



Site Council Agenda - 4pm

Sept. 17th, 2020

Добро пожаловать в школу Раздольну

~ Holy Day ~
September 21

~ Holy Day ~
October 9

~ Holy Day ~
October 14

~ Great AK ~
ShakeOut
October 15

~ Saturday ~
School &
Early Release
October 17

~Election Day~
November 3

- 1) **Sign-In**
- 2) **Teacher/Staff Introduction**
- 3) **School Counselor Intro - Ingrid Harrold**
- 4) **Migrant Introduction - Kyle Darbonne**
- 5) **Title I Annual Meeting**
 - a) What is Title I Services
 - b) Who is identified
 - c) Program / Interventions
 - d) Parent Resources
 - e) Parent Input
- 6) **Site Council Goal(s) & Identify remaining Site Council Meeting dates**
- 7) **Community Feedback & Questions**
- 8) **Closing**

Additional Notes

- No scheduled school pictures
- COVID 19 Preparation Letter (Pegge)
- Parent Conferences likely by phone

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1) Sign-In

- a) Fenya Basargin, Alla Basargin, Mavra Afonin, Kcenia Reutov, Drasida Basargin, Efimia Basargin, Cori Szynskie, Annie Robinson, Bailey Bremner, Michael Sturm, Stephanida Basargin, Greg Melvin

2) Teacher/Staff Introduction

- a) Teachers & attending support staff were introduced to the parents

3) School Counselor Intro - Ingrid Harrold

- a) Ingrid introduced herself as the new School Counselor who will replace Paul Story. She described her plan of focus for Razdolna School, and that it'll likely take place each Wednesday of the week. Paul Story continues to provide orientation support for Ingrid, and hopes to start making regular school visits as soon as the District Office allows regular travel between school sites.

4) Migrant Introduction - Kyle Darbonne

- a) Due to the shift to holding the meeting in-person, Kyle couldn't make the school meeting visit due to other pre-scheduled meetings. He will participate in the next Site Council Meeting.

5) Title I Annual Meeting

- a) Greg covered Title I services, which is the teaching role in his Principal/Teacher job title. Title I services are reading intervention supports for students who haven't yet scored high enough on their reading screenings. Parents are being contacted by Greg for those reading support groups. Title I students include students in Grades K-2, with the Kindergarten students starting after Christmas Break. Students meet with Greg in a small group each day for 30m to read stories, work on their letter/word sounds, and writing skills. Books are being sent home thru each participating student to both allow them a chance to read on their own, and in case the school shifts to a full distance education mode

6) Site Council Goal(s) & Identify remaining Site Council Meeting dates

- a) No suggested goals were identified - if you see an academic goal or school function that needs to be addressed, please reach out to Greg Melvin.
- b) Future Site Council Meeting dates will be: Nov. 19th (Th), Feb. 25th (Th), and April 1st (Th).

7) Community Feedback & Questions

- a) Question was asked about technology use for K/1. Both Annie Robinson (K/1 Teacher) & Drasida Basargin (K/1 Support) emphasized minimal use of iPad and other tech in the classroom. Lexia (Reading Pgm) is being used, and iPad time is only used as a center station for 10m on Friday
- b) Concerns were raised about Distance Ed - Greg responded that students are being trained by their classroom teachers if the school shifted to Distance Ed for the purpose of helping both students and parents. In addition, workload will be lessened and simplified for students & parents.



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1) Community Feedback & Questions (continued...)

