

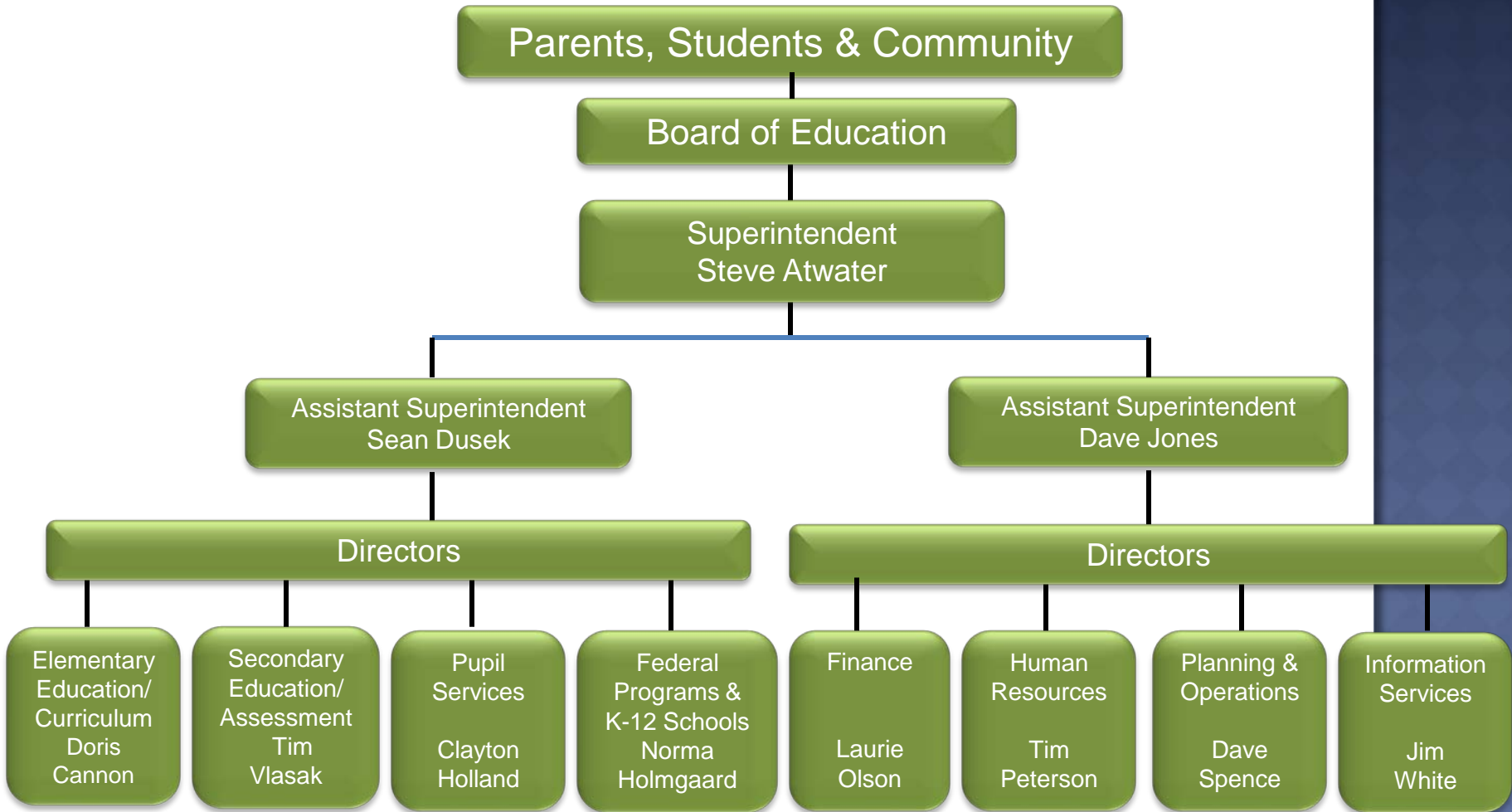
Kenai Peninsula Borough School District

2010-2011 DISTRICT ADMINISTRATION

*KPBSD, Collaborating to Meet
the Individual Needs of our Students*



Organizational Chart 2010-2011



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.

