

**General Information Items  
for the  
Board of Education**





**Kenai Peninsula Borough  
School District**

**2011-2012**

**School Annual Report**

**to**

**Superintendent**

**Dr. Steve Atwater, Superintendent**  
**148 N. Binkley ■ (907) 714-8888**  
**Soldotna, Alaska 99669 ■ (907) 262-9645**  
[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

# Superintendent's Annual Report

**School Name** ABCS

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**Submitted by** Larry Nauta

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

ABCS students won state first and second place in Kidwind power generation and presentation.
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# Superintendent's Annual Report

School Name Chapman School

Submitted by Conrad Woodhead

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## Yearly Activity Report For Chapman School

- 21 Pre-K Students enrolled at Chapman
- Chapman School continues to enjoy Fruit & Veggie state grant
- Currently using the following computer programs: Accelerated Reading, Milestones, Read Naturally, Skills Tutor, Read Naturally, Accelerated Math, Star Math, Star Reading, Typing Master Pro, Lexia, Headsprout, Orchard, Raz Reading, My Writing Web, Discovery Ed.
- Active Groups at Chapman: Student Council, Chapman Parent Advisory Group, Site Council, Title I
- Weekly Intervention Meetings
- Salmon Egg Collection - Anchor River
- Community - HEA Yearly Open House BBQ held at Chapman, Youth Group Wednesdays, Adult Basketball, Adult Volleyball and Zumba
- Child Find
- SPROUT Playgroup
- Community Garden Project
- Fire Safety - Anchor Point Volunteer Fire Department
- Read Across America with School wide activities
- Halloween Carnival
- Chapman School Open House well attended
- Art Program with Volunteer Dana Bachiochi
- Art Program with District Itinerant Debbie Harris
- Sports: Soccer, Basketball, Volleyball, Junior High Wrestling, Popeye Wrestling, Track
- QSP Magazine Sale - Fundraiser Event for Spring Swimming Lessons

- Scholastic Book Fair
- Senior Citizen Craft Bazaar
- Cowboy Tooth Fairy - Dental Hygiene
- Quarterly Awards Assemblies
- Dissection of Fish
- VFW Veteran's Day Assembly
- Parent Teacher Conferences
- Music Concerts: Fall, and Spring
- Canned Food Drive for Community Thanksgiving Baskets
- Anchor Point Public Library - Cabin Fever Variety Show
- Student Teacher - 1<sup>st</sup>/2<sup>nd</sup> Grade
- Character Counts Behavior Incentive Program
- Spelling Bee - Winner Jake Roberts
- 100s day activities school wide
- Unalakleet Athletes NYO presentation
- Parent Organized Snow Rondi Events at Chapman: Pinewood Derby
- Student, Wyatt Frank, chosen as Anchor Point Youth of the Year
- Battle of the Books 3<sup>rd</sup>/4<sup>th</sup>, 5<sup>th</sup>/6<sup>th</sup>, 7<sup>th</sup>/8<sup>th</sup> Teams
- Science Fair grades 3<sup>rd</sup> -8<sup>th</sup>
- Future Problem Solving Team
- 100% Participation during SBA testing (no retakes necessary)
- Grades 3-8 ice in Homer - Testing Reward (paid for by student council)
- Student Mediation Program
- Special Music Programs: Mass Band & Mass Choir
- Volunteer Appreciation Cookie Reception
- Student, Labri Estrada, chosen as Chapman's Masonic Student
- Math Night
- Math Bowl
- Kindergarten & Pre-K Open House
- 3<sup>rd</sup>/4<sup>th</sup> Grade Students - Two weeks of swimming lessons
- Registration for Pre-K / 19 students signed up
- Sixteen Kindergarten Students graduate
- Eleven 8<sup>th</sup> Grade Students graduated
- Field Day
- All School/Community BBQ Last Day of School

# Superintendent's Annual Report

**School Name** Connections Homeschool Program

**Submitted by** Lee Young

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## University of Alaska Scholar Award Recipients:

- Camille Huber
- Selia Butler
- Caleb Murray
- Nathaniel Reams
- Ethan Atwater
- Tanner Penrod
- Shannon Reid
- John Akers
- Naomi Chyhook
  
- Carolyn Sisson – Freestyle gold medal winner in Statewide ISI Ice skating competition
- Leah Flory – Ken Fisher Memorial Scholarship recipient for outstanding Christian character.
- Mason Yamada selected to represent Alaska at the Bowling Nationals in Indianapolis this summer.
- Conway Seavey – Winner of the Junior Iditarod
- Rachel Hannan – All State Solo, Ensemble, Choir
- Ethan Atwater – Whitworth University – Presidential Scholarship Recipient
- Jimmy Gao – 1<sup>st</sup> place table tennis tournament in Anchorage – Bronze medal Arctic Winter games; team and double events
- Jaymie Nichols – U-10 State Hockey Championship Team Member

Superintendent's Report Information:

### **Cooper Landing School 2011-2012**

Submitted by: Dr. Christine Ermold

- All students participated in the **National Archery in the Schools Program (NASP)**, and fifth grader, James Holben, placed second in the grade 3-6 division and was invited to compete at the National Archery Competition in Kentucky.
- Students have continued to perform at high levels on the Alaska Standards Based Assessments and excel academically through the use of various teaching and learning experiences that include distance learning experiences, field trips, and other hands-on opportunities made available by the support of many volunteers and donors.
- Staff and students continue to be very conscious of energy conservation and remain heavily involved with the community recycling program that occurs in partnership with the AmeriCorps Raven program.
- Students in grades 3, 4, 5, & 6 participated in the Battle of the Books competition.
- Cooper Landing School works collaboratively with the community preschool program to provide a variety of learning opportunities for the community's preschool age children.
- A strong collaboration with Hope School and Moose Pass has continued to provide successful experiences both academically and socially for students at each school.
- The school has continued to receive the BIRCH AmeriCorps grant that provides for the Community Schools program at Cooper Landing.
- Cooper Landing School was awarded an Alaska State Council on the Arts grant that allowed the entire school to travel to Anchorage for the Anchorage Performing Arts Center event, Beauty and The Beast.
- Our Parent Advisory Committee continued to support and fund many educational, recreational and social events for our students. This year's events included: swimming lessons, gymnastics lessons, skiing lessons, rock gym climbing lessons, participation in a hay bale maze, a trip to the Anchorage Museum, a visit for the release of a Great Horned Owl, travel to the Trail Lakes Hatchery for a salmon egg take, a Kenai River float trip and ecology lesson, and attendance at School House Rock and Shanghai Circus performances in Anchorage, AK.

Narrative Description  
2011-2012 School Report Card  
Kenai Peninsula Borough School District

School Name: Fireweed Academy

Narrative Description of Parental, Community, or Business Involvement

**Parental, Community, or Business Involvement**

Parental: Academic Policy Committee members  
Office and Classroom Aides  
Music, Dance, Art, PE Enrichment classes  
Lunch/Recess Supervisors  
Mentors on Special Topics  
Drivers/Chaperones on field trips/after school programs  
Fundraising  
Legislative action support

Community: We continue to maintain strong working relationships with several non-profit organizations. We rely heavily on local folks to host field trips and provide expert speakers that provide a link between school and community and make learning more authentic and meaningful. We have benefited from our relationship with Bunnell Street Gallery, Homer Council on the Arts, Kachemak Heritage Land Trust, Pratt Museum, Alaska Islands and Ocean, Center for Alaskan Coastal Studies, Homer Public Library, Homer Youth Court, Big Brothers, Big sisters, and Community Mental Health. We have also benefited from the expertise of many local individuals.

**Highlights for this year include:**

Harvest Festival  
Fall Fundraiser  
Student Led Conferences  
D Project Maori Dance, Sharlene Cline, Eddie Wood: Artists in schools  
Structures 2012 Grand Exposition  
I Safe Training  
Found object collage  
Afterschool ski club  
Math Bowl  
Kodiak Youth Drum Group  
Shackleton Presentation  
Sister Pine Awareness  
K-2 Theme Culminating Performances  
6<sup>th</sup> Spring Field Trip to Talkeetna  
3<sup>rd</sup>-5<sup>th</sup> Spring Field Trip: Peterson Bay

## Other Information the School Wishes to Share

### **Other Information the School Wishes to Share**

Fireweed continues to enjoy the support of Title I programming. I believe we are the only charter school in the state that does. We are very proud of the fact that our student population reflects the demographics of our community. Many of our younger students benefited from the extra help they got in reading this year.

We were granted space at the WHE campus to address the needs of students with disabilities. Fireweed is increasing and refining our skills and dispositions for providing services for students with intensive needs.

Adding a K-2 East Campus continues to challenge and reward this year. Parents are committed but still need more information on our Theme Immersion Model and constructivist methods. We are planning on adding school lunch service at the K-2 campus next.

Fireweed "recycled" some of the playground equipment from the former Karen Hornaday Park playground which has enhanced opportunities for play and exercise. Students painted colorful salmon to beautify the chain link fence.

People's Garden granted \$4900 to Fireweed to expand their garden and provide students with tools and raised beds.

# Superintendent's Annual Report

**School Name** Homer Flex

**Submitted by** Karen Wessel

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

**STUDENTS:** Thurmond Scholarship, UA Scholar, Masonic Outstanding Student Award

**STAFF:** Alex Koplin, Nominated for BP Teacher of Excellence  
Chris Brown, Accepted, Educational Leadership, MA in Education at UAS  
Jeff Szarzi, AKLN, Teacher of Marine Biology 2012-2013

**GRANTS:** People's Garden Grant, a schoolwide project  
Homer Incentive Trust, Donor-advised Grant through the Homer Foundation, awarded Fall 2011 and Spring 2012

# Superintendent's Annual Report

**School Name** Homer High School

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**Submitted by** Allan Gee

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## **Skills USA- Most Employable School-3<sup>rd</sup> consecutive year**

Largest Chapter Skills USA in the State of Alaska

Top Three Welders: Skills USA Region Competition

Willie Paag #1

Nathaniel Hardy #2

Dave Jolly #3

Heath Johnson 1<sup>st</sup> Place State Competition Skills USA-Construction

DJ Marsengill 2<sup>nd</sup> Place State Competition Skills USA-Construction

Taylor Ellison 3<sup>rd</sup> place State Competition Skills USA –Pre-School

## **Sean Campbell, BP Teacher of Excellence**

### **Homer High School Choir Achievements for 2011-2012:**

HHS Choir received the Academic Award for the highest combined GPA at Alaska State Solo Ensemble Festival (ASAA State Championship Event)

Performed Beethoven's Ninth Symphony with Kenai Peninsula Community Chorus, Kenai Peninsula Orchestra, and professional soloists

27 Participants in Alaska All-State Honor Choir (ASAA State Championship Event)

6 Participants in All-National Honor Choir that will sing in The Kennedy Center in Washington DC this summer.

**People's Garden Grant - \$5,000 received.** Construction has already begun on this garden, and students from our Natural Resources class are already involved in the project.

**Matt Tucker, Special Education Teacher**, was recognized with an Inclusive Practice Award, presented by the AK Governor's Council on Disabilities and Special Education at the 2012 AK Special Education Conference.

**\$3,000 Grant from the Training Institute for Partnerships in Science (TIPS).** Science teacher, Vicki Lowe, participated in this institute at UAF learning how to integrate biotechnology into her science curriculum and received \$3,000 for classroom materials support.

**New Peer Mentoring Program** supported by Paul Gutzler and Paul Story was successful by pairing up 9<sup>th</sup> and 12<sup>th</sup> grade students for mentoring, tutoring, and goal setting. All students who completed the entire year traveled to UAA for a tour of the campus. 9<sup>th</sup> graders participating improved their GPAs almost 146% (almost 1.5 times higher) than in 8<sup>th</sup> grade.

**Football Team (state runner-up)** had the Highest GPA in State Competition Highest success rate for eligibility- 48 out of 50 players eligible for the entire season.

**Cam Wyatt – Northern Lights Conference Football Coach of the Year**

**Drama, Debate and Forensics State Tournament**

Adella Sundmark and Theo Noomah – 2<sup>nd</sup> place, Pantomime  
Jacob Mayforth – 1<sup>st</sup> place, Original Oration  
Adella Sundmark – 3<sup>rd</sup> place, Original Oration  
Jacob Mayforth and Herman Hannan – 1<sup>st</sup> place, Duet Acting  
Trevor Waldorf – 5<sup>th</sup> place, Foreign Extemporaneous Speaking  
3<sup>rd</sup> place Overall, Small School – Drama  
3<sup>rd</sup> place Overall, Small School – Forensics

**DDF 2012 Coach of the Year – Amy Christianson**

**Cheerleader 2012 Coach of the Year – Anna Fisher**

**\$863,000 in total scholarships for the Class of 2012.**

**#2 Ranked High School in the State of Alaska** (Source: U.S. News and World Report)

# Superintendent's Annual Report

**School Name** Homer Middle School

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**Submitted by** David Larson

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## Grants:

- Homer Council on the Arts grant for performing arts Artist in the Schools
- Mr. and Mrs. Dave Shroer grant for \$2500 for extracurricular activities
- 7<sup>th</sup> Grade cold-water survival training grant from the Homer Foundation

## Athletic Titles:

- HMS Girl's Basketball achieved first place in the Borough Tournament
- HMS hosted the Borough Mass Band
- One student achieved second place at the State Spelling Bee

## Schoolwide Projects:

- HMS hosted the Borough Math Meet
- HMS qualified for the state Math Counts competition
- Community Food Drive
- Project Angel Tree
- Area wide outdoor clean up
- Artist in Residence focused on Salsa Dance
- Student Council hosted activity nights and spirit weeks
- 7<sup>th</sup> grade participated in a beach clean-up and a beach quadrats survey
- 7<sup>th</sup> grade participated in cold-water survival training

# Superintendent's Annual Report

**School Name** Hope Elementary High School

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**Submitted by** Monica Hinders

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

The 2011/2012 provided to be an excellent year at Hope School. All three graduates from last year are wrapping up their first year of college, (Tessa at UAA), and technology school-(Deana and Tyler at WyoTech in Montana and Florida. We are very proud if these graduates and pleaded that they have chosen to continue on with their education after leaving Hope School

Enrollment/HSGQE: This year we began the year with 12 students with no seniors. Our four 10<sup>th</sup> and 11<sup>th</sup> graders have passed the HSGQE and are expected to graduate in the next two years with their diploma. We expect to have 14 students next year with the addition of two students entering kindergarten.

Welding Class/Class M Certification: Biggest news this year was the development of a welding class for our Hope students. Hope School and staff worked with the district to get one of our own Hope parents certified through the State to teach welding. Our first class began second semester with four students participating. Next year it is our hope to have another person in the community with an automotive certification. Students in the welding class attended three different welding related trainings, including two welding association meetings in Anchorage with new teacher, Willie Davidson.

Farm to School Grant/ AmeriCorps: Our AmeriCorps member obtained a \$500.00 grant to purchase grow lights for our science program. New to Hope School this year, our AmeriCorps program emphasised local grown products, food preparation, and the preparation of healthy snacks. Together with our teacher, the AmeriCorps staff set up a science/food nutrition class on Tuesdays and taught the intermediate students how to grow some of their own food like zucchini and edible flowers, how to make jelly, how to tap birch trees for syrup, and how to make healthy snacks. Students researched their recipes, made shopping lists, and prepared the food under the supervision of the AmeriCorp worker, Lisa Simono.

Battle of the Books-5th and 6<sup>th</sup> grade team- With only two students in that age group, we still managed to win two battles and had a great time.

Technology-Using our new technology to connect up with Cooper Landing School for show and tell on Friday mornings and accessing CNN news for kids on the smart board for current events of Thursdays.

Veterans Day-Round Table- A first for Hope School. Students invited local veterans to Hope School on Veterans Day and enjoyed hearing about their experiences in the military first hand. Veterans from World War II, Korea, Vietnam, and Iraq came to Hope School and talked about their experiences. Parents also came to the round table and everyone took the time to honor the men and women of the Hope community who served our country. This is going to be a yearly event! Students made snacks and refreshments for the guests.

# Superintendent's Annual Report

**School Name** Kachemak Selo School (56)

**Submitted by** Andy Rothenberger

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

- Parents and community support-- Federal Programs parent involvement projects
- Parent volunteers: Site Council, maintenance and new construction, field trips/class projects
- Russian language instruction
- Kachemak Selo School new building council—and borough support
- School achievement goals: geometry and measurement, K-3 reading fluency, science Fridays
- Teacher professional development: AIMSweb, I-Team, IPT, AWA, Discovery Ed, SMART Technologies, AIS residencies, and Head of the Bay Language Arts PLC.
- K-1 afternoon learning centers
- Outdoor lab activities and field studies
- Writers Workshop blog
- K-1 Properties of Water production
- 4-5 Real Story of the Three Little Pigs production
- Iditarod Sled Dog reading race
- Artist In Schools residency program with Eddie Wood—focus on storytelling
- Kenai Peninsula Writer's Contest honorable mention recipient
- Student clubs—math, chess, electronics and homework clubs
- Sports Coop—Head of the Bay villages and Homer High Hockey
- Voznesenka/Selo Wrestling and Football
- Construction workshops for students
- Student fund raising and contributors
- Field and picnic day activities
- Peterson Bay Research Station field trip (9-11)
- Battle Books 5-6, 7-8
- Five(5) A-Roll and Principal's List academic achievers (Gr. 6-12)
- Five (5) Kindergarten graduates
- Four (4) 8<sup>th</sup> grade promotions to high school
- Eight (8) 12<sup>th</sup> grade graduates (including one Connections student)
- UA Scholar recipient
- Collaboration schedule—focus on Science Fridays, spiraling electives (K-12), Russian curriculum with scope and sequence (K-12), writing, SpEd support and RTI
- AYP
- New furniture and equipment
- Marine Debris cleanup
- Head of the Bay highway cleanup (23 miles)
- Increased storage space for equipment and rotational materials
- New primary playground and drainage
- Alternative/variance calendar
- Tech integration equipment

# Superintendent's Annual Report

**School Name** Kaleidoscope School of Arts and Science

**Submitted by** Robin Dahlman

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

Kaleidoscope School of Arts and Science 2011-2012 Achievements:	
June 2012	-Representing Alaska in the National Future Problem Solving competition, Indiana University
May 2012	-Assisted in clean-up and preparation of the Burney Huss Trail, Kenai -Alaska State Champions in Junior Division of Future Problem Solving -Mrs. Elaine Larson awarded the AK State Arts Consortium Award of Excellence -100% of 5 <sup>th</sup> grade students proficient in Reading Spring SBA
February 2012	-Hosted Artist, Shala Dobson who provided Profession
October 2012	-Hosted <i>Total Learning</i> by Dr. Sue Snyder to provide professional development in effective student engagement and integration teaching practices

# Superintendent's Annual Report

**School Name** K-Beach Elementary

**Submitted by** Melissa Linton

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

The K-Beach community strives to meet the needs of each and every child so they meet their academic goals. We are especially proud that K-Beach students perform well on both KPBSD formative and summative assessments. Our overall academic success reflects the staff's dedication to making sure every student performs at their personal best.

The Kenai Peninsula School District has made a commitment to assign K-Beach Elementary School with two full-time Intervention teachers. Teachers, with the help of our school Intervention Team, review assessment data, student work and other student achievement evidence to identify those students who are most in need of academic enrichment. Using research-based, direct instruction programs, we are able to assist at-risk students to meet or come closer to meeting district-wide assessment benchmarks. Our Intervention Team served over 65 students in need of academic or behavior assistance.

Staff at K-Beach strive to stay current with best practices in education. For example, K-Beach staff uses scheduled collaboration time to effectively address the needs of our students. Grade level collaboration teams set SMART goals and used formative assessment data to guide and improve their instruction. Our teachers participate in a variety of professional development opportunities throughout the year that enhance their instruction and assessment techniques. For example, teachers address 21<sup>st</sup> century learning styles by incorporating Smart Board activities and Discovery Education resources into their daily lessons. Teachers are using these technologies in a variety of ways, but the main goal is to increase student engagement in the classroom. Our teachers are participating in many professional development classes to learn and share new strategies to increase overall student achievement.

K-Beach students continue to excel not only in academics, but also in the arts. Students from K-Beach are extremely competitive in school, local and state-wide competitions, such as the DARE Essay Contest, the Tustumena 200 Sled Dog Race poster contest, the state spelling bee, Battle of the Books and Future Problem Solvers. Our Artist in Residence, Ms. Liz, spent five weeks exploring a variety of artistic mediums with our students. During her time with us, students created art projects linked to literature and writing. Our culminating Art Show showcased over 2,000 pieces of art made by K-Beach children. In addition to our art program, music is also cherished in our school. The intermediate musical *Tom Sawyer* and the primary musical, *The Elf Impersonater* offered students the opportunity to share their theatrical and vocal talents. Our K-Beach band and band alumni for SkyView High School ended the year with a joint concert open to the community. We encourage and support our students to participate and excel in every way and the efforts are recognized and appreciated!

Parents, community and business members support our school in a variety of ways. Students could not reach their academic and social goals without the help of our K-Beach community members. Reading to children, chaperoning field trips, donating supplies and food, assisting teachers in the classroom, organizing events, and sharing talents are a just few ways in which K-Beach families and community members help educate our students.

Student Council organized many successful community out-reach projects this year. The K-Beach community donated magazines and supplies for our troops. During the holidays, we donated over 100 toys to the Toys for Tots program and over several hundred pounds of food and blankets to the Kenai Peninsula Food Bank. Our students and staff served our community in a variety of ways this year and our hope is to continue and expand these initiatives next year.

The K-Beach PTA serves all the children and staff in our school. Our PTA organizes many events that provide safe, free/low-cost, and enrichment activities for families. Open House, Kindergarten Tears and Cheers, Reading Programs, Nutrition Education, the Halloween Carnival, and the end of the year family barbecue are a few of the events sponsored by the PTA. Likewise, the PTA organizes several fund raising ventures that pull together teachers, students, community and business members. Funds are distributed to staff members to support school events, purchase educational equipment, and off set field trip transportation costs. This year in particular the PTA worked in partnership with the Caribou Student Council to help support our school-wide goal to increase student voice and participation in school decision making. Students were involved with choosing the events PTA sponsored and as a result, we had the most participation ever! We are very proud of our PTA as they not only support our school, but they genuinely care and respect our school community.

**Business and Community Partnerships:**

Diamond M Ranch	Pizza Hut
Kenai Wild Life Refuge	Duck Inn
Short Stop	Don's Rent it Center
Save-U-More	Orca Theater
Poppy Lane Flowers	Soldotna Police Department - DARE
The Duck Inn/Kenai River Lodge	Central Peninsula Hospital – Safe Kids
River City Cheer	State of Alaska, Department of Fish and Game
Jumpin' Junction	Challenger Learning Center
Foster Grandparents	Amanda Elmore, 31
Soldotna Food Bank	Stanley Ford
Scrapaholics	Solid Rock Bible Camp
Hooked on the Bean	Soldotna Sports Center
Kaladi Brothers	H2 Oasis
Safeway	Nikiski Pool
Coffee Roasters	Trustworthy Hardware
Orca Theater	Grace Bretheren Church
Big Daddy's Pizza	Love Inc.
Kenai Visitor's Center	Soldotna Rotary
Love Inc.	

# Superintendent's Annual Report

**School Name** Kenai Alternative High School

**Submitted by** Loren Reese

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## Individual Awards and Recognition:

Masonic Outstanding Student – Janae Brooks

ELKS Lodge #2425 Student of the Year-Devin Buscher

UA Scholars Award Recipients – Tatiana Edelen

John Demelta

..... Cierra Conkilyn

..... Penny Nelson

XTO Energy Outstanding Student Scholarship-Devin Buscher

Bernard Stroman Memorial Scholarship-Tatiana Edelen

## School-wide Projects

KAHS offers a morning breakfast program which is run by the Soldotna United Methodist Church, Our Lady of the Angels Catholic Church, and the River Covenant Church. These groups coordinate efforts to secure grant funding for the project, purchase food items, prepare the food and serve breakfast to our students every morning. Their tireless efforts provide a hot meal to many students that would otherwise go without.

This year KAHS continued its mentoring program and collaboration with the Community Action Coalition and KPC. With the help of these two community partners, 20 seniors were given the opportunity to participate in either a mini-internship or plan for attending classes in their post secondary educational lives.

We received a grant for \$26,000 through the Alaska Department of Education. This grant Kenai Alternative and 17 other alternative school from the state of Alaska. Kenai Alternative used the funding to create a healthy choices/changes class that ran from December to February. Topics covered included shopping and cooking healthy foods on a budget and avoiding risky behaviors. The I-Safe curriculum was also covered during this time frame. KAHS plans to continue working through this grant for the next school year.

This year we had 40 graduates.

# Superintendent's Annual Report

**School Name** Kenai Central High School

**Submitted by** Alan Fields

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## Football:

2011 Medium Schools State Champions

AJ Hull—offensive player of the year, 1<sup>st</sup> team all-state: quarterback, defensive back, and return specialist

Daniel Carlson—1<sup>st</sup> team all-state: offensive guard

Kyle Dougherty—1<sup>st</sup> team all-state: inside linebacker

Alex Nason—1<sup>st</sup> team all-state: defensive line, offensive tackle

AJ Hull—Gatorade Player of the year

## Cross Country Running:

Ali Ostrander—Gatorade player of the year (runner of the year)

## Wrestling:

Ellery Stefansson—3<sup>rd</sup> place at state, 132 pounds

Team won academic award at state

## Hockey:

Zack Zulkanycz—1<sup>st</sup> team all-state

## Nordic Ski:

Girls team who qualified for state won the academic award

## Swim/Dive:

Olivia Piefer—6<sup>th</sup> at state in the 200 free style

## Basketball:

Boys basketball qualified for state, received the sportsmanship award at state

AJ Hull—3<sup>rd</sup> team all-state

AJ Hull, Bailey Beeson, Morgan Wensley—all chosen to play in the senior all-star game

## State Track:

Bailey Beeson—3<sup>rd</sup> in 800

Leah Sandahl—8<sup>th</sup> in 100 hurdles

Jonah Theisen—7<sup>th</sup> in 1600

4\*4 girls relay team—2<sup>nd</sup>

4\*8 girls relay team—4<sup>th</sup>

**Soccer:**

Girls team qualified for state

**Baseball:**

Boys team qualified for state

The following students received awards at the district art show.

Nick Bodnar-1<sup>st</sup> place drawing

Brandi Wagoner- 1<sup>st</sup> photography

Melanie Wortham – 2<sup>nd</sup> Photography

Liberty Rohn- 3<sup>rd</sup> photography

Evening Ferguson- 2<sup>nd</sup> Ceramics

Jonathan Torkelson- Honorable mention drawing

**Honor Choirs:**

58 students selected for the\_KPBSD H.S. Honor Choir

20 students selected for the Alaska All-State Honor Choir

17 Kenai Central Choir members were chosen for the 2012 ACDA (American Choral Directors Association)

15 students selected for the All-National Honor Choir (KCHS has 3 times more than the next closest choir in the U.S.A.

**Drumline:**

Drumline performed at the Championship Football game half-time show. KCHS Drumline is the only Drumline in the district.

**Honor Bands:**

9 students selected for All-State Band

Deb Sounart received an accolade at the ASAA Band Director's meeting for having the most band students chosen to the All-State Band from Region III

23 members selected for the KPBSD Honor Band

**Solos & Ensembles:**

District Ensembles: 5 Superior Ratings

District Solos: 10 Superior Ratings

State Ensembles: 3 ensembles; 2 Superior Ratings

State Solos: 10 solos; 2 Superior Ratings

Prudential Spirit of Community Award for two students - Noelle Schmitter-Schrier and Courtney Stroh

Spirit of Youth Award for two students- Miranda Udelhoven and Forrest Vest

The graduating class of 2012 received substantial scholarships from various universities and other sources.

Developed and implemented a program in the special education department for Building Academic Vocabulary using Marzano's instructional model

# Superintendent's Annual Report

**School Name** Kenai Middle School

**Submitted by** Vaughn Dosko, Principal

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

SOCCKER	Girls - 1st Place Borough Champions Boys - 1st Place Borough Champions
TRACK	Girls - 1st Place / Borough Champions Boys - 1st Place / Borough Champions
BASKETBALL	Girls - 3rd Place Boys - 3rd Place
VOLLEYBALL	1st Place - Borough Champions
MATH COUNTS	1st Place - State Competition
MATH BOWL	1st Place - Drake Thomas 2nd Place - Caleigh Jensen 3rd Place - Ean Atchley & Taylor Shelden
FUTURE PROBLEM SOLVING	1st Place - Junior Presentation 2nd Place - Middle Presentation 1st Place - Middle Presentation & Team Booklet Competition
GEOGRAPHY BEE	1st Place - Mikaela Salzetti 2nd Place - Elizabeth Meyer 3rd Place - Gavin Bennett
SPELLING BEE	1st Place - Brett Brown 2nd Place - Mara Yougren-Brown
BATTLE OF THE BOOKS	6th Grade - Finished In the Top Half 7th & 8th - 3rd Place
TALENT SHOW	1st Place - Noelle Roberts 2nd Place - Kelsey Booth & Tekaiya Rich 3rd Place - Destiny Schmidt

MASONIC AWARD	Dalton Dosko
AFTER SCHOOL TUTORING	11/08/11 - 04/12/12 (Tuesday, Wednesday and Thursday)
BAND & CHOIR	10/13/11 Choir Concert 10/18/11 Band Concert 12/08/11 Choir Concert 12/11/11 Band Concert 03/05/12 Band Concert 03/06/12 Choir Concert 04/24/12 Choir Concert - Mass 04/26/12 Band Concert 05/01/12 Band Concert - Mass 05/03/12 Choir Concert
SITE COUNCIL	Meetings Held 10/20/11, 11/15/11, 01/17/12, 02/21/12, 04/17/12, 05/15/12
LEADERSHIP	"Welcoming All Kids" Orientation Organized Special Days - Sports, Nerd, Neon, Twin & School Spirit Sponsored School Activity Nights and Dances Shopped for School Supplies for New Students Set-Up & Clean-Up Crew for Open House/BBQ's Organized Kossack Corner - Clothes Closet Updated Bulletin Boards purchased \$400 worth of calling cards for military personnel in hospital donated \$245 to The Bridges Community Resource Network donated \$245 to The Way Café' to feed local homeless families donated pet food and toys to the Kenai Animal Shelter held a Dr. Seuss party at Mt. View with the kindergarten students provided Christmas dinner, toys, clothes, and winter clothing for local families celebrated Veteran's Day with community, students and staff

ACTIVITIES / AWARDS

Ice Fishing - 8th Grade - February 24  
Clam Digging - 7th Grade - May 9  
Camp - 6th Grade - May 15-17  
Farewell Ceremony - May 18  
Character Counts - Pizza Awards / Every Friday  
Students of the Month - Pizza Awards / Once Monthly  
Canned Food Drive - November  
Aluminum Cans (418 lbs) - April

BUILDING USE  
Program)

07/16/11 - 08/15/11 Nakenu Family Center (Summer  
Program)  
08/06/11 Peninsula Community Health Services  
09/01/11 - 04/30/12 Calvary Baptist Church (Sunday's Only)  
11/05/11 Homer Electric Association  
11/12/11 Mobilizing for Action Through Partnership  
11/01/11 - 05/31/12 Native Youth Olympics  
12/19/11 - 12/22/11 Joel Reemtsma (Soccer Camp)  
01/03/12 - 03/31/12 Peninsula Midnight Sun Volleyball  
02/10/12 River City Cheer  
03/24/12 Young Life AK29  
03/28/12 Kenai Peninsula Hockey Association  
04/01/12 - 05/31/12 Boys & Girls Club (Indoor Soccer)  
04/07/12 Kenaitze Indian Tribe (Easter Egg Hunt)  
05/05/12 CIRI  
5/29/12 to 8/12/12 Nakanu Summer Program

# Superintendent's Annual Report

School Name McNeil Canyon Elementary

Submitted by Pete Swanson

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## Staff Achievements

- Debbie Piper wrote 19th consecutive, successful Artist-in-Schools grant that provided the opportunity for an all school dance experience. Dance instruction by Artist in Residence Jerry Falik provided an opportunity for all of our students to work on developmentally appropriate creative dance experiences. McNeil students were very actively involved in this two week program. This grant program has had a tremendous impact on the entire school and has become a very real tradition.
- Sheryl Sotelo wrote and obtained the following grants:

Marine Debris Grant	\$1700	Center for AK Coastal Studies
Citizen Science Project	\$4900	Toshiba
Robotics	\$2500	National Space Grant
Geology in Classroom	\$500	Alaska Science Teachers

## Student Accomplishments

- Jaron Morris qualified for the National Geographic State Geography Bee and Tristan Gonzales qualified for the State Spelling Bee. Jaron is a 6th grade student this year and Tristan is a 4<sup>th</sup> grade student.
- Forensics team finished all participants in top three places.
- Robotics team placed in both regional and state competitions.

## Co-Curricular Accolades

- Volunteer parents provided almost all of the co-curricular coaching and sponsor support for our co-curricular activities.
- Students competed in Forensics, and Battle of the Books.

# Superintendent's Annual Report

**School Name** Moose Pass School

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**Submitted by** Jason Bickling

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

Moose Pass School participated in a number of exemplary activities both within the school and also some with Hope and Cooper Landing Schools including:

Started Archery in Schools Program - Jeff Bryden (parent)  
All School collaboration on Thematic Units  
Learned NYO Games  
Itinerate PE teacher/trainer  
Mammoth Exhibit in ANC as part of the Alaska History Unit  
Christmas Play Production – Polar Express, Native Dancing  
Downhill Ski Lessons at Alyeska with Moose Pass and Cooper Landing Schools  
Student Council – Fundraisers, School Dance with Hope and Cooper Landing Schools, Thanksgiving Dinner Boxes for Food Pantry  
Fundraising through sale of Moose Pass School sweatshirts  
Guest Artists from Community – Iva Cooney, Willow LaBrake, Melissa Guernsey  
All School Talent Jamboree  
Senator Murkowski visit

Moose Pass students also participated in a number of competitions throughout the district including:

Mind Amazes competition  
Forensics Competition  
Battle of the Books  
Math Bowl  
Participated in XC race in Soldotna (w. SWMS)  
Earth Day Fair Competition

# Superintendent's Annual Report

**School Name** Mountain View Elementary

**Submitted by** Norma Holmgaard, Principal

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## **Recent Student Recognitions**

The Kenai Masonic Lodge conducted its annual Masonic Outstanding Student Award Program. Shanna Anderson was selected from Mountain View Elementary and received a certificate of achievement along with a \$50.00 saving bond and a personal plaque. Delbrian Parfitt was our school winner for the Geography Bee and was participated in the Alaska State Bee in Anchorage on March 30, 2012.

## **Staff Accomplishments**

Retired – John Wensley, Rob Dimick  
Shannon Hoffbeck and Cindy Thomas received BP Teachers of Excellence certificates.

## **Other Points of Interest**

A conscious effort was made to ensure that each grade level had common planning time. With students having three specials teachers the 40 minutes the students were in specials provided a perfect opportunity for common planning and collaboration.

Students at Mountain View Elementary participated in the district's universal screener process by utilizing the AIMSweb assessment. After each of these testing windows the Intervention coordinator facilitated grade level meetings to go over this data and identify the students who were below the 10<sup>th</sup>%tile and the students below the 25<sup>th</sup>%tile. These students were then referred to I-Team and if parents agreed the intervention process would begin. This was a great way to look at grade level data and help the teachers determine where students might need some extra help and the team was there to offer suggestions on how they might change or add something to their instruction.

This year Mountain View Elementary implemented the use of EdPerformance Performance Series testing from grades 3-5 in the fall, winter and spring. The results were analyzed by the grade level teams and plans were made to use this information to change instruction. This information was also used when considering intervention for students identified through the Universal screening process. Each grade level team evaluated their data and wrote quarterly goals based on student need.

Mountain View Elementary staff attended The Write Tools professional development opportunity and easily implemented this protocol into their writing repertoire.

Many of our staff members are a part of the SMART technology cohort as well as the Discovery Education Cadre.

Mountain View Elementary hosted an after school math club focusing on students in grades 3-5. Students were selected by their performance on EdPerformance, AIMSweb and SBA tests. The program started on November 7<sup>th</sup> and ran through December 15<sup>th</sup> on Monday, Tuesday and Thursdays from 3:00 to 5:00. The 3 groups had no more than 10 students and focused on computation, estimation, probability, measurement and fractions depending on grade level. This focus was based on student need from pre-test as well as our school goals. Students were given a pre-test and post-test with Orchard math program.

Mountain View Elementary hosted an after school writing club focusing on students in grades 3-5. Students were selected by their performance on EdPerformance, AIMSweb, and SBA tests. The program started on February 6, 2012 and ran through April 12, 2012 on Monday, Tuesday and Thursdays from 3:00 to 5:00. The three teachers worked collaboratively and team taught the students using The Write Tools materials they had all received training on in the last two years. The teachers used a writing assessment pretest from the Anchorage Test Item Bank that is based on the grade level expectations for each particular grade. After they completed their final product and published it in a hard back book, they took the assessment again to look for gains.

Family Math Night- March Math Madness, Thursday March 29 5:00 to 6:30

This year our 5<sup>th</sup> grade students participated in the D.A.R.E. program. This program was facilitated by Mountain View Elementary's safety officer from the Kenai Police Department, Alex Prins. Students learned some hard facts about drug and alcohol abuse and they practiced how to avoid involvement and resist peer pressure.

Students of the month awards Sponsored by the student council went to one student from each class that exemplified respect, honesty, hard work and citizenship. Beginning in November, 39 students received this award each month. A special luncheon was held each month with pizza provided by the Mountain View PTA.

For the first time in many years a 5<sup>th</sup> grade science fair was held in April. Fifth grade students selected experiments and using the scientific process of inquiry developed their projects. A fair, open to the public and school was held with great success.

After school Chess Club was bursting with students in grades 3, 4, and 5. So many students participated that two tournaments were held as a culminating activity. This was a six week club open to all students in these grades.

# Superintendent's Annual Report

**School Name** Nanwalek School

**Submitted by** Scott Handley

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

We had several achievements this year

1. The fourth edition of Alexandrosk was printed this year as a tool to help with Writing at the Middle School and High School. This is a cultural yearbook and we partnered with Project Grad to accomplish this task. The primary classes produced their own cultural books complete with pictures and stories.
2. 30 E-readers were donated by Homer Rotary as a way to help with our library project and help our Middle School and High School reading skills.
3. 6 literacy nights were held in conjunction with Project Grad and focused on Math, specific measurement and Reading games that could be used at home.
4. Sea Week was another success held in May and elders in the community were brought into school to help students understand subsistence and cultural practices.
5. This year we sent 10 students to the Voyage to excellence program in Anchorage. This is a follow through of the program we adopted as a site.  
We formed two partnerships with Chugach Alaska and Chugachmuit to help with the funding of this and other programs.
6. We started the process for creating a welding program in Nanwalek. The funds have been set aside and the construction of a welding shop and the hiring of the welding teacher are underway and welding will be offered next year in Nanwalek as an elective for students.

7. We have created more parent involvement in school each year. We have created a welcoming climate for all and it has been shown by our high attendance at Parent Teacher conferences- 95 percent attendance rate.
8. We have used more elders in the classroom this year due to our creation of the Alexandrosk book and the welcoming climate of the school.
9. Our Site Council adopted the Sugpiaq scope and sequence for bilingual class for K-12. Our high school students now will be registered in a beginning, intermediate or advanced class of Sugstun. This will greatly help with language acquisition and instruction K-12.
10. Our seventh grade students on the SBA outscored both the district and state in all three areas of Reading, Writing and Math.
11. Deb Vannesse and Mike Murray, Alaskan Authors, were brought into Nanwalek to help inspire writing within the school.
12. Honor Luncheons were held each month to honor students that had maintained a 2.5 or better. Our Middle School students had 70 percent of the students maintaining a 2.5 or better by the end of the year. Nanwalek High School had 60 percent of the high school obtaining a 2.5 or better by the end of the year.

# Superintendent's Annual Report

**School Name** Nikiski Middle/Senior High School

**Submitted by** Dan Carstens, Principal

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

During the 2011-12 school year, Nikiski Middle/High School accumulated many different honors for academics, arts, and athletics which were the center point for a vast array of positive activities.

In the past seven years, NMHS has continued to increase our fine arts offerings and with it we have been able to garner honors for both individuals and groups. Ciarra Farrow was able to begin the year with the honor of singing the National Anthem at the state championship small school football game. This prompted another invitation from the state activity association to invite Ciarra to sing at the state 3A basketball championships as well. Later in the fall, our musical theatre class, in conjunction with our art teacher, put on our first annual arts night featuring music, acting, dancing, and works of art. In the spring, our Drama, Debate and Forensics team competed at the state tournament against many schools larger than ourselves and placed 3<sup>rd</sup> in solo acting and 7<sup>th</sup> in mime. We continue to increase our numbers in the borough honor band and choir from zero a couple of years ago to seven this year. We had numerous award winners in the borough art competition and had five students submit pieces to the all-state art competition. We were able to finish our school-based fine arts activities with the production of *George M!* during the last weekend of April and the first weekend of May. Over 60 students, three regular classroom teachers, and numerous volunteers made this play a possibility. Joe Rizzo also wrote and received a grant to put on a theatre workshop for our sixth grade students.

Along with the arts, our students are excelling academically as well. Annaleah Ernst qualified as a national merit scholar and was one of two students from the entire state to be recognized by the National Council of Teachers of English to receive a certificate for superior writing. Our own Jenna Hansen was selected as the winner of the annual Caring For the Kenai competition for peninsula students. Our Battle of the Books teams fared well at both district and state. Sixth grade was fifth in district, high school was second in district, and middle school was first in district and placed eighth overall in the state meet. Our middle school teachers put on an activity in the

beginning of the year that brought every discipline together in a Survivor type atmosphere. Students were required to use their math, writing, reading and science skills in order to successfully complete this activity.

Athletics was a bright spot at Nikiski Middle/High School as well. Our football team kicked off the year with a team state championship with a 52-20 victory over Barrow, a team we had lost to earlier in the year. We followed that with a region championship for our wrestling team, the second in as many years, and then turned around to host the 1A,2A,3A state wrestling tournament where we placed third as a team and crowned two individual state champions, Kaden Spurgeon, who repeated, and Lincoln Johnson. We had two volleyball players voted to the all-conference first team, Rachel Thompson and Taylor Calderwood, one girls basketball player, Savannah Griffel, and two boys basketball players, Lucas Herrin and Colton Anderson, who was also one of 20 players selected to play in the state senior all-star game. Track and Field continues to grow as well with our boys team finishing third at regions and sixth at state. Senior standout Sayyid Parrish was a quadruple gold medalist at the region meet. Dan Adair, our track coach was also voted as coach of the year for Region III. Although neither of our soccer teams qualified for the state tournament, for the first time in Nikiski's history, we had a girl voted as the MVP for Region III. That young lady was freshman Rachel Thompson.

Many activities dotted our landscape as well beginning with our fall Red Ribbon Week with a special presentation by Paul Perry on distracted/drunk driving. The Alaska State Troopers presented an activity in the spring on impaired driving where students drove a scooter with impaired vision goggles on. Finally, on our last day of school, Nora Ribbens, our library aide, has organized our second annual Mini-Relay for Life with the help of a large contingent of Nikiski students.

Lastly, we were able to graduate 43 students this year. These 43 students were able to combine for over \$100,000 worth of scholarship monies.

# Superintendent's Annual Report

**School Name** Nikiski North Star

**Submitted by** Lisa Callahan

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## **School Achievements**

Our school staff focused on increasing student achievement in reading and writing this year. SBA data shows our school's average scale scores in reading and writing this year to be the highest our school has achieved in the last eight years. In addition, our school's average scale scores in reading, writing, and math within the subgroup Students with Disabilities are the highest our school has achieved in the last eight years.

## **Individual Student Achievements**

- ❖ Garrett Ellis earned Masonic Outstanding Student of the Year Awards.
- ❖ Tiki Zimmerman won 2<sup>nd</sup> place for her photograph "Explosion!" in the Alaska Life Photo Category in the Alaska Society of Technology in Education IditaContest.
- ❖ Tiki Zimmerman, Katerina Sinenko, and the team of Kelsey Clark and Shaeanne Dohse placed 1<sup>st</sup>, 2<sup>nd</sup>, and 2<sup>nd</sup> respectively at the KPBSD Forensics Meet in the categories of Storytelling, Humorous Poetry, and Interpretive Reading Multiples.
- ❖ Kelsey Clark was the top scoring NNS student in the World Spelling Day contest with Jaylen Uhls and Garrett Ellis placing 2<sup>nd</sup> and 3<sup>rd</sup> respectively. Thomas Halliday was the top scoring NNS student in the World Science Day competition followed by Garrett Ellis and Dustin Mullins. Over one and a half million students around the globe participate in these contests.
- ❖ Garrett Ellis won the NNS Geography Bee and scored high enough on his assessment to qualify for the state competition. Shannon Askam won the NNS Spelling Bee and went on to compete at the state level.
- ❖ Aubrey Day brought home three trophies for her entries in the local, state, and regional Reflections competitions.

## **Staff Awards**

Teachers Robin Thye, Karen Pala, Monica Heath, and Sherry Matson were nominated for BP Teacher of Excellence Awards.

# Superintendent's Annual Report

School Name Nikolaevsk

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Submitted by Michael Sellers

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## Nikolaevsk 2011-12 Highlights

- Scott Trail – Placed 1<sup>st</sup> in the 25 m breast stroke, 1<sup>st</sup> in the 25 m free style, and 2<sup>nd</sup> in the 50 m free style at the Homer Special Olympics.
- Nianiella Dorvall - received the Masonic Outstanding Student Award for Nikolaevsk School.
- John Jones, Chelsea Johnson, and Beverly Sellers all competed at the State Science Fair in Anchorage receiving perfect scores from judges.
- Heather Pancratz – received a grant to attend the *Advanced Placement Summer Institute – English Literature and Composition* in Iowa City. Mrs. Pancratz will be offering AP English to students at Nikolaevsk as well as others across the district via a distance option this fall.
- First ever Nikolaevsk girls high school cross country running program.
- Cross Country running results at Region II meet-State qualifiers:
  - 8<sup>th</sup> place girl at Region II meet-State qualifier
  - 5<sup>th</sup> place boy at Region II meet -State qualifier
  - 1<sup>st</sup> place boy at Region II meet (Region II champion-Blake Klaich)-State qualifier
- Junior High basketball-girls team record 14-1, won the small schools basketball championship.

- Mixed 6 volleyball, 2<sup>nd</sup> place team at the Southwest Conference Tournament.
- High school basketball, Girls Team:
  - 2<sup>nd</sup> place at Peninsula Conference Tournament-State qualifier
  - 5<sup>th</sup> place at 2A State basketball
  - ASAA 2A girls State sportsmanship award
  - Sophia Kalugin was selected to the 2A State all-tournament team
  - Coach Bea Klaich 2A girls “Coach of the Year”
  - Coach Bea Klaich Region II girls “Coach of the Year”
  - All-state 2A girls 2<sup>nd</sup> team: Kilina Klaich
- High school basketball, Boys team:
  - All-state 2A boys 1<sup>st</sup> team: Andre Tipikin
- Implemented the National Archery in the Schools (NASP) program at Nikolaevsk. Participated in the State archery competition with 24 students (grades 7-11) participating, receiving the 4<sup>th</sup> highest high school team score in the state.

# Superintendent's Annual Report

**School Name** Ninilchik

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**Submitted by** Jeff Ambrosier

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

**Middle School volleyball**, 2<sup>nd</sup> in conference tourney

**Volleyball**- Amber Mahoney All Academic Team, Esther Ehlers 5 all tournament teams, Jessica Rogers 4 all tournament teams

**High school Boys basketball**

Sportsmanship award at Yakutat tourney

Sportsmanship award at Chevak Tourney

2<sup>nd</sup> place at Seldovia

**Middle school Boys basketball**

Sportsmanship award borough tournament

**Basketball girls**

Sportsmanship award at Chevak.

**Wrestling**

Soldotna Rubber Chicken Classic, Peter first place,

Borough finals Tourney- two 2<sup>nd</sup> place finishes

**Track**- Three boys earned participation in the state track meet.

**Project Grad Art Grant** for 2500.00. Students of each grade level created canvases documenting each decade since Ninilchik was established. These are being hung in the lunchroom and possibly the stairwell.

**Future Problem Solvers:** Middle school team participated in State competition.

**Academic:** One student received district recognition for a 4.0 GPA for the first 3 quarters of school. One student was awarded the UA Scholarship.

# Superintendent's Annual Report

**School Name** Paul Banks Elementary School

**Submitted by** Benny Abraham

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

This has been a very productive year for the students and staff at Paul Banks. This fall we started off with "Muffins for Moms and Donuts for Dad" as part of our Title One Parent Involvement Program. This was a fun event and provided us with a great way to share information about our Title One Reading Program and visit with parents.

In October the Paul Banks PTA sponsored a Book Fair during Parent Teacher Conferences. Teachers took the opportunity to incorporate the new Smart Board Technology into the parent teacher conferences. Students demonstrated the interactive capability of the Smart Boards and also used the Smart Boards to demonstrate various student projects using such programs as "Film Maker". Teachers continued to collaborate on a regular basis this year to share ideas and lessons for use with the Smart Boards to increase student involvement in the classroom. The PTA also continued to provide after school programs for the students at Paul Banks. This year students were able to enjoy programs such as art, basketball and nature studies. Paul Banks students were also able to receive a week of swimming lessons this year thanks to the support of our PTA. I am very appreciative of the parent and community support for the students and staff at Paul Banks.

During the months of January and February, Paul Banks held another Read-A-Thon Fundraiser. This is an excellent way to help motivate students to remain focused on learning during the long winter months. This year the theme was "Saddle Up and Read". Students read over 176,000 minutes and raised money to help support various school programs and activities. In February we celebrated our Read-A-Thon awards and Bingo for Books Night. This is always one of the most fun events of the year. Every child who attended was able to take home at least ten to twelve books.

In April Paul Banks presented the "Paul Banks First Friday Art Extravaganza". Students displayed their art work using a variety of mediums including water colors, sculptures and ceramics. The main event of the evening was the unveiling of our Artist in the School Project. Mrs. Ruby Haigh was our resident artist this year. Mrs. Haigh worked with each student and various staff to create a self-portrait on tiles which were then fired and used to create an eight foot by twelve foot mosaic mural. The mural is fantastic and is now on display in the hallway at Paul Banks for everyone to enjoy. This was without a doubt the most special Artist in the Schools project we have had.

# Superintendent's Annual Report

School Name Port Graham School

Submitted by Sheryl Hingley

Port Graham School is proud to recognize the accomplishments of students and staff. Once again PG worked with Project Grad and saw the graduation of 3 project grad scholars. 2 graduates received UA scholarships and 2 graduates received Project Grad scholarships. 1 senior attended Camp Kick Ash and completed EMT certification. 1 junior attended the Fish and Game conference in North Carolina. PG school and Project Grad received a grant from the AASB that was used for art murals to decorate the gym.

Students were able to participate in athletics with Susan B English School during middle school volleyball and basketball and high school basketball. The middle school volleyball was first in district. The middle school boys' basketball team was first in district. 4 students participated in Native Youth Olympics.

4 students participated in the district's Native Youth Leadership program meeting several times during the year to improve leadership skills.

