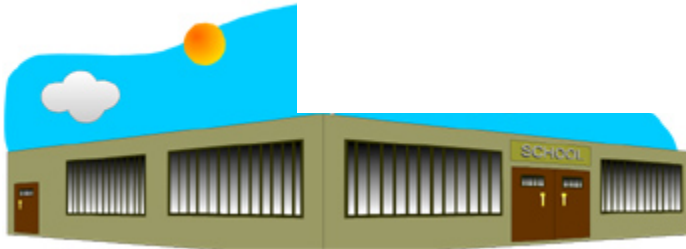


General Information Items for the Board of Education



KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Administrator Meeting Agenda
Soldotna High School
Thursday, July 31, 2014



KPBSB – Working to develop productive, responsible citizens who are prepared to be successful in a dynamic world.

AGENDA

Time	Topic	Speaker
8:00 AM	Coffee and Conversation	
8:30 AM	Superintendent’s Welcome	Dr. Steve Atwater
9:00 AM	KPAA Introductions	Jeff Ambrosier
9:15 AM	Instructional Support	Dave Jones
10:15 AM	Effective Leadership	Sean Dusek
11:00 AM	Effective Instruction	Christine Ermold
Noon	Lunch	
12:45 PM	Instructional Support	Dave Jones, Dean Hamburg
1:45 PM	Assessment	Tim Vlasak
2:30 PM	Pupil Services Mandatory	Clayton Holland
3:00 PM	Regional In-service	John O’Brien
3:45 PM	Wrap-up	Dr. Steve Atwater

***Please bring laptops**

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Administrator Meeting Agenda
Soldotna High School
Friday, August 1, 2014



KPBSD – Working to develop productive, responsible citizens who are prepared to be successful in a dynamic world.

AGENDA

Time	Topic	Speaker
8:00 AM	Coffee and Conversation	
8:30 AM	Communications	Pegge Erkeneff
9:45 AM	Instructional Support	Jim White, Laurie Olson
10:15 AM	School Improvement Plans	Sean Dusek
11:30 AM	Instruction	DIT
12:00 PM	Lunch	KPAA
1:00 PM	Human Resources	Joann Reiner
1:45 PM	Instruction Mandatory Student Discipline/Collaboration	Sean Dusek
2:45 PM	Instructional Support	Julie Cisco
3:45 PM	Wrap-up	Dr. Steve Atwater

***Please bring laptops**



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7520

Phone (907) 714-8888 Fax (907) 262-9132

www.kpbsd.k12.ak.us

SCHOOL BOARD COMMUNICATION

Title:	Exhibit Revisions		
Date:	July 22, 2014	Item Number:	General Information
Administrator:	Dave Jones, Assistant Superintendent <i>Dave Jones</i> Sean Dusek, Assistant Superintendent <i>Sean Dusek</i>		
Attachments:	E 1114 Communications using electronic media.....2 E 0411 Service Animals.....4		

Action Needed For Discussion Information Other: _____

BACKGROUND INFORMATION

Per BB 9313: "Exhibit pages are intended to be easily updated. They are provided as information items to Board members but are not subject to approval."

For your information, the following exhibit changes are in your information packet.

- *E 1114 Communications Using Electronic Media*
 - Exhibit added to clarify District expectations on social media use/electronic communications from staff.
- *E 0411 Service Animals*
 - Procedures put in place to request the use of a service animal.

ADMINISTRATIVE RECOMMENDATION

COMMUNICATION USING ELECTRONIC MEDIA

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing websites (e.g. YouTube), editorial comments posted on the Internet, virtual reality sites (e.g. Second Life) and social networking sites (e.g., Facebook, Twitter, LinkedIn, Instagram, eHarmony). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

The purpose of this information is to provide employees with guidance on what they should and shouldn't do in the cyber world. The goal is to help staff avoid any unintended situations that could potentially have an adverse effect on their employment status.