- a) Notice was given by Greg about 2 external cameras that were recently installed on each of the MS/HS portables. These cameras are for safety and security purposes only. One camera faces the small shed and Dr. Sturm's class building, and the other camera faces the MS/HS driveway and blacktop. No houses are visible from any camera. Only Greg and the District Office have access to this camera. A question was asked if any indoor cameras were present - Greg replied that there are no internal cameras within any school building - both Elementary buildings and MS/HS portables. **There will be no internal cameras in any building.**
- b) There are no school pictures planned for the fall semester. Plans may change for the Spring semester after Christmas Break. Parents will be notified of any change of plans.
- c) Parent Teacher Conferences (PTC) likely to occur by phone. KPBSD is working on plans on how PTC will take place on November 3rd.
- d) See attached below for a letter from KPBSD Director of Communications, Pegge Erkeneff
 - i) Parents need to be prepared if the school moves into a Distance Education mode of instruction. The change could be made on quick notice if a sudden surge of cases happen in either our school or nearby areas (i.e., Voz, Selo)
- e) KPBSD Health Services is asking parents for any child traveling or planning to travel out-of-state to notify the school or school nurse about travel health mandates. There is also a protocol that the school must follow for any student that is out sick. The school nurse, Melisa Miller, can be contacted at 235-4681 if you have any questions. The protocol is attached below
- f) Site Council Bylaws - as part of the district protocol for Site Councils in KPBSD, attached below are Site Council Bylaws that were handed to attending parents for review. We'll go over them in more detail at the next Site Council Meeting on Nov. 19th

2) Closing

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ESEA Federal Requirements for KPBSD Parent and Family Engagement

- ♦ **Joint Development:** KPBSD will provide opportunities for parent and family involvement to jointly develop the consolidated application for federal funds and review of school improvement plans.
- ♦ **Technical Assistance:** KPBSD will provide coordination, technical assistance and other support necessary to plan and implement effective parent and family involvement activities to improve student academic achievement and school performance.
- ♦ **Coordination:** KPBSD will coordinate and integrate parent and family engagement strategies with parents and families to the extent feasible and appropriate with other relevant Federal, State, and local programs.
- ♦ **Annual Evaluation:** KPBSD will conduct, with meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy.
- ♦ **Evidence-Based Strategies:** KPBSD will use the findings of the annual evaluation to design evidence-based strategies for more effective parental involvement.
- ♦ **Development, Revision, and Reviewing of Plan:** KPBSD will involve parents and families in the activities for the purposes of developing, revising, and reviewing the parent and family engagement policy.

The mission of the
Kenai Peninsula
Borough School
District is to empower
all learners to
positively shape their
futures.

Title I Program

Kenai Peninsula Borough
School District



Title I Program
Kenai Peninsula Borough School
District
148 N Binkley
Soldotna, AK 99669

Phone: 907-714-8867
Fax: 907-262-6354
Email: mhanson@kpbsd.k12.ak.us
www.KPBSD.org

www.kpbsd.org

Title I, Part A

The KPBSD Title I program is made available through federal grants to improve the academic achievement of students in schools serving populations of poverty. Money is allocated to schools based on economic need, measured through free and reduced lunch enrollments.

Students qualify for Title I services based on academic need as indicated by universal screening. KPBSD provides targeted assistance and/or pre-school to those students meeting the criteria for Title I services



KPBSD Title I funds are used in a variety of ways, including:

- Title I Preschool
- Title I Teachers and Paraprofessionals
- Intervention Supplies and Materials
- Professional Development
- Family and Parent Involvement
- Extended School (before or after school tutoring)

Participating Schools

- Schools with Title I reading intervention
- Schools with Title I preschool program
- ⇒ Schools with Title I extended day tutoring
- Chapman School *
- ⇒ Cooper Landing
- ⇒ Homer Flex
- ⇒ Hope School
- Kachemack Selo School
- Mountain View Elementary *
- Nikiski Northstar Elementary *
- ⇒ Nanwalek School
- Nikolaeusk School
- Nimilchik School *
- Paul Banks Elementary *
- ⇒ Port Graham School
- ⇒ Razdolna School
- Redoubt Elementary *
- Seward Elementary *
- Soldotna Elementary *
- Sterling Elementary *
- ⇒ Susan B. English School
- ⇒ Tebughna School
- Tustumena Elementary *
- Voznesenka School *



Family Engagement

KPBSD and Title I place great importance on parent and guardian involvement in the education process (AR6171).