6 students participate in the Seldovia Workforce Academy and took part in classes in leadership, welding, gardening, first aid, writing, film, etc. During the evening hours students joined with Project Grad participated in the making of a wood frame kayak, took swimming lessons and learned how to roll a kayak.

The K-4 class took part in community and school clean up, had field day and sea day.

# Superintendent's Annual Report

School Name Razdolna

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Submitted by Tim Whip

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## **ELL Program**

The parents and students of Razdolna spoke at the September 2011 school board meeting about the importance of teaching reading and writing of the Russian language at Razdolna School. The school district responded to their request and hired a half time ELL aide to support students in transitioning from Russian to English. This half time position allowed the full time ELL aide to support students in learning Russian for a half hour a day.

## **Parent Involvement**

Razdolna School saw increased parent involvement in family nights and school improvement. The four family night attendance rates for parents was double the attendance rate of previous years. This was due to personal invites, newsletters with calendared events, and teachers talking with students and parents about what would be happening during the event.

Parents, through the site council and community meetings, were involved in adding time to the school day to accommodate teachers' instruction time for core subjects while adding Russian language instruction. Parents were also involved in the block scheduling of Reading/Language Arts and Math. This allows students to be best served at their instructional level.

The parents of Razdolna have taken on the job of repainting, remodeling, and re-carpeting the old school building. The parents are using community grant money from the state to redo many of the buildings problems. Parents are working nights and weekends to accomplish this.

## **Robotics for grades 4-12**

Teachers in grades 4-12 involved students in two different robotics projects. The students in grades 4/5 did the Lego Mindstorms and students in grades 6-11 did an underwater robot project. All the students were engaged in hands-on learning that was focused on problem solving, reading, and mathematics standards.

### **Reading Fluency using the iPod Touch**

The second and third graders used the iPod Touch to increase their reading fluency. This was a nine week district and state pilot program that Razdolna was involved in. The reading fluency scores increased by 87% for the second graders and 32% for third graders in nine weeks.

### **Adventure to Fitness with Mr. Mark**

The students in grades 2/3 did the Adventures in Fitness program with Mr. Mark three times a week for physical education. This is an internet based physical exercise program. Students watch Mr. Mark on the SmartBoard while following along with his exercise program. The students were rewarded with a Skype interview with Mr. Mark for being one of the top three schools in the state participating in the program.

### **Battle of the Books**

Students in grades two through eleven were involved in the Battle of the Books. The team from the seventh and eighth grade took fourth place in the district competition.

### **Buildings**

Razdolna School is growing and to accommodate the new students there will be two additional buildings on site. There will be a portable to house the middle school and the Village of Razdolna is finishing their building that will house the kindergarten and in the future the pre-school.

**SUPERINTENDENT'S REPORT  
REDOUBT ELEMENTARY  
May 31, 2012**

**STAFF ACHIEVEMENTS**

Redoubt focused its efforts on the implementation of the Positive Behavior Interventions and Supports (PBIS) system this year, and has found great success with it. The staff developed common expectations for student behavior in the school setting, explicitly taught those expectations several times through the year, and focused on acknowledging appropriate student behavior through a variety of individual and school-wide reinforcements. This new approach to student behavior has been an exciting addition to our school.

Matthew Epplin joined the Redoubt staff last fall as a kindergarten teacher. Other new staff included Molly Bauder, SpEd Aide, Jeremy McKibben, Title I Teacher, and Joe Mooney, SpEd Teacher. We were also fortunate to have Shanna Johnson, Teacher Mentor, and Lisa Schmitter, Elementary School Counselor, in our building this school year.

**STUDENT ACCOMPLISHMENTS**

Masonic Student of the Year – Anna Aley

Forensics

Fourth through sixth graders participated in a school-wide forensics program this year. After a performance at Redoubt, winners of the school meet competed at the borough level in March.

Spring and Fall Music Programs

Redoubt students performed two excellent musicals to full houses this year under the direction of our music teacher, Sue Biggs. Primary students performed *The Giving Box*. Intermediate students performed *Camp Grizzly*.

Redoubt Spelling Bee

Classroom spelling champions from grades 4, 5, and 6 participated in the school bee. Liam Selden won the competition.

Redoubt Alaska Bee

John-Mark Pothast was Redoubt's Alaska Bee champion.

National Geographic Geography Bee

Liam Selden was Redoubt's geography bee champion and represented Redoubt at the state level. Grades 4, 5, and 6 participated.

Battle of the Books

Redoubt's 3rd/4th grade and 5th/6th grade teams participated in the Battle of the Books competition this spring.

Math Bowl

Redoubt students participated in the District Math Bowl competition.

PBIS Program

Students and staff were active participants in the school's PBIS program. Students earned tickets by demonstrating respectful, responsible, and safe behavior. Students who earned five tickets in one week received a card to hang in the hallway. Celebrations, including Hawaiian Day, extra recesses, and Hat Day were planned as students reached card count goals.

**COCURRICULAR ACTIVITIES**

Intramural Program

Redoubt's intramural sports program is an excellent program promoting fitness, skills acquisition, good sportsmanship and team spirit. Fourth through sixth graders participated in team sports throughout the school year consisting of soccer, "wacky" co-ed intramural competitions and trash ball.

### Healthy Futures Challenge

Students were provided information and encouraged to build the habit of daily physical activity through participation in the Healthy Futures Challenge, a program offered by the Alaska Department of Health and Social Services and Healthy Futures,

### Band

Our 5<sup>th</sup> and 6<sup>th</sup> grade band programs were very successful, with many students participating under the leadership of Sue Biggs. Several concerts were performed this year.

### DARE Program

Redoubt students participated in the DARE drug prevention program sponsored by the Soldotna Police Department.

## **COMMUNITY SUPPORT**

### Volunteer Involvement and Recognition

Volunteer involvement at Redoubt is active and successful. Volunteers log their time in a sign in book in the office. Volunteers were recognized in April with gifts.

### Community Organizations

Local community organizations such as the VFW provide funds for needy students as well as activities for students.

### Local businesses continue to provide support.

Numerous local businesses provide support through donations of student rewards/prizes, etc. for various activities. The Safeway E-Scrip Program has been an invaluable support to our school.

## **COMMUNITY INVOLVEMENT AND SERVICE**

### Food Bank Fundraiser and Holiday Kindness Program

Redoubt staff and students ran numerous projects to make the holidays brighter for the community. A successful canned food drive and fundraiser collected non-perishable food and money for the local food bank during Thanksgiving.

Redoubt families received holiday dinners and gifts at Christmas through PTA's Holiday Kindness Program.

### Family Activities

A variety of family activities were offered, including a Family Fun Run, Walk your Child to School Day, family reading nights, Love of Reading Month activities, a Halloween parade, Family Math and Science Night, and Bingo for Books.

Our One School, One Book program is very successful in promoting and enriching the shared reading experience. Each school family received a copy of the chosen chapter book, The Cricket in Times Square by George Selden. Students participated in daily trivia questions and had the opportunity to win prizes. The grand finale was a family movie night at the school, featuring the movie version of The Cricket In Times Square.

### Book Fairs

Two book fairs were held this year.

### Parenting Workshops

Practical Positive Parenting, hosted by Redoubt PTA, offered seven parenting sessions at the school January – March. Lisa Schmitter offered additional parenting workshops this spring.

### **OTHER POINTS OF INTEREST**

#### **Boys and Girls Club**

We were pleased to have a successful after-school program at Redoubt again this school year. Boys and Girls Club provided an excellent, well rounded program of crafts, physical activity, and snacks for students after school until 6:00 pm every school day.

#### **Fun Fest**

This popular, after-school mini-carnival was held three times this year. Students paid \$4 to participate in a wide variety of crafts and games. Refreshments were sold by the PTA.

#### **Powerschool**

Powerschool is an important tool in our effort to maintain excellent communication with parents. Many parents are using Powerschool to access student and school information.

#### **School Blog**

Our new school blog is active and provides parents easy access to school activity information, forms, newsletters, school supply lists and more.

#### **End of Year Activities**

Redoubt ended a successful school year with field day, a school picnic, and student awards assemblies. The school hosted a retirement reception for Candy Goldstein, who taught at Redoubt for over 30 years.

# Superintendent's Annual Report

**School Name** River City Academy

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**Submitted by** Dawn Edwards-Smith

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## RCA Testing Data:

- Made AYP every year since opening (2009, 2010, 2011)
- SBA increases in Average Scores in Reading, Writing and Math for previous two years
- Average score for Reading is 398 in 2011
- Percent proficient increases for Reading and Writing for previous two years
- 10% increase in percent proficient in Math from 2010 to 2011
- 40% increase in percent proficient in Science from 2010 to 2011

## Technology Events for 2011-12

- Kindles in the Classroom – all classic novels are on Kindle now for all levels
- Non Violent Revolution Movie Making Project with Jamie Meyers
- Blue Screen Movie Making Class with Jamie Meyers during Interims

## Student Awards & Achievements

- Rachel Todd – Future Problem Solvers Second Place in Scenario Writing in her Division
- Future Problem Solvers group participation for first time for RCA
- Craig Hills Artwork Accepted into the Seward Nation Wide Art Show
- Mind A Mazes Middle School participation
- Shannon McConnell - Masonic Outstanding Student of the Year
- Izabeau Pearston – AWA Outstanding Essay
- Kiowa Richardson – Publication of her children's book, "The Christmas Kangaroo"
- Daniel J McIntosh - UA Scholar

## Staffing & Academics

- All Staff completed either Intro or Advanced Quality Tools Training
- Follow Up Webinars with David Langford for integration of Quality Processes
- Lindsay Keener – New School Secretary
- Gary Wiebel – Counselor
- Added Social Studies teacher for 2012-13 – Annaleah Karron
- Revised and Implemented new Math standards for 7-12
- Revised and Implemented new Technology standards for 7-12

#### Job Shadow & Site Visit Hosts

- Alaska Sea Life Center
- Big G Electric
- Central Peninsula Hospital – Laboratory
- Central Peninsula Hospital – Radiology
- Credit Union One
- Dr. Matthew Cannava - The Dermatology and Skin Cancer Clinic of Alaska
- K'Beq Site Visitor Center
- K-Beach Elementary School - Speech Pathology
- Kenai Peninsula College – IT Department
- Kenai Water Shed Forum
- Kenitze Indian Tribe
- Mission Aviation Repair Center (MARC)
- Peninsula Clarion Newspaper – Daryl Palmer, Composition Manager
- Redoubt Elementary School - Pre-K
- River City Dental
- Safeway, Inc.
- Samaritan's Purse at Soldotna Airport
- Soldotna Animal Hospital
- Soldotna Police Department
- Tauriainen Engineering and Testing, Inc.
- Twin City Veterinary Clinical – Dr. Mary Huhndorf

# Superintendent's Annual Report



William H. Seward Elementary School 2010-2011  
Mr. David Kingsland, Principal

## Student Achievements

School Geography Bee, Jack Gunter

School and State Spelling Bee, Riley von Borstel

State PTSA Reflections Competition – local, state and regional winners

## Forensics



15 Ribbon Winners at the district-wide meet

## Battle of the Books

3/4 Grade Team 2<sup>nd</sup> Place

Sadie Lindquist, Meghan Mullaly, Karl Pfeiffenberger, Riley VonBorstel

6<sup>th</sup> Grade Plankton Survey, Resurrection Bay vs. Kachemak Bay

5/6 Grades – Frost Tube Data Collection – w/Kenji Yoshikawa, University of Alaska, Fairbanks

5/6 Grades – Subnivean Tube Data Collection – w/Kenai Fjords National Park

Kindergarten – *Jammin' Salmon Day*; with U.S. Forest Service

## School Wide

School Library - Birthday Book Program

*Sea Week* in cooperation with the SeaLife Center

Salmon Husbandry with Alaska Fish and Game

Swimming Lessons: Kindergarten – 6th grade

Junior Achievement

Hands On Banking – Wells Fargo

Fall/Spring Book Fair

Family Math Night

First, and Second Grade Science Fair

Volunteer Tea

Intramurals Program

Running Club

Two Library Book Fairs

Books and Bingo

Veterans Day Program

Book Fairs

Field Day

Kindergarten – Cookies and Carols

Before School Morning Reading Prgm.

Jump Rope for Heart

25<sup>th</sup> Annual Environmental Day, Trail River  
Elk's Hoop Shoot  
Kenai Fjords National Park. – Art in the Park

Flag Honor Guard Program, 60 participants  
Two Schoolwide Book Exchanges

### **District Wide**

10<sup>th</sup> Annual Seward Invitational Math Bowl, 40 teams from across the district participated  
Battle of the Books,  
Mind-a-Mazes

### **Staff Achievements**

BP Teacher of Excellence Program Nominated – Kathy Sandoval  
iTrec! Teachers  
Mark Fraad - Scholarship for the Alaska Physical Education Standards Training in Anchorage by the Alaska Dept. of Ed.  
Nominated for Alaska PE Teacher of the Year 2011  
Certified Youth Archery Instructor by NASP National Youth Archery Program  
  
Valarie Kingsland – Scholarship to San Jose State's Master's Degree Program in Library and Information Sciences.

### **Fine Arts**

Music instruction twice a week – 1<sup>st</sup> through 6<sup>th</sup> grade  
Recorder lessons for 3<sup>rd</sup> and 4<sup>th</sup> grade  
Beginning and Advanced Band 4<sup>th</sup> – 6<sup>th</sup> Grade  
Kenai Fjords National Park “*Artist in the School*” Program  
Traveled to Anchorage to attend shows at the Performing Art Center

### **Major Community Partners**

Kenai Fjords National Park  
U.S. Forest Service  
Alaska SeaLife Center  
Alaska Department of Fish and Game  
Dr. Reeg – Tar wars  
Dr. Moriarty – Dental Day  
Qutekcak Native Tribe  
SeaView Community Services  
Chugachmiut  
Junior Achievement  
Elks Club  
Seward Teen and Youth Center  
Wells Fargo – Hands on Banking  
Seward Parks and Rec.

# Superintendent's Annual Report

School Name Seward High School

Submitted by Trevan Walker

The most notable achievement of the staff and administration at Seward High School was our contribution to the challenge of vertically aligning the Seward area schools' writing, math, and SPED instruction in a way that will guarantee and verify a continuum of learning for Seward Students from Kindergarten through graduation. The process we adopted and implemented:

- Identified essential skills at each grade level—eliminating skills instruction overlap and gaps.
- Identified the common vocabulary used to teach the essential skills—reinforcing the language of the standards and state benchmark exams through grade levels.
- Identified the materials and activities used to teach the essential skills at grade level—eliminating resource and activity overlap and gaps.
- Will create common assessments for each identified skills at each grade level for the purpose of future structured collaboration.

The State's submission of proposed revisions of the Language Arts and Math Standards sidetracked Seward Schools' efforts as this work was based on the State's Grade Level Expectations. However, we were able to establish that the structured collaborative process works and are committed to continuing with the new standards in the fall of 2012.

Seward High continues to be a strong presence in local, regional, and state academic, athletic, and artistic competitions and local performances. With 174 students at Seward High School, we enjoyed:

- 107 participants in late Summer sports—Cross-Country, Football, Swimming, Volleyball
- 25 participants in fall sports—Wrestling
- 75 participants in winter sports—Boy's and Girl's Basketball, cheerleading, and Nordic Skiing
- 63 participants spring sports—Boy's and Girl's Soccer and Track and Field

Our non-athletic clubs and activities also boast significant participation:

- Drama 32
- Music 16
- Student Council 15
- NOSB 10
- Travel Club 7
- Upward Bound 7
- NHS 26
- Debate 8

This total of 391 represents 224.7% student participation in co-curricular activities.

- Cross Country – The Seward boys and girls cross country running teams both finished third in the state. Miles Knotek was the state champion and earned the selection as the Gatorade Alaska Cross Country Runner of the Year.
- Volleyball—Region III Champions. Maggie Fleming and Chelsey Clarke-Dick were named Region III 1<sup>st</sup>-Team All-Conference.

- Swimming—Eileen Audette earned a Region III Championship in 100 Breaststroke. Josh Eavis earned a Region III Championship in 100 Backstroke. The Girl's 400 Freestyle and the 200 Medley Relay team, made up of Rachael Tougas, Isabel Barnwell, Olivia Beckham, Eileen Audette were the Region III runners-up.
- Wrestling—Jed Wilde set an Alaska record with the best career pin percentage ever. 97 of 105 matches ended in fall. He also earned the second highest career pin total in the state history with his 97 pins. Jed was 3rd at state.
- Girls Basketball—Region III champions. Curtis Berry was named the Region III Coach of the Year. Meg Berry, Chelsey Clarke-Dick, and Jessica Stallings were named on Region III 1<sup>st</sup> Team All-Conference. Meg Berry was this year's Region III Most valuable Player.
- Boy's Basketball—Jalen Terry was named on Region III 1st Team All-Conference.
- Track and Field—Miles Knotek won the Region III title in 3200. Tessa Adelman won the Region III title in Shot Put and Discuss. Tessa also won her second back-to-back State Championship in Shot Put.

#### Art accomplishments

- Scholastic Art show –This is a statewide juried art show. Alex Ashford, Jalen Terry and Emily Brockman were 3 of 20 students to have work accepted into this show out of 150 entries. Alex Ashford won a Silver key award.
- Coastal America Ocean Arts Contest—Alex Ashford won an Honorable mention for his painting.
- KPBSD Art Show—This juried show featured exemplary high school student art from all around the Borough. Jed Wilde took the show, winning Best in Show, Best in Sculpture, as well as a Teachers Choice Award for his welding work using silverware. Sara Morrell won Best in Mixed Media, Lindsey Kromery won 3rd place in Painting, Michael Marshal won 3rd place in Watercolor, Emily Brockman received a Teachers Choice Award.
- Michael Marshal's design was chosen as the Mount Marathon logo for 2012 in a competition that was open to the public. He won \$200 and his design will be on T-shirts, posters, etc.

Drama – Seward High, under the direction of Dan Marshall produced two sold-out shows in the high school theater. The fall production was Dirty Work in High Places, but turned out to be one of the best ever done here. The Spring production of CSI:Neverland became a most talked about event and the theater seating was not enough on the final night. Dan, Theater Director, Mark Teckenbrock, and community volunteer, Nikki Berry were the impetus that brought other community volunteers together to these outstanding productions.

Seward High was also proud to field a debate, drama, and forensics team at the state tournament for the first time in many years.

# Superintendent's Annual Report

**School Name** Seward Middle School

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**Submitted by** Jason Bickling

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## Students:

### Athletics:

Cross Country - 5 of the top 10 spots for boys, including Borough Champion.  
Wrestling – multiple placers at the Borough meeting, including 3 Borough Champions.  
Track – multiple placers at the Borough Meet in running and field events, including 4x400 (boys) and 4x100 (boys) Borough Champions.

John Kingsland won first place in ASTE's iDidaContest contest in photography.

Elks Hoop Shoot – Alaska Champion (Ronnie Jackson) – 2<sup>nd</sup> in NW Regional Competition in Portland, Oregon.

Hannalyn Ohlsen - Masonic Lodge Outstanding Student of the Year.

### Staff:

Myla Liljemark, Naomi Wade, and Shelly Walker were all nominated for BP Teacher of the Year.

Jason Bickling trained as an instructor for Archery in Schools – will be implementing next year.

### Significant Teacher - Student Projects:

Student created rubrics and self/group assessment  
Langford Quality Processes used in class for students to take better ownership  
School Tube Channel Created  
Flipped Classroom Experimentation  
Students Teaching Lessons  
Student Training in Smart Notebook, Prezi, Glogster, Audacity, etc.  
Digital Memoirs  
Web creation: independent novel analysis  
Voice Thread: expository speeches  
Webquest: Holocaust/Anne Frank introduction

Prezi: Holocaust ABC books  
Poetry Explication Multimedia project: students teach a self-chosen poem (using grade 8 reading GLEs) to the class.  
Photostory poetry  
Massive data collection trip to LP, ASLC and Seward Boat Harbor  
Cross-School Connections by reading body books to Elementary Students

<https://sites.google.com/a/g.kpbsd.org/mrs-wade-swms/>

Other Notables:

DARE w. officer Alan Nickell  
Art for Parks – CJ Rea  
Quest – Future Problem Solvers  
Forensics Team  
School Wide Recycling Program  
National History Day Activities  
National Geography Bee  
National History Bee

Non-Core Courses Offered:

Art  
Foods  
Wood Shop  
Engines  
Drama (4 productions this year)  
Smartians  
Choir  
Band  
Yearbook  
Skills Remediation  
Skills Enrichment

# Superintendent's Annual Report – 2011-2012

School Name Skyview High School

Submitted by Randy Neill

## ACADEMIC AWARDS

### ART:

District Art Show 1<sup>st</sup> place in Painting, Watercolor, Photography  
ASAA State Art Competition Julia Buhlmann - HM in Mixed Media

### MUSIC:

Borough Honor Choir 8 students selected to participate  
All-State Music Festival 4 students selected to participate  
All-State Solo/Ensemble 7 students selected to attend

### PROJECT GRAD:

100% senior graduation rate for 2011-12 school year

### VOCATIONAL EDUCATION:

Regional SkillsUSA 1<sup>st</sup> place in Construction, Employability Skills, Fork Lift, Skid Steer, Prepared Speech, Extemporaneous Speech  
State SkillsUSA Holly Eyre – 1<sup>st</sup> place in Prepared Speech –  
**Holly will compete at National SkillsUSA competition, June 2012**  
Chelsea Belden – 3<sup>rd</sup> place in Food & Beverage Service

### COUNSELING DEPARTMENT

Foreign Exchange students 8 students  
UA Scholars: 9 students  
4.0 Superintendent's List: 23 students  
Student of the Year awards: 17 students  
Skyview Scholar Athletes 23 students – maintained 3.7 GPA while playing sports  
Scholarships and Awards 20 seniors received scholarships and awards from colleges, businesses, military, and state and community groups worth approximately \$230,000

## ATHLETIC AWARDS

### CROSS COUNTRY RUNNING:

Micah Hilbish Borough Champion, State qualifier  
Sam Janorschke Borough Runner Up, State qualifier

### FOOTBALL:

Albert White 1<sup>st</sup> Team All-Northern Lights Conference/ 1<sup>st</sup> Team Small Schools All-State Team –  
Offense: Wide Receiver  
2<sup>nd</sup> Team All-Northern Lights Conference – Offense: Return Specialist  
1<sup>st</sup> Team All-Northern Lights Conference/2<sup>nd</sup> Team Small Schools All-State Team –  
Defense: Outside Linebacker  
Cody Clendenen 1<sup>st</sup> Team All-Northern Lights Conference/1<sup>st</sup> Team Small Schools All-State Team – Offense: Center  
Alex Rodriguez 1<sup>st</sup> Team All-Northern Lights Conference/ 1<sup>st</sup> Team Small Schools All-State Team –  
Defense: Interior Lineman  
HM All-Northern Lights Conference – Offense: Long Snapper  
D. J. Diaz 2<sup>nd</sup> Team All-Northern Lights Conference – Offense: Tackle  
HM All-Northern Lights Conference – Defense: Interior Lineman  
JoeBen Hawkins 2<sup>nd</sup> Team All-Northern Lights Conference – Offense: Guard  
Jasen Suonvieri HM All-Northern Lights Conference – Offense: Fullback  
HM All-Northern Lights Conference – Defense: Inside Linebacker  
Richard Reynolds HM All-Northern Lights Conference – Offense: Wide Receiver  
Cody Williams 1<sup>st</sup> Team All-Northern Lights Conference/2<sup>nd</sup> Team Small Schools All-State Team –  
Defense: Utility Player  
Jon Alexander 2<sup>nd</sup> Team All-Northern Lights Conference – Defense: Interior Lineman

**VOLLEYBALL:**

Team	1 <sup>st</sup> place - Southern Division
Amanda McDowell	3/4A Southern Player of the Year
Mary Hauptman	2 <sup>nd</sup> Team All-Region
Marlee Cunningham	2 <sup>nd</sup> Team All-Region

**WRESTLING:** 9 qualifiers to State

**BASKETBALL:**

Jordan Jones	2 <sup>nd</sup> Team All-Northern Lights Conference – Boys
Stefany Malatesta	2 <sup>nd</sup> Team All-Northern Lights Conference - Girls

**SOCCER:**

Chelsea Winter All-Northern Lights Conference Girls Team

**TRACK & FIELD:**

Boys Team	Borough Champions, Region Runners-Up
Albert White	Borough Champion – 100m Dash, Region Champion – 200m Dash, State – 200m Dash - 6 <sup>th</sup>
Jasen Suonvieri	Region Champion - 100M Dash
Richard Reynolds	Borough Champion – 400m Dash
Micah Hilbish	Borough Champion – 800m Run
Boys 4 x 100m Relay Team	Region Champions
Boys 4 x 200m Relay Team	Region Champions
Boys 4 x 400m Relay Team	Borough Champions, Region Champions, State Championships – 6 <sup>th</sup> place
Boys 4 x 800m Relay Team	Borough Champions
Boys 4 x 1600m Relay Team	Borough Champions, State Championships – 3 <sup>rd</sup> place
Boys 4 x 3200m Relay Team	Borough Champions
Alex Rodriguez	Borough Champion – Shot Put
Bud Sparks	Borough Champion – Triple Jump
Girls 400m Relay Team	Borough Champions

15 qualifiers to State

**2011-12 ESPN 1400AM/KSRM Radio Group Broadcast Athlete of the Year: Jordan Jones**

**STUDENT ACCOMPLISHMENTS/AWARDS (non-school related)**

Antonia Standifer, Kate Schadle, Sierra Jackson - KPBSD Alaska Native Youth Council  
Lana Chesley – 1<sup>st</sup> place, State Farm's Soldotna Safety Days poster contest

**STAFF ACCOMPLISHMENTS/AWARDS**

Maryvonne Guillemin – BP Teacher of Excellence certificate  
Barry Hartman – KPBSD Career and Technical Education Teacher of the Year  
Randy Sparks - President of Kenai Peninsula Football Officials Association, Referee for Medium Schools State Football Championship, Official for 4A State Basketball Tournament, BP Teacher of Excellence certificate  
Byron Weeks – BP Teacher of Excellence certificate

**SPECIAL SCHOOLWIDE PROJECTS**

**Classroom Without Walls: Arab Spring** – Students from Skyview, Soldotna and Kenai Central High Schools participated in a video conference with students from South Dakota, Louisiana and with Palestinian Israelis students living in Jerusalem to discuss the causes of the anti-government protests that took place across the Arab nations during the spring of 2011 and how they affected the U.S. and foreign relations.

**Additional Video Conferences:**

- School of Learning, Afghanistan w/Sturgis, SD, Kenai Central and Skyview High Schools  
-Field Marshal Muthoni Kirima, Kenya, West Africa, w/ a New York school, a Louisiana school, Sturgis, SD school, KCHS and Skyview

**SST (Speed Strength Training) Competition:** Skyview hosted the first bi-annual SST collaborative competition between physical education students at Skyview, Kenai Central, and Nikiski Jr/Sr High Schools. The competition showcased the students' hard work, teachers' collaboration, and the district's support for physical education. Every student in the competition was enrolled in a SST weight training class and met district eligibility standards.

**Community Challenge Mentoring Program:** The second annual Community Challenge Mentoring Program paired 12 Panthers with various community members and college students. This joint project from the Community Action Coalition and Kenai Peninsula College paired selected students to meet with mentors for 10 weeks to develop personal goals for high school and beyond.

# Superintendent's Annual Report

**School Name** Soldotna Elementary

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**Submitted by** Teri Diamond

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

We had several staff members who were recognized throughout the year. Lisa Juliussen, our PE teacher was nominated for PE teacher of the Year, and we had three teachers nominated as BP teachers of Excellence. These included Sherri Baktuit, Kelly Vasilie, and Kelli Creglow.

We were happy to begin our first year offering our breakfast program to Soldotna Elementary students. On an average 40-50 students were served healthy and nutritional meals before their school day began. In addition, our school was awarded the Silver Level recognition in the USDA Healthier US School Challenge which recognizes excellence in nutrition and physical activity. The application was evaluated on school Wellness Policy, monthly menus, production records, and ingredients.

Our all girls robotics team demonstrated their talents at the first annual Jr. Lego Robotics tournament. They placed first for robot design and moved onto state competition in Anchorage.

The "Paws"itively Awesome program was developed this year to recognize positive behavior of students. This program was supported by our community and a monthly drawing was held to receive incentives donated by Bub's Pizza, Arby's, the Orca Theater, and Jumpin' Junction.

With the help of the entire staff we were also able to provide a variety of music programs to our students throughout the year. These included the Axiom Band, the Fairbanks Symphony, Middle School Choir and Band, and author Sharon Bushell and her musical companion Johnny B from the Media Road Show.

We also had our first "Teaching Tolerance" day during Disability Awareness month. Our students had the opportunity to experience what a day in the life of an individual who has a disability would be like. Tonya Updike, along with staff members Carolyn Hitzler and Tina Gilman designed and set up a variety of center for students to pass through. Numerous other aides, staff, and volunteers participated.

Our school also took part in three other initiatives to aid families in the community. These included, a holiday food drive which provided 24 families with complete holiday meals, a clothes drive to provide families in need with winter gear, and our school also took second place in the "Jump for Cause" by collecting over 700 pounds of food. In addition, our school took 2<sup>nd</sup> place for a district wide can recycling program.

We also hosted the DARE program this year for our 5<sup>th</sup> graders. The Soldotna Police Department worked with our students to encourage healthy living and good choices. Students were recognized at a DARE graduation at Soldotna High School.

Our Reading Counts program was a success this year and promoted reading within our building. Students accumulating points for reading were recognized weekly, and an end of the year celebration took place with 8 lucky winners to ride to City Hall in a fire truck to have a meeting with Mayor Micciche.

The 2012 Masonic Student Award winner was Emily Pieh. There were 7 students who were nominated by staff.

# Superintendent's Annual Report 11-12

**School Name** Soldotna High School

**Submitted by** Todd Syverson

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick on or before June 1.

Soldotna High School has completed another great year. We continue to implement the A-Team After School Tutoring with 2 extra hours to assist students in Math from our Wells Fargo grant.

Soldotna High School continues with its great success in athletics and activities.  
Listed below are this year's accomplishments:

- \* Congratulations to Ila Cobb, Bradyn Holly, and Logan Parks for placing 3<sup>rd</sup> in the KPBSD film festival for their film, "Faded Memories."
- \* The SOHI Chapter of SkillsUSA did fantastic at the CTSO Performance Based Assessment Conference last week! One example is out of over 80 contestants in the Job Interview competition we had 2 make it into the final 6! We also had 2 members elected to State Officer positions!  
Individual results are below for those who made it into the top 3 in their events:  
Trevor Earll 1<sup>st</sup> - TV and Video Production, State Officer (Reporter)  
Austin Hunter 1<sup>st</sup> - Quiz Bowl, 1<sup>st</sup> - Employment Application Process  
Johnathon Kreider 1<sup>st</sup> - Job Interview, 1<sup>st</sup> - Quiz bowl, 1<sup>st</sup> - TV and Video Production, State Off  
Pres)  
Courtney Lewis 1<sup>st</sup> - Extemporaneous Speaking, 2<sup>nd</sup> - Preschool Teaching Assistant, 2<sup>nd</sup> Prepared  
Speech, 2<sup>nd</sup> - Employment Application Process  
David Swedberg 1<sup>st</sup> - Quiz Bowl, 1<sup>st</sup> Technical Drafting, 1<sup>st</sup> - Related Technical Math  
Vicky Tachick 2<sup>nd</sup> - Food and Beverage Service  
Naomi Weston 1<sup>st</sup> - Preschool Teaching Assistant
- \* The Soldotna High School Child Development Course hosted the free daycare program again. Child Development students planned activities, crafts, games, snacks, and mentored children ages 2-5.
- \* Girls Swim team was awarded the ASAA Academic Award (with the highest GPA) during State Championship meet. They were also awarded the ASAA Sportsmanship Award.
- \* All-State Football Defensive player of the year-Auston Tennis, Outside linebacker-Garrett Bosick, Interior lineman-Tyler Marcuson, Inside linebacker - Zane Miller, Defensive back - Auston Tennis, Long snapper & Tackle - Tyler Marcuson, Running back - Auston Tennis. 2<sup>nd</sup> team Tight end - Garrett Bosick.
- \* Student Council collected Prom dresses (Cinderella's Closet) again this year and it was a huge success from all over the Peninsula.
- \* Congratulations to our finalists chosen for the PTA Reflections visual art contest:  
First Place - Courtney Lewis Runners Up - Owen Philips, Bristol Walton, and Austin Hunter.

Soldotna High School continues to strive for excellence and has the goal of leading our School District on the path of continual improvement. Thanks for a great year!

## Superintendent's Annual Report

**School Name** Soldotna Middle School

**Submitted by** Sarge Truesdell, Principal & Curtis Schmidt, Assistant Principal

Soldotna Middle School is a comprehensive middle school with an enrollment of 384 full time students in seventh and eighth grade. SMS continues to provide a full array of elective courses such as band, choir, art, technology, vocational education, and foreign language. In addition, this year we offered sections of reading, math, and language arts remediation to students who were below proficient on the 2011 SBA tests. We also had a full time Quality Schools tutor in our building who serviced approximately 80 SMS students throughout the year and an after school tutoring program, with 44 students participating. These intervention classes use a new Math Intervention Program called IXL Math and used it with 59 students. The SMS Library saw an increase in parents volunteering with 223 hours of service recorded in 2011-12.

### **Staff Accomplishments**

SMS appreciated the efforts of our new teachers: Eric Dahl - Math, Stephanie Dennis-Blair – Language Arts, and Buck Dandliker – Industrial Arts. Mr. John Christensen, who left Soldotna Middle after 26 years as a math teacher last year, returned as a long-term substitute for Mrs. Jeanna Hayes who resigned due to health issues. Mr. Sarge Truesdell successfully completed his first year as the Principal of Soldotna Middle School. He met with Soldotna Area Site Councils this year to determine the possibility of Soldotna Middle School becoming grades 6-8. This concept was well received and the issue is now being further reviewed. Mr. Curtis Schmidt was hired as the SMS Assistant Principal after completing three years at Skyview High School. Mrs. Yolanda Schrader, ESL, volunteered her time by working with 5 parents who are learning the English language to communicate more effectively with their children and school staff.

**Masonic Student of the Year:** Hannah Pothast

**SMS Spelling Bee Winner:** Josh Darrow

**Geography Bee Winner:** Brian Dusek

**Outstanding Band student of the year:** Taylor Gilmore

**Outstanding Choir student of the year:** Rachel Thomas

**Chamber of Commerce Students of the Month-2012-13:** Brenna Belluomini, Briand Dusek, Kianna Steadman, Preston Weeks, Elizabeth Cho, Rebekah keener, Hannah Pothast

**Perfect Attendance:** Carola Chavez, Nathaniel Yannikos

**4.0 G.P.A. (Entire year)** Anna Coup, Taylor Gilmore, Kenneth Griffin, Kayla Haeg, Kayli Kitchens, Kelsie Overway, Halen Wells, Lindsey Wong, Anna Wrobel, Brenna Belluomini, Karissa Busddieker, Afton Carlson, Brian Dusek, Kinley Glaves, Jenna Helminski, Chelsi Jacobson, Chloe Kincaid, Hannah Seldon, Kianna Steadman, Preston Weeks, and Madison Willets

**Presidential Physical Fitness:** Hannah Pothast Rylie Jackson Emily Boone Kenneth Griffin Jonathan Boone Carajeane Gibbons Taylor Gilmore Kinley Glaves Robin Johnson Gracelyn Larson Hunter Emery

**Battle of the Books:** The SMS Battle of the Books Team took 2<sup>nd</sup> place in the Borough competition and meets as book club once a week to discuss the books they are reading. Team members included: Taylor Jones, Meghan Ussing, Chloe Kincaid, Lavender Burns, and Afton Carlson.

#### **Read 180**

Our Read 180 program continues its success at taking long term, below grade level readers, and moving them into proficiency or better as measured on the SBAs. Equally as important is that those students also have developed the reading habit. The top 10 readers each independently read an average of half a million words this year (each day's reading is logged and signed by parent, and students must pass a Reading Counts comprehension test when finished). Equally as impressive are those students in the program who, while they may not have racked up big numbers, now are able to experience the joy of reading. Research done on the SMS program shows the skills students learn in the program transfer into increased success in the reading challenges in they face in high school.

#### **Spanish II**

For the fourth year in a row, Soldotna Middle School Spanish II students worked with Redoubt Elementary School first graders teaching Spanish lessons. SMS students chose the lesson content, developed the lesson plans, and created visuals and games to aid in the delivery of instruction. Sixteen SMS students visited Redoubt a total of three times – once for observation purposes in preparation for teaching and two times where they actually delivered a Spanish lesson each time. New this year was the Fiesta Finale where Redoubt first graders visited SMS for an hour of Spanish Centers. Centers included dancing, games, Spanish picture books, Mexican Hot Chocolate, and Spanish counting with gummy bears. This Teaching Experience Project once again proved beneficial, both to the SMS students as well as the Redoubt first graders, and is a project we will continue in the future.

In addition to the Teaching Project, Spanish II students utilized the kitchens in the last full week of school to cook a variety of Hispanic foods including tamales, tortillas, salsa, and a horchata beverage. In the week prior to cooking, students researched the origins of various recipes, the evolution of the recipes, and created poster displays to share the information with our student body in the halls.

#### **Student Council**

Student Council members at Soldotna Middle School sponsored a Bully-Free Project in October 2011. Student Council members made presentations in Home Rooms and staffed tables at lunch where student body members could sign a Bully-Free pledge card. Pledge cards were then hung in the main entryway in a powerful visual display of the school's commitment to being bully-free. Pledge posters were also signed by teachers & staff.

SMS Student Council members also sponsored a non-perishable food drive during the Thanksgiving season. Homerooms competed to see who could bring in the most items of food and winners were treated to special prizes at Turkey Trot and in Homeroom. In total, Soldotna Middle School donated 1,343 items to the Kenai Peninsula Food Bank!

Spartan Student Council also sponsored Spirit Week dress up days the last week of Third Quarter and created SBA week posters to encourage students to prepare well for testing. Student Council Advisors helped organize the SMS Talent Show and coordinated volunteers for Parent Teacher Conferences both semesters.

### **7<sup>th</sup> Grade Transition Program**

In early August, young people arrived at Soldotna Middle School from K-Beach Elementary, Sterling Elementary, Tustumena Elementary, Redoubt Elementary, and Connections. Making new friends, learning locker combinations, class routes & school layout, tips for comfort zone, Google docs and Smart Board technology, they also had time for games, team building, and creative expression through locker decoration and a transitions collage. In addition to being on campus for three days and learning to navigate their new daily schedule, everyone received a sweatshirt, and a backpack with helpful school supplies—folders, notebook, pens, a calculator and flash drive.

### **Fine Arts**

Soldotna Middle School had 13 students had artwork selected for the 23<sup>rd</sup> Annual District Art Show. 10 of those students won ribbons and Shane Heiman won “Best of Show” for his amazing self-portrait. The band and choir programs are running strong with over 70 SMS and 15 Redoubt kids in the program. The SMS choir numbers well over 60 and has a great group of 7<sup>th</sup> graders ready to lead us into another year. Both groups performed exceptionally well at their respective festivals, and had a great tour of the elementary schools along with the SMS drum line.

### **Extra-Curricular Sports**

Soldotna Middle School continued to offer its traditional athletic program in 2011-12. With over 550 participants in Soccer, Cross Country Running, Basketball, Wrestling, Cross Country Skiing, Volleyball, and Track & Field. A breakdown on participation numbers by sport is below:

Soccer- 60

Cross Country Running – 30

Basketball Intramurals – 50 boys and 46 girls

Basketball Competition Teams – 24 boys and 24 girls

Volleyball Intramurals – 76

Volleyball Competition Teams – 30

Wrestling – 35

Cross Country Skiing – 25

Track and Field – 160

# Superintendent's Annual Report

**School Name** Soldotna Montessori Charter School

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**Submitted by** Mo Sanders

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

## **Academic Awards:**

2012 KPBSD Seward Math Bowl: Fifth Place Team

Our students participated in:

- All School Disability Awareness Event
- Hunger Project including Oxfam Hunger Banquet
- Volunteer support at the Kenai Peninsula Food Bank
- Raised over \$1000 to buy and compile Birthday Bags for the Food Bank
- Over 2000 pounds of food raised for the food bank
- 24 students traveled to New York City to participate in the Montessori Model United Nations Program at the UN Building in NYC
- Annual City Park and Community Clean Up Day: 986 Pounds of Litter were taken to the Soldotna Landfill
- Battle of the Books
- State Spelling Bee
- Seward Math Bowl
- Math Olympiad
- Future Problem Solving
- Mind-A-Mazes
- Leave No Trace Overnight Camp
- UAF Field Station at Kasitsna Bay Overnight Studies
- Kenai Peninsula Wildlife Refuge Research Project
- School-wide Peer Mediation
- Sixth Grade Swimming Lessons
- D.A.R.E.
- 5<sup>th</sup> and 6<sup>th</sup> grade Band
- Field Studies at all grade levels
- Hip Hop Dance Camp
- Art Camp
- Leave No Trace Environmental Camp

- Challenger Center Missions for Fifth and Sixth Grades
- Adopt-a-Stream: monthly monitoring of Soldotna Creek
- Adopted Conscious Discipline Program: all staff trained

**Parent Volunteers:**

Parents are at the heart of our school's success. Volunteers contributed over 2550 hours to SMCS.

**Academic Policy Committee:**

The SMCS Academic Policy Committee, a nine member committee established by state statute to oversee the charter school curriculum, met monthly from August through June. Agendas and minutes are posted at the school and electronically.

# Superintendent's Annual Report

**School Name** Spring Creek High School

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**Submitted by** Monica R. Hinders

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

The staff at Spring Creek School was informed in October of 2011 that the program was moving to Anchorage for 2012-2013 school year and beyond. This news created an additional goal for the school year- a smooth transition of the program from one school district to another, as well as from one correctional institution to another. Anchorage School District employees have toured Spring Creek School and the newly hired Principal of the Anchorage program, Nichelle Begich Mauk, will attend graduation on June 21.

A goal for the school year was to increase personal responsibility and increase school pride. Students received "Spring Creek High School" t-shirts, which they were allowed to wear in lieu of their institutional "tans". We incorporated school spirit days, in which the students wore their shirts, played games, and had group photos taken. Students initially tried to act too cool but soon they were playing Pictionary like a pro. Our spirit days helped make Spring Creek High School a more cohesive, productive unit among the much larger Spring Creek Correctional Center general population inmates.

Spring Creek School has six graduates this year, all earning a diploma. It will be the final graduation of Spring Creek School.

# Superintendent's Annual Report

**School Name**  Sterling Elementary School

**Submitted by**  Dr. Christine Ermold

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

Sterling Elementary School is proud to celebrate the accomplishments of our talented and hardworking Falcons! Special accomplishments this year include:

- Of nine nominees, sixth grader Logan Lundell was recognized as the school's 2011 Masonic Outstanding Student due to his remarkable leadership, service to others, and mentoring of younger students.
- Recognized as Magnificent Mentors this year were: Logan Lundell, Darrion Derflinger, Hunter Thompson, and Stephanie Saenz.
- Sixth grader Jode Sparks competed in the State Spelling Bee as the school's Bee winner.
- Sixth graders Ethan Bott, Cora Davis, and Kami Martin came in 2<sup>nd</sup> place at the District-wide Math Bowl.
- 15 students qualified for the District's Borough Forensics Tournament, and all but two of the performances placed first or second.
- The third and fourth grade team earned 4<sup>th</sup> place and the fifth and sixth grade team earned 1<sup>st</sup> place in the District Battle of the Books tournament.

Sterling Elementary is also proud of their ongoing work in the area of arts integration. During the 5<sup>th</sup> Annual Spring Art Show, guests enjoyed many visual, culinary, and performance art pieces, such as the creation of an edible art display with a river of jello, trees of cupcakes, and a castle made of rice krispies and fondant. The PTA also worked in partnership with many area businesses and received an Artist in the Schools grant from the Alaska State Council on the Arts. The grant was used to bring Alaskan artist, Sara Tabbert, to Sterling for two weeks to teach the students the techniques and intricacies of mosaic art. The residency culminated with the creation of four large glass mosaics that will be installed on the exterior of the building in time to welcome students back at the beginning of the 2012-13 school year.

# Superintendent's Annual Report

School Name Susan B English School

Submitted by Sheryl Hingley

## Students:

- Students in grades 3-10 were tested in SBAs and the school made AYP.
- Three teams participated in Battle of Books with the 6<sup>th</sup> grade team placing 4<sup>th</sup> in district.
- Two teams competed in Mind of Mazes.
- 6<sup>th</sup> grader Sam Scribner was Spelling Bee Champion and traveled to Anchorage to compete in the state meet.
- 8<sup>th</sup> grader Aidan Philpot was the school Geo Bee winner and was eligible to attend the state meet in Anchorage.
- Student Council Officers attended the AASG conference.
- K-5 students started and operated Pizza Club a fundraising activity for Booster Club.
- 10<sup>th</sup> grader Kaitlyn Hecks was the Masonic Lodge Student Recipient for perseverance and hard work.
- High School Social Studies Class fundraised and traveled to Boston, NYC, Philadelphia and Gettysburg.
- Chance Haller received the Spirit of Youth Award for his volunteer service to the community.
- Middle school and high school students participated in Workforce Academy.
- K-12 students performed in song and play a Christmas Program for the community.
- K-12 students provided a Christmas Breakfast for parents.

## Sports:

- Boys Middle School Basketball was the Small Schools Champions.
- Girls Middle School Volleyball was the Small Schools Champions.

## Staff:

- Staff worked to fully implement a performance based educational model.
- Elementary staff was involved in the writing of K-6 performance standards and scoring guides.

# Superintendent's Annual Report

**School Name** Tebughna School

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**Submitted by** Marilyn K. Johnson

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

- AASB Arts Grant—(2 projects) drums were created and painted and (6) canvas murals
- Hoop House built—sponsored by Project GRAD
- Community Gardening—students planted seeds and cared for them as well as kept data for science classes. The plants were later transplanted into larger pots and after school they will be again transplanted into the community garden.—sponsored by The Community Garden Grant
- Asset Luncheons—monthly luncheons were conducted to teach asset development to students, parents and staff (if available).—sponsored by Project GRAD
- Donations--\$3,000 donated to students for future field trips from Tyonek Native Corporation. They utilized the building for their Annual Shareholders meetings (2). This was their payment for the use of the facilities. \$1,000 donated to K-3 for their field trip this year.
- Awards—Monthly awards were distributed to students who were chosen for Student of the Month, Perfect Attendance, as well as others that individual teachers chose. Quarterly awards included all of the monthly awards as well as Honor Roll. At the graduation ceremony we held our End of the Year Awards. They included the following awards:
  - SERRC certificates—participation
  - 4 or less referrals and no suspensions—certificates (14)
  - Most Improved in Reading—(3)
  - Most Improved in Writing—(3)
  - Writer of the Year—(1)
  - Most Improved in Math—(3)
  - Honor Roll—(6)
  - Athlete of the Year—(1)
  - Most Improved Attitude—(3)
  - Citizenship Award—(3)
  - Student of the Year—(3)
  - Volunteer of the Year—(1)

Most Supportive Parent—(1)

BP Teacher of Excellence—Nomination Certificate—Christy Gomez  
Stephan

Gift—Garrett & Kelly McMullen for three years of dedicated service

- NYO—Randy Standifer—Artic Winter Games 2012—Gold Medals—Indian Stick Pull; Finger Pull; and Pole Push. Silver Medals—Snow Snake and the Hand Games. All Around Athlete.

# Superintendent's Annual Report

**School Name** Tustumena

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**Submitted by** Bob VanDerWege

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

Tustumena has experienced another great year and has had many notable successes.

This year we began the initial process for development of a school yard habitat program. This multi-year process will lead us to the development of many different habitats on the school property that will allow us to conduct ongoing science studies. Our first phase has been the development of grade level projects that tie into each curriculum.

We were able to add a new phone communication system to our school to improve parent contacts. This system proved quite valuable in notifying families of a delay we had and is available for any other needed contacts in the future.

We will again be able to offer a summer school program this year. This Thematic based program has been a real asset for our kids and has proven to show good gains in reading.

Our PTO hosted the 5<sup>th</sup> annual Tustumena Fun Run. This community event continues to have great community support and participation with runners and walkers coming from across the state. This year had more than 70 participants. Many of our own students placed in the kids division from 1<sup>st</sup> to 3<sup>rd</sup> position.

This year we added one new after school activity program. Added to our long standing cross country ski program, archery club and science club was the new running program. Each of these programs drew between 30 and 50 students.

We had an exciting new snack program this year. Through a grant we were be able to provide a fruit or vegetable snack to each student on Tuesdays, Wednesdays, and Fridays. It was great to introduce our students to some new tasty treats.

Our school successfully migrated our web page over to a Blog format. Our PTO also established a Facebook page all in an attempt to improve communications with our families.

We have numerous student celebrations from this year. They include:

- Again this year our 6<sup>th</sup> grade class competed in the “Kid Wind” competition. They competed in the state middle school division and this year the Wind Devils took 3<sup>rd</sup> place. The team members are Savannah McDonald, Brianna Peters and Fiona Boze. Their wind output score was almost 3 times higher than any of the teams that competed at the High School level.
- 6<sup>th</sup> grade student Delaney Risley was our 2012 Masonic Outstanding Student award winner.
- Cory Hinz won our school Geography Bee and successfully completed the exam to represent us at the State Geography Bee.
- Our team of Savannah McDonald, Holly Todd and Brighton Turvin competed in the District Math Bowl.
- Our annual hoops shoot winners were: 8/9 year olds Sara Hinz, Brayden VanMeter; 10/11 year olds Savannah McDonald, Skyler Checketts; 12/13 year olds, Selby Hill, Eli Sheridan.
- Our Future Problem Solving team of Delaney Risley, Chance Turvin, Selby Hill, and Timothy Blakely received an invitation to the state bowl based on their district scores.
- We had many students competing at the District Forensics competition. We had several individuals and teams placing in the top of their category.

And finally is the selection of a new Principal. Doug Hayman was selected to lead our school for next year. Transition plans have already begun to assure that Tustumena remains a top school.

# Superintendent's Annual Report

**School Name** Voznesenka School

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**Submitted by** Mike Wojciak

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Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

It is important to mention the advancements we are making with CTE offerings. Next year, our school will be offering a construction academy that will be available to a select number of Head of the Bay students. We are receiving the safety equipment, tools, and materials that will be necessary to complete this first project, which will be a small shed for our school. As long as continued funding is available our school will be allocated money for additional tools and supplies for future projects. Our school will then have the option to sell the products made during these courses, as long as all profits are allocated for that class. This class already has high student interest and has the potential for creating a bridge between the school and the community. There are many skilled carpenters in Voznesenka, who I feel will enjoy the opportunity to provide ideas/support for this class.

Voznesenka School will also be offering a consumer education class for our middle and high school students. For this course, we were provided two, one-time funding sources, which we have been conscientious of throughout our planning stages. Again, this is a high interest class, especially for our girls. As with our construction academy, I also feel this class will help build a bridge between the school and community as these skills are highly regarded in the community.