When using social media sites, all district guidelines for acceptable use and appropriate boundaries still apply. Please reference:

- *Internet and Electronic Communications Guidelines BP 1114*
- *Internet Safety Guidelines BP and AR*
6161.4 <http://www.kpbsd.k12.ak.us/board.aspx?id=2778>
and <http://www.kpbsd.k12.ak.us/board.aspx?id=2780>
- *Code of Ethics - BP 4119.21 Professional Teaching Practices Commission E*
4119.21 <http://www.kpbsd.k12.ak.us/board.aspx?id=3234>; <http://www.kpbsd.k12.ak.us/WorkArea/DownloadAsset.aspx?id=3240>

Some additional points to be aware of include the following:

- Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct
- Employees are expected to conduct themselves in a professional and appropriate manner when interacting with students
- Immediately document and report to your supervisor any situation that could potentially lead to allegations of misconduct
- All official communication between district staff and students should be handled through official district channels, i.e. use district e-mail, do not use personal e-mail
- Participation in social networking sites for work purposes must be done with the knowledge and approval of the employee's supervisor when student involvement is anticipated
- Be familiar with the administration of the service. Specific attention should be focused on how to set up privacy controls

COMMUNICATION USING ELECTRONIC MEDIA (Continued)

- Be familiar with your intended audience when posting items online as some posts may be perceived as offensive to some recipients, and may be a violation of state and, or district rules and policies
- Never post information that is considered proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts) as it may be a violation of state and, or district rules and policies
- Secure district and parental approval regarding the posting of information to social media for all school-sponsored activities including school activities that occur out of district or off school property
- Many students in the district have a photo opt-out on file with the school. Make certain you are aware of photo opt-out students in your school or setting
- You do not have a right to privacy with respect to your electronic media communications with students and parents
- Upon written request from a parent or student, the employee shall discontinue direct and exclusive communication with an individual student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication
- Pause and think before you complete a post or push a send button or upload button
- If material posted for personal reasons interferes with an employee's ability to perform his or her job it may be subject to disciplinary action up to and including termination

The reality is that both the Internet and social networking sites are constantly changing and these guidelines are intended to give employees points to consider when using these tools. Common sense and professional decorum are a district expectation in all settings.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

SERVICE ANIMALS

The Kenai Peninsula Borough School District acknowledges its responsibility under the Americans with Disabilities Act (ADA) to allow students and/or adults with disabilities to be accompanied by a “service animal” in District buildings, including classrooms, and at District functions, subject to the following:

1. All requests that an individual with a disability be accompanied by a service animal must be addressed in writing to the District’s Human Resources Department Supervisor whose address is 148 N. Binkley, Soldotna, AK 99669. The request must contain documentation of required vaccinations. The request should be delivered to the Human Resources Department no later than 10 days prior to the date on which the service animal is to be brought to the District building or District function.
2. Service animals must have an annual statement from a licensed veterinarian confirming the health and updated vaccinations of the animal. A copy of this annual statement must be filed with the building principal and the director of operations and planning.
3. All service dogs must be spayed or neutered.
4. All service animals must be treated for, and kept free of, fleas and ticks.
5. All service animals must be kept clean and groomed to avoid shedding and dander.
6. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property. Prior to school access, the owner must provide proof of insurance to cover any damages that may arise from the animal in the school and must agree to hold the District harmless from any such damages.
7. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in District buildings as a “service animal.”
8. The animal must be “required” for the individual with a disability.
9. The animal must be “individually trained” to do work or a task for the individual with a disability.

SERVICE ANIMALS

- a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
- b. Whether the handler has sufficient control of the miniature horse.
- c. Whether the miniature horse is housebroken.
- d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

10. Removal of a Service Animal: A District Office Administrator or School Administrator may ask an individual with a disability or his/her parents to remove a service animal from a District building, including a classroom, or from a District function if anyone of the following circumstances occurs:

- a. The animal is out of control and the animal's handler does not take effective action to control the animal.
- b. The animal is not housebroken.
- c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.
- d. The animal poses a direct threat to the health and safety of others

11. A service animal must have a harness, leash or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

12. The District is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.

- a. The District is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.

b. Students with service animals are expected to care for and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his/her service animal, the child's parent or guardian is responsible for providing care and supervision of the animal. Issues

