



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Office of Superintendent

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

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**DATE:** December 26, 2007  
**TO:** Members, Board of Education  
**FROM:** Donna Peterson, Ed.D. *Donna Peterson*  
Superintendent of Schools  
**RE:** 2007-2008 Midyear Report on Goals

Attached please find the Midyear Report on Goal Progress. Included at the beginning are the Board goals and the list of work plan initiatives for your reference. The report itself is divided into three sections:

- Progress on Work Plans (including Board Goals)
- Other Work Priorities, First Semester
- Second Semester Outlook

# Kenai Peninsula Borough School District

## Board of Education 2007-2008 Goals and Objectives

**Review and evaluate Board bylaws and protocols**

*Using School Board Association models and community input, determine applicability to KPBSD Board practices and adapt as necessary to clearly communicate how the Board conducts business on a variety of topics*

*Review, clarify, and add Board bylaws and protocols to provide clear understanding as to meaning and intent*

**Facilitate completion of long range plan**

*Attend, listen to, and participate in at least two community and/or site level discussions regarding plan*

*Provide collective direction to administration regarding priorities, specific wording/intent of all sections of the plan*

**Improve two-way communication with the public on substantive issues**

*Increase training, accountability and effectiveness of site councils including clear communications of issues and authority of the site council*

*Invite external leaders for informal communication with Board of Education on topics including – Improving Educational Performance of Alaska Natives and Improving Vocational Opportunities for KPBSD Students*

*Develop Board-reviewed position papers on issues for distribution and to use as talking points for the public*

**Evaluate the delivery of education relative to size, populations and programs of each school**

*Review staffing, schedules, and categories of schools (small, elementary, middle, high school, programs) to assure common understanding*

*Review performance of population subgroups in the District and discuss concerns and ideas for improvement*

*Determine changes in delivery models and staffing formulas to better meet the needs of students*

# **KPBSD Leadership Team**

## **2007-2008 Workplan List**

<b>Distance Education</b>	<b>Sean</b>
<b>Energy Management Plan</b>	<b>Dave</b>
<b>Facilities Master Planning Guide</b>	<b>Dave</b>
<b>Formative Assessments</b>	<b>Sean</b>
<b>Graduation Rate</b>	<b>Instructional Team</b>
<b>Implement Payroll/HR and Finance Systems Software</b>	<b>Melody</b>
<b>IP Phones</b>	<b>Jim</b>
<b>Job Descriptions/Work Study</b>	<b>Tim</b>
<b>K-12 Math Implementation</b>	<b>Doris</b>
<b>Long Range Plan</b>	<b>Donna</b>
<b>Mentoring of Principal/Teachers</b>	<b>Norma</b>
<b>Nanwalek Teacher Housing</b>	<b>Dave</b>
<b>Negotiations Preparation</b>	<b>Tim</b>
<b>Peninsula Optional High School</b>	<b>Sean</b>
<b>Professional Development Plan</b>	<b>Glen</b>
<b>Relocatable/Portable Study</b>	<b>Dave</b>
<b>Revised Budget Process</b>	<b>Melody</b>
<b>Science and Health Curriculum Revision</b>	<b>Doris</b>
<b>Special Education Compliance Monitoring</b>	<b>Jamie</b>
<b>Special Education Recruitment/Retention of Employees</b>	<b>Jamie</b>
<b>Standards Based Report Cards</b>	<b>Doris</b>
<b>Title VII Changes</b>	<b>Norma</b>
<b>Workforce Development Center</b>	<b>Sean</b>

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## 2007-2008 Midyear Report to the Board

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### ***Progress on Workplans (Board goals included):***

#### Distance Education

- Presentation to Board of Education
- Media points (targeting parents/students) and counselor information developed
- Small schools have begun planning for 2008-2009 offerings

#### Energy Management Plan

- Contracted manager hired (Resource Conservation), conducting site visits
- Review of data regarding utility costs
- Training and observation of Marysville, WA School District – leader in this area
- 75% of schools so far have received information regarding utilities at their site
- Evaluation instrument developed for school awareness

#### Facilities Master Planning Guide

- Completed – includes information about site selection, construction planning, educational specifications, design criteria, architect selection, program review team, purchasing procedures (BP7100)
- Available on web site

#### Formative Assessments

- EdPerformance software tool implemented as pilot, additional training provided to interpret results at site level
- Piloted assessments with 2900 students
- Next year likely to be used with Title I students in elementary schools
- Product Nettekter (lessons, specific activities for intervention/reteaching) an extra resource

#### Graduation Rate

- Included as a priority in grant applications and District Improvement Plan
- Discussion item with secondary administrators, study group reviewing best practices
- 170 students involved in credit recovery (will likely have a positive impact on graduation rate)

#### Implement Payroll/HR and Finance Systems Software

- Administrators updated, work group activated, core team working through data conversion
- School and department level secretaries received overview October 19, 2007
- Internal District Office training November/December; school training in January; “go live” in February

- District wide test of time/leave input system planned
- Training materials being developed

#### IP Phones

- Kenai Alternative, Kaleidoscope, Nikiski North Star, Nikiski High School, Kenai Central High School, Mountain View, Aurora Borealis, and Kenai Middle School completed
- Original scope expanded since bandwidth issues have been resolved
- Permission being sought from state on Kenai Youth Facility
- Homer Flex added – discontinued wireless shot from Homer Flex to Homer High and installed a data circuit from ACS, providing reliability to install phones at Homer Flex