This year, brought with it the creation of an 11-man Head of the Bay cooperative football team. Over the past several years Voznesenka has had an 8-man football team, which was run using discarded equipment from other football teams. Our team will now have the certified safety equipment and uniforms to safely compete with other teams in the Greatland Conference. This was made possible through KPSAA, ASAA, and the awaited support of the school board. We are excited about the season and the buy-in we will get from students in their role as student-athletes.

We will also be able to offer our girls an intramural soccer team for a second year with some new safety equipment. With another two years of proving we are able to keep a high enough interest to support a team, it was shared that we would have the possibility of becoming an official school team and would then be scheduled with other teams in the district. With our soccer team and football team, we are hoping to build a sense of school pride that will translate into increased school attendance and a feeling of connectedness with the rest of the district.

Along with our new language arts curriculum, I have a high interest in incorporating Write Tools into our program. As a school, we have focused on improving in the area of writing, and from my limited introduction to Write Tools I believe this is a tool that will help us achieve our goal of a school-wide increase in writing proficiency. To make this implementation possible we will depend on our district trainers and the possibility of future Write Tools workshops.

# Superintendent's Annual Report

**School Name** West Homer Elementary School

**Submitted by** Raymond Marshall

Please list the outstanding achievements of students, staff and/or your school for the past year. It is important that you share the following information; grants awarded, districtwide, statewide and national academic awards, regional and state athletic titles, special schoolwide projects, etc. It is not necessary to list each member of a team or group unless it is pertinent to an individual award. Your submission may not be longer than two (2) pages in length. This electronic form must be emailed to Sally Tachick, Administrative Secretary for the Superintendent, on or before June 1.

West Homer Elementary School has worked hard to provide a well-rounded, outstanding academic program for students. In 2011/12:

- Academically, our students had an outstanding year. In the 2011/12 school year, West Homer Elementary continued to be high achieving school with 95% of our students scoring in the advanced/proficient category on the State of Alaska's Standards Bases Assessments (SBA) in reading, writing, and mathematics.
- West Homer Elementary school was the second highest performing elementary school in the state of Alaska.
- WHE was nominated for a Blue Ribbon Award that recognizes academic excellence at the national level.
- WHE was honored to have Mike Hanley, Alaska Commissioner of Education, visit our school and tell students, staff and parents, "you're are doing an awesome job here."
- WHE placed 1<sup>st</sup> and 3<sup>rd</sup> in the district math bowl.
- WHE's 6<sup>th</sup> grade placed first in the continental mathematics league competition.
- WHE's Battle of the Books Grade 3-4 team took first in district and earned the right to compete at the state level.
- WHE's Battle of the Books Grade 5-6 team placed second in the district.
- WHE's Mind-A-Mazes team placed 1<sup>st</sup> in the Junior Division and 1<sup>st</sup> in the Spontaneous Problem Solving event.
- WHE Lego Robotics team placed first in district, second in the state of Alaska competition and qualified to travel to San Diego to compete at the international level.
- WHE is the only elementary school in the state of Alaska to have a Youth Court. For the 2011-2012 school year we had three students with perfect scores thereby being sworn in as judges.
- WHE conducted a Writer's Fair that was a great success.

- WHE sent representative Levi King to the state spelling Bee and representative Hunter Henley to the state Geography Bowl.
- Miranda Martin, a sixth grade student at WHE is one of the two state winners in the 2011-12 Alaska State Elk's Association Americanism Essay Contest.
- WHE school 6<sup>th</sup> grade student, Landon Bunting, received the Monsonic Outstanding Achievenet Award.
- West Homer Elementary continues to offer a locally relevant academic programs in outdoor education which takes advantage of our close proximity to Kachemak Bay. This is exemplified by our school's working in conjunction with the Alaska Dept. of Fish and Game as part of the Kachemak Invasive Species Monitoring program.
- WHE is also quite talented musically, with our music and band students providing concerts twice yearly to rave reviews.
- Athletically, WHE students were offered many sport and club opportunities from which to choose: soccer, cross country running, X-country skiing, volleyball, wrestling, baseball and basketball.
- WHE received a grant from the Alaska State Council on the Arts. The Artist in the School program funds helped to provide some funding for local artist. Sandy Gillespie worked with West Homer students on writing and visual arts.
- WHE received a People's Garden Grant to establish garden boxes.
- WHE received a gardening grant from the Alaska Department of Natural resources.
- WHE was awarded a KPBSD professional development grant that was focused on utilizing Write Tools to enhance writing instruction for students.

WHE had two teachers nominated for the BP Teacher of Excellence Award: Melissa Cloud and Shellie Worsfold.

## 2012-2013 ANNUAL AGENDA GUIDELINE

DATE	ROUTINE AGENDA ITEMS
<b>July 9, 2012</b>	<b>Approval of 2012-2013 Board of Education Goals</b>
<b>August 6, 2012</b>	<b>Approval of Substitute and Temporary Pay Schedule Superintendent's Annual Report</b>
<b>September 10, 2012</b> <i>(Meeting held in Homer)</i>	<b>Approval of Resolutions to be Submitted to AASB Assessment Report State and Federal Legislative Priorities Worksession Math Curriculum Worksession</b>
<b>October 15, 2012</b>	<b>Approval of Student Representative to the Board Approval of Primary Sponsor of Gaming Permits Seating of New Board of Education Members Organization of Board of Education Officers Approval of Legislative Priorities Acceptance of Annual Audit Report</b>
<b>November 12, 2012</b>	<b>5-Year Enrollment Projections Approval of Math Curriculum Revision</b>
<b>December 3, 2012</b>	<b>Approval of School Calendar <i>(when necessary)</i> Approval of Six-Year Plan and School Construction Needs Class Size Study Report</b>
<b>January 14, 2013</b>	
<b>February 4, 2013</b>	<b>Approval of 2013-2014 Administrator Contracts</b>
<b>March 4, 2013</b>	<b>Approval of Tentative Tenure Teacher Contracts, 2013-2014 Presentation of 2013-2014 Budget*</b>
<b>April 1, 2013</b>	<b>Approval of 2013-2014 Budget Approval of Tentative Board meeting Dates, Time and Place for 2013-2014 Review of BP and AR 5141.6, Student Nutrition and Physical Activity</b>
<b>May 6, 2013</b> <i>(Meeting held in Seward)</i>	<b>Approval of Nontenure Teachers for Tenure, 2013-2014 Approval of Tentative Nontenure Teacher Contracts, 2013-2014</b>
<b>June 3, 2013</b>	<b>Lease Agreements Report Approval of Cocurricular Activities and Handbooks</b>
<b>June 4, 2013</b> <i>(Board Planning Session)</i>	

\*A worksession with the Borough Assembly is to be held prior to final approval.

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132  
[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

<b>Title:</b>	<b>Borough Assembly Action</b>		
<b>Date:</b>	<b>June 13, 2012</b>	<b>Item Number:</b>	
<b>Administrator:</b>	<b>Dave Jones, Assistant Superintendent</b> 		
<b>Attachments:</b>	<b>School Related Items on the June 19, 2012 Borough Assembly Agenda</b>		

Action Needed     For Discussion     Information     Other: \_\_\_\_\_

## BACKGROUND INFORMATION

Attached is information pertaining to, or affecting, the School District which will be presented at the June 19, 2012 Borough Assembly meeting:

- Ordinance 2012-19-01, accepting and appropriating \$1,100,000 from the State of Alaska for the Homer High School athletic facilities construction project
- Ordinance 2011-19-91, authorizing the transfer of \$104,226 in residual interest earnings in the bond funded Capital Project Fund to various capital project funds
- Ordinance 2012-19-08, accepting and appropriating grants in the amount of \$1,107,500 from the State of Alaska on behalf of the Kenai Peninsula Borough School District for equipment, supplies and student nutrition services
- Ordinance 2012-19-09, accepting and appropriating a grant in the amount of \$3,100,000 from the State of Alaska for Soldotna High School and Kenai High School track and field improvements
- Ordinance 2012-19-10, accepting and appropriating a grant in the amount of \$1,625,000 from the State of Alaska for security camera systems in Borough-owned facilities
- Ordinance 2012-19-15, authorizing the acquisition of real property adjacent to the property used by Aurora Borealis Charter School in Kenai on behalf of the Kenai Peninsula Borough School District and appropriating funds for the acquisition

## ADMINISTRATIVE RECOMMENDATION

For your information.

---

Introduced by: Mayor  
Date: 05/15/12  
Hearing: 06/19/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-01**

**AN ORDINANCE ACCEPTING AND APPROPRIATING \$1,100,000 FROM THE  
STATE OF ALASKA FOR THE HOMER HIGH SCHOOL ATHLETIC FACILITIES  
CONSTRUCTION PROJECT**

1 **WHEREAS,** the Borough requested funding to replace the Homer High School Track (Project)  
2 in the Borough's 2012 legislative priorities; and

3 **WHEREAS,** Senate Bill 160, which appropriated funding to the Borough for the Project, was  
4 passed by the State Legislature and signed by the Governor on \_\_\_\_\_; and

5 **WHEREAS,** the Alaska Department of Commerce, Community and Economic Development  
6 ("DCCED") will provide to the borough the grant award in the amount of  
7 \$1,100,000 for the Project; and

8 **WHEREAS,** it is in the best interest of the Borough to accept the grant funds;

9 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
10 **PENINSULA BOROUGH:**

11 **SECTION 1.** That the mayor is authorized to accept a grant from the Alaska Department of  
12 Commerce, Community and Economic Development in the amount of \$1,100,000  
13 for the Homer High School Athletic Facilities, and is authorized to execute a grant  
14 agreement and any other documents deemed necessary to accept and expend the  
15 grant and to fulfill the intents and purposes of this ordinance.

1 **SECTION 2.** That grant funds in the amount of \$1,100,000 are appropriated to account no.  
2 400.72010.12TRC.49999.

3 **SECTION 3.** That due to the nature of this Project the appropriation of these funds shall not  
4 expire at the end of any particular fiscal year.

5 **SECTION 4.** This ordinance shall become effective July 1, 2012.

6 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
7 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

## Capital Projects

### MEMORANDUM

**MIKE NAVARRE**  
**BOROUGH MAYOR**

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Borough Mayor *MN*

**FROM:** Craig Chapman, Director of Finance *but see*  
Brenda Ahlberg, Community & Fiscal Projects Manager *on*  
Kevin Lyon, Capital Projects Director *[Signature]*

**DATE:** May 3, 2012

**SUBJECT:** Ordinance 2012-19-01, Accepting and Appropriating \$1,100,000 from the State of Alaska for the Homer High School Athletic Facilities Construction Project

The Homer High School track was constructed in 1985 and has not been resurfaced in 26 years. In 2008 Homer High school canceled the "Homer Invitational Meet" due to the lack of participants willing to compete on the degraded track. Since that time no competitive meets have been held at the facility. On October 13, 2011, the Homer High School track was closed at the recommendation of borough Risk Management Committee due to safety concerns. This project has been set as a priority so that access to the track can resume as soon as possible.

On April 3, 2012 the Assembly passed Ordinance 2011-19-78, providing funding for the Homer High School track design in anticipation of legislative funding for construction of the project. The funding for this project is included in Senate Bill 160, which has passed the legislature and is awaiting the Governor's signature.

In order to meet the goal of project completion this year and in consideration of the weather and temperatures necessary for track replacement, time is of the essence. To maintain a successful project schedule, the project will go to bid in mid May with a bid opening on June 21, 2012. The construction contract is scheduled for award, contingent on funding, on July 2, 2012. If weather conditions cooperate and the schedule is maintained, the track will be ready for use in mid to late September.

Passage of this ordinance is contingent on the Governor signing SB160 without vetoing the funding for project.

Kevin Lyon, Capital Projects Director, shall be the project manager for the grant funds. The performance period ends June 30, 2017.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>N/A</u>
CONTINGENT UPON GRANT AWARD	
Amount	_____
By: <u>pc</u>	Date: <u>5/3/12</u>

## Navarre, Mike

---

**From:** Ahlberg, Brenda  
**Sent:** Thursday, May 03, 2012 9:01 AM  
**To:** Pierce, Nancy A (CED)  
**Cc:** Navarre, Mike; Ostrander, Paul; Chapman, Craig; Thompson, Colette; Lyon, Kevin  
**Subject:** RE: SB160 - Homer Athletic Facilities Request

Good morning all  
Ms Nancy has responded to my request for the Homer track. Please keep her response for your records.

Thanka for your response Nancy. Have a great day all. ☺B

*Sent from my Alaska Communications Android*

### -----Original message-----

**From:** "Pierce, Nancy A (CED)" <nancy.pierce@alaska.gov>  
**To:** "Ahlberg, Brenda" <bahlberg@borough.kenai.ak.us>  
**Sent:** Thu, May 3, 2012 16:35:18 GMT+00:00  
**Subject:** RE: SB160

Good morning Brenda,

I verified with my supervisor that we do not have a letter of "intent to award" other than the letter that we send out, after the Governor signs the bill, notifying grantees that a grant has been awarded to them. But as soon as the Governor signs the bill that is your assurance that a grant included in the bill has been awarded and you are free to start all procedures connected to the project even before we send out the letter of award.

Below is the website where you can track the bill. Just type in SB 160 in the search box, click on Full Text, and at this time you would click on the PDF of the last one that says "Await Transmit Gov". Other versions will be posted as the Governor processes the bill.

<http://www.legis.state.ak.us/basis/start.asp>

If you have any other questions please let me know.  
Thank you!  
Nancy

*Nancy Pierce, Grants Administrator II*  
Dept of Commerce, Community and Economic Development  
Div of Community and Regional Affairs Grants Section  
PO Box 110809  
Juneau, AK 99811  
Ph: 907-465-2023  
Fax: 907-465-5867

**From:** Ahlberg, Brenda [mailto:bahlberg@borough.kenai.ak.us]  
**Sent:** Wednesday, May 02, 2012 4:18 PM  
**To:** Pierce, Nancy A (CED)  
**Subject:** SB160

Hello Nancy

The borough will be introducing an ordinance to accept and appropriate the legislative funds for the Homer Athletic Facilities project at the May 15th meeting.

Is it possible to get a letter of "intent to award" from DCCED as a support document? I realize that your department cannot obligate or act until the Governor signs the act and OMB has completed their processes. However, has DCCED verified pending awards for munis after the act became law? A

form of verification would be greatly appreciated. Thanks for your guidance in this matter. 🙏B

*Sent from my Alaska Communications Android*

Introduced by: Mayor  
Date: 06/19/12  
Hearing: 08/07/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2011-19-91**

**AN ORDINANCE AUTHORIZING THE TRANSFER OF \$104,226 IN RESIDUAL  
INTEREST EARNINGS IN THE BOND FUNDED CAPITAL PROJECT FUND TO  
VARIOUS CAPITAL PROJECT FUNDS**

- 1 **WHEREAS**, between 2000 and 2009, the borough issued debt for the construction and  
2 maintenance of various schools, hospitals, solid waste facilities, and emergency  
3 response facilities; and
- 4 **WHEREAS**, these projects are now complete and residual interest earnings remain in the Bond  
5 Funded Capital Project Fund; and
- 6 **WHEREAS**, the residual interest amounts are as follows: CES \$2,610; Solid Waste \$11,339;  
7 School Capital Projects \$44,831; Central Peninsula General Hospital \$13,838 and  
8 South Peninsula Hospital \$31,608; and
- 9 **WHEREAS**, with the completion of the projects, it appropriate to transfer the residual interest  
10 earning to the respective capital projects fund of each entity for which the debt was  
11 issued;
- 12 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
13 **PENINSULA BOROUGH:**
- 14 **SECTION 1.** That \$104,226 is appropriated from the Bond Funded Capital Projects Fund, fund  
15 balance to the following accounts:

- 1                    1. 401.51611.06CES.50211 transfer to CES Capital Projects Fund, in the amount of
- 2                            \$2,610.
  
- 3                    2. 401.32122.03SWB.50411 transfer to Solid Waste Capital Projects Fund, in the
- 4                            amount of \$11,339.
  
- 5                    3. 401.78050.00BND.50400 transfer to School Capital Projects Fund, in the amount
- 6                            of \$1,013.
  
- 7                    4. 401.78050.07BND.50400 transfer School Capital Projects Fund, in the amount of
- 8                            \$43,818.
  
- 9                    5. 401.81111.04CHB.50600 transfer to Central Peninsula General Hospital Capital
- 10                            Projects Fund, in the amount of \$13,838.
  
- 11                   6. 401.81211.04SHB.50601 transfer to South Peninsula Hospital Capital Projects
- 12                           Fund, in the amount of \$1,427.
  
- 13                   7. 401.81211.08SHB.50601 transfer to South Peninsula Hospital Capital Projects
- 14                           Fund, in the amount of \$30,181.

15    **SECTION 2.** That this ordinance takes effect June 30, 2012.

16    **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY**  
17    **OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

**Yes:**

**No:**

**Absent:**



## KENAI PENINSULA BOROUGH

144 North Binkley Street • Soldotna, Alaska 99689-7520  
Toll-free within the Borough: 1-800-478-4441  
PHONE: (907) 262-4441 • FAX: (907) 262-1892  
www.borough.kenai.ak.us

**MIKE NAVARRE  
BOROUGH MAYOR**

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members, Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre, Mayor *MN*

**FROM:** Craig Chapman, Director of Finance *C Chapman*

**DATE:** June 7, 2012

**SUBJECT:** Ordinance 2011-19-91, an ordinance appropriating \$104,226 in residual interest income from the Bond Funded Capital Projects Fund

This is a housekeeping ordinance. Between 2000 and 2009, the borough issued debt for the construction and maintenance of various schools, hospitals, solid waste facilities, and emergency response facilities. The projects that occurred between 2000 and 2009 have been completed. Residual interest earnings remain in the Bond Funded Capital Project Fund. This ordinance would transfer these residual amounts of the interest earnings from the Bond Funded Capital Project Fund to the respective capital project fund of each respective entity for which the debt was issued.

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>401.27910 FB</u>
Amount	<u>\$104,226.<sup>00</sup></u>
By:	<u>pc</u> Date: <u>6/7/12</u>

Introduced by: Mayor  
Date: 06/19/12  
Hearing: 08/07/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-08**

**AN ORDINANCE ACCEPTING AND APPROPRIATING GRANTS IN THE AMOUNT  
OF \$1,107,500 FROM THE STATE OF ALASKA ON BEHALF OF THE KENAI  
PENINSULA BOROUGH SCHOOL DISTRICT FOR EQUIPMENT, SUPPLIES AND  
STUDENT NUTRITION SERVICES**

1 **WHEREAS**, the Kenai Peninsula Borough School District (KPBSD) has identified a need to  
2 provide various materials, equipment and supplies to schools throughout the  
3 Borough; and  
4

5 **WHEREAS**, Senate Bill 160, which appropriated funding to the Borough for these projects,  
6 was passed by the State Legislature and signed by the Governor on May 14, 2012;  
7 and  
8

9 **WHEREAS**, the Alaska Department of Commerce, Community and Economic Development  
10 will provide four grant awards in the total amount of \$1,107,500 to the Borough  
11 on behalf of the school district for the projects; and  
12

13 **WHEREAS**, KPBSD will use these funds for classroom equipment, supplies and student  
14 nutrition services; and  
15

16 **WHEREAS**, acceptance of these grants will benefit many of the schools and students  
17 throughout the Borough;  
18

19 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
20 **PENINSULA BOROUGH:**  
21

1 **SECTION 1.** That the mayor is authorized to accept grants from the Alaska Department of  
2 Commerce, Community and Economic Development in the total amount of  
3 \$1,107,500 for school district equipment, supplies and nutritional services, and is  
4 authorized to execute grant agreements and any other documents deemed  
5 necessary to accept and expend the grants and to fulfill the intents and purposes of  
6 this ordinance.

7  
8 **SECTION 2.** That grant funds are appropriated to the following accounts:

9	\$52,500	271.94910.13004.49999	13-DC-004 Classroom iTouch Project
10	\$1,000,000	271.94910.13446.49999	13-DC-446 Equipment
11	\$40,000	271.94910.13195.49999	13-DM-195 Student Nutrition Services
12	\$15,000	271.71082.13012.49999	13-RR-012 Nikiski HS printer/cutter
13			software

14 **SECTION 3.** That because KPBSD will pay all required expenditures and will be responsible  
15 for all administrative action related to these grants, with the exception of filing the  
16 grant reports, the administrative fee established by KPB Resolution 2006-036 will  
17 be waived.

18 **SECTION 4.** That due to the length and nature of these projects, the appropriations established  
19 through this ordinance shall not lapse at the end of any particular fiscal year.

20 **SECTION 5.** This ordinance shall become effective immediately upon its enactment.

1 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
2 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

## Grant Management

### MEMORANDUM

**MIKE NAVARRE**  
**BOROUGH MAYOR**

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre Mayor *MN*  
Craig Chapman, Director of Finance *C Chapman*

**FROM:** Brenda Ahlberg, Community & Fiscal Projects Manager *B Ahlberg*

**DATE:** June 7, 2012

**SUBJECT:** Ordinance 2012-19- 08, accepting and appropriating grants in the total amount of \$1,107,500 from the State of Alaska on behalf of the Kenai Peninsula Borough School District for Equipment, Supplies and Student Nutrition Services

Legislative grant funding in the Fiscal Year 2012/2013 State of Alaska Capital Budget was requested for the purpose of completing school projects throughout the borough. Senate Bill 160, which appropriated funding in the amount of \$1,107,500 for the projects was passed by the State Legislature and signed by Governor Parnell on May 14, 2012.

The Alaska Department of Commerce, Community and Economic Development will provide the following grant awards as listed below. Each award has a five-year project performance period ending June 30, 2017. The school district administration shall provide grant oversight and project completion. Because the borough will have minimal involvement, waiving the 3.04 percent administrative fee as established by R2006-036 is requested.

13-DC-004 Classroom iTouch Project	\$52,500
13-DC-446 Equipment	\$1,000,000
13-DM-195 Student Nutrition Services	\$40,000
13-RR-012 Nikiski HS printer/cutter software	\$15,000

Attachments: Alaska Act HCS CSSB 160(FIN),  
excerpt "Kenai Areawide (HD33-35) Only" and  
School District letter 06-05-2012

FINANCE DEPARTMENT	
Acct#s FUNDS VERIFIED	271.94910.13004.49999
	271.94910.13446.49999
Acct. No.	271.94910.13195.49999
	271.71082.13012.49999
Amount	N/A
By: <i>pc</i>	Date: <i>6/6/12</i>

Kenai Areawide (HD 33-35) Only

Impact House District Detail

HD	Dept	Project Title	Unrestricted GF Amount	Designated GF Amount	Other Amount	Federal Amount	Total
<b>Kenai Areawide (HD 33-35)</b>							
	Commerce	Alaska Christian College - Emergency Generator Purchase	45,000	0	0	0	45,000
	Commerce	Alaska Energy Authority - Stetson Creek Diversion	5,825,500	0	0	0	5,825,500
	Commerce	Alutiiq Pride Shellfish Hatchery - Shellfish Hatchery Facilities Upgrades	0	460,000	0	0	460,000
	Commerce	Anchor Point Senior Citizens, Inc. - Anchor Point Senior Center Improvements	244,000	0	0	0	244,000
	Commerce	Boys & Girls Club of the Kenai Peninsula - Kasilof After School Program	75,000	0	0	0	75,000
	Commerce	Boys & Girls Clubs of the Kenai Peninsula - Kenai Technology Center Equipment	14,000	0	0	0	14,000
	Commerce	Boys & Girls Clubs of the Kenai Peninsula - Nikiski Technology Center Equipment	14,000	0	0	0	14,000
	Commerce	Boys & Girls Clubs of the Kenai Peninsula - Soldotna Portable Planning, Permitting and Acquisition	163,000	0	0	0	163,000
	Commerce	Cook Inlet Aquaculture - Tutka Bay Hatchery	699,000	0	0	0	699,000
	Commerce	Cook Inlet Regional Citizens Advisory Council - Ice Forecasting Network	70,000	0	0	0	70,000
	Trans	Cooper Landing - Walkable Community Project	550,000	0	0	0	550,000
	Commerce	Cooper Landing Senior Citizens Corporation, Inc. - Senior Housing Energy Projects	100,000	0	0	0	100,000
	Labor	Deferred Maintenance, Renewal, Repair and Equipment - AVTEC	1,000,000	0	0	0	1,000,000
	NatRes	Exxon Valdez Oil Spill - Parcel Purchase on Kenai River Mile 11	0	0	1,100,000	0	1,100,000
	Commerce	Friends of the Jesse Lee Home	5,000,000	0	0	0	5,000,000
	Trans	Greer Road Surfacing	150,000	0	0	0	150,000
	Commerce	Halibut Cove Community Organization - Alaska Mussel Farming Demonstration Project	300,000	0	0	0	300,000
	Trans	Highway Safety Corridor - Sterling Highway - Sterling to Soldotna Widening	1,730,000	0	0	0	1,730,000
	Commerce	Homer - Fishing Lagoon Improvements	100,000	0	0	0	100,000
	Commerce	Homer - South Peninsula Natural Gas Pipeline	8,150,000	0	0	0	8,150,000
	Commerce	Homer Society of Natural History - Pratt Museum Building Design and Construction	100,000	0	0	0	100,000
	Commerce	Hope Community Resources, Inc. - Kenai/Soldotna Community Center	125,000	0	0	0	125,000
	Commerce	Hospice of The Central Peninsula - Durable Medical Equipment for Community Loan Closet	10,000	0	0	0	10,000
	Commerce	Kachemak - Kachemak Roads Repairs	60,000	0	0	0	60,000
	Univ	Kachemak Bay Campus - Pioneer Avenue Building Addition	50,000	0	0	0	50,000
	Commerce	Kachemak Bay Equestrian Association - Cottonwood Horse Park	10,000	0	0	0	10,000
	Commerce	Kachemak Shellfish Mariculture Association - Oyster Remote Setting Facility	60,000	0	0	0	60,000
	Commerce	Kasilof Regional Historical Association - Community of Kasilof - Cabin Restoration	38,000	0	0	0	38,000
	Trans	Kenai - Kalifornsky Beach Road and Bridge Access Road Pedestrian Paths	3,000,000	0	0	0	3,000,000
	Commerce	Kenai - Road and Infrastructure Improvements	4,000,000	0	0	0	4,000,000
	Commerce	Kenai - State Personal Use Fishery Improvement	150,000	0	0	0	150,000
	EnvCon	Kenai - Water Transmission Mains Phase 4	1,935,164	0	0	0	1,935,164
	Correct	Kenai - Wildwood Correctional Center Deferred Maintenance	50,000	0	0	0	50,000

85

**Kenai Areawide (HD 33-35) Only**

**Impact House District Detail**

HD	Dept	Project Title	Unrestricted GF Amount	Designated GF Amount	Other Amount	Federal Amount	Total
<b>Kenai Areawide (HD 33-35)</b>							
M&VA		Kenai Armory Deferred Maintenance	10,000	0	0	10,000	20,000
Commerce		Kenai Peninsula Borough - Bear Creek Fire Service Area Community Multi-Use Facility	3,976,000	0	0	0	3,976,000
Commerce		Kenai Peninsula Borough - Central Emergency Service Area Rescue Boat	100,750	0	0	0	100,750
Commerce		Kenai Peninsula Borough - Central Peninsula General Hospital Radiation Oncology Center	1,000,000	0	0	0	1,000,000
Commerce		Kenai Peninsula Borough - Classroom iTouch Project for Lower Peninsula Schools	52,500	0	0	0	52,500
Commerce		Kenai Peninsula Borough - Fox River Basargin Road Improvements	50,000	0	0	0	50,000
Commerce		Kenai Peninsula Borough - Gilman Kenai River Center Septic Tank Removal/Connection to Sewer System	15,000	0	0	0	15,000
Commerce		Kenai Peninsula Borough - Hazard Tree Removal	1,000,000	0	0	0	1,000,000
Commerce		Kenai Peninsula Borough - Homer High School Athletic Facilities	1,100,000	0	0	0	1,100,000
Commerce		Kenai Peninsula Borough - Kachemak Emergency Service Area Diamond Ridge Community Center / Training Facility	100,000	0	0	0	100,000
Commerce		Kenai Peninsula Borough - Kenai & Soldotna High School Track and Field Improvements	3,100,000	0	0	0	3,100,000
Commerce		Kenai Peninsula Borough - Nikiski Fire Service Area Aerial Fire Apparatus Replacement	975,000	0	0	0	975,000
Commerce		Kenai Peninsula Borough - North Peninsula Recreation Service Area Trails Upgrade and Expansion	150,000	0	0	0	150,000
Commerce		Kenai Peninsula Borough - Road Projects	8,000,000	0	0	0	8,000,000
Commerce		Kenai Peninsula Borough - School District Equipment	1,000,000	0	0	0	1,000,000
Commerce		Kenai Peninsula Borough - Security Camera System	1,625,000	0	0	0	1,625,000
Commerce		Kenai Peninsula Borough School District - Student Nutrition Services	40,000	0	0	0	40,000
Commerce		Kenai Peninsula Community Care Center - Gymnasium Repair and Renovations	52,000	0	0	0	52,000
Commerce		Kenai Peninsula Fair Association - Facilities Upgrades	188,000	0	0	0	188,000
Commerce		Kenai Peninsula Opportunities, Inc. - Kenai Peninsula Construction Academy Covered Storage	200,000	0	0	0	200,000
H&SS		Kenai Peninsula Youth Facility Deferred Maintenance	165,400	0	0	0	165,400
FishGm		Kenai River King Salmon Sonar Assessment Program	1,813,000	0	0	0	1,813,000
Commerce		Kenaitze Indian Tribe - Dena'ina Health and Wellness Center	15,000,000	0	0	0	15,000,000
Commerce		Lee Shore Center - Emergency Shelter Children's Outdoor Play Area Rehabilitation	96,444	0	0	0	96,444
NatRes		Lower Kasilof River Drift Boat Takeout - Phase 2 of 2	1,600,000	0	0	0	1,600,000
Labor		Marine Simulator Software	39,000	0	0	0	39,000
Commerce		Moose Pass Volunteer Fire Company - Fire Station Acquisition and Renovation	120,000	0	0	0	120,000
Commerce		Nikolaevsk, Inc. - Multi-Use Facility	50,000	0	0	0	50,000
Commerce		Ninilchik Emergency Services - Fire and EMS Station Project	2,275,000	0	0	0	2,275,000
Commerce		Ninilchik Senior Citizens, Inc. - Ninilchik Senior Center Improvements	24,800	0	0	0	24,800
Commerce		North Peninsula Community Council - Nikiski Beautification	100,000	0	0	0	100,000
NatRes		Parks and Outdoor Recreation Deferred Maintenance - Kenai Area	560,000	0	0	0	560,000

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Kenai Areawide (HD 33-35) Only

Impact House District Detail

HD	Dept	Project Title	Unrestricted GF Amount	Designated GF Amount	Other Amount	Federal Amount	Total
<b>Kenai Areawide (HD 33-35)</b>							
	Commerce	Seldovia - Jakolof Bay and Rocky Road Dusting	7,500	0	0	0	7,500
	Trans	Seldovia - Small Boat Harbor	1,000,000	0	0	0	1,000,000
	Commerce	Seldovia - Value Added Manufacturing Plant	330,000	0	0	0	330,000
	EnvCon	Seward - North Seward Water Storage Tank and Pumping Facility	2,583,240	0	0	0	2,583,240
	Trans	Seward - Seward Harbor	1,180,000	0	0	0	1,180,000
	Trans	Seward Highway - Recreational Improvements	0	0	0	650,000	650,000
	FishGm	Seward Vessel Wash-Down and Wastewater Recycling Facility	0	0	641,300	0	641,300
	Trans	Soldotna - Birch Street Signal at Sterling Highway	0	0	0	1,500,000	1,500,000
	Commerce	Soldotna - Centennial Park Trail Development	400,000	0	0	0	400,000
	Commerce	Soldotna - Paving Improvements	1,500,000	0	0	0	1,500,000
	Commerce	Soldotna - Police Building Roof Replacement	325,000	0	0	0	325,000
	EnvCon	Soldotna - Sterling Street Water and Sewer Replacement	377,465	0	0	0	377,465
	Commerce	Soldotna Area Senior Citizens, Inc. - Generator and Roof Improvements	82,000	0	0	0	82,000
	Commerce	Soldotna Little League - Field Upgrades	25,000	0	0	0	25,000
	PubSaf	Soldotna Post Facilities Deferred Maintenance	225,000	0	0	0	225,000
	Commerce	Sterling Area Senior Citizens, Inc. Garage for Storage and Work Shop	300,000	0	0	0	300,000
	Commerce	Sterling Community Club, Inc. - Multi-Use Building	400,000	0	0	0	400,000
	Trans	Sterling Highway - Milepost 157 to 169 Rehabilitation - Anchor Point to Baycrest Hill	0	0	0	2,500,000	2,500,000
	Trans	Sterling Highway - Milepost 37 to 45 Resurfacing	0	0	0	7,350,000	7,350,000
	Labor	Third Avenue Dormitory Replacement	16,075,000	0	0	0	16,075,000
	FishGm	Upper Cook Inlet East Side Set Net Chinook Salmon Harvest Patterns	0	789,000	0	0	789,000
<b>Kenai Areawide (HD 33-35) total:</b>			<b>103,205,763</b>	<b>1,249,000</b>	<b>1,741,300</b>	<b>12,010,000</b>	<b>118,206,063</b>
<b>Report total:</b>			<b>103,205,763</b>	<b>1,249,000</b>	<b>1,741,300</b>	<b>12,010,000</b>	<b>118,206,063</b>

87

1 Roads paving - \$7,000,000) is reappropriated to the Department of Commerce, Community,  
 2 and Economic Development for payment as a grant under AS 37.05.316 to the Challenger  
 3 Learning Center of Alaska for facility planning.

4 (g) The unexpended and unobligated balance, not to exceed \$15,000, of the  
 5 appropriation made in sec. 10, ch. 29, SLA 2008, page 79, lines 5 - 7 (Department of  
 6 Transportation and Public Facilities, Tustumena Lake, Crooked Creek and Johnson Lake  
 7 Roads paving - \$7,000,000) is reappropriated to the Department of Commerce, Community,  
 8 and Economic Development for payment as a grant under AS 37.05.315 to the Kenai  
 9 Peninsula Borough for Nikiski High School purchase of a printer and cutter with software.

10 (h) The unexpended and unobligated balance, not to exceed \$25,000, of the  
 11 appropriation made in sec. 10, ch. 29, SLA 2008, page 79, lines 5 - 7 (Department of  
 12 Transportation and Public Facilities, Tustumena Lake, Crooked Creek and Johnson Lake  
 13 Roads paving - \$7,000,000) is reappropriated to the Department of Commerce, Community,  
 14 and Economic Development for payment as a grant under AS 37.05.316 to the Kasilof Coho  
 15 Cemetery Association for maintenance and repairs.

16 (i) The unexpended and unobligated balance, not to exceed \$100,000, of the  
 17 appropriation made in sec. 10, ch. 29, SLA 2008, page 79, lines 5 - 7 (Department of  
 18 Transportation and Public Facilities, Tustumena Lake, Crooked Creek and Johnson Lake  
 19 Roads paving - \$7,000,000) is reappropriated to the Department of Commerce, Community,  
 20 and Economic Development for payment as a grant under AS 37.05.316 to the Kenai  
 21 Peninsula Fair Association for maintenance and upgrades.

22 (j) The unexpended and unobligated balance, after the appropriations made in (c) - (i)  
 23 of this section, not to exceed \$1,000,000, of the appropriation made in sec. 10, ch. 29, SLA  
 24 2008, page 79, lines 5 - 7 (Department of Transportation and Public Facilities, Tustumena  
 25 Lake, Crooked Creek and Johnson Lake Roads paving - \$7,000,000) is reappropriated to the  
 26 Department of Commerce, Community, and Economic Development for payment as a grant  
 27 under AS 37.05.315 to the Kenai Peninsula Borough for Central Peninsula General Hospital  
 28 radiation oncology center.

29 \* **Sec. 38.** HOUSE DISTRICT 36. The unexpended and unobligated balance, estimated to  
 30 be \$10,000, of the appropriation made in sec. 10, ch. 43, SLA 2010, page 103, line 32,  
 31 through page 104, line 3 (Ouzinkie, alternative wind energy generation, phase I data



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

**Assistant Superintendent**

Dave Jones

148 North Binkley Street Soldotna, Alaska 99669-7553

Phone (907) 714-8888 Fax (907) 262-5867

Email: davejones@kpbsd.k12.ak.us

June 5, 2012

**Brenda Ahlberg  
Community and Fiscal Projects Manager  
Kenai Peninsula Borough  
144 N. Binkley  
Soldotna, AK 99669**

**Re: Legislative Grants for School Projects and Equipment**

Dear Brenda,

The Kenai Peninsula Borough School District would like to request the Borough accept the following funds appropriated by the State Legislature on behalf of the School District:

13-DC-004	Classroom iTouch project	\$	52,500
13-DC-446	School District Equipment		1,000,000
13-DM-196	Student Nutrition Services		40,000
13-RR-012	Nikiski High printer/cutter software		15,000

The responsibility for payment of all expenditures and taking all administrative action, with the exception of filing grant reports to the Department of Commerce, Community and Economic Development, will fall upon the KPBSD.

These funds will be used for equipment, supplies and Student Nutrition Services as stated and the District will waive the administrative fee.

Thank you for assisting the School District in providing the best possible educational opportunities to the students of the Kenai Peninsula Borough.

Sincerely,

Dave Jones

Introduced by: Mayor  
Date: 06/19/12  
Hearing: 08/07/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-09**

**AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT IN THE AMOUNT  
OF \$3,100,000 FROM THE STATE OF ALASKA FOR SOLDOTNA HIGH SCHOOL  
AND KENAI HIGH SCHOOL TRACK AND FIELD IMPROVEMENTS**

1 **WHEREAS**, the Borough requested funding to replace or improve the track and fields at  
2 Soldotna and Kenai High Schools in the Borough's 2012 legislative priorities; and

3 **WHEREAS**, Senate Bill 160, which appropriated funding to the Borough for the projects, was  
4 passed by the State Legislature and signed by the Governor on May 14, 2012; and

5 **WHEREAS**, the Alaska Department of Commerce, Community and Economic Development  
6 ("DCCED") will provide a grant award in the amount of \$3,100,000 to the  
7 Borough for the track and field improvement projects;

8 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
9 **PENINSULA BOROUGH:**

10 **SECTION 1.** That the mayor is authorized to accept a grant from the Alaska Department of  
11 Commerce, Community and Economic Development in the amount of \$3,100,000  
12 for the Soldotna High and Kenai High School track and field improvement  
13 projects and is authorized to execute a grant agreement and any other documents  
14 deemed necessary to accept and expend the grant and to fulfill the intents and  
15 purposes of this ordinance.

16 **SECTION 2.** That funds in the amount of \$3,100,000 are appropriated to  
17 400.78050.13556.49999 - project account number.

1 **SECTION 3.** That due to the length and nature of this project, the appropriations established  
2 through this ordinance shall not lapse at the end of any particular fiscal year.

3 **SECTION 4.** This ordinance shall become effective immediately upon its enactment.

4 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
5 **DAY OF \* 2012.**

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Gary Knopp, Assembly President

ATTEST:

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Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

## Capital Projects

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**MIKE NAVARRE**  
**BOROUGH MAYOR**

**THRU:** Mike Navarre Mayor *MN*  
Craig Chapman, Director of Finance *C Chapman*  
Brenda Ahlberg, Community & Fiscal Projects Manager *BA*

**FROM:** Kevin Lyon, Capital Projects Director *KL*

**DATE:** June 7, 2012

**SUBJECT:** Ordinance 2012-19- *09*, accepting and appropriating a grant in the amount of \$3,100,000 from the State of Alaska for the Soldotna High School and Kenai High School track and field improvements

The borough submitted a request for legislative grant funding in the Fiscal Year 2012/2013 State of Alaska Capital Budget. Senate Bill 160 was passed by the State Legislature and signed by Governor Parnell on May 14, 2012, appropriating \$3,100,000 for the Soldotna and Kenai High School track and field improvement projects.

As excerpted in the "2012 State Funding Priorities" binder page 2:

The tracks at Kenai and Soldotna High Schools are in such poor condition that they are unable to host competitive track and field meets. Walking or running on either the Soldotna or Kenai tracks is considered unsafe by many users. These facilities are used by students of all ages during school-sponsored events and by the community for walking, running, and many other activities. Quality athletic facilities are vital for a community to encourage healthier lifestyles, promote exercise, hold athletic competitions, and as a location for many community events. Well maintained and functional athletic facilities make for a healthy community.

The Alaska Department of Commerce, Community and Economic Development will provide the grant award with a five-year project performance period ending June 30, 2017. Kevin Lyon, Capital Projects Director, shall provide grant oversight and project completion.

Attachment: Alaska Act HCS CSSB 160(FIN)  
excerpt "Kenai Areawide (HD33-35) Only"

FINANCE DEPARTMENT	
ACCT# FUNDS VERIFIED	
Acct. No.	<u>400.78050.13556.49999</u>
Amount	<u>N/A</u>
By:	<u>pc</u>
Date:	<u>6/7/12</u>

## Kenai Areawide (HD 33-35) Only

## Impact House District Detail

HD Dept	Project Title	Unrestricted GF Amount	Designated GF Amount	Other Amount	Federal Amount	Total
<b>Kenai Areawide (HD 33-35)</b>						
Commerce	Alaska Christian College - Emergency Generator Purchase	45,000	0	0	0	45,000
Commerce	Alaska Energy Authority - Stetson Creek Diversion	5,825,500	0	0	0	5,825,500
Commerce	Alutiq Pride Shellfish Hatchery - Shellfish Hatchery Facilities Upgrades	0	460,000	0	0	460,000
Commerce	Anchor Point Senior Citizens, Inc. - Anchor Point Senior Center Improvements	244,000	0	0	0	244,000
Commerce	Boys & Girls Club of the Kenai Peninsula - Kaslof After School Program	75,000	0	0	0	75,000
Commerce	Boys & Girls Clubs of the Kenai Peninsula - Kenai Technology Center Equipment	14,000	0	0	0	14,000
Commerce	Boys & Girls Clubs of the Kenai Peninsula - Nikiski Technology Center Equipment	14,000	0	0	0	14,000
Commerce	Boys & Girls Clubs of the Kenai Peninsula - Soldotna Portable Planning, Permitting and Acquisition	163,000	0	0	0	163,000
Commerce	Cook Inlet Aquaculture - Tutka Bay Hatchery	699,000	0	0	0	699,000
Commerce	Cook Inlet Regional Citizens Advisory Council - Ice Forecasting Network	70,000	0	0	0	70,000
Trans	Cooper Landing - Walkable Community Project	550,000	0	0	0	550,000
Commerce	Cooper Landing Senior Citizens Corporation, Inc. - Senior Housing Energy Projects	100,000	0	0	0	100,000
Labor	Deferred Maintenance, Renewal, Repair and Equipment - AVTEC	1,000,000	0	0	0	1,000,000
NatRes	Exxon Valdez Oil Spill - Parcel Purchase on Kenai River Mile 11	0	0	1,100,000	0	1,100,000
Commerce	Friends of the Jesse Lee Home	5,000,000	0	0	0	5,000,000
Trans	Greer Road Surfacing	159,000	0	0	0	150,000
Commerce	Halibut Cove Community Organization - Alaska Mussel Farming Demonstration Project	300,000	0	0	0	300,000
Trans	Highway Safety Corridor - Sterling Highway - Sterling to Soldotna Widening	1,730,000	0	0	0	1,730,000
Commerce	Homer - Fishing Lagoon Improvements	100,000	0	0	0	100,000
Commerce	Homer - South Peninsula Natural Gas Pipeline	8,150,000	0	0	0	8,150,000
Commerce	Homer Society of Natural History - Pratt Museum Building Design and Construction	100,000	0	0	0	100,000
Commerce	Hope Community Resources, Inc. - Kenai/Soldotna Community Center	125,000	0	0	0	125,000
Commerce	Hospice of The Central Peninsula - Durable Medical Equipment for Community Loan Closet	10,000	0	0	0	10,000
Commerce	Kachemak - Kachemak Roads Repairs	60,000	0	0	0	60,000
Univ	Kachemak Bay Campus - Pioneer Avenue Building Addition	50,000	0	0	0	50,000
Commerce	Kachemak Bay Equestrian Association - Cottonwood Horse Park	10,000	0	0	0	10,000
Commerce	Kachemak Shellfish Mariculture Association - Oyster Remote Setting Facility	60,000	0	0	0	60,000
Commerce	Kaslof Regional Historical Association - Community of Kaslof - Cabin Restoration	38,000	0	0	0	38,000
Trans	Kenai - Kalifornsky Beach Road and Bridge Access Road Pedestrian Paths	3,000,000	0	0	0	3,000,000
Commerce	Kenai - Road and Infrastructure Improvements	4,000,000	0	0	0	4,000,000
Commerce	Kenai - State Personal Use Fishery Improvement	150,000	0	0	0	150,000
EnvCon	Kenai - Water Transmission Mains Phase 4	1,935,164	0	0	0	1,935,164
Correct	Kenai - Wildwood Correctional Center Deferred Maintenance	50,000	0	0	0	50,000

**Kenai Areawide (HD 33-35) Only**

**Impact House District Detail**

HD	Dept	Project Title	Unrestricted GF Amount	Designated GF Amount	Other Amount	Federal Amount	Total
<b>Kenai Areawide (HD 33-35)</b>							
	M&VA	Kenai Armory Deferred Maintenance	10,000	0	0	10,000	20,000
	Commerce	Kenai Peninsula Borough - Bear Creek Fire Service Area Community Multi-Use Facility	3,976,000	0	0	0	3,976,000
	Commerce	Kenai Peninsula Borough - Central Emergency Service Area Rescue Boat	100,750	0	0	0	100,750
	Commerce	Kenai Peninsula Borough - Central Peninsula General Hospital Radiation Oncology Center	1,000,000	0	0	0	1,000,000
	Commerce	Kenai Peninsula Borough - Classroom iTouch Project for Lower Peninsula Schools	52,500	0	0	0	52,500
	Commerce	Kenai Peninsula Borough - Fox River Basargin Road Improvements	50,000	0	0	0	50,000
	Commerce	Kenai Peninsula Borough - Gilman Kenai River Center Septic Tank Removal/Connection to Sewer System	15,000	0	0	0	15,000
	Commerce	Kenai Peninsula Borough - Hazard Tree Removal	1,000,000	0	0	0	1,000,000
	Commerce	Kenai Peninsula Borough - Homer High School Athletic Facilities	1,100,000	0	0	0	1,100,000
	Commerce	Kenai Peninsula Borough - Kachemak Emergency Service Area Diamond Ridge Community Center / Training Facility	100,000	0	0	0	100,000
	Commerce	Kenai Peninsula Borough - Kenai & Soldotna High School Track and Field Improvements	3,100,000	0	0	0	3,100,000
	Commerce	Kenai Peninsula Borough - Nikiski Fire Service Area Aerial Fire Apparatus Replacement	975,000	0	0	0	975,000
	Commerce	Kenai Peninsula Borough - North Peninsula Recreation Service Area Trails Upgrade and Expansion	150,000	0	0	0	150,000
	Commerce	Kenai Peninsula Borough - Road Projects	8,000,000	0	0	0	8,000,000
	Commerce	Kenai Peninsula Borough - School District Equipment	1,000,000	0	0	0	1,000,000
	Commerce	Kenai Peninsula Borough - Security Camera System	1,625,000	0	0	0	1,625,000
	Commerce	Kenai Peninsula Borough School District - Student Nutrition Services	40,000	0	0	0	40,000
	Commerce	Kenai Peninsula Community Care Center - Gymnasium Repair and Renovations	52,000	0	0	0	52,000
	Commerce	Kenai Peninsula Fair Association - Facilities Upgrades	188,000	0	0	0	188,000
	Commerce	Kenai Peninsula Opportunities, Inc. - Kenai Peninsula Construction Academy Covered Storage	200,000	0	0	0	200,000
	H&SS	Kenai Peninsula Youth Facility Deferred Maintenance	165,400	0	0	0	165,400
	FishGm	Kenai River King Salmon Sonar Assessment Program	1,813,000	0	0	0	1,813,000
	Commerce	Kenaitze Indian Tribe - Dena'ina Health and Wellness Center	15,000,000	0	0	0	15,000,000
	Commerce	Lee Shore Center - Emergency Shelter Children's Outdoor Play Area Rehabilitation	96,444	0	0	0	96,444
	NatRes	Lower Kasilof River Drift Boat Takeout - Phase 2 of 2	1,600,000	0	0	0	1,600,000
	Labor	Marine Simulator Software	39,000	0	0	0	39,000
	Commerce	Moose Pass Volunteer Fire Company - Fire Station Acquisition and Renovation	120,000	0	0	0	120,000
	Commerce	Nikolaevsk, Inc. - Multi-Use Facility	50,000	0	0	0	50,000
	Commerce	Ninilchik Emergency Services - Fire and EMS Station Project	2,275,000	0	0	0	2,275,000
	Commerce	Ninilchik Senior Citizens, Inc. - Ninilchik Senior Center Improvements	24,800	0	0	0	24,800
	Commerce	North Peninsula Community Council - Nikiski Beautification	100,000	0	0	0	100,000
	NatRes	Parks and Outdoor Recreation Deferred Maintenance - Kenai Area	560,000	0	0	0	560,000

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**Kenai Areawide (HD 33-35) Only**

**Impact House District Detail**

HD	Dept	Project Title	Unrestricted GF Amount	Designated GF Amount	Other Amount	Federal Amount	Total
<b>Kenai Areawide (HD 33-35)</b>							
Commerce		Seldovia - Jakolof Bay and Rocky Road Dusting	7,500	0	0	0	7,500
Trans		Seldovia - Small Boat Harbor	1,000,000	0	0	0	1,000,000
Commerce		Seldovia - Value Added Manufacturing Plant	330,000	0	0	0	330,000
EnvCon		Seward - North Seward Water Storage Tank and Pumping Facility	2,583,240	0	0	0	2,583,240
Trans		Seward - Seward Harbor	1,180,000	0	0	0	1,180,000
Trans		Seward Highway - Recreational Improvements	0	0	0	650,000	650,000
FishGm		Seward Vessel Wash-Down and Wastewater Recycling Facility	0	0	641,300	0	641,300
Trans		Soldotna - Birch Street Signal at Sterling Highway	0	0	0	1,500,000	1,500,000
Commerce		Soldotna - Centennial Park Trail Development	400,000	0	0	0	400,000
Commerce		Soldotna - Paving Improvements	1,500,000	0	0	0	1,500,000
Commerce		Soldotna - Police Building Roof Replacement	325,000	0	0	0	325,000
EnvCon		Soldotna - Sterling Street Water and Sewer Replacement	377,485	0	0	0	377,485
Commerce		Soldotna Area Senior Citizens, Inc. - Generator and Roof Improvements	82,000	0	0	0	82,000
Commerce		Soldotna Little League - Field Upgrades	25,000	0	0	0	25,000
PubSaf		Soldotna Post Facilities Deferred Maintenance	225,000	0	0	0	225,000
Commerce		Sterling Area Senior Citizens, Inc. Garage for Storage and Work Shop	300,000	0	0	0	300,000
Commerce		Sterling Community Club, Inc. - Multi-Use Building	400,000	0	0	0	400,000
Trans		Sterling Highway - Milepost 157 to 169 Rehabilitation - Anchor Point to Baycrest Hill	0	0	0	2,500,000	2,500,000
Trans		Sterling Highway - Milepost 37 to 45 Resurfacing	0	0	0	7,350,000	7,350,000
Labor		Third Avenue Dormitory Replacement	16,075,000	0	0	0	16,075,000
FishGm		Upper Cook Inlet East Side Set Net Chinook Salmon Harvest Patterns	0	789,000	0	0	789,000
<b>Kenai Areawide (HD 33-35) total:</b>			<b>103,205,763</b>	<b>1,249,000</b>	<b>1,741,300</b>	<b>12,010,000</b>	<b>118,206,063</b>
<b>Report total:</b>			<b>103,205,763</b>	<b>1,249,000</b>	<b>1,741,300</b>	<b>12,010,000</b>	<b>118,206,063</b>

Introduced by: Mayor  
Date: 06/19/12  
Hearing: 08/07/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-10**

**AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT IN THE AMOUNT  
OF \$1,625,000 FROM THE STATE OF ALASKA FOR SECURITY CAMERA SYSTEMS  
IN BOROUGH-OWNED FACILITIES**

1 **WHEREAS**, the Borough requested funding to install security camera systems in borough-  
2 owned facilities in the Borough's 2012 legislative priorities; and

3 **WHEREAS**, Senate Bill 160, which appropriated funding to the Borough for the project, was  
4 passed by the State Legislature and signed by the Governor on May 14, 2012; and

5 **WHEREAS**, the Alaska Department of Commerce, Community and Economic Development  
6 ("DCCED") will provide a grant award in the amount of \$1,625,000 to the  
7 Borough for the project;

8 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
9 **PENINSULA BOROUGH:**

10 **SECTION 1.** That the mayor is authorized to accept a grant from the Alaska Department of  
11 Commerce, Community and Economic Development in the amount of \$1,625,000  
12 for the security camera systems project and is authorized to execute a grant  
13 agreement and any other documents deemed necessary to accept and expend the  
14 grant and to fulfill the intents and purposes of this ordinance.