- Families have the right to be involved in the school's Title I program design and implementation.
- Families have the right to formulate suggestions, and participate in decision making about their child's education.
- Title I staff will be readily accessible to parents/guardians to discuss program objectives.
- Personal Education Plans will be developed for each child.
- Family involvement will include a School-Parent Compact (BP6020)



Preparing for a positive COVID-19 case in school

Dear KPBSD Parents and Guardians,

This letter will help your family prepare should our school district or your school have a [COVID-19 event](#) occur. An event could be a positive COVID-19 case, outbreak (two or more positive cases in a school) or exposure to COVID-19 in a school. The health and safety of our students, staff, and families is our top priority.



KPBSD works closely with local public health officials and they will provide support and direction to manage every COVID-19 related scenario that affects our school communities. If or when a COVID-19 event occurs related to your school, you will receive information via the usual school and district communication methods. Depending upon the situation and response needed by you, the contact may come via a phone call, email, alert, or general notification.

KPBSD honors [HIPAA and FERPA privacy laws](#), so your name and your child's name will not be revealed by the school, unless you give the school permission to do so. A dedicated webpage at [KPBSD.org](#) is where to find the most up to date information.

If your child receives a positive COVID-19 test result, and they have been at school two days prior to the onset of symptoms, or the testing date that resulted in a positive test result, it will be helpful to begin contact tracing at their school immediately. So, we need your help when you learn of a positive COVID-19 test result for your child. Call Nurse Iris, KPBSD Nursing Supervisor to confidentially report a positive COVID-19 test result. You can reach her at 907-260-2391, IWertz@kpbsd.k12.ak.us. Alternately, call your school nurse or administrator.

It is important for everyone in our community to protect themselves against the remarkably contagious novel coronavirus. These are some ways to protect your family:

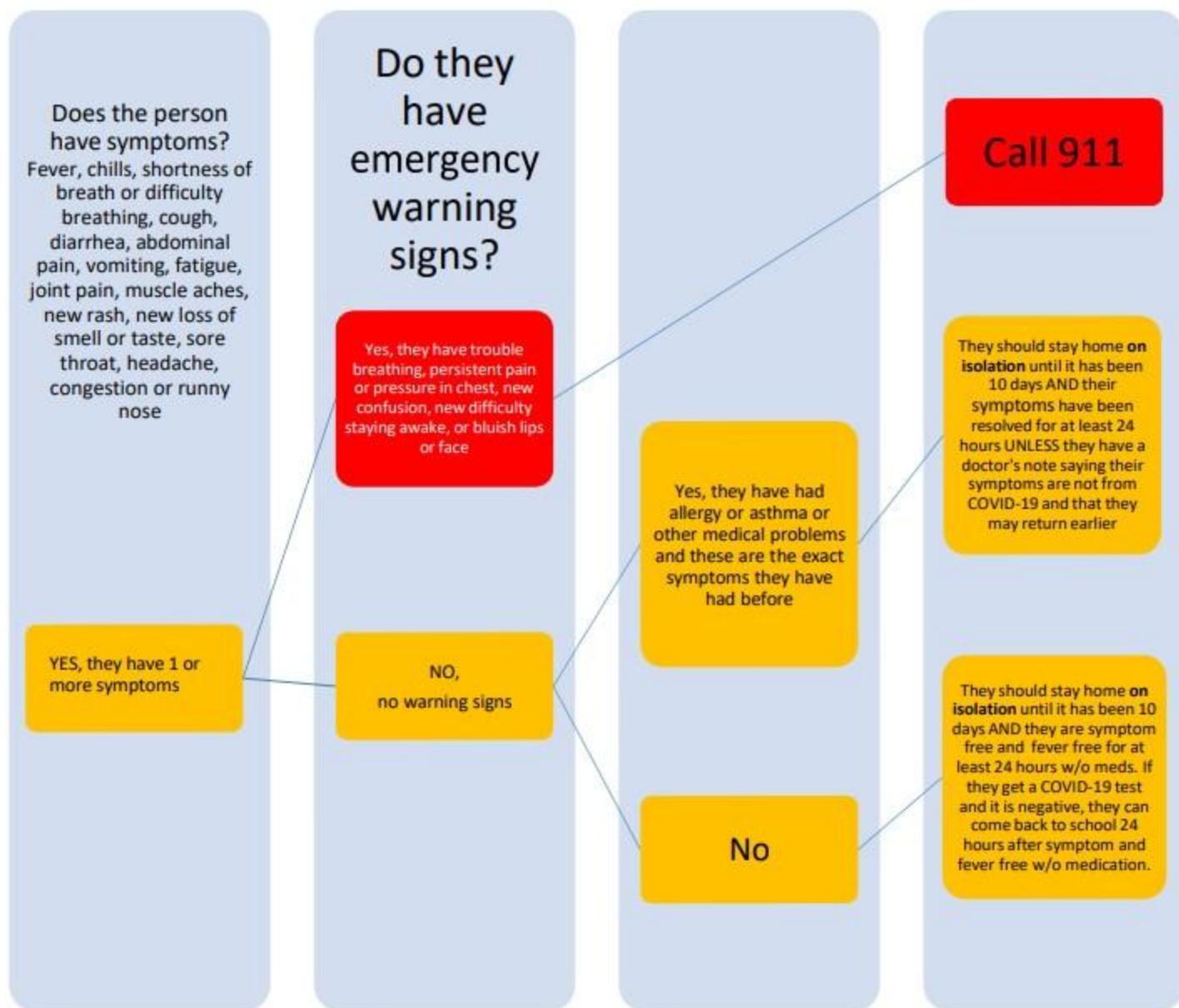
- ▶ [Symptom Free School Protocol](#): keep children who are sick at home—do not send them to school
- ▶ Teach your children to wash hands with soap and water for 20 seconds, and set a good example by doing this yourself
- ▶ Teach children to cover coughs and sneezes with a tissue or by coughing into the inside of their elbow, Be sure to set a good example by doing this yourself
- ▶ Time and distance: teach your children to protect your family bubble or their school cohort, and practice physical distancing of about six feet away from others
- ▶ Mask up with a cloth face covering when appropriate, especially indoors in crowded public places, on the school bus, and in school hallways. Grades 3 and older in the KPBSD wear a mask at school when six foot physical distancing is not possible

