



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

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M E M O R A N D U M

DATE: January 22, 2008
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D. *Donna Peterson*
Superintendent of Schools
RE: Administrative Services for Hope School and Cooper Landing School

For the 2008-2009 school year, a change in current administrators for Hope School and Cooper Landing School is anticipated. Ken Halverson is currently serving Tustumena Elementary and Hope School (one day every other week). With the option of providing Tustumena with a shared administrator or a principal teacher who is on site every day, administration believes that the principal teacher role is a better option for Tustumena. It should be noted that the enrollment for Tustumena Elementary may exceed 150 students qualifying them for a full-time administrator, but at this time, the projection is 142 students. Christine Ermold is currently serving Sterling Elementary and Cooper Landing School (one day every other week). Sterling is over the 150 student size and qualifies for a full time administrator.

We have schools in three communities (Moose Pass, Cooper Landing, Hope) that fall into the category of administrative services only – the expectation is that the administrator is the main point of contact for the school, is responsible for all the paperwork and evaluations, and visits the school approximately two times per month for activities and/or classroom oversight. Wayne Young, current administrator at Spring Creek School, provides these services for Moose Pass School. Kenai Youth Facility also has on-site administrative services by a current teacher. We have fifteen schools with principal teachers, which means they teach half time and provide administrative services half time.

Discussions in the protocol subcommittee and public comment over the past year have questioned the practice of the Superintendent assigning the administrator who would provide oversight of our very smallest schools. Suggestions have been made to assure the community is more involved in the process. As the Board has not discussed this particular category of administration, this worksession has been organized for such discussion/direction to occur.

During the past decade, the following scenarios have been tried at the schools in Cooper Landing, Hope, and/or Moose Pass:

- Administrative services as currently being provided by “regional administrators”
- One administrator (Mark Norgren) covering all 3 schools
- Paying a stipend to a teacher with an administrative certificate at the school

Three specific questions are on the table:

- ✓ Is the current level of administrative services appropriate for Cooper Landing and Hope schools?
- ✓ Should there be changes in how the selection is made for these positions?
- ✓ What is the expected level of involvement by the community?

No action is slated for the meeting on February 4 regarding this topic. Usually the administrative recommendation for the individual who will be responsible for the schools in Hope and Cooper Landing would come to the Board on the administrative list at the second meeting of February. In the past, the decision was made by the Superintendent after determining (and considering the budgetary impact) who might be available/interested in such an assignment. A transition plan was then developed between the acting administrator and the new person with the community. It is my understanding that this process has worked relatively well when communication happens as it should.

If we were to retain the same process for selection but have a greater expectation for community involvement, perhaps another step could be a conversation with the community before the actual selection is made. This conversation could focus on what a new individual coming into the site needs to know.

Attached for your information is the protocol, an internal document, that has been used with site councils throughout the District when a principal selection occurs at larger schools.

Cc: Cooper Landing Site Council, Administrator Christine Ermold
Hope School Site Council, Administrator Ken Halverson

Kenai Peninsula Borough School District
Protocol for Selection of a Site Administrator
Contact: dpeterson@kpbsd.k12.ak.us

1. Administrator notifies superintendent that he/she will not be returning
Significant dates to note:
 - KPAA contract requires notification of retirement by 1/15
 - Administrator list provided to school board mid-Feb.
 - Contracts issued to administrators immediately after SB approval (30 days to sign)
 - Extenuating circumstances allow late notification
2. Communication plan is developed by superintendent and principal
 - Timeline and method reviewed for notification of staff, community and students by principal
 - School board notification occurs by superintendent
3. Meetings arranged with staff, site council, PTA, public
 - Principal responsible for disseminating time/date information
 - Meeting focuses on timeline, input gathering, and process
4. Dates established for providing input to superintendent; each site is unique
 - E-mail communication regarding priorities
 - Determination made regarding weight of individual vs. site council input
 - Priorities will aid in developing questions for applicants
5. KPBSD administrators under contract for next school year given opportunity to transfer to vacated position
 - Communication via admin/director folder; confidential application
 - Minimum of five day response time
6. Criteria/priorities from school community reviewed against transfer requests
 - Superintendent meets with each transfer applicant
 - If "match" apparent, selection process complete
 - If "match" not apparent, determine an opening exists
7. Once an opening exists, superintendent causes the position to be advertised
 - Minimum of five days
 - All qualified applicants accepted
 - If transfers apply, considered in same pool with all applicants
8. Files reviewed, pre-screens occur by Human Resources/superintendent
 - Interviews held at District office or at site depending on situation
 - If held at site, public and site council has opportunity for input
9. Process for assistant principal vacancies will be determined on a site-by-site basis
 - Modified pre feedback step
 - Greater involvement of principal
10. Recommendation forwarded to School Board; if transfer situation after administrative contracts approved, change provided as informational item.

Expedited process after May 1

SCHOOL-BASED MANAGEMENT/SITE COUNCILS (continued)

Selection of School Administrator:

When a vacancy at a school site for the principal/principal teacher becomes known, the Superintendent will consult with the School Council. The Council will provide the Superintendent with input regarding selection qualifications for candidates. Additionally, opportunities will also be provided for individual community or school members to provide information regarding preferred qualifications/characteristics that they would like candidates to possess. If an opening is determined, the Superintendent will cause the position to be advertised, will receive applications, screen and evaluate materials and conduct interviews. When possible, interviews will be open to the public to observe and will be conducted at the school with written opportunities for evaluation available to those observing. The Superintendent will make the selection, subject to approval by the Board of Education.