the spring of 2005. He explained that the students are not required to take every test and that it can be accomplished in one day.

Mrs. Gilman asked if all students in grades 3 through 9 will be tested. He explained that students in grades 4 through 10 will be taking the pilot test and that the spring assessment will test students in grades 3 through 9.

Financial Report: By memorandum, Mrs. Douglas presented the financial report of the District for the period ending September 30, 2004.
(7:23:16 PM)

BUDGET TRANSFER REPORT: By memorandum, Mrs. Douglas reported on budget transfers Numbers 2 through 54 for various schools and departments within the District.
(7:23:38 PM)

Ms. Wassilie asked if there were District guidelines regarding the purchase of cell phones and Palm Pilots for staff. Dr. Peterson explained that principals have cell phones and they may purchase a Palm Pilot if their school budget can support the cost. She added that directors have cell phones as well as any employee who travels in the course of their job.

Ms. Germano asked why certain schools were listed to receive software allocations in budget transfer Number 13, for Tech Plan II Year 5. Mr. White stated that he would research the question and respond back.

BOARD REPORTS:

(7:27:39 PM)

Mrs. Mullins reported that she recently attended the Awards Committee meeting and noted that it was hard to make a selection and was impressed with the caliber of nominees. She thanked the Committee members for their work and for the opportunity to serve. She announced that the results will come to the Board at future meetings.

Ms. Wassilie stated that the Career Technical Education Curriculum Committee (formerly the Vocational Education Committee), met and reviewed the high school courses and the junior high exploratory courses. She stated that the current curriculum is in good shape but that issues concerning delivery need to be addressed. She reported that the Committee will meet two more times before bringing a recommendation to the Board.

CONSENT AGENDA:

(7:29:57 PM)

Items presented on the Consent Agenda were Approval of Nontenure Teacher for Tenure and New Teacher Assignments.

Nontenure Teacher for Tenure:

Mr. Fisher recommended the Board approve Matthew Widaman, a nontenured teacher, for tenure.

New Teacher Assignments:

Mr. Fisher recommended the Board approve teacher assignments for Suzanne T. Phillips, Grade 8 teacher at Aurora Borealis Charter School; Holly D. Boyle, (temporary) Grade 7 generalist, Kenai Middle School; Kelley Goodman, (temporary) Grades 5/6 (.50 FTE), McNeil Canyon Elementary; and Sheryl A. Lloyd, (temporary) social studies teacher at Nikiski Middle/High School.

MOTION

Mrs. Brown moved the Board approve Consent Agenda Items Numbers 1 and 2. Ms. Germano seconded.

Motion carried unanimously.

POLICY REVISIONS:

(7:30:40 PM)

Mr. Stewart recommended the Board approve revisions to BB 9270, Conflict of Interest.

MOTION

Ms. Germano moved the Board approve revisions to BB 9270, Conflict of Interest. Mrs. Mullins seconded.

Motion carried unanimously.

Mr. Stewart recommended the Board approve revisions to various policies and administrative regulations in Section 5000, Students.

MOTION

Ms. Germano moved the Board approve revisions to policies and administrative regulations in Section 5000, Students. Mrs. Brown seconded.

Mrs. Brown asked who the custodian of student records is as mentioned in AR 5125. Mr. Stewart stated that the term usually refers to the counseling secretary but in all cases the building administrator is responsible for all student records. Mrs. Brown asked where student records are physically kept. Mr. Stewart responded that records are kept at the school site and then later after the student graduates the records are moved to Central Office.

POLICY REVISIONS:
(continued)

Mrs. Gilman asked how long student records are kept after graduation. Mr. Stewart responded that records are kept at the school for 3 years and then for 75 years in the Central Office Records Department archives. Mrs. Gilman asked who has access to student records that are in the District archives. Mr. Stewart responded that permission must be granted in order to access any records.

Ms. Germano asked whether she could request a student's records. Mr. Stewart explained that a written release must be signed by the student to allow access to their records.

Mrs. Brown explained that waivers to Board Policy BP5131.7, state and federal law regarding weapons have been granted to the Arctic Winter Games biathlon participants.

Mr. Stewart explained that the Board has decided to change the format of the Policy Manual by deleting the notation boxes that reference state statutes and instead, reference them at the bottom of each page.

Mrs. Brown stated that students who are participating in the biathlon are not participating in a school-sponsored cocurricular activity. She stated that the biathlon participants are part of a community group.

