Kenai Peninsula Borough School District
Board of Education Meeting Agenda

December 4, 2006 – 7:00 p.m.
Regular Meeting

Borough Administration Building
148 N. Binkley, Soldotna, Alaska

SCHOOL BOARD MEMBERS:

Mrs. Debra Mullins, President
Mrs. Sammy Crawford, Vice President
Mr. Marty Anderson, Treasurer
Mrs. Liz Downing, Clerk
Dr. Nels Anderson
Mrs. Debbie Brown
Mr. Bill Hatch
Ms. Lynn Hohl
Mrs. Sunni Hilts
Miss Lydia Ames, Student Representative

Worksessions

4:15 p.m. HR/Payroll/Finance Software Update – *Vision*
4:45 p.m. FY07 Budget – *Structure*
5:15 p.m. Advisory Programs – *Accountability*

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 20, 2006**

2. Awards and Presentations

3. School Reports – ***Accountability***
   a. **Terry Martin, Ninilchik Elementary/High School Principal**

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 – ***Accountability***

9. Reports – ***Accountability***
   a. **Board Reports**
   b. **Board Worksession Report**

10. Action Items

a. Consent Agenda

(1) Approval of Revisions to the 2007-2008 School District Calendar – *Structure*

(2) Approval of Long-Term Substitute Teacher Contract – *Structure*

(3) Approval of Resignation – *Structure*

(4) Approval of Budget Transfers – *Structure*

Finance

b. Approval of FY07 Budget Revision – *Structure*

Instructional Services

c. Approval of Revisions to Section 7000 (various), New Construction; BP 0430, Community Schools, AR 0430 Community Schools; BP 5131.6, Alcohol and Other Drugs; BP 5141.21, Administering Medication; AR 5141.21, Administering Medication; AR 6146.82, High School Graduation Qualifying Exam – *Structure*

11. First Reading of Policy Revisions

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

13. Board Comments **(Individual Board member comments are limited to three minutes.)**

14. Executive Session **(If needed)**

15. Adjourn

* * * * * * *

Copies of agenda items are available just prior to the meeting in the back of the room or visit our website at http://www.kpbsd.k12.ak.us.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Finance
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November 27, 2006

M E M O R A N D U M

TO: Board of Education

FROM: Melody Douglas, CFO

SUBJECT: Board Work Session - Software Project Update

Education Solutions Division (ESD) is the software provider for the HR/Payroll systems that have been used by the District for approximately 20 years. In addition, the District's Finance system was developed and implemented by staff programmers about 20 years ago. Twenty years of software utilization is an exceptionally long lifespan, particularly in today's software environment.

As you may recall, the Kenai Peninsula Borough vacated the joint KPB/KPBSD software acquisition project last year. The District proceeded on its own in determining the best solution to replacing the HR/Payroll and Finance systems software.

A Board work session is planned December 4 to update the Board on the current status of the mainframe operations and the process used to select replacement HR/Payroll/Finance software. After careful consideration, ESD was chosen as our software provider to upgrade the HR/Payroll systems and replace our finance system by acquiring the integrated ESD Finance module. The designated $400,000 should be sufficient for this project.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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November 27, 2006

M E M O R A N D U M

TO: Board of Education

THROUGH: Dr. Donna Peterson, Superintendent

FROM: Melody Douglas, CFO

SUBJECT: FY07 Budget Revision – General Fund

PURPOSE:

The District annually reviews and revises the general fund to reflect the salary and benefit accounts for employees hired for the current school year. The mid-year budget revision also incorporates the preliminary Department of Education and Early Development OASIS information, which this year reflects an enrollment increase over the enrollment projection. This budget revision also reflects the expected utilization and rate increases for utilities. It is important to make the changes resulting from these adjustments at this time so that the FY08 preliminary budget comparison information is relevant. Detailed information regarding the changes as well as a summary of changes is provided in this memo.

RECOMMENDATION:

The administration recommends the Board of Education approve an increase of $2,011,224 to revise the general fund budget from $98,255,224 to $100,266,448.

PERTINENT INFORMATION:

Enrollment

Preliminary foundation funding information based on the October 2006 OASIS data has been received from the Department of Education and Early Development, indicating an approximate enrollment of 9370 full time equivalency (FTE). This represents an increase of 126 FTE over the FY07 enrollment projection of 9244; the majority of this enrollment increase is within the Connections Program. A future FY07 budget revision will be necessary to address the final OASIS numbers expected in February 2006. In addition, there were enrollment increases at Fireweed, Kaleidoscope and Soldotna Montessori Charter Schools.

Charter School Adjustments

These budget changes are the result of preliminary OASIS enrollment information.

	Approved Budget	Revised Budget	Change
Aurora Borealis	$ 1,853,685	$ 1,677,034	($176,651)
Fireweed	361,795	448,175	86,380
Kaleidoscope	964,844	1,538,463	573,619
Montessori	1,499,722	1,553,049	53,327
	$ 4,680,046	$ 5,216,721	$ 536,675

Staff Costs

The annual budget adjustment to reflect the salaries and benefits of those actually hired for FY07 has been completed. The net of these adjustments represents an approximate .8% budget reduction of $761,723 from the original budget. Basically, we hired staff on the lower end of the salary schedules than those leaving the District.

Connections Program

The Connections Program has realized an approximate 20% increase over the enrollment projection. The FY07 preliminary budget was developed on an Connections enrollment projection of 777 compared to 882 included in the District's OASIS report. It is necessary to increase the supply and equipment allocations for a total of $259,000 to address over a 100 student increase in enrollment.

Utilities

The resurgence of the Fall 'cold-snap' encountered by Kenai Peninsula residents this year will impact the Districts utility budgets; we have been relying on the easy winters of recent years in developing the utility budgets. In addition, natural gas and electricity rate increases are expected to be about 25% and 6% respectively beginning in January 2007. A six percent increase has been applied to heating fuel budgets to mitigate cost increases due to the recent cold weather. Therefore, an estimated $275,243 increase to utility budget categories is recommended at this time. It may be necessary to adjust these accounts again later in the fiscal year.

	Budgeted Increase	Original Budget	Revised Budget	Increased Amount
Electricity	6%	$ 2,810,455	$ 2,925,841	$ 115,386
Natural Gas	25%	664,647	786,829	122,182
Fuel	6%	898,183	935,858	37,675
		$ 4,373,285	$ 4,648,528	$ 275,243

Software Project – Multi-year Work Plan

The District's HR/Payroll and Finance systems have been used by the District for approximately twenty (20) years; an exceptionally long lifespan in today's software environment. Education Solutions Division (ESD) is the software provider for the HR/Payroll systems and the District's finance system was developed and implemented by staff programmers. After careful consideration, upgrading the HR/Payroll systems and implementing ESD's finance system to integrate with the

HR/Payroll systems seems the best solution given the District's limited staff and financial resources. The amount estimated for this project is $400,000.