15 **SECTION 2.** That funds in the amount of \$1,625,000 are appropriated to  
16 400.78050.13489.49999 - project account number.

1 **SECTION 3.** That due to the length and nature of this project, the appropriations established  
2 through this ordinance shall not lapse at the end of any particular fiscal year.

3 **SECTION 4.** This ordinance shall become effective immediately upon its enactment.

4 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
5 **DAY OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

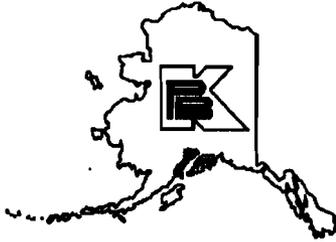
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Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

## Maintenance Department

### MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Members of the Kenai Peninsula Borough Assembly

**THRU:** Mike Navarre Mayor *MN*  
Craig Chapman, Director of Finance *C Chapman*  
Brenda Ahlberg, Community & Fiscal Projects Manager *BA*

**FROM:** Dave Tressler, Director of Maintenance *Jal for Dave Tressler*

**DATE:** June 7, 2012

**SUBJECT:** Ordinance 2012-19- *10*, accepting and appropriating a grant in the amount of \$1,625,000 from the State of Alaska for the security camera systems project

The borough submitted a request for legislative grant funding in the Fiscal Year 2012/2013 State of Alaska Capital Budget. Senate Bill 160 was passed by the State Legislature and signed by Governor Parnell on May 14, 2012, appropriating \$1,625,000 for the security camera systems project.

As excerpted in the "2012 State Funding Priorities" binder page 4:

Camera monitoring is proposed at key access ways and points for all borough-owned buildings (schools and government facilities) to address the continual need for building security and monitoring, as well as assuring against aggression and/or vandalism. The security camera system will provide a mechanism to deter vandalism and destruction of community property and will provide successful legal prosecution of those who participate in the vandalism and destruction of property at any borough-owned facility. This system would not only be implemented in schools but would also be provided in other key areas within the borough where previous vandalism or destruction of property has occurred. This will be used as a mitigation tool and overall, the financial burden will be lessened to the taxpayers in cleaning up and replacement of property.

The Alaska Department of Commerce, Community and Economic Development will provide the grant award with a five-year, project performance period ending June 30, 2017. The Maintenance Director shall provide grant oversight and project completion.

Attachment: Alaska Act HCS CSSB 160(FIN)  
excerpt "Kenai Areawide (HD33-35) Only"

FINANCE DEPARTMENT	
ACCT # FUNDS VERIFIED	
Acct. No.	<u>400.78050.13489.49999</u>
Amount	<u>N/A</u>
By:	<u>pc</u> Date: <u>6/6/12</u>

## Kenai Areawide (HD 33-35) Only

## Impact House District Detail

HD	Dept	Project Title	Unrestricted GF Amount	Designated GF Amount	Other Amount	Federal Amount	Total
<b>Kenai Areawide (HD 33-35)</b>							
Commerce		Alaska Christian College - Emergency Generator Purchase	45,000	0	0	0	45,000
Commerce		Alaska Energy Authority - Stetson Creek Diversion	5,825,500	0	0	0	5,825,500
Commerce		Aktliq Pride Shellfish Hatchery - Shellfish Hatchery Facilities Upgrades	0	460,000	0	0	460,000
Commerce		Anchor Point Senior Citizens, Inc. - Anchor Point Senior Center Improvements	244,000	0	0	0	244,000
Commerce		Boys & Girls Club of the Kenai Peninsula - Kasilof After School Program	75,000	0	0	0	75,000
Commerce		Boys & Girls Clubs of the Kenai Peninsula - Kenai Technology Center Equipment	14,000	0	0	0	14,000
Commerce		Boys & Girls Clubs of the Kenai Peninsula - Nikiski Technology Center Equipment	14,000	0	0	0	14,000
Commerce		Boys & Girls Clubs of the Kenai Peninsula - Soldotna Portable Planning, Permitting and Acquisition	163,000	0	0	0	163,000
Commerce		Cook Inlet Aquaculture - Tutka Bay Hatchery	699,000	0	0	0	699,000
Commerce		Cook Inlet Regional Citizens Advisory Council - Ice Forecasting Network	70,000	0	0	0	70,000
Trans		Cooper Landing - Walkable Community Project	550,000	0	0	0	550,000
Commerce		Cooper Landing Senior Citizens Corporation, Inc. - Senior Housing Energy Projects	100,000	0	0	0	100,000
Labor		Deferred Maintenance, Renewal, Repair and Equipment - AVTEC	1,000,000	0	0	0	1,000,000
NatRes		Exxon Valdez Oil Spill - Parcel Purchase on Kenai River Mile 11	0	0	1,100,000	0	1,100,000
Commerce		Friends of the Jesse Lee Home	5,000,000	0	0	0	5,000,000
Trans		Greer Road Surfacing	150,000	0	0	0	150,000
Commerce		Halibut Cove Community Organization - Alaska Mussel Farming Demonstration Project	300,000	0	0	0	300,000
Trans		Highway Safety Corridor - Sterling Highway - Sterling to Soldotna Widening	1,730,000	0	0	0	1,730,000
Commerce		Homer - Fishing Lagoon Improvements	100,000	0	0	0	100,000
Commerce		Homer - South Peninsula Natural Gas Pipeline	8,150,000	0	0	0	8,150,000
Commerce		Homer Society of Natural History - Pratt Museum Building Design and Construction	100,000	0	0	0	100,000
Commerce		Hope Community Resources, Inc. - Kenai/Soldotna Community Center	125,000	0	0	0	125,000
Commerce		Hospice of The Central Peninsula - Durable Medical Equipment for Community Loan Closet	10,000	0	0	0	10,000
Commerce		Kachemak - Kachemak Roads Repairs	60,000	0	0	0	60,000
Univ		Kachemak Bay Campus - Pioneer Avenue Building Addition	50,000	0	0	0	50,000
Commerce		Kachemak Bay Equestrian Association - Cottonwood Horse Park	10,000	0	0	0	10,000
Commerce		Kachemak Shellfish Mariculture Association - Oyster Remote Setting Facility	60,000	0	0	0	60,000
Commerce		Kasilof Regional Historical Association - Community of Kasilof - Cabin Restoration	38,000	0	0	0	38,000
Trans		Kenai - Kalifornsky Beach Road and Bridge Access Road Pedestrian Paths	3,000,000	0	0	0	3,000,000
Commerce		Kenai - Road and Infrastructure Improvements	4,000,000	0	0	0	4,000,000
Commerce		Kenai - State Personal Use Fishery Improvement	150,000	0	0	0	150,000
EnvCon		Kenai - Water Transmission Mains Phase 4	1,935,164	0	0	0	1,935,164
Correct		Kenai - Wildwood Correctional Center Deferred Maintenance	50,000	0	0	0	50,000

Kenai Areawide (HD 33-35) Only

Impact House District Detail

HD	Dept	Project Title	Unrestricted GF Amount	Designated GF Amount	Other Amount	Federal Amount	Total
<b>Kenai Areawide (HD 33-35)</b>							
M&VA		Kenai Armory Deferred Maintenance	10,000	0	0	10,000	20,000
Commerce		Kenai Peninsula Borough - Bear Creek Fire Service Area Community Multi-Use Facility	3,976,000	0	0	0	3,976,000
Commerce		Kenai Peninsula Borough - Central Emergency Service Area Rescue Boat	100,750	0	0	0	100,750
Commerce		Kenai Peninsula Borough - Central Peninsula General Hospital Radiation Oncology Center	1,000,000	0	0	0	1,000,000
Commerce		Kenai Peninsula Borough - Classroom ITouch Project for Lower Peninsula Schools	52,500	0	0	0	52,500
Commerce		Kenai Peninsula Borough - Fox River Basargin Road Improvements	50,000	0	0	0	50,000
Commerce		Kenai Peninsula Borough - Gilman Kenai River Center Septic Tank Removal/Connection to Sewer System	15,000	0	0	0	15,000
Commerce		Kenai Peninsula Borough - Hazard Tree Removal	1,000,000	0	0	0	1,000,000
Commerce		Kenai Peninsula Borough - Homer High School Athletic Facilities	1,100,000	0	0	0	1,100,000
Commerce		Kenai Peninsula Borough - Kachemak Emergency Service Area Diamond Ridge Community Center / Training Facility	100,000	0	0	0	100,000
Commerce		Kenai Peninsula Borough - Kenai & Soldotna High School Track and Field Improvements	3,100,000	0	0	0	3,100,000
Commerce		Kenai Peninsula Borough - Nikiski Fire Service Area Aerial Fire Apparatus Replacement	975,000	0	0	0	975,000
Commerce		Kenai Peninsula Borough - North Peninsula Recreation Service Area Trails Upgrade and Expansion	150,000	0	0	0	150,000
Commerce		Kenai Peninsula Borough - Road Projects	8,000,000	0	0	0	8,000,000
Commerce		Kenai Peninsula Borough - School District Equipment	1,000,000	0	0	0	1,000,000
Commerce		Kenai Peninsula Borough - Security Camera System	1,625,000	0	0	0	1,625,000
Commerce		Kenai Peninsula Borough School District - Student Nutrition Services	40,000	0	0	0	40,000
Commerce		Kenai Peninsula Community Care Center - Gymnasium Repair and Renovations	52,000	0	0	0	52,000
Commerce		Kenai Peninsula Fair Association - Facilities Upgrades	188,000	0	0	0	188,000
Commerce		Kenai Peninsula Opportunities, Inc. - Kenai Peninsula Construction Academy Covered Storage	200,000	0	0	0	200,000
H&SS		Kenai Peninsula Youth Facility Deferred Maintenance	185,400	0	0	0	185,400
FishGm		Kenai River King Salmon Sonar Assessment Program	1,813,000	0	0	0	1,813,000
Commerce		Kenaitze Indian Tribe - Dena'ina Health and Wellness Center	15,000,000	0	0	0	15,000,000
Commerce		Lee Shore Center - Emergency Shelter Children's Outdoor Play Area Rehabilitation	96,444	0	0	0	96,444
NatRes		Lower Kaslof River Drift Boat Takeout - Phase 2 of 2	1,800,000	0	0	0	1,800,000
Labor		Marine Simulator Software	39,000	0	0	0	39,000
Commerce		Mooses Pass Volunteer Fire Company - Fire Station Acquisition and Renovation	120,000	0	0	0	120,000
Commerce		Nikolaevsk, Inc. - Multi-Use Facility	50,000	0	0	0	50,000
Commerce		Ninilchik Emergency Services - Fire and EMS Station Project	2,275,000	0	0	0	2,275,000
Commerce		Ninilchik Senior Citizens, Inc. - Ninilchik Senior Center Improvements	24,800	0	0	0	24,800
Commerce		North Peninsula Community Council - Nikiski Beautification	100,000	0	0	0	100,000
NatRes		Parks and Outdoor Recreation Deferred Maintenance - Kenai Area	560,000	0	0	0	560,000

100

Kenai Areawide (HD 33-35) Only

Impact House District Detail

HD Dept	Project Title	Unrestricted GF Amount	Designated GF Amount	Other Amount	Federal Amount	Total
<b>Kenai Areawide (HD 33-35)</b>						
Commerce	Seldovia - Jakolof Bay and Rocky Road Dusting	7,500	0	0	0	7,500
Trans	Seldovia - Small Boat Harbor	1,000,000	0	0	0	1,000,000
Commerce	Seldovia - Value Added Manufacturing Plant	330,000	0	0	0	330,000
EnvCon	Seward - North Seward Water Storage Tank and Pumping Facility	2,583,240	0	0	0	2,583,240
Trans	Seward - Seward Harbor	1,180,000	0	0	0	1,180,000
Trans	Seward Highway - Recreational Improvements	0	0	0	650,000	650,000
FishGm	Seward Vessel Wash-Down and Wastewater Recycling Facility	0	0	641,300	0	641,300
Trans	Soldotna - Birch Street Signal at Sterling Highway	0	0	0	1,500,000	1,500,000
Commerce	Soldotna - Centennial Park Trail Development	400,000	0	0	0	400,000
Commerce	Soldotna - Paving Improvements	1,500,000	0	0	0	1,500,000
Commerce	Soldotna - Police Building Roof Replacement	325,000	0	0	0	325,000
EnvCon	Soldotna - Sterling Street Water and Sewer Replacement	377,465	0	0	0	377,465
Commerce	Soldotna Area Senior Citizens, Inc. - Generator and Roof Improvements	82,000	0	0	0	82,000
Commerce	Soldotna Little League - Field Upgrades	25,000	0	0	0	25,000
PubSaf	Soldotna Post Facilities Deferred Maintenance	225,000	0	0	0	225,000
Commerce	Sterling Area Senior Citizens, Inc. Garage for Storage and Work Shop	300,000	0	0	0	300,000
Commerce	Sterling Community Club, Inc. - Multi-Use Building	400,000	0	0	0	400,000
Trans	Sterling Highway - Milepost 157 to 169 Rehabilitation - Anchor Point to Baycrest Hill	0	0	0	2,500,000	2,500,000
Trans	Sterling Highway - Milepost 37 to 45 Resurfacing	0	0	0	7,350,000	7,350,000
Labor	Third Avenue Dormitory Replacement	16,075,000	0	0	0	16,075,000
FishGm	Upper Cook Inlet East Side Set Net Chinook Salmon Harvest Patterns	0	789,000	0	0	789,000
<b>Kenai Areawide (HD 33-35) total:</b>		<b>103,205,763</b>	<b>1,249,000</b>	<b>1,741,300</b>	<b>12,010,000</b>	<b>118,206,063</b>
<b>Report total:</b>		<b>103,205,763</b>	<b>1,249,000</b>	<b>1,741,300</b>	<b>12,010,000</b>	<b>118,206,063</b>

Introduced by: Mayor  
Date: 06/19/12  
Shortened Hearing: 07/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-15**

**AN ORDINANCE AUTHORIZING THE ACQUISITION OF REAL PROPERTY  
ADJACENT TO THE PROPERTY USED BY AURORA BOREALIS CHARTER  
SCHOOL IN KENAI ON BEHALF OF THE KENAI PENINSULA BOROUGH SCHOOL  
DISTRICT AND APPROPRIATING FUNDS FOR THE ACQUISITION**

- 1 **WHEREAS**, the relationship between the borough school district and borough is established  
2 pursuant to AS 14.14.060; and
- 3 **WHEREAS**, the Kenai Peninsula Borough School District (KPBSD) desires to acquire real  
4 property that adjoins the Aurora Borealis Charter School (ABCS) property in Kenai;  
5 and
- 6 **WHEREAS**, the subject property would be used for much needed space for a playground and a  
7 storage building that would be utilized for both the Kenai Alternative School and the  
8 ABCS; and
- 9 **WHEREAS**, subject property lies within the Kenai city limits and is zoned as Central Commercial  
10 which is appropriate for school purposes; and
- 11 **WHEREAS**, subject lots were appraised on April 13, 2012, by the KPB assessing department  
12 which concluded an estimated value of \$20,900 for each lot; and
- 13 **WHEREAS**, the property owners have agreed to proceed with this sale, subject to assembly  
14 approval; and

1 **WHEREAS**, purchase of the subject property and funding was approved at the KPBSD Board of  
2 Education meeting of May 7, 2012; and

3 **WHEREAS**, the KPB Planning Commission at its regularly scheduled meeting of June 11, 2012,  
4 recommended \_\_\_\_\_;

5 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
6 **PENINSULA BOROUGH:**

7 **SECTION 1.** That the purchase of the following described real property on behalf of the KPBSD is  
8 in the best interests of the borough:

9 Lots 2, 3, 4, and 5 Block 8, as shown on U.S. Survey 3025 A and B, East Addition,  
10 Townsite of Kenai. (Assessor Parcel No. 04711804, 04711805, 04711806, and  
11 04711807)

12 **SECTION 2.** That the terms and conditions substantially in the form of the Purchase Agreement  
13 accompanying this ordinance are hereby approved. The purchase price shall be  
14 \$20,900 for each lot. The total cost of the four lots would be \$83,600 plus closing  
15 costs not to exceed \$4,000.

16 **SECTION 3.** That this acquisition is for the expansion of the property used by the Aurora Borealis  
17 Charter School.

18 **SECTION 4.** That the proposed classification of this land is government.

19 **SECTION 5.** That the mayor is authorized to execute any and all documents necessary to purchase  
20 the real property described in Section 1 in accordance with the terms and conditions  
21 contained in this resolution and the accompanying Purchase Agreement, consistent  
22 with applicable provisions of KPB Chapter 17.10.

1 **SECTION 6.** That funding for this acquisition, up to \$87,600, will be received from the Kenai  
2 Peninsula Borough School District and shall be appropriated to account  
3 400.73010.13AUR.48610 for expenditures associated with this acquisition

4 **SECTION 7.** That this ordinance shall take effect immediately upon its enactment.

5 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY**  
6 **OF \* 2012.**

---

Gary Knopp, Assembly President

ATTEST:

---

Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



# KENAI PENINSULA BOROUGH

Planning Department • Land Management Division  
144 North Binkley Street • Soldotna, Alaska 99669-7520  
PHONE: (907) 714-2200 • FAX: (907) 714-2378  
Toll-free within the Borough: 1-800-478-4441, Ext. 2200  
[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

MIKE NAVARRE  
BOROUGH MAYOR

## MEMORANDUM

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Mike Navarre, Mayor *MN*  
Craig C. Chapman, Director of Finance *C Chapman*  
Max Best, Director of Planning *MB*  
Marcus A. Mueller, Land Management Officer *ma*

**FROM:** Dan Conetta, Land Management Agent *D.C.*

**DATE:** June 7, 2012

**SUBJECT:** Ordinance 2012-19-15, Authorizing the Acquisition of Lots 2, 3, 4, and 5 Block 8, as shown on U.S. Survey 3025 A and B, East Addition, Townsite of Kenai on behalf of the Kenai Peninsula Borough School District and Appropriating Funds for the Acquisition

The relationship between the borough school district and borough is established pursuant to AS 14.14.060. Purchase of subject property was approved at the Kenai Peninsula Borough School District's ("KPBSD") Board of Education meeting of May 7, 2012 (see attached meeting summary). The KPBSD wishes to expand the Aurora Borealis Charter School ("ABCS") with the purchase of adjacent land. Over the years the ABCS's playground space has been reduced due to the addition of two portables. Acquisition of adjacent lots would make available much needed space for a playground and a storage building that would be utilized by both the Kenai Alternative School and the ABCS.

The owners of the subject lots have agreed to proceed with this sale. The borough would purchase these lots on behalf of the KPBSD. The assessing department determined that the current value of each lot is \$20,900. The purchase price is not to exceed \$83,600 plus closing costs with funding coming from the KPBSD / ABCS.

The property lies within the Kenai city limits and is zoned as Central Commercial which is appropriate for school purposes. Each lot contains 0.12 acres for a total of 0.48 acres.

KPBSD wishes to begin converting the land to a school yard during the current construction season, prior to the new school year. As only one assembly meeting is scheduled for July, shortened hearing is respectfully requested. This would allow the land to be put to use during the next school year.

Your consideration of this ordinance is appreciated.

FINANCE DEPARTMENT	
ACCT#	FUNDS VERIFIED
Acct. No. <u>400.73010.13AUR.48610</u>	
Amount <u>N/A</u>	
By: <u>pc</u>	Date: <u>6/7/12</u>

## **PURCHASE AGREEMENT**

This Agreement is made on this \_\_\_ day of \_\_\_\_\_, 2012, by and between VIRGINIA A. POORE, a single person, whose address is 4300 Eagle Rock Drive, Kenai Alaska 99611, (hereinafter referred to as "SELLER") and the KENAI PENINSULA BOROUGH, an Alaska municipal corporation, whose address is 144 North Binkley Street, Soldotna, Alaska 99669 (hereinafter referred to as "KPB").

WHEREAS, SELLER is the owner of that real property located in the Kenai Recording District, Third Judicial District, State of Alaska, and more particularly described as follows:

Lots 2, 3, and 4, Block 8, as shown on U.S. Survey 3025 A and B, East Addition, Townsite of Kenai (Hereinafter "the Property").

(Assessor Parcel No. 04711805, 04711806, and 04711807)

WHEREAS, KPB has offered to buy subject to Assembly authorization and appropriation of funds, and SELLER is willing to sell the Property as evidenced by this Purchase Agreement;

NOW THEREFORE, in consideration of the promises herein contained, SELLER hereby agrees to sell to KPB, and KPB hereby agrees to buy from SELLER, the Property on the terms and conditions as set forth below:

### **1. PURCHASE PRICE**

The purchase price of the Property is Sixty Two Thousand Seven Hundred dollars and NO cents (\$62,700.00). The purchase price shall be paid by KPB at time of closing. The purchase of the Property and appropriation for the purchase are subject to borough assembly approval.

### **2. TITLE**

Title shall be delivered at time of closing by Statutory Warranty Deed, which shall be issued to KPB. SELLER warrants and covenants that at the time of closing there shall be no liens or judgments recorded against SELLER in the same recording district in which the Property subject to this purchase agreement is situated. Title shall be clear of liens and encumbrances except title is subject to reservations, easements, rights-of-way, covenants, conditions and restrictions of record.

**3. ESCROW AND CLOSING COSTS**

In addition to the purchase price, KPB agrees to pay for closing costs in connection with this Agreement, including without limitation all escrow fees, title insurance charges, and recording fees up to \$2,000. Property taxes will be prorated. All costs will be paid in full at the time of closing.

**4. CLOSING**

Unless otherwise agreed in writing, closing will occur within 90 days of execution of the Purchase Agreement. At closing, KPB will pay the balance of the purchase price. Both parties will execute all documents required to complete the Purchase Agreement and, if applicable, establish an escrow account.

**5. POSSESSION**

Possession shall be delivered to KPB at time of recording.

**6. KENAI PENINSULA BOROUGH ASSEMBLY APPROVAL**

Purchase of the property by the Kenai Peninsula Borough is subject to authorization by the Kenai Peninsula Borough Assembly and appropriation of funds. If the Kenai Peninsula Borough Assembly fails to authorize the purchase of the subject land and appropriate funds, this agreement shall be terminated without penalty.

**7. SITE INSPECTION APPROVAL**

Purchase of the property is subject to approval of a site inspection by KPB Risk Management.

**8. HAZARDOUS MATERIAL**

SELLER covenants to the best of SELLER'S knowledge, that as the date of this agreement, except as specifically identified herein, the Property is free of all contamination from petroleum products or any hazardous substance or hazardous waste, as defined by applicable state or federal law, and there are no underground storage tanks or associated piping on the Property. SELLER agrees that no hazardous substances or wastes shall be located on or stored on the Property, or any adjacent property by seller, owner or contractors, nor shall any such substance be owned, stored, used, or disposed of on the Property or any adjacent property by SELLER, its agents, employees, contractors, or invitee's, prior to KPB'S ownership, possession, or control of the Property.

**9. ENTIRE AGREEMENT**

This Agreement and the documents referred to herein contain the entire agreement of the parties with respect to the subject matter hereof. Any changes, additions or deletions hereto must be made in writing and signed by both KPB and SELLER or their respective successors in interest. Provisions of this Agreement, unless inapplicable on their face, shall be covenants constituting terms and conditions of the sale, and shall continue in full force and effect until the purchase price is paid in full or this agreement is earlier terminated.

**10. BREACH REMEDY**

Prior to closing of the sale, in the event that KPB or SELLER fails to make any payment required, or fails to submit or execute any and all documents and papers necessary for closing and transfer of title within the time period specified in this agreement, the SELLER or KPB may terminate this Agreement.

**11. MISCELLANEOUS**

- A. **Time.** Time is of the essence in performance of this Agreement.
- B. **Cancellation.** This Agreement, while in good standing may be canceled in whole or in part, at any time, upon mutual written agreement by SELLER and the KPB mayor. This Purchase Agreement is subject to cancellation in whole or in part if improperly issued through error in procedure or with respect to material facts.
- C. **Notice.** Any notice or demand, which under the terms of this Agreement or under any statute must be given or made by the parties thereto, shall be in writing, and be given or made by registered or certified mail, addressed to the other party at the address shown on the contract. However, either party may designate in writing such other address to which such notice of demand shall thereafter be so given, made or mailed. A notice given hereunder shall be deemed received when deposited in a U.S. general or branch post office by the addressor.
- D. **Interpretation.** This Agreement shall be deemed to have been jointly drafted by both parties. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Alaska. The titles of sections in this Agreement are not to be construed as limitations of definitions but are for identification purposes only.

E. Personal Property. All personal property, if any, shall be removed by the SELLER prior to closing.

This Agreement has been executed by the parties on the day and year first above written.

KENAI PENINSULA BOROUGH:

SELLER:

\_\_\_\_\_  
Mike Navarre, Mayor

\_\_\_\_\_  
Virginia A. Poore

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
Johni Blankenship,  
Borough Clerk

\_\_\_\_\_  
Holly B Montague,  
Deputy Borough Attorney

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA            )  
  ) ss  
THIRD JUDICIAL DISTRICT    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by Mike Navarre, Mayor of the Kenai Peninsula Borough, an Alaska municipal corporation, for and on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA            )  
  ) ss  
THIRD JUDICIAL DISTRICT    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by Virginia A. Poore.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

## **PURCHASE AGREEMENT**

This Agreement is made on this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between GENE L. HERRICK, a single person, whose address is 1206 Portside Dr., Kenai, AK 99611, (hereinafter referred to as "SELLER") and the KENAI PENINSULA BOROUGH, an Alaska municipal corporation, whose address is 144 North Binkley Street, Soldotna, Alaska 99669 (hereinafter referred to as "KPB").

WHEREAS, SELLER is the owner of that real property located in the Kenai Recording District, Third Judicial District, State of Alaska, and more particularly described as follows:

Lot 5, Block 8, as shown on U.S. Survey 3025 A and B, East Addition, Townsite of Kenai (Hereinafter "the Property").

(Assessor Parcel No. 04711804)

WHEREAS, KPB has offered to buy subject to Assembly authorization and appropriation of funds, and SELLER is willing to sell the Property as evidenced by this Purchase Agreement;

NOW THEREFORE, in consideration of the promises herein contained, SELLER hereby agrees to sell to KPB, and KPB hereby agrees to buy from SELLER, the Property on the terms and conditions as set forth below:

**1. PURCHASE PRICE**

The purchase price of the Property is Twenty Thousand Nine Hundred dollars and NO cents (\$20,900.00). The purchase price shall be paid by KPB at time of closing. The purchase of the Property and appropriation for the purchase are subject to borough assembly approval.

**2. TITLE**

Title shall be delivered at time of closing by Statutory Warranty Deed, which shall be issued to KPB. SELLER warrants and covenants that at the time of closing there shall be no liens or judgments recorded against SELLER in the same recording district in which the Property subject to this purchase agreement is situated. Title shall be clear of liens and encumbrances except title is subject to reservations, easements, rights-of-way, covenants, conditions and restrictions of record.

**3. ESCROW AND CLOSING COSTS**

In addition to the purchase price, KPB agrees to pay for closing costs in connection with this Agreement, including without limitation all escrow fees, title insurance charges, and recording fees up to \$2,000. Property taxes will be prorated. All costs will be paid in full at the time of closing.

**4. CLOSING**

Unless otherwise agreed in writing, closing will occur within 90 days of execution of the Purchase Agreement. At closing, KPB will pay the balance of the purchase price. Both parties will execute all documents required to complete the Purchase Agreement and, if applicable, establish an escrow account.

**5. POSSESSION**

Possession shall be delivered to KPB at time of recording.

**6. KENAI PENINSULA BOROUGH ASSEMBLY APPROVAL**

Purchase of the property by the Kenai Peninsula Borough is subject to authorization by the Kenai Peninsula Borough Assembly and appropriation of funds. If the Kenai Peninsula Borough Assembly fails to authorize the purchase of the subject land and appropriate funds, this agreement shall be terminated without penalty.

**7. SITE INSPECTION APPROVAL**

Purchase of the property is subject to approval of a site inspection by KPB Risk Management.

**8. HAZARDOUS MATERIAL**

SELLER covenants to the best of SELLER'S knowledge, that as the date of this agreement, except as specifically identified herein, the Property is free of all contamination from petroleum products or any hazardous substance or hazardous waste, as defined by applicable state or federal law, and there are no underground storage tanks or associated piping on the Property. SELLER agrees that no hazardous substances or wastes shall be located on or stored on the Property, or any adjacent property by seller, owner or contractors, nor shall any such substance be owned, stored, used, or disposed of on the Property or any adjacent property by SELLER, its agents, employees, contractors, or invitee's, prior to KPB'S ownership, possession, or control of the Property.

**9. ENTIRE AGREEMENT**

This Agreement and the documents referred to herein contain the entire agreement of the parties with respect to the subject matter hereof. Any changes, additions or deletions hereto must be made in writing and signed by both KPB and SELLER or their respective successors in interest. Provisions of this Agreement, unless inapplicable on their face, shall be covenants constituting terms and conditions of the sale, and shall continue in full force and effect until the purchase price is paid in full or this agreement is earlier terminated.

**10. BREACH REMEDY**

Prior to closing of the sale, in the event that KPB or SELLER fails to make any payment required, or fails to submit or execute any and all documents and papers necessary for closing and transfer of title within the time period specified in this agreement, the SELLER or KPB may terminate this Agreement.

**11. MISCELLANEOUS**

- A. Time. Time is of the essence in performance of this Agreement.
- B. Cancellation. This Agreement, while in good standing may be canceled in whole or in part, at any time, upon mutual written agreement by SELLER and the KPB mayor. This Purchase Agreement is subject to cancellation in whole or in part if improperly issued through error in procedure or with respect to material facts.
- C. Notice. Any notice or demand, which under the terms of this Agreement or under any statute must be given or made by the parties thereto, shall be in writing, and be given or made by registered or certified mail, addressed to the other party at the address shown on the contract. However, either party may designate in writing such other address to which such notice of demand shall thereafter be so given, made or mailed. A notice given hereunder shall be deemed received when deposited in a U.S. general or branch post office by the addressor.
- D. Interpretation. This Agreement shall be deemed to have been jointly drafted by both parties. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Alaska. The titles of sections in this Agreement are not to be construed as limitations of definitions but are for identification purposes only.

E. Personal Property. All personal property, if any, shall be removed by the SELLER prior to closing.

This Agreement has been executed by the parties on the day and year first above written.

KENAI PENINSULA BOROUGH:

SELLER:

\_\_\_\_\_  
Mike Navarre, Mayor

\_\_\_\_\_  
Gene L. Herrick

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
Johni Blankenship,  
Borough Clerk

\_\_\_\_\_  
Holly B. Montague,  
Deputy Borough Attorney

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA            )  
  ) ss  
THIRD JUDICIAL DISTRICT    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by Mike Navarre, Mayor of the Kenai Peninsula Borough, an Alaska municipal corporation, for and on behalf of the corporation.

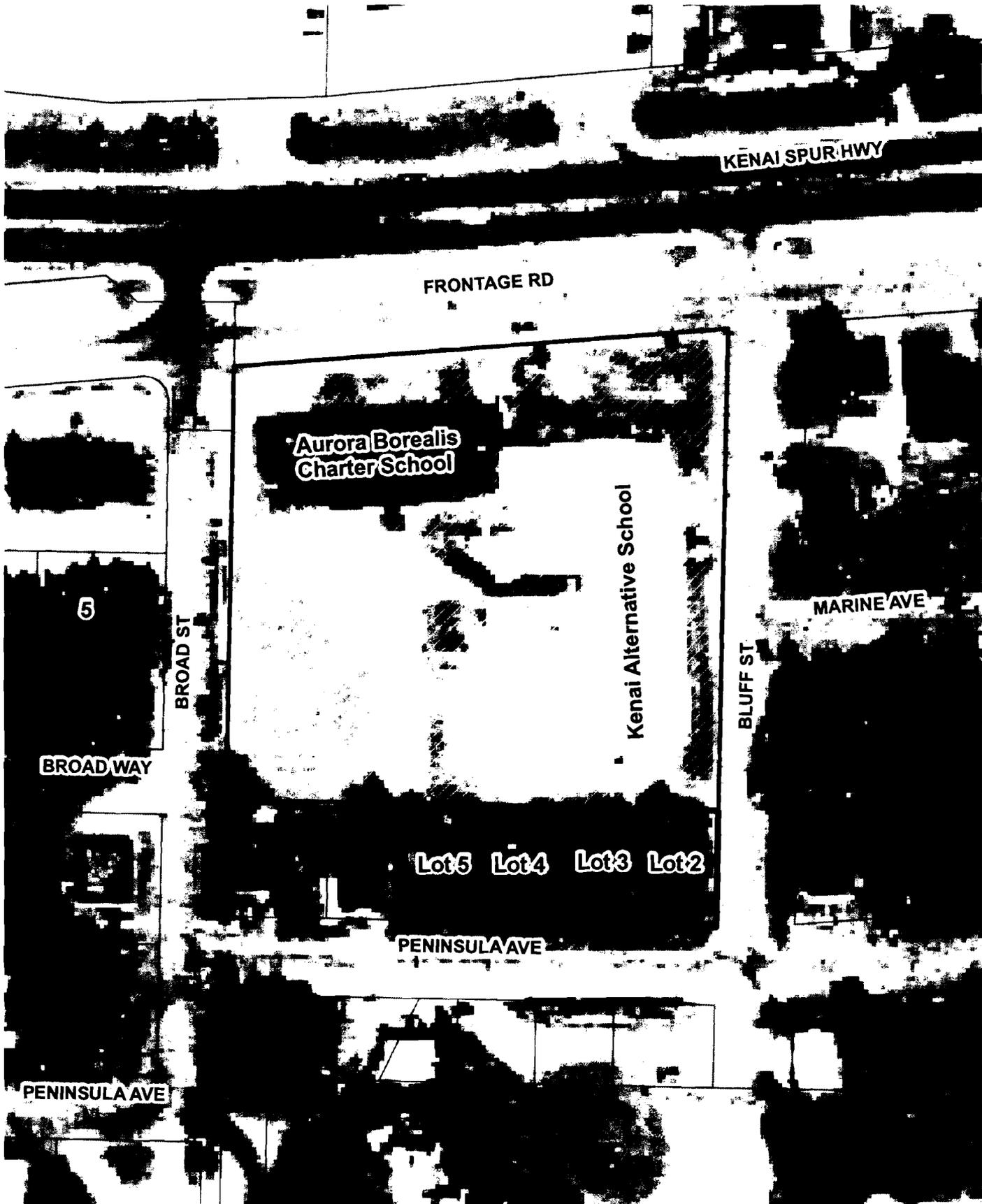
\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA            )  
  ) ss  
THIRD JUDICIAL DISTRICT    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by Gene L. Herrick.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_



**Exhibit -- Area Map**



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### Office of Superintendent

Dr. Steve Atwater, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132

May 31, 2012

Mr. Mike Navarre, Borough Mayor  
Kenai Peninsula Borough  
144 N. Binkley St.  
Soldotna, AK 99669

Dear Mr. Navarre:

Due to the addition of two portable classrooms and a need for a storage building, the Academic Policy Committee (APC) of Aurora Borealis Charter School (ABCS) is concerned about the reduction of playground space for their school.

They requested and received approval from the KPBSD Charter School Oversight Committee to pursue the acquisition of property adjacent to the school through the Kenai Peninsula Borough (KPB). With the assistance of Borough Land Management, four lots have been identified and the current owners are interested in selling the land for the current assessed value of \$21,200 per lot.

The Academic Policy Committee has identified and committed funds within their budget for the purchase of the property through the Kenai Peninsula Borough.

The KPBSD Board of Education unanimously approved the purchase of the property by KPB at their May 7, 2012 Board Meeting. With that approval, all KPBSD processes are complete and the district administration is now requesting that the Borough Land Management Department assist with the purchase of the property.

Thank you for your assistance in this matter.

Sincerely,

Steve Atwater, Ph.D.  
Superintendent

cc: Marcus Mueller  
Dave Jones  
Dave Tressler  
Dave Spence

# Agenda 5-7-12

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## Kenai Peninsula Borough School District Board of Education Meeting Agenda

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May 7, 2012- 7:00 p.m.

Borough Administration Building

Regular Meeting

148 N. Binkley, Soldotna, Alaska

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**SCHOOL BOARD MEMBERS:**

- Mr. Joe Arness, President
- Mrs. Liz Downing, Vice President
- Mrs. Penny Vadla, Clerk
- Ms. Lynn Hohl, Treasurer
- Mr. Marty Anderson
- Mrs. Sammy Crawford
- Mrs. Sunni Hilts
- Mr. Bill Holt
- Mr. Tim Navarre
- Miss Annaleah Ernst, Student Representative

Worksessions

- 2:45 p.m. Health Care Internal Service Fund
- 3:00 p.m. Policy Manual Revisions
- 3:30 p.m. KPSAA Borough-sponsored Events
- 4:00 p.m. Board Discussion

**A-G-E-N-D-A**

1. **Executive Session - Negotiations, FY13 Budget and Superintendent's Contract** *(beginning at 4:30 p.m.)*
  
2. **Opening Activities**
  - a. Call to Order
  - b. Pledge of Allegiance/National Anthem/ Alaska Flag Song
  - c. District Mission Statement
  - d. Roll Call
  - e. Approval of Agenda
  - f. Approval of Minutes/April 2, 2012
3. **Awards and Presentations - Advocacy**
4. **School Reports - Accountability**
  - a. Aurora Borealis Charter School - Mr. Larry Nauta
5. **Public Presentations** *(3 minutes) (Items not on agenda. 3 minutes per speaker, 30 minutes aggregate)*
6. **Hearing of Delegations** *(5 minutes)*
7. **Communications and Petitions**
8. **Representative selected by the following: Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A., Borough Assembly** *(5 minutes)*
9. **Superintendent's Report - Accountability**
10. **Reports - Accountability**
  - a. Finance Report- Mr. Dave Jones
  - b. Quarterly Budget Transfer Report- Mr. Dave Jones
  - c. Board Reports *(Reports where members are officially representing the Board)*
  - d. Board Worksession Report *(Attendance noted)*
11. **Action Items** *(Board member comments should be concise and may be limited to speaking twice on a topic)*
  - a. Consent Agenda
    - (1) Approval of Tentative Nontenured Teacher Contracts 2012-13 - Structure
    - (2) Approval of Contract and Tenure for Nontenured Teachers 2012-13 - Structure
    - (3) Approval of Resignations - Structure
    - (4) Approval of Leave of Absence Request-Certified - Structure

- (5) Approval of Long-term Substitute Contract – Structure
- (6) Approval of New Teacher Contracts 2011-12 – Structure
- (7) Approval of New Teacher Contracts 2012-13 – Structure
- (8) Approval of Budget Transfer – Structure

Instructional Services Support

- b. Approval of Aurora Borealis Charter School Land Purchase – Structure
  - c. Approval of Pupil Transportation Contract Award – Structure
  - d. Approval of Health Care Internal Service Fund – Structure
- 12. **First Reading of Policy Revisions**
  - 13. **Public Presentations/Comments** (*Individuals are limited to three minutes each on the topic(s) listed below or on any topic.*)
  - 14. **Board Comments** (*Individual Board member comments are limited to three minutes.*)
  - 15. **Executive Session** (*If needed*)
  - 16. **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> . Log on to the District website to listen to School Board meetings live or to find archived meetings. Email [BoardComment@kpbsd.k12.ak.us](mailto:BoardComment@kpbsd.k12.ak.us) to make a comment about any item on the agenda (comments will be reviewed for appropriateness and length) .*

*Persons with disabilities who need accommodations to participate should contact Sally Tachick at 907-714-8836, or e-mail [stachick@kpbsd.k12.ak.us](mailto:stachick@kpbsd.k12.ak.us) no later than three business days before the meeting date.*

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132  
[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

Title: Approval of ABCS Land Purchase

Date: April 6, 2012

Item Number: 11b.

Administrator: Dave Jones, Assistant Superintendent 

Attachments: Request for Approval of ABCS Land Purchase

Action Needed  For Discussion  Information  Other: \_\_\_\_\_

## BACKGROUND INFORMATION

The usable ABCS playground space has been reduced over the years due to the addition of two portables. There are six lots that adjoin the playground (04711802-04711807). Four of the lots do not have structures (04711804-04711807) and the owners have indicated an interest in the sale of the four at the current assessed value of \$21,200 per lot, for a total of \$84,800. The owners of the two lots that have structures were sent letters inquiring as to their interest in trading for borough property of equal value. They have not responded.

Acquisition of the four lots would make available much needed space for both playground and an area to put a storage building that would be utilized by both the Kenai Alternative School and Aurora Borealis Charter School (ABCS).

ABCS has funds available in account number 100-65-4600-0000-5101 to purchase the four lots. The Academic Policy Committee of ABCS requested approval from the Charter School Oversight Committee to pursue purchase or trade for the property through the Kenai Peninsula Borough. Permission was granted.

## ADMINISTRATIVE RECOMMENDATION

It is the recommendation of administration that the purchase of the lots by the Kenai Peninsula Borough be approved.

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# Kenai Peninsula Borough School District

## Board of Education Meeting News In Brief

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May 7, 2012 – 7:00 p.m.  
Dr. Steve Atwater, Superintendent

Seward High School  
2100 Swetmann, Seward, Alaska

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**WORKSESSION REPORT:** The Board held several worksessions prior to the formal business meeting which included the proposed Health Care Internal Service Fund, Policy Manual revisions and KPSAA Borough-sponsored Events.

**SCHOOL REPORT:** Mr. Larry Nauta, Aurora Borealis Charter School administrator, introduced Miss Katie Delker and Miss Hannah Delker who sang, *Anything You Can Do I Can Do Better*, and Miss Olivia Brewer sang *O Mio Caro*.

**SUPERINTENDENT'S REPORT:** Dr. Atwater announced that the bids for roofing projects came in lower than expected and as a result, more schools were added. May 8 is National Teacher Appreciation Day and he thanked districtwide teachers for their hard work. He urged those present to post a message on Facebook or tweet a thank you. He commended Kenai Middle School students for competing in the national Math Counts and the national Future Problem Solving teams. He announced that Spring Creek High School will relocate to the Anchorage School District and thanked the school staff and the correctional center superintendent, Mr. Craig Turnbull, for their work. He thanked Mrs. Sally Tachick for her years of service and welcomed Mrs. Debbie Tressler, her replacement.

**FINANCIAL REPORT:** Mr. Jones presented the financial report of the District for the period ending April 30, 2012.

**QUARTERLY BUDGET REPORT:** Mr. Jones reported on budget transfers Numbers 529 through 1043 for various schools and departments within the District.

**TENTATIVE NONTENURED TEACHER CONTRACTS 2012-13:** The Board unanimously approved tentative nontenured teacher contracts for the 2012-13 school year for Jennifer Riddall, teacher/regular, Aurora Borealis Charter School; Jon Kulhanek, teacher/regular, Fireweed Academy; Mark Putney, teacher/regular, Homer High School; Darcy Mueller, teacher/regular, Homer Middle School; Hannah Toporek, teacher/federal, K-12/Assessment; Ryan Miller, teacher/regular (temporary), Kachemak Selo School; Kendra Rupp, speech therapist, Kaleidoscope Charter; Darcy Marcou, teacher/regular, K-Beach Elementary School; Joseph Pazar, teacher/regular, K-Beach Elementary School; Laura Fournier, guidance counselor, Kenai Central High School; John Marquez, teacher/regular, Kenai Central High School; Meredith McCullough, teacher/regular, Kenai Central High School; John Morton, teacher/regular, Kenai Central High School; Lacey Wisniewski, teacher/regular, Kenai Middle School; Corise Story, teacher/regular, McNeil Canyon Elementary School; Kathrine Abraham, teacher/regular (temporary), Moose Pass School; Kevin Hilton, teacher/regular, Mountain View Elementary School; Shannon Hoffbeck, teacher/regular, Mountain View Elementary School; Shawna Vlasak, teacher/regular (temporary), Mountain View Elementary School; Valerie Verdries, teacher/regular, Mountain View Elementary School; Elizabeth Wallin, teacher/regular, Mountain View Elementary School; Jacob Doth, teacher/regular, Nikiski Middle/High School; Jake Eveland, teacher/regular (.50 FTE), Nikiski Middle/High School; Christine Snow, guidance counselor, Nikiski Middle/High School; Anna Widman, teacher/regular, Nikiski Middle/High School; Michelle Green, teacher/regular, Nikiski North Star Elementary School; Katy Settlemyer, teacher/regular (.50 FTE), Nikiski North Star Elementary School; Thor Jones, teacher/regular, Nikiski North Star Elementary School; Emily Mayberry, teacher/regular, Nikiski North Star Elementary School; Brianna Redfern,

teacher/regular, Nikiski North Star Elementary School; Jennifer Olson, teacher/regular, Paul Banks Elementary School; Michelle Fournier, teacher/regular (perm .50 FTE/temp .50 FTE), Razdolna School; Liviu Rizea, teacher/regular, Razdolna School; Stephanie Belger, teacher/regular, Redoubt Elementary School; Bethany Epplin, teacher/regular, Redoubt Elementary School; Carol Hutto, teacher/regular (temporary), River City Academy; Deanne Pearson, teacher/regular, River City Academy; Denyse Hurst, teacher/regular, Secondary Ed/Student Activities; Helen Lindemuth, librarian (.50 FTE), Seward Elementary School; Jenna Fabian, teacher/regular, Seward Elementary School; Leigh Ray, teacher/regular, Seward Elementary School; Wesley Andrews, guidance counselor, Skyview High School; Karen Hamlow, librarian (.50 FTE), Skyview High School; Deborah Jacobson, teacher/regular, Skyview High School; Kyle McFall, teacher/regular, Skyview High School; Gary Wertz, guidance counselor, Skyview High School; Elizabeth Edwards, teacher/regular, Soldotna Elementary; Holly Davis, teacher/regular, Soldotna Elementary School; Bristol Whitmore, teacher/regular, Soldotna High School; James Harris, teacher/regular, Soldotna High School; Brian Dandliker, teacher/vocational education, Soldotna Middle School; Jeffrey Vincent, teacher/regular, Soldotna Middle School; Stephanie Dennis Blair, teacher/regular, Soldotna Middle School; Thomas Cavanaugh, teacher/regular, Sterling Elementary School; Tiffany Gray, teacher/regular, Sterling Elementary School; Justin Derks, teacher/regular (temporary), Susan B. English School; Christina Granger, teacher/regular (temporary), Tustumena Elementary School; Amanda Painter, teacher/regular, Tustumena Elementary School; Isaiah White, teacher/regular, Voznesenka School; and Emily Putney, teacher/regular, West Homer Elementary School.

**CONTRACT AND TENURE FOR NONTENURED TEACHERS 2012-13:** The Board unanimously approved contract and tenure for nontenured teachers for the 2012-13 school year for Mary Simonsen, teacher/regular, Chapman School; Heidi Stokes, teacher/regular, Chapman School; Christopher Brown, teacher/regular, Homer Flex School; Connie Akers, librarian (.50 FTE), Homer High School; Amy Christianson, teacher/regular, Homer High School; Anna Fisher, teacher/regular (temporary), Homer High School; Jennifer Booz, teacher/regular, Homer Middle School; Patricia Truesdell, teacher/regular, Hope School; Kimberly Fields, teacher/regular, Kaleidoscope Charter; Marianne Kasch, teacher/regular, Kaleidoscope Charter; Patricia Haywood, teacher/regular, K-Beach Elementary School; Douglas Armstrong, teacher/regular, Kenai Central High School; Krista Christensen, teacher/regular, Kenai Central High School; Lenore Swanson, teacher/regular, McNeil Canyon Elementary School; Renee Christensen, teacher/regular, Mountain View Elementary; Nicole Cunningham, teacher/regular, Mountain View Elementary School; Summer Dallman, teacher/regular, Mountain View Elementary School; Tammy Farrell, librarian, Mountain View Elementary School; Cynthia McKibben, teacher/regular, Mountain View Elementary School; Jesse Bjorkman, teacher/regular, Nikiski Middle/High School; Holly Boyle, teacher/regular, Nikiski Middle/High School; Laura Niemczyk, teacher/regular, Nikiski Middle/High School; Rose Armstrong, teacher/regular, Nikiski North Star Elementary School; Karen Pala, teacher/regular (temporary), Nikiski North Star Elementary School; Kimberly Trammell, teacher/regular, Nikiski North Star Elementary School; Eric Simonsen, teacher/regular, Ninilchik School; Seanna Gunn, teacher/regular, Paul Banks Elementary School; Kjersten Syth, teacher/regular, Paul Banks Elementary School; Amy Ware, teacher/regular (temporary), Paul Banks Elementary School; Jennifer Keil, teacher/regular, Razdolna School; Carolyn Farmer, teacher/regular, Redoubt Elementary School; Amanda Adams, teacher/regular, Secondary Ed/Student Activities; Steve Cothran, teacher/regular, Secondary Ed/Student Activities; Emanuela Meriggi, teacher/regular, Secondary Ed/Student Activities; Bethany Waggoner, teacher/regular, Seward High School; Jesse Settlemyer, teacher/regular, Skyview High School; Erin Neisinger, guidance counselor, Soldotna High School; Eric Dahl, teacher/regular, Soldotna Middle School; and Cynthia Ussing, teacher/regular, Sterling Elementary School.

