

Kenai Peninsula Borough School District Board of Education Meeting Agenda

November 17, 2003 – 7:30 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
 Margaret Gilman, Treasurer.
 Mrs. Debra Mullins
 Ms. Sandra Wassilie
 Ms. Debbie Holle
 Mr. Marty Anderson
 Mrs. Sunni Hilts
 Mr. Patrick Tilbury, Student Representative

Worksessions/Hearing

12:30 p.m. Level III Grievance 2003-2004-04
 1:30 p.m. Board Member Mentoring – Conduct-Ethics
 2:00 p.m. Audit Report - Accountability
 2:30 p.m. Seward Schematics - Accountability
 3:00 p.m. Cocurricular Activities - Structure
 3:30 p.m. Consolidation - Vision
 4:30 p.m. FY05 Staffing (Certified, Support) - Structure
 5:00 p.m. FY05 Budget Planning - Vision
 5:30 p.m. Legislative Delegation - 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/[November 3, 2003](#)
- 2. Awards and Presentations**
 - a. Cindy Fusaro, Kenai Middle School secretary
 - b. Carol Morris, Central Office-Grants secretary
- 3. School Reports - Accountability**
 - a. Port Graham Elementary/High – Mr. Darrell Johnston
- 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., Borough Assembly**
- 8. Superintendent's Report**

9. Reports - Accountability

- a. Comprehensive Annual Financial Report – Mrs. Douglas
- b. [October Financial Report](#) – Mrs. Douglas
- c. Board Reports

10. Action Items

a. Consent Agenda - Structure

- (1) [Approval of New Teacher Assignments](#)
- (2) [Approval of Request for Leave of Absence-Certified](#)
- (3) [Approval of Administrative Recommendation Regarding Request for Leave of Absence-Support](#)
- (4) [Approval of Resignation](#)
- (5) [Approval of Budget Transfer](#)
- (6) [Approval of FY05 Enrollment Projection Revision](#)

Administrative Services - Structure

- b. [Approval of 2004-2005 Certified Staffing Formula](#)
- c. [Approval of 2004-2005 Support Staffing Formula](#)
- d. [Approval of Cocurricular Activities Recommendation](#)

Superintendent - Structure

- e. [Approval of Revisions/Adoptions to Section 2000](#): BP 2000 (Concepts and Roles); BP 2100 (Administrative Staff Organization); BP 2110 (Organization Chart/Lines of Responsibility); BP 2121 (Superintendent's Contract); E 2122 Superintendent of Schools: Job Description); BP 2210 (Administrative Action in Absence of Board Policy); E 2240 (Management and Communication Systems); BP 2250 (Teacher-in-Charge/Principal's Designee); E 2250 (Teacher-in-Charge/Principal's Designee); BP 2300 (Conflict of Interest), E 3316 (Request to do Business)
- f. [Approval of Revisions to Section 9000](#): BB 9110 (Board Membership); BB 9130 (Board Committees); BB 9320 (Meetings)

11. First Reading of Policy Revisions

- a. [BP 5030 \(School Discipline and Safety\)](#), [BP 5125 \(Student Records\)](#), [BP 5145.2 \(Freedom of Speech/Expression\)](#), [BP 4131 \(Staff Development\)](#), [BP 5111 \(Admission\)](#), [BP 5125.1 \(Release of Directory Information\)](#), [BP 5127 \(Graduation Ceremonies and Activities\)](#), [BP 5141.3 \(Health Examinations\)](#), [BP 5131 Conduct](#), [BP 6141.2 \(Recognition of Religious Beliefs and Customs\)](#), [BP 6164.2 \(Guidance and Counseling Services\)](#)

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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November 10, 2003

To: Board of Education

From: Dave Spence, Director, Planning and Operations

Through: Sam Stewart, Asst. Supt.

Subject: Schematic Design for new Seward Middle School


Enclosed please find the schematic design specifications for the new Seward Middle School project. The administration requests approval of this document as submitted.

Sam Stewart, Assistant Superintendent
148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 262-5846 Fax (907) 262-9645

Kenai Peninsula Borough School District

MEMORANDUM

Memo To: Members, Board of Education

From: Sam Stewart 
Assistant Superintendent

Date: November 6, 2003

Re: Cocurricular Proposal

The Kenai Peninsula Borough School District administration recommends that the District request \$1,400,000 from the Kenai Peninsula Borough to be placed in a special revenue fund, to fund cocurricular activities in the school district. It is further recommended that the district request the Borough place an initiative before the voters to fund the special revenue fund on an annual basis equal to .5 mils.

This will give the district an opportunity to go through the budget process planning on cocurricular activities to be funded outside the cap. If the initiative is passed, it will give the district a dependable source of cocurricular funding.

November 7, 2003

To: Dr. Donna Peterson,
Superintendent
Kenai Peninsula Borough School District

From: Joe Arness,
Facilitator
Co-curricular Funding Task Force

Re: Status of Task Force

At your request (and at the request of the Board of Education), a group was established with the sole intent of examining the current situation involving co-curricular activities within the KPBSD, both from the perspective of how they are funded and how they are operated. This group included representatives from the Board of Education, the Borough Assembly, and administrative representatives of both the Borough and the School District. Specifically, the Borough Attorney was involved to evaluate the legal implications of any proposed actions.

Our group met four times over the last two months. The first meeting was to discuss the question of whether the Borough should involve itself in helping to fund these activities. Interestingly, the first step had to be a definition of what constitutes “co-curricular” activities, and a definition of what those specifically include within this District. This definition helped clarify just what was under discussion, as well as helped to “move” the conversations along with all participants operating on like information.

Wide ranging conversations were held relative to alternatives for funding (beyond the current method of providing funding within the Districts’ operating funds). While many alternatives were proposed, by and large they were not pursued because of legal or “stability” questions which would make them not appropriate for our situation.

The one concept which seemed to hold the most appeal was the idea of funding co-curricular activities within the District via a direct grant from the Borough which would be placed into a special revenue fund under the control of the District. This fund could be used to provide resources to the schools throughout the District to carry on their various activity programs. While obviously holding some appeal for the School District, the concern was raised that the Borough would be obligating itself to a fairly large appropriation on an annual basis that is “over and above” the current funding level. From that discussion arose the concept of holding a public vote, which could have the effect of not allowing this practice, or alternatively, making this practice a permanent part of the Borough property tax structure.

The next step in this process was a determination as to its legality. The Borough legal department did an in-depth review of the pertinent laws, regulations, and case history, and frankly arrived at the point of not being able to divine, for certain, whether the proposed action was legal or not. However, significantly, the attorney’s memo concluded with the thought that the proposed action “appeared to be defensible” within the structure of the current relationship between the Borough and the School District. The question was a difficult one because it has never been asked before...i.e. there is no case law from which to divine the courts interpretation of the legislative intent. Therefore, it falls to the Borough to determine whether it is a legal question that can be defended. Without putting words in her mouth, the attorney felt that it was.

The consensus conclusion to this process was, quite simply, that the only real, legal, and logical alternative mechanism for funding co-curricular activities within this District is the “direct grant/special revenue fund” model. It was also proposed that the District could seek funding via this mechanism for fiscal year '05 with the question being placed before voters at the municipal election next October.

I will be available for your work session on this topic on the 17th, and would be happy to answer any questions at that time.

Memorandum

DATE: November 11, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Consolidation Worksession

The Board has made it clear that protecting the pupil teacher ratio is a priority. As we've studied for a couple of years, there are few areas of the budget to obtain the dollars necessary to balance our expected shortfall. One of the areas is consolidation of schools which can lead to a decrease in infrastructure costs. Attached are the documents that review the discussions to date:

- [Future Budget Considerations report](#)
- [Preliminary Long Range Plan for Consolidating Schools](#)
- [Update to Preliminary Long Range Plan for Consolidating Schools](#)

In September 2003 at a worksession, the previous board directed the administration to accelerate the Consolidation Plan. To that end a worksession is scheduled during the afternoon of November 17 to determine specifically what the current Board's intent/ideas for consolidation include. Two internal documents are attached that may help you with your preliminary study of this topic. They are:

- [Enrollment Projections by area](#)
- [Enrollment Projections by site](#)

The intent of this worksession is to listen to Board members so the administration can gain a clearer understanding of next steps. Once this worksession is completed the administration will prepare recommendations for review. Please understand that the mere appearance of this item on the agenda for the Board will cause personal and community angst. Be prepared for the emotion that will intensify as these conversations and accompanying rumors begin.

November 17, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of [2004-05 Certified Staffing Formulas](#) - Item

The Administration recommends the attached formulas be used as a guide in staffing schools and for budgeting purposes the 2004-05 school year.

November 17, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of [2004-05 Support Staffing Formulas](#) - Item

The Administration recommends the attached formulas be used as a guide in staffing schools and for budgeting purposes the 2004-05 school year.

Kenai Peninsula Borough School District Board of Education Meeting Minutes

November 3, 2003 – 7:30 p.m.
Regular Meeting

Homer High School
600 E. Fairview Ave., Homer, 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
Ms. Debbie Holle
Mr. Marty Anderson
Mrs. Sunni Hilts
Mr. Patrick Tilbury, Student Representative

STAFF PRESENT: Dr. Donna Peterson, Superintendent of Schools
Dr. Gary Whiteley, Assistant Superintendent
Mr. Sam Stewart, Assistant Superintendent

OTHERS PRESENT: Mr. Mike Wetherbee
Ms. Karen Wessel
Ms. McKibbin Jackinsky
Mr. Dick Sander
Miss Jenni Dillon
Mr. Tim Peterson
Mr. Glenn Haupt
Paul Gavenus
Mr. Bob Ermold
Mrs. Christine Ermold
Dr. Ron Keffer
Ms. Milli Martin
Mrs. Paula Christensen
Mr. Jim White
Ms. Virginia Espenshade
Mrs. Barb George

Others present not identified.

CALL TO ORDER: Ms. Germano called the meeting to order at 7:33 p.m.

PLEDGE OF ALLEGIANCE: Ms. Germano invited Mr. Ron Bledsoe, Homer Flex student, to lead those present in the Pledge of Allegiance.

ROLL CALL:

Ms. Deborah Germano	Present
Mrs. Sammy Crawford	Present
Mrs. Margaret Gilman	Present
Mrs. Debra Mullins	Present
Dr. Nels Anderson	Present
Ms. Sandra Wassilie	Present
Ms. Debbie Holle	Present/Arrived at 7:35 p.m.
Mr. Marty Anderson	Present
Mrs. Sunni Hilts	Present
Mr. Patrick Tilbury	Present

APPROVAL OF AGENDA: The agenda was approved as written.

APPROVAL OF MINUTES: The School Board Minutes of October 20, 2003, were approved as printed.

AWARDS AND PRESENTATIONS: The Board presented Golden Apple awards to Virginia Espenshade and Paul Gavenus for their volunteer service to the District.

SCHOOL REPORT: Mr. Dick Sander, Chapman Elementary principal, provided a Powerpoint presentation with the assistance of Miss Jordan Holmes, student body president. The report provided information on school activities, assessment information, programs and goals.