School Improvement Grant

The Alaska Legislature award school improvement grant funds on a one-year basis for FY07 in the amount of $81 per student. The amount allocated to charter schools total $45,684 with Fireweed receiving $5346, Kaleidoscope receiving $12,879, Soldotna Montessori receiving $13,041 and Aurora Borealis receiving $14,418.

Contingency

The balance of $1,242,406, representing approximately 1.2% of the general fund budget, is recommended to be placed in a contingency account to be used by a Board approved budget transfer for future needs, such as a utility budget increase, unexpected health care or workers compensation cost increases, or other unanticipated cost. Should utilization of these funds not be necessary during FY07, then they will become part of fund balance at the end of this fiscal year to be used for future years needs.

FY07 GENERAL FUND BUDGET REVISION SUMMARY:

General Fund Revenue Budget

Approved FY07 Budget	$ 98,255,224
Increased State Revenue	813,553
Increased Local Effort from KPB	1,183,732
Increased Quality Schools (summer school)	13,939
Total Increased Revenue	2,011,224
Revised FY07 Revenue Budget	$100,266,448

General Fund Expenditure Budget

Approved FY07 Budget	$ 98,255,224
Charter School Adjustments	536,675
Annual Salary and Benefit Adjustment	(761,723)
Connections Program	259,000
Utility Budget Increases	275,243
Software Project	400,000
Increased Summer School Allocation	13,939
School Improvement Grant – Charter Schools	45,684
Contingency	1,242,406
Total Increased Expenditures	2,011,224
Revised FY07 Expenditure Budget	$100,266,448

Kenai Peninsula Borough School District
Board of Education Meeting Minutes

November 20, 2006 – 7:00 p.m. | Borough Administration Building
Regular Meeting | 148 N. Binkley, Soldotna, Alaska

SCHOOL BOARD MEMBERS:
Mrs. Debra Mullins, President
Mrs. Sammy Crawford, Vice President
Mr. Marty Anderson, Treasurer
Mrs. Liz Downing, Clerk
Dr. Nels Anderson
Mrs. Debbie Brown
Ms. Lynn Hohl
Mr. Bill Hatch
Mrs. Sunni Hilts
Miss Lydia Ames, Student Representative

STAFF PRESENT:
Dr. Donna Peterson, Superintendent of Schools
Mrs. Melody Douglas, Chief Financial Officer
Mr. Sam Stewart, Assistant Superintendent
Mr. Glen Szymoniak, Assistant Superintendent

OTHERS PRESENT:

Mr. Dave Spence	Mr. John O'Brien
Mrs. Norma Holmgaard	Ms. McKibben Jackinsky
Mr. Mike Sellers	Mr. Ted Riddall
Mr. Dan Beck	Mr. Charlie Walsworth
Mr. Sam Evanoff	Mr. Joe Nicks
Mrs. Marnie Bartolini	Mrs. Jamie Harper
Mr. Tim Peterson	Mrs. Doris Cannon
Mr. Jose Gomez	Mrs. Cathy Carrow

Others present not identified.

CALL TO ORDER:
(7:01:10 PM)
Mrs. Mullins called the meeting to order at 7:01 p.m.

PLEDGE OF ALLEGIANCE:
(7:01:20 PM)
Mrs. Mullins invited those present to participate in the Pledge of Allegiance.

ROLL CALL:
(7:01:43 PM)

Mrs. Debra Mullins	Present
Mrs. Sammy Crawford	Present
Mr. Marty Anderson	Absent/Excused
Dr. Nels Anderson	Present
Mrs. Debbie Brown	Present
Mrs. Liz Downing	Present
Mr. Bill Hatch	Present
Ms. Lynn Hohl	Present
Mrs. Sunni Hilts	Present
Miss Lydia Ames	Present

APPROVAL OF AGENDA:
(7:02:15 PM)
The agenda was approved as written.

APPROVAL OF MINUTES:
(7:02:29 PM)
The School Board Minutes of November 6, 2006, were approved with revisions.

AWARDS AND PRESENTATIONS:
(7:04:42 PM)

The National School Boards Association Distinguished Service Award was presented to Mrs. Sunni Hilts.

Association of Alaska School Boards Basic Boardsmanship Award certificates were presented to Mrs. Liz Downing, Mr. Bill Hatch, Mrs. Sunni Hilts, and Mrs. Debbie Brown. Mr. Marty Anderson was not present but also received the Boardsmanship Award.

SCHOOL REPORT:
(7:08:08 PM)

Mr. John O'Brien, Nikiski Middle/High School principal, provided information regarding focus groups designed to reinvigorate school pride, increase positive communication with the community and media and increase student achievement. He reported on new elective offerings, student achievement, and increased student engagement. Ms. Teresa Elmore reported on the Read 180 program. Mrs. Shana Kolipano reported on the new art program and displayed a table of student artwork during the meeting. Mr. Ted Riddall reported on the leadership class. Students, Mr. Tyler Payment and Mr. Joel Ribbens, reported that the leadership class has been well received by the students and that it has improved morale. Mr. O'Brien provided copies to the Board of the Peninsula Clarion featuring Mr. Riddall and the Nikiski Middle/High School Leadership class and copies of the school's five-year vision.

RECESS:
(7:24:12 PM)

At 7:24 p.m., Mrs. Mullins called a recess.

RECONVENE IN REGULAR SESSION:
(7:27:44 PM)

At 7:27 p.m. the Board reconvened in regular session.

COMMUNICATIONS AND PETITIONS:
(7:28:46 PM)

Dr. Peterson reported that correspondence was received regarding Fireweed Charter School. She reported that she received a copy of a letter from Borough Mayor Williams to the Department of Transportation and Public Facilities regarding the safety corridor issue for Skyview High School.

ADVISORY COMMITTEE, SITE COUNCIL AND/OR P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A, BOROUGH ASSEMBLY:
(7:29:16 PM)

Ms. Cathy Carrow, KPEA President, reported that the KPEA Policy Assembly recently met and discussed the federal NCLB reauthorization, the lack of federal funding for Title I, funding from the state, cultural awareness, substitute teacher issues, and work load or duties outside of the instructional day.

Dr. Anderson left the meeting at 7:35 p.m.

SUPERINTENDENT'S REPORT:
(7:35:19 PM)

Dr. Peterson reported that on November 10 she attended the Challenger Learning Center Gala in Anchorage that raised approximately $300,000. She reported that she attended the AASB Annual Conference November 9-12. She reported that she attended the Anti-Gang Summit in Anchorage and will serve on the Task Force. She reported that School Board meeting audio is now available on the website for meetings that are held in the Borough Administration Building and thanked Mr. Jim White, Mr. David Henson and Mr. Bob Jones for their assistance.