**RESIGNATIONS:** The Board unanimously approved resignations effective at the end of the 2011-12 school year from Amy Balsinger, special education resource teacher, Kenai Middle School; Kathryn Baum-Fjelstad, language arts/social studies/physical education, Ninilchik School; Jeffrey Clay, kindergarten - 6th grade teacher, Moose Pass School; Connie Courmier, K-12 intervention specialist, Elementary Education/Curriculum; Laurie Cowgill, librarian/science teacher, Kaleidoscope Charter; Lana Esposito, special education resource teacher, Seward Elementary School; Candice Goldstein, 1st grade teacher, Redoubt Elementary School; Jonathan Horbacz, math/science teacher, Kenai Middle School; Rochelle Horbacz, science teacher, Kenai Middle School; Callie Hrubby, special education resource teacher, Nikiski Middle/High School; Aaron Lohmeyer, music teacher, Soldotna Elementary/Soldotna Montessori; Timothy McFarland, music teacher, Mt. View Elementary School; Garrett McMullen, special education resource teacher/Title I teacher, Tebughna School; Mary Meconi, intermediate grade teacher, Tebughna School; Melissa Morckel, math teacher, Kenai Central High School; Jessica Pena, interventionist teacher, Nikiski North Star Elementary; Dena Pettijohn, 5th grade teacher, Soldotna Elementary School; Mark Robinson, choir teacher, Homer High School; Melody Spangler-Hatch, speech language pathologist, Seward Elementary School; Benjamin Stephens, (currently on leave of absence), West Homer Elementary; Linda Kay Thompson, special education intensive needs teacher, Homer High School; and Teresa Zinck, 3rd grade teacher, Nikiski North Star Elementary School.

**LEAVE OF ABSENCE REQUEST-CERTIFIED:** The Board unanimously approved leave of absence requests from Mick Audette, music teacher, Sterling Elementary School/Tustumena Elementary School (effective for the 2012-13 school year) and Joanne Frey, special education intensive needs teacher, Seward Elementary School (effective for the remainder of the 2011-12 school year).

**LONG-TERM SUBSTITUTE CONTRACT:** The Board unanimously approved long-term substitute contracts for Holly Alston, Chapman School; Wanda Rochelle Brenner, Mt. View Elementary School; Carol Conant, Seward Elementary School; Polly Crawford, Soldotna Middle; Mark Larson, Soldotna High School; and Jill Wagner, Redoubt Elementary School.

**NEW TEACHER CONTRACTS 2011-12:** The Board unanimously approved a new teacher contract for Tammy Taylor, (temporary) Kindergarten - 2nd Grade teacher, Nikolaevsk School for the 2011-12 school year.

**NEW TEACHER CONTRACTS 2012-13:** The Board unanimously approved new teacher contracts for Nick Gilbertson, 2nd/3rd multi-grade teacher, Sterling Elementary; Katy Jurney Scervo, 4th through 8th grade teacher, Moose Pass School; Amy Maguire, 1st - 4th grade teacher, Kaleidoscope School of Arts and Science; and AnnMarie Rudstrom, Kindergarten/1st multi-grade teacher, Sterling Elementary for the 2012-13 school year.

**BUDGET TRANSFER:** The Board unanimously approved budget transfer Number 1077, for \$690,907 to pay for upgrades and modifications of existing buildings to accommodate changes in CTE programs offered at Seward High, Nanwalek, Kenai Central High and Skyview High; Number 1101 for \$104,500 to pay for replacement of CRT monitors with LCD displays; Number 1162 for \$150,822 to pay for fuel at locations that have exceeded their original heating budgets; and Number 1165 for \$90,000 to pay for the purchase of land adjoining the Aurora Borealis Charter School campus.

**AURORA BOREALIS CHARTER SCHOOL LAND PURCHASE:** The Board unanimously approved the purchase of four lots adjoining the Aurora Borealis Charter School by the Kenai Peninsula Borough.

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132  
[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

**Title:** Borough Assembly Action

**Date:** June 27, 2012

**Item Number:**

**Administrator:** Dave Jones, Assistant Superintendent



**Attachments:** School Related Items on the July 3, 2012 Borough Assembly Agenda

Action Needed     For Discussion     Information     Other: \_\_\_\_\_

## BACKGROUND INFORMATION

Attached is information pertaining to, or affecting, the School District which will be presented at the July 3, 2012 Borough Assembly meeting:

- Authorization to award contract for Kenai Central High School culinary arts kitchen remodel
- Ordinance 2012-19-15, authorizing the acquisition of real property adjacent to the property used by Aurora Borealis Charter School in Kenai on behalf of the Kenai Peninsula Borough School District and appropriating funds for the acquisition

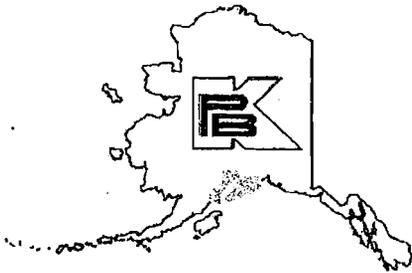
Pending legislation:

- Ordinance 2012-19-08, accepting and appropriating grants in the amount of \$1,107,500 from the State of Alaska on behalf of the Kenai Peninsula Borough School District for equipment, supplies and student nutrition services
- Ordinance 2012-19-09, accepting and appropriating a grant in the amount of \$3,100,000 from the State of Alaska for Soldotna High School and Kenai High School track and field improvements
- Ordinance 2012-19-10, accepting and appropriating a grant in the amount of \$1,625,000 from the State of Alaska for security camera systems in borough-owned facilities

## ADMINISTRATIVE RECOMMENDATION

For your information.

---



**KENAI PENINSULA BOROUGH**

144 North Binkley Street • Soldotna, Alaska 99669-7520  
Toll-free within the Borough: 1-800-478-4441, Ext. 2260  
www.borough.kenai.ak.us

**MIKE NAVARRE  
BOROUGH MAYOR**

**MEMORANDUM**

**TO:** Mike Navarre, Mayor  
**THRU:** Mark Fowler, Purchasing & Contracting Director *MF*  
**FROM:** Kevin Lyon, Capital Projects Director *KL*  
**DATE:** June 13, 2012  
**SUBJECT:** Authorization to Award Contract for KCHS Culinary Arts Kitchen Remodel

The Purchasing and Contracting Office formally solicited and received bids for the KCHS Culinary Arts Kitchen Remodel. Bid packets were released on April 27, 2012 and the Invitation to Bid was advertised in the Peninsula Clarion on April 27, 2012.

The project consists of remodeling the kitchen at Kenai Central High School per the Plans and Specifications.

On the due date of May 23, 2012, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$67,091.00 submitted Holden Company of Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 400.73020.12KIT.49101.

*Mike Navarre*  
\_\_\_\_\_  
Mike Navarre, Mayor

*6/15/12*  
\_\_\_\_\_  
Date

**RECEIVED**  
JUN 14 2012  
KPB  
FINANCE ADMINISTRATION

FINANCE DEPARTMENT  
FUNDS VERIFIED  
ACT #400.73020.12KIT.49101 (\$67,091.00)  
BY: *per [signature]* DATE: *6/14/12*

Introduced by: Mayor  
Date: 06/19/12  
Shortened Hearing: 07/03/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-15**

**AN ORDINANCE AUTHORIZING THE ACQUISITION OF REAL PROPERTY  
ADJACENT TO THE PROPERTY USED BY AURORA BOREALIS CHARTER  
SCHOOL IN KENAI ON BEHALF OF THE KENAI PENINSULA BOROUGH SCHOOL  
DISTRICT AND APPROPRIATING FUNDS FOR THE ACQUISITION**

1 **WHEREAS**, the relationship between the borough school district and borough is established  
2 pursuant to AS 14.14.060; and

3 **WHEREAS**, the Kenai Peninsula Borough School District (KPBSD) desires to acquire real  
4 property that adjoins the Aurora Borealis Charter School (ABCS) property in Kenai;  
5 and

6 **WHEREAS**, the subject property would be used for much needed space for a playground and a  
7 storage building that would be utilized for both the Kenai Alternative School and the  
8 ABCS; and

9 **WHEREAS**, subject property lies within the Kenai city limits and is zoned as Central Commercial  
10 which is appropriate for school purposes; and

11 **WHEREAS**, subject lots were appraised on April 13, 2012, by the KPB assessing department  
12 which concluded an estimated value of \$20,900 for each lot; and

13 **WHEREAS**, the property owners have agreed to proceed with this sale, subject to assembly  
14 approval; and

1 **WHEREAS**, purchase of the subject property and funding was approved at the KPBSD Board of  
2 Education meeting of May 7, 2012; and

3 **WHEREAS**, the KPB Planning Commission at its regularly scheduled meeting of June 11, 2012,  
4 recommended \_\_\_\_\_;

5 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
6 **PENINSULA BOROUGH:**

7 **SECTION 1.** That the purchase of the following described real property on behalf of the KPBSD is  
8 in the best interests of the borough:

9 Lots 2, 3, 4, and 5 Block 8, as shown on U.S. Survey 3025 A and B, East Addition,  
10 Townsite of Kenai. (Assessor Parcel No. 04711804, 04711805, 04711806, and  
11 04711807)

12 **SECTION 2.** That the terms and conditions substantially in the form of the Purchase Agreement  
13 accompanying this ordinance are hereby approved. The purchase price shall be  
14 \$20,900 for each lot. The total cost of the four lots would be \$83,600 plus closing  
15 costs not to exceed \$4,000.

16 **SECTION 3.** That this acquisition is for the expansion of the property used by the Aurora Borealis  
17 Charter School.

18 **SECTION 4.** That the proposed classification of this land is government.

19 **SECTION 5.** That the mayor is authorized to execute any and all documents necessary to purchase  
20 the real property described in Section 1 in accordance with the terms and conditions  
21 contained in this resolution and the accompanying Purchase Agreement, consistent  
22 with applicable provisions of KPB Chapter 17.10.

1 **SECTION 6.** That funding for this acquisition, up to \$87,600, will be received from the Kenai  
2 Peninsula Borough School District and shall be appropriated to account  
3 400.73010.13AUR.48610 for expenditures associated with this acquisition

4 **SECTION 7.** That this ordinance shall take effect immediately upon its enactment.

5 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \* DAY**  
6 **OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:



## **KENAI PENINSULA BOROUGH**

PLANNING DEPARTMENT

144 North Binkley Street • Soldotna, Alaska 99669-7520

PHONE: (907) 714-2200 • FAX: (907) 714-2378

Toll-free within the Borough: 1-800-478-4441, Ext. 2200

[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

**MIKE NAVARRE  
BOROUGH MAYOR**

### **MEMORANDUM**

**TO:** Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

**THRU:** Mike Navarre, Borough Mayor *MN*

**FROM:** Max Best, Planning Director *MB*

**DATE:** June 13, 2012

**SUBJECT:** Ordinance 2012-19-15; Authorizing the Acquisition of Lots 2, 3, 4 and 5, Block 8, as shown on U.S. Survey 3025 A and B, East Addition, Townsite of Kenai on behalf of the Kenai Peninsula Borough School District, Pursuant to KPB 17.10.040

The Planning Commission reviewed the subject Ordinance during their regularly scheduled June 11, 2012 meeting. A motion passed by unanimous consent to recommend approval of the ordinance.

In the ordinance, please make the following amendment to the last WHEREAS:

*WHEREAS, the KPB Planning Commission at its regularly scheduled meeting of June 11, 2012, recommended approval by unanimous consent.*

Attached are the unapproved minutes of the subject portion of the meeting.

AGENDA ITEM F. PUBLIC HEARINGS

- 1.a. Ordinance 2012-19-15; Authorizing the Acquisition of Lots 2, 3, and 4, Block 8, as shown on U.S. Survey 3025 A and B, East Addition, Townsite of Kenai on behalf of the Kenai Peninsula Borough School District, Pursuant to KPB 17.10.040

Memorandum given by Max Best

PC Meeting: 6/11/12

The relationship between the borough school district and borough is established pursuant to AS 14.14.060. Purchase of subject property was approved at the KPBSD's meeting of May 7, 2012. (See KPBSD minutes). The School District wishes to expand the Aurora Borealis Charter School (ABCS) with the purchase of adjacent land. Over the years the ABCS's playground space has been reduced due to the addition of two portables. Acquisition of adjacent lots would make available much needed space for a playground and a storage building that would be utilized by both the Kenai Alternative School and the ABCS. Pursuant to KPB 17.10.040 acquisition of land shall be by resolution.

Virginia Poore is the owner of subject lots and is agreeable to proceed with this sale. The Borough would purchase these lots on behalf of the KPB School District. It is the opinion of the KPB Assessing Department that the current assessed value of each lot is \$20,900. The total cost of the three lots would be \$62,700. The Borough's offer to purchase these lots has been reduce to writing as shown in the attached Purchase Agreement. The attached ordinance would authorize the acquisition of subject property on behalf KPB School Board. The purchase price is not to exceed \$62,700 plus closing costs with funding coming from the KPB School District / ABCS.

The property lies within the Kenai City limits and is zoned as Central Commercial which is appropriate for school purposes. Each lot contains 0.12 acres for a total of 0.36 acres. (See Exhibit A—Area Map).

END OF MEMORANDUM

- 1.b. Ordinance 2012-19-15; Authorizing the Acquisition of Lot 5, Block 8, as shown on U.S. Survey 3025 A and B, East Addition, Townsite of Kenai on behalf of the Kenai Peninsula Borough School District, Pursuant to KPB 17.10.040

Memorandum given by Max Best

PC Meeting: 6/11/12

The Relationship between the borough school district and borough is established pursuant to AS 14.14.060. Purchase of subject property was approved at the KPBSD's meeting of May 7, 2012. (See KPBSD minutes). The School District wishes to expand the Aurora Borealis Charter School (ABCS) with the purchase of adjacent land. Over the years the ABCS's playground space has been reduced due to the addition of two portables. Acquisition of adjacent lots would make available much needed space for a playground and a storage building that would be utilized by both the Kenai Alternative School and the ABCS. Pursuant to KPB 17.10.040 acquisition of land shall be by resolution.

Gene L. Herrick is the owner of subject lots and is agreeable to proceed with this sale. The Borough would purchase this lot on behalf of the KPB School District. It is the opinion of the KPB Assessing Department that the current assessed value is \$20,900. The Borough's offer to purchase this lot has been reduce to writing as shown in the attached Purchase Agreement. The attached ordinance would authorize the acquisition of subject property on behalf KPB School Board. The purchase price is not to exceed \$20,900 plus closing costs with funding coming from the KPB School District / ABCS.

The property lies within the Kenai City limits and is zoned as Central Commercial which is appropriate for school purposes. Subject lot contains 0.12 acres. (See Exhibit A—Area Map).

END OF MEMORANDUM

Chairman Bryson opened the meeting for public comment. Seeing and hearing no one wishing to speak, Chairman Bryson closed the public comment period and opened discussion among the Commission.

**MOTION:** Commissioner Tauriainen moved, seconded by Commissioner Lockwood to recommend approval of Ordinances 2012-19-15; authorizing the acquisition of Lots 2, 3, 4 and 5, Block 8, as shown on US Survey 3025 A and B, East Addition, Townsite of Kenai on behalf of the Kenai Peninsula Borough School District, pursuant to KPB 17.10.040.

Chairman Bryson asked if there was justification for the acquisition of the property. Mr. Best indicated the need for additional parking and placement of a playground area.

Commissioner Collins asked if the purchase amount that the school board approved was up to \$90,000. Mr. Best replied that was correct, it is up to \$90,000 which would take care of additional costs of closing, etc.

**VOTE:** The motion passed by unanimous consent.

BRYSON YES	CARLUCCIO ABSENT	COLLINS YES	ECKLUND YES	FOSTER YES	GROSS YES	HOLSTEN YES
ISHAM YES	LOCKWOOD YES	MARTIN YES	RUFFNER YES	TAURIAINEN YES		11 YES 1 ABSENT

**AGENDA ITEM F. PUBLIC HEARING**

**2. Ordinance 2012-23; Authorizing Retention or Sale of Certain Real Property Obtained by the Kenai Peninsula Borough through Tax Foreclosure Proceedings**

Memorandum given by Max Best

PC Meeting; 6/11/12

Pursuant to KPB 17.10.100(A) and tax foreclosure proceedings pursuant to AS 29.45.290 et seq. the borough has obtained a Clerk's Deed to the real property listed in the subject ordinance. Notice of sale was sent to the last owner(s) of record by certified mail within five days after the first publication of the hearing on the ordinance as per AS 29.45.460(c).

A preliminary list of parcels proposed for the 2012 auction was sent for review and comment to the Kenai Peninsula Borough School District, all KPB administrative departments, service areas, and cities. Subject ordinance authorizes 49 parcels to be sold by public outcry auction as shown on Exhibit B. The number of parcels to be sold or retained will change if taxes are paid.

There are 21 parcels proposed for retention for a public purpose with recommended classifications as shown on Exhibit A. These parcels include the following:

- 4 parcels have been identified as wetlands and would not serve a practical purpose in private ownership.
- 16 parcels are less than 40,000 sq. ft. Pursuant to KPB 20.20.190 parcels shall meet minimum acreage to provide for well and septic. Parcels less than 40,000 sq. ft. are generally considered to be "substandard" as they are not large enough to provide for both well and septic. These parcels could be proposed for a borough Substandard Lot Sale in the future and offered to the adjacent property owners who wish to combine it with their land.
- Parcel 01316213 would provide access to a water body leading to Bear Lake for recreational purposes. This parcel is subject to a plat note #2 reserving all open space area for lot owners and would not be practical to have in private ownership. The parcel, once retained, would be open to the public.

Please reference the maps / aerial photos of the parcels listed in the ordinance.

The tax foreclosure auction is scheduled for Saturday, October 13, 2012, in the Soldotna High School Auditorium. The KPB Planning Commission will consider this ordinance at its regularly scheduled meeting of



# KENAI PENINSULA BOROUGH

Planning Department • Land Management Division  
144 North Binkley Street • Soldotna, Alaska 99669-7520  
PHONE: (907) 714-2200 • FAX: (907) 714-2378  
Toll-free within the Borough: 1-800-478-4441, Ext. 2200  
[www.borough.kenai.ak.us](http://www.borough.kenai.ak.us)

MIKE NAVARRE  
BOROUGH MAYOR

## MEMORANDUM

TO: Gary Knopp, Assembly President  
Kenai Peninsula Borough Assembly Members

THRU: Mike Navarre, Mayor *MN*  
Craig C. Chapman, Director of Finance *C Chapman*  
Max Best, Director of Planning *MB*  
Marcus A. Mueller, Land Management Officer *ma*

FROM: Dan Conetta, Land Management Agent *D.C.*

DATE: June 7, 2012

SUBJECT: Ordinance 2012-19-15, Authorizing the Acquisition of Lots 2, 3, 4, and 5 Block 8, as shown on U.S. Survey 3025 A and B, East Addition, Townsite of Kenai on behalf of the Kenai Peninsula Borough School District and Appropriating Funds for the Acquisition

The relationship between the borough school district and borough is established pursuant to AS 14.14.060. Purchase of subject property was approved at the Kenai Peninsula Borough School District's ("KPBSD") Board of Education meeting of May 7, 2012 (see attached meeting summary). The KPBSD wishes to expand the Aurora Borealis Charter School ("ABCS") with the purchase of adjacent land. Over the years the ABCS's playground space has been reduced due to the addition of two portables. Acquisition of adjacent lots would make available much needed space for a playground and a storage building that would be utilized by both the Kenai Alternative School and the ABCS.

The owners of the subject lots have agreed to proceed with this sale. The borough would purchase these lots on behalf of the KPBSD. The assessing department determined that the current value of each lot is \$20,900. The purchase price is not to exceed \$83,600 plus closing costs with funding coming from the KPBSD / ABCS.

The property lies within the Kenai city limits and is zoned as Central Commercial which is appropriate for school purposes. Each lot contains 0.12 acres for a total of 0.48 acres.

KPBSD wishes to begin converting the land to a school yard during the current construction season, prior to the new school year. As only one assembly meeting is scheduled for July, shortened hearing is respectfully requested. This would allow the land to be put to use during the next school year.

Your consideration of this ordinance is appreciated.

FINANCE DEPARTMENT ACCT# FUNDS VERIFIED	
Acct. No.	<u>400.73010.13AUR.48610</u>
Amount	<u>N/A</u>
By:	<u>pc</u> Date: <u>6/7/12</u>

## PURCHASE AGREEMENT

This Agreement is made on this \_\_\_ day of \_\_\_\_\_, 2012, by and between VIRGINIA A. POORE, a single person, whose address is 4300 Eagle Rock Drive, Kenai Alaska 99611, (hereinafter referred to as "SELLER") and the KENAI PENINSULA BOROUGH, an Alaska municipal corporation, whose address is 144 North Binkley Street, Soldotna, Alaska 99669 (hereinafter referred to as "KPB").

WHEREAS, SELLER is the owner of that real property located in the Kenai Recording District, Third Judicial District, State of Alaska, and more particularly described as follows:

Lots 2, 3, and 4, Block 8, as shown on U.S. Survey 3025 A and B, East Addition, Townsite of Kenai (Hereinafter "the Property").

(Assessor Parcel No. 04711805, 04711806, and 04711807)

WHEREAS, KPB has offered to buy subject to Assembly authorization and appropriation of funds, and SELLER is willing to sell the Property as evidenced by this Purchase Agreement;

NOW THEREFORE, in consideration of the promises herein contained, SELLER hereby agrees to sell to KPB, and KPB hereby agrees to buy from SELLER, the Property on the terms and conditions as set forth below:

### 1. PURCHASE PRICE

The purchase price of the Property is Sixty Two Thousand Seven Hundred dollars and NO cents (\$62,700.00). The purchase price shall be paid by KPB at time of closing. The purchase of the Property and appropriation for the purchase are subject to borough assembly approval.

### 2. TITLE

Title shall be delivered at time of closing by Statutory Warranty Deed, which shall be issued to KPB. SELLER warrants and covenants that at the time of closing there shall be no liens or judgments recorded against SELLER in the same recording district in which the Property subject to this purchase agreement is situated. Title shall be clear of liens and encumbrances except title is subject to reservations, easements, rights-of-way, covenants, conditions and restrictions of record.

3. ESCROW AND CLOSING COSTS

In addition to the purchase price, KPB agrees to pay for closing costs in connection with this Agreement, including without limitation all escrow fees, title insurance charges, and recording fees up to \$2,000. Property taxes will be prorated. All costs will be paid in full at the time of closing.

4. CLOSING

Unless otherwise agreed in writing, closing will occur within 90 days of execution of the Purchase Agreement. At closing, KPB will pay the balance of the purchase price. Both parties will execute all documents required to complete the Purchase Agreement and, if applicable, establish an escrow account.

5. POSSESSION

Possession shall be delivered to KPB at time of recording.

6. KENAI PENINSULA BOROUGH ASSEMBLY APPROVAL

Purchase of the property by the Kenai Peninsula Borough is subject to authorization by the Kenai Peninsula Borough Assembly and appropriation of funds. If the Kenai Peninsula Borough Assembly fails to authorize the purchase of the subject land and appropriate funds, this agreement shall be terminated without penalty.

7. SITE INSPECTION APPROVAL

Purchase of the property is subject to approval of a site inspection by KPB Risk Management.

8. HAZARDOUS MATERIAL

SELLER covenants to the best of SELLER'S knowledge, that as the date of this agreement, except as specifically identified herein, the Property is free of all contamination from petroleum products or any hazardous substance or hazardous waste, as defined by applicable state or federal law, and there are no underground storage tanks or associated piping on the Property. SELLER agrees that no hazardous substances or wastes shall be located on or stored on the Property, or any adjacent property by seller, owner or contractors, nor shall any such substance be owned, stored, used, or disposed of on the Property or any adjacent property by SELLER, its agents, employees, contractors, or invitee's, prior to KPB'S ownership, possession, or control of the Property.

9. ENTIRE AGREEMENT

This Agreement and the documents referred to herein contain the entire agreement of the parties with respect to the subject matter hereof. Any changes, additions or deletions hereto must be made in writing and signed by both KPB and SELLER or their respective successors in interest. Provisions of this Agreement, unless inapplicable on their face, shall be covenants constituting terms and conditions of the sale, and shall continue in full force and effect until the purchase price is paid in full or this agreement is earlier terminated.

10. BREACH REMEDY

Prior to closing of the sale, in the event that KPB or SELLER fails to make any payment required, or fails to submit or execute any and all documents and papers necessary for closing and transfer of title within the time period specified in this agreement, the SELLER or KPB may terminate this Agreement.

11. MISCELLANEOUS

- A. Time. Time is of the essence in performance of this Agreement.
- B. Cancellation. This Agreement, while in good standing may be canceled in whole or in part, at any time, upon mutual written agreement by SELLER and the KPB mayor. This Purchase Agreement is subject to cancellation in whole or in part if improperly issued through error in procedure or with respect to material facts.
- C. Notice. Any notice or demand, which under the terms of this Agreement or under any statute must be given or made by the parties thereto, shall be in writing, and be given or made by registered or certified mail, addressed to the other party at the address shown on the contract. However, either party may designate in writing such other address to which such notice of demand shall thereafter be so given, made or mailed. A notice given hereunder shall be deemed received when deposited in a U.S. general or branch post office by the addressor.
- D. Interpretation. This Agreement shall be deemed to have been jointly drafted by both parties. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Alaska. The titles of sections in this Agreement are not to be construed as limitations of definitions but are for identification purposes only.

E. Personal Property. All personal property, if any, shall be removed by the SELLER prior to closing.

This Agreement has been executed by the parties on the day and year first above written.

KENAI PENINSULA BOROUGH:

SELLER:

\_\_\_\_\_  
Mike Navarre, Mayor

\_\_\_\_\_  
Virginia A. Poore

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
Johni Blankenship,  
Borough Clerk

\_\_\_\_\_  
Holly B Montague,  
Deputy Borough Attorney

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA            )  
  ) ss  
THIRD JUDICIAL DISTRICT    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by Mike Navarre, Mayor of the Kenai Peninsula Borough, an Alaska municipal corporation, for and on behalf of the corporation.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA            )  
  ) ss  
THIRD JUDICIAL DISTRICT    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by Virginia A. Poore.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

## PURCHASE AGREEMENT

This Agreement is made on this \_\_\_\_ day of \_\_\_\_\_, 2012, by and between GENE L. HERRICK, a single person, whose address is 1206 Portside Dr., Kenai, AK 99611, (hereinafter referred to as "SELLER") and the KENAI PENINSULA BOROUGH, an Alaska municipal corporation, whose address is 144 North Binkley Street, Soldotna, Alaska 99669 (hereinafter referred to as "KPB").

WHEREAS, SELLER is the owner of that real property located in the Kenai Recording District, Third Judicial District, State of Alaska, and more particularly described as follows:

Lot 5, Block 8, as shown on U.S. Survey 3025 A and B, East Addition, Townsite of Kenai (Hereinafter "the Property").

(Assessor Parcel No. 04711804)

WHEREAS, KPB has offered to buy subject to Assembly authorization and appropriation of funds, and SELLER is willing to sell the Property as evidenced by this Purchase Agreement;

NOW THEREFORE, in consideration of the promises herein contained, SELLER hereby agrees to sell to KPB, and KPB hereby agrees to buy from SELLER, the Property on the terms and conditions as set forth below:

### 1. PURCHASE PRICE

The purchase price of the Property is Twenty Thousand Nine Hundred dollars and NO cents (\$20,900.00). The purchase price shall be paid by KPB at time of closing. The purchase of the Property and appropriation for the purchase are subject to borough assembly approval.

### 2. TITLE

Title shall be delivered at time of closing by Statutory Warranty Deed, which shall be issued to KPB. SELLER warrants and covenants that at the time of closing there shall be no liens or judgments recorded against SELLER in the same recording district in which the Property subject to this purchase agreement is situated. Title shall be clear of liens and encumbrances except title is subject to reservations, easements, rights-of-way, covenants, conditions and restrictions of record.

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Possession shall be delivered to KPB at time of recording.

6. KENAI PENINSULA BOROUGH ASSEMBLY APPROVAL

Purchase of the property by the Kenai Peninsula Borough is subject to authorization by the Kenai Peninsula Borough Assembly and appropriation of funds. If the Kenai Peninsula Borough Assembly fails to authorize the purchase of the subject land and appropriate funds, this agreement shall be terminated without penalty.

7. SITE INSPECTION APPROVAL

Purchase of the property is subject to approval of a site inspection by KPB Risk Management.

8. HAZARDOUS MATERIAL

SELLER covenants to the best of SELLER'S knowledge, that as the date of this agreement, except as specifically identified herein, the Property is free of all contamination from petroleum products or any hazardous substance or hazardous waste, as defined by applicable state or federal law, and there are no underground storage tanks or associated piping on the Property. SELLER agrees that no hazardous substances or wastes shall be located on or stored on the Property, or any adjacent property by seller, owner or contractors, nor shall any such substance be owned, stored, used, or disposed of on the Property or any adjacent property by SELLER, its agents, employees, contractors, or invitee's, prior to KPB'S ownership, possession, or control of the Property.

9. ENTIRE AGREEMENT

This Agreement and the documents referred to herein contain the entire agreement of the parties with respect to the subject matter hereof. Any changes, additions or deletions hereto must be made in writing and signed by both KPB and SELLER or their respective successors in interest. Provisions of this Agreement, unless inapplicable on their face, shall be covenants constituting terms and conditions of the sale, and shall continue in full force and effect until the purchase price is paid in full or this agreement is earlier terminated.

10. BREACH REMEDY

Prior to closing of the sale, in the event that KPB or SELLER fails to make any payment required, or fails to submit or execute any and all documents and papers necessary for closing and transfer of title within the time period specified in this agreement, the SELLER or KPB may terminate this Agreement.

11. MISCELLANEOUS

- A. Time. Time is of the essence in performance of this Agreement.
- B. Cancellation. This Agreement, while in good standing may be canceled in whole or in part, at any time, upon mutual written agreement by SELLER and the KPB mayor. This Purchase Agreement is subject to cancellation in whole or in part if improperly issued through error in procedure or with respect to material facts.
- C. Notice. Any notice or demand, which under the terms of this Agreement or under any statute must be given or made by the parties thereto, shall be in writing, and be given or made by registered or certified mail, addressed to the other party at the address shown on the contract. However, either party may designate in writing such other address to which such notice of demand shall thereafter be so given, made or mailed. A notice given hereunder shall be deemed received when deposited in a U.S. general or branch post office by the addressor.
- D. Interpretation. This Agreement shall be deemed to have been jointly drafted by both parties. It shall be construed according to the fair intent of the language as a whole, not for or against any party. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of Alaska. The titles of sections in this Agreement are not to be construed as limitations of definitions but are for identification purposes only.

E. Personal Property. All personal property, if any, shall be removed by the SELLER prior to closing.

This Agreement has been executed by the parties on the day and year first above written.

KENAI PENINSULA BOROUGH:

SELLER:

\_\_\_\_\_  
Mike Navarre, Mayor

\_\_\_\_\_  
Gene L. Herrick

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

ATTEST:

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
Johni Blankenship,  
Borough Clerk

\_\_\_\_\_  
Holly B. Montague,  
Deputy Borough Attorney

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA            )  
  ) ss  
THIRD JUDICIAL DISTRICT    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by Mike Navarre, Mayor of the Kenai Peninsula Borough, an Alaska municipal corporation, for and on behalf of the corporation.

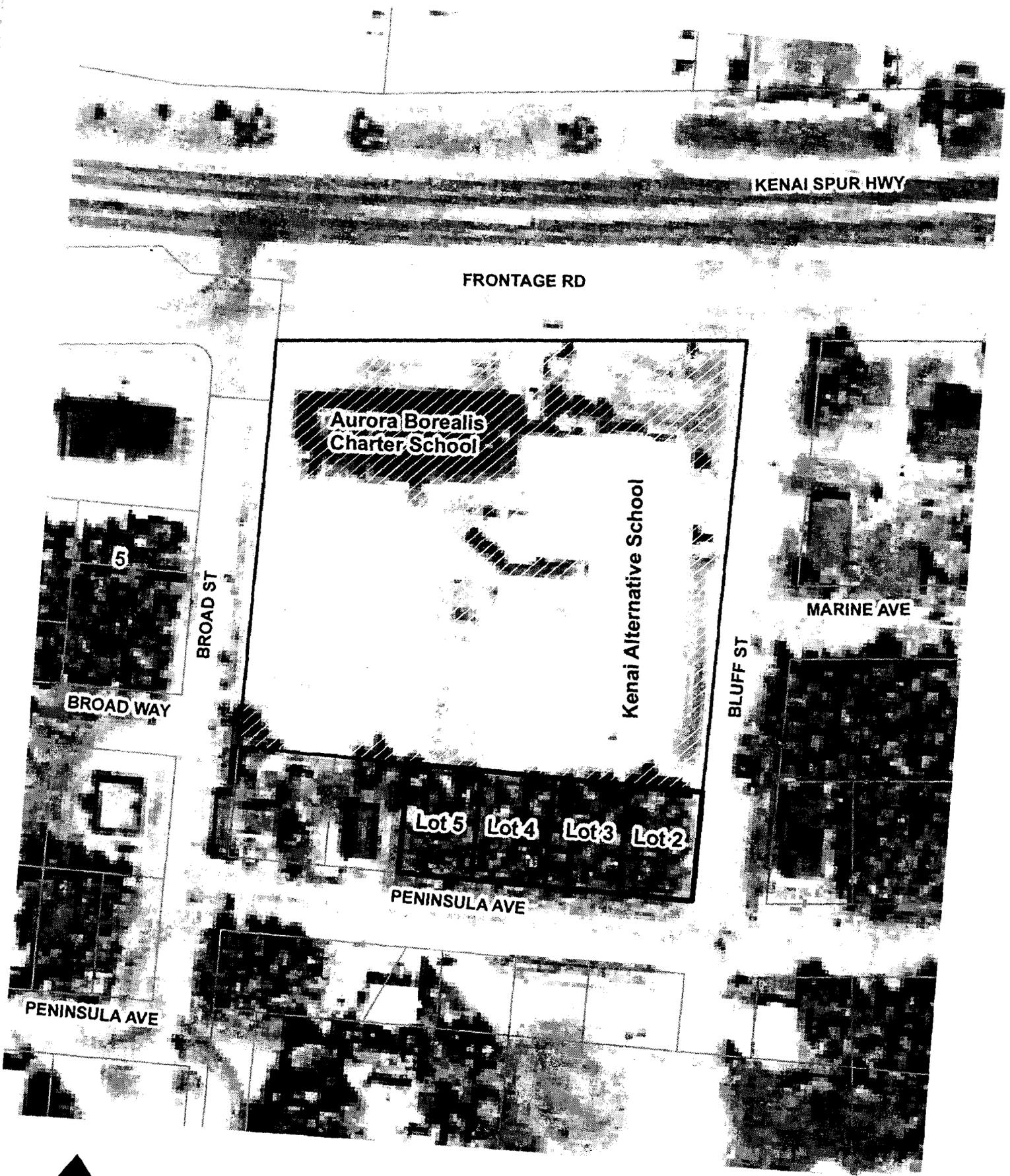
\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_

NOTARY ACKNOWLEDGMENT

STATE OF ALASKA            )  
  ) ss  
THIRD JUDICIAL DISTRICT    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by Gene L. Herrick.

\_\_\_\_\_  
Notary Public in and for Alaska  
My commission expires: \_\_\_\_\_



**Exhibit -- Area Map**



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### Office of Superintendent

Dr. Steve Atwater, Superintendent of Schools  
148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132

May 31, 2012

Mr. Mike Navarre, Borough Mayor  
Kenai Peninsula Borough  
144 N. Binkley St.  
Soldotna, AK 99669

Dear Mr. Navarre:

Due to the addition of two portable classrooms and a need for a storage building, the Academic Policy Committee (APC) of Aurora Borealis Charter School (ABCS) is concerned about the reduction of playground space for their school.

They requested and received approval from the KPBSD Charter School Oversight Committee to pursue the acquisition of property adjacent to the school through the Kenai Peninsula Borough (KPB). With the assistance of Borough Land Management, four lots have been identified and the current owners are interested in selling the land for the current assessed value of \$21,200 per lot.

The Academic Policy Committee has identified and committed funds within their budget for the purchase of the property through the Kenai Peninsula Borough.

The KPBSD Board of Education unanimously approved the purchase of the property by KPB at their May 7, 2012 Board Meeting. With that approval, all KPBSD processes are complete and the district administration is now requesting that the Borough Land Management Department assist with the purchase of the property.

Thank you for your assistance in this matter.

Sincerely,

Steve Atwater, Ph.D.  
Superintendent

cc: Marcus Mueller  
Dave Jones  
Dave Tressler  
Dave Spence

# Agenda 5-7-12

## **Kenai Peninsula Borough School District Board of Education Meeting Agenda**

May 7, 2012- 7:00 p.m.

Borough Administration Building

Regular Meeting

148 N. Binkley, Soldotna, Alaska

### **SCHOOL BOARD MEMBERS:**

- Mr. Joe Arness, President
- Mrs. Liz Downing, Vice President
- Mrs. Penny Vadla, Clerk
- Ms. Lynn Hohl, Treasurer
- Mr. Marty Anderson
- Mrs. Sammy Crawford
- Mrs. Sunni Hilts
- Mr. Bill Holt
- Mr. Tim Navarre
- Miss Annaleah Ernst, Student Representative

### Worksessions

- 2:45 p.m. Health Care Internal Service Fund
- 3:00 p.m. Policy Manual Revisions
- 3:30 p.m. KPSAA Borough-sponsored Events
- 4:00 p.m. Board Discussion

### **A-G-E-N-D-A**

1. **Executive Session - Negotiations, FY13 Budget and Superintendent's Contract** *(beginning at 4:30 p.m.)*
  
2. **Opening Activities**
  - a. Call to Order
  - b. Pledge of Allegiance/National Anthem/ Alaska Flag Song
  - c. District Mission Statement
  - d. Roll Call
  - e. Approval of Agenda
  - f. Approval of Minutes/April 2, 2012
3. **Awards and Presentations - Advocacy**
4. **School Reports - Accountability**
  - a. Aurora Borealis Charter School - Mr. Larry Nauta
5. **Public Presentations** *(3 minutes) (Items not on agenda. 3 minutes per speaker, 30 minutes aggregate)*
6. **Hearing of Delegations** *(5 minutes)*
7. **Communications and Petitions**
8. **Representative selected by the following: Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A., Borough Assembly** *(5 minutes)*
9. **Superintendent's Report - Accountability**
10. **Reports - Accountability**
  - a. Finance Report- Mr. Dave Jones
  - b. Quarterly Budget Transfer Report- Mr. Dave Jones
  - c. Board Reports *(Reports where members are officially representing the Board)*
  - d. Board Worksession Report *(Attendance noted)*
11. **Action Items** *(Board member comments should be concise and may be limited to speaking twice on a topic)*
  - a. Consent Agenda
    - (1) Approval of Tentative Nontenured Teacher Contracts 2012-13 - Structure
    - (2) Approval of Contract and Tenure for Nontenured Teachers 2012-13 - Structure
    - (3) Approval of Resignations - Structure
    - (4) Approval of Leave of Absence Request-Certified - Structure

- (5) Approval of Long-term Substitute Contract – Structure
- (6) Approval of New Teacher Contracts 2011-12 – Structure
- (7) Approval of New Teacher Contracts 2012-13 – Structure
- (8) Approval of Budget Transfer – Structure

Instructional Services Support

- b. Approval of Aurora Borealis Charter School Land Purchase – Structure
  - c. Approval of Pupil Transportation Contract Award – Structure
  - d. Approval of Health Care Internal Service Fund – Structure
12. **First Reading of Policy Revisions**
  13. **Public Presentations/Comments** (*Individuals are limited to three minutes each on the topic(s) listed below or on any topic.*)
  14. **Board Comments** (*Individual Board member comments are limited to three minutes.*)
  15. **Executive Session** (*If needed*)
  16. **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> . Log on to the District website to listen to School Board meetings live or to find archived meetings. Email [BoardComment@kpbsd.k12.ak.us](mailto:BoardComment@kpbsd.k12.ak.us) to make a comment about any item on the agenda (comments will be reviewed for appropriateness and length) .*

*Persons with disabilities who need accommodations to participate should contact Sally Tachick at 907-714-8836, or e-mail [stachick@kpbsd.k12.ak.us](mailto:stachick@kpbsd.k12.ak.us) no later than three business days before the meeting date.*

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553  
Phone (907) 714-8888 Fax (907) 262-9132  
[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

Title: **Approval of ABCS Land Purchase**

Date: **April 6, 2012**

Item Number: 11b.

Administrator: **Dave Jones, Assistant Superintendent**



Attachments: **Request for Approval of ABCS Land Purchase**

Action Needed     For Discussion     Information     Other: \_\_\_\_\_

## BACKGROUND INFORMATION

The usable ABCS playground space has been reduced over the years due to the addition of two portables. There are six lots that adjoin the playground (04711802-04711807). Four of the lots do not have structures (04711804-04711807) and the owners have indicated an interest in the sale of the four at the current assessed value of \$21,200 per lot, for a total of \$84,800. The owners of the two lots that have structures were sent letters inquiring as to their interest in trading for borough property of equal value. They have not responded.

Acquisition of the four lots would make available much needed space for both playground and an area to put a storage building that would be utilized by both the Kenai Alternative School and Aurora Borealis Charter School (ABCS).

ABCS has funds available in account number 100-65-4600-0000-5101 to purchase the four lots. The Academic Policy Committee of ABCS requested approval from the Charter School Oversight Committee to pursue purchase or trade for the property through the Kenai Peninsula Borough. Permission was granted.

## ADMINISTRATIVE RECOMMENDATION

It is the recommendation of administration that the purchase of the lots by the Kenai Peninsula Borough be approved.

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# Kenai Peninsula Borough School District

## Board of Education Meeting News In Brief

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May 7, 2012 – 7:00 p.m.  
Dr. Steve Atwater, Superintendent

Seward High School  
2100 Swetmann, Seward, Alaska

**WORKSESSION REPORT:** The Board held several worksessions prior to the formal business meeting which included the proposed Health Care Internal Service Fund, Policy Manual revisions and KPSAA Borough-sponsored Events.

**SCHOOL REPORT:** Mr. Larry Nauta, Aurora Borealis Charter School administrator, introduced Miss Katie Delker and Miss Hannah Delker who sang, *Anything You Can Do I Can Do Better*, and Miss Olivia Brewer sang *O Mio Caro*.

**SUPERINTENDENT'S REPORT:** Dr. Atwater announced that the bids for roofing projects came in lower than expected and as a result, more schools were added. May 8 is National Teacher Appreciation Day and he thanked districtwide teachers for their hard work. He urged those present to post a message on Facebook or tweet a thank you. He commended Kenai Middle School students for competing in the national Math Counts and the national Future Problem Solving teams. He announced that Spring Creek High School will relocate to the Anchorage School District and thanked the school staff and the correctional center superintendent, Mr. Craig Turnbull, for their work. He thanked Mrs. Sally Tachick for her years of service and welcomed Mrs. Debbie Tressler, her replacement.

**FINANCIAL REPORT:** Mr. Jones presented the financial report of the District for the period ending April 30, 2012.

**QUARTERLY BUDGET REPORT:** Mr. Jones reported on budget transfers Numbers 529 through 1043 for various schools and departments within the District.

**TENTATIVE NONTENURED TEACHER CONTRACTS 2012-13:** The Board unanimously approved tentative nontenured teacher contracts for the 2012-13 school year for Jennifer Riddall, teacher/regular, Aurora Borealis Charter School; Jon Kulhanek, teacher/regular, Fireweed Academy; Mark Putney, teacher/regular, Homer High School; Darcy Mueller, teacher/regular, Homer Middle School; Hannah Toporek, teacher/federal, K-12/Assessment; Ryan Miller, teacher/regular (temporary), Kachemak Selo School; Kendra Rupp, speech therapist, Kaleidoscope Charter; Darcy Marcou, teacher/regular, K-Beach Elementary School; Joseph Pazar, teacher/regular, K-Beach Elementary School; Laura Fournier, guidance counselor, Kenai Central High School; John Marquez, teacher/regular, Kenai Central High School; Meredith McCullough, teacher/regular, Kenai Central High School; John Morton, teacher/regular, Kenai Central High School; Lacey Wisniewski, teacher/regular, Kenai Middle School; Corise Story, teacher/regular, McNeil Canyon Elementary School; Kathrine Abraham, teacher/regular (temporary), Moose Pass School; Kevin Hilton, teacher/regular, Mountain View Elementary School; Shannon Hoffbeck, teacher/regular, Mountain View Elementary School; Shawna Vlasak, teacher/regular (temporary), Mountain View Elementary School; Valerie Verdries, teacher/regular, Mountain View Elementary School; Elizabeth Wallin, teacher/regular, Mountain View Elementary School; Jacob Doth, teacher/regular, Nikiski Middle/High School; Jake Eveland, teacher/regular (.50 FTE), Nikiski Middle/High School; Christine Snow, guidance counselor, Nikiski Middle/High School; Anna Widman, teacher/regular, Nikiski Middle/High School; Michelle Green, teacher/regular, Nikiski North Star Elementary School; Katy Settlemyer, teacher/regular (.50 FTE), Nikiski North Star Elementary School; Thor Jones, teacher/regular, Nikiski North Star Elementary School; Emily Mayberry, teacher/regular, Nikiski North Star Elementary School; Brianna Redfern,

teacher/regular, Nikiski North Star Elementary School; Jennifer Olson, teacher/regular, Paul Banks Elementary School; Michelle Fournier, teacher/regular (perm .50 FTE/temp .50 FTE), Razdolna School; Liviu Rizea, teacher/regular, Razdolna School; Stephanie Belger, teacher/regular, Redoubt Elementary School; Bethany Epplin, teacher/regular, Redoubt Elementary School; Carol Hutto, teacher/regular (temporary), River City Academy; Deanne Pearson, teacher/regular, River City Academy; Denyse Hurst, teacher/regular, Secondary Ed/Student Activities; Helen Lindemuth, librarian (.50 FTE), Seward Elementary School; Jenna Fabian, teacher/regular, Seward Elementary School; Leigh Ray, teacher/regular, Seward Elementary School; Wesley Andrews, guidance counselor, Skyview High School; Karen Hamlow, librarian (.50 FTE), Skyview High School; Deborah Jacobson, teacher/regular, Skyview High School; Kyle McFall, teacher/regular, Skyview High School; Gary Wertz, guidance counselor, Skyview High School; Elizabeth Edwards, teacher/regular, Soldotna Elementary; Holly Davis, teacher/regular, Soldotna Elementary School; Bristol Whitmore, teacher/regular, Soldotna High School; James Harris, teacher/regular, Soldotna High School; Brian Dandliker, teacher/vocational education, Soldotna Middle School; Jeffrey Vincent, teacher/regular, Soldotna Middle School; Stephanie Dennis Blair, teacher/regular, Soldotna Middle School; Thomas Cavanaugh, teacher/regular, Sterling Elementary School; Tiffany Gray, teacher/regular, Sterling Elementary School; Justin Derks, teacher/regular (temporary), Susan B. English School; Christina Granger, teacher/regular (temporary), Tustumena Elementary School; Amanda Painter, teacher/regular, Tustumena Elementary School; Isaiah White, teacher/regular, Voznesenka School; and Emily Putney, teacher/regular, West Homer Elementary School.

**CONTRACT AND TENURE FOR NONTENURED TEACHERS 2012-13:** The Board unanimously approved contract and tenure for nontenured teachers for the 2012-13 school year for Mary Simondsen, teacher/regular, Chapman School; Heidi Stokes, teacher/regular, Chapman School; Christopher Brown, teacher/regular, Homer Flex School; Connie Akers, librarian (.50 FTE), Homer High School; Amy Christianson, teacher/regular, Homer High School; Anna Fisher, teacher/regular (temporary), Homer High School; Jennifer Booz, teacher/regular, Homer Middle School; Patricia Truesdell, teacher/regular, Hope School; Kimberly Fields, teacher/regular, Kaleidoscope Charter; Marianne Kasch, teacher/regular, Kaleidoscope Charter; Patricia Haywood, teacher/regular, K-Beach Elementary School; Douglas Armstrong, teacher/regular, Kenai Central High School; Krista Christensen, teacher/regular, Kenai Central High School; Lenore Swanson, teacher/regular, McNeil Canyon Elementary School; Renee Christensen, teacher/regular, Mountain View Elementary; Nicole Cunningham, teacher/regular, Mountain View Elementary School; Summer Dallman, teacher/regular, Mountain View Elementary School; Tammy Farrell, librarian, Mountain View Elementary School; Cynthia McKibben, teacher/regular, Mountain View Elementary School; Jesse Bjorkman, teacher/regular, Nikiski Middle/High School; Holly Boyle, teacher/regular, Nikiski Middle/High School; Laura Niemczyk, teacher/regular, Nikiski Middle/High School; Rose Armstrong, teacher/regular, Nikiski North Star Elementary School; Karen Pala, teacher/regular (temporary), Nikiski North Star Elementary School; Kimberly Trammell, teacher/regular, Nikiski North Star Elementary School; Eric Simondsen, teacher/regular, Ninilchik School; Seanna Gunn, teacher/regular, Paul Banks Elementary School; Kjersten Syth, teacher/regular, Paul Banks Elementary School; Amy Ware, teacher/regular (temporary), Paul Banks Elementary School; Jennifer Keil, teacher/regular, Razdolna School; Carolyn Farmer, teacher/regular, Redoubt Elementary School; Amanda Adams, teacher/regular, Secondary Ed/Student Activities; Steve Cothran, teacher/regular, Secondary Ed/Student Activities; Emanuela Meriggi, teacher/regular, Secondary Ed/Student Activities; Bethany Waggoner, teacher/regular, Seward High School; Jesse Settlemyer, teacher/regular, Skyview High School; Erin Neisinger, guidance counselor, Soldotna High School; Eric Dahl, teacher/regular, Soldotna Middle School; and Cynthia Ussing, teacher/regular, Sterling Elementary School.

**RESIGNATIONS:** The Board unanimously approved resignations effective at the end of the 2011-12 school year from Amy Balsinger, special education resource teacher, Kenai Middle School; Kathryn Baum-Fjelstad, language arts/social studies/physical education, Ninilchik School; Jeffrey Clay, kindergarten - 6th grade teacher, Moose Pass School; Connie Courmier, K-12 intervention specialist, Elementary Education/Curriculum; Laurie Cowgill, librarian/science teacher, Kaleidoscope Charter; Lana Esposito, special education resource teacher, Seward Elementary School; Candice Goldstein, 1st grade teacher, Redoubt Elementary School; Jonathan Horbacz, math/science teacher, Kenai Middle School; Rochelle Horbacz, science teacher, Kenai Middle School; Callie Hruby, special education resource teacher, Nikiski Middle/High School; Aaron Lohmeyer, music teacher, Soldotna Elementary/Soldotna Montessori; Timothy McFarland, music teacher, Mt. View Elementary School; Garrett McMullen, special education resource teacher/Title I teacher, Tebughna School; Mary Meconi, intermediate grade teacher, Tebughna School; Melissa Morckel, math teacher, Kenai Central High School; Jessica Pena, interventionist teacher, Nikiski North Star Elementary; Dena Pettijohn, 5th grade teacher, Soldotna Elementary School; Mark Robinson, choir teacher, Homer High School; Melody Spangler-Hatch, speech language pathologist, Seward Elementary School; Benjamin Stephens, (currently on leave of absence), West Homer Elementary; Linda Kay Thompson, special education intensive needs teacher, Homer High School; and Teresa Zinck, 3rd grade teacher, Nikiski North Star Elementary School.