When you have COVID-19 related questions, contact your school nurse, healthcare provider, local public health department, or visit the [state DHSS](#) or [national CDC](#) websites. You can find specific information for the Kenai Peninsula Borough School District on our dedicated [COVID-19 in KPBSD Hub webpage](#) that includes communication updates, safety protocols, 2020 Smart Start Plan, sports and activities, risk levels on the Kenai Peninsula, and the [COVID19 Confirmed Case in School Response Matrix](#). Your school is always available to help, or you can reach out to the school district COVID-19 line at 907-714-8864, email covid19@kpbsd.org, or visit covid19.kpbsd.org.

This year will require adaption, a flexible mindset, and we will get through this with both challenges and blessings. We promise to communicate often, be proactive and swiftly reactive when necessary, even when we do not have all the answers.

Superintendent John O'Brien reminds us, "We will focus on and provide for the social, emotional, and mental health needs of our students, staff, parents, and community. I have no doubt that together we will not only get through this new school year but will also hopefully become more resilient and empathic to the needs of others."

Flow chart for staff and students who become ill during the COVID19 Pandemic



If you have questions, please call your school nurse, or you can contact Health Services at 260-2390.



Site Council Bylaws
Draft Copy - Review for next Site Council Meeting
on November 19th 2020

Acknowledgments

The school is grateful to the individuals of the Village of Razdolna who play an important role in improving Razdolna School. Similar to the District's plan, ours has developed in phases beginning with a dream to improve education. Next came ideas for putting theory into practice. Over the course of several years, progress was steady and the plan evolved. This document is a testament to the dedication and success of the parents, staff and community of Razdolna School. We appreciate your efforts and foresight.