SERVICE ANIMALS

related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the appropriate District Office Administrator or School Administrator.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: _____



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7520

Phone (907) 714-8888 Fax (907) 262-9132

www.kpbsd.k12.ak.us

SCHOOL BOARD COMMUNICATION

Title:	FY15 New Hires		
Date:	July 24, 2014	Item Number:	General Information
Administrator:	Steve Atwater, Ph.D. <i>Steve Atwater</i> Superintendent of Schools		
Attachments:			

Action Needed For Discussion Information Other: _____

BACKGROUND INFORMATION

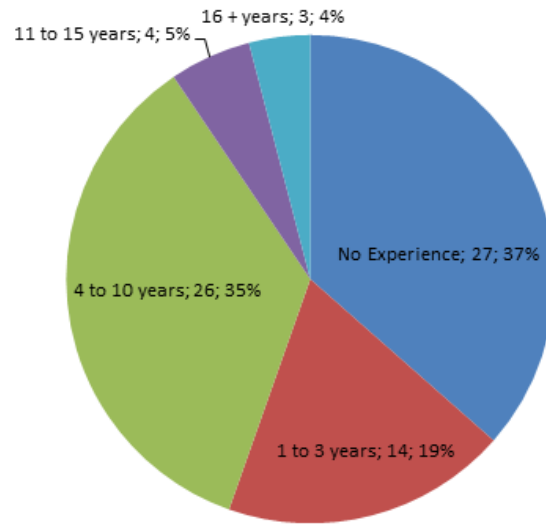
Each year the district devotes a lot of time to recruiting and hiring teachers. What follows is a listing of hires, by experience, for FY14 and FY15. Note that this table is for all teachers including for example, the .2 FTE Type M. In FY14 11.3% of our certified teachers were new hires. In FY15 this will be at a maximum, 11.8%.

Year	Teachers w/no experience	1-3 years of experience	4-10 years of experience	11-15 years of experience	16+ years of experience	Total	Vacancies	Total Teachers
FY15	26	14	25	4	3	72	8 as of 7-24-14	675 (if all filled)
FY14	34	17	17	7	3	78		688
Total	60	31	42	11	6	150		

(See chart below.)

Years of Experience for New to KPBSD Teachers

There are 74 new to KPBSD teachers for the 2014-15 school year



ADMINISTRATIVE RECOMMENDATION

N/A



KENAI PENINSULA BOROUGH

Legal Department


144 North Binkley Street • Soldotna, Alaska 99669-7520
Toll-free within the Borough: 1-800-478-4441, Ext. 2120
PHONE: (907) 714-2120 • **FAX:** (907) 714-2379
www.kpb.us

MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Assembly President
President, Board of Education
Members, Kenai Peninsula Borough Assembly
Members, Kenai Peninsula Borough School District Board of Education

THRU: Mike Navarre, Borough Mayor

FROM: Colette Thompson, Borough Attorney 

COPY: Risk Management Committee

DATE: July 10, 2014

SUBJECT: Litigation Status Report

Following is a summary of the major lawsuits in which the borough and school district are involved. This list does not include the real property tax foreclosures and numerous standard tax collection cases pursued by the borough.

1. **King v. Kenai Peninsula Borough.** Case No. 3KN-14-310 CI. Latasha King filed suit against the borough on April 7, 2014, for damages allegedly sustained in a motor vehicle accident on a borough maintained road. The borough filed an answer and a crossclaim against the driver of the vehicle. Investigation and discovery are in process.
2. **Price v. Kenai Peninsula Borough and Johni Blankenship, Clerk.** Case No. 3KN-11-404 CI / S-14713. James Price sued the borough for its rejection of referendum petition no. 2010-01. This petition requested a borough-wide vote to repeal ordinance 2008-28, which allowed the cities in the borough to opt out of the seasonal sales tax exemption. The petition was rejected because it constituted local and special legislation and directly conflicted with AS 29.45.700 delegating to the assembly the authority to allow the city to tax sources that the borough does not. Further, the pool of voters was over-inclusive by calling for a borough-wide vote on a tax exclusive to each general law city. Both parties filed motions for summary judgment, oppositions, and replies thereto. Oral argument was held before the superior court

on November 8, 2011. The court ruled in the borough's favor that the referendum constituted local and special legislation and did not reach the issue of whether it directly conflicted with a state statute. Final judgment was issued on March 21, 2012. Price appealed that judgment to the supreme court. Briefing and oral argument have been completed and we are awaiting a decision.