Ms. Karen Wessel, Homer Flex principal, provided a Powerpoint presentation with the assistance of Ms. Jill Sill, Career Development coordinator and Mr. Ron Bledsoe, student. The report provided information regarding the student career exploration program.

PUBLIC PRESENTATIONS: Ms. Amy Budge, Homer Chapter Delta Kappa Gamma International Society representative, offered the group's support to the Board in continuing the request for adequate funding for public schools.

Mrs. Barb George, K-Beach Elementary teacher, presented the Board with a petition signed by 128 parents who are concerned about class size and oppose a raise in the pupil/teacher ratio.

Ms. Debbie Boyle, Nikiski area parent, presented the Board with a petition signed by 130 people opposed to a raise in the pupil/teacher ratio and added that pupil/teacher ratios should be lowered because it is the single most factor in a student's success in school.

Ms. Susan Mathews, K-Beach Elementary parent, stated that in crowded classrooms teachers spend too much time managing children, handling paperwork, managing transitions, handling students with special needs and planning lessons, which limits the time available for teaching and learning.

Ms. Misty Hamilton stated that her daughter is in a class of 27 kindergarten students and expressed concern that she is being overlooked and asked the Board to lower the pupil/teacher ratio.

Ms. Karen Calderwood, Nikiski area parent, asked the Board not to raise the pupil/teacher ratio because students will not get the education they need.

Mrs. Michelle Steinbeck, Kenai area parent, stated that she is distressed every day when she visits her child's class of 27 students and asked the Board to visit the classroom to see first-hand that individual student issues aren't being addressed.

**Advisory Committee, Site Council
and/or P.T.A., K.P.A.A., K.P.E.A., K.
P.E.S.A, Borough Assembly:**

Mr. Dave Larson, KPEA representative, encouraged the Board to join KPEA and KPESA in inviting local legislators to spend the day in a classroom during American Education Week (November 17-21). He quoted research information from two articles relating to class size and student achievement.

Ms. Terri Woodward, KPESA president, noted that according to the Custodial Study presented at an earlier worksession, the District would no longer need head custodians and asked the Board to be cautious about any decision that would jeopardize public safety, cleanliness and sanitation.

SUPERINTENDENT'S REPORT:

Dr. Peterson reported that she participated in a conversation with the state commissioner's office regarding the state's request for proposal to provide statewide assessment. She noted that state auditors recently completed an audit of the District Pupil Services programs and added that she is pleased with preliminary outcome. She reported that she was a participant in a study group that traveled to Fort McMurry, Canada to gather information regarding the Arctic Winter Games. She noted that the District will be responsible for accommodating 2,400 athletes, coaches, and medical staff when the Kenai Peninsula hosts the games in two years. She reported that Ms. Douglas has been elected to be the Vice President of the Association of School Business Officials International (ASBO).

BOARD REPORTS:

Ms. Gilman reported that Board members participated in a training session conducted by Mr. Carl Rose, AASB Executive Director. She reported that Mr. Rose facilitated a session aimed at getting members to know each other as individuals. She reported that those four hours were probably some of the most productive hours that she has spent as a School Board member. She noted that the District will be facing some tremendously difficult decisions and the opportunity to get to know other Board members will be beneficial. She stated that she participated in Cocurricular Activities Task Force along with Dr. Anderson, Borough Assembly members, Borough administration and District administration.

Dr. Anderson reported that Borough Assembly members have tentatively stated that they are willing to support the funding of District cocurricular activities next year outside the cap if the Board establishes a special revenue fund. He stated that the Task Force believes that under state law cocurricular activities can be funded outside the cap with a special revenue fund. He cautioned that if the Board moves in that direction it will be a one-time move that cannot be reversed. He stated that along with a one-year commitment for funding for \$1.4 million, a proposition would be put forth to the Borough voters to assess a mil levy that would go into the special revenue fund. He stated that the legalities of this plan have been researched by Mr. Arness, former Board member, and Mrs. Colette Thompson, Borough Attorney. He stated that he and Mrs. Gilman believe that this is the first \$1 million towards the \$5 million the District must cut for FY05. He stated that he has never been willing to sacrifice athletics and activities for a year's worth of step increases, but under the dire circumstances the District is facing, and with the favorable climate with the Borough Assembly, it is the only option. He cautioned that if Borough voters do not approve a mil levy increase to cover the cost of District cocurricular activities, they will be gone.

CONSENT AGENDA:

Items presented on the Consent Agenda were Approval of New Teacher Assignments; Resignation; and Nikiski Elementary Facility Recommendation.

New Teacher Assignments:

Dr. Whiteley recommended the Board approve teacher assignments for the 2003-2004 school year for Catherine J. Baber, K-8 teacher, Cooper Landing Elementary; Kevin Marley, special education/ emotionally handicapped, Nikiski Middle/ High; Christine L. Faber, special education/resource, Paul Banks Elementary; Karlene D. Meyers, Grade 6 teacher (temporary), Soldotna Elementary; and Allison Morgan, special education teacher (temporary), Soldotna Middle School.

Resignation:

Dr. Whiteley recommended the Board approve a resignation from Barbara K. Titus, Grades K-3, Port Graham Elementary/ High (effective November 24, 2003).

Nikiski Elementary Facility Recommendation:

Mr. Sam Stewart recommended that the Board surplus the Nikiski Elementary School facility on August 31, 2004 with the stipulation that the Borough Administration grant the School District the right to reoccupy the building in the following 24 months should there be a significant increase in the area student population.

MOTION

Mrs. Crawford moved the Board approve Consent Agenda Items Numbers 1 through 3. Mrs. Gilman seconded.

Motion carried unanimously.

Enrollment Projections for 2004-2005:

MOTION

Dr. Peterson recommended the Board approve the enrollment projection of 9,392 students district-wide for FY05.

Mrs. Crawford moved the Board approve 2004-2005 student enrollment projection as presented. Mrs. Mullins seconded.

MOTION

Ms. Holle moved the Board approve an amendment to change enrollment projections for Ninilchik Elementary/High to reflect 183 students under actual enrollment; change the 7th grade enrollment to reflect 25 students and change the 9th grade enrollment to reflect 33 students for a change in the total to 177 under the estimate projected enrollment. Mrs. Gilman seconded.

Mrs. Gilman asked if Ms. Holle received new student enrollment information. Ms. Holle stated that the changes are based on information from previous years and that Ninilchik Elementary/High typically gets students from Chapman Elementary and Tustumena Elementary. She stated that for the past few years the enrollment has been 183 students.

Mrs. Gilman asked the administration whether the enrollment fluctuates daily at any given school in the district.

Dr. Whiteley replied that there are several opportunities for principals to revise the enrollment projections in the future. He noted that the enrollment projections were reviewed by building administrators and feedback was given to Mrs. Douglas. He added that enrollments typically decline from a peak in November and based on feedback from administrators the administration will alter the enrollment numbers.

Enrollment Projections for 2004-2005 (continued):

Ms. Holle stated that she understood that there was some previous communication about the Ninilchik Elementary/High enrollment.

Mrs. Mullins asked Ms. Holle where the 7th and 8th grade enrollment information came from. Ms. Holle replied that the numbers are from current enrollment information.

Mrs. Crawford noted that the enrollment was taken on October 1, 2003 and expressed concern for changing the enrollment numbers to reflect current enrollment.

Ms. Germano expressed concern for many of the enrollment figures, especially at schools showing a decline. She stated that although it is frustrating to have the enrollment be down by 2% overall, it is the safest way for the Board to build the FY05 budget.

VOTE ON AMENDMENT:

Advisory Vote – YES

YES – Holle

NO – Wassilie, Crawford, N. Anderson, M. Anderson, Hilts, Mullins, Gilman, Germano

Amendment failed.

VOTE:

Advisory Vote – NO

YES – N. Anderson, Hilts, Crawford, M. Anderson, Mullins, Wassilie, Gilman, Germano

NO – Holle

Motion carried.

**STUDENT EXPULSION:
MOTION**

Dr. Anderson moved the Board approve the following: “the decision of the Kenai Peninsula School Board in the matter of the expulsion of LL. Conclusions: based on the above findings, the Board hereby expels LL from the Kenai Peninsula Borough District for the remainder of the 2003-2004 school year, provided LL shall be eligible for early readmission on or after the beginning of the second semester of the 2003-2004 school year subject to approval of the Superintendent as described below. LL shall be eligible for such early readmission if he completes counseling, as approved by the administration, designed to address the behavior resulting in this expulsion, and submits a written statement from a competent psychologist that LL no longer presents a threat to the welfare, safety or morals of other students. During the period of expulsion LL may not be present on school grounds nor attend any school district functions or events, except that LL is authorized to continue his education through the KPBSD Connections program during the period of expulsion in a manner consistent with this decision, as administered by the administration. Notice of right to appeal school Board’s final expulsion decision. You are hereby notified that you have 30 days from the date this final decision is distributed to file an appeal with the Superior Court of the State of Alaska in Kenai in accordance with the Alaska Rules of Appellate Procedure.” Mrs. Mullins seconded.

STUDENT EXPULSION (continued):

Motion carried unanimously.

Federal and State Priorities:

Dr. Peterson recommended the Board approve the list of 2004 state and federal legislative priorities. She stated that after the Board’s worksession on October 20, the administration added another priority regarding technology access for rural communities.

MOTION

Ms. Holle moved the Board approve the list of 2004 state and federal legislative priorities. Mr. Anderson seconded.

Mrs. Gilman asked whether it was the administration’s intent to list the priorities in order based on importance. Dr. Peterson stated that the list was not in any particular order.

Motion carried unanimously.

FIRST READING OF POLICY REVISIONS:

The Board heard a first reading of revisions to BP 2000 (Concepts and Roles); BP 2100 (Administrative Staff Organization); BP 2110 (Organization Chart/Lines of Responsibility); BP 2121 (Superintendent's Contract); E 2122 (Superintendent of Schools: Job Description); BP 2210 (Administrative Action in Absence of Board Policy); E 2240 (Management and Communication Systems); BP 2250 (Teacher-in-Charge/Principal's Designee); E 2250 (Teacher-in-Charge/Principal's Designee); BP 2300 (Conflict of Interest); E 3316 (Request to do Business); BB 9110 (Board Membership); BB 9130 (Board Committees); and BB 9320 (Meetings).

Ms. Wassilie asked for a definition of advisory committees mentioned in BB 9130 (Board Committees). Ms. Germano asked Dr. Peterson whether the word "advisory" should be removed from the last paragraph. Dr. Peterson stated that she would research her notes from the Board's original discussion and added that she believes the word "advisory" should be removed and the sentence ended after the word "members."

Dr. Peterson responded to Ms. Germano that the KPSAA Board is considered an advisory committee.

Ms. Holle asked for clarification of the intent of the second sentence in the first paragraph of BB 9320 (Meetings). Mrs. Mullins stated that the Board must have a majority of the Board to conduct business which means five members of the Board must be present. She added that four members would not constitute a meeting but four members could not meet privately and influence another member.