Mrs. Brown suggested that the District consider a policy which would address advanced notice of an emergency or critical incident. She asked whether parents would be notified of a school threat and who would be responsible to carry out the notification. Mr. Stewart responded that the District has critical incident plans for each type of incident and that the District seeks police guidance, and consults with law enforcement agencies. Mrs. Brown asked if there was language in District Policy explaining the critical incident process currently being used. Mr. Stewart stated that it is not written in policy but that it was standard operating procedures.

Ms. Germano explained that Section 5000 specifically deals with student issues and so critical incident information would not appear in Section 5000.

Mrs. Brown asked if critical incident warnings are addressed in any other policies throughout the Policy Manual.

Dr. Peterson responded that school safety is addressed in another section of the Policy Manual. She stated that the administration will research the manual and respond back to the Board. She added that the District has Critical Incident Plans which are continuously updated and submitted to the state.

POLICY REVISIONS:

(continued)

Mrs. Brown stated that she is aware that the District has an excellent Critical Incident Plan but that it might be wise to adopt a policy regarding advanced notice of a school threat.

Motion carried unanimously.

BOARD COMMENTS:

(7:44:53 PM)

Mrs. Hilts stated that it is an honor to be reelected to the School Board and added that she is looking forward to the coming year.

Ms. Wassilie stated that she is grateful to be reelected to serve on the School Board and to serve as vice president. She stated that Mr. Glenn Haupt recently gave her a tour of the Distance Delivery Center at Soldotna High School and encouraged other Board members to visit the Center. She stated that the Center provides an opportunity for the District to interact with other institutions such as the Sea Life Center and the Challenger Learning Center. She reported that she watched a demonstration of the interaction between two deaf students (each at different sites) who were completing two assignments. She stated that she was invited by Mrs. Debbie Harris, District art specialist, to see her demonstration at Seward Elementary. She stated that she observed two of Mrs. Harris' classes and was impressed with her ability to work with teachers and students. She explained that the lesson was about working with shapes, and that students were learning about symmetry, spatial relationships, and color contrast. She stated that she was struck by the emotions of the students because some of them had a hard time dealing with mistakes and had to use their creativity to work through their problems. She reported that the Seward Band and Choir Booster Club is implementing a children's choir for ages 9 through 12 and a band program at the elementary school. She noted that she read in the Safety Gazette published by Mr. Dennis Tidwell, Safety Manager for the Kenai Peninsula Borough, that the Borough is paying out approximately \$1,000,000 in State Injury Compensation Benefits annually. She noted that for every dollar of injury compensation, there are an additional two dollars of expense which equals the cost of 30 teachers. She noted that there were 24 teachers injured, 15 custodians injured and no firefighters injured last year. She observed that proper safety training will cut costs.

Mr. Anderson welcomed the three reelected Board members and added that he is excited about working hard for the District and the students for another year. He thanked those involved with compiling the District report card information and for the hard work providing information to the Board in order to make educated decisions.

BOARD COMMENTS:

(continued)

Mr. Brown reported that she is a member of the Physical Education Curriculum Committee and that the Committee met on October 12. She reported that there will be one more meeting of the Committee to review the final draft with a presentation to be made to the Board before Christmas if it fits with the schedule. She stated that she will attend the October 26 Budget Review Committee meeting at the Kenai Merit Inn at 9:00 a.m. She announced that she will not be able to attend on all of the days of the upcoming AASB Annual Conference and added that she will ask Mrs. Tachick to find out whether it will be cost effective to attend for a short amount of time. She stated that she is confident that the Board members who will attend will be able to cheerfully and collectively vote during the time to decide on resolution. She stated that the Board reviewed the proposed AASB resolutions thoroughly and added that she was able to make comments at that time. She stated that she is particularly interested in the school law workshop. She expressed concern for the District's liability regarding the absence of policies dealing with known threats. She announced that she is a member of the Board of Directors for the Arctic Winter Games, and that Dr. Peterson is the Chairperson of the Care and Comfort Committee. She reported that Dr. Peterson escorted the Arctic Winter Games International Committee on a tour of District facilities. She reported that the International Committee was highly impressed with the facilities. She asked those who are interested in volunteering to call the Arctic Winter Games office located in the Fire Training Center in Kenai.

Mrs. Gilman thanked the administration and Mrs. Loretta Bixby for compiling the School Report Card to the Public. She noted that the District should be proud of the fact that although last year 22 schools did not reach Adequate Yearly Progress, this year only 8 schools did not reach AYP. She reported that she attended a performance of the Kaleidoscope School of Arts and Sciences. She stated that the second and third grade students were well instructed and everything they did was tied to literature with a music base. She thanked the Board Policy Review Committee for their hard work.