Dr. Anderson returned at 7:37 p.m.

FINANCIAL REPORT:
(7:37:33 PM)

Mrs. Douglas presented the financial report of the District for the period ending October 31, 2006. She announced that she will provide the FY07 budget revision for Board consideration at the December 4 meeting.

COMPREHENSIVE ANNUAL FINANCIAL REPORT:
(7:38:15 PM)

Mrs. Douglas presented the FY06 Comprehensive Annual Financial Report. She thanked the Finance Department staff and specifically, Mrs. Laurie Olson for their work on the report. She reported that auditors Mikunda, Cottrell have rendered an unqualified opinion on the financial statement indicating solid internal control of the District's financial matters. She reported that the District has an undesignated fund balance in the General Fund of approximately $3 million. She announced that the FY05 Comprehensive Annual Financial Report has met the qualifications with the Association of School Business Officials International and the Government Finance Officers Association for excellence in financial reporting.

SIX-YEAR ENROLLMENT PROJECTIONS:
(7:40:14 PM)

Mrs. Douglas presented the Six-Year Enrollment Projections (2007-08 through 2012-13) that reflects 9,167 students for FY08 and explained the process used to develop the projection.

BOARD REPORTS:
(7:42:50 PM)

Mr. Hatch reported that he attended the Language Arts Committee meeting and reported on the group's activities.

Mrs. Hilts reported that she attended the Kenai Conversation meeting and made some school visits to discuss the configuration of Kenai area schools. She reported that she attended the AASB Annual Conference in Anchorage and noted that the school board was well represented. She announced that Mrs. Crawford was chosen as the AASB Board of Directors Secretary/Treasurer. She reported that Miss Ames represented the District well.

Miss Ames reported on Youth Leadership Institute activities which were held in conjunction with the AASB Annual Conference.

Mrs. Downing reported on activities and networking that took place at the AASB Annual Conference.

Ms. Hohl reported that she attended the AASB New School Board Member training.

Mrs. Crawford reported that the workshops offered at the AASB Annual Conference were outstanding. She reported that she attended the Kenai Alternative High School Thanksgiving dinner.

Miss Ames added that she attended a session titled, Consortium for Digital Learning which works to provide lap top computers for each student and added that she would like to see the program offered in the KPBSD.

BOARD REPORTS:
(continued)

Mrs. Brown reported that she attended the AASB Annual Conference and enjoyed the special speakers. She reported that she attended sessions on school law and technology. She reported that she approved of approximately 50% of resolutions that were passed as part of the annual conference business meeting. She stated that some of the resolutions related to topics that are not appropriate for AASB to be involved.

Mrs. Mullins reported that she attended the AASB Annual Conference and thanked the public for the opportunity to attend. She reported that she attended sessions on school law and Fierce Conversation. She expressed concern for information shared at a round-table discussion regarding child predators and pedophiles.

BOARD WORKSESSION REPORT:
(7:59:55 PM)

Mrs. Mullins reported that the Board reviewed various policy revisions in Section 7000 as well as policies relating to field trips. She stated that the Board discussed the Fireweed Charter School request for additional space and the Port Graham Elementary/High School grade configuration recommendation. She stated that the Board heard an update on Tech Prep.

CONSENT AGENDA:
(8:07:22 PM)

Items presented on the Consent Agenda were Approval of New Teacher Assignments and Six-Year Plan and School Construction Needs.

NEW TEACHER ASSIGNMENTS:

Mr. Szymoniak recommended the Board approve teaching assignments for Theronn King, (temporary) math/business teacher, Seward High School; Anthony Walfoort, middle school language arts/social studies, Seward Middle School; and Rene Hobbs, art teacher, Skyview High School.

SIX-YEAR PLAN AND SCHOOL CONSTRUCTION NEEDS:

Mr. Szymoniak recommended the Board approve the proposed Six-Year Plan and list of major maintenance and capital improvement projects through FY14.

MOTION

Mrs. Crawford moved the Board approve Consent Agenda Items Numbers 1 and 2. Dr. Anderson seconded.

Motion carried unanimously.

ADMINISTRATIVE RECOMMENDATIONS OF FIREWEED ACADEMY CHARTER SCHOOL PROPOSAL:
(8:011:43 PM)

Mr. Szymoniak presented administrative recommendations for the Fireweed Academy Charter School proposals to expand grade levels and share the Homer Middle School facility.

Ms. Kiki Abrahamson, Fireweed Charter School Administrator, suggested that the Board approve all four proposals presented. She stated that a comprehensive plan was provided to the Board earlier. She asked the Board to consider their proposal positively.

Mrs. Bonnie Powell, Fireweed Charter School parent, stated that Fireweed Charter School has created a strong, positive learning environment for both neighborhood and charter school students and spoke in support of the Charter School expansion requests.

ADMINISTRATIVE RECOMMENDATIONS OF FIREWEED ACADEMY CHARTER SCHOOL PROPOSAL:
(continued)

Mr. Garry Betley, Fireweed Charter School founder, stated that the only viable facilities to house the charter school are borough-owned facilities and added that Homer area schools are below capacity and should allow Fireweed Charter School to share the facilities.

Ms. Janet McNary spoke as an advocate for neighborhood school parents who have made a choice to put their students in a neighborhood school and do not feel that it is a benefit to have mixed grade levels and two separate schools share one facility.

MOTION

Dr. Anderson moved the Board approve the administrative recommendation regarding the Fireweed Academy Charter School, Item Number B, to use four classrooms at West Homer Elementary and increase Fireweed's enrollment at WHE to 90 students. Mrs. Crawford seconded.

VOTE:

Advisory Vote: YES
YES – Downing, N. Anderson, Hilts, Hatch, Crawford, Mullins
NO – Brown, Hohl

Motion carried.

RECESS:
(8:56:43 PM)

At 8:56 p.m., Mrs. Mullins called a recess.

Dr. Anderson asked to be excused and left the meeting at 8:57 p.m.

RECONVENE IN REGULAR SESSION:
(9:01:48 PM)

At 9:01 p.m. the Board reconvened in regular session.

PORT GRAHAM ELEMENTARY/HIGH SCHOOL GRADE CONFIGURATION:
(9:01:50 PM)

Mr. Stewart recommended the Board approve a reconfiguration of grade levels at Port Graham School from a K-10 school to a K-12 school beginning in the 2007-2008 school year.

Miss Felicia Yeaton, Port Graham Elementary/High School student, stated that she does not support the request to expand the school to K-12 because there is much to be learned by attending a larger school in a different community.

Mr. Josh Anahonak, former Port Graham Elementary/High School student, stated that the high school education program is inadequate because it is taught online and added that the CASTLE program helps student self-confidence and provides a better education.

Mrs. Cathy Carrow, former teacher at Nanwalek Elementary/High School, stated that the opportunity for students to attend a larger school gave them guided practice as they learned to operate in a different culture before being placed on their own after high school.