PUBLIC PRESENTATIONS/ COMMENTS:

Mrs. Barb George, K-Beach Elementary teacher, stated that overcrowded classrooms are unsafe and stressful on teachers and added that teachers and students are expected to make adequate yearly progress but with large classrooms are being set up for failure.

PUBLIC PRESENTATIONS/ COMMENTS (continued):

Ms. Germano asked Dr. Whiteley for an explanation of K-Beach Elementary additional staffing. Dr. Whiteley reported that the school is staffed with 1.5 additional FTE. He stated that .5 FTE additional is allocated for a specialist. Ms. Germano explained that a choice was made at the school level to use a teacher allocation for a specialist position.

Ms. Debbie Boyle, Nikiski area parent, stated that specials such as music and physical education are important to the education of students and asked the Board to consider reducing funding in the area of technology, specifically the Edline Program.

BOARD COMMENTS:

Dr. Anderson proposed the District close Skyview High and Nikiski High to save approximately \$1.8 to \$1.9 million and consolidate school administrator assignments (i.e. one elementary principal assigned to two schools or eliminate assistant principals) to save approximately \$750,000. He stated that, based on past history, the Board usually receives

an increase of \$1 million dollars from the legislature each year. He stated that if the cocurricular activities are funded from a special revenue fund, and the previous money saving ideas are implemented, the Board would be close to the \$5 million reduction needed to balance the FY05 budget. He stated that Board members read research information and know what works for schools and added that there is not a single Board member who wants to increase the pupil/teacher ratio. He noted that any member of the public is welcome to participate in the budget review committee and added that the Board is happy to listen to all ideas. He predicted that the District will have a similar \$5 million deficit in FY06 which may lead to bankruptcy or force the pupil/teacher ratio to increase by 4 or 5 students. He related that his sister-in-law taught in a first grade classroom of 40 students in Utah and did a fine job. He noted that average classroom sizes in Japan and Korea is around 60 students. He stated that he personally supports the comments that were made earlier regarding lowering the pupil/teacher ratio, especially in the early grades. He stated that the Board would like cooperation from the community in lobbying the legislature for additional money for education.

Ms. Wassilie thanked the public for their comments. She stated that it is important that everyone express their concerns to state legislators. She noted that she has heard from a total of 269 parents (including those who spoke to the Board and the parents who signed the two petitions) not to mention those from Seward. She stated that in Seward the music program is being supported by community funds. She noted that another consideration of higher pupil/teacher ratios is the size of the classroom and the number of students and desks a room can reasonably hold. She stated that the Board may have to consider some of the proposals made by Dr. Anderson.

BOARD COMMENTS (continued):

Mr. Anderson reiterated that everyone must send a message to the state legislature regarding the issue of adequate funding for education. He stated that it is the Board's obligation to manage the money that the District receives and to be creative in finding ways to keep programs intact. He stated that the Board is comprised of only 9 people and will need help from the public. He stated that he is proud to be a member of the Board and the community and wants to be a part of the resolution and implementation of the District's problems.

Mr. Tilbury stated that he will try to be more vocal about his viewpoints on the many issues before the Board.

Mrs. Mullins thanked Mr. Sander and Ms. Wessel for the school reports. She thanked the public for attending the meeting and for their comments. She stated that most Board members agree with the concerns that were expressed regarding pupil/teacher ratios. She stated that she cannot predict what will happen during the budget process but

encouraged those present to come to the meetings and help the Board find ways to save money. She responded to Mrs. Boyle's concern regarding technology by stating that the District was forced into making technology purchases for reasons out of the District's control. She suggested that Mrs. Boyle speak to Mr. White regarding the new student reporting system. She stated that she would like to accept KPEA's invitation to spend a day at a school and follow a teacher around. She stated that she appreciates the opportunity to participate with legislators and added that she hopes they will also accept the invitation. She stated that legislators need to visit a District classroom with 27 kindergarten students.

Mrs. Crawford congratulated Dr. Peterson on her article in The School Administrator, titled "Beyond Peer Coaching." She congratulated Ms. Douglas for being selected as vice-president of ASBO International. She thanked Mr. Sander and Ms. Wessel for the school reports. She thanked Mrs. Gilman and Dr. Anderson for their work on the Cocurricular Task Force. She thanked the public for their attendance and asked them to help the Board by petitioning the legislature and by writing letters to the editor. She reported that the Governor has said that he will cut \$250 million more from next year's state budget. She stated that legislators have told the Board that they do not hear from the public regarding funding for education. She stated that the Board may have to cut \$5 million more from the budget.

BOARD COMMENTS (continued):

Mrs. Gilman thanked Mr. Sander and Ms. Wessel for the school reports. She stated that it is vitally important to get administrators, School Board members, and legislators in classrooms as volunteers and not just visitors. She thanked Dr. Anderson for his comments regarding budget cuts. She stated that if the Board is going to address the pupil/teacher ratio concerns, then dramatic changes will need to occur. She thanked the parents for their comments. She responded that she was told that the Edline subscription is \$2 per student and added that, while she appreciates the service at the middle school level, she would prefer that teachers at the elementary level spend the time interacting with students instead. She stated that members of the Cocurricular Activities Task Force were very committed to providing activities for students. She thanked the Borough administration, Mr. Stewart, Borough Assembly members, Borough Administration and Dr. Anderson for their time and efforts. She told those present that if the cocurricular activities proposal reaches the voters it will take the work of everyone to get it to pass.

Ms. Holle requested that the District and Borough conduct a cost analysis of building maintenance and that a study be made to decide whether the Borough can legally assume the cost of building maintenance. She stated that the public also uses school facilities and so maintenance should not be only a Board expense. She stated that she would like to have figures

showing a breakdown of expenses that fall into the 30% category for administration. She stated that instead of raising pupil/teacher ratios, she would like to implement an across-the-board reduction in the 30% administration category. She stated that because it will be an election year, she doesn't think that the legislature will cut \$250 million from the state budget or that they will add any money to education. She encouraged those present to contact Borough Assembly members about the District's request for funding of cocurricular activities. She stated that if the cocurricular activity funding issue becomes a ballot proposition, the public will have to work hard to ensure its passage.

Mrs. Hilts stated that she appreciated the public comments. She stated that the Edline program is an extremely valuable service to her family and added that it is the sole reason her grandsons did not fail their classes last quarter. She stated that while some students may not need Edline services, her family finds that it is an extremely helpful tool. She stated that it will be difficult to cut programs and services from the budget that are important to some families and not to others. She stated that Susan B. English Elementary/High School is a very small school and can only offer music one hour a day and shop one hour a day. She noted that music, shop and the library are staffed by volunteers, and added that the school has aides that are volunteers. She stated that if Seldovia community members didn't help as much as they do the school could not be successful. She suggested that the public spend time volunteering directly with students.

BOARD COMMENTS (continued): Ms. Germano explained that Ms. Douglas provides a breakdown of the 70% instruction/30% administration information during the first budget session. She thanked Mr. Sander and Ms. Wessel for the school reports. She encouraged the public to review the District's legislative priorities and asked for assistance promoting them. She expressed appreciation for the public comments, especially those regarding pupil/teacher ratios. She explained that 14 years ago she got involved with public education because her daughter was in a kindergarten class of 26 students and with the exception of a few good years the District is still struggling with the same issue. Ms. Germano appointed Ms. Crawford to serve as a liaison for the Project GRAD Board. She stated that she is pleased that most of the Board members will be attending the Association of Alaska School Boards Annual Meeting. She reminded the Board that the Large District Forum will be held in Anchorage on November 6 from 4:00 p.m. to 6:00 p.m. She noted that the Forum will include the Anchorage School District, Fairbanks North Star Borough School District, Juneau-Douglas School District, Mat-Su Borough School District and the Kenai Peninsula Borough School District and will include discussions about common issues and review each district's legislative priorities.

ADJOURN: At 9:30 p.m., Mrs. Crawford moved the School Board Meeting be adjourned. Mrs. Mullins seconded.

Motion carried unanimously.

Respectfully submitted,

Ms. Deborah Germano, President

Dr. Nels Anderson, Clerk

The Minutes of November 3, 2003,
have not been approved as of
November 6, 2003.

KENAI PENINSULA BOROUGH SCHOOL
 FY 04
 SOURCE OF REVENUE BY FUND
 THROUGH 10/31/03

DISTRICT
 BUDGET DIFFERENCE PERCENT TO DATE MTD YTD
 FUND: 100 OPERATING FUND

LOCAL REVENUE

0008	PR YR ECUM APPROP		0.00	0.00
1,056,154.00	1,056,154.00		0%	
0011	BOROUGH APPROPRIATIO	2,101,749.92	8,406,999.68	
25,220,999.00	16,813,999.32		33%	
0012	IN KIND REVENUE	0.00	0.00	
6,405,124.00	6,405,124.00		0%	
0030	EARNINGS ON INVESTMT	148,390.27	148,390.27	
341,209.00	192,818.73		43%	
0040	OTHER LOCAL REVENUE	16,280.00	107,071.32	
50,000.00	57,071.32-		214%	
0046	RENTAL OF SCH FACILI	2,800.00	7,700.00	
65,000.00	57,300.00		11%	
0049	ERATE REVENUE	86,384.63	127,136.44	
450,000.00	322,863.56		28%	
	LOCAL REVENUE TOTAL	2,355,604.82	8,797,297.71	
33,588,486.00	24,791,188.29		26%	

STATE REVENUE

0051	FOUNDATION	3,466,190.00	13,864,760.00	
42,083,316.00	28,218,556.00		32%	
0052	QUALITY SCHOOLS	0.00	0.00	
229,988.00	229,988.00		0%	
0059	TUITION	1,038.22	1,038.22	
0.00	1,038.22-		0%	
	STATE REVENUE TOTAL	3,467,228.22	13,865,798.22	
42,313,304.00	28,447,505.78		32%	

FEDERAL REVENUE

0150	INTERGVNMTL FEDERAL	0.00	0.00	
200,000.00	200,000.00		0%	
	100 OPERATING FUND	5,822,833.04	22,663,095.93	

76,101,790.00 53,438,694.07 29%

FUND: 201 STATE/STAFF DEVELOPMT

STATE REVENUE

0050 STATE REVENUE	0.00	0.00
4,000.00 4,000.00	0%	

FUND: 205 PUPIL TRANSPORTATION

LOCAL REVENUE

0008 PR YR ECUM APPROP	0.00	0.00
36.00 36.00	0%	

STATE REVENUE

0050 STATE REVENUE	1,562,029.00	1,710,979.63
4,595,448.00 2,884,468.37	37%	

TRANS FROM OTHER FUNDS

0250 TRANS FROM OTHER FUN	0.00	0.00
22,000.00 22,000.00	0%	

205 PUPIL TRANSPORTATION	1,562,029.00	1,710,979.63
4,617,484.00 2,906,504.37	37%	

FUND: 209 HSGQE-EED

STATE REVENUE

0050 STATE REVENUE	0.00	0.00
0.00 0.00	0%	

FUND: 212 FY02 R&R Contract

STATE REVENUE

0050 STATE REVENUE	0.00	0.00
34,313.00 34,313.00	0%	

FUND: 215 COMMUNITY SCHOOL FUN

LOCAL REVENUE			
	0040 OTHER LOCAL REVENUE	8,162.28	16,324.46
260,858.00	244,533.54	6%	

FUND: 225 BOARDING HOME PROGRA

STATE REVENUE			
	0050 STATE REVENUE	0.00	0.00
27,308.00	27,308.00	0%	

FUND: 255 FOOD SERVICE FUND

LOCAL REVENUE			
	0020 TYPE A LUNCH-PUPILS	141,262.82	325,605.90
1,168,598.00	842,992.10	27%	
	0040 OTHER LOCAL REVENUE	178.00	178.00
8,000.00	7,822.00	2%	
	LOCAL REVENUE TOTAL	141,440.82	325,783.90
1,176,598.00	850,814.10	27%	

