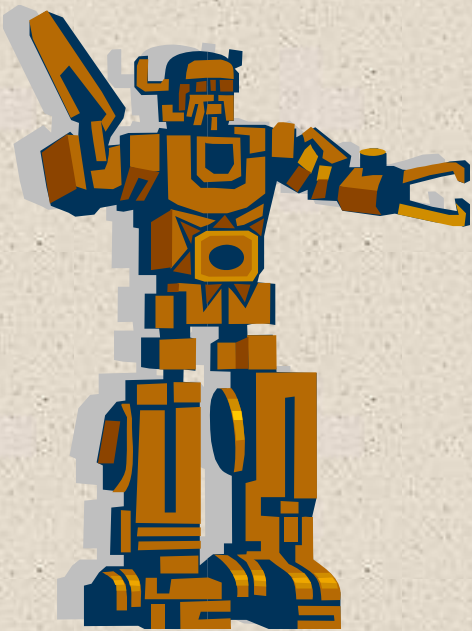


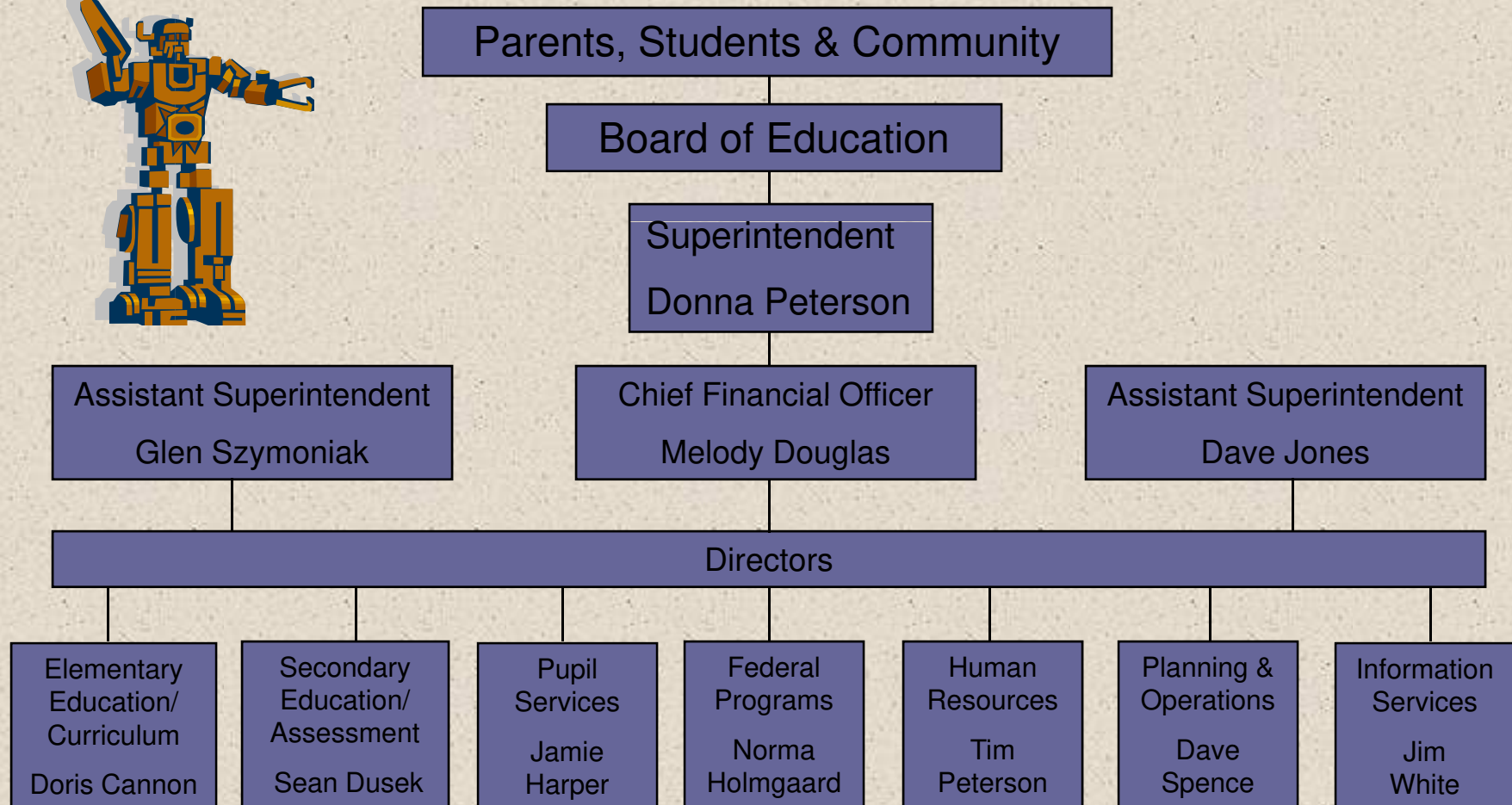
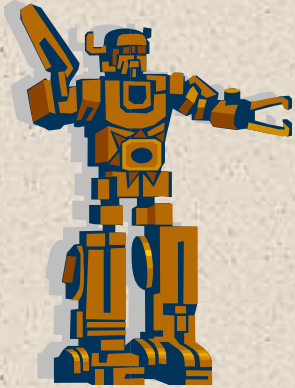
# **Kenai Peninsula Borough School District**