PORT GRAHAM ELEMENTARY/HIGH SCHOOL GRADE CONFIGURATION:
(9:01:50 PM)

MOTION

Mrs. Hilts moved the Board approve the administration recommendation to expand Port Graham Elementary/High School from a K-10 school to K-12 school beginning in the 2007-2008 school year. Mrs. Brown seconded.

VOTE:

Advisory Vote – NO
YES – Hohl, Crawford, Downing, Brown, Hatch, Hilts, Mullins

Dr. Anderson did not cast a vote since he was excused earlier in the meeting.

Motion carried.

FIRST READING OF POLICY REVISIONS:
(9:20:09 PM)

The Board heard a first reading of various policy revisions in Section 7000, New Construction. The Board also heard a first reading of revisions to BP 0430, Community Schools, AR 0430, Community Schools; BP 5131.6, Alcohol and Other Drugs; BP 5141.21, Administering Medication; AR 5141.21, Administering Medication; and AR 6146.82, High School Graduation Qualifying Exam.

BOARD COMMENTS:
(9:20:33 PM)

Mrs. Brown reported that two families requested that their children be allowed to graduate from a specific high school and were declined because they were enrolled in the Connections Program. She stated that the parents have a reasonable request and suggested that the Board approve a motion to assist families with graduation issues and recounted an example of a former Connections Program student who wished to graduate from Skyview High School where he participated in wrestling for four years.

Miss Ames congratulated the AASB and NSBA Certificate awardees. She expressed appreciation for the Board's decision regarding Port Graham Elementary/High School and added that although she did not agree with the outcome she trusts the Board's decision.

Mrs. Crawford thanked Mr. O'Brien and the Nikiski Middle/High School administration and students for the school report. She thanked the administration and Mrs. Mullins for planning the Board's worksessions and for the complete information presented. She thanked Mr. Spence for his work on the Six-Year Plan List. She requested an excused absence for the December 4 Board meeting.

BOARD COMMENTS:
(continued)

Ms. Hohl encouraged the District to join the Alaska Arts Education Consortium. She reported that she provided a presentation on public school lands trust at the CIAK membership meeting and noted that the group voted to work with the Alaska PTA to form a statewide stakeholders group to bring legislation forward. She offered to give a presentation to the Board on the public school land trust. She referred the Board to Policy 6145.3, Publications, as a response to the Seward yearbook photograph issue.

Mrs. Downing thanked those who provided testimony and wished those present a Happy Thanksgiving.

Mrs. Hilts expressed appreciation for the NSBA Distinguished Service Award. She reported that last month she visited eight schools and noted that in each school the students were happy, active and involved in learning. She reported that she especially enjoyed her visit to Port Graham Elementary/High School and Hope Elementary/High School. She stated that she is pleased that the Board voted to keep the Hope Elementary/High School open and reported that the community and school is thriving. She wished those present a Happy Thanksgiving.

Mrs. Mullins assured those present that communications that are received by Board members are read and added that she is reluctant to interfere in yearbook matters at Seward High since it should be handled locally. She announced that she will remove herself from the Language Arts Committee and appoint Mr. Hatch to fill the vacancy. She thanked the Nikiski Middle/High School students and staff for the school report and added that she especially enjoyed hearing about the Leadership Class. She thanked District employees and wished those present a Happy Thanksgiving.

ADJOURN:
(9:31:08 PM)

At 9:31 p.m., Mrs. Crawford moved the School Board Meeting be adjourned. Mrs. Hilts seconded.

Motion carried unanimously.

Respectfully submitted,

_____
Mrs. Debra Mullins, President

_____
Ms. Liz Downing, Clerk

The Minutes of November 20, 2006,
have not been approved as of
November 22, 2006.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Sam Stewart, Assistant Superintendent
148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 714-8858 Fax (907) 262-5867
Email: sstewart@kpbsd.k12.ak.us

To: Board of Education

From: Sam Stewart, Assistant Superintendent

Re: 2007-2008 District Calendar

Date: November 27, 2006

The calendar committee met today to review the 2007-2008 District calendar and begin developing the 2008-2009 District calendar. More work remains to be done on the 2008-2009 calendar.

The following revisions to the 2007-2008 District calendar are presented for your approval.

1. Changing the end of the semester from January 14, 2008 to December 21, 2007. December 21, 2007 will be a minimum student day.
2. The inservice scheduled for January 14, 2008 will be moved to January 21, 2008 which corresponds to Martin Luther King Day.
3. The vacation day scheduled for April 11, 2008 be moved to April 18, 2008. This will move the vacation day outside the SBA testing makeup window.

The committee and administration recommends the Board approve the 2007-2008 as revised.

Kenai Peninsula Borough School District

2007-08 Revised Calendar

C School Closes
E End of Quarter
H Legal Holiday
IS Inservice
* Minimum Day
O School Opens
PN P/T Conference
V Vacation Day
W Teacher Work Day

July 2007

S	M	T	W	T	F	S
1	2	3	4 H	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# of Inservice Days:	0
# of Student Days:	0
# of Teacher Days:	0

August 2007

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 IS	16 W	17 W	18
19	20 IS	21 IS	22 O	23	24	25
26	27	28	29	30	31	

# of Inservice Days:	3
Student Contact Days:	8
# of Teacher Days:	13

September 2007

S	M	T	W	T	F	S
						1
2	3 H	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

# of Inservice Days:	0
Student Contact Days:	19
# of Teacher Days:	20

October 2007

S	M	T	W	T	F	S
	1	2 *Student Testing*	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 IS/E	20
21	22	23	24	25 PN	26 PN	27
28	29	30	31			

# of Inservice Days:	3
Student Contact Days:	20
# of Teacher Days:	23

November 2007

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 H	23 H	24
25	26	27	28	29	30	

# of Inservice Days:	0
Student Contact Days:	20
# of Teacher Days:	22

December 2007

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 E*	22
23	24 V	25 H	26 V	27 V	28 V	29
30	31 V					

# of Inservice Days:	0
Student Contact Days:	15
# of Teacher Days:	16

January 2008

S	M	T	W	T	F	S
		1 H	2 V	3 V	4 V	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 IS	22	23	24	25	26
27	28	29	30	31		

# of Inservice Days:	1
Student Contact Days:	18
# of Teacher Days:	20

February 2008

S	M	T	W	T	F	S
					1	2
3	4	5	6	7 PN	8 PN	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

# of Inservice Days:	2
Student Contact Days:	19
# of Teacher Days:	21

March 2008

S	M	T	W	T	F	S
						1
2	3	4	5	6	7 IS/E	8
9	10	11	12	13	14	15
16	17 V	18 V	19 V	20 V	21 V	22
23	24	25	26	27	28	29
30	31					

# of Inservice Days:	1
Student Contact Days:	15
# of Teacher Days:	16

April 2008

S	M	T	W	T	F	S
		1	2	3	4	5
		. .Student Testing. .				
6	7	8	9	10	11	12
13	14	15	16	17	18 V	19
20	21	22	23	24	25	26
27	28	29	30			