FEDERAL REVENUE

	0150 INTERGVNMTL FEDERAL	0.00	0.00
1,140,147.00	1,140,147.00	0%	
	0162 USDA	0.00	0.00
90,815.00	90,815.00	0%	
	FEDERAL REVENUE TOTAL	0.00	0.00
1,230,962.00	1,230,962.00	0%	

TRANS FROM OTHER FUNDS

	0250 TRANS FROM OTHER FUN	0.00	0.00
145,828.00	145,828.00	0%	

255 FOOD SERVICE FUND 141,440.82 325,783.90

2,553,388.00 2,227,604.10 12%

FUND: 260 TITLE I-A

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	0.00	0.00
37,583.00	37,583.00	0%	

FUND: 262 HANDICAPD PRESCHOOLS

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	0.00	0.00
72,415.00	72,415.00	0%	

FUND: 265 CARL PERKINS - BASIC

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	0.00	0.00
220,184.00	220,184.00	0%	

FUND: 266 TITLE VI-B

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	0.00	0.00
2,393,799.00	2,393,799.00	0%	

FUND: 271 CHARTER SCHOOL GRANT

STATE REVENUE			
0050	STATE REVENUE	0.00	0.00
35,266.00	35,266.00	0%	

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	0.00	0.00

218,331.00	218,331.00	0%	
	271 CHARTER SCHOOL GRANT		0.00
253,597.00	253,597.00	0%	0.00

FUND: 277 GEAR UP

	FEDERAL REVENUE		
	0150 INTERGVNMTL FEDERAL		0.00
65,080.00	65,080.00	0%	0.00

FUND: 280 HIGH INTENSITY

	STATE REVENUE		
	0050 STATE REVENUE		0.00
2,915.00	2,915.00	0%	0.00

FUND: 281 MIGRANT ED SUMMER

	FEDERAL REVENUE		
	0150 INTERGVNMTL FEDERAL		0.00
22,217.00	22,217.00	0%	0.00

FUND: 284 YID SPRING CRK

	STATE REVENUE		
	0050 STATE REVENUE		0.00
199,330.00	0.00	100%	199,330.00

FEDERAL REVENUE

	FUND: 284 YID SPRING CRK		
	0150 INTERGVNMTL FEDERAL		12,428.00
12,428.00	0.00	100%	12,428.00

	284 YID SPRING CRK		12,428.00	211,758.00
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211,758.00 0.00 100%

FUND: 288 STOFK CNCL ON ARTS

FEDERAL REVENUE			
2,026.00	0150 INTERGVNMTL FEDERAL	0.00	2,026.00
		100%	

FUND: 289 GOV'S DRUG PREVENT

FEDERAL REVENUE			
40,000.00	0150 INTERGVNMTL FEDERAL	0.00	0.00
	40,000.00	0%	

FUND: 291 TITLE I-D DEL & A/R

FEDERAL REVENUE			
43,429.00	0150 INTERGVNMTL FEDERAL	0.00	0.00
	43,429.00	0%	

FUND: 294 FAS - SPRING CREEK

FEDERAL REVENUE			
5,000.00	0150 INTERGVNMTL FEDERAL	0.00	0.00
	5,000.00	0%	

FUND: 350 TITLE VII -INDIAN ED

FEDERAL REVENUE			
0.00	0150 INTERGVNMTL FEDERAL	0.00	0.00
	0.00	0%	

FUND: 371 CORPORATE GRANTS

LOCAL REVENUE			
14,942.00	0040 OTHER LOCAL REVENUE	0.00	12,243.00
	2,699.00	81%	

FUND: 372 COMMUNITY THEATER

LOCAL REVENUE			
100,203.00	0040 OTHER LOCAL REVENUE	0.00	1,200.00
	99,003.00	1%	

FUND: 374 CHARTER SCHOOLS G/F

LOCAL REVENUE			
0.00	0008 PR YR ECUM APPROP	0.00	0.00
	0.00	0%	

TRANS FROM OTHER FUNDS

1,927,376.00	0250 TRANS FROM OTHER FUN	0.00	0.00
	1,927,376.00	0%	

1,927,376.00	374 CHARTER SCHOOLS G/F	0.00	0.00
	1,927,376.00	0%	

FUND: 375 EQUIPMENT FUND

LOCAL REVENUE			
6,473.00	0008 PR YR ECUM APPROP	0.00	0.00
	6,473.00	0%	

16,607.00	0010 PR YR FUND BALANCE	0.00	0.00
	16,607.00	0%	

23,080.00	LOCAL REVENUE TOTAL	0.00	0.00
	23,080.00	0%	

FEDERAL REVENUE

	0230 SURPLUS PROPERTY	100.00	17,800.00
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0.00	17,800.00-	0%	
	375 EQUIPMENT FUND		100.00 17,800.00
23,080.00	5,280.00	77%	

FUND: 377 NATL SCI FOUNDATION

	FEDERAL REVENUE		
	0150 INTERGVNMTL FEDERAL		0.00 0.00
1,835.00	1,835.00	0%	

FUND: 379 SCHOOL INCENTIVE FND

	TRANS FROM OTHER FUNDS		
	0250 TRANS FROM OTHER FUN		0.00 0.00
345,242.00	345,242.00	0%	

FUND: 710 PUPIL ACTIVITY FUND

	LOCAL REVENUE		
	0031 INTEREST REVENUE		17,052.09 17,052.09
0.00	17,052.09-	0%	

	FEDERAL REVENUE		
	0210 PUPACT REVENUE		294,283.81 714,456.00
0.00	714,456.00-	0%	
	0211 PUPACT GATE RECEIPTS		15,261.94 34,223.10
0.00	34,223.10-	0%	
	0214 PUPACT PARTCPTN FEES		14,887.00 82,691.00
0.00	82,691.00-	0%	
	0215 PUPACT FND RAISG REV		1,113.20 5,581.19
0.00	5,581.19-	0%	
	0216 PUPACT ACTIVITY FEE		3,235.00 56,618.00
0.00	56,618.00-	0%	
	0220 PUPACT DONATIONS		866.00 2,285.00
0.00	2,285.00-	0%	
	FEDERAL REVENUE TOTAL		329,646.95 895,854.29
0.00	895,854.29-	0%	

FUND: 710 PUPIL ACTIVITY FUND

TRANS FROM OTHER FUNDS

0.00	0250 TRANS FROM OTHER FUN	28,722.05	112,286.42
	112,286.42-	0%	
0.00	710 PUPIL ACTIVITY FUND	375,421.09	1,025,192.80
	1,025,192.80-	0%	

REPORT: GNLA07PI GENERATED: 12 JAN 2003 09:18 JOB: SYNBAT/GLEXP COM RUN:
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FYR 04 KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 EXPENDITURE SUMMARY BY FUND/
 FUNC REPORT #: 5
 10/31/03

CURRENT	ORIGINAL			UNENCUMBERED	%
MONTH	YTD	ENCUMBRANCES	BUDGET	BUDGET	
			BALANCE	EXP	
100 OPERATING FUND					
4100 REGULAR INSTRUCTION	30,875,969	31,750,908	2,698,565.90		
5,952,436.19	276,650.55	25,521,821.26	19		
4120 BILINGUAL INSTRUCTIO	601,457	601,457	59,653.01		
111,347.21	221.98	489,887.81	18		
4130 GIFTED/TALENTED INST	937,543	938,037	79,621.73		
155,960.25	40.00	782,036.75	16		
4140 ALTNTV (CONNECTIONS)	1,576,389	1,598,154	144,225.95		
321,708.88	53,643.16	1,222,801.96	23		
4160 VOCATIONAL EDUCATION	1,672,478	1,673,378	121,646.91		
237,294.50	10,564.34	1,425,519.16	14		
4200 SPED INSTRUCTION	7,385,256	7,390,363	701,443.27		
1,359,671.14	8,054.21	6,022,637.65	18		
4220 SPED SVCS - STUDENT	3,240,800	3,244,117	285,902.87		
572,378.18	198,938.01	2,472,800.81	23		
4320 GUIDANCE SERVICES	1,163,277	1,163,277	91,044.47		
183,199.22	0.00	980,077.78	15		
4330 HEALTH SERVICES	977,326	977,902	107,727.87		
208,832.80	5,301.66	763,767.54	21		
4350 SUPPORT SVCES/INSTRC	628,548	631,148	45,403.65		
163,999.31	9,349.03	457,799.66	27		
4352 LIBRARY SERVICE	1,373,069	1,374,154	97,964.21		
191,928.50	12,792.39	1,169,433.11	14		

14,827.12	4354	INSERVICE	25,802	26,715	756.10
		0.00	11,887.88	55	
863,306.33	4400	SCHOOL ADMINISTRATION	3,549,284	3,551,697	297,409.82
		970.00	2,687,420.67	24	
666,799.48	4450	SCH ADMIN - SUPPORT	2,698,815	2,698,984	293,951.25
		3,811.84	2,028,372.68	24	
41,350.59	4511	BOARD OF EDUCATION	220,722	245,826	8,198.93
		4,197.50	200,277.91	18	
93,207.45	4512	OFF OF SUPERINTENDEN	264,347	264,347	25,542.12
		1,946.22	169,193.33	35	
56,749.46	4513	ASST SUPT/INSTRUCTN	193,621	193,621	13,574.11
		0.00	136,871.54	29	
192,527.87	4551	FISCAL SERVICES	538,966	538,966	48,749.46
		500.00	345,938.13	35	
198,747.41	4552	INTERNAL SERVICES	596,325	598,808	55,497.21
		963.36	399,097.23	33	
165,304.21	4553	STAFF SERVICES	482,697	482,706	47,901.72
		2,210.00	315,191.79	34	
296,708.39	4555	DATA PROCESSING SVCS	745,176	846,412	124,452.93
		34,326.25	515,377.36	39	
61,677.94	4556	OP & BUSINESS SVCS	157,792	159,142	16,163.48
		0.00	97,464.06	38	
0.00	4557	INDIRECT COST POOL	56,646	56,646	
		0.00	0.00	56,646.00	0
1,825,380.74	4600	OPERATION OF PLANT	13,772,994	13,779,538	708,248.62
		11,477.51	11,942,679.75	13	
160,290.33	4700	PUPIL ACTIVITY	1,183,816	1,188,966	137,695.01
		3,006.00	1,025,669.67	13	
0.00	4904	TRANS FD-FOOD SERVIC	104,521	104,521	
		0.00	0.00	104,521.00	0
0.00	4905	TRANS FD-PUPIL TRAN	22,000	22,000	
		0.00	0.00	22,000.00	0
14,095,633.50			75,045,636	76,101,790	6,211,340.60
		638,964.01	61,367,192.49	19	