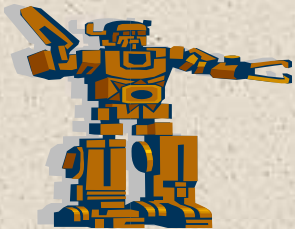
**2007-2008 District Administration**

## **TRANSFORMING THE DISTRICT**



# KPBSD Organizational Chart 2007-2008





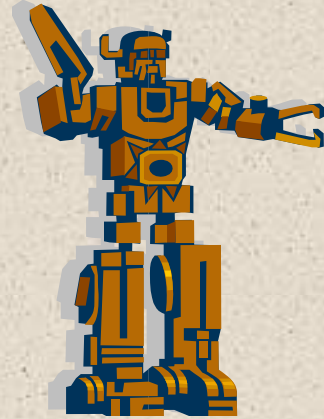
# KPBSD Mission Statement

**The mission of the Kenai Peninsula Borough School District, in partnership with its rich diverse communities, is to develop creative, productive learners who demonstrate the skills, knowledge, and attitudes to meet life's challenges, by providing stimulating, integrated learning opportunities in a safe, supportive environment.**

**The role of District Office is to anticipate and meet the needs for accomplishing the District's mission.**



## **Donna Peterson, Ed.D. Superintendent of Schools**



### **Responsibilities ~**

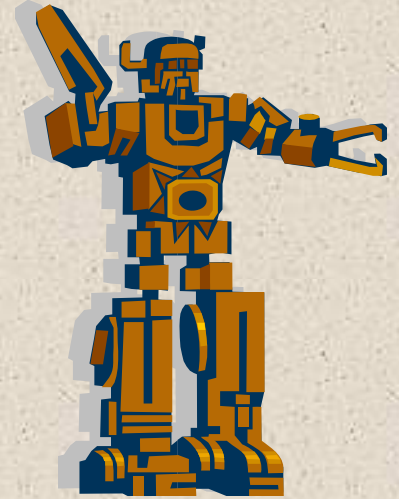
- Supervision:** Supervise the selection, appointment, coaching, and evaluation of employees
- Administration:** Administer all aspects of the district in accordance with statute and Board policy
- Leadership:** Recommend policies and procedures to the School Board, guide instruction and learning, and coordinate services for high student achievement

### **2007-2008 ~**

- ✓ **Political arena:** Local, state and national
- ✓ **New administrator performance/accountability**
- ✓ **Communications:** With site councils, parents, and community groups
- ✓ **Develop long-range plan**

## **Dave Jones**

### **Assistant Superintendent**



#### **Responsibilities ~**

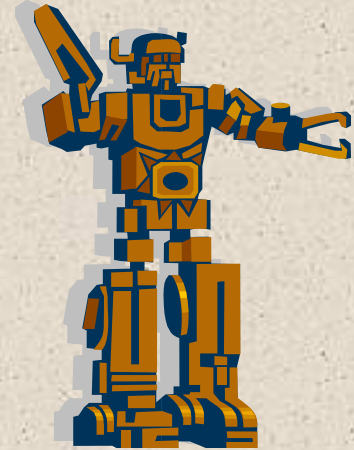
- **Create opportunities for student success**
- **Respond to public needs**
- **Provide timely and accurate information**
- **Oversight of employee & student safety programs**
- **Oversee personnel management**