# of Inservice Days:	0
Student Contact Days:	21
# of Teacher Days:	21

May 2008

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 C	22 W	23	24
25	26 H	27	28	29	30	31

# of Inservice Days:	0
Student Contact Days:	15
# of Teacher Days:	16

June 2008

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

# of Inservice Days:	0
Student Contact Days:	0
# of Teacher Days:	0

End of Quarter

1st Quarter	Oct. 19	41 days
2nd Quarter	Dec. 21	41 days
3rd Quarter	Mar. 7	41 days
4th Quarter	May 21	47 days
		170 days

Inservice = 3 Outside School Year, 7 During
Total S/T = 170 + 10=180/188
Board Approved: 12/5/05, DEED Approved: 9/27/06
Revised: 11/27/06

First and Last Days

Teacher First	Aug. 15
Teacher Last	May 22
Student First	Aug. 22
Student Last	May 21

Inservice Dates

August 15, 20, 21
October 19, 25, 26
January 21
February 7, 8
March 7

Legal Holidays and Vacation Days

Independence Day	July 4
Labor Day	September 3
Thanksgiving	November 22-23
Christmas	Dec. 24-Jan. 4
Spring Break	March 17-21
Vacation Day	April 18
Memorial Day	May 26

December 4, 2006

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Glen Szymoniak, Assistant Superintendent

SUBJECT: Approval of Substitute Contract – Item 10 a (2)

The Administration recommends the following long term substitute contract be approved:

Thomas Rhyner	Grade 6	Redoubt Elementary

MEMO

To: Human Resources
From: John Pothast, Principal, Redoubt Elementary School
RE: Long Term substitute contract
Date: November 20, 2006

Thomas Rhyner worked as a long-term substitute teacher at Redoubt Elementary School for a total of 35 consecutive days, which means he is eligible to receive long-term sub pay. He was a substitute for Shonia Werner, while she was out on maternity leave. His work began on September 14, 2006, completed his 19th consecutive day on October 10, 2006, and completed his 35th day on November 1, 2006.

I appreciate your attention to this matter.

DATE: December 4, 2006

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Glen Szymoniak, Assistant Superintendent

SUBJECT: Approval of Resignation– Item 10 a (3)

It is recommended the following resignation be approved:

Holly Alston	Grades 5/6	Seward Elementary; effective January 2, 2007

To: Tim Peterson **November 19, 2006**
Human Resources
Kenai Peninsula Borough School District

I am resigning from my position as a fifth and sixth grade teacher at Seward Elementary School for family reasons. I am giving my 30 days notice, effective for the return of school on January 2, 2007, after the winter vacation.

I am willing to help the teacher who fills my position become acquainted with my classroom and class procedures. I am sorry for this inconvenience.

Sincerely,
Holly Alston
Holly Alston
teacher
Seward Elementary School

T Peterson
20 Nov 06

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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

November 28, 2006

MEMORANDUM

TO: Board of Education

FROM: Melody Douglas
Chief Financial Officer

SUBJECT: Budget Transfers

Budget transfers 95 and 96, in the amounts of $24,500 and $39,400, respectively, have been requested by Aurora Borealis Charter School. Transfer 95 includes one transfer in the amount of $11,000 for professional/technical assessment services. Transfer 96 includes a transfer in the amount of $22,500 and one in the amount of $10,400 to adjust salary accounts.

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

Enclosure

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

BUDGET TRANSFER REQUEST

SCHOOL AURORA BOREALIS CHTR TRANSFER # 650002 DATE 11/15/06

	TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1.	374-65-4100-0000-3291	374-65-4100-0000-3171	2000.00
2.	374-65-4100-0000-3291	374-65-4100-0000-3230	8000.00
3.	374-65-4100-0000-3291	374-65-4100-0000-3560	2000.00
4.	374-65-4100-0000-4901	374-65-4100-0000-4100	11000.00
5.	374-65-4100-0000-4901	374-65-4100-0000-4408	500.00
6.	374-65-4100-0000-4901	374-65-4100-0110-3150	1000.00
		TOTAL:	24,500.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

ADJUST BALANCE TO COVER CERTIFIED SUB W/CERT. FOR CURRENT SCHOOL YEAR
ADJUST BALANCE FOR INCREASED HOURS IN TWO AIDE POSITIONS
ADJUST BALANCE FOR PERS RETIREMENT INCREASE FOR AIDE POSITIONS
CONSULTING SERVICES - ASSESSMENTS
ADJUSTED BALANCE OF PURCHASED SERVICE OF COPIER
ADJUSTED BALANCE TO COVER INCREASE IN SALARY OF LATIN TEACHER

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000095

TRANSFER REQUEST NUMBER

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 NORTH BINKLEY STREET
SOLDOTNA, ALASKA 99669

BUDGET TRANSFER REQUEST

SCHOOL AURORA BOREALIS CHTR TRANSFER # 650003 DATE 11/15/06

	TRANSFER FROM ACCOUNT NO.	TRANSFER TO ACCOUNT NO.	AMOUNT
1.	374-65-4100-0000-4901	374-65-4100-0110-3550	300.00
2.	374-65-4100-0000-4901	374-65-4100-0310-3150	22500.00
3.	374-65-4100-0000-4901	374-65-4100-0310-3550	4600.00
4.	374-65-4100-0000-4901	374-65-4100-0420-3150	1300.00
5.	374-65-4100-0000-4901	374-65-4100-0420-3550	300.00
6.	374-65-4100-0000-4901	374-65-4330-0000-3220	10400.00
		TOTAL:	39,400.00

JUSTIFICATION OR REASONS FOR REQUESTING TRANSFER OF FUNDS ARE LISTED BELOW:

ADJUST FOR INCREASED TRS DUE TO INCREASED SALARY FOR LATIN TEACHER
ADJUST BALANCE FOR INCREASED SALARY RANGE OF NEW MUSIC TEACHER
ADJUST BALANCE FOR INCREASE OF TRS RETIREMENT BENEFITS OF NEW MUSIC TEACHER
ADJUST BALANCE FOR INCREASED SALARY OF PHYSICAL EDUCATION TEACHER
ADJUST BALANCE FOR TRS RETIREMENT OF PHYSICAL EDUCATION TEACHER
INCREASED SALARY DUE TO CHANGE IN NURSING POSITION FROM INTERIM TO PART TIME

PRINCIPALS'S SIGNATURE

SUPERINTENDENT/OPERATIONS APPROVAL

ACCOUNTING APPROVAL

DATE APPROVED BY SCHOOL BOARD

000096
TRANSFER REQUEST NUMBER

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Sam Stewart, Assistant Superintendent
148 North Binkley Street Soldotna, Alaska 99669-7553
Phone (907) 714-8858 Fax (907) 262-5867
Email: sstewart@kpbsd.k12.ak.us

Memorandum

TO: *Board of Education*

FR: *Sam Stewart, Assistant Superintendent*

RE: *Board Policy Review and Revisions*

Date: *November 21, 2006*

The following attached policies have been reviewed by the Policy Review Committee, at the full board worksession and first reading on November 20, and are now submitted for approval.