201 STATE/STAFF DEVELPMT

2,067.21	4100	REGULAR INSTRUCTION	5,664	4,000	1,834.01
		0.00	1,932.79	51	

205 PUPIL TRANSPORTATION

737.15	4700	PUPIL ACTIVITY	21,939	21,939	179.00
		0.00	21,201.85	3	
596,776.26	4760	PUPIL TRANSPORTATION	4,595,509	4,595,545	510,582.90
		349.26	3,998,419.48	12	

			4,617,448		4,617,484	510,761.90
597,513.41	349.26	4,019,621.33	12			

209 HSGQE-EED

	4100 REGULAR INSTRUCTION		0		0	
0.00	0.00	0.00		0.00	0	

212 FY02 R&R Contract

	4100 REGULAR INSTRUCTION		34,313		34,313	
0.00	0.00	0.00		34,313.00	0	

215 COMMUNITY SCHOOL FUN

	215 COMMUNITY SCHOOL FUN					
	4780 COMMUNITY SERVICES		260,858		260,858	18,037.88
40,275.94	1,570.00	219,012.06	16			

225 BOARDING HOME PROGRA

	4300 SUPPORT SERV-PUPILS		27,308		27,308	830.00
1,006.40	0.00	26,301.60	3			

255 FOOD SERVICE FUND

	4790 FOOD SERVICES		2,553,388		2,553,388	305,860.16
755,260.52	11,280.00	1,786,847.48	30			

260 TITLE I-A

	4100 REGULAR INSTRUCTION		2,188,090		37,583	282,090.96
612,006.62	106,850.18	681,273.80-	912			
	4300 SUPPORT SERV-PUPILS		0		0	8,562.56
17,904.67	12,557.60	30,462.27-	0			

			2,188,090		37,583	290,653.52
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629,911.29 119,407.78 711,736.07- 993

262 HANDICAPD PRESCHOOLS

	4200 SPED INSTRUCTION	72,415		72,415	6,017.52
11,855.04	0.00	60,559.96	16		

265 CARL PERKINS - BASIC

	4160 VOCATIONAL EDUCATION	220,184		220,184	9,393.42
21,153.73	1,423.42	197,606.85	10		

266 TITLE VI-B

	4200 SPED INSTRUCTION	2,393,799		2,393,799	131,356.99
232,745.86	34,660.27	2,126,392.87	11		

271 CHARTER SCHOOL GRANT

	4100 REGULAR INSTRUCTION	246,982		246,982	33,767.22
53,493.51	7,487.73	186,000.76	24		

	4400 SCHOOL ADMINISTRATION	6,615		6,615	1,398.45
1,398.45	0.00	5,216.55	21		

		253,597		253,597	35,165.67
54,891.96	7,487.73	191,217.31	24		

275 CAPACITY, BLDG, IMPROV

	4200 SPED INSTRUCTION	0		0	14,263.42
17,656.01	0.00	17,656.01-	0		

277 GEAR UP

	4100 REGULAR INSTRUCTION	5,000		65,080	5,456.11
10,203.06	0.00	54,876.94	15		

280 HIGH INTENSITY

	4100 REGULAR INSTRUCTION	2,915		2,915	0.00
1,939.41	1,680.00	704.41-	124		

281 MIGRANT ED SUMMER

	4100 REGULAR INSTRUCTION	22,217		22,217	0.00
21,047.60	0.00	1,169.40	94		

284 YID SPRING CRK

	4100 REGULAR INSTRUCTION	211,758		211,758	12,323.92
35,123.79	7,885.87	168,748.34	20		

288 STOFK CNCL ON ARTS

	4100 REGULAR INSTRUCTION	2,026		2,026	0.00
0.00	0.00	2,026.00	0		

289 GOV'S DRUG PREVENT

	4100 REGULAR INSTRUCTION	40,000		40,000	4,428.00
8,221.50	30,190.50	1,588.00	96		

291 TITLE I-D DEL & A/R

	4100 REGULAR INSTRUCTION	43,429		43,429	0.00
3,193.90	4,278.86	35,956.24	17		

292 SCHOOL HEALTH - KAHS

	4100 REGULAR INSTRUCTION	0		0	
0.00	0.00	0.00		0.00	0

294 FAS - SPRING CREEK

	4100 REGULAR INSTRUCTION	5,000		5,000	0.00
0.00	0.00	5,000.00	0		

350 TITLE VII -INDIAN ED

4100 REGULAR INSTRUCTION	0	0	36,158.24
66,472.76	18,855.37	85,328.13-	0

351 21ST CENT: AFTR BELL

4100 REGULAR INSTRUCTION	0	0	
0.00	0.00	0.00	0.00 0

354 FED DRUG & VIOL PREV

4100 REGULAR INSTRUCTION	0	0	0.00
14.54	0.00	14.54-	0

371 CORPORATE GRANTS

4100 REGULAR INSTRUCTION	9,942	14,942	4,589.91
4,589.91	0.00	10,352.09	30

372 COMMUNITY THEATER

4780 COMMUNITY SERVICES	100,203	100,203	2,200.97
15,554.74	0.00	84,648.26	15

374 CHARTER SCHOOLS G/F

4100 REGULAR INSTRUCTION	0	1,650,570	109,521.72
227,867.15	17,378.38	1,405,324.47	14
4330 HEALTH SERVICES	0	9,840	1,739.64
3,038.07	49.40	6,752.53	31
4400 SCHOOL ADMINSTRATION	0	10,800	8,076.39
16,812.73	0.00	6,012.73-	155
4450 SCH ADMIN - SUPPORT	0	99,813	13,431.61
23,811.93	98.80	75,902.27	23
4557 INDIRECT COST POOL	0	72,346	
0.00	0.00	0.00	72,346.00 0
4600 OPERATION OF PLANT	0	84,007	14,966.76
32,747.32	1,170.00	50,089.68	40
4700 PUPIL ACTIVITY	0	0	
0.00	0.00	0.00	0.00 0

			0	1,927,376	147,736.12
304,277.20	18,696.58	1,604,402.22	16		

375 EQUIPMENT FUND

	4100 REGULAR INSTRUCTION	16,607		23,080	0.00
3,885.22	2,134.80	17,059.98	26		

377 NATL SCI FOUNDATION

	4100 REGULAR INSTRUCTION	1,835		1,835	1,835.00
1,835.00	0.00	0.00	100		

379 SCHOOL INCENTIVE FND

	4100 REGULAR INSTRUCTION	206,526		201,515	17,569.55
20,363.20	15,391.34	165,760.46	17		
	4140 ALTNTV (CONNECTIONS)	5,261		5,261	
0.00	0.00	0.00		5,261.00	0
	4200 SPED INSTRUCTION	49,186		49,186	
0.00	0.00	0.00		49,186.00	0
	4330 HEALTH SERVICES	9,781		9,781	
0.00	0.00	0.00		9,781.00	0
	4350 SUPPORT SVCS/INSTRC	56,700		56,700	
0.00	0.00	0.00		56,700.00	0
	4352 LIBRARY SERVICE	1,338		1,338	
0.00	0.00	0.00		1,338.00	0
	4511 BOARD OF EDUCATION	437		437	
0.00	0.00	0.00		437.00	0
	4512 OFF OF SUPERINTENDEN	2,565		2,565	
0.00	0.00	0.00		2,565.00	0
	4552 INTERNAL SERVICES	7,139		7,139	
0.00	0.00	0.00		7,139.00	0
	4553 STAFF SERVICES	4,573		4,573	
0.00	0.00	0.00		4,573.00	0
	4556 OP & BUSINESS SVCS	1,736		1,736	
0.00	0.00	0.00		1,736.00	0
	4600 OPERATION OF PLANT	0		5,011	
0.00	0.00	5,010.75		0.25	99

		345,242		345,242	17,569.55
20,363.20	20,402.09	304,476.71	11		

710 PUPIL ACTIVITY FUND

710 PUPIL ACTIVITY FUND

616,053.33	248,357.11	809,493.73-	0 574	54,916	244,643.92
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	REPORT TOTALS	88,478,874	89,436,738	8,012,456.83
17,572,746.03	1,167,623.65	70,696,369.03	20	

November 17, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of New Teacher Assignments/2003-04 Item –

It is recommended that the following teacher assignments be approved for the 2003-04 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>
Nikiski, AK	Chaenette (Jenny) Carroll	BA	Boise State University, Boise, ID	Secondary Education	Special Ed, History	= = =	Special Education/Resource, Kenai Central High
Seldovia, AK	Stephanie L. Coolman	MA	University of S. Maine	Special Education	Special Ed, Elementary Ed	= = =	Special Education/Resource, Susan B. English, Nanwalek, Port Graham
Soldotna, AK	Jennifer Harvey-Kindred	MEd	University of AK, Anchorage	Special Education	Special Ed- Early Childhood Birth-age 5, Elementary Ed	1 KPBSD	Temporary, Special Education/Resource, Tustumena Elementary

November 17, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Request for Leave of Absence-Certified Item

It is recommended the following request for unpaid leave of absence be approved for 2004-05 school year:

Loretta Swanson Pre-K Special Needs Seward Elementary

November 17, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Gary Whiteley, Assistant Superintendent

SUBJECT: Approval of Administrative Recommendation regarding
Request for an Unpaid Leave of Absence/Support Item –

It is recommended the following request for an unpaid leave of absence be denied:

Dagmar Mayer Bilingual Tutor Soldotna Middle – requesting leave 1/5/04
through 5/31/04
(Dagmar has not completed 5 years of service with
KPBSD)

November 17, 2003

TO: Board of Education
FROM: Tim Peterson, Director, Human Resources
THROUGH: Gary Whiteley, Assistant Superintendent
SUBJECT: Approval of Resignation Item

It is recommended that the following resignation be accepted:

Name: Assignment: Location:

Kristina O. Salness	Title I Teacher .25 FTE	Kenai Alternative effective November 20, 2003
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November 10, 2003

M E M O R A N D U M

TO: Board of Education

FROM: Melody Douglas
Chief Financial Officer

SUBJECT: Budget Transfer

Budget transfer numbers 77, 78 and 79 in the amounts of \$117,012, \$49,964 and \$18,495, respectively, have been requested by the Aurora Borealis Charter School. These transfers include salary and benefits for the school administrator and Latin, music and PE teachers. The items requiring Board approval are the salary amounts of \$37,722, \$62,265, \$34,235 and \$11,411.

These budget transfer items exceed \$10,000; therefore, they require Board of Education approval per Board Policy 3120. Approval by the Board of Education is recommended.