Steve Atwater, Ph.D. Superintendent of Schools



Responsibilities ~

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

2010-2011 ~

- ✓ Political Arena: Local, state, and national
- ✓ Administrator performance/accountability
- ✓ Communications: With all of the District's stakeholders
- ✓ Implement Long Range Plan

Sean Dusek, Assistant Superintendent



Responsibilities ~

- Manage and direct instructional departments
- Supervise Districtwide student discipline and attendance
- Carry out responsibilities as assigned by the superintendent

2010-2011 ~

- ✓ Increase graduation rate/decrease dropout rate
- ✓ Facilitate implementation of effective instruction across the District in every classroom
- ✓ Facilitate implementation of 21st Century Skills across the District in every classroom
- ✓ Implement effective collaborative practices across the District

Dave Jones, Assistant Superintendent



Responsibilities ~

- Finance
- Human Resources
- Information Services
- Planning & Operations
- Risk Management
- Legislative Affairs

2010-2011 ~

- ✓ Educate & inform stakeholders regarding District Budget
- ✓ Work with legislature on K-12 educational funding
- ✓ School District policy review
- ✓ Oversee District Emergency Action Plan
- ✓ Liaison to charter schools
- ✓ Respond to public needs

Laurie Olson, Director, Finance



Responsibilities ~

- Supervise and oversee payroll, accounts payable, grant reporting, fixed assets and Medicaid reimbursement activities
- Development of annual budget and creation of budget documents
- Coordinate annual financial audit and creation of financial reports
- Provide support and assistance to schools and departments on financial matters

2010-2011 ~

- ✓ **Evaluate and update District budgeting process**
- ✓ **Support enrollment projection**
- ✓ **Update health care reporting**
- ✓ **Finance Committee support**
- ✓ **Providing support to schools with budgeting and accounting for pupil activity funds**

Tim Vlasak, Director, Secondary Education



Responsibilities ~

- Coordinate all assessment and provide data analysis
- Support the implementation of programs that will reduce drop out rate and increase graduation rate: distance learning, intervention, Tech Prep, Work Force Development
- Develop, implement, and manage programs

2010-2011 ~

- ✓ Improve principal access to assessment data to drive personal development for both students and teachers
- ✓ Expand opportunities for students to be successful throughout high school and beyond.

Norma Holmgaard, Director, Federal Programs and K-12 Schools



Responsibilities ~

- Administer KPBSD federal supplemental programs, including ESEA and Indian Education
- Provide support for KPBSD K-12 schools
- Administer to needs of programs for adjudicated and/or incarcerated youth
- Oversee English language learner/bilingual programs
- Oversee teacher housing needs for remote schools

2010-2011 ~

- ✓ Assist K-12 schools in becoming 21st Century schools
- ✓ Facilitate understanding and growth in effective standards based education practices
- ✓ Work as a member of the Instructional Team to increase graduation rates throughout the District.

Doris Cannon, Director, Elementary Education



Responsibilities~

- Elementary Education Issues: Parent concerns, acceleration and retention, early entrance, 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

2010-2011 ~

- ✓ Revise Vocational Education Curriculum
- ✓ Begin two-year curriculum revision process with Language Arts Curriculum
- ✓ Implement newly revised Fine Arts & Physical Education Curricula
- ✓ Implement district professional development opportunities

Clayton Holland, 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

2010-2011 ~

- ✓ **Develop systematic five year staff development plan for special education teachers, specialists, and paraprofessionals**
- ✓ **Continue staff development and program opportunities concerning Autism Spectrum Disorders and low incidence disabilities**
- ✓ **Retention and recruitment of talented special educators and specialists**
- ✓ **IDEA compliance monitoring and quality processes**
- ✓ **Continue to collaborate with the general education intervention teams on Response to Intervention (RTI) process**
- ✓ **Improve communication with all department stakeholders**
- ✓ **Facilitate increased collaborative efforts for all pupil services department stakeholders**
- ✓ **Develop and pilot new evaluation system for school psychologists, speech and language pathologists, nurses, and other specialists**
- ✓ **Increase graduation rate/decrease dropout rate**

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

2010-2011 ~

- ✓ Job descriptions, work study and classification report for support employees
- ✓ Efficient transition from Meritain as a third party administrator
- ✓ Revise and update evaluation handbook for certified employees

Dave Spence, Director, Planning & Operations



Responsibilities ~

- Facilities
- Custodians
- State CIP grant/debit 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

2010-2011 ~

- ✓ DEED grant/debt reimbursement application process upgrade
- ✓ Teacher housing renewal/replacement at remote sites
- ✓ Portable locations
- ✓ Energy management program refinement

Jim White, Director, Information Services



Responsibilities ~

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

2010-2011 ~

- ✓ Increase disk storage capabilities district-wide
- ✓ Increase Internet bandwidth district-wide
- ✓ Support student and staff on technology
- ✓ Develop tools to provide staff with improved access to student testing results