The administration recommends making the following changes:

- *Section 7000 New Construction* for scheduled review.
- *BP & AR 0430 Community Schools* – to be deleted.
- *BP 5131.6 Alcohol and Other Drugs* – revised as recommended by legal counsel.
- *BP & AR 5141.21 Administering Medication* – revised as recommended by legal counsel.
- *AR 6146.82 High School Graduation Qualifying Exam-Retake Procedures* – New regulation to address retake procedures for the HSGQE.

CONCEPTS AND ROLES

Since school construction is costly, and buildings become a permanent part of the community to be used by large numbers of people, the School Board and the District administration must take great care to ensure that the facilities fully support the intended educational and community programs, may be altered conveniently and inexpensively to meet future educational and community needs, provide a healthful environment, and fit harmoniously and attractively into the community.

(cf. 1330 - Use of School Facilities & Properties)

Role of the School Board

The School Board:

1. Recommends to the borough assembly and/or Department of Education what buildings shall be built, when and where.

2. Approves design criteria for school facilities.

3. Seeks adequate financing for school facilities.

Role of the Superintendent

The Superintendent:

1. Directs the planning of all educational features of new buildings or alterations of old buildings.

2. Maintains overall responsibility for the preparation of the educational specifications for school facilities.

3. Acts as authorized agent of the District in all official governmental interactions related to school facilities.

Deleted: Note: Pursuant to 14.11.020 borough assemblies or city councils and regional school boards may by resolution request responsibility from the State Department of Education for the planning, design, and construction of school facilities funded by state grant funds. A.S. 35.15.080 provides for the assumption of responsibilities for state public works projects subject to AS 35.15.010. Pursuant to 14.14.060 and 14.14.065 borough assemblies and city councils may agree to a division of duties with the school board related to the design, maintenance, and construction of facilities. Assemblies and councils must consider the recommendations of the school board.¶

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CONCEPTS AND ROLES (continued)

4. Recommends artists for art work in new facilities.

5. In conjunction with the borough, is involved in the preparation of bids, award of contracts and, in collaboration with the architect, the construction.

(cf. 3311 - Bids)

Legal Reference:

ALASKA STATUTES
14.07.020 Duties of the department
14.08.101 Powers (regional school board)
14.14.060 Relationship between borough school district and borough; finances and buildings
14.14.065 Relationship between city school district and city
35.15.010 - 35.15.120 Construction procedures
35.27.020 Art requirements for public buildings and facilities

ALASKA ADMINISTRATIVE CODE
4 AAC 31.010 - 4 AAC 31.090 School facility planning and construction
4 AAC 31.900 Definitions

PLANNING

The Superintendent shall maintain an up-to-date facilities master plan to include preventative maintenance and facility management programs. The plan shall reflect the current District educational specifications and capital improvement plan for school facility planning and construction.

Those qualitative factors considered may include, but not be limited to:

1. State allocation building area standards.

2. Maximum student capacity according to designated student-teacher ratios.

3. Current student capacity based on current District program requirements.

The Superintendent shall ensure that proposed District facilities meet the educational needs of the students and conform to all planning requirements imposed by state and local governmental agencies.

The School Board recognizes the importance of having complete and factual information as the basis for developing and maintaining cooperation among District staff, parents/guardians, students, state and local governmental and planning agencies, and other business and community representatives in developing District plans.

To assure a comprehensive approach to projecting and planning needs, the following elements shall be considered in planning school facilities:

1. The expanding and changing educational program of the District including the number of children to be served and their specific educational needs.

2. The impact of proposed facilities on the community and considerations regarding community use of the facilities.

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Note: A.S. 14.11.011 requires a six-year capital improvement plan when applying for state construction funds. 4 AAC 31.010 describes required educational specifications and 4 AAC 31.011 describes the required capital improvement plan. ¶

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PLANNING (continued)

3. Safety and welfare of students.

4. The relationship between existing and new facilities.

5. Community planning and zoning requirements.

6. Other site specific information which provides guidance in the planning of facilities.

7. The forecasted enrollments and demographic factors.

Legal Reference:

ALASKA STATUTES
14.11.011 Grant applications
14.11.020 Assumption of responsibilities
35.15.080 Local control of state public works projects
35.27.010 - 35.27.030 Art works in public buildings and facilities

ALASKA ADMINISTRATIVE CODE
4 AAC 31.010 - 4 AAC 31.090 School facility planning and construction
4 AAC 31.900 Definitions

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

RELATIONS WITH OTHER GOVERNMENTAL UNITS

The School Board recognizes the need to cooperate with municipal, state and federal agencies to provide the best possible school facilities and obtain the greatest efficiency and economy in the use of public funds expended for school construction.

Legal Reference:

ALASKA STATUTES

14.07.020 Duties of department

14.11.020 Assumption of responsibilities

14.14.060 Relationship between borough school district and borough; finances and buildings

14.14.065 Relationship between city school district and city

35.15.080 Local control of state public works projects

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

PROFESSIONAL SERVICES

Upon approval by the School Board, the Superintendent will provide advice to the borough for services of architects, engineers, land surveyors, or any other phase of the project deemed appropriate.

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

SITE SELECTION AND DEVELOPMENT

The School Board believes that site selection and development starts from the premise that the school is an integral part of the total community. Toward that end, the Board will advise the borough whenever a school site is to be selected. Besides serving our District's educational needs, an adequate site should show potential for contributing to other community needs and functions. In addition, the following factors shall be considered:

1. Size of lot, current and future parking needs and outdoor facilities, such as tracks and fields.

2. Soil and gradation considerations.

3. Access to utilities.

4. Conflicts with existing traffic patterns.

(cf. 0430 - Community School Program)

Legal Reference:

ALASKA STATUTES
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city

ALASKA ADMINISTRATIVE CODE
4 AAC 31.010 Educational specifications
4 AAC 31.025 Site acquisition and selection
4 AAC 31.080 Construction and acquisition of public school facilities

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Note: Pursuant to 4 AAC 31.080, with prior state approval, a district may purchase an existing facility for use as an education-related facility if a cost savings results, if the purchase price was fairly negotiated and meets the appraisal standards, and if the purchase is in the best interests of the state and district.¶
¶
¶

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

METHODS OF FINANCING

Growth, safety considerations and educational program changes may require the construction of new facilities and the reconstruction of existing facilities. The purchase of school sites and the construction of buildings may be financed by any legally provided means which the District is qualified to employ, including state-financed assistance.