Vision Statement

Razdolna embraces the partnership between students, parents, staff and community to prepare for our children's future. We will inspire and support all students to be lifelong learners with the courage and confidence to make positive contributions to the world. We strive to achieve high standards by integrating core academic rigor. We seek to inspire individuals to their fullest potential.

I. Statement of Purpose

The Razdolna School Site Council is a joint planning, problem solving, and recommendation making body comprised of representatives of parents, teachers, classified staff, administration, and community. Its purpose is to insure that plans and decisions that affect our school are aligned with our school's stated vision, district performance expectations, and student achievement goals. Recommendations made by this group will be reached by consensus. Members will represent their respective constituency. Recommendations will follow the committee bylaws and parameters set in the guidelines by the school district. The principal is responsible for the final decision.

II. Site Council Accountability

On an annual basis, our Site Council will set forth student achievement goals with yearly performance targets based upon the district's assessment policy and other quality indicators as identified by the Board of Education. The Site Council will annually evaluate the goals and targets.

III. Goal Setting Process

The Site Council will decide on one or two goals for the upcoming year. Recommendations for yearly goals will come from representatives of the member groups.

IV. Selection Process

The principal shall be a member of the Site Council by virtue of his/her position and shall have the responsibility to guide the committee in developing an organizational structure for conducting the committee's business.

Community members of the Village of Razdolna, Razdolna School Certified and Classified staff, shall have optional membership and participation in the Site Council meeting by virtue of his/her position, and shall be able to provide input and feedback regarding Site Council based decisions.

V. Meeting Procedures

Schedule and Meeting Notification

The Site Council will meet at least four times a year on a regular schedule that will be established by the committee. The date, time, and agenda will be announced in the Razdolna School WhatsApp group and/or printouts sent home through Razdolna School students and/or staff.

Approval of Agenda Items

All agenda items may be suggested and/or requested to the Razdolna School principal no later than 1 week prior to the meeting. Exceptions may be given on a case-by-case basis. An agenda will be sent on the week of the Site Council Meeting, with a recommended timeframe of one week before the scheduled meeting. Suggested or requested agenda items are subject to confirmation by the principal.

Approval of Agenda Items

Items for the agenda should come in the form of a recommendation. As much as possible, such should be a continuation of the school goal process.

Meeting Details

Meetings should be kept to a maximum of 2 hours in length unless there are special circumstances. At each meeting, there will be two jobs assigned, facilitator and recorder. Minutes of the meeting will be sent to the superintendent, posted Razdolna School WhatsApp group, and posted on the Razdolna School website.

Additional meetings may be called when needed. The member requesting the meeting must get permission and coordinate the meeting with the principal.

Members are expected to act in good faith in resolving issues.

The principal or other Site Council member gives notification of an upcoming event, issue, concern, etc. The issues, ideas, concerns are discussed with appropriate meetings of sub groups (staff meeting, parent group meeting, Student Council). Recommendations or lists of ideas are given to representatives. Representatives arrive at Site Council meeting to share information. Action may be taken by the Site Council using the consensus method. Once consensus is reached, representatives are responsible for supporting and explaining the recommendation.

VIII. General Operational Rules

The principal remains the sole administrator of the school and will operate the school within the normal constraints of the district, including working with the Site Council and seeking their input when appropriate. Whenever an administrative decision is required, efforts should be made to gather input from the Site Council committee members. Site Council recommendations will be made using a consensus process. The committee shall conduct its business in compliance with documents, statements and resources listed in the KPBSD guidelines.

Hiring

When teaching or support positions become vacant, the superintendent will cause those positions to be advertised. Applications will be accepted consistent with district hiring procedures. A list of qualified and acceptable candidates will be referred to the principal. The principal will incorporate village feedback regarding the selection of the most qualified candidate. The principal will make the final selection and will inform the personnel department of the selection. The personnel department will verify compliance with district hiring procedures and will complete the hiring process. The principal may request additional candidates or reopen a position if needed.

IX. Evaluation Process

The Site Council will review and evaluate itself in terms of its stated purpose, and completion of yearly goals using the evaluation designed by the district. Evaluations will be published in the May minutes.