#### **2007-2008 ~**

- ✓ **Political arena: Coordination with Legislature**
- ✓ **Fostering relationship with Kenai Peninsula Borough**
- ✓ **School district policy review**

# Glen Szymoniak

## Assistant Superintendent



### **Responsibilities ~**

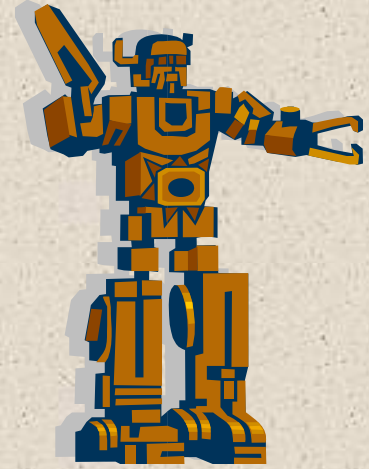
- Manage and direct instructional departments
- Direction and support for school principals
- Supervise districtwide student discipline and attendance
- Carry out responsibilities as assigned by the superintendent

### **2007-2008 ~**

- ✓Improving graduation rate
- ✓Advancing Quality Schools/Quality Students program
- ✓Professional development plan



## **Melody Douglas** **Chief Financial Officer**



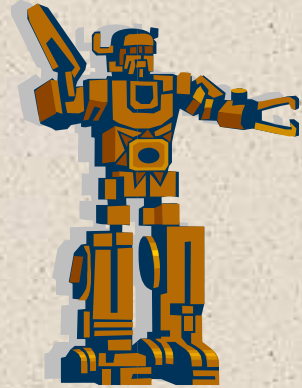
### **Responsibilities ~**

- Budget development and reporting
- Annual audit and financial reporting
- District enrollment
- Legislative activities targeting funding
- Management of district finance resources

### **2007-2008 ~**

- ✓Software conversion project; develop electronic business manual
- ✓Accounting for pupil activity funds, budgeting and school support
- ✓Revise budget process; change out district procurement cards

## Sean Dusek Director, Secondary Education



### Responsibilities ~

- **Assessment:** District report card, reports, analysis, AYP, and district test coordinator
- **Curriculum:** Development, graduation requirements, course master, Carl Perkins, counselors, intervention, and distance education
- **Principals:** Secondary point of contact, policy, discipline, and mentor

### 2007-2008 ~

- ✓ **Work Force Development Center** – Implement comprehensive CTE plan
- ✓ **Distance education** – Expand to meet the needs of the district
- ✓ **Peninsula Optional High School** – Implement performance-based high school
- ✓ **Implement formative assessment program** to enhance student achievement
- ✓ **Implement programs** to enhance graduation rate

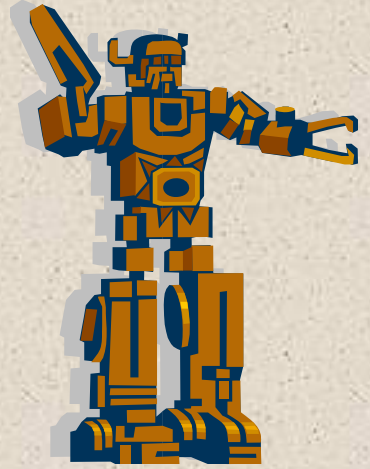


## **Norma Holmgaard Director, Federal Programs**



### **Responsibilities ~**

- Administer KPBSD federal supplemental programs, including No Child Left Behind
- Provide support and monitoring of KPBSD small schools
- Administer to needs of programs for adjudicated and/or incarcerated youth
- Oversee English Language Learner/bilingual programs



### **2007-2008 ~**

- ✓Work toward meeting needs of all learners
- ✓Assist principal/teachers in developing effective school programs
- ✓Ensure compliance with state and federal regulations