Enclosures

Finance

Melody Douglas, Chief Financial Officer
 148 North Binkley Street Soldotna, Alaska 99669-7553
 Phone (907) 262-5846 Fax (907) 262-9645

Kenai Peninsula Borough School District

November 11, 2003

MEMORANDUM

TO: Board of Education

THROUGH: Dr. Donna Peterson, Superintendent *Donna Peterson*

FROM: Melody Douglas, Chief Financial Officer *MelDouglas*

SUBJECT: Revision to FY05 Enrollment Projection

The administration recommends Board of Education approval of a revised enrollment projection of 9,460 students district-wide for FY05. Due to a successful marketing strategy, the Connections Program has increased in recent weeks resulting in this revised enrollment projection.

As of October 24, 2003, which was the end of the Department of Education and Early Development's 20 day count period (OASIS), the Connections Program enrollment was 599. This enrollment was the basis for that program's FY05 enrollment projection. As of November 7, 2003, their enrollment was 667 (which is expected to increase over the next few weeks) representing an increase of 68 students.

Board approved FY05 enrollment projection	9,392
Connections Program increase	<u>68</u>
Revised FY05 enrollment projection	<u>9,460</u>

The FY05 enrollment projection will be reviewed throughout the budget cycle.



Memorandum

DATE: November 11, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Approval of Policy Manual Review of
Section 2000, Administration

As part of the systematic examination of the Policy Manual, several worksessions have been held to review Section 2000, Administration. These revisions/adoptions are presented for approval.

Housekeeping Revisions

BP 2000 Concepts and Roles
BP 2100 Administrative Staff Organization
BP 2110 Organization Chart/Lines of Responsibility
BP 2121 Superintendent's Contract
BP 2210 Administrative Action in Absence of Board Policy
E 2240 Management and Communication Systems

Revisions to Policy Manual Placement

BP 2250, Teacher-in-Charge/Principal's Designee and E 2250, Teacher-in-Charge/Principal's Designee, moved to Section 4000

BP 2300, Conflict of Interest, moved to Section 3000 and exhibit page added (E 3316 Request to do Business)

Other Substantive Revisions/Adoptions

E 2122, Superintendent of Schools: Job Description, changed to reflect Alaska Standards

Administration

BP 2000

Concepts and Roles

The School Board expects the administration to promote the creation

of the best possible educational program and to maintain an environment conducive to learning. The Superintendent shall provide the vision and educational leadership in this effort and shall give top priority to meeting the needs of all students and actively helping teachers raise academic achievement.

The Board may employ administrative and supervisory personnel to assist in the effective management of the district. The Board expects the Superintendent to recognize, develop and use the leadership abilities of staff.

The Superintendent or designee shall develop decision-making processes which are responsive to the school community and to the specific needs of individual students. He/she shall provide means by which staff, students and parents/guardians at each school may participate in decisions related to school improvement and matters which the Board identifies as appropriately managed at the school site level. The administration shall provide professional advice to the Board and to citizen advisory committees.

(cf. 0420 - School-Based Decision Making/Site Councils)
(cf. 1220 - Citizen Advisory Committees)

The Board desires to give all administrators the authority they need in order to carry out their assigned responsibilities. The Board shall clearly state what it expects of the Superintendent and shall annually evaluate him/her on how well those expectations have been met. In turn, the Superintendent or designee shall clearly state what is expected of all other administrators and shall annually evaluate how well those expectations have been met.

(cf. 4315 - Evaluation/Supervision)

Legal Reference:

ALASKA STATUTES

14.08.111 *Duties (Regional School Boards)*

14.14.110 *Cooperation with other districts*

14.14.130 *Chief School Administrator*

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

Administration

BP 2100

Administrative Staff Organization

Authority originates with the publicly elected School Board and state laws and regulations. The Superintendent or designee may delegate authority and responsibility to the administrators and staff in accordance with law and Board policy.

The Superintendent shall organize the administrative staff in a manner which best enables the district to provide an effective program of instruction. He/she may adjust staff responsibilities to accommodate the district needs and/or individual capabilities.

(cf. 4119.3 - Duties of Personnel)

*Legal References:*ALASKA STATUTES

14.08.111 Duties (Regional School Boards)

14.14.130 Chief school administrator

ALASKA ADMINISTRATIVE CODE

4 AAC 18.025 Principal

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

Administration

BP 2110

Organization Chart/Lines of Responsibility

All schools and departments shall form a single administrative system organized so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. The Superintendent or designee shall maintain a current district organization chart, approved by the Board, which identifies

lines of primary responsibility and the relationships between district positions.

The organization chart should clarify working relationships and functions. It is not intended to indicate all the lines of communication and cooperation which must exist to create successful and effective schools. The Superintendent or designee shall insure that all personnel understand to whom they are responsible and for what functions. Lines of responsibility should in no way prevent staff members at all levels from cooperating to develop the best possible school programs and services.

(cf. 2120 - Superintendent of Schools)

(cf. 2210 - Administrative Action in Absence of Board Policy)

(cf. 4119.3 - Duties of Personnel)

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

Administration

BP 2121

Superintendent's Contract

Note: A.S. 14.14.130 requires the employment of a chief school administrator and allows the Board to employ a chief school administrator by contract. AS 14.20.130 limits the employment contract for the Superintendent to a term of three years.

The School Board shall employ a Superintendent to serve as its chief administrative officer for a contract term of not more than three years. Prior to entering into an employment contract with the Superintendent, the Board shall have the contract reviewed by legal counsel.

The Board shall notify the Superintendent of its intention not to renew his/her contract early enough to ensure compliance with any notice requirements of the existing contract. Any extension of the life

of the contract shall be contingent upon a satisfactory evaluation of the Superintendent's performance

(cf. 2123 - Evaluation of the Superintendent)
(cf. 1140 - Responsibility of the Board)

Legal Reference:

ALASKA STATUTES

14.14.130 *Chief School Administrator*

14.20.130 *Employment of teachers and administrators*

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

E 2122(a)

SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION

QUALIFICATIONS

1. A valid Alaska teaching and administrative certificate
2. A master's degree from an accredited college or university with specialization in the areas of administration, supervision, curriculum development, and evaluation of educational programs
3. At least five years' experience as a school administrator, preferably as a director of district wide programs or member of the central administrative staff with direct staff responsibilities
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO THE BOARD

SUPERVISES

The superintendent shall select, appoint, and otherwise control all

district employees serving under him/her subject to approval of the Board. All other responsibilities and functions are derived from the Board. The enumeration of specific duties in this section, however, does not limit the superintendent in the exercise of professional functions not otherwise specified or prohibited by Board regulation.

GOALS

The superintendent has statutory authority to administer the district in accordance with the policies prescribed by the Board.

PERFORMANCE RESPONSIBILITIES

1. Serve as the administrative and executive officer of the Board
2. Recommend to the Board such policies and procedures that in his/her judgment are necessary for the efficient conduct of the schools and carrying into effect with the aid of his/her staff such policies and procedures as are authorized by the Board

E 2122(b)

SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION (continued)

3. See that the laws and regulations of the state board of education and the district are faithfully executed
4. With the approval of the Board, prescribe such regulations for the government of the school system and its employees necessary to secure efficiency and promote the best interests of the school system
- 5[3]. With the assistance of the staff, prepare the annual budget and present it to the Board for consideration and approval[.] ~~at times determined by the Board~~
6. ~~Supervise the expenditures of funds approved in the budget~~
7. ~~Require of employees at such time as he/she may determine as~~

reasonable, a report of such facts, arranged in such form as he/she may prescribe

8. Keep, or cause to be kept, records, books and papers pertaining to the business of the district, and to preserve statistical records and reports pertaining to the status of each phase of school operation

~~9[4]. Have charge of all buildings, equipment[,] and supplies[, and records] belonging to the district, and keep an up-to-date inventory of all items-~~

~~10. Study the educational and financial conditions and needs of the district, and recommend to the Board plans and policies for improvement-~~

~~11. Provide educational leadership to the Board, the schools and the community~~

~~12. Promote good public relations between the school and the community by school activities, press, radio and TV releases, PTA activities, personal participation in community activities and talks, bulletins and reports and conferences; encourage each employee of the district through performance of duty, community activities and personal conduct to be an active agent for good public relations-~~

~~13[5]. Submit to the Board each year a detailed report setting forth information, facts and statistics as tend to show the condition and progress of the schools~~

E 2122(c)

SUPERINTENDENT OF SCHOOLS - JOB DESCRIPTION (continued)

14[6]. Delegate duties and responsibilities to officers or employees employed by the district except where policy or regulations of the Board prohibit such delegation of authority (Work completed by subordinate officers or employees upon delegation by the superintendent shall be deemed by the Board as having been done by the superintendent, and failure to perform duties delegated shall be deemed by the Board as a failure of the superintendent.)

[7. Adhere to standards for Alaska Administrators, including:

- a. providing leadership for the organization**
- b. guiding instruction and supporting an effective learning environment**
- c. overseeing the implementation of curriculum**
- d. coordinating services that support student growth and development**
- e. providing for staffing and professional development to meet student learning needs.**
- f. using assessment and evaluation information about students, staff and the community in making decisions**
- g. communicating with diverse groups and individuals with clarity and sensitivity**
- h. acting in accordance with established laws policies, procedures and good business practices**
- i. understanding the influence of social, cultural, political, and economic forces on the educational environment and uses this knowledge to serve the needs of children, families, and communities**
- j. facilitating the participation of parents and families as partners in the education of children]**

Administration

BP 2210

Administrative ACTION in Absence of Board Policy

The Superintendent ~~or designee~~ shall have the power to act, within the parameters of law, in cases where action must be taken and where the School Board has not provided guidelines for administrative action. If the action necessitates the addition or revision of policies, the Superintendent ~~or designee~~ shall make the necessary recommendations to the Board.

It shall be the duty of the Superintendent ~~or designee~~ to keep the Board president apprised of any action taken in emergency situations

as soon as practicable after its occurrence. The president shall use his/her discretion in informing the Board before its next regular meeting.

(cf. 9314 - Suspension of Policies, Bylaws, Administrative Regulations)
(cf. 9320 - Board Meetings)

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

Administration

E 2240

Management and Communication Systems

All **memorandums of agreement** (MOAs) (originals are preferred) are kept on file in the superintendent's office. MOAs are usually updated annually and reminder files should be set up at the department level. Senior management signatures are expected on most MOAs.

Administrator packets are sent **[published]** each month **[of the school year]**. Send items as soon as they are completed in hard copy and .html format directly to superintendent. All items for the administrator packet are due by noon on the day prior to publication; the packet goes to the printer at 4:00 p.m.

School Board packets are sent one week prior to the board meeting. Items are due by noon on the day of publication; the packet goes to print at 4:00 p.m. and is mailed the next day.

Agenda

Public agenda items require signed hard copies written through a member of senior management. Send a hard copy and .html directly to the school board/superintendent secretary. Agenda items are due by noon on the day of publication; the packet goes to print at 4:00 p.m.

Worksessions

Worksessions with the board are usually held prior to regularly scheduled Board meetings. Worksession items may or may not have

corresponding formal action on the agenda. Send hard copies and .html versions directly to the school board/superintendent secretary. Worksession items are due by noon on the day of publication; the packet goes to print at 4:00 p.m.