3. **Reekie v. KPBSD et al.** Case no. 3HO-13-67 CI. Justin Reekie, Raymond Reekie and Shawn Leigh Reekie filed suit against the borough, the school district, the American Legion, Department of Alaska, Inc. and numerous other entities and individuals for damages allegedly sustained by Justin during baseball batting practice held at Homer High School on or about March 24, 2010. Plaintiffs dismissed the Kenai Peninsula Borough without prejudice and several other defendants but the school district and numerous other defendants remain in the case. The school district filed a motion to authorize adding another defendant. No party has opposed this motion and we are awaiting a ruling from the court. Discovery is in process and trial has been rescheduled to February 2015.



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7520

Phone (907) 714-8888 Fax (907) 262-9132

www.kpbsd.k12.ak.us

SCHOOL BOARD COMMUNICATION

Title:	Measuring Social Emotional Well Being		
Date:	July 24, 2014	Item Number:	General Information
Administrator:	Steve Atwater, Ph.D. <i>Steve Atwater</i> Superintendent of Schools		
Attachments:			

Action Needed For Discussion Information Other: _____

BACKGROUND INFORMATION

KPBSD's Key Performance Indicators (KPI) include measuring (in grades 5 and 10) our students' social emotional well-being. Each year our students take either the School Climate and Connectedness Survey (SCCS) or the Youth Risk Behavior Survey (YRBS) that provide information on student well-being and school climate as well as student behaviors. Both of these surveys are lengthy and take a full class period to complete. The SCCS is offered for grades 5-12 and the YRBS is for a sample of our students in grades 6-12. These two surveys ask detailed questions on risk behaviors, e.g., drug use and sexual activity, as well as social environmental conditions of school and home, e.g., bullying. Both of these surveys are normed at the state level. The cost of the SCCS is just under \$10,000 and the YRBS is free. The SCCS is returned to us 6 months after administration while the YRBS is returned four to six months later.

As a way to more quickly capture social emotional well-being information, we will use the Gallup Student Poll. This survey is free, administered in October with a four-week return of results and compares our students to a sample of students at a national level. The short survey (20 questions) includes questions in the area of hope, engagement and wellbeing but does not include questions on at risk behaviors.

ADMINISTRATIVE RECOMMENDATION

N/A



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7520

Phone (907) 714-8888 Fax (907) 262-9132

www.kpbsd.k12.ak.us

SCHOOL BOARD COMMUNICATION

Title:	Resignations		
Date:	August 4, 2014	Item Number:	General Information
Administrator:	Joann Riener, Director, Human Resources <i>Joann Riener</i> Dave Jones, Assistant Superintendent <i>Dave Jones</i>		
Attachments:			

Action Needed
 For Discussion
 Information
 Other: _____

BACKGROUND INFORMATION

Name	Assignment	Location & Effective Date
Hilary Acovak	Secretary I	Nanwalek School, effective at the end of the 2013-14 school year
Alanna Allen	Special Education Intensive Needs Aide	Soldotna High School, effective at the end of the 2013-14 school year
Gilberte Bachiochi	Library Aide	Chapman School, effective at the end of the 2013-14 school year
Laurie Moon	Special Education Intensive Needs Aide	K-Beach Elementary School, effective at the end of the 2013-14 school year
Teresa Mullican	Accounting Specialist I	Finance Department, effective July 11, 2014
Ronald Sheffer	Special Education Resource Aide	McNeil Canyon Elementary School, effective at the end of the 2013-14 school year
Charles Wootton	Head Custodian II	Seward Elementary School, effective at the end of the 2013-14 school year