The Superintendent shall determine the anticipated share of the School District's participation in the cost of any proposed school construction or major maintenance project, and shall evaluate available means of making the local contribution required by law. These alternatives may include the sale of capital bonds, the use of available federal funds or funds from other sources and, where applicable, locally contributed labor, material or equipment.

If the District is unable to provide the required participatory share through federal, local or other funding sources, and is unable to satisfy its participatory share through local contributions, and it can be demonstrated that the required participatory share will jeopardize receipt of federal assistance, the Superintendent may request in writing from the Alaska Department of Education a full or partial waiver of the local contribution.

Legal Reference:

ALASKA STATUTES

14.11.005 - 14.11.135 Construction, rehabilitation, and improvement of schools and education-related facilities.

43.50.010 - 43.50.180 Tobacco taxes and sales

ALASKA ADMINISTRATIVE CODE

4 AAC 31.010 - 4 AAC 31.090 School facility planning and construction

4 AAC 57.200 - 4 AAC 57.300 Library construction grants

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Note: 4 AAC 31.060 requires districts using state aid granted under AS 14.11.020 to comply with all pertinent laws and regulations related to the construction of a public school facility.¶

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Deleted: *Cigarette Tax Act*

Comment: repealed

Deleted: *4 AAC 36.010 Cigarette tax distribution*¶

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

NAMING OF FACILITY

The School Board shall provide recommendations to the borough for schools or individual buildings to be named using the following criteria:

1. In honor of individuals who have made outstanding contributions to the community, state or borough, or

2. In recognition of the geographic areas in which the school or building is located.

No school facility should be named for a living person or for a commercial development.

Deleted: unless the name existed in the area prior to the development

The Board may appoint an ad hoc committee to review all name suggestions for the Board's final consideration.

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

TO BE DELETED

Philosophy-Goals-Objectives and Comprehensive Plans BP 0430

COMMUNITY SCHOOL PROGRAM

The School Board recognizes the importance of extending the use of school facilities and equipment for purposes of providing educational, cultural, social, and recreational services to the citizens of the community. The Superintendent shall encourage community school programs in accordance with state law and within the limits of available resources.

(cf. 1325 - Advertising and Promotion)
(cf. 1330 - Use of School Facilities & Properties)
(cf. 3100 - Budget)
(cf. 3512 - Equipment)

Legal Reference:
ALASKA ADMINISTRATIVE CODE
4 AAC 32.010-32.030 Community schools

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

TO BE DELETED

Philosophy-Goals-Objectives and Comprehensive Plans AR 0430

COMMUNITY SCHOOL PROGRAM

In accordance with requirements for state funding of the community school program, the Superintendent shall:

1) establish a community schools advisory council;

2) develop a comprehensive plan for the community school program, which addresses before and after school activities for children and adults, continued education programs for children and adults, and cultural enrichment and recreational activities;

3) assign responsibility for the direction and coordination of the community school program; and

4) establish procedures to ensure the program within budgetary constraints, is reasonably available to residents of all communities within the District.

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

ALCOHOL AND OTHER DRUGS

It is the intent of the Kenai Peninsula Borough School District to maintain a drug-free school environment so learning can take place; to educate students so they are aware of the issues and problems related to the use of drugs, alcohol, and controlled substances; to identify students who have chemical abuse problems; to refer students for treatment services which are beyond the scope of the schools; and to remove students possessing, distributing or selling drugs or alcohol in the school setting from that environment.

Prohibited Substances and Items

The substances and items prohibited by this policy include, but are not limited to: alcohol; prescription drugs (except as authorized by BP 5141.21); anabolic steroids; narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance; intoxicants or depressants of any kind; items used as an inhalant, including paints, gasoline, glue, or similar items; over the counter stimulants of any kind, including caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), or other similar drugs; drug paraphernalia, and imitation drugs. Imitations drugs mean pills, capsules, tablets, powders, liquids, inhalants or other items which are designed to look like or are represented to be prohibited drugs or alcohol.

Possession/Under the Influence During School

A student who is determined to be in possession and/or under the influence of prohibited substance or item as defined by this policy at school or at any school-sponsored activity shall be reported to the appropriate law enforcement personnel, his/her parent(s)/guardian(s), and shall be subject to suspension for up to 45 days by the school administrator. In more serious cases, violators may be recommended for expulsion to the Board of Education.

Deleted: drugs, alcohol, controlled substances, drug paraphernalia, inhalants, or any substance designed to look like or represent such a drug

(cf. 5144.1 - Suspension and Expulsion)

Refusal to submit to a Breathalyzer and/or urinalysis, or any other lawful, reasonably reliable test as authorized by the Superintendent as required by this policy to determine whether a student has used alcohol or other drugs in violation of School Board policies will result in a suspension of not less than 30 student school days and not to exceed 45 student school days. Refusal to submit to such a test will be treated as a positive determination of drug or alcohol use per this policy.

Prior to readmittance to school, the student shall participate in a conference with his/her parents(s)/guardian(s) and the school administrator to determine conditions for readmittance.

ALCOHOL AND OTHER DRUGS (continued)

Selling, Offering for Sale, Agreeing to Purchase or Distributing

A student selling, offering for sale, agreeing to purchase, or distributing prohibited substances or items defined in this policy shall be reported to the appropriate law enforcement personnel and his/her parent(s)/guardian(s), and will be suspended immediately following a due-process hearing pursuant to applicable School Board policies, and may be recommended for expulsion to the Superintendent who will review the matter. Based on this review, the Superintendent may recommend to the Board of Education that the student be expelled from the Kenai Peninsula Borough School District.

Deleted: alcohol, drugs or other

(cf. 5144.11 – (Due Process)

Legal Reference:
ALASKA STATUTES
04.16.080 Sales or consumption at school events
14.20.680 Training required for teachers and other school officials
14.30.360 Curriculum (Health and Safety Education)
14.33.110-.140 Required school disciplinary and safety program
47.37.045 Community action against substance abuse grant fund

Elementary and Secondary Education Act, 20 U.S.C. §§ 7116, 7163, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 10/18/2004

ADMINISTERING MEDICATION

The School Board recognizes that some students need to take medication during school. For the purpose of this document, medication will be defined as any substance, whether prescription or over-the-counter, taken by any means consistent with general medication practice and with the intent of altering an existing condition. All students taking medication during school hours are to follow the procedures set out in AR 5141.21. Failure to do so releases the District of any liability resulting from incorrect or improper use of this medication.

Deleted: Requests for administration of medication that is not imperative for student health maintenance or school program participation may be denied.