Information Packet

Information packet items are sent along with Board packet items. Send fourteen **[Fifteen]** copies should be sent directly to the school board/superintendent secretary by 9:00 a.m. on the day they are mailed (the day after publication).

General Rules for School Board Packets

1. Avoid any kind of lay downs
2. Document must be marked CONFIDENTIAL if only meant for Board and senior management.
3. Submit items as they are completed.

Revised: ~~01/31/02~~

Administration

~~BP-2250~~ **[4319.26]**

Teacher-In-Charge/Principal's Designee

The School Board recognizes that the principal may be absent from the school site in the course of his/her professional duties or for other reasons. Therefore, the Board authorizes the position of teacher-in-charge/principal's designee in order to provide proper supervision and maintain the continuity of the instructional program and school operations.

In the absence of the principal, the teacher-in-charge/principal's designee shall administer the school in accordance with Board policy, administrative regulations and procedures, and the law. The delegation of school site duties shall not relieve the principal of the responsibility for actions by the teacher-in-charge/principal's designee.

The name of the teacher-in-charge/principal's designee shall be kept on file in the school office. A second person may be designated to serve in this capacity when both the principal and primary designee are absent.

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

E2250 **[4319.26]**

Administration

Absence from Buildings

- ✓ If the administrator is **sick**, the school secretary should notify the superintendent via e-mail (copy the superintendent's secretary).
- ✓ If the administrator is on **other leave**, s/he must send the superintendent an e-mail leave form prior to the absence. When appropriate (as noted on leave grid), the leave form will be forwarded to payroll.
- ✓ If the administrator is **absent from the building** for more than half of a day at a non-central office sponsored training/meeting, s/he must notify the superintendent (Region III, KPSAA, field trips, etc.) of the absence (an e-mail message is acceptable).
- ✓ If the administrator works in a **one-administrator school**, s/he must identify who will act as the administrator-in-charge while away from the building. Administrators must make sure that the "backup" person knows what to do in the case of a critical incident and perhaps designate a neighboring principal to call for help. A central office person or support employee should NOT be the primary backup. Central Office is available for emergencies.

It is appreciated when administrators try to save on substitute costs, but there are times when substitutes are necessary. If a regular administrative substitute is not available, mentor a teacher in the building. Schools that have a teacher designated as the person-in-charge should strongly consider training a substitute who can immediately step into that teacher's classroom so that they can handle a discipline situation or crisis.

9/9/02

Administration

BP 2300 **[3316]**

Conflict of Interest

The School Board recognizes that certain positions may involve an employee's participation in decisions affecting his/her financial interests. Employees shall refrain from participating in official district financial decisions in which they have a substantial financial interest.

(cf. 3315 - Relations with Vendors)
(cf. 4112.8 - Employment of Relatives)
(cf. 9270 - Conflict of Interest Code)

Legal Reference:
ALASKA STATUTES
29.20.010 Conflict of Interest

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

E 3316

Kenai Peninsula Borough School District

REQUEST TO DO BUSINESS
WITH THE KENAI PENINSULA BOROUGH SCHOOL DISTRICT

TO BE SUBMITTED TO SUPERINTENDENT'S OFFICE

Name

Date Submitted

Address

Position with District

City/State/Zip

Location

Home Phone

Work Phone

I request a waiver from the School Board's conflict of interest policy so that I may submit a competitive bid, proposal or quotation to provide the following goods or services to the District: (Include description of nature, type and extent of goods or services to be provided.)

Name and address of business submitting bid, proposal or quotation:

Applicant's interest or position in business:

I understand that this waiver, if granted, will allow me to submit a competitive bid, proposal or quotation ONLY for the matters specifically identified above.

I certify that I have read and understand the provision of Board Policy 3315 – Relations with Vendors. I understand that a copy of my Statement of Intent shall be published in a newspaper of general circulation within the District, with the expenses to be borne by me, and that my Statement of Intent shall be posted in at least one public place.

Signature) STATE OF ALASKA)

ss.)
THIRD JUDICIAL

DISTRICT)
SUBSCRIBED AND

SWORN TO
before me this _____
day of _____,

20 ____.

for Alaska

Notary Public in and

Business Office ~ 8/03 In

My Commission Expires:

Sam Stewart, Assistant Superintendent
148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 262-5846 Fax (907) 262-9645

Kenai Peninsula Borough School District

MEMORANDUM

TO: School Board Members

FROM: Sam Stewart 

DATE: November 7, 2003

RE: Policy Revisions, First Reading, BP 4131, BP 5030, BP 5111, BP 5125, BP 5125.1, BP 5127, BP 5141.3, BP 5145.2, BP 5131, BP 6141.2, and BP 6164.2

Due to the No Child Left Behind Act, the USA Patriot Act, and changes in Alaska statutes and regulations relating to pupil competency testing, the policies listed above need to be modified. These policies and revisions are presented for first reading.

Housekeeping Revisions

BP 5030 School Discipline and Safety

BP 5125 Student Records

BP 5145.2 Freedom of Speech/Expression

Substantive Revisions

BP 4131 Staff Development

BP 5111 Admission

BP 5125.1 Release of Directory Information
BP 5127 Graduation Ceremonies and Activities
BP 5141.3 Health Examinations
BP 5131 Conduct
BP 6141.2 Recognition of Religious Beliefs and Customs
BP 6164.2 Guidance and Counseling Services

Thank you.

ANCHOR POINT COOPER LANDING HOMER HOPE KACHEMAK SELO KENAI MOOSE PASS NANWALEK NIKISKI NIKOLAEVSK
NINILCHIK PORT GRAHAM RAZDOLNA SELDOVIA SEWARD SOLDOTNA STERLING TUSTUMENA TYONEK VOZNESENKA

Certificated Personnel

BP 4131

STAFF DEVELOPMENT

Staff development is a necessary, continuous and systematic effort to improve district educational programs.

In order to respond directly to the needs of our students, staff development activities may address **[teacher qualifications,]** content areas, methodology, interpersonal relations between students and faculty, student growth and development, and staff communication, problem solving and decision making.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.4 - Child Abuse Reporting)

The Superintendent is encouraged to provide the staff with development opportunities, **and is to develop a plan to insure that all teachers of core academic subjects be highly qualified by the end of the 2005-2006 school year.]**

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (Regional School Boards)

14.14.090 Additional Duties

14.18.060 Discrimination in textbooks and instructional materials prohibited

14.20.680 Training required for teachers and other school officials

ALASKA ADMINISTRATIVE CODE

4 AAC 06.530 Guidance and counseling services

4 AAC 06.550 Review of instructional materials

4 AAC 19.060 Evaluation Training

4 AAC 52.260 Personnel Development

[Section 1119 of the No Child Left Behind Act of 2001, P.L. 107-110]

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

Students

BP 5030 (a)

SCHOOL DISCIPLINE AND SAFETY

The Board believes that all students have the right to a public education in a positive environment that fosters the maximum opportunity for learning. An effective school discipline and safety program is necessary to ensure a learning environment free of disruptions. The Board shall adopt, and the Superintendent shall implement and maintain, an effective school discipline and safety program. The discipline and safety program should reflect community standards of school behavior and safety that are developed with the collaboration of students, parents, guardians, community members, teachers, school administrators, and the site council in each school.

(cf. 1220 – Advisory Committees)

(cf. 4158 –Employee Security)

(cf. 5131 – Conduct)

(cf. 5131.1 – Bus Conduct)

(cf. 5131.5 – Vandalism, Threats, and Graffiti)

(cf. 5131.6 – Alcohol and Other Drugs)

(cf. 5131.62 – Tobacco)

(cf. 5131.7 – Weapons & Dangerous Instruments)

(cf. 5131.9 – Academic Honesty)

(cf. 5137 – Positive School Climate)

(cf. 5144 – Discipline)

(cf. 5144.2 – Suspension and Expulsion)

(cf. 5145.11 – Questioning and Apprehension)

(cf. 5145.12 – Search and Seizure)

(cf. 5145.3 – Nondiscrimination)

(cf. 5145.7 – Sexual Harassment)

(cf. 6164.4 – Identification of Individuals with Exceptional Needs)

(cf. 6164.5 – Intervention/Assistance Teams)

(cf. 6172 – Special Education)

Not less than once every three years, the District's discipline and safety program shall be reviewed and revised if appropriate. The

review process shall make available the opportunity for collaborative input by students, parents, guardians, community members, staff, and the site council in each school. Policies reflecting standards of student behavior, including those identifying prohibited student conduct and penalties, should be reviewed to determine consistency with community standards, including the basic requirements for respect and honesty.

(cf. 9310 – Policy Manual)

(cf. 9311 – Board Policies)

(cf. 9313 – Administrative Regulations)

SCHOOL DISCIPLINE AND SAFETY (continued)

BP 5030 (b)

The Board desires to give all administrators, teachers, and other employees the authority they need to implement and enforce the discipline and safety program. Personnel should adhere to lines of primary responsibility so that appropriate decision-making may take place at various levels in accordance with Board policy and administrative regulations. In fulfilling duties and responsibilities in student discipline and safety, all employees shall comply with Board policies, administrative regulations, and local, state, and federal laws. Employees will not be formally disciplined for enforcement of student discipline and safety rules so long as the enforcement is reasonable, lawful, and in compliance with Board policies and administrative regulations.

(cf. 2110 – Organization Chart/Lines of Responsibility)

(cf. 4158 – Employee Security)

(cf. 5144 – Discipline)

(cf. 4119.21 -- Code of Ethics)

(cf. 4119.3 – Duties of Personnel)

Legal Reference:

UNITED STATES CODE

20 U.S.C. §§ 1400, et seq. Individuals with Disabilities Education Act

[No Child Left Behind Act of 2001, 20 U.S.C. §§ 2361-2368 (P.L. 107-110)]

ALASKA STATUTES

11.81.430 Justification, use of force, special relationships

11.81.900 Definitions

14.03.160 Suspension or expulsion of students for possessing weapons

14.30.045 Grounds for suspension or denial of admission

14.30.180-.350 Education for Exceptional Children

14.33.120-.140 School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

4 AAC 06.060 Suspension or denial of admission

4 AAC 07.010-4 AAC 07.900 Student rights and responsibilities

4 AAC 52.010-.990 Education for exceptional children

20 AAC 10.020 Code of ethics and teaching standards

KENAI PENINSULA BOROUGH SCHOOL DISTRICT**Adoption Date: [] 04/02/2001****Students**

BP 5111(a)

Admission

Note: Pursuant to 4 AAC 06.060, authority to deny admission is vested only in the School Board.

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. **[These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.]**

The Superintendent or designee shall verify compliance with all entrance requirements established by law or Board policy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5116 - School Attendance Boundaries)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Note: Pursuant to AS 14.03.070, school age is between six years of age before August 15, following the beginning of the school year and under the age of 20. The school year begins on July 1 and ends June 30. Pursuant to AS 14.03.080, the Board may admit children under school age who meet Board standards of mental physical, and emotional capacity necessary to perform satisfactorily in school; may establish a kindergarten class for children who are five before August 15 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition.