Ms. Germano thanked the Board for their support during her time as Board President and added that she looks forward to having Mrs. Crawford serve as president. She reported that during the worksession held prior to the Board meeting the Board discussed adequacy and expectations and she reminded the Board that the administration continues to sell itself short on its needs. She stated that multiple people are wearing multiple hats throughout the District and that the expectations are increasingly higher. She expressed appreciation for everyone's work but added that maybe the reason for the injuries as reported by Ms. Wassilie, is caused by stress. She welcomed back the reelected Board members.

Mrs. Crawford expressed gratitude for being elected Board president and added that she hopes Board members can work

together to meet the challenges that lie ahead. She expressed appreciation for Mrs. Gilman's comments regarding AYP improvement. She stated that it was interesting to focus on legislative priorities so early in the school year and to be able to review the school reports in order to make things better.

ADJOURN:
(8:02:18 PM)

At 8:02 p.m., Mrs. Mullins moved the School Board Meeting be adjourned. Mrs. Crawford seconded.

Motion carried unanimously.

Respectfully submitted,

Mrs. Sammy Crawford, President

Mrs. Debra Mullins, Clerk

The Minutes of October 18, 2004,
have not been approved as of
October 21, 2004.

November 1, 2004

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Guy Fisher, Assistant Superintendent

SUBJECT: Approval of New Teacher Assignment/2004-05 Item – 10 a (1)

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

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXP</u>	<u>ASSIGN</u>
Homer, AK.	Deborah Jacobson	BA	University of Alaska, Anchorage, AK.	Biological Sciences	Science, 4-12 Biology	1 KPBSD 2 AK	Temporary Physical Science Teacher .40FTE at Homer High School

November 1, 2004

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Guy Fisher, Assistant Superintendent

SUBJECT: Approval of Leave of Absence Request/Support- Item-

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

	<u>Name</u>	<u>Position</u>	<u>Location</u>
Justin George, III	Head Custodian	Soldotna High School, Effective November 8, 2004 through December 17, 2004	

**It is negotiated that short leaves of two (2) weeks or less may be approved by the Superintendent, without School Board approval. Since this leave exceeds that time period, School Board approval is necessary.

Kenai Peninsula Borough School District

Finance

Melody Douglas, Chief Financial Officer
148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 714-8888 Fax (907) 262-5867
Email mdouglas@kpbsd.k12.ak.us

October 25, 2004

TO: Board of Education

FROM: Melody Douglas, Chief Financial Officer

SUBJECT: First Reading of Suggested Change to BP 1321

Attached is the suggested change to BP 1321, Solicitation of Funds From and By Students, regarding application by the schools for a gaming permit. It has come to our attention, through a recent application made by Hope School, that our current policy is out of compliance with the newly adopted 15 AAC 160.020(a)(5), which states that "if not incorporated and not a partnership, a copy of the applicant's bylaws and copies of the applicant's national and state charters, if any; bylaws and charters must contain a dissolution clause that provides for the disposition of net proceeds from charitable gaming conducted under this chapter to a charitable organization as defined at AS 05.15.690(5) or another qualified organization that is authorized to conduct an activity under AS 05.15."

Community Relations

BP 1321

Solicitation of Funds From and By Students

Fund raising campaigns or drives that involve students and are approved at the school level, shall be reported to the Superintendent. In approved drives, no individual or group quotas shall be required for students, donations shall be voluntary and without pressure. Due to safety concerns, door-to-door solicitation by students without parental accompaniment is discouraged, especially at the elementary level.

Schools must apply to the state annually for gaming permits to operate any games of chance and contests of skill (raffle, bingo, etc.). Any use of the permit for other than raffles must have approval from the Superintendent **or his designee.**

-

Upon the dissolution of the organization, the disposition of net proceeds from charitable gaming conducted under AS 05.15 will go to a charitable organization as defined at AS 05.15.690(5) or another qualified organization that is authorized to conduct an activity under AS 05.15.

When approved in advance by the Superintendent, funds may be solicited or materials distributed for those nonprofit, nonpartisan charitable organizations that are properly chartered or licensed by state or federal law.

(cf. 3452 - Student Activity Funds)

(cf. 1230 - Organizations Supporting Student Activities)

(cf. 3290 - Gifts, Grants, and Bequests)

The Superintendent may limit fund raising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations. No students shall be barred from a curricular or cocurricular activity because they

did not participate in fund-raising activities.

No student shall be denied admission to a class for failure to raise a specified amount of money for activities associated with a class. Enrichment activities outside the normal requirements of a course may have individual fees required for attendance or participation.

Legal Reference

AS 05.15.690(5) Games of Chance and Contests of Skill

6/2/03_____

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