#### Job Descriptions/Work Study

- KPESA reactivated reclassification committee, working with Human Resources Department
- Reclassification forms posted on website
- Request for Proposals for work study review likely in spring

#### K-12 Math Implementation

- K-12 initial training in curriculum and new materials
- Follow-up opportunities for training available and utilized
- On schedule, evaluation of curriculum and materials planned for February

#### Long Range Plan

- Draft plan developed, discussed with stakeholder groups
- DVD developed and presented in October, 2007 to site councils
- Significant response received from site councils, suggesting an additional step back out to site councils to review revisions

#### Mentoring of Principal/Teachers

- Updated Board of Education in worksession
- Involved new P/Ts in state mentor program
- Director meeting quarterly at sites, superintendent journaling with P/Ts, joint group at principal's conference, weekly e-mail and telephone contacts

#### Nanwalek Teacher Housing

- Intent to award granted
- Assembly will introduce ordinance, then RFP goes out
- Revised floor plans being reviewed with apartment attached for itinerant staff

#### Negotiations Preparation

- Review of health care costs, options, implementation of wellness program
- Issues likely to be class size, end of quarter work/in-service, response to intervention implementations
- Working with North American Educational Negotiations software for costing out current and future proposals
- Gathering information from state and nation regarding salary and benefits trends

#### Peninsula Optional High School

- Forty students

- Educate software piloted for grades, rubrics realigned with standards
- Building location issues – negotiations with City of Soldotna; need a permanent home

#### Professional Development Program

- Best practices reviewed; Ten years of district initiatives/training analyzed
- Meetings held with study group, framework developed, communication plan being written
- Proposal coming from professional development team

#### Relocatable/Portable Study

- In progress as part of site visits for major maintenance and capital projects
- Workforce development center proposal with Alaska Works grant to build portables
- Updated School Board

#### Revised Budget Process

- Broad based community input sought through advertisement and site councils
- Budget committee met November 9th and 12th
- Documenting progress and results of committee's work, report in development with leadership team
- Public input through electronic budget survey
- Review of secondary, elementary, and small schools budgets in process
- Legislative information developed; updated to website

#### Science and Health Curriculum Revision

- Both committees formed and working
- Additional personnel and community representatives beyond teaching staff included
- Health Curriculum Committee has finished essential skills for K-6
  - Activities and assessment completed by January
  - Middle school review begins next
- Science curriculum alignment documents in rough draft K-12
  - Elementary and high school completing lesson exemplars
  - Professional development/training plan being drafted

#### Special Education Compliance Monitoring

- State meeting participation, teleconference held with schools
- Administrative Standards books in process of updating (75% complete)
- MOAs being updated; 10 agreements to renew or revise
- Six IEP Saturday sessions scheduled
- All required preparation documents sent to EED in December

#### Special Education Recruitment/Retention of Employees

- BBQ and other social events planned and well attended by families
- Individual follow up with employees
- Saturday opportunities (with compensation) for completion of paperwork with support
- Mentoring and planning meetings for targeted new teachers (intensive needs, autism)
- On site visits held, check list created for new teachers
- Post audit reviews and results sessions planned for January/February

### Standards Based Report Cards

- K-3 quick revisions completed, group established to do more thorough revisions
- Fourth grade report card will begin review in February

### Title VII Changes

- Board of Education updated
- Two meetings held with committee – August, November
- Monthly meeting with Kenaitze representatives
- Currently working on 2008-2009 pre-plan

### Workforce Development Center

- Worksession held with Board of Education to update regarding career and technical direction of district
- Second semester schedule will be enhanced, Child Development and Tourism added
- Alaska Works grant integrated
- Possible site/district pilots for Work Keys assessment being discussed

### ***Other Work Priorities:***

Items on the list below were not anticipated in June when goals and work plans were developed. The administrative team is responsible for responding to unanticipated immediate and pressing needs. Though not planned for, the following items took substantial time and/or energy this summer or fall and are therefore noted in this report:

- Joint Legislative Task Force on Education Funding
- Replacement of Assistant Superintendent and Recruitment/Communications positions
- Quality Schools/Quality Students implementation in four communities (QS2)
- Bus seat belts
- Questions regarding library materials (Golden Compass book)
- Homer High School site council waiver regarding service learning
- Development of communications strategies, website additions
- Term limits initiative on ballot
- Community Action Coalition survey
- Alaska Performance Incentive awards
- Secretary Spellings' visit and Life on the Kenai radio broadcast
- Statewide budget roll out with Governor Palin
- Adequate Yearly Progress designation
- Noxious weeds concern in Seward
- MRSA staff germ scare
- Bears in Moose Pass and turkeys in Cooper Landing

## ***Second Semester Outlook:***

### Second Semester Outlook

- Hope school enrollment/potential closure
- Transition to new administrator in Nanwalek
- Alaska Performance Excellence (APEX) applications
- Razdolna building concerns
- Fireweed Charter School space
- Review/recommendations for changes to programmatic staffing at schools
- Further teaming with leadership team at Central Peninsula Hospital
- Audits – Migrant, Carl Perkins, Special Education, Title programs