A child five years of age before August 15 may be admitted to kindergarten. A child six years of age before August 15 may be admitted to first grade. Proof of age shall be required of all enrolling students. Students under school age who were previously enrolled in public school or who exhibit the ability to perform satisfactorily shall be admitted to school at the grade level determined by the Superintendent or designee. (AS 14.03.080)

*Legal Reference:**ALASKA STATUTES****[14.30.010 When attendance compulsory]****14.03.020 School year**14.03.070 School age**14.03.080 Free education**14.30.045 Grounds for suspension or denial of admission***Students**

BP 5111(b)

Admission (continued)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 Immunizations required

4 AAC 06.076 Determination of School Age

United States Code, Title 42

~~[42 U.S.C.] 11432 - 11433 McKinney~~**[Vento]** Homeless Assistance Act

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] ~~1/8/2001~~

Student

BP 5125

Student Records

The School District shall develop and maintain only those student records necessary for the educational welfare of students, for the orderly and efficient operation of the schools, and for attendance and other information required by law, regulation, or state Board of education policy.

The Superintendent or designee shall establish regulations for Board approval governing the maintenance of student records. These regulations shall ensure parental rights to review, inspect and photocopy student records, and the protection of the student and the student's family from invasion of privacy.

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.2 - Challenging Student Records)

(cf. 5125.3 - Withholding Grades, Diploma or Transcripts)

(cf. 6162.8 - Research)

Legal Reference:

ALASKA STATUTES

09.25.120-09.25.220 Public Records Act

14.03.110 Questionnaires and Surveys administered in public schools

14.30.700 Records of missing children

14.30.710 Required records upon transfer

14.30.720 Definitions

ALASKA ADMINISTRATIVE CODE

4 AAC 07.060 Student records

4 AAC 52.220 Protection of records

4 AAC 52.510 Parental access to records

4 AAC 52.530 Parental consent for release of records

UNITED STATES CODE, TITLE 20

~~4232g~~ FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, [20 U.S.C. 1232 g, as amended by USA PATRIOT ACT OF 2001,

Public Law 107-56; 115 Stat. 272]

34 CODE OF FEDERAL REGULATIONS

99.34 Conditions of disclosure

99.6 Policy requirements

300.500 Definition of "personally identifiable"

300.501 General responsibilities of public agencies

300.502 Opportunity to examine records

300.573 Destruction of information

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 7/1/96

Students

BP 5125.1

RELEASE OF DIRECTORY INFORMATION

The Superintendent or designee may authorize the release of student directory information to representatives of the news media, prospective employers, **[military recruiters]** or nonprofit organizations. Directory information which school officials may disclose consists of the following: student's name, address, telephone number, **[electronic mail address, photograph,]** date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, **[grade level, enrollment status,]** degrees and awards received, and most recent previous school attended.

At the beginning of each school year, the Superintendent or designee shall inform all parents/guardians that directory information may be released without prior consent, parent/guardian shall be given an opportunity to prohibit the release of directory information.

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information may not be disclosed. Directory information shall not be released for personal or commercial purposes.

[Legal Reference

No Child Left Behind Act, 20 U.S.C. § 7908 (2001)

USA Patriot Act, § 507, P.L. 107-56 (2001)

UNITED STATES CODE

20 U.S.C. § 1232g, 1415 (1994)

34 C.F.R. Pt. 99, 300.560 - .574 (1996)]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 7/1/96

Students

BP 5127

Graduation Ceremonies and Activities

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma. **[Students who have met the district graduation requirements but have not passed the state required competency examination may participate in graduation exercises and receive a certificate of achievement.]**

(cf. 6146.1 - High School Graduation Requirements)

In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct.

(cf. 5144 - Discipline)

Legal Reference:

ALASKA STATUTES

[14.03.075 Secondary pupil competency testing]

14.03.90 *Sectarian or denominational doctrines prohibited*

[Elementary and Secondary Education Act, 20 U.S.C. & 9524, as amended by the No Child Left Behind Act of 2001, P.L. 107-110]

Lee v. Weisman, Op. No. 90-1014, U.S. Supreme Court (1992)

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

Students

BP 5131

Conduct

Note: 4 AAC 07.010 - 4 AAC 07.900 mandates the Board adopt policies on student rights and responsibilities; distribute and instruct students regarding these policies, and review these policies every three years.
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Access to an education is a right not to be withheld or limited without cause but carries with it the responsibility to obey reasonable rules of conduct. Regulations defining rights and responsibilities will be established to promote the legal rights and legitimate expectations of individual students and the community. District disciplinary procedures and actions will be directed to protecting the rights of individual students to an education, free from disruptive influences.

An orderly school community requires that school personnel have legitimate authority to take actions to protect the school

community and to enforce essential and reasonable rules of student conduct. Students are expected to comply in an acceptable manner with reasonable orders and directives from school personnel, and behave in a socially responsible manner. **[Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances.]**

Students, parents and the community will be informed of student conduct standards established by the district for all students and those rules of conduct formulated by school personnel for individual schools, classrooms and other teaching/learning environments.

Students who violate the law or the rules and regulations of the school district may be subject to the transfer to alternative programs, discipline, suspension, or expulsion.

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension/Expulsion/Due Process)

Legal Reference:

[ALASKA STATUTES

14.33.110 - .140 Required school disciplinary and safety program]

ALASKA ADMINISTRATIVE CODE

4 AAC 07.010 - 4 AAC 07.900 Student Rights and Responsibilities

[No Child Left Behind Act, Title IV, § 4115, P.L. 107-110 (2002)

Goss v. Lopez, 419 U.S. 565 (1975)]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 7/1/96

Students

BP 5141.3

Health Examinations

The School Board recognizes the importance of periodic health examinations conducted according to state health regulations. To determine the health status of students, facilitate the removal of handicaps to learning, and determine whether special adaptations of the school program may be necessary, the Board shall require that physical examinations be conducted, including tests for vision and hearing upon entry into school or as soon as practical.

All personnel employed to examine students shall exercise proper care of each student being examined and shall ensure that the examination results are kept confidential.

[The district will annually notify parents of physical exams or screenings of students, except for routine vision, hearing, or scoliosis screenings.]

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

Legal Reference:

ALASKA STATUTES

14.30.065 *Supervision*

14.30.070 *Physical examination required*

14.30.120 *Certificate of physical examination*

14.30.127 *Vision and hearing screening examinations*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 *Immunizations required*

[NO CHILD LEFT BEHIND ACT, Title II § 1061, P.L. 107-110 (2002)]

UNITES STATES CODE

42 U.S.C. §§ 12101 et seq. (1997)

20 U.S.C. 1232 § 1400 6301 et seq. (1997)

29 U.S.C. § 794(a) (1988)

28 C.F.R. 35

34 C.F.R. pt. 99, 104, 200, 300 et seq. (1999)]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 7/1/96

Students

BP 5145.2

Freedom of Speech/Expression

Free inquiry and exchange of ideas are essential parts of a democratic education. The School Board respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, and the printed materials they choose to post or distribute.

Student liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health and safety of members of the school community.

(cf. 1325 - Advertising and Promotion)

(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall develop due process procedures for resolving disputes regarding student freedom of expression.

(cf. 6145.3 - Publications)

Legal Reference:

ALASKA STATUTES

4 AAC 07.10 - 4 AAC 07.900 Student rights and responsibilities

Breese v. Smith, 501 P.2d 159 (Alaska 1972)

Hazelwood School District v. Kuhlmer, 484 U.S. 260 (1988)

Tinker v. Des Moines, 393 U.S. 503 (1969)

Bethel School District v. Fraser, 478 U.S. 675 (1986)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: [] 7/1/96

Instruction

BP 6141.2

Recognition of Religious Beliefs and Customs

Factual and objective teaching about religion must be distinguished from religious indoctrination, which is clearly forbidden in public schools. The schools may teach about religion from a historical, cultural, sociological or other educational perspective, but must not favor the beliefs and customs of any particular religion or sect over any others in such teaching.

Instructional programs may include references to religion and may use religious literature, art, music or symbols to illustrate the subject matter being taught. Such instruction should be designed to broaden the students' understanding of social and cultural history and their tolerance for the multiple ways of life practiced by the peoples of the world. Instruction about religious holidays shall be carefully tied to these educational objectives.

[The Board recognizes the rights of all students to engage in private religious activity, individually or in groups. This may include reading of religious texts, religious discussions, and prayer.]

Staff members shall be sensitive to their obligation not to interfere with the philosophical/religious development of each student, in whatever tradition the student embraces. **[Students may voluntarily pray at any time before, during or after the school day when not engaged in instruction or other school activities, subject to the same rules of order that apply to other student activities.]**

School-sponsored programs should not be, nor have the effect of being or a religious celebration.

(cf. 5113 - Absences and Excuses)

(cf. 5145.2 - Freedom of Speech/Expression)

(cf. 6115 - Ceremonies and Observances)

(cf. 6144 - Controversial Issues)

Legal Reference:

ALASKA STATUTES

14.03.90 *Sectarian or denominational doctrines prohibited*

[NO CHLD LEFT BEHIND ACT, § 9524, P.L. 107-110 (2002)]

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

Instruction

BP 6164.2(a)

Guidance and counseling Services

The School Board shall provide a counseling program to enhance academic achievement and emotional security. The Board recognizes that some students are in greater need of guidance than others. The counseling program shall serve students' diverse needs and shall encourage productive learning experiences.

Counselors shall make every effort to respect student confidentiality as appropriate and shall consult with the Superintendent or designee or with the district's legal counsel whenever unsure of how to respond to a student's personal problem. Parental consultation and consent for counseling shall be obtained as appropriate.

Academic counseling shall help students establish immediate and long-range educational plans consistent with their individual needs, abilities, interests and aptitudes without regard to sex. Insofar as possible, parents/guardians shall be included when making these plans, and student placement shall not be limited by past grades and test scores. Minority, disadvantaged, low-income and other students shall not be automatically or systematically channeled into vocational or special education.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Counseling staff shall help secondary students to plan for the future, become aware of their career potential, understand the business world and develop realistic perceptions of work without regard to sex. Academic planning for higher education shall include information about courses needed for admission to colleges and universities, standardized admission tests, financial aid, and scholarships. **[Postsecondary institutions, prospective employers, and military recruiters may be granted access to students as deemed appropriate by counseling staff and the building administrator.]**

As required by law, the Superintendent or designee shall provide biennial training for guidance and counseling staff in recognizing and overcoming sex bias.

(cf. 5125 - Student Records)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 6164.5 - Intervention/Assistance Teams)

Instruction

BP 6164.2(b)

Guidance and counseling Services (continued)

[Legal Reference:

Elementary and Secondary Education Act, 20 U.S.C. §9528, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)]

ALASKA STATUTES

14.18.030 Discrimination in counseling and guidance services prohibited

14.18.050 Discrimination in course offerings prohibited

ALASKA ADMINISTRATIVE CODE

4 AAC 06.530 Guidance and counseling services

4 AAC 51.330 Vocational guidance and placement

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