X. Protocols & Consensus

A. Protocol For Addressing the Site Council

- There are opportunities during a Site Council Meeting when any citizen may address the Committee on subjects relating to education.
- Remarks that attack the character of any one are out of order. Persons in the audience should not interrupt the comment period of any other speaker.
- Before addressing the Committee, please discuss grievances with the teacher or principal. Most problems are solved through these channels.
- Please refrain from sharing information which could cause embarrassment later.
- The meeting schedule will be posted in newsletter(s), WhatsApp, and on the school's website.
- If you have an idea for a new program, be willing to participate in its implementation.

B. What is Consensus?

Consensus is different from other kinds of decision making because it stresses the cooperative development of a decision, with group members consent. Of course, consent does not mean that everyone will be completely satisfied with the final outcome-in fact, total satisfaction is rare. However, the decision must be acceptable enough so that all will agree to support it.

Consensus is not applicable to a group in which one or more persons come with an inclination to sabotage the group. It may be useful to establish a ground rule to which each person will work within a framework that creates the best solution for the whole group. Fear can prevent people from doing so. However, in a group where trust and respect have been built, people may be able to lose their reticence, e.g., fear of not being listened to, shyness, or fear of being laughed at. The facilitator can make certain that group members remain sensitive to that person's needs throughout the discussion.

Consensus Decision Making Process Requires

- **Unity of Purpose:** There must be a basic core of agreement within and about the group. Of course there will be many areas where group members have varying opinions about what is best. But there must be a unifying underlying base that is recognized and accepted as a common starting place by all members.
- **Commitment to Listening:** Each member listens carefully to others' contributions. Communication requires both sharing and receiving information. It is important to:
 - Listen actively. People tend to think of the listener's role as a passive one. A good listener, though, shares the responsibility for group comprehension by paying close attention and trying to understand. Good listening means using your own communication skills to help the speaker get the message across.
 - Try to put your whole self in the speaker's shoes.
 - Let the speaker know that you are listening, that you care. Eye contact and head nods can reassure the speaker that you are involved and that you are making an effort to understand.
 - When you don't understand, ask questions or determine whether what you comprehended was indeed the speaker's point.
- **Commitment to sharing:** Each member accepts the responsibility to share their thinking with the group, including concerns, questions, fears, reluctance, insights or challenges, knowing the group consists of none but supportive listeners.
- **Commitment to flexibility:** Each member holds their position lightly enough to be able to let go of it and adopt a position which represents the best conclusions for the group.
- **A well trained facilitator:** The many roles of a facilitator are: making certain everyone gets a turn to speak and that all points are discussed thoroughly and summarizing discussion to determine whether or not consensus has been reached.

Overcoming the Stumbling Blocks

- **Let go of competition:** In a cooperative group, members perceive themselves as having mutual goals. Members recognize that there is not always a single right solution. A group caught by an either-or decision faces a false dilemma. Other creative options may be available, which may respond to the needs and goals of all. When members realize that no single choice is right, rendering all others wrong, they may be more open to others' viewpoints.
- **Attend meetings with the intention of listening to others:** Let go of the traditional concept that the purpose of attending a meeting is to present/defend a certain idea to which one is attached.
- **Fear of conflict, emergence of feelings:** Conflict itself is neither good nor bad. It signifies the presence of different options. Conflict shouldn't be a clash of one personal interest against another, but a cooperative effort to bring out all perspectives. Welcome diverse opinions as a means of becoming aware of ideas, strengths and weaknesses. This will allow strong and workable solutions to emerge.

Consensus Decision Making

- is a powerful tool for building group unity and strength.
- enables a group to choose wise, creative courses of action.
- develops sensitive listening skills of all group members.
- shares the responsibilities of preparation, group input, reflection, and of weighing options among group members.
- trains individuals to assume the demanding task of facilitating group discussion.
- encourages the honoring of diverse viewpoints.
- reassures us that even a diverse group can find ways of reaching solutions acceptable to all.