**LEAVE OF ABSENCE REQUEST-CERTIFIED:** The Board unanimously approved leave of absence requests from Mick Audette, music teacher, Sterling Elementary School/Tustumena Elementary School (effective for the 2012-13 school year) and Joanne Frey, special education intensive needs teacher, Seward Elementary School (effective for the remainder of the 2011-12 school year).

**LONG-TERM SUBSTITUTE CONTRACT:** The Board unanimously approved long-term substitute contracts for Holly Alston, Chapman School; Wanda Rochelle Brenner, Mt. View Elementary School; Carol Conant, Seward Elementary School; Polly Crawford, Soldotna Middle; Mark Larson, Soldotna High School; and Jill Wagner, Redoubt Elementary School.

**NEW TEACHER CONTRACTS 2011-12:** The Board unanimously approved a new teacher contract for Tammy Taylor, (temporary) Kindergarten - 2nd Grade teacher, Nikolaevsk School for the 2011-12 school year.

**NEW TEACHER CONTRACTS 2012-13:** The Board unanimously approved new teacher contracts for Nick Gilbertson, 2nd/3rd multi-grade teacher, Sterling Elementary; Katy Journey Scrivo, 4th through 8th grade teacher, Moose Pass School; Amy Maguire, 1st - 4th grade teacher, Kaleidoscope School of Arts and Science; and AnnMarie Rudstrom, Kindergarten/1st multi-grade teacher, Sterling Elementary for the 2012-13 school year.

**BUDGET TRANSFER:** The Board unanimously approved budget transfer Number 1077, for \$690,907 to pay for upgrades and modifications of existing buildings to accommodate changes in CTE programs offered at Seward High, Nanwalek, Kenai Central High and Skyview High; Number 1101 for \$104,500 to pay for replacement of CRT monitors with LCD displays; Number 1162 for \$150,822 to pay for fuel at locations that have exceeded their original heating budgets; and Number 1165 for \$90,000 to pay for the purchase of land adjoining the Aurora Borealis Charter School campus.

**AURORA BOREALIS CHARTER SCHOOL LAND PURCHASE:** The Board unanimously approved the purchase of four lots adjoining the Aurora Borealis Charter School by the Kenai Peninsula Borough.

Introduced by: Mayor  
Date: 06/19/12  
Hearing: 08/07/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-08**

**AN ORDINANCE ACCEPTING AND APPROPRIATING GRANTS IN THE AMOUNT  
OF \$1,107,500 FROM THE STATE OF ALASKA ON BEHALF OF THE KENAI  
PENINSULA BOROUGH SCHOOL DISTRICT FOR EQUIPMENT, SUPPLIES AND  
STUDENT NUTRITION SERVICES**

1 **WHEREAS**, the Kenai Peninsula Borough School District (KPBSD) has identified a need to  
2 provide various materials, equipment and supplies to schools throughout the  
3 Borough; and  
4

5 **WHEREAS**, Senate Bill 160, which appropriated funding to the Borough for these projects,  
6 was passed by the State Legislature and signed by the Governor on May 14, 2012;  
7 and  
8

9 **WHEREAS**, the Alaska Department of Commerce, Community and Economic Development  
10 will provide four grant awards in the total amount of \$1,107,500 to the Borough  
11 on behalf of the school district for the projects; and  
12

13 **WHEREAS**, KPBSD will use these funds for classroom equipment, supplies and student  
14 nutrition services; and  
15

16 **WHEREAS**, acceptance of these grants will benefit many of the schools and students  
17 throughout the Borough;  
18

19 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
20 **PENINSULA BOROUGH:**  
21

1 **SECTION 1.** That the mayor is authorized to accept grants from the Alaska Department of  
2 Commerce, Community and Economic Development in the total amount of  
3 \$1,107,500 for school district equipment, supplies and nutritional services, and is  
4 authorized to execute grant agreements and any other documents deemed  
5 necessary to accept and expend the grants and to fulfill the intents and purposes of  
6 this ordinance.

7

8 **SECTION 2.** That grant funds are appropriated to the following accounts:

9	\$52,500	271.94910.13004.49999	13-DC-004 Classroom iTouch Project
10	\$1,000,000	271.94910.13446.49999	13-DC-446 Equipment
11	\$40,000	271.94910.13195.49999	13-DM-195 Student Nutrition Services
12	\$15,000	271.71082.13012.49999	13-RR-012 Nikiski HS printer/cutter
13			software

14 **SECTION 3.** That because KPBSD will pay all required expenditures and will be responsible  
15 for all administrative action related to these grants, with the exception of filing the  
16 grant reports, the administrative fee established by KPB Resolution 2006-036 will  
17 be waived.

18 **SECTION 4.** That due to the length and nature of these projects, the appropriations established  
19 through this ordinance shall not lapse at the end of any particular fiscal year.

20 **SECTION 5.** This ordinance shall become effective immediately upon its enactment.

1 ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \*  
2 DAY OF \* 2012.

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:

Introduced by: Mayor  
Date: 06/19/12  
Hearing: 08/07/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-09**

**AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT IN THE AMOUNT  
OF \$3,100,000 FROM THE STATE OF ALASKA FOR SOLDOTNA HIGH SCHOOL  
AND KENAI HIGH SCHOOL TRACK AND FIELD IMPROVEMENTS**

1 **WHEREAS**, the Borough requested funding to replace or improve the track and fields at  
2 Soldotna and Kenai High Schools in the Borough’s 2012 legislative priorities; and

3 **WHEREAS**, Senate Bill 160, which appropriated funding to the Borough for the projects, was  
4 passed by the State Legislature and signed by the Governor on May 14, 2012; and

5 **WHEREAS**, the Alaska Department of Commerce, Community and Economic Development  
6 (“DCCED”) will provide a grant award in the amount of \$3,100,000 to the  
7 Borough for the track and field improvement projects;

8 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
9 **PENINSULA BOROUGH:**

10 **SECTION 1.** That the mayor is authorized to accept a grant from the Alaska Department of  
11 Commerce, Community and Economic Development in the amount of \$3,100,000  
12 for the Soldotna High and Kenai High School track and field improvement  
13 projects and is authorized to execute a grant agreement and any other documents  
14 deemed necessary to accept and expend the grant and to fulfill the intents and  
15 purposes of this ordinance.

16 **SECTION 2.** That funds in the amount of \$3,100,000 are appropriated to  
17 400.78050.13556.49999 - project account number.

1 **SECTION 3.** That due to the length and nature of this project, the appropriations established  
2 through this ordinance shall not lapse at the end of any particular fiscal year.

3 **SECTION 4.** This ordinance shall become effective immediately upon its enactment.

4 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
5 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:

Introduced by: Mayor  
Date: 06/19/12  
Hearing: 08/07/12  
Action:  
Vote:

**KENAI PENINSULA BOROUGH  
ORDINANCE 2012-19-10**

**AN ORDINANCE ACCEPTING AND APPROPRIATING A GRANT IN THE AMOUNT  
OF \$1,625,000 FROM THE STATE OF ALASKA FOR SECURITY CAMERA SYSTEMS  
IN BOROUGH-OWNED FACILITIES**

1 **WHEREAS**, the Borough requested funding to install security camera systems in borough-  
2 owned facilities in the Borough's 2012 legislative priorities; and

3 **WHEREAS**, Senate Bill 160, which appropriated funding to the Borough for the project, was  
4 passed by the State Legislature and signed by the Governor on May 14, 2012; and

5 **WHEREAS**, the Alaska Department of Commerce, Community and Economic Development  
6 ("DCCED") will provide a grant award in the amount of \$1,625,000 to the  
7 Borough for the project;

8 **NOW, THEREFORE, BE IT ORDAINED BY THE ASSEMBLY OF THE KENAI**  
9 **PENINSULA BOROUGH:**

10 **SECTION 1.** That the mayor is authorized to accept a grant from the Alaska Department of  
11 Commerce, Community and Economic Development in the amount of \$1,625,000  
12 for the security camera systems project and is authorized to execute a grant  
13 agreement and any other documents deemed necessary to accept and expend the  
14 grant and to fulfill the intents and purposes of this ordinance.

15 **SECTION 2.** That funds in the amount of \$1,625,000 are appropriated to  
16 400.78050.13489.49999 - project account number.



1 **SECTION 3.** That due to the length and nature of this project, the appropriations established  
2 through this ordinance shall not lapse at the end of any particular fiscal year.

3 **SECTION 4.** This ordinance shall become effective immediately upon its enactment.

4 **ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS \***  
5 **DAY OF \* 2012.**

\_\_\_\_\_  
Gary Knopp, Assembly President

ATTEST:

\_\_\_\_\_  
Johni Blankenship, Borough Clerk

Yes:

No:

Absent:

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

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Report Code: BAT\_GL\_DEPEXP - 102579

ACCOUNT NUMBER		ACCOUNT NAME		SHORT NAME				DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME				
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
100-70-4511-0000-3240			100-70-SCH BOARD-GENL-SUPPT STAFF						
JE	07/29/2011	12500132	PAYROLL - 07/29/2011					3,061.95	0.00
JE	08/31/2011	12500882	PAYROLL - 08/31/2011					3,089.52	0.00
JE	09/30/2011	12501858	PAYROLL - 09/30/2011					3,383.76	0.00
JE	10/31/2011	12502912	PAYROLL - 10/31/2011					3,089.52	0.00
JE	11/30/2011	12503918	PAYROLL - 11/30/2011					3,236.64	0.00
JE	12/30/2011	12504575	PAYROLL - 12/30/2011					3,236.64	0.00
JE	01/31/2012	12505422	PAYROLL - 01/31/2012					3,089.52	0.00
JE	02/29/2012	12506380	PAYROLL - 02/29/2012					3,383.76	0.00
JE	03/30/2012	12507124	PAYROLL - 03/30/2012					3,089.52	0.00
JE	04/30/2012	12508046	PAYROLL - 04/30/2012					3,089.52	0.00
JE	05/31/2012	12508957	PAYROLL - 05/31/2012					3,089.52	0.00
BA	06/27/2012	1777	Revise budget to actual salary expenditure					227.00	0.00
JE	06/29/2012	12509582	PAYROLL - 06/29/2012					3,638.08	0.00
100-70-4511-0000-3240			38,251.00	38,478.00	4,955.60	38,477.95	38,477.95	-4,955.55	-12.88
100-70-4511-0000-3291			100-70-SCH BOARD-GENL-SUB/SUPPT						
BA	06/13/2012	1712	Substitute and temp salaries to actual					-320.00	0.00
100-70-4511-0000-3291			320.00	0.00	0.00	0.00	0.00	0.00	0.00
100-70-4511-0000-3294			100-70-SCH BOARD-GENL-TEMP SPPT						
JE	11/30/2011	12503918	PAYROLL - 11/30/2011					210.13	0.00
BA	06/13/2012	1712	Substitute and temp salaries to actual					210.00	0.00
100-70-4511-0000-3294			0.00	210.00	0.00	210.13	210.13	-0.13	-0.06
100-70-4511-0000-3295			100-70-SCH BOARD-GENL-OT SUPPT						
JE	11/30/2011	12503918	PAYROLL - 11/30/2011					301.67	0.00
BA	12/09/2011	455	12/5/11 Revision					-150.00	0.00
BA	06/13/2012	1712	Substitute and temp salaries to actual					302.00	0.00
100-70-4511-0000-3295			150.00	302.00	0.00	301.67	301.67	0.33	0.11
100-70-4511-0000-3300			100-70-SCH BOARD-GENL-LEAVE/SUPPT						
JE	06/29/2012	12509582	PAYROLL - 06/29/2012					32,066.39	0.00
JE	06/30/2012	12509655	FY 2012 Annual Leave Liability					0.00	7,877.23
100-70-4511-0000-3300			566.00	566.00	0.00	24,189.16	24,189.16	-23,623.16	-4,173.70

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

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ACCOUNT NUMBER		ACCOUNT NAME		SHORT NAME				DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME				
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
100-70-4511-0000-3511			100-70-SCH BOARD-GENL-HEALTH CARE						
JE	07/29/2011	12500133	BENEFITS - 07/29/2011					6,132.56	0.00
JE	08/31/2011	12500883	BENEFITS - 08/31/2011					3,902.50	0.00
JE	09/30/2011	12501859	BENEFITS - 09/30/2011					5,017.50	0.00
JE	10/31/2011	12502913	BENEFITS - 10/31/2011					5,017.50	0.00
JE	11/30/2011	12503919	BENEFITS - 11/30/2011					5,017.50	0.00
BA	12/09/2011	457	12/5/11 Revision					-13,116.00	0.00
JE	12/30/2011	12504576	BENEFITS - 12/30/2011					5,017.50	0.00
JE	01/31/2012	12505426	BENEFITS - 01/31/2012					5,017.50	0.00
JE	02/29/2012	12506381	BENEFITS - 02/29/2012					5,017.50	0.00
JE	03/30/2012	12507125	BENEFITS - 03/30/2012					5,017.50	0.00
JE	04/30/2012	12508047	BENEFITS - 04/30/2012					5,017.50	0.00
JE	05/31/2012	12508958	BENEFITS - 05/31/2012					5,017.50	0.00
JE	06/29/2012	12509583	BENEFITS - 06/29/2012					5,017.50	0.00
100-70-4511-0000-3511			73,326.00	60,210.00	5,017.50	60,210.06	60,210.06	-5,017.56	-8.33
100-70-4511-0000-3512			100-70-SCH BOARD-GENL-LIFE INS						
JE	07/29/2011	12500133	BENEFITS - 07/29/2011					5.01	0.00
JE	08/31/2011	12500883	BENEFITS - 08/31/2011					5.00	0.00
JE	09/30/2011	12501859	BENEFITS - 09/30/2011					5.00	0.00
JE	10/31/2011	12502913	BENEFITS - 10/31/2011					5.00	0.00
JE	11/30/2011	12503919	BENEFITS - 11/30/2011					5.00	0.00
JE	12/30/2011	12504576	BENEFITS - 12/30/2011					5.00	0.00
JE	01/31/2012	12505426	BENEFITS - 01/31/2012					5.00	0.00
JE	02/29/2012	12506381	BENEFITS - 02/29/2012					5.00	0.00
JE	03/30/2012	12507125	BENEFITS - 03/30/2012					5.00	0.00
JE	04/30/2012	12508047	BENEFITS - 04/30/2012					5.00	0.00
JE	05/31/2012	12508958	BENEFITS - 05/31/2012					5.00	0.00
BA	06/28/2012	1780	Revise budgets to actual benefit expenditures					-54.00	0.00
JE	06/29/2012	12509583	BENEFITS - 06/29/2012					5.00	0.00
100-70-4511-0000-3512			115.00	61.00	5.01	60.01	60.01	-4.02	-6.59
100-70-4511-0000-3520			100-70-SCH BOARD-GENL-UNEMPLT INS						
JE	06/26/2012	12509592	FY12 Unemployment					93.31	0.00

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

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TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME				
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
BA	06/28/2012	1781	Revise budgets to actual benefit expenditures					-22.00	0.00
100-70-4511-0000-3520			116.00	94.00	0.00	93.31	93.31	0.69	0.73
100-70-4511-0000-3542			100-70-SCH BOARD-GENL-FICA SUPPRT						
JE	07/29/2011	12500133	BENEFITS - 07/29/2011					319.79	0.00
JE	08/31/2011	12500883	BENEFITS - 08/31/2011					366.24	0.00
JE	09/30/2011	12501859	BENEFITS - 09/30/2011					366.56	0.00
JE	10/31/2011	12502913	BENEFITS - 10/31/2011					344.05	0.00
JE	11/30/2011	12503919	BENEFITS - 11/30/2011					390.22	0.00
JE	12/30/2011	12504576	BENEFITS - 12/30/2011					355.77	0.00
JE	01/31/2012	12505426	BENEFITS - 01/31/2012					344.05	0.00
JE	02/29/2012	12506381	BENEFITS - 02/29/2012					366.56	0.00
JE	03/30/2012	12507125	BENEFITS - 03/30/2012					344.05	0.00
JE	04/30/2012	12508047	BENEFITS - 04/30/2012					344.05	0.00
JE	05/31/2012	12508958	BENEFITS - 05/31/2012					344.05	0.00
BA	06/28/2012	1783	Revise budgets to actual benefit expenditures					3,774.00	0.00
JE	06/29/2012	12509583	BENEFITS - 06/29/2012					2,838.69	0.00
100-70-4511-0000-3542			2,951.00	6,725.00	87.32	6,724.08	6,724.08	-86.40	-1.28
100-70-4511-0000-3560			100-70-SCH BOARD-GENL-PERS RETIREM						
JE	07/29/2011	12500133	BENEFITS - 07/29/2011					1,091.70	0.00
JE	08/31/2011	12500883	BENEFITS - 08/31/2011					1,097.69	0.00
JE	09/30/2011	12501859	BENEFITS - 09/30/2011					1,162.42	0.00
JE	10/31/2011	12502913	BENEFITS - 10/31/2011					1,097.69	0.00
JE	11/30/2011	12503919	BENEFITS - 11/30/2011					1,242.58	0.00
JE	12/30/2011	12504576	BENEFITS - 12/30/2011					1,130.06	0.00
JE	01/31/2012	12505426	BENEFITS - 01/31/2012					1,097.69	0.00
JE	02/29/2012	12506381	BENEFITS - 02/29/2012					1,162.42	0.00
JE	03/30/2012	12507125	BENEFITS - 03/30/2012					1,097.69	0.00
JE	04/30/2012	12508047	BENEFITS - 04/30/2012					1,097.69	0.00
JE	05/31/2012	12508958	BENEFITS - 05/31/2012					1,097.69	0.00
BA	06/28/2012	1784	Revise budgets to actual benefit expenditures					5,179.00	0.00
BA	06/28/2012	1784	Revise budgets to actual benefit expenditures					-5,179.00	0.00
BA	06/28/2012	1784	Revise budgets to actual benefit expenditures					5,179.00	0.00

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

Report Code: BAT\_GL\_DEPEXP - 102579

ACCOUNT NUMBER			ACCOUNT NAME	SHORT NAME					DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME					
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT	
JE	06/29/2012	12509583	BENEFITS - 06/29/2012					1,218.47	0.00	
100-70-4511-0000-3560			8,415.00	13,594.00	502.21	13,593.79	13,593.79	-502.00	-3.69	
100-70-4511-0000-4100			100-70-SCH BOARD-GENL-PRO-TECH SVC							
BA	06/11/2012	1698	To purchase online parliamentarian class					150.00	0.00	
BA	06/11/2012	1698	To purchase online parliamentarian class					-150.00	0.00	
BA	06/11/2012	1698	online parliamentarian class					150.00	0.00	
AP	06/29/2012	12346579	Online parliamentarian courses	FBV-1444	BMO MASTERCARD			150.00	0.00	
100-70-4511-0000-4100			0.00	150.00	0.00	150.00	150.00	0.00	0.00	
100-70-4511-0000-4140			100-70-SCH BOARD-GENL-PRO-TECH LEG							
AP	08/01/2011	12301201	Legal fees through May 31, 2011			JERMAIN DUNNAGAN & OWENS PC		3,053.67	0.00	
AP	08/01/2011	12301201	Legal fees through May 31, 2011			JERMAIN DUNNAGAN & OWENS PC		-3,053.67	0.00	
AP	08/01/2011	12301201	Legal fees through May 31, 2011	FBV-148217		JERMAIN DUNNAGAN & OWENS PC		3,053.67	0.00	
AP	08/01/2011	12301201	Legal fees through May 31, 2011	FBV-148217		JERMAIN DUNNAGAN & OWENS PC		-3,053.67	0.00	
AP	08/01/2011	12301201	Legal fees through May 31, 2011	FBV-148217		JERMAIN DUNNAGAN & OWENS PC		3,053.67	0.00	
AP	08/01/2011	12301202	Legal fees through June 30, 2011			JERMAIN DUNNAGAN & OWENS PC		5,989.76	0.00	
AP	08/01/2011	12301202	Legal fees through June 30, 2011			JERMAIN DUNNAGAN & OWENS PC		-5,989.76	0.00	
AP	08/01/2011	12301202	Legal fees through June 30, 2011	FBV-148217		JERMAIN DUNNAGAN & OWENS PC		5,989.76	0.00	
AP	08/01/2011	12301202	Legal fees through June 30, 2011	FBV-148217		JERMAIN DUNNAGAN & OWENS PC		-5,989.76	0.00	
AP	08/01/2011	12301202	Legal fees through June 30, 2011	FBV-148217		JERMAIN DUNNAGAN & OWENS PC		5,989.76	0.00	
CD	08/18/2011	12400962	OVERPMT REFUND INV 183199					0.00	1,765.77	
AP	09/21/2011	12306096	Legal fees through August 31, 2011			JERMAIN DUNNAGAN & OWENS PC		1,326.00	0.00	
AP	09/21/2011	12306096	Legal fees through August 31, 2011			JERMAIN DUNNAGAN & OWENS PC		-1,326.00	0.00	
AP	09/21/2011	12306096	Legal fees through August 31, 2011	FBV-150096		JERMAIN DUNNAGAN & OWENS PC		1,326.00	0.00	
AP	09/21/2011	12306096	Legal fees through August 31, 2011	FBV-150096		JERMAIN DUNNAGAN & OWENS PC		-1,326.00	0.00	
AP	09/21/2011	12306096	Legal fees through August 31, 2011	FBV-150096		JERMAIN DUNNAGAN & OWENS PC		1,326.00	0.00	
AP	10/24/2011	12311003	Legal fees through September 30, 2011			JERMAIN DUNNAGAN & OWENS PC		3,240.98	0.00	
AP	10/24/2011	12311003	Legal fees through September 30, 2011			JERMAIN DUNNAGAN & OWENS PC		-3,240.98	0.00	
AP	10/24/2011	12311003	Legal fees through September 30, 2011	FBV-152241		JERMAIN DUNNAGAN & OWENS PC		3,240.98	0.00	
AP	10/24/2011	12311003	Legal fees through September 30, 2011	FBV-152241		JERMAIN DUNNAGAN & OWENS PC		-3,240.98	0.00	
AP	10/24/2011	12311003	Legal fees through September 30, 2011	FBV-152241		JERMAIN DUNNAGAN & OWENS PC		3,240.98	0.00	
AP	11/30/2011	12316941	Legal fees through October 31, 2011			JERMAIN DUNNAGAN & OWENS PC		370.50	0.00	
AP	11/30/2011	12316941	Legal fees through October 31, 2011			JERMAIN DUNNAGAN & OWENS PC		-370.50	0.00	
AP	11/30/2011	12316941	Legal fees through October 31, 2011	FBV-153696		JERMAIN DUNNAGAN & OWENS PC		370.50	0.00	

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

Report Code: BAT\_GL\_DEPEXP - 102579

ACCOUNT NUMBER			ACCOUNT NAME	SHORT NAME					DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME					
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT	
AP	11/30/2011	12316941	Legal fees through October 31, 2011		FBV-153696	JERMAIN DUNNAGAN & OWENS PC		-370.50	0.00	
AP	11/30/2011	12316941	Legal fees through October 31, 2011		FBV-153696	JERMAIN DUNNAGAN & OWENS PC		370.50	0.00	
AP	12/19/2011	12320072	Legal fees through November 30, 2011			JERMAIN DUNNAGAN & OWENS PC		1,014.00	0.00	
AP	12/19/2011	12320072	Legal fees through November 30, 2011		FBV-154315	JERMAIN DUNNAGAN & OWENS PC		1,014.00	0.00	
AP	12/19/2011	12320072	Legal fees through November 30, 2011		FBV-154315	JERMAIN DUNNAGAN & OWENS PC		-1,014.00	0.00	
AP	12/19/2011	12320072	Legal fees through November 30, 2011		FBV-154315	JERMAIN DUNNAGAN & OWENS PC		1,014.00	0.00	
AP	12/19/2011	12320072	Legal fees through November 30, 2011			JERMAIN DUNNAGAN & OWENS PC		-1,014.00	0.00	
BA	01/12/2012	588	Purchase software & cover increased travel costs					-5,195.00	0.00	
BA	01/12/2012	588	Purchase software & cover increased travel costs					5,195.00	0.00	
BA	01/12/2012	588	Purchase software, advertising & travel costs					-5,195.00	0.00	
AP	01/24/2012	12323872	Legal fees through December 31, 2011			JERMAIN DUNNAGAN & OWENS PC		2,125.80	0.00	
AP	01/24/2012	12323872	Legal fees through December 31, 2011			JERMAIN DUNNAGAN & OWENS PC		-2,125.80	0.00	
AP	01/24/2012	12323872	Legal fees through December 31, 2011		FBV-155724	JERMAIN DUNNAGAN & OWENS PC		2,125.80	0.00	
AP	02/22/2012	12327621	Legal fees through January 31, 2012			JERMAIN DUNNAGAN & OWENS PC		2,952.42	0.00	
AP	02/22/2012	12327621	Legal fees through January 31, 2012			JERMAIN DUNNAGAN & OWENS PC		-2,952.42	0.00	
AP	02/22/2012	12327621	Legal fees through January 31, 2012		FBV-157000	JERMAIN DUNNAGAN & OWENS PC		2,952.42	0.00	
AP	03/22/2012	12331842	Legal fees through February 29, 2012			JERMAIN DUNNAGAN & OWENS PC		5,996.37	0.00	
AP	03/22/2012	12331842	Legal fees through February 29, 2012			JERMAIN DUNNAGAN & OWENS PC		-5,996.37	0.00	
AP	03/22/2012	12331842	Legal fees through February 29, 2012		FBV-158131	JERMAIN DUNNAGAN & OWENS PC		5,996.37	0.00	
AP	04/24/2012	12336184	Legal fees through March 31, 2012			JERMAIN DUNNAGAN & OWENS PC		3,509.43	0.00	
AP	04/24/2012	12336184	Legal fees through March 31, 2012			JERMAIN DUNNAGAN & OWENS PC		-3,509.43	0.00	
AP	04/24/2012	12336184	Legal fees through March 31, 2012		FBV-159835	JERMAIN DUNNAGAN & OWENS PC		3,509.43	0.00	
AP	05/21/2012	12341300	Legal fees through April 30, 2012			JERMAIN DUNNAGAN & OWENS PC		2,317.05	0.00	
AP	05/21/2012	12341300	Legal fees through April 30, 2012			JERMAIN DUNNAGAN & OWENS PC		-2,317.05	0.00	
AP	05/21/2012	12341300	Legal fees through April 30, 2012		FBV-160909	JERMAIN DUNNAGAN & OWENS PC		2,317.05	0.00	
BA	06/11/2012	1698	To purchase online parliamentarian class					-150.00	0.00	
BA	06/11/2012	1698	To purchase online parliamentarian class					150.00	0.00	
BA	06/11/2012	1698	online parliamentarian class					-150.00	0.00	
BA	06/11/2012	1699	To purchase mileage expense for June brd meetings					-860.00	0.00	
BA	06/11/2012	1699	To purchase mileage expense for June brd meetings					860.00	0.00	
BA	06/11/2012	1699	mileage expense					-860.00	0.00	
BA	06/11/2012	1700	To purchase hotel/airfare for June brd meetings					-870.00	0.00	
BA	06/11/2012	1700	To purchase hotel/airfare for June brd meetings					870.00	0.00	
BA	06/11/2012	1700	hotel/airfare					-870.00	0.00	

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

Report Code: BAT\_GL\_DEPEXP - 102579

ACCOUNT NUMBER		ACCOUNT NAME		SHORT NAME				DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME				
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
BA	06/11/2012	1701	To purchase airfare/hotel for AASA fly-in mtg					-890.00	0.00
BA	06/11/2012	1701	To purchase airfare/hotel for AASA fly-in mtg					890.00	0.00
BA	06/11/2012	1701	airfare/hotel for AASA fly-in mtg					-890.00	0.00
AP	06/12/2012	12345113	Initial Administrative Fee	FBV-161741	AMERICAN ARBITRATION ASSOC			100.00	0.00
AP	06/12/2012	12345113	Initial Administrative Fee		AMERICAN ARBITRATION ASSOC			-100.00	0.00
AP	06/12/2012	12345113	Initial Administrative Fee		AMERICAN ARBITRATION ASSOC			100.00	0.00
AP	06/12/2012	12345114	Initial Administrative Fee		AMERICAN ARBITRATION ASSOC			100.00	0.00
AP	06/12/2012	12345114	Initial Administrative Fee		AMERICAN ARBITRATION ASSOC			-100.00	0.00
AP	06/12/2012	12345114	Initial Administrative Fee	FBV-161741	AMERICAN ARBITRATION ASSOC			100.00	0.00
AP	06/22/2012	12346043	Legal fees		JERMAIN DUNNAGAN & OWENS PC			4,715.74	0.00
AP	06/22/2012	12346043	Legal fees		JERMAIN DUNNAGAN & OWENS PC			-4,715.74	0.00
AP	06/22/2012	12346043	Legal fees	FBV-162254	JERMAIN DUNNAGAN & OWENS PC			4,715.74	0.00
100-70-4511-0000-4140			100,000.00	92,035.00	0.00	35,045.95	35,045.95	56,989.05	61.92
100-70-4511-0000-4201			100-70-SCH BOARD-GENL-MEALS						
JE	07/11/2011	12500046	FY11 A/P Listing					0.00	12.00
AP	07/13/2011	12300198	TRAVEL-MEALS	FBV-147744	HOHL, LYNN			12.00	0.00
AP	08/03/2011	12301094	TRAVEL-MEALS	FBV-148099	HOHL, LYNN			5.00	0.00
AP	09/10/2011	12304471	Dinner for SB on August 8	FBV-1370	BMO MASTERCARD			225.00	0.00
AP	10/24/2011	12311006	Cater School Board dinner - June 6, 2011		TOPS #196			225.00	0.00
AP	10/24/2011	12311006	Cater School Board dinner - June 6, 2011		TOPS #196			-225.00	0.00
AP	10/24/2011	12311006	Cater School Board dinner - June 6, 2011	FBV-152946	TOPS #196			225.00	0.00
AP	10/24/2011	12311006	Cater School Board dinner - June 6, 2011	FBV-152946	TOPS #196			-225.00	0.00
AP	10/24/2011	12311006	Cater School Board dinner - June 6, 2011	FBV-152946	TOPS #196			225.00	0.00
AP	11/16/2011	12315500	TRAVEL-MEALS	FBV-152701	HOHL, LYNN			125.00	0.00
JE	12/02/2011	12504100	SNS Invoice 12-102					119.00	0.00
JE	12/06/2011	12504386	Professional development travel					0.00	125.00
AP	12/07/2011	12316898	TRAVEL - MEALS	FBV-153680	HILTS, EDITH-HELEN			12.00	0.00
AP	12/14/2011	12317786	TRAVEL - MEALS	FBV-153978	HOHL, LYNN			32.00	0.00
AP	12/14/2011	12319602	TRAVEL - MEALS	FBV-154146	TACHICK, SALLY			96.00	0.00
JE	02/01/2012	12505585	701202-SNS Invoice 12-104					153.00	0.00
JE	02/01/2012	12505587	701203-SNS Invoice #12-105					170.00	0.00
JE	02/01/2012	12505591	701204-SNS Invoice #12-107					136.00	0.00
AP	02/08/2012	12326195	TRAVEL-MEALS	FBV-156028	HILTS, EDITH-HELEN			32.00	0.00

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

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ACCOUNT NUMBER		ACCOUNT NAME		SHORT NAME				DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME				
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
JE	02/24/2012	12506292	701205-SNS Invoice 12-108					119.00	0.00
JE	04/06/2012	12507550	701206 SNS Invoice 12-110					153.00	0.00
AP	04/12/2012	12334772	TRAVEL-MEALS	FBV-158716	DOWNING, ELIZABETH			208.00	0.00
AP	05/10/2012	12338406	Dinner for School Board on May 7 in Seward		ROME TRAVEL CLUB			285.00	0.00
AP	05/10/2012	12338406	Dinner for School Board on May 7 in Seward		ROME TRAVEL CLUB			-285.00	0.00
AP	05/10/2012	12338406	Dinner for School Board on May 7 in Seward	FBV-160697	ROME TRAVEL CLUB			285.00	0.00
JE	05/17/2012	12508768	701207-SNS Invoice #12-112					170.00	0.00
AP	05/31/2012	12341915	TRAVEL-MEALS	FBV-161201	HILTS, EDITH-HELEN			44.00	0.00
AP	06/07/2012	12342863	Catering charges for 6/4 school board meeting		TOPS #196			240.00	0.00
AP	06/07/2012	12342863	Catering charges for 6/4 school board meeting		TOPS #196			-240.00	0.00
AP	06/07/2012	12342863	Catering charges for 6/4 school board meeting	FBV-161985	TOPS #196			240.00	0.00
100-70-4511-0000-4201			3,500.00	3,500.00	0.00	2,424.00	2,424.00	1,076.00	30.74
100-70-4511-0000-4202			100-70-SCH BOARD-GENL-MILEAGE						
AP	08/03/2011	12301092	TRAVEL-MILEAGE	FBV-148076	CRAWFORD, LORRAINE			12.75	0.00
AP	08/03/2011	12301093	TRAVEL-MILEAGE	FBV-148098	HILTS, EDITH-HELEN			76.50	0.00
AP	08/03/2011	12301094	TRAVEL-MILEAGE	FBV-148099	HOHL, LYNN			93.84	0.00
AP	08/03/2011	12301095	TRAVEL-MILEAGE	FBV-148080	DOWNING, ELIZABETH			76.50	0.00
AP	08/17/2011	12302142	TRAVEL-MILEAGE	FBV-148356	CRAWFORD, LORRAINE			12.75	0.00
AP	08/17/2011	12302143	TRAVEL-MILEAGE	FBV-148366	DOWNING, ELIZABETH			76.50	0.00
AP	08/17/2011	12302146	TRAVEL-MILEAGE	FBV-148418	HOHL, LYNN			93.84	0.00
AP	08/17/2011	12302147	TRAVEL-MILEAGE	FBV-148419	HOLT, WILLIAM			18.87	0.00
AP	08/31/2011	12302827	TRAVEL-MILEAGE	FBV-148917	HILTS, EDITH-HELEN			76.50	0.00
AP	08/31/2011	12302828	TRAVEL-MILEAGE	FBV-148917	HILTS, EDITH-HELEN			82.62	0.00
AP	09/28/2011	12306102	TRAVEL-MILEAGE	FBV-149970	ARNESS, JOE			96.90	0.00
JE	10/10/2011	12502268	CORRECTION TO 9/28/11 MILEAGE EXPENSES					76.50	0.00
JE	10/10/2011	12502268	CORRECTION TO 9/28/11 MILEAGE EXPENSES					85.68	0.00
JE	10/10/2011	12502268	CORRECTION TO 9/28/11 MILEAGE EXPENSES					12.75	0.00
AP	10/26/2011	12311209	TRAVEL-MILEAGE	FBV-151423	HOHL, LYNN			95.88	0.00
AP	10/26/2011	12311212	TRAVEL-MILEAGE	FBV-151271	ARNESS, JOE			20.40	0.00
AP	10/26/2011	12311213	TRAVEL-MILEAGE	FBV-151367	DOWNING, ELIZABETH			76.50	0.00
AP	11/02/2011	12311426	TRAVEL-MILEAGE	FBV-151796	HILTS, EDITH-HELEN			76.50	0.00
AP	11/16/2011	12315500	TRAVEL-MILEAGE	FBV-152701	HOHL, LYNN			186.66	0.00
AP	11/30/2011	12316383	TRAVEL - MILEAGE	FBV-153412	ERNST, ANNALEAH			65.48	0.00

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

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TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME					
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT	
AP	11/30/2011	12316385	TRAVEL - MILEAGE		FBV-153430	HOLT, WILLIAM		18.87	0.00	
AP	11/30/2011	12316388	TRAVEL - MILEAGE		FBV-153375	ARNESS, JOE		20.40	0.00	
AP	11/30/2011	12316390	TRAVEL - MILEAGE		FBV-153399	CRAWFORD, LORRAINE		12.75	0.00	
AP	11/30/2011	12316393	TRAVEL - MILEAGE		FBV-153406	DOWNING, ELIZABETH		76.50	0.00	
JE	12/06/2011	12504386	Professional development travel					0.00	186.66	
AP	12/14/2011	12317769	TRAVEL - MILEAGE		FBV-153927	DOWNING, ELIZABETH		76.50	0.00	
AP	12/14/2011	12317771	TRAVEL - MILEAGE		FBV-153863	ARNESS, JOE		20.40	0.00	
AP	12/14/2011	12317786	TRAVEL - MILEAGE		FBV-153978	HOHL, LYNN		93.84	0.00	
AP	12/14/2011	12317787	TRAVEL - MILEAGE		FBV-153982	HOLT, WILLIAM		18.87	0.00	
AP	12/14/2011	12317793	TRAVEL - MILEAGE		FBV-153937	ERNST, ANNALEAH		32.74	0.00	
AP	12/14/2011	12319602	TRAVEL - MILEAGE		FBV-154146	TACHICK, SALLY		153.00	0.00	
AP	12/21/2011	12320155	TRAVEL-MILEAGE		FBV-154301	HILTS, EDITH-HELEN		76.50	0.00	
AP	01/18/2012	12323015	TRAVEL - MILEAGE		FBV-155084	HOHL, LYNN		95.88	0.00	
AP	01/18/2012	12323016	TRAVEL - MILEAGE		FBV-155087	HOLT, WILLIAM		18.87	0.00	
AP	01/18/2012	12323022	TRAVEL - MILEAGE		FBV-154982	ARNESS, JOE		20.40	0.00	
AP	01/18/2012	12323023	TRAVEL - MILEAGE		FBV-155028	CRAWFORD, LORRAINE		12.75	0.00	
AP	01/18/2012	12323024	TRAVEL - MILEAGE		FBV-155034	DOWNING, ELIZABETH		76.50	0.00	
AP	01/18/2012	12323025	TRAVEL - MILEAGE		FBV-155066	GRAEFF, GRETCHEN E		32.74	0.00	
AP	02/08/2012	12326195	TRAVEL-MILEAGE		FBV-156028	HILTS, EDITH-HELEN		76.50	0.00	
AP	02/15/2012	12326396	TRAVEL - MILEAGE		FBV-156194	ARNESS, JOE		20.40	0.00	
AP	02/15/2012	12326404	TRAVEL - MILEAGE		FBV-156257	CRAWFORD, LORRAINE		12.75	0.00	
AP	02/15/2012	12326405	TRAVEL - MILEAGE		FBV-156277	DOWNING, ELIZABETH		76.50	0.00	
AP	02/15/2012	12326406	TRAVEL - MILEAGE		FBV-156310	GRAEFF, GRETCHEN E		32.74	0.00	
AP	02/15/2012	12326407	TRAVEL - MILEAGE		FBV-156332	HOLT, WILLIAM		18.87	0.00	
AP	02/22/2012	12326992	TRAVEL - MILEAGE		FBV-156671	HILTS, EDITH-HELEN		76.50	0.00	
AP	03/14/2012	12331150	TRAVEL-MILEAGE		FBV-157530	ARNESS, JOE		20.40	0.00	
AP	03/14/2012	12331181	TRAVEL-MILEAGE		FBV-157576	CRAWFORD, LORRAINE		12.75	0.00	
AP	03/14/2012	12331194	TRAVEL-MILEAGE		FBV-157581	DOWNING, ELIZABETH		76.50	0.00	
AP	03/14/2012	12331213	TRAVEL-MILEAGE		FBV-157608	GRAEFF, GRETCHEN E		28.56	0.00	
AP	03/14/2012	12331215	TRAVEL-MILEAGE		FBV-157624	HILTS, EDITH-HELEN		76.50	0.00	
AP	03/14/2012	12331216	TRAVEL-MILEAGE		FBV-157625	HOHL, LYNN		93.84	0.00	
AP	03/14/2012	12331217	TRAVEL-MILEAGE		FBV-157626	HOLT, WILLIAM		18.87	0.00	
AP	04/12/2012	12334771	TRAVEL-MILEAGE		FBV-158716	DOWNING, ELIZABETH		76.50	0.00	
AP	04/12/2012	12334776	TRAVEL-MILEAGE		FBV-158755	GRAEFF, GRETCHEN E		28.56	0.00	

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ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT	
AP	04/12/2012	12334779	TRAVEL-MILEAGE		FBV-158643	ARNESS, JOE		122.40	0.00	
AP	04/12/2012	12334784	TRAVEL-MILEAGE		FBV-158704	CRAWFORD, LORRAINE		12.24	0.00	
AP	04/12/2012	12334851	TRAVEL-MILEAGE		FBV-158779	HOHL, LYNN		93.84	0.00	
AP	04/12/2012	12334852	TRAVEL-MILEAGE		FBV-158783	HOLT, WILLIAM		16.32	0.00	
AP	04/26/2012	12336521	TRAVEL-MILEAGE		FBV-159449	HILTS, EDITH-HELEN		76.50	0.00	
AP	05/16/2012	12340508	TRAVEL-MILEAGE		FBV-160497	ANDERSON, MARTIN		91.02	0.00	
AP	05/16/2012	12340509	TRAVEL-MILEAGE		FBV-160504	ARNESS, JOE		117.66	0.00	
AP	05/16/2012	12340575	TRAVEL-MILEAGE		FBV-160553	CRAWFORD, LORRAINE		13.32	0.00	
AP	05/16/2012	12340622	TRAVEL-MILEAGE		FBV-160613	HOLT, WILLIAM		20.54	0.00	
AP	05/16/2012	12340624	TRAVEL-MILEAGE		FBV-160564	DOWNING, ELIZABETH		188.00	0.00	
AP	05/23/2012	12340929	TRAVEL-MILEAGE		FBV-160787	BRETT-VADLA, KAREN "PENNY"		104.34	0.00	
AP	05/23/2012	12341203	TRAVEL-MILEAGE		FBV-160889	HILTS, EDITH-HELEN		187.59	0.00	
BA	06/11/2012	1699	To purchase mileage expense for June brd meetings					860.00	0.00	
BA	06/11/2012	1699	To purchase mileage expense for June brd meetings					-860.00	0.00	
BA	06/11/2012	1699	mileage expense					860.00	0.00	
AP	06/13/2012	12345132	TRAVEL-MILEAGE		FBV-161793	CRAWFORD, LORRAINE		58.28	0.00	
AP	06/13/2012	12345135	TRAVEL-MILEAGE		FBV-161745	ARNESS, JOE		130.98	0.00	
AP	06/13/2012	12345209	TRAVEL-MILEAGE		FBV-161833	GRAEFF, GRETCHEN E		31.08	0.00	
AP	06/13/2012	12345271	TRAVEL-MILEAGE		FBV-161847	HILTS, EDITH-HELEN		83.25	0.00	
AP	06/13/2012	12345272	TRAVEL-MILEAGE		FBV-161849	HOHL, LYNN		104.34	0.00	
AP	06/13/2012	12345273	TRAVEL-MILEAGE		FBV-161850	HOLT, WILLIAM		18.87	0.00	
AP	06/13/2012	12345324	TRAVEL-MILEAGE		FBV-161767	BRETT-VADLA, KAREN		51.06	0.00	
100-70-4511-0000-4202			3,500.00	4,360.00	0.00	4,353.14	4,353.14	6.86	0.16	
100-70-4511-0000-4203			100-70-SCH BOARD-GENL-OTHR TRVL							
AP	08/10/2011	12301907	Routine Travel to SB meeting		FBV-1361	BMO MASTERCARD		105.00	0.00	
AP	08/10/2011	12301908	Routine travel to SB meeting		FBV-1361	BMO MASTERCARD		179.00	0.00	
AP	08/10/2011	12301909	Routine travel		FBV-1361	BMO MASTERCARD		101.97	0.00	
AP	09/10/2011	12304322	Routine Travel to SB Meeting		FBV-1370	BMO MASTERCARD		99.00	0.00	
AP	09/10/2011	12304323	Routine travel to SB meeting		FBV-1370	BMO MASTERCARD		105.00	0.00	
AP	09/10/2011	12304324	Routine travel to SB planning session		FBV-1370	BMO MASTERCARD		52.50	0.00	
AP	09/10/2011	12304325	Travel to reapportionment meeting		FBV-1370	BMO MASTERCARD		149.00	0.00	
AP	09/28/2011	12306099	TRAVEL-MILEAGE		FBV-149999	BRETT-VADLA, KAREN		76.50	0.00	
AP	09/28/2011	12306100	TRAVEL-MILEAGE		FBV-150079	HOLT, WILLIAM		85.68	0.00	

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AP	09/28/2011	12306101	TRAVEL-MILEAGE		FBV-150028	CRAWFORD, LORRAINE		12.75	0.00
JE	10/10/2011	12502268	CORRECTION TO 9/28/11 MILEAGE EXPENSES					0.00	76.50
JE	10/10/2011	12502268	CORRECTION TO 9/28/11 MILEAGE EXPENSES					0.00	85.68
JE	10/10/2011	12502268	CORRECTION TO 9/28/11 MILEAGE EXPENSES					0.00	12.75
AP	10/11/2011	12308103	Travel to DW Inservice and worksession		FBV-1377	BMO MASTERCARD		50.00	0.00
AP	10/11/2011	12308104	Routine travel for SB meetings		FBV-1377	BMO MASTERCARD		89.00	0.00
AP	10/11/2011	12308105	Routine travel to SB meeting		FBV-1377	BMO MASTERCARD		105.00	0.00
AP	11/10/2011	12313800	Routine travel to SB meeting		FBV-1384	BMO MASTERCARD		83.74	0.00
AP	11/10/2011	12313801	Routine travel for Board meetings		FBV-1384	BMO MASTERCARD		108.00	0.00
AP	11/10/2011	12313802	Routine travel for Board meetings		FBV-1384	BMO MASTERCARD		81.00	0.00
AP	11/10/2011	12313803	Routine travel for Board meetings		FBV-1384	BMO MASTERCARD		105.00	0.00
AP	11/10/2011	12313804	Routine travel for Board meetings		FBV-1384	BMO MASTERCARD		79.00	0.00
AP	11/10/2011	12313805	Routine travel to SB meeting		FBV-1384	BMO MASTERCARD		79.00	0.00
AP	12/11/2011	12318184	Routine travel to SB meeting		FBV-1391	BMO MASTERCARD		104.94	0.00
AP	12/11/2011	12318185	Routine travel to SB meeting		FBV-1391	BMO MASTERCARD		79.00	0.00
AP	12/11/2011	12318187	Routine travel to SB meeting		FBV-1391	BMO MASTERCARD		105.00	0.00
AP	12/11/2011	12318465	AASB Conf Hotel-Annaleah		FBV-1391	BMO MASTERCARD		209.20	0.00
AP	12/14/2011	12319602	TRAVEL - OTHER		FBV-154146	TACHICK, SALLY		246.00	0.00
JE	01/09/2012	12504766	Correct BMO travel expense					0.00	209.20
AP	01/10/2012	12321689	Routine travel SB meeting		FBV-1400	BMO MASTERCARD		-4.74	0.00
AP	01/10/2012	12321690	Routine travel SB meeting		FBV-1400	BMO MASTERCARD		-25.94	0.00
AP	01/10/2012	12321691	Routine travel SB meeting		FBV-1400	BMO MASTERCARD		79.00	0.00
AP	01/10/2012	12321693	Routine Board meeting travel		FBV-1400	BMO MASTERCARD		105.00	0.00
AP	01/10/2012	12321694	Routine Board meeting travel		FBV-1400	BMO MASTERCARD		158.00	0.00
AP	01/10/2012	12321695	Routine travel SB meeting		FBV-1400	BMO MASTERCARD		158.00	0.00
AP	02/08/2012	12326268	Registration - Sally Tachick			ASSOCIATION OF ALASKA SCHOOL B		350.00	0.00
AP	02/08/2012	12326268	Registration - Sally Tachick			ASSOCIATION OF ALASKA SCHOOL B		-350.00	0.00
AP	02/08/2012	12326268	Registration - Sally Tachick		FBV-156198	ASSOCIATION OF ALASKA SCHOOL B		350.00	0.00
AP	02/10/2012	12325186	Routine travel to SB meeting		FBV-1407	BMO MASTERCARD		79.00	0.00
AP	02/10/2012	12325187	Routine travel to SB meeting		FBV-1407	BMO MASTERCARD		79.00	0.00
AP	02/10/2012	12325188	Routine travel to SB meeting		FBV-1407	BMO MASTERCARD		105.00	0.00
AP	02/10/2012	12325189	Routine travel to SB meeting		FBV-1407	BMO MASTERCARD		79.00	0.00
AP	02/10/2012	12325190	Routine travel to SB meeting		FBV-1407	BMO MASTERCARD		79.00	0.00
AP	03/12/2012	12329680	Routine Travel to SB meetings		FBV-1414	BMO MASTERCARD		79.00	0.00

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AP	03/12/2012	12329681	Routine travel to SB meeting		FBV-1414	BMO MASTERCARD		120.00	0.00
AP	03/12/2012	12329682	Routine travel to SB meeting		FBV-1414	BMO MASTERCARD		79.00	0.00
AP	03/12/2012	12329683	Routine travel - Administrator meeting		FBV-1414	BMO MASTERCARD		79.00	0.00
AP	03/12/2012	12329685	Routine travel to SB meeting		FBV-1414	BMO MASTERCARD		79.00	0.00
AP	03/14/2012	12331215	TRAVEL-OTHER		FBV-157624	HILTS, EDITH-HELEN		25.00	0.00
CD	04/05/2012	12419513	ANDERSON, M					0.00	381.12
AP	04/10/2012	12333538	Car rental		FBV-1421	BMO MASTERCARD		381.12	0.00
AP	04/10/2012	12333552	Books		FBV-1421	BMO MASTERCARD		40.00	0.00
AP	04/10/2012	12333562	Routine travel to SB meeting		FBV-1421	BMO MASTERCARD		79.00	0.00
AP	04/10/2012	12333563	Routine travel to SB meeting		FBV-1421	BMO MASTERCARD		120.00	0.00
AP	04/10/2012	12333564	Routine travel for SB business		FBV-1421	BMO MASTERCARD		79.00	0.00
AP	04/10/2012	12333565	Routine travel for SB meeting		FBV-1421	BMO MASTERCARD		158.00	0.00
AP	04/10/2012	12333566	Routine travel to SB meeting		FBV-1421	BMO MASTERCARD		79.00	0.00
AP	05/11/2012	12338817	Routine Travel to SB meeting		FBV-1428	BMO MASTERCARD		83.74	0.00
AP	05/11/2012	12338821	Routine travel to SB meeting		FBV-1428	BMO MASTERCARD		120.00	0.00
AP	05/11/2012	12338822	Hotel for SB meeting		FBV-1428	BMO MASTERCARD		79.00	0.00
AP	05/11/2012	12338824	Routine Travel to SB meeting		FBV-1428	BMO MASTERCARD		79.00	0.00
BA	06/11/2012	1700	To purchase hotel/airfare for June brd meetings					870.00	0.00
BA	06/11/2012	1700	To purchase hotel/airfare for June brd meetings					-870.00	0.00
BA	06/11/2012	1700	hotel/airfare					870.00	0.00
AP	06/11/2012	12343526	Routine travel for SB meeting		FBV-1435	BMO MASTERCARD		-4.74	0.00
AP	06/11/2012	12343527	Routine Travel to SB meeting		FBV-1435	BMO MASTERCARD		104.94	0.00
AP	06/11/2012	12343530	Routine travel to Board meeting		FBV-1435	BMO MASTERCARD		120.00	0.00
AP	06/11/2012	12343531	Routine travel to SB meeting		FBV-1435	BMO MASTERCARD		99.00	0.00
AP	06/11/2012	12343532	Travel to graduation ceremonies		FBV-1435	BMO MASTERCARD		120.00	0.00
AP	06/11/2012	12343533	Travel to graduation ceremonies		FBV-1435	BMO MASTERCARD		69.00	0.00
AP	06/29/2012	12346526	Routine travel to graduations		FBV-1444	BMO MASTERCARD		102.00	0.00
AP	06/29/2012	12346623	Hotel for SB meeting		FBV-1444	BMO MASTERCARD		-5.94	0.00
AP	06/29/2012	12346646	Routine travel to graduations		FBV-1444	BMO MASTERCARD		102.00	0.00
AP	06/29/2012	12346912	Routine travel to SB meeting		FBV-1444	BMO MASTERCARD		120.00	0.00
AP	06/29/2012	12346955	Hotel for SB meeting		FBV-1444	BMO MASTERCARD		149.00	0.00
AP	06/29/2012	12346956	Hotel for SB planning mtg		FBV-1444	BMO MASTERCARD		149.00	0.00
AP	06/29/2012	12346971	Hotel for SB planning mtg		FBV-1444	BMO MASTERCARD		149.00	0.00