Medication given at school must comply with all Federal and State laws and regulations and follow current medical and District standards. Medication requests must be processed through the school nurse, school administrator or designee, or follow a written school policy. Requests for administration of medication that is not imperative for student health maintenance or school program participation may be denied. Non-licensed personnel designated to administer student medications must document appropriate training.

Asthma Medications and Anaphylactic Injection

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The Board recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. The Board also recognizes that some schools must have at least one non-licensed staff member prepared to administer this medication in the event of an anaphylactic reaction.

School staff who may be required to administer medication for anaphylactic reactions shall receive annual training from the nurse or other qualified medical personnel. This training will authorize them to administer the injections within the legal provisions of law and afford appropriate liability protection.

The Board recognizes that some health care providers for some students have identified the need for these students to self-administer their asthma inhaler or anaphylaxis medication. Students will be permitted to carry and self-administer their own asthma inhaler and/or anaphylaxis medication provided they have written authorization for self-administration from their health care provider. This authorization will include a signed written treatment plan which will be kept on file at the school. Written authorization must be submitted any time there is a change and annually.

Parents/guardians of students who have an identified allergy resulting in anaphylaxis are required to provide the school with this medication for their child.

(cf. 5141 - Health Care and Emergencies)

Penalty for Violation

Any student use, possession, or distribution of medication is prohibited unless permitted by this policy and District procedures related to administering medication. Students who have obtained permission to carry and/or use medication are prohibited from sharing the medication or exceeding the recommended dosage. Students using, possessing, distributing, or selling medication in violation of this policy will be disciplined under District policies and rules related to alcohol and drug violations.

(cf. 5131.6 Alcohol and Other Drugs)

Legal Reference:
ALASKA STATUTES
09.65.090 - Civil liability for emergency aid

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 10/18/04

ADMINISTERING MEDICATION

Procedures for the safe and timely administration of medication to students while at school shall incorporate the following:

1. For students in Grades K–8

   a. A signed medication request form must be on file in the nurse's office. (Refer to the District Nursing Procedure Manual for appropriate use and information on medication forms.)

   b. Medication dispensed by the nurse or other school employees must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers and anaphylaxis medication with health provider, parent, administrator and school nurse approval.

2. For students in Grades 9–12

   a. For prescription medication, a signed medication form must be on file. Medication dispensed by the nurse or other school employees must be secured in a locked cabinet. Students will be allowed to carry asthma inhalers and other approved medications with parent, administrator and school nurse approval.

   b. For over-the-counter (OTC) medications, students may be allowed to carry common, recognizable OTC medications under the following conditions:

      1. The medication must be in its original container.

      2. The medication container is of small size or holds only a reasonable supply.

      3. The medication container contains only the medication identified on its label.

      4. The OTC medication is used for self-medication only. Under no condition is sharing with another student acceptable.

      5. The contents of the OTC container are available immediately upon request for viewing by school administration to determine compliance with this and other school policies.

ADMINISTERING MEDICATION (continued)

Any questions regarding protocol or acceptability of medications should be directed to the school administrator or school nurse.

3. Training of nonlicensed school personnel shall include the following:

   a. The school nurse will provide the training using the Training Manual for Medication Administration.

   b. Training will be provided annually before October 1.

   c. Documentation of the training will be kept by the school nurse.

   d. The building administrator and the school nurse will designate who will administer medications including EpiPen for anaphylaxis in the nurse's absence.

4. A medication record (E 5141.21 (b) and/or (d) shall be maintained and must include the student's name, name of medication, dosage, time and initials of the person administering medication. A photo of the student may be placed on the long-term administration form.

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All students taking medication during school hours are to follow the above procedures through the school nurse. Failure to do so releases the District of any liability resulting from incorrect or improper use of this medication.

Emergency Care and Medications

On-site provisions for first aid and emergency care shall be developed and made known to the staff at each school. These provisions should incorporate the following:

1. First Aid: The nurse or another identified, trained person(s) shall be responsible for administering first aid. The First Aid Chain of Command (located in the Nursing Procedure Manual) shall be visibly posted and verbally identified in order to facilitate quick action.

2. Emergency Care: In emergencies, the nurse or Principal should make whatever arrangements are necessary for the immediate emergency care of injured or ill students. Every effort will be made to contact parents in advance.

ADMINISTERING MEDICATION (continued)

3. Incident Reports: The teacher or other staff member responsible for the child at the time of the incident shall complete a District Student Injury/Incident Report (E 3530a).

4. Student Medical Records: Cumulative medical records shall include known information regarding allergies, current medications, medication reactions, medical conditions, immunizations and other pertinent information. If emergency medical treatment is necessary, a copy of this cum card will be made available to the emergency personnel.

5. Sending a Student Home: A student who is ill or injured shall be released to a parent/guardian or, if not available, to a person the parent/guardian has identified as an emergency contact. Older students with a minor illness or injury may be sent home after receiving verbal parental permission. The name of the person granting permission should be documented.

Instruction
HIGH SCHOOL GRADUATION QUALIFYING EXAMINATION

Retake procedures for persons holding a Certificate of Achievement:

1. **Request:** Person(s) who hold a certificate of achievement and would like to take the HSGQE retest must submit a written request to the Director of Secondary Education of the Kenai Peninsula Borough School District no later than fourteen days prior to the first day of testing. The written request can be personally delivered or mailed to:

Director of Secondary Education
Kenai Peninsula Borough School District,
148 N. Binkley St,
Soldotna, AK 99669,

2. **Verification of Certificate of Achievement**: Once the District receives the written request, the person must present evidence that they hold a Certificate of Achievement. The Certificate of Achievement must also be presented at the testing site with valid photo identification.

4. **Arrangements for Testing**: The District will inform the person of the date, time and location of the testing and make arrangements for test materials to be available at the testing site for the person. Accommodations/modifications are the responsibility of the person requesting to test. Verification of those accommodations/modifications is required with the initial written request.

5. **Mailing of HSGQE Reexamination results**: The District will mail the results of the HSGQE Reexamination to the address provided by the person.

6. **Requesting a diploma**: If the student passed all remaining sub tests and is eligible for a diploma, the steps for receiving their diploma depend upon whether the person received their Certificate of Achievement from a school within the district or out-of-district.

a. **In-district:** The District will notify the principal of the school that awarded the Certificate of Achievement that the student is eligible for a diploma. The principal will work with their registrar to order a diploma and issue the high school diploma to the person within 90 days after receiving notification and post results on the transcript.

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b. **Out-of-district**: To request a high school diploma, the person must submit to the district in which a person earned a Certificate of Achievement, written notification that the person has passed the HSGQE. This notification must include verification in writing from the district that administered the HSGQE that the person passed the HSGQE and must include the person's HSGQE scores. This verification must also be requested of the KPBSD Director of Secondary Education.