## **Doris Cannon**

### **Director, Elementary Education**



#### **Responsibilities~**

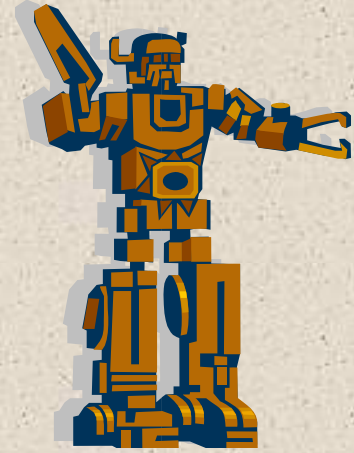
- **Elementary education issues:** Parent concerns, curriculum and assessment, scheduling, policy interpretation, principal and teacher support
- **Curriculum:** Curricular revision, selection of new curriculum and resource materials, implementation of revised curricula
- **Professional development:** All content areas, grade levels, district initiatives

#### **2007-2008 ~**

- ✓ **Revise the district's science and health curriculums**
- ✓ **Implement the district's K-4 standards-based report cards**
- ✓ **Implement the district's K-12 math curriculum**



## **Jamie Harper** **Director, Pupil Services**



### **Responsibilities ~**

- Special education program/Section 504 accommodations for students
- Gifted education: Supervise facilitators, review budgets, parent/student concerns
- Health services: Maintain compliance of regulations, nursing staff, care of medically fragile children

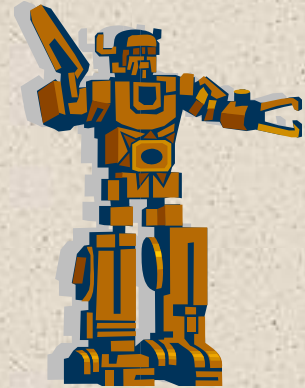
### **2007-2008 ~**

- ✓Continue staff development and program opportunities concerning Autism Spectrum Disorders
- ✓Retention and recruitment of talented special educators
- ✓IDEA compliance monitoring
- ✓Continue full implementation of response to intervention approach for students with learning disabilities



## **Tim Peterson**

### **Director, Human Resources**



#### **Responsibilities ~**

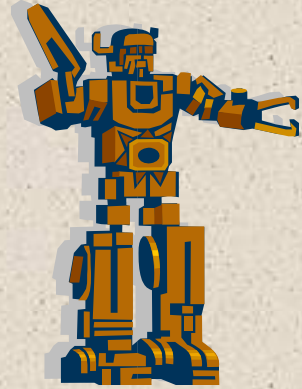
- **Labor Relations: KPAA, KPEA, KPESA**
- **Health insurance plan administrator**
- **Employee recruitment and staffing**
- **Labor regulations compliance: Local, state, federal**

#### **2007-2008 ~**

- ✓ **Job descriptions and work study and classification report for support employees**
- ✓ **Negotiation preparation for KPEA, KPESA and KPAA**
- ✓ **Revise and update evaluation handbook for certified employees**

## **Dave Spence**

### **Director, Planning & Operations**



#### **Responsibilities ~**

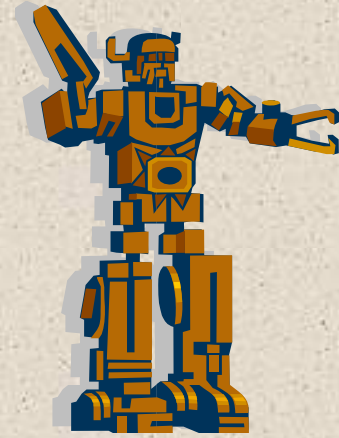
- Facilities
- Custodians
- State CIP grant/debt reimbursement applications and program/state six-year plan
- KPSAA/Student cocurricular activities/officials' associations
- District's operations departments: Warehouse, student nutrition, purchasing, transportation, theaters
- School camper host program

#### **2007-2008 ~**

- ✓Applications to DEED for capital project bonds
- ✓Teacherages for remote sites
- ✓Portable location study
- ✓Energy management program
- ✓School district new construction master plan

## **Jim White**

### **Director, Information Services**



#### **Responsibilities ~**

- **Technology and infrastructure planning**
- **Implement and support technology – districtwide**
- **Programming/support of administrative and other strategic software systems**

#### **2007-2008 ~**

- ✓ **Implement IP phones in Kenai and Nikiski**
- ✓ **Facilitate human resources, payroll and finance software conversion process**
- ✓ **E-Rate application and oversight of technology plan**