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AP	06/29/2012	12347076	Routine Board travel	FBV-1444	BMO MASTERCARD			120.00	0.00
100-70-4511-0000-4203			3,928.00	4,798.00	0.00	6,117.47	6,117.47	-1,319.47	-27.50
100-70-4511-0000-4331			100-70-SCH BOARD-GENL-POSTAGE						
AP	08/10/2011	12301759	POSTAGE	FBV-148223	KENAI PENINSULA BOROUGH			0.88	0.00
AP	10/19/2011	12310387	POSTAGE	FBV-151037	KENAI PENINSULA BOROUGH			1.52	0.00
AP	12/20/2011	12320126	POSTAGE		KENAI PENINSULA BOROUGH			3.96	0.00
AP	12/20/2011	12320126	POSTAGE		KENAI PENINSULA BOROUGH			-3.96	0.00
AP	12/20/2011	12320126	POSTAGE		KENAI PENINSULA BOROUGH			3.96	0.00
AP	12/20/2011	12320126	POSTAGE		KENAI PENINSULA BOROUGH			-3.96	0.00
AP	12/28/2011	12320397	POSTAGE	FBV-154548	KENAI PENINSULA BOROUGH			3.96	0.00
AP	01/18/2012	12323302	POSTAGE	FBV-155113	KENAI PENINSULA BOROUGH			0.88	0.00
AP	04/12/2012	12335063	POSTAGE	FBV-158812	KENAI PENINSULA BOROUGH			0.45	0.00
100-70-4511-0000-4331			1,500.00	1,500.00	0.00	7.69	7.69	1,492.31	99.49
100-70-4511-0000-4402			100-70-SCH BOARD-GENL-PURCH SVC						
PO	06/30/2011	1220419	Advertising services		PENINSULA CLARION			4,000.00	0.00
BA	07/01/2011	3	PO'S BROUGHT FORWARD					130.09	0.00
PO	07/01/2011	1120291	PO'S BROUGHT FORWARD		PENINSULA CLARION			130.09	0.00
PO	07/18/2011	1220638	Printing services		KENAI PENINSULA BOROUGH			1,200.00	0.00
AP	07/20/2011	1220419	Advertising services	FBV-147920	PENINSULA CLARION			274.85	0.00
AP	08/24/2011	1220419	Advertising services	FBV-148716	PENINSULA CLARION			310.70	0.00
AP	09/21/2011	1220638	Printing services	FBV-149754	KENAI PENINSULA BOROUGH			59.50	0.00
AP	09/21/2011	1220638	Printing services	FBV-149754	KENAI PENINSULA BOROUGH			77.67	0.00
AP	10/05/2011	1220419	Advertising services	FBV-150580	PENINSULA CLARION			262.90	0.00
AP	10/19/2011	1220638	Printing services	FBV-151037	KENAI PENINSULA BOROUGH			95.40	0.00
AP	11/09/2011	1220419	Advertising services	FBV-152348	PENINSULA CLARION			298.75	0.00
AP	11/10/2011	12314070	Advertise SB meeting	FBV-1384	BMO MASTERCARD			372.90	0.00
AP	11/16/2011	1220419	Advertising services	FBV-152824	PENINSULA CLARION			239.00	0.00
AP	12/14/2011	1220419	Advertising services	FBV-154078	PENINSULA CLARION			310.70	0.00
AP	12/28/2011	1220638	Printing services	FBV-154548	KENAI PENINSULA BOROUGH			115.13	0.00
BA	01/12/2012	588	Purchase software					2,000.00	0.00
BA	01/12/2012	588	Purchase software					-2,000.00	0.00
BA	01/12/2012	588	Board Meeting advertising					2,000.00	0.00
AP	01/18/2012	1220419	Advertising services	FBV-155166	PENINSULA CLARION			239.00	0.00

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AP	02/15/2012	1220419	Advertising services	FBV-156434	PENINSULA CLARION		239.00	0.00	
AP	03/07/2012	1220419	Advertising services	FBV-157413	PENINSULA CLARION		239.00	0.00	
AP	03/12/2012	1220638	Printing services		KENAI PENINSULA BOROUGH		61.50	0.00	
AP	03/12/2012	1220638	Printing services		KENAI PENINSULA BOROUGH		-61.50	0.00	
AP	03/12/2012	1220638	Printing services	FBV-157658	KENAI PENINSULA BOROUGH		61.50	0.00	
AP	03/14/2012	1220638	Printing services	FBV-157658	KENAI PENINSULA BOROUGH		78.94	0.00	
AP	03/21/2012	1120291	PO'S BROUGHT FORWARD	FBV-157954	PENINSULA CLARION		0.00	0.00	
AP	04/11/2012	1220638	Printing services	FBV-158812	KENAI PENINSULA BOROUGH		67.78	0.00	
AP	04/11/2012	1220638	Printing services		KENAI PENINSULA BOROUGH		67.78	0.00	
AP	04/11/2012	1220638	Printing services		KENAI PENINSULA BOROUGH		-67.78	0.00	
AP	04/26/2012	1220419	Advertising services	FBV-159535	PENINSULA CLARION		35.85	0.00	
AP	04/26/2012	1220419	Advertising services	FBV-159535	PENINSULA CLARION		274.85	0.00	
AP	05/16/2012	1220419	Advertising services	FBV-160683	PENINSULA CLARION		262.90	0.00	
AP	06/13/2012	1220419	Advertising services	FBV-161918	PENINSULA CLARION		274.85	0.00	
AP	06/27/2012	1220638	Printing services	FBV-162257	KENAI PENINSULA BOROUGH		0.00	0.00	
AP	06/29/2012	1220419	Advertising services	FBV-162373	PENINSULA CLARION		0.00	0.00	
100-70-4511-0000-4402			5,250.00	7,380.09	0.00	4,191.17	4,191.17	3,188.92	43.21
100-70-4511-0000-4501			100-70-SCH BOARD-GENL-SUPPLIES						
BA	07/01/2011	3	PO'S BROUGHT FORWARD				598.15	0.00	
BA	07/01/2011	3	PO'S BROUGHT FORWARD				208.25	0.00	
PO	07/01/2011	1125891	PO'S BROUGHT FORWARD		KENAI PENINSULA BOROUGH		598.15	0.00	
PO	07/01/2011	1126804	PO'S BROUGHT FORWARD		IKON OFFICE SOLUTIONS		208.25	0.00	
JE	07/11/2011	12500046	FY11 A/P Listing				0.00	179.90	
AP	07/13/2011	12300307	BOOKS FOR BOARD	FBV-147815	TACHICK, SALLY		179.90	0.00	
AP	08/17/2011	1126804	Ink Cartridges	FBV-148423	IKON OFFICE SOLUTIONS		208.25	0.00	
AP	08/24/2011	12302614	SUPPLIES	FBV-148745	TACHICK, SALLY		15.00	0.00	
AP	09/10/2011	12304470	Beverages for SB dinner	FBV-1370	BMO MASTERCARD		16.63	0.00	
AP	09/10/2011	12304473	Board planning session	FBV-1370	BMO MASTERCARD		25.91	0.00	
JE	10/06/2011	12502140	** Warehouse Requisition **				12.10	0.00	
PO	10/25/2011	1222844	Signature Images		SUNGARD AVANTGARD LLC		900.00	0.00	
PO	10/27/2011	1222856	Signature Plate		STANDARD REGISTER		360.00	0.00	
AP	11/10/2011	12314074	Beverages for SB dinner	FBV-1384	BMO MASTERCARD		8.48	0.00	
AP	11/10/2011	12314075	Name place for SB student rep.	FBV-1384	BMO MASTERCARD		25.00	0.00	

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

Report Code: BAT\_GL\_DEPEXP - 102579

ACCOUNT NUMBER			ACCOUNT NAME	SHORT NAME					DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME					
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT	
AP	11/16/2011	1125891	PRINTING		FBV-152734	KENAI PENINSULA BOROUGH		54.40	0.00	
AP	12/11/2011	12318464	Printer cartridge		FBV-1391	BMO MASTERCARD		91.21	0.00	
AP	12/20/2011	1125891	PRINTING			KENAI PENINSULA BOROUGH		-115.13	0.00	
AP	12/20/2011	1125891	PRINTING			KENAI PENINSULA BOROUGH		115.13	0.00	
AP	12/20/2011	1125891	PRINTING			KENAI PENINSULA BOROUGH		-115.13	0.00	
AP	12/20/2011	1125891	PRINTING			KENAI PENINSULA BOROUGH		115.13	0.00	
AP	01/05/2012	1222844	Signature Images		FBV-154740	SUNGARD AVANTGARD LLC		450.00	0.00	
AP	01/05/2012	1222856	Signature Plate		FBV-154737	STANDARD REGISTER		360.00	0.00	
AP	01/18/2012	1125891	PO'S BROUGHT FORWARD		FBV-155113	KENAI PENINSULA BOROUGH		0.00	0.00	
AP	02/10/2012	12325335	School Board dinner		FBV-1407	BMO MASTERCARD		20.22	0.00	
AP	02/10/2012	12325336	School board dinner supply items		FBV-1407	BMO MASTERCARD		21.38	0.00	
JE	02/13/2012	12505896	** Warehouse Requisition **					130.33	0.00	
PO	03/01/2012	1225058	Ink Cartridges			IKON OFFICE SOLUTIONS		775.21	0.00	
AP	03/21/2012	1225058	Ink Cartridges		FBV-157895	IKON OFFICE SOLUTIONS		621.99	0.00	
AP	03/21/2012	1225058	Ink Cartridges		FBV-157895	IKON OFFICE SOLUTIONS		153.26	0.00	
AP	04/10/2012	12333805	Supplies for SB meeting		FBV-1421	BMO MASTERCARD		8.00	0.00	
AP	05/11/2012	12339124	Board meeting supplies		FBV-1428	BMO MASTERCARD		13.99	0.00	
AP	06/11/2012	12343818	Renew subscription		FBV-1435	BMO MASTERCARD		48.00	0.00	
AP	06/11/2012	12343820	Snacks for Board meeting		FBV-1435	BMO MASTERCARD		36.51	0.00	
AP	06/11/2012	12343821	Office supplies for SB meetings		FBV-1435	BMO MASTERCARD		98.09	0.00	
AP	06/11/2012	12343822	Supplies for Board meetings and printer		FBV-1435	BMO MASTERCARD		180.41	0.00	
AP	06/11/2012	12343827	Gas for District vehcile		FBV-1435	BMO MASTERCARD		60.32	0.00	
JE	06/12/2012	12509404	CORRECT OBJECT CODING FROM 4901 TO 4501					57.25	0.00	
JE	06/12/2012	12509404	CORRECT OBJECT CODING FROM 4901 TO 4501					-57.25	0.00	
JE	06/12/2012	12509404	CORRECT PLAQUES AND NAMEPLATE					57.25	0.00	
JE	06/12/2012	12509404	CORRECT OBJECT CODING FROM 4901 TO 4501					56.00	0.00	
JE	06/12/2012	12509404	CORRECT OBJECT CODING FROM 4901 TO 4501					-56.00	0.00	
JE	06/12/2012	12509404	CORRECT PLAQUES AND NAMEPLATE					56.00	0.00	
AP	06/14/2012	1222844	Signature Images			SUNGARD AVANTGARD LLC		0.00	0.00	
100-70-4511-0000-4501			5,000.00	5,806.40	0.00	2,772.73	2,772.73	3,033.67	52.25	
100-70-4511-0000-4503			100-70-SCH BOARD-GENL-SOFTWARE							
AP	08/10/2011	12301935	Softward for SB laptops		FBV-1361	BMO MASTERCARD		514.90	0.00	
BA	01/12/2012	588	Cover increased travel costs					520.00	0.00	

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DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

Report Code: BAT\_GL\_DEPEXP - 102579

ACCOUNT NUMBER		ACCOUNT NAME		SHORT NAME				DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME				
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
BA	01/12/2012	588	Cover increased travel costs					-520.00	0.00
BA	01/12/2012	588	windows license					520.00	0.00
100-70-4511-0000-4503			0.00	520.00	0.00	514.90	514.90	5.10	0.98
100-70-4511-0000-4850			100-70-SCH BOARD-GENL-STIPENDS						
JE	07/29/2011	12500132	PAYROLL - 07/29/2011					2,800.00	0.00
JE	08/31/2011	12500882	PAYROLL - 08/31/2011					2,800.00	0.00
JE	09/30/2011	12501858	PAYROLL - 09/30/2011					2,800.00	0.00
JE	10/31/2011	12502912	PAYROLL - 10/31/2011					2,800.00	0.00
JE	11/30/2011	12503918	PAYROLL - 11/30/2011					2,800.00	0.00
BA	12/09/2011	470	12/05/11 Budget revision					-8,200.00	0.00
JE	12/30/2011	12504575	PAYROLL - 12/30/2011					2,800.00	0.00
JE	01/31/2012	12505422	PAYROLL - 01/31/2012					2,800.00	0.00
JE	02/29/2012	12506380	PAYROLL - 02/29/2012					2,800.00	0.00
JE	03/30/2012	12507124	PAYROLL - 03/30/2012					2,800.00	0.00
JE	04/30/2012	12508046	PAYROLL - 04/30/2012					2,800.00	0.00
JE	05/31/2012	12508957	PAYROLL - 05/31/2012					2,800.00	0.00
JE	06/29/2012	12509582	PAYROLL - 06/29/2012					2,800.00	0.00
100-70-4511-0000-4850			42,000.00	33,800.00	0.00	33,600.00	33,600.00	200.00	0.59
100-70-4511-0000-4901			100-70-SCH BOARD-GENL-OTHER EXP						
AP	11/10/2011	12314071	Subscription - duplicate charge	FBV-1384	BMO MASTERCARD			48.00	0.00
AP	11/10/2011	12314072	Credit subscription charge	FBV-1384	BMO MASTERCARD			-48.00	0.00
AP	01/23/2012	12323735	2012 AASB Annual Membership Dues		ASSOCIATION OF ALASKA SCHOOL B			21,654.00	0.00
AP	01/23/2012	12323735	2012 AASB Annual Membership Dues		ASSOCIATION OF ALASKA SCHOOL B			-21,654.00	0.00
AP	01/23/2012	12323735	2012 AASB Annual Membership Dues	FBV-155264	ASSOCIATION OF ALASKA SCHOOL B			21,654.00	0.00
AP	03/05/2012	12328953	Renew one-year membership April 1 to March 31		NATIONAL SCHOOL BOARD ASSOC.			5,750.00	0.00
AP	03/05/2012	12328953	Renew one-year membership April 1 to March 31		NATIONAL SCHOOL BOARD ASSOC.			-5,750.00	0.00
AP	03/05/2012	12328953	Renew one-year membership April 1 to March 31		NATIONAL SCHOOL BOARD ASSOC.			5,750.00	0.00
AP	03/05/2012	12328953	Renew one-year membership April 1 to March 31		NATIONAL SCHOOL BOARD ASSOC.			-5,750.00	0.00
AP	03/05/2012	12328953	Renew one-year membership April 1 to March 31	FBV-157695	NATIONAL SCHOOL BOARD ASSOC.			5,750.00	0.00
AP	05/11/2012	12339122	Policy Update from AASB	FBV-1428	BMO MASTERCARD			995.00	0.00
AP	05/11/2012	12339123	Duplicate charge-Policy Update from AASB	FBV-1428	BMO MASTERCARD			995.00	0.00
AP	05/11/2012	12339125	Appreciation Plaque-student representative	FBV-1428	BMO MASTERCARD			57.25	0.00
AP	06/11/2012	12343817	Nameplates for Mrs. Tressler	FBV-1435	BMO MASTERCARD			56.00	0.00

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

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TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME					
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT	
AP	06/11/2012	12343819	Credit for duplicate charge	FBV-1435	BMO MASTERCARD			-995.00	0.00	
JE	06/12/2012	12509404	CORRECT OBJECT CODING FROM 4901 TO 4501					0.00	57.25	
JE	06/12/2012	12509404	CORRECT OBJECT CODING FROM 4901 TO 4501					0.00	-57.25	
JE	06/12/2012	12509404	CORRECT PLAQUES AND NAMEPLATE					0.00	57.25	
JE	06/12/2012	12509404	CORRECT OBJECT CODING FROM 4901 TO 4501					0.00	56.00	
JE	06/12/2012	12509404	CORRECT OBJECT CODING FROM 4901 TO 4501					0.00	-56.00	
JE	06/12/2012	12509404	CORRECT PLAQUES AND NAMEPLATE					0.00	56.00	
100-70-4511-0000-4901			30,000.00	30,000.00	0.00	28,399.00	28,399.00	1,601.00	5.34	
100-70-4511-0125-4201			100-70-SCH BOARD-LEGISLATIVE -MEALS							
JE	03/08/2012	12506778	CORRECT PROGRAM CODING					112.00	0.00	
AP	04/04/2012	12332922	TRAVEL-MEALS	FBV-158361	CRAWFORD, LORRAINE			135.00	0.00	
AP	04/12/2012	12335048	TRAVEL-MEALS	FBV-158668	BRETT-VADLA, KAREN "PENNY"			226.00	0.00	
JE	04/25/2012	12508034	CORRECT ACCOUNT OBJECT CODE					69.89	0.00	
JE	04/25/2012	12508034	CORRECT ACCOUNT OBJECT CODE					-69.89	0.00	
JE	04/25/2012	12508034	CORRECT ACCOUNT PROGRAM CODE					69.89	0.00	
JE	04/25/2012	12508034	CORRECT ACCOUNT OBJECT CODE					20.40	0.00	
JE	04/25/2012	12508034	CORRECT ACCOUNT OBJECT CODE					-20.40	0.00	
JE	04/25/2012	12508034	CORRECT ACCOUNT PROGRAM CODE					20.40	0.00	
AP	04/26/2012	12336520	TRAVEL-MEALS	FBV-159449	HILTS, EDITH-HELEN			208.00	0.00	
100-70-4511-0125-4201			2,000.00	2,000.00	0.00	771.29	771.29	1,228.71	61.44	
100-70-4511-0125-4202			100-70-SCH BOARD-LEGISLATIVE -MILEAGE							
AP	04/12/2012	12335048	TRAVEL-MILEAGE	FBV-158668	BRETT-VADLA, KAREN "PENNY"			153.00	0.00	
AP	04/26/2012	12336520	TRAVEL-MILEAGE	FBV-159449	HILTS, EDITH-HELEN			229.50	0.00	
100-70-4511-0125-4202			1,000.00	1,000.00	0.00	382.50	382.50	617.50	61.75	
100-70-4511-0125-4203			100-70-SCH BOARD-LEGISLATIVE -OTHR TRVL							
AP	02/10/2012	12325176	Travel to AASB Fly-In/M. Anderson	FBV-1407	BMO MASTERCARD			637.70	0.00	
AP	02/10/2012	12325337	Travel to Juneau - AASB Fly-in	FBV-1407	BMO MASTERCARD			360.10	0.00	
AP	02/10/2012	12325338	Travel to Juneau - AASB Fly-in	FBV-1407	BMO MASTERCARD			360.10	0.00	
AP	02/10/2012	12325339	Travel to Juneau - AASB Fly-in	FBV-1407	BMO MASTERCARD			278.00	0.00	
AP	03/07/2012	12329254	Registration for Marty Anderson		ASSOCIATION OF ALASKA SCHOOL B			435.00	0.00	
AP	03/07/2012	12329254	Registration for Marty Anderson		ASSOCIATION OF ALASKA SCHOOL B			-435.00	0.00	
AP	03/07/2012	12329254	Registration for Marty Anderson	FBV-157533	ASSOCIATION OF ALASKA SCHOOL B			435.00	0.00	

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

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TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME				
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
AP	03/07/2012	12329254	Registration for Lynn Hohl			ASSOCIATION OF ALASKA SCHOOL B		435.00	0.00
AP	03/07/2012	12329254	Registration for Lynn Hohl			ASSOCIATION OF ALASKA SCHOOL B		-435.00	0.00
AP	03/07/2012	12329254	Registration for Lynn Hohl	FBV-157533		ASSOCIATION OF ALASKA SCHOOL B		435.00	0.00
AP	03/07/2012	12329254	Registration for Tim Navarre			ASSOCIATION OF ALASKA SCHOOL B		435.00	0.00
AP	03/07/2012	12329254	Registration for Tim Navarre			ASSOCIATION OF ALASKA SCHOOL B		-435.00	0.00
AP	03/07/2012	12329254	Registration for Tim Navarre	FBV-157533		ASSOCIATION OF ALASKA SCHOOL B		435.00	0.00
AP	03/07/2012	12329254	Registration for Gretchen Graeff			ASSOCIATION OF ALASKA SCHOOL B		230.00	0.00
AP	03/07/2012	12329254	Registration for Gretchen Graeff			ASSOCIATION OF ALASKA SCHOOL B		-230.00	0.00
AP	03/07/2012	12329254	Registration for Gretchen Graeff	FBV-157533		ASSOCIATION OF ALASKA SCHOOL B		230.00	0.00
AP	03/07/2012	12329254	Registration for Annaleah Ernst			ASSOCIATION OF ALASKA SCHOOL B		230.00	0.00
AP	03/07/2012	12329254	Registration for Annaleah Ernst			ASSOCIATION OF ALASKA SCHOOL B		-230.00	0.00
AP	03/07/2012	12329254	Registration for Annaleah Ernst	FBV-157533		ASSOCIATION OF ALASKA SCHOOL B		230.00	0.00
JE	03/08/2012	12506778	CORRECT PROGRAM CODING					73.00	0.00
AP	03/12/2012	12329656	Air ticket change	FBV-1414		BMO MASTERCARD		14.99	0.00
AP	03/12/2012	12329657	Hotel-AASB Legislative Fly-In	FBV-1414		BMO MASTERCARD		266.56	0.00
AP	03/12/2012	12329684	Air fare to attend AASB Legislative Fly-In	FBV-1414		BMO MASTERCARD		373.60	0.00
AP	03/12/2012	12329686	Hotel-AASB Legislative Fly-In	FBV-1414		BMO MASTERCARD		476.00	0.00
AP	03/12/2012	12329687	Hotel Annaleah/Gretchen-AASB Legislative Fly-In	FBV-1414		BMO MASTERCARD		476.00	0.00
AP	04/04/2012	12332922	TRAVEL-OTHER	FBV-158361		CRAWFORD, LORRAINE		25.00	0.00
AP	04/10/2012	12333551	Travel to AASB Fly-In	FBV-1421		BMO MASTERCARD		435.10	0.00
AP	04/12/2012	12335048	TRAVEL-OTHER	FBV-158668		BRETT-VADLA, KAREN "PENNY"		440.90	0.00
AP	04/24/2012	12336251	Registration for Liz Downing			ASSOCIATION OF ALASKA SCHOOL B		435.00	0.00
AP	04/24/2012	12336251	Registration for Liz Downing			ASSOCIATION OF ALASKA SCHOOL B		-435.00	0.00
AP	04/24/2012	12336251	Registration for Liz Downing	FBV-159673		ASSOCIATION OF ALASKA SCHOOL B		435.00	0.00
AP	04/24/2012	12336251	Registration for Penny Vadla			ASSOCIATION OF ALASKA SCHOOL B		435.00	0.00
AP	04/24/2012	12336251	Registration for Penny Vadla			ASSOCIATION OF ALASKA SCHOOL B		-435.00	0.00
AP	04/24/2012	12336251	Registration for Penny Vadla	FBV-159673		ASSOCIATION OF ALASKA SCHOOL B		435.00	0.00
AP	04/26/2012	12336520	TRAVEL-OTHER	FBV-159449		HILTS, EDITH-HELEN		39.00	0.00
CD	05/03/2012	12421951	REIMB CRAWFORD SCHOLARSHIP MEETING					0.00	119.00
CD	05/10/2012	12422800	3/12/2012 BARANOF					0.00	119.00
AP	05/11/2012	12338804	Travel to AASB Fly-In	FBV-1428		BMO MASTERCARD		179.00	0.00
AP	05/11/2012	12338805	Hotel for AASB Fly-In	FBV-1428		BMO MASTERCARD		595.00	0.00
AP	05/11/2012	12338806	Hotel for AASB Fly-In	FBV-1428		BMO MASTERCARD		144.48	0.00
AP	05/11/2012	12338816	Hotel for AASB Fly-in	FBV-1428		BMO MASTERCARD		666.40	0.00

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

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TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.					
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
AP	05/11/2012	12338818	Travel to AASB Fly-in	FBV-1428	BMO MASTERCARD		120.00	0.00	
AP	05/11/2012	12338819	Hotel for travel to AASB Fly-in	FBV-1428	BMO MASTERCARD		89.00	0.00	
AP	05/11/2012	12338820	Hotel for AASB Fly-In	FBV-1428	BMO MASTERCARD		728.28	0.00	
AP	05/11/2012	12339890	Hotel for AASB Legislative Fly-In	FBV-1428	BMO MASTERCARD		595.00	0.00	
BA	06/11/2012	1701	To purchase airfare/hotel for AASA fly-in mtg				890.00	0.00	
BA	06/11/2012	1701	To purchase airfare/hotel for AASA fly-in mtg				-890.00	0.00	
BA	06/11/2012	1701	airfare/hotel for AASA fly-in mtg				890.00	0.00	
AP	06/11/2012	12343514	AASB Fly-In - Hotel	FBV-1435	BMO MASTERCARD		-15.48	0.00	
AP	06/13/2012	12345274	TRAVEL-OTHER	FBV-161847	HILTS, EDITH-HELEN		359.31	0.00	
100-70-4511-0125-4203			11,000.00	11,890.00	0.00	10,114.04	10,114.04	1,775.96	14.94
100-70-4511-0126-4201			100-70-SCH BOARD-PROFESSIOAL -MEALS						
AP	11/30/2011	12316387	TRAVEL - MEALS	FBV-153375	ARNESS, JOE		48.00	0.00	
AP	11/30/2011	12316391	TRAVEL - MEALS	FBV-153399	CRAWFORD, LORRAINE		44.00	0.00	
AP	11/30/2011	12316392	TRAVEL - MEALS	FBV-153406	DOWNING, ELIZABETH		48.00	0.00	
JE	12/06/2011	12504386	Professional development travel				125.00	0.00	
AP	12/07/2011	12316897	TRAVEL - MEALS	FBV-153680	HILTS, EDITH-HELEN		128.00	0.00	
AP	12/21/2011	12320142	TRAVEL-MEALS	FBV-154217	BRETT-VADLA, KAREN "PENNY"		136.00	0.00	
AP	12/21/2011	12320205	TRAVEL-MEALS	FBV-154198	ANDERSON, MARTIN		108.00	0.00	
CD	12/22/2011	12412366	REIMB MEALS/HOTEL - SAMMY CRAWFORD				0.00	15.00	
AP	03/07/2012	12328444	TRAVEL - MEALS	FBV-157197	ANDERSON, MARTIN		112.00	0.00	
JE	03/08/2012	12506778	CORRECT PROGRAM CODING				0.00	112.00	
AP	03/14/2012	12331225	TRAVEL-MEALS	FBV-157608	GRAEFF, GRETCHEN E		69.89	0.00	
JE	04/25/2012	12508034	CORRECT ACCOUNT OBJECT CODE				0.00	69.89	
JE	04/25/2012	12508034	CORRECT ACCOUNT OBJECT CODE				0.00	-69.89	
JE	04/25/2012	12508034	CORRECT ACCOUNT PROGRAM CODE				0.00	69.89	
JE	04/25/2012	12508034	CORRECT ACCOUNT OBJECT CODE				0.00	20.40	
JE	04/25/2012	12508034	CORRECT ACCOUNT OBJECT CODE				0.00	-20.40	
JE	04/25/2012	12508034	CORRECT ACCOUNT PROGRAM CODE				0.00	20.40	
AP	05/02/2012	12336712	TRAVEL-MEALS	FBV-159732	CRAWFORD, LORRAINE		250.00	0.00	
AP	05/09/2012	12338163	TRAVEL-MEALS	FBV-160213	HILTS, EDITH-HELEN		228.00	0.00	
100-70-4511-0126-4201			1,000.00	1,000.00	0.00	1,079.60	1,079.60	-79.60	-7.96
100-70-4511-0126-4202			100-70-SCH BOARD-PROFESSIOAL -MILEAGE						
AP	11/30/2011	12316387	TRAVEL - MILEAGE	FBV-153375	ARNESS, JOE		163.20	0.00	

KENAI SCHOOL DISTRICT

DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

Report Code: BAT\_GL\_DEPEXP - 102579

ACCOUNT NUMBER			ACCOUNT NAME	SHORT NAME			DEBIT	CREDIT	
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME				
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
AP	11/30/2011	12316392	TRAVEL - MILEAGE		FBV-153406	DOWNING, ELIZABETH		265.20	0.00
JE	12/06/2011	12504386	Professional development travel					186.66	0.00
AP	12/07/2011	12316897	TRAVEL - MILEAGE		FBV-153680	HILTS, EDITH-HELEN		225.42	0.00
AP	12/07/2011	12317036	TRAVEL - MILEAGE		FBV-153640	ERNST, ANNALEAH		25.70	0.00
AP	12/14/2011	12317795	TRAVEL - MILEAGE		FBV-153964	GRAEFF, GRETCHEN E		12.85	0.00
AP	12/21/2011	12320142	TRAVEL-MILEAGE		FBV-154217	BRETT-VADLA, KAREN "PENNY"		5.10	0.00
AP	12/21/2011	12320205	TRAVEL-MILEAGE		FBV-154198	ANDERSON, MARTIN		142.80	0.00
BA	01/12/2012	588	Cover increased travel costs					175.00	0.00
BA	01/12/2012	588	Cover increased travel costs					-175.00	0.00
BA	01/12/2012	588	Board travel					175.00	0.00
AP	01/18/2012	12323029	TRAVEL - MILEAGE		FBV-155004	BRETT-VADLA, KAREN		153.00	0.00
AP	03/14/2012	12331225	TRAVEL-MILEAGE		FBV-157608	GRAEFF, GRETCHEN E		20.40	0.00
100-70-4511-0126-4202			1,000.00	1,175.00	0.00	1,200.33	1,200.33	-25.33	-2.16
100-70-4511-0126-4203			100-70-SCH BOARD-PROFESSIOAL -OTHR TRVL						
AP	11/10/2011	12313789	NSBA Conference Registration		FBV-1384	BMO MASTERCARD		725.00	0.00
AP	11/30/2011	12316391	TRAVEL - OTHER		FBV-153399	CRAWFORD, LORRAINE		20.00	0.00
AP	12/07/2011	12317036	TRAVEL - OTHER		FBV-153640	ERNST, ANNALEAH		82.50	0.00
AP	12/11/2011	12318156	AASB Annual Conference-Marty A.		FBV-1391	BMO MASTERCARD		128.60	0.00
AP	12/11/2011	12318171	NSBA Travel-Sammy C		FBV-1391	BMO MASTERCARD		915.69	0.00
AP	12/11/2011	12318172	AASB Travel-Sammy C		FBV-1391	BMO MASTERCARD		169.00	0.00
AP	12/11/2011	12318173	AASB Travel Hotel-Sammy C.		FBV-1391	BMO MASTERCARD		547.00	0.00
AP	12/11/2011	12318174	AASB Travel Hotel-Lynn H		FBV-1391	BMO MASTERCARD		643.00	0.00
AP	12/11/2011	12318183	AASB Conf Hotel-Liz D		FBV-1391	BMO MASTERCARD		385.80	0.00
AP	12/11/2011	12318186	NSBA Conf Registration-Sunni		FBV-1391	BMO MASTERCARD		725.00	0.00
AP	12/11/2011	12318188	AASB Conf Hotel-Sunni		FBV-1391	BMO MASTERCARD		476.00	0.00
AP	12/11/2011	12318189	NSBA Conf Registration-Lynn H		FBV-1391	BMO MASTERCARD		725.00	0.00
AP	12/11/2011	12318463	AASb Conf flight-Annaleah		FBV-1391	BMO MASTERCARD		99.00	0.00
AP	12/11/2011	12318559	AASB Conf Hotel-Joe A		FBV-1391	BMO MASTERCARD		181.41	0.00
AP	12/13/2011	12319493	Registration - Liz Downing			ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00
AP	12/13/2011	12319493	Registration - Liz Downing			ASSOCIATION OF ALASKA SCHOOL B		-490.00	0.00
AP	12/13/2011	12319493	Registration - Liz Downing		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00
AP	12/13/2011	12319493	Registration - Sunni Hilts			ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00
AP	12/13/2011	12319493	Registration - Sunni Hilts			ASSOCIATION OF ALASKA SCHOOL B		-490.00	0.00

KENAI SCHOOL DISTRICT

DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

Report Code: BAT\_GL\_DEPEXP - 102579

ACCOUNT NUMBER			ACCOUNT NAME	SHORT NAME					DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME					
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT	
AP	12/13/2011	12319493	Registration - Sunni Hilts		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Marty Anderson			ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Marty Anderson			ASSOCIATION OF ALASKA SCHOOL B		-490.00	0.00	
AP	12/13/2011	12319493	Registration - Marty Anderson		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Sammy Crawford			ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Sammy Crawford			ASSOCIATION OF ALASKA SCHOOL B		-490.00	0.00	
AP	12/13/2011	12319493	Registration - Sammy Crawford		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Penny Vadla			ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Penny Vadla			ASSOCIATION OF ALASKA SCHOOL B		-490.00	0.00	
AP	12/13/2011	12319493	Registration - Penny Vadla		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Joe Arness			ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Joe Arness			ASSOCIATION OF ALASKA SCHOOL B		-490.00	0.00	
AP	12/13/2011	12319493	Registration - Joe Arness		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Lynn Hohl			ASSOCIATION OF ALASKA SCHOOL B		-490.00	0.00	
AP	12/13/2011	12319493	Registration - Lynn Hohl		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Registration - Lynn Hohl			ASSOCIATION OF ALASKA SCHOOL B		490.00	0.00	
AP	12/13/2011	12319493	Experienced Board Registration - Sunni Hilts			ASSOCIATION OF ALASKA SCHOOL B		200.00	0.00	
AP	12/13/2011	12319493	Experienced Board Registration - Sunni Hilts			ASSOCIATION OF ALASKA SCHOOL B		-200.00	0.00	
AP	12/13/2011	12319493	Experienced Board Registration - Sunni Hilts		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		200.00	0.00	
AP	12/13/2011	12319500	Student Registration - Annaleah Ernst			ASSOCIATION OF ALASKA SCHOOL B		255.00	0.00	
AP	12/13/2011	12319500	Student Registration - Annaleah Ernst			ASSOCIATION OF ALASKA SCHOOL B		-255.00	0.00	
AP	12/13/2011	12319500	Student Registration - Annaleah Ernst		FBV-154770	ASSOCIATION OF ALASKA SCHOOL B		255.00	0.00	
AP	12/14/2011	12317795	TRAVEL - OTHER		FBV-153964	GRAEFF, GRETCHEN E		175.00	0.00	
AP	12/14/2011	12319664	Registration - Lynn Hohl			ASSOCIATION OF ALASKA SCHOOL B		350.00	0.00	
AP	12/14/2011	12319664	Registration - Lynn Hohl			ASSOCIATION OF ALASKA SCHOOL B		-350.00	0.00	
AP	12/14/2011	12319664	Registration - Lynn Hohl		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		350.00	0.00	
AP	12/14/2011	12319664	Registration - Tim Navarre			ASSOCIATION OF ALASKA SCHOOL B		350.00	0.00	
AP	12/14/2011	12319664	Registration - Tim Navarre			ASSOCIATION OF ALASKA SCHOOL B		-350.00	0.00	
AP	12/14/2011	12319664	Registration - Tim Navarre		FBV-154203	ASSOCIATION OF ALASKA SCHOOL B		350.00	0.00	
AP	12/20/2011	12320133	Air fare for Sunni Hilts to attend NSBA Conference			HILTS, EDITH-HELEN		707.69	0.00	
AP	12/20/2011	12320133	Air fare for Sunni Hilts to attend NSBA Conference			HILTS, EDITH-HELEN		-707.69	0.00	
AP	12/20/2011	12320133	Air fare for Sunni Hilts to attend NSBA Conference		FBV-154673	HILTS, EDITH-HELEN		707.69	0.00	
AP	12/21/2011	12320142	TRAVEL-OTHER		FBV-154217	BRETT-VADLA, KAREN "PENNY"		629.40	0.00	
CD	12/22/2011	12412366	REIMB MEALS/HOTEL - SAMMY CRAWFORD					0.00	95.00	

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

Report Code: BAT\_GL\_DEPEXP - 102579

ACCOUNT NUMBER		ACCOUNT NAME		SHORT NAME				DEBIT	CREDIT
TYPE	ACCTG. DATE	DOC. NO.	DESCRIPTION	CHECK NO.	PAYEE/PAYER NAME				
ACCOUNT SUMMARY			ORIG. BUDGET	ADJ. BUDGET	ENCUMB	CURR. DR / CR	YTD DR / CR	CURR. BAL.	PCT
JE	01/09/2012	12504766	Correct BMO travel expense					209.20	0.00
AP	01/10/2012	12321692	AASB Annual Conference - Hilts	FBV-1400	BMO MASTERCARD			-48.00	0.00
AP	01/10/2012	12321696	AASB Boardsmanship Academy-Hohl	FBV-1400	BMO MASTERCARD			386.64	0.00
AP	01/10/2012	12322285	AASB Boardsmanshop-Navarre	FBV-1400	BMO MASTERCARD			60.33	0.00
AP	01/10/2012	12322286	AASB Boardsmanship-Navarre	FBV-1400	BMO MASTERCARD			179.00	0.00
BA	01/12/2012	588	Cover increased travel costs					-2,500.00	0.00
BA	01/12/2012	588	Board travel					2,500.00	0.00
BA	01/12/2012	588	Cover increased travel costs					2,500.00	0.00
AP	02/10/2012	12325191	Credit charges for sales tax	FBV-1407	BMO MASTERCARD			-35.64	0.00
AP	02/10/2012	12325334	Refund of sales tax	FBV-1407	BMO MASTERCARD			-19.20	0.00
AP	03/07/2012	12328444	TRAVEL - OTHER	FBV-157197	ANDERSON, MARTIN			73.00	0.00
JE	03/08/2012	12506778	CORRECT PROGRAM CODING					0.00	73.00
AP	03/14/2012	12329296	TRAVEL - OTHER	FBV-157741	SEESE, SHARYL K			782.00	0.00
AP	03/14/2012	12331225	TRAVEL-OTHER	FBV-157608	GRAEFF, GRETCHEN E			53.00	0.00
AP	05/09/2012	12338163	TRAVEL-OTHER	FBV-160213	HILTS, EDITH-HELEN			42.10	0.00
AP	05/11/2012	12338807	Taxi for NSBA Annual Conference	FBV-1428	BMO MASTERCARD			35.15	0.00
AP	05/11/2012	12338823	Travel to NSBA Annual Conference	FBV-1428	BMO MASTERCARD			120.00	0.00
AP	05/11/2012	12338825	Travel to NSBA Annual Conference	FBV-1428	BMO MASTERCARD			32.76	0.00
AP	06/11/2012	12343513	NSBA Annual Conference-Hotel	FBV-1435	BMO MASTERCARD			819.44	0.00
AP	06/11/2012	12343528	NSBA Annual Conference hotel	FBV-1435	BMO MASTERCARD			614.58	0.00
AP	06/11/2012	12343529	NSBA Annual Conference trip hotel	FBV-1435	BMO MASTERCARD			89.00	0.00
AP	06/11/2012	12343534	NSBA Annual Conference-taxi	FBV-1435	BMO MASTERCARD			26.20	0.00
AP	06/11/2012	12343535	NSBA Annual Conference-Hotel	FBV-1435	BMO MASTERCARD			1,138.75	0.00
100-70-4511-0126-4203			12,000.00	14,500.00	0.00	16,310.40	16,310.40	-1,810.40	-12.49
Location : 70 - BOARD OF EDUCAT			346,888.00	335,654.49	10,567.64	291,294.37	291,294.37	33,792.48	10.07
Fund : 100 - OPERATING FUND			346,888.00	335,654.49	10,567.64	291,294.37	291,294.37	33,792.48	10.07

KENAI SCHOOL DISTRICT  
DEPARTMENT EXPENSE REPORT FOR BEGINNING BALANCE THRU JUNE, 2012

Report Code: BAT\_GL\_DEPEXP - 102579

Search Criteria

Report Title : GLEXP

Account Element Filters : 1 - Fund - from: 100 to: 100, 8 - Location - from: 70 to: 70, 3 - Function - from: 0000 to: 9999, 10 - Program - from: 0000 to: 9999, 5 - Object - from: 3000 to: 9999

Responsibility Group : 137,131

Account Grouping : 1 - Fund - All, 8 - Location - All

Account Sorting : None

Document Type : All Document Types

Accounting Period : Beginning Balance

Thru Report Period : June, 2012

**Kenai Peninsula Borough School District  
2011-2012**

**School Board Travel Statement**

<i>Month</i>	<i>Routine Travel</i>	<i>Board Meals</i>	<i>Lobbying</i>	<i>Prof. Development</i>
<b>July</b>	\$239.59	\$17.00		
<b>August</b>	\$1,006.64	\$5.00		
<b>September</b>	\$677.33	\$225.00		
<b>October</b>	\$513.28	\$225.00		
<b>November</b>	\$806.24	\$12.00		
<b>Joe Arness</b> Mileage and meals for AASB Annual Conference				\$211.20
<b>Sammy Crawford</b> Meals and cab fare for AASB Annual Conference				\$64.00
<b>Lynn Hohl</b> Meals and mileage for AASB Annual Conference				\$311.66
<b>Liz Downing</b> Meals and mileage for AASB Annual Conference				\$313.20
<b>Sammy Crawford</b> Registration for NSBA Annual Conference				\$725.00
<b>December</b>	\$607.79	\$163.00		
<b>Sammy Crawford</b> Air fare for NSBA Annual Conference				\$915.69
<b>Sunni Hilts</b> Meals , mileage, hotel and registration for AASB Annual Conference				\$1,519.42
<b>Penny Vadla</b> Meals , mileage, hotel and registration for AASB Annual Conference				\$1,260.50
<b>Marty Anderson</b> Meals , mileage, hotel and registration for AASB Annual Conference				\$869.40
<b>Annaleah Ernst and Gretchen Graeff</b> Meals , mileage, hotel and registration for AASB Annual Conference				\$859.25
<b>Liz Downing</b> Hotel and registration for AASB Annual Conference				\$875.80
<b>Sammy Crawford</b> Air fare, hotel and registration for AASB Annual Conference				\$1,111.00
<b>Lynn Hohl</b> Hotel and registration for AASB Annual Conference and Boardmanship Training				\$1,483.00
<b>Sunni Hilts</b> Air fare and registration for NSBA Annual Conference				\$1,432.69
<b>Tim Navarre</b> Registration for AASB Boardmanship Training				\$350.00
<b>Joe Arness</b> Hotel and registration for AASB Annual Conference				\$671.41
<b>Lynn Hohl</b> Registration for NSBA Annual Conference				\$725.00
<b>January</b>	\$599.14			

<b>Month</b>	<b>Routine Travel</b>	<b>Board Meals</b>	<b>Lobbying</b>	<b>Prof. Development</b>
<b>Penny Vadla</b> Mileage to/from Soldotna for AASB Annual Conference				\$153.00
<b>Lynn Hohl</b> Hotel for AASB Boardsmanship Training				\$386.64
<b>Tim Navarre</b> Car rental and air fare for AASB Boardsmanship Training				\$239.33
<b>February</b>	\$735.26	\$610.00		
<b>Marty Anderson</b> Meals, airfare, taxi and parking for AASB Fly-In			\$822.00	
<b>Annaleah Ernst and Gretchen Graeff</b> Airfare for AASB Fly-In			\$998.20	
<b>March</b>	\$790.42			
<b>Marty Anderson</b> Registration, airfare change, and hotel for AASB Legislative Fly-In			\$716.55	
<b>Lynn Hohl</b> Hotel, registration and airfare for AASB Legislative Fly-in			\$1,284.60	
<b>Lynn Hohl</b> Airfare for NSBA Annual Conference				\$782.00
<b>Tim Navarre</b> Registration for AASB Legislative Fly-In			\$435.00	
<b>Annaleah Ernst and Gretchen Graeff</b> Meals, mileage, hotel, transportation and registration for AASB Legislative Fly-In			\$1,079.29	
<b>April</b>	\$941.36	\$153.00		
<b>Liz Downing</b> Meals and registration for AASB Legislative Fly-In			\$643.00	
<b>Sammy Crawford</b> Air fare, meals and taxi for AASB Legislative Fly-In			\$595.10	
<b>Penny Vadla</b> Meals, mileage, taxi, air fare and registration for AASB Legislative Fly-In			\$1,254.00	
<b>Sunni Hilts</b> Meals, mileage, and taxi for AASB Legislative Fly-In			\$476.00	
<b>Sammy Crawford</b> Meals for NSBA Annual Conference				\$250.00
<b>May</b>	\$1,248.88	\$499.00		
<b>Sammy Crawford</b> Hotel and air fare for AASB Legislative Fly-In			\$918.48	
<b>Liz Downing</b> Hotel for AASB Legislative Fly-In			\$666.40	
<b>Sunni Hilts</b> Hotel and air fare for AASB Legislative Fly-In			\$937.28	
<b>June</b>	\$2,741.12	\$240.00		
<b>Sunni Hilts</b> Air fare for AASB Legislative Fly-in Hotel for NSBA Annual Conference			\$359.31	\$703.58
<b>Sammy Crawford</b> Hotel for NSBA Annual Conference				\$819.44
<b>Lynn Hohl</b> Hotel and taxi for NSBA Annual Conference				\$1,164.95
<b>TOTAL</b>	<b>\$10,907.05</b>	<b>\$2,149.00</b>	<b>\$11,185.21</b>	<b>\$18,197.16</b>

Career Development Grant  
Summary Report  
Allan Gee

Attending the ISTE conference in San Diego was eye-opening as I listened to keynote speakers declare that our educational focus as a nation should not be narrowed solely toward the standardization of our curriculum and formalized assessment of students. Ideas that surfaced repeatedly throughout the conference addressed emphasis on STEM-focused instruction, flipped classrooms, and the integration of technology (Web 2.0) to engage student learning and, most importantly, their creativity – and from this creativity comes the entrepreneurial ideas that will employ our students in a global society.

My only disappointment in the conference was that some of the sessions for which I had pre-registered were filled by non-registered attendees and the liaisons would not remove them from the room which resulted in my exclusion from a couple of sessions – one of which was addressing the implementation of iPads in an Enterprise environment. My interest in this topic is to address the security side of student tablet use on our campuses. I was assured that I can purchase the recording of this session and I plan to do so in order to understand the complexities of introducing iPads and other “non-PC” platforms in our current infrastructure. While at the conference, I emailed Jim White and he explained the software we would be using which was one of the recommended products at the conference.

Through attendance at this conference, I began to realize how our schools are quickly falling behind with technology integration. If I mentioned “back channeling” to Homer High teachers, they would have no idea what this term means (nor did I prior to attending this conference). [*Backchannel is the practice of using networked computers or other technology to maintain a real-time online conversation alongside live spoken remarks.*]

The link below will take you to some of the tools to use during a meeting so participants can provide instant feedback. We have done this occasionally at our admin meetings but there are ways to maximize this web 2.0 technology to engage learners (including ourselves). <http://istejam.wiki.pisd.edu/Tools>

I will close the summary with short descriptors of the other ideas presented in various sessions I attended that, according to one presenter, caused my “Geek Meter” to rise tremendously.

I would be glad to share some, or all, of these items during an upcoming admin meeting should you so desire.

Finally, a product I am working on while attending the conference is the creation of an on-line Google tool for principals to use during their walk-through/informal observations. I will share this with Mr. Dusek once I have it developed as a working document.

## **INTEGRATION OF TECHNOLOGY IN OUR CLASSROOMS:**

### **How to Develop Instructional Posters with Embedded QR Codes:**

[Again...no idea what a QR code was until this week!]

[https://docs.google.com/present/view?id=dqk9wdq\\_860fw3fdfdz](https://docs.google.com/present/view?id=dqk9wdq_860fw3fdfdz)

**Delivr.com** is also an easy way to create QR codes to embed in documents.

Here is a QR code for you to try. You will need to have an app (QR Reader) on your phone to access this. Just scan it with your phone and the link will appear (internet access required on your phone). Where does this take you?



### **An on-line tool for grading student quizzes from Google Docs:**

<http://www.flubaroo.com/>

**Posterous.com** – a quick way to blog

**Ipadio.com** – easy method for creating a podcast

**Primarypad.com** - (on-line word processing for classrooms) allows students to work together on a project in a dynamic (live on-line) VS a static environment. What a great way to have students create a presentation and interact with each other instantly.

**ClassDojo.com** – an on-line positive behavior support that can be automatically emailed to parents as a daily report; more of an elementary focus but still a great on-line tool.

Thanks again for approving my attendance at this conference. As you know, I do not like wasting my time on anything that does not prove beneficial hence the reason I decline attendance at the annual AASSP Principals' Conference. However, the information I gained while attending the ISTE conference has greatly increased my base knowledge in educational technology and I look forward to sharing these ideas and encouraging teachers at Homer High to engage our students with the use of Web 2.0 tools.

**Career Development Grant Application, KPAA**  
**2011-2012**

Please complete this application electronically and submit it to John Pothast via Outlook no later than 60 days prior to the date of the activity. Extenuating circumstances will be taken into account if submitted less than 60 days prior to the date of the activity. The deadline for your grant application to be submitted is May 15<sup>th</sup>. Please review the Career Development Grant Guidelines in the negotiated agreement for further information.

Name Allan Gee School Homer High School

Name of sponsoring organization: International Society for Technology in Education

Dates of the career development activity: June 24 – 27, 2012 in San Diego, CA

Describe the career development project, conference, workshop, etc. being attended, OR if the activity is from the pre-approved list, simply list its title. If the activity is not pre-approved, please include a web address for the activity, if available.

The theme for ISTE 2012 is "Expanding Horizons." The goal is to provide professional development and networking opportunities to help infuse technology solutions into education. Students who receive a comprehensive, digital-age education are better prepared for their futures, and their personal horizons become limitless.

Please explain how this activity relates to your duties as an administrator.  
We have a high volume of hardware installed in our building but I am concerned that its use is very limited. I need ideas to help provide support and encouragement to increase our use of technology to engage students in their own learning.

I certify that the grant funds will be spent to promote the goals and activities as described in this grant application. Further, I agree to submit a written report and an expense report with receipts to the Superintendent within two weeks of my return from participation in the activity.

Applicant Signature:



Date

3/19/12

**Itemized Expenses:**

<b>Item</b>	<b>Amount Requested</b>	<b>Amount Spent</b>
Air Transportation (ANC to LAX)	1030*	321.7
Mileage RT from Homer to ANC		247.5
Ground Transportation (4 days@ \$17.17/day, fuel @ \$33.61, and parking @ \$78.00)	100	180.29
Registration Fees	338	378
Lodging Expenses	750	422.82
Per Diem	300	355
<b>TOTAL</b>	<b>\$2518</b>	<b>\$1,905.31</b>

\*NOTE: I flew to Los Angeles and drove down to San Diego because the ticket to San Diego was \$700. I saw no reason to spend an additional \$400 for a difference of 90 miles.



**Alaska Construction Academies  
Quarterly Progress Report  
FY 2012**

Kenai Peninsula Borough School District

4th Quarter Report for 2011-2012

During the 2011-2012 school year the School District will be responsible for the outreach and basic skills training for our students with an emphasis in basic carpentry skills, residential wiring, framing, plumbing, weatherization, gas metal and shielded metal arc welding, employability skills, basic computer aided drafting, CAD/CAM and blue print reading. National Center for Construction Education and Research (NCCER) will be taught in all of our construction/welding academies. We still have a few instructors that are not NCCER certified and they will be teaching the OSHA 10 hour safety course.

This school year we have had over 600 students that participated in a construction/welding class, of those 600 we have had at least 150 students that have completed the first module of the NCCER and a few students that have completed the construction math module and the intro to hand tools.

This year we advertised our academies via newspaper, emails, school newsletters, face book and flyers throughout the schools.

Our instructor Paul Johnson from Nikiski has been dedicated to a huge project over the last two years. He and students have been remodeling an old building into a well structured Triumvirate Theatre. Each time we go and visit the site all of the students are working very diligently with all of their safety gear on. They are learning how to frame, sheetrock, mud and tape, sauder and much more. The students are very proud of their work. This has been an ongoing project that will be a wonderful resource for the community and this project will continue next school year also.

Barry Hartman held a construction academy in January at Skyview High School. Barry and his students constructed another gazebo. This is a great project for students as they get to work with many different tools such as the miter saw, table saw, band saw (for the

fancy scrolling), drill press, circular saw, portable drill, impact driver and more. Barry usually has community members contact him yearly requesting a gazebo be built for them. Barry is doing a summer academy at this time and they are constructing a car utility trailer.

Steve Schoessler held a welding academy this last quarter at the Workforce Development Center in Kenai. Steve had a mixture of different skill leveled students in his academy. The big project that the students worked on was the construction of a Sled Deck for a pick-up truck. Some smaller projects were: a fire pit, trailer crosspiece repair and receiver hitch caps. Steve mentioned they focused mainly on welding skill development in their projects.

Ninilchik was happy to have to have the support from CEF to be able to work with the students and develop a project that would benefit the community. The students have built a playhouse that will be located on the fairgrounds in Ninilchik. This playhouse will be available for children to play in during the fair while the parents can sit and take a break. This is a great project as it is like building a mini house. Students will not only learn the basic construction skills but will be framing the floor, walls, building the roof, installing windows, doors and much more.

Soldotna High School had a new instructor on board this year. Tyson Cox taught an Introductory to Plumbing Academy. He taught the students the basic care and use of tools, fittings and materials used in the plumbing and heating trade. They also learned how to safely transfer fluids and gases, how to solder copper pipe along with much more. There seems to be a large interest from students in plumbing so we hope to be able to offer this again next year.

Mickey Todd in Homer had a great turnout for his 1<sup>st</sup> ever Welding Academy. He had 24 students attend and 20 of them completed the first module of the NCCER. They built a few ATV trailers.

Mike Boyle at Kenai High School had a construction academy this year. They built a shed that Kenai High will be purchasing for the use of lawn maintenance equipment.

Seldovia offered their tri academy again this year. Students fly over from Nanwalek and Kachemak Selo to participate in a 2 week academy. The students built a shed and a green house.

The program this year ran very smoothly. We did not run into any delays or obstacles.

The instructors evaluate the students with ongoing informal assessment by observing the safety of the students using machines/tools and also by noticing if the students apply what they've learned later in the semester on a different application without having to repeat instructions. The instructors also have formal written tests midterm and then a final test. The best way to evaluate the skill level is in the final product such as the greenhouses, trailers, smoke houses, etc. The final product says a lot about the training they have received.

Written by: Debbie Pearson





# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

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## SCHOOL BOARD COMMUNICATION

<b>Title:</b>	KPBSD Evaluation Systems update		
<b>Date:</b>	7/3/12	<b>Item Number:</b>	
<b>Administrator:</b>	Sean Dusek, Assistant Superintendent <i>Sean Dusek</i>		
<b>Attachments:</b>	Effective Instruction and Effective Leadership Evaluation Systems		

Action Needed     For Discussion     Information     Other: \_\_\_\_\_

## BACKGROUND INFORMATION

With the June work session on the evaluation systems postponed, administration is requesting board input on the recommended changes to the evaluation systems before the August board meeting. There will be a work session in August to discuss the changes and input in greater detail.

Both evaluation committees have recommended that no additional components or elements be added for 2012-13. The committees will work to refine full implementation of the systems and clarify how student achievement will be explicitly incorporated into the systems.

The effective instruction committee has modified some of the forms to ensure each step in the process is clear and utilized for all staff. The effective leadership committee has modified the overall process by recommending a formative feedback step earlier in the school year and conduct the summative step later in the school year. Finally, assistant principals will be evaluated using the effective leadership model during 2012-13.

## ADMINISTRATIVE RECOMMENDATION

Board members are asked to offer input and ask for any clarifications. The recommended changes will be up for Board approval in August.

### Goal of KPBSD Evaluation

The goal of the evaluation process is the promotion of self-reflection and continuous growth to ensure that every child in the Kenai Peninsula Borough School District receives a world-class, quality education at the hands of our skillful and dedicated professionals.

The new evaluation process is intended to promote self-reflection and continuous growth. This process is grounded in the belief that when given the opportunity, all teachers have the desire to continually improve in their abilities to meet the needs of every child with whom they work. The District's Effective Instruction model is grounded in solid research about teaching and learning and provides a durable framework upon which the changing needs of children in the Kenai Peninsula Borough School District can be met.

#### **Step 1: Training**

Purpose: Develop Common Understanding

The new process begins with effective training for both administrators and teachers about the evaluation process. This first step is necessary to ensure there is a common understanding about the criteria by which teaching will be assessed, and must include an introduction to the process, timelines, and paperwork, as well as an overview of the role the teacher and administrator each play in the process.

#### **Step 2: Self-Reflection Conference**

Purpose: Teachers Reflect on Practice

*See document: Self-Reflection Rubric*

The evaluation process centers on teachers reflecting for continuous growth. This second step begins the focused conversations about teaching practices and is the beginning calibration between the principal and teacher regarding what effective practices should be expected to be observed. Teachers should complete the Self-Reflection Rubric on their own. This step involves a meeting with both the teacher and administrator meeting to review the teacher's completed Self-Assessment Rubric and discuss the three primary guiding questions. The conference will include a discussion on evidence that could be collected throughout the year to demonstrate proficiency. No evidence needs to be presented at this time. The goal is to complete this conference by the end of September.

Guiding Questions:

1. What is it you want all students to learn?
2. How will you know when each student has learned?
3. How will you respond when some students experience difficulty in their learning?
4. How will you enrich and extend the learning for students who are proficient?

### **Step 3: Classroom Walk-Throughs**

Purpose: Principal Classroom Awareness

One of the primary factors of school effectiveness is instructional leadership by the building administrator. The third step of the evaluation process involves principals engaging in classroom walk-throughs, which are an essential component of effective leadership and supervision. These walk-throughs provide the principal with multiple opportunities to observe what students and teachers do throughout the course of their time at school, while focusing on factors that support student achievement. Walk-throughs may be of any duration, but are typically 3 to 5 minutes in length, and feedback may or may not be provided, however, a critical component in maintaining a trusting and supportive relationship between teachers and their principals requires that any concerns identified during a walk-through must be shared with the teacher in a timely manner to promote conversation and resolution of the issue. Teachers who are on the Teacher Enrichment Pathway (TEP) should expect administrators to perform classroom walk-throughs throughout the year as well.

### **Step 4: Informal Observations**

Purpose: Principal Classroom Awareness

The fourth step of the process is the completion of informal observations. At least two informal observations of at least ten minutes each help inform the principal's understanding of classroom dynamics and teacher practices, and position the principal to have informed conversations with teachers about their classroom practices. Informal observations provide an opportunity for principals to give teachers feedback about what they have observed, and this feedback is intended to promote reflection and the continuation of effective practices or changes to less effective practices, as may be needed. Evidenced based observations and feedback from informal observations must be given to teachers within five work days, and may occur in person, via email, or through a note. The dates of at least two of these observations are included at the top of the formal evaluation document as an indication that the evidence on which the evaluation is based was gathered on more than one occasion. Teachers who are on the Teacher Enrichment Pathway (TEP) should expect administrators to perform informal observations with a minimum of one (1) per semester.

### **Step 5: Pre-Observation Conference**

Purpose: Focused Conversation about Instruction

*See Document: Interview Protocol for a Pre-Observation Conference*

The pre-observation conference composes the fifth step of the process. This step uses a more formal process to ensure a focused conversation about teaching practices to be observed in the upcoming formal observation. The pre-conference must be directed by guiding questions that are given to the teacher in advance. This personal conversation between the teacher and principal occurs in preparation for an upcoming formal observation, and can help lay the groundwork for a principal's understanding of what he or she can expect to see during the formal observation.

### **Step 6: Formal Observation**

Purpose: Principal Classroom Awareness

Step 6, the formal observation, is scheduled in advance and lasts for at least 30 minutes. This step in the process must occur at least once prior to each evaluation summary to ensure that every teacher has the opportunity to receive feedback from their principal and incorporate that information into their practice.

### **Step 7: Post Observation Conference**

Purpose: Provide Feedback to Teachers on Instruction

*See Documents:*

- *KPBSD Formal Observation Document*
- *Interview Protocol for a Post Observation Conference (optional)*

Step 7 is the post-conference. A post-observation conference will be scheduled and held within ten work days following the formal observation. The post-observation conference conversation should be guided by the pre-observation discussion, the observation itself and the Formal Observation Document. This meeting provides a focused opportunity for a shared discussion regarding the teacher's practice to determine proficiency levels and how it impacts students.

### **Step 8: Evaluation Summary Conference**

Purpose: Conversation Reflecting on Instruction

*See Document: KPBSD Standard Evaluation Summary*

The evaluation summary conference is separate from the post-observation conference, and is the final step in the evaluation process. Prior to the evaluation conference, the principal will email a *draft* of the KPBSD Standard Evaluation Summary document to the teacher with evidence entered and boxes checked. The evaluation conference is a face-to-face meeting between a teacher and a principal during which they discuss where on the rubric the evidence gathered over time indicates the teacher is teaching. The discussion should extend beyond the evidence written on the form and that from the formal observation to allow a reflection of the teacher's overall performance to be considered in the completion of the document. Teachers have the opportunity to bring additional evidence to the conference for consideration. Upon mutual agreement between the teacher, school administrator and HR, the deadline for completion of the Evaluation summary may be extended to April 15.

This step in the process may be separate from the post-conference to ensure both the teacher and the principal do not rely too heavily on a single formal observation as the only indicator of teaching performance. At the conclusion of the evaluation cycle, the teacher and principal will have engaged in multiple conversations aimed at supporting effective instructional practices.

### **201 File Documentation**

At the end of the conference, the principal and teacher have completed the document from step 8, KPBSD Standard Evaluation Summary, and only a signed copy is sent to Human Resources for inclusion in the teacher's 201 file. No other documentation should be sent to Human Resources.

Educator Name: \_\_\_\_\_

Subjects(s): \_\_\_\_\_ Grade Level(s): \_\_\_\_\_

Administrator Name: \_\_\_\_\_

Formal Observation Date(s) \_\_\_\_\_

Pre-Observation: \_\_\_\_\_

Observation (30 minutes): \_\_\_\_\_

Post-Observation: \_\_\_\_\_

**Domain 1: Planning and Preparation**

Component 1d: *Demonstrating Knowledge of Resources*

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>DIST</u>
Resources for classroom use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources to extend content knowledge and pedagogy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources for students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Component 1e: *Designing Coherent Instruction*

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>DIST</u>
Learning activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional materials and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesson and unit structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Component 1f: *Designing Student Assessments*

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>DIST</u>
Congruence with instructional outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria and standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design of formative assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use for planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence for Component Elements:

**Domain 2: The Classroom Environment**

Component 2c: *Managing Classroom Procedures*

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>DIST</u>
Management of instructional groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of transitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of materials and supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance of non-instructional duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision of volunteers and paraprofessionals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Component 2d: *Managing Student Behavior*

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>DIST</u>
Expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring of student behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to student misbehavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence for Component Elements:

**Domain 3: Instruction**

**Component 3b: *Using Questioning and Discussion Techniques***

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>DIST</u>
Quality of questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discussion techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Component 3c: *Engaging Students in Learning***

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>DIST</u>
Activities and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grouping of students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructional materials and resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structure and pacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Component 3d: *Using Assessment in Instruction***

<u>Elements:</u>	<u>UNSAT</u>	<u>BASIC</u>	<u>PROF</u>	<u>DIST</u>
Assessment criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitoring of student learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student self-assessment and monitoring of progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

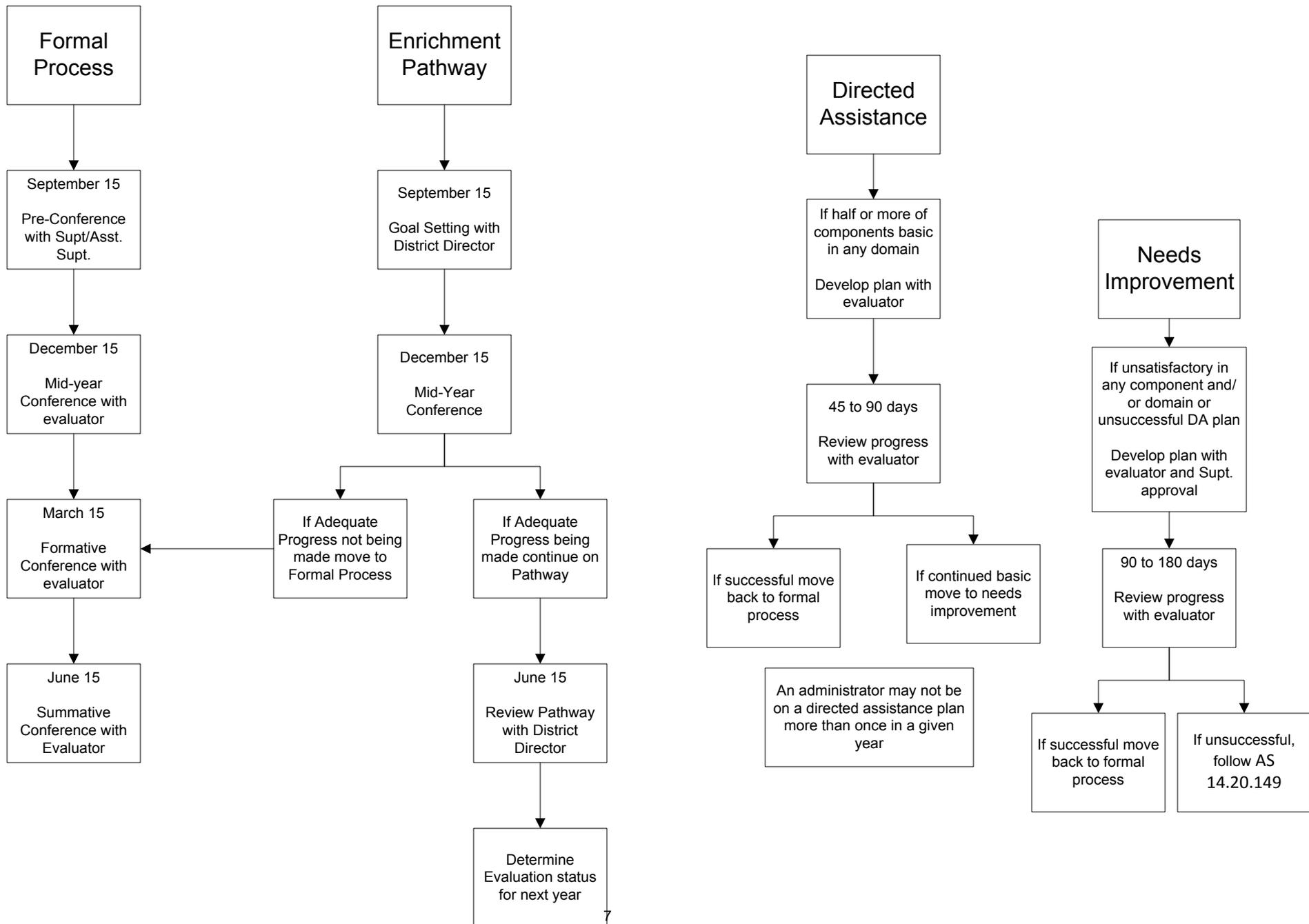
Evidence for Component Elements:

**STATEMENT:** A formal conference was held on \_\_\_\_\_ with my evaluator. I understand that I have five work days to study and prepare a response which will be attached to this evaluation prior to being sent to Human Resources. My response will become a part of this evaluation. I also understand that my signature below does not necessarily mean that I agree with the evaluation.

Administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Educator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# KPBSD Effective Leadership Evaluation System



Kenai Peninsula Borough School District

# Effective Leadership

School Administrator Evaluation Handbook

KPBSD Instruction  
7/1/2012

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Acknowledgments

## Purpose

The school administrator performance evaluation process will promote:

### Professional Growth

- Focus on enhancing skills and knowledge
- Serve as a guide for school administrators as they reflect upon and self-assess their skills and knowledge to improve their effectiveness as school leaders
- Focus the goals and objectives of school administrators to improve effectiveness
- Guide professional development for school administrators
- Serve as a tool in supporting coaching and mentoring programs for school administrators

### Continuous improvement

- Focus on the school administrator's commitment to continuously improving practice so that student performance is enhanced
- Focus the school's commitment to continuously improve instruction so that student performance is enhanced

### Quality assurance

- Focus on the collection of credible evidence about school administrator performance
- Evaluators use the evidence to make important decisions:
  - Recognizing effective practice
  - Recommending improvements
  - Providing appropriate direction and assistance
  - Recommendation on school administrator status

Evaluation is a continuous process and may occur between scheduled periods at the request of the administrator, the administrator's immediate supervisor or any higher supervisor.

Assistant principals are a part of the school administrative team. A primary role is to support the efforts of the principal and work in tandem on various components. While there may be a clear delineation of specific duties, a partnership is expected and opportunities for shared leadership will be sought.

**Assessment:**

All Domains are assessed through:

- A review of the evidence provided by the administrator
- Conferences between the evaluator and the administrator
- Input from a variety of sources (staff, students, parents, community)
- Observations conducted by the evaluator (minimum of 2) and other district personnel

**Possible Evidence maintained in the School Portfolio for all Domains may include:**

- Statement of School Mission, Vision, Guiding Principles
- School Development Plan
- In-Service Agendas
- Master Schedule
- School Staffing sheet
- Faculty Handbook
- School Budget
- Grant applications
- Capital Improvement projects
- Site Council Agendas/Minutes
- Student Achievement and Assessment (and Graduation data if applicable) Data
- Student Discipline Data
- Student Attendance Data
- Intervention Team Agendas/Minutes
- Student Handbook
- Student Organizations
- Survey Results (Climate Connectedness, YRBS, etc.)



## EFFECTIVE LEADERSHIP EVALUATION SYSTEM

FORMAL EVALUATION	PRINCIPAL ENRICHMENT PATHWAY	DIRECTED ASSISTANCE PLAN	NEEDS IMPROVEMENT PLAN
<p><i>Purpose:</i> To support school administrators in learning, improving and achieving the performance standards of the profession, position and the District.</p> <p>For School Administrators:</p> <ul style="list-style-type: none"> <li>• Are in their 1<sup>st</sup> or 2<sup>nd</sup> year in the position</li> <li>• Cycling off Principal Enrichment Pathway after 2 years</li> <li>• Designated by district evaluator to remain on Formal protocol</li> <li>• Have a significant change in assignment</li> </ul>	<p><i>Purpose:</i> To provide experienced school administrators a structured, supportive, and collaborative environment for enhancing their on-going personal professional growth to meet the standards for professional practice.</p> <p>For School Administrators who:</p> <ul style="list-style-type: none"> <li>• Are in their 3<sup>rd</sup> year at their current position AND who have demonstrated overall Proficiency in all 4 domains.</li> <li>• Are approved by the Superintendent for this pathway</li> <li>• PEP is developed in partnership with designated District level director and all meetings will be conducted by the district director.</li> </ul>	<p><i>Purpose:</i> To provide new to position and/or experienced school administrators structure, assistance, and guidance towards meeting standards for professional practice.</p> <p>For School Administrators:</p> <ul style="list-style-type: none"> <li>• That have half or more of Basic Domain and/or Component Ratings during formative and/or summative evaluation periods</li> </ul>	<p><i>Purpose:</i> To provide organizational support and assistance to school administrators who are not meeting the standards for professional practice.</p> <p>For School Administrators:</p> <ul style="list-style-type: none"> <li>• Whose performance remains in <i>Basic</i> overall for the previous evaluation period.</li> <li>• Whose performance meets "overall proficiency" but who is not making progress toward full proficiency in any domain or component.</li> <li>• Whose performance at any point does not meet the performance criteria in the Evidence of Effective Leadership Practices or who has failed to make adequate progress toward identified goals,</li> <li>• Who received an <i>Unsatisfactory</i> overall component and/or element rating for the previous evaluation period. School administrators on this plan are held here until all objectives of the Needs Improvement Plan are met, with adequate evidence to demonstrate a Basic rating.</li> </ul>
<p>Follows the protocol:</p> <ul style="list-style-type: none"> <li>• <b>Before September 15</b> - Self-Reflection, goal setting, and planning conference by school administrator and district evaluator focusing on Domains and Components. The principal and evaluator will agree on the data, evidence, and artifacts necessary to complete the evaluation process.</li> <li>• <b>Before December 15</b> – Mid-Year conference followed by completion of Mid-year form</li> <li>• <b>Before March 15</b> – Formative feedback conference followed by completion of formative feedback form</li> <li>• <b>Before June 15</b> - Summative conference followed by completion of Formal evaluation document</li> </ul>	<p>Follows the protocol:</p> <ul style="list-style-type: none"> <li>• <b>Before September 15</b> Principal-driven goals relating to District goals/initiatives and domain focus. The principal and director will agree on the data, evidence, and artifacts necessary to show progress</li> <li>• <b>Before December 15</b> – Mid-year progress meeting – if adequate progress is not clear, Superintendent/Assistant Superintendent will determine Formal Evaluation placement or continuation on PEP</li> <li>• <b>Before June 15</b> – End of year summary meeting</li> </ul> <p>May continue with Principal Enrichment Pathway with Superintendent approval for next year.</p> <p>Possible activities to support PEP:</p> <ul style="list-style-type: none"> <li>• Self-Directed Professional Growth</li> <li>• Action Research</li> <li>• Peer Coaching</li> </ul>	<p>Follows the protocol:</p> <ul style="list-style-type: none"> <li>• This is a directed evaluation period that focuses on components from all four Domains that are not in the <i>Proficient</i> range.</li> <li>• A Directed Assistance Plan will be in place for no longer than 90 days.</li> </ul> <p>After successful completion of a Directed Assistance Plan, a school administrator returns to prior status. If unsuccessful, a school administrator proceeds to the Needs Improvement Plan if tenured in the District.</p> <p>if completion of the plan is progressing it can be continued at the discretion of the Superintendent/Assistant Superintendent.</p>	<p>Follows the protocol:</p> <ul style="list-style-type: none"> <li>• This is an intensive evaluation period that focuses on components from all four Domains that are in the <i>unsatisfactory</i> performance range.</li> <li>• A Needs Improvement Plan will be in place between 90 and 180 days.</li> <li>• A Needs Improvement Plan will be written and administered according to Alaska State Statute AS 14.20.149.</li> </ul> <p>Note: Superintendent/Assistant Superintendent approval required BEFORE a school administrator moves to Directed Assistance Plan or Needs Improvement Plan.</p> <p>After successful completion of a Needs Improvement Plan, a school administrator returns to prior status if tenured. if unsuccessful, the district will follow Alaska State Statute AS 14.20.149.</p>

## **Domain 1: Vision and Goals**

A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision that is shared and supported by the school community and district.

### **Criteria:**

The following components are the basis upon which the performance of an administrator shall be evaluated:

#### **1a. Embracing the Vision**

The administrator appropriately links school and district goals to instructional plans and programs. In collaboration with others, the administrator uses multiple sources of information and assists in analyzing data to establish rigorous and concrete school or district improvement goals in the context of student achievement and instructional programs. The administrator fosters shared beliefs and a sense of community and cooperation.

#### **1b. Communicating Vision and Goals**

Administrator communicates effectively to appropriate stakeholders about progress towards meeting the school or district goals. Communication is consistently focused on teaching, school programs and their impact on learning and student success. The administrator communicates and operates from strong ideals and beliefs about schooling.

#### **1c. Implementing Vision and Goals**

Administrator provides leadership for major initiatives and change efforts relative to the school or district improvement goals. Administrator is committed to doing the work required for continuous school and district improvement. With establishment of clear goals, the administrator keeps those goals in the forefront of the school's attention. The administrator is a driving force behind major initiatives that help students acquire 21<sup>st</sup> century skills.

#### **1d. Monitoring and Evaluating the Vision**

Administrator participates in a process to regularly monitor, evaluate and revise school or district improvement goals. Administrator promotes high expectations for teaching and learning. Administrator is committed to ensuring that all students have the knowledge and skills necessary to become successful in future educational activities.

**Performance in Domain 1 will be evident through:**

- Creates a School Development Plan that is clearly linked to district/school's mission, vision, and goals (1a)
- Collaborative teams' work supports the District's goals and mission with minimal administrative supervision necessary (1a)
- Fostering shared beliefs and a sense of community and cooperation (1a)
- The vision and mission are communicated through the use of symbols, posters, ceremonies, stories, and similar activities (1b)
- Stakeholders can describe the school's vision and goals (1b)
- Utilizing necessary resources to implement the district/school mission and goals (1c)
- The district/school's vision and goals are the basis for all building level initiatives (1c)
- Using data from multiple sources to monitor, evaluate, and revise the school/district's vision, mission, and goals (1d)
- Communicates and operates from strong ideals and beliefs about schooling (1d)
- The vision, mission, and improvement plan is regularly monitored and revised (1d)

**Additional Possible Evidence for Domain 1 may include:**

Student Recognition Ceremonies

Newspaper Articles Highlighting Student Achievement

Department/Collaborative Team Meeting Minutes

Monthly Newsletters

Appropriate Technology (Alert Now, PowerSchool, etc)

Stakeholder involvement in development of vision, mission, and goals

## **Domain 2: Culture of Learning**

A school administrator is an educational leader who promotes the success of all students by advocating nurturing and sustaining a school culture and instructional program conducive to student learning, staff professional growth, aligned district goals and reflective of community needs.

### **Criteria:**

The following components are the basis upon which the performance of an administrator shall be evaluated:

#### **2a. Advocating a Culture of Learning**

Administrator provides leadership for assessing, developing, and improving the school or district culture and instructional program that is conducive to student learning. The administrator can articulate the desired school or district instructional program and shows evidence about how he or she reinforces the instructional program and culture. The administrator ensures faculty and staff are aware of the most current theories and practices and makes the discussion of these a regular aspect of the school's culture. The administrator demonstrates cultivates a culture committed to the success of every student.

#### **2b. Monitoring Student Learning**

The administrator monitors the effectiveness of school practices and their impact on student learning. There is an ongoing analysis of multiple sources of student achievement data that is an embedded part of decision making, instructional planning and review. The administrator uses and analyzes data to instill the importance of continually developing programs and strategies to enhance opportunities for learning.

#### **2c. Evaluating Effective Instruction**

Administrator evaluates staff and provides on-going coaching for improvement. The administrator uses the effective instruction model to improve teacher performance and is consistent with colleagues in identifying teacher strengths and areas of focus. The administrator is directly involved in the design and implementation of curriculum, instruction and assessment practices in classrooms.

#### **2d. Sustaining a School-wide Focus on Instruction and Learning**

The administrator helps to ensure that staff has professional growth opportunities that enhance their performance and improve student learning. The administrator is knowledgeable about curriculum, instruction, and assessment practices and applies that knowledge to facilitate collaborative practices within the school. The administrator supports the use of technology as appropriate in teaching and learning. The administrator systematically and fairly recognizes accomplishments of staff and students towards a positive school or district culture.

**Performance in Domain 2 will be evident through:**

- Designing, implementing, evaluating, and refining curricular, co-curricular, and extra-curricular programs using the mission, vision, and goals of the district/school with a focus on learning (2a)
- Ensures faculty and staff are aware of the most current theories and practices, including 21<sup>st</sup> Century Learning Skills, and makes the discussion of these a regular aspect of the school's culture (2a)
- Ensures regularly practiced rituals and routines are in place so that student achievement can occur (2a)
- Monitors effectiveness of school practices and their impact on student learning (2b& 2c)
- Visiting teacher classrooms frequently and providing the teacher with useful feedback (2b)
- Maintaining school or program level records of student learning and communicating students' progress to the appropriate individuals or entities (2b)
- Leading or facilitating the development of formative assessments, individual student learning plans, progress monitoring approaches, Intervention team meetings, data team meetings, or similarly focused staff activities (2b)
- Use of frameworks to support successful teacher growth, self-reflection, and coaching processes (2c)
- Professional development promotes a focus on student learning consistent with the district's goals (2d)
- Ensuring common vocabulary in the District is familiar and in use by teachers (2d).

**Possible Evidence for Domain 2 may include:**

Teacher Evaluation Evidence Collection (Frameworks)  
Use of research-based practices and strategies in classrooms  
Documented use of formative assessment instruments to impact instruction  
Existence and work of collaborative teams  
Department/Collaborative Team Meeting Minutes  
Modeling Current Instructional Practices  
Student Recognition Ceremonies  
Newspaper Articles Highlighting Student Achievement  
Prominently Displayed Student Work

### **Domain 3: Management of the Learning Organization**

A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resource for a safe, efficient and effective learning environment.

#### **Criteria:**

The following components are the basis upon which the performance of an administrator shall be evaluated:

#### **3a. Solving Problems or Concerns**

The administrator addresses and resolves issues as they arise, in a timely manner, and works to prevent potential problems. The administrator adapts his or her leadership to the needs of the current situation and is comfortable with dissent. The administrator is aware of the details and undercurrents in the running of the school and uses this information to address current and potential problems. Decisions are made in a timely and transparent manner that ensure the best interests of students are at the forefront. Operational procedures are designed and managed to maximize opportunities for learning for all students.

#### **3b. Managing Resources**

The administrator manages fiscal and physical resources responsibly, efficiently, and effectively. Administrator protects instructional time by managing operational procedures to maximize learning. Administrator efficiently manages his or her time so that teaching and learning are a high priority. The administrator provides teachers with materials and professional development necessary for the successful execution of their jobs.

#### **3c. Working within Policies, Laws and Regulations**

The administrator complies with federal, state, and board policies. School or district contractual agreements are effectively managed. The administrator maintains confidentiality and privacy of school or district records, including student or staff information. The administrator establishes a set of standard operating procedures and routines.

#### **3d. Creating a Safe, Welcoming Environment to Ensure Successful Teaching and Learning**

Administrator works to ensure a safe and secure school or district environment and a culture that is conducive to teaching and learning. Challenges that could potentially interrupt teaching and learning are addressed and resolved. The administrator recognizes and rewards individual accomplishments.

#### **3e. Sustaining Current and Previous Improvements**

The administrator develops effective structures that support current improvement efforts that are improving student achievement. The administrator plans, leads and supports improvement efforts that inspire new and challenging innovations that improve student achievement.

**Performance in Domain 3 will be evident through:**

- Collecting data from a variety of sources to solve problems and address concerns (3a)
- Uses effective group processes and consensus building to identify and solve problems in a timely manner (3a)
- Adapts leadership to the needs of the current situation and is comfortable with dissent (3a)
- Needed resources are sought and obtained to support the implantation of the district/school mission and goals (3b)
- Manages time to maximize attainment of district/school goals (3b)
- Provides teachers with materials and professional development necessary for the successful execution of their jobs (3b)
- Enforces school level expectations that are in-line with adopted board policy and state and federal law (3c)
- Confidentiality of school records are maintained (3c)
- Board policies are implemented and adhered to (3c)
- Establishes a set of standard operating procedures and routines (3c)
- Develops student management systems that promote the safe and orderly atmosphere of the school and maximize opportunities for successful learning (3d)
- Creates and maintains a safe, clean, and aesthetically pleasing school environment (3d)
- Protects teachers from issues and influences that would detract from their teaching time or focus (3d)
- Inspires and leads new and challenging innovations (3e)
- Is willing to change and actively challenges the status quo (3e)

**Additional Possible Evidence for Domain 3 may include:**

Department/Collaborative Team Meeting Minutes  
Monthly Newsletters  
Critical Incident Plan  
Monthly Fire Drill Documentation  
Staff Duty Roster  
Parent Volunteer log  
Impact of professional development on student learning

## **Domain 4: Professional Responsibilities**

A school administrator is an educational leader who promotes the success of all students by demonstrating ethical, values, beliefs and attitudes that inspire all students and staff to high level of performance, and demonstrating a commitment to continuous professional growth.

### **Criteria:**

The following components are the basis upon which the performance of an administrator shall be evaluated:

#### **4a. Maintaining Professional Relationships**

Administrator fosters, maintains positive professional relationships, and establishes strong lines of communication with staff. Administrator is respectful of others' opinions and demonstrates an appreciation for and sensitivity to diversity in the school or district community. The administrator, while being accessible, approachable, and visible, has quality contacts and interactions with teachers, students, parents, and community.

#### **4b. Involving Members of the Community**

Administrator collaboratively works to establish a culture that encourages and welcomes families and community members and seeks ways in which to engage them in student learning. The administrator is an advocate and spokesperson for the school to all stakeholders.

#### **4c. Demonstrating a Personal and Professional Code of Ethics**

Administrator is fair and consistent when dealing with students and staff. The administrator demonstrates values, beliefs, and attitudes that inspire all students and staff to higher levels of performance and holds him or her/self to high ethical standards. The administrator understands his or her impact on the school and community. The administrator respects the rights and dignity of all while promoting high expectations.

#### **4d. Growing and Developing Professionally**

The administrator chooses and participates in professional growth that is aligned with his or her professional needs or aligned with the needs of the school or district. The administrator, while seeking input, consistently acknowledges errors when provided evidence and accepts advice/feedback. The administrator consistently demonstrates learning from mistakes and is resilient in moving forward.

#### **4e. Community and Stakeholder empowerment**

The administrator actively seeks community and stakeholder input in the design and implementation of important decisions and policies. The input will influence and support instruction and student performance.

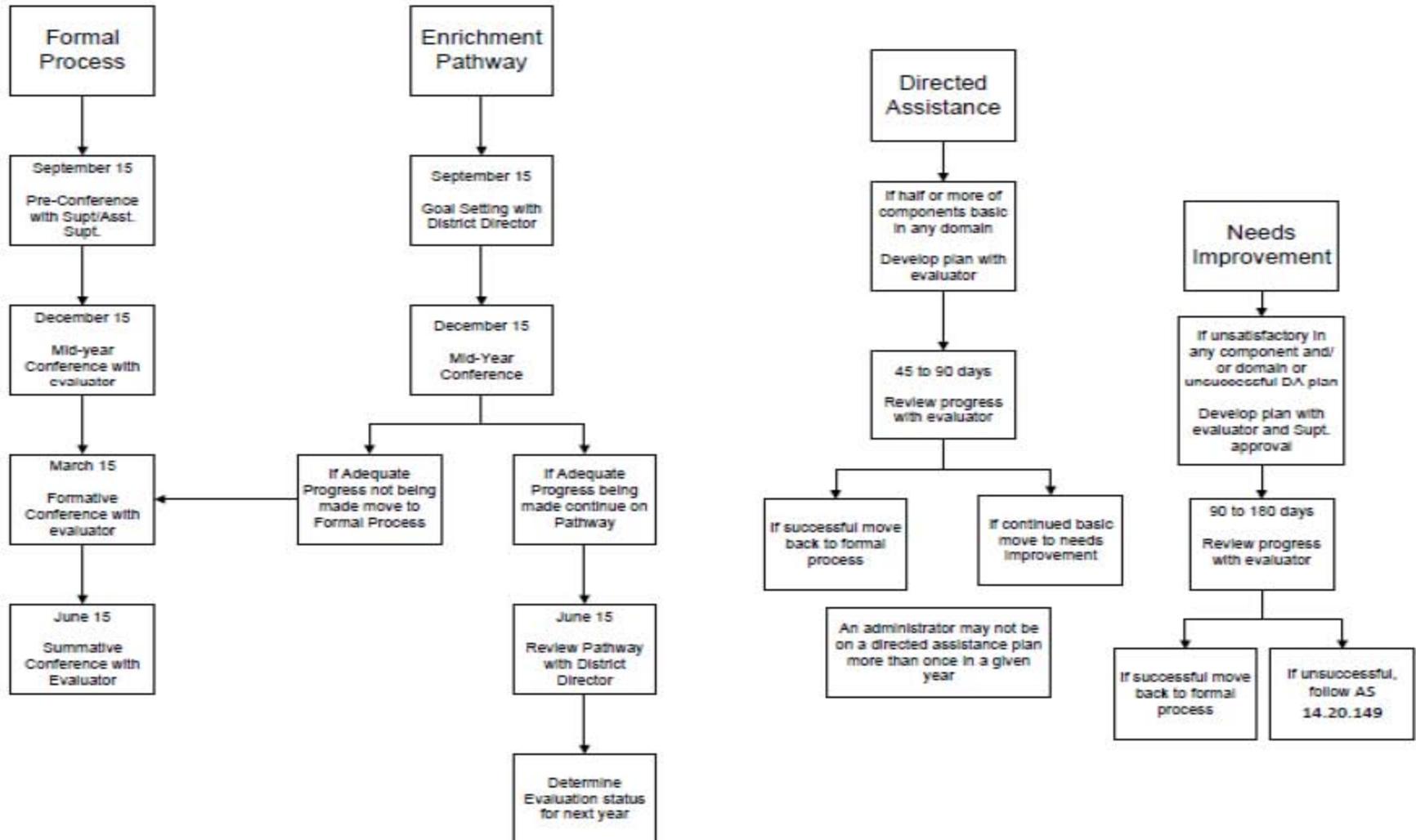
**Performance in Domain 4 will be evident through:**

- Establishes strong lines of communication with and among stakeholders (4a)
- Demonstrates awareness of the personal aspects of teachers and staff (4a)
- Involves stakeholders in the design and implementation of important decisions and policies (4a)
- Quality contacts and interactions with stakeholders (4a)
- Establishes strong lines of communication with and among teachers (4a)
- Demonstrates an awareness of the personal aspects of teachers and staff (4a)
- Quality contacts and interactions with teachers and students (4a)
- Involves teachers in the design and implementation of important decisions and policies (4a)
- Is an advocate and spokesperson for the school to all stakeholders (4b)
- There is outreach to different business, religious, political, and service agencies and organizations (4b)
- Treats people fairly, equitably, and with dignity and respect (4c)
- Examines personal and professional values (4c)
- Holds all school staff accountable to personal and professional code of ethics (4c)
- Demonstrates a personal and professional code of ethics (4c)
- Considers the impact of one's administrative practices on others (4c)
- Is aware of the details and undercurrents in the running of the school and uses this information to address current and potential problems (4c)
- Recognizes and celebrates accomplishments and acknowledges failures (4d)
- Maintains certification and currency of knowledge in the field of education (4d)
- Examines and considers the prevailing values of the diverse school community (4e)
- Recognizes and rewards individual accomplishments (4e)
- Empowers community stakeholders to shape school policy and decision making(4e)

**Additional Possible Evidence for Domain 4 may include:**

Evidence of visibility and accessibility  
Evidence of distributed leadership  
Teaming with Community Agencies  
Sign-in Sheets for PT Conferences/Open House  
Community input forms  
List of Business/Community partnerships  
Professional Development Certificates of Completion  
Current Education Transcripts  
Conference attendance and follow up reporting  
Evidence of community support  
PTSA/Booster club operation and participation  
Number and use of school volunteers

# KPBSD Effective Leadership Evaluation System



Kenai Peninsula Borough School District Effective Leadership Practices  
 School Administrator Mid-Year Feedback

Administrator:  
 Evaluator:

School:  
 Date Completed:

School Year:  
 Status Key: U – Unsatisfactory B – Basic  
 P – Proficient D - Distinguished

Domain 1: Vision and Goals	Indicators	Mid-Year Status
1a. Embracing the Vision		
1b. Communicating Vision and Goals		
1c. Implementing Vision and Goals		
1d. Monitoring and Evaluating the Vision		
Overall Domain 1		
Comments:		
Domain 2: Culture of Learning	Indicators	Current Status
2a. Advocating a culture of learning		
2b. Monitoring student learning		
2c. Evaluating Effective Instruction		
2d. Sustaining a school-wide focus on instruction and learning		
Overall Domain 2		
Comments:		
Domain 3: Management of the Learning Organization	Indicators	Current Status
3a. Solving problems or concerns		
3b. Managing resources		
3c. Working within policies, laws, and regulations		
3d. Creating a safe, welcoming environment to ensure successful teaching and learning		
3e. Sustaining current and previous improvements		
Overall Domain 3		
Comments:		
Domain 4: Professional Responsibilities	Indicators	Current Status
4a. Maintaining professional relationships		
4b. Involving members of the community		
4c. Demonstrating a personal and professional code of ethics		
4d. Growing and developing professionally		
4e. Community and stakeholder empowerment		
Overall Domain 4		
Comments:		
Formative Focus (Due March 15)		
2c. Evaluating Effective Instruction		

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_ Evaluator signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kenai Peninsula Borough School District Effective Leadership Practices  
 School Administrator Formative Feedback

Administrator:  
 Evaluator:

School:  
 Date Completed:

School Year:  
 Status Key: U – Unsatisfactory  
 B – Basic  
 P – Proficient  
 D - Distinguished

Domain 2: Culture of Learning	Indicators	Current Status
2c. Evaluating Effective Instruction		
Comments:		
Domain	Indicators	Current Status
Comments:		

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_ Evaluator signature: \_\_\_\_\_ Date: \_\_\_\_\_

Kenai Peninsula Borough School District Effective Leadership Practices  
 School Administrator Summative Evaluation Form

Administrator:

School:

Evaluator:

School Year:

Date Completed:

Domain 1: Vision and Goals	Unsatisfactory	Basic	Proficient	Distinguished
1a. Embracing the Vision				
1b. Communicating Vision and Goals				
1c. Implementing Vision and Goals				
1d. Monitoring and Evaluating the Vision				
Overall Domain 1				
Comments:				
Domain 2: Culture of Learning	Unsatisfactory	Basic	Proficient	Distinguished
2a. Advocating a culture of learning				
2b. Monitoring student learning				
2c. Evaluating Effective Instruction				
2d. Sustaining a school-wide focus on instruction and learning				
Overall Domain 2				
Comments:				
Domain 3: Management of the Learning Organization	Unsatisfactory	Basic	Proficient	Distinguished
3a. Solving problems or concerns				
3b. Managing resources				
3c. Working within policies, laws, and regulations				
3d. Creating a safe, welcoming environment to ensure successful teaching and learning				
3e. Sustaining current and previous improvements				
Overall Domain 3				
Comments:				
Domain 4: Professional Responsibilities	Unsatisfactory	Basic	Proficient	Distinguished
4a. Maintaining professional relationships				
4b. Involving members of the community				
4c. Demonstrating a personal and professional code of ethics				
4d. Growing and developing professionally				
4e. Community and stakeholder empowerment				
Overall Domain 4				
Comments:				

Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_ Evaluator signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Principal Enrichment Pathway Plan

Principal Name: \_\_\_\_\_ School Year: \_\_\_\_\_ Approved By: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Please indicate which District Goal your plan supports:**

- Student Achievement
- Student Engagement

**Please indicate which domain(s) your plan supports:**

- Domain 1: Vision and goals
- Domain 2: Culture of Learning
- Domain 3: Management of the Learning Organization
- Domain 4: Professional Responsibilities

SMART Goal(s)	Strategies and Action Steps	Responsibility	Timeline	Indicators of Success (Evidence of Change)



## Principal Enrichment Pathway Interim Progress Report

Principal Name: \_\_\_\_\_ Date of Review: \_\_\_\_\_

Indicator(s) of Success (Data)	Principal's Self-Reflection Notes (include reference to Domain(s)/Components)

This Plan:

- Principal is Making Progress       Principal is Not Making Progress

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Admin. Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Principal Enrichment Pathway Summary Report

Principal Name: \_\_\_\_\_ Date of Summative Review: \_\_\_\_\_

Goal: \_\_\_\_\_

Indicator(s) of Success (Data)	Principal's Self-Reflection Notes (include reference to Domain(s) and Component(s))

<p align="center"><b>Evaluator Summary</b></p> <p align="center">Briefly describe the principal's growth option project, and how the project contributed to higher professional competence and a greater understanding of self, role, context or career for the principal.</p>

Met Goal       Progressing       Not Progressing

I understand that I have five (5) work days to study and prepare a response which will be attached to this evaluation prior to being sent to the HR Department.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

District Admin. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Include one sheet per goal. The evaluator signs here to indicate that the Growth Plan has been completed satisfactorily. This plan must be attached to the formal written evaluation to be submitted to the Human Resources Department.

School Administrator Feedback

Please check one of the following

- Parent
- Student
- Community Member
- Other

Principal and School: \_\_\_\_\_

Your name (Optional): \_\_\_\_\_

Please check the following

- I have visited the school during the school day
- I have visited a classroom during the school day
- I attend afterschool activities
- I volunteer during the school day
- I volunteer during afterschool activities

Please check the following

- I attend parent–teacher conferences
- I am a member of a parent group
- I have attended parent group meetings
- I am a site council member
- I have attended site council meetings

Do you feel welcome when you visit the school?

If not, please tell us why \_\_\_\_\_

Is the school well maintained, clean, and attractive?  Yes  No  Other, please explain: \_\_\_\_\_

Do you have any suggestions related to the school building or site? \_\_\_\_\_

Please skip any questions you can't answer.

	Definitely	Most of the time	Sometimes	<i>Seldom</i>
The principal is a visible and positive educational leader in the school (3)				
The principal is a visible and positive educational leader in the community (4b&e)				
The principal communicates effectively with parents ( <i>community, students</i> ) providing helpful information (i.e., school newsletters, emergency communication, conversations, etc.) (4e)				
The principal is accessible via e-mails, phone calls or personal visits (3a&d)				

	Definitely	Most of the time	Sometimes	Seldom
The principal facilitates notice of site council meetings and topics to parents ( <i>community, students</i> ) (4b&e)				
<i>Enhance site council self-evaluation</i>				
<i>The principal presented a report on school and student performance at a site council meeting (1)</i>				
<i>The principal reviewed school and student data with site council when asking for their recommendations on school goals (1&amp;2b)</i>				
The principal has communicated the school program/goals effectively to parents (community, students) (1b)				
The principal lets parents know how the school is progressing toward the school vision and goals (1c&d)				
The principal sets high expectations for staff and students (2a&d)				
The principal embraces the rich diversity of the community (4)				
The principal fosters a positive learning culture (2)				
The principal helps sustain a school-wide focus on instruction and learning (2&3)				
The principal celebrates staff and student accomplishments (3e)				
The principal celebrates community efforts to support students and the school (4b&3e)				
The principal consistently and fairly handles problems, rewards, etc (3d&4)				
The principal fairly manages resources (staff and funding) (3b)				
The principal complies with laws, policies, regulations, handbook (3c)				
The principal maintains a safe and secure school (3d)				
The principal values instructional time by limiting interruptions and distractions (2d)				
The principal works with the community to provide additional opportunities for students (4b&e&3e)				
The principal treats everyone in a professional and respectful manner (4c)				

Please explain any areas marked *seldom*: \_\_\_\_\_

Other comments: \_\_\_\_\_

Once completed, send to the Superintendent of Schools, KPBSD, 148 N. Binkley Street, Soldotna, AK 99669

School Administrator Feedback: Due December 1

Staff Input

Principal and School: \_\_\_\_\_

Your name (Optional): \_\_\_\_\_

Is the school well maintained, clean, and attractive?

Do you have any suggestions related to the school building or site?

Please skip any questions you can't answer.

	Definitely	Most of the time	Sometimes	Seldom
The principal is a visible and positive educational leader in the school (3)				
The principal is a visible and positive educational leader in the community (4b&e)				
The principal communicates effectively (1b, 2b, 4a, 4e)				
The principal is accessible via e-mails, phone calls or personal visits (3a&d)				
The principal has communicated the school program/goals effectively (1b)				
The principal sets high expectations for staff and students (2a&d)				
The principal fosters a positive learning culture (2)				
The principal helps sustain a school-wide focus on instruction and learning (2&3)				
The principal celebrates staff and student accomplishments (3e)				
The principal celebrates community efforts to support students and the school (4b&3e)				
The principal consistently and fairly handles problems, rewards, etc. (3d&4)				
The principal fairly manages resources (staff and funding) (3b)				
The principal complies with laws, policies, regulations, handbook (3c)				
The principal maintains a safe and secure school (3d)				

	Definitely	Most of the time	Sometimes	Seldom
The principal values instructional time by limiting interruptions and distractions (2d)				
The principal treats everyone in a professional and respectful manner (4c)				

Please explain any areas marked seldom: \_\_\_\_\_

<u>Areas of strength:</u>	<u>Comments:</u>
<u>Suggestions for growth:</u>	<u>Comments:</u>

Other comments: \_\_\_\_\_

Please refer to the Effective Leadership Practice Domains

Once completed, send to the Superintendent of Schools, KPBSD, 148 N. Binkley Street, Soldotna, AK 99669

# Evidence of Effective Leadership Practices

Administrator: \_\_\_\_\_ School: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of School Goals: \_\_\_\_\_

**Domain 1: Vision and Goals- A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision and goals that are shared and supported by the school community and district.**

Component	Unsatisfactory	Basic	Proficient	Distinguished
<b>1a. Embracing the Mission</b>	The school leader acts in opposition to the District's mission or ineffectively embeds the District's mission in educational programs, plans, activities, and actions.	The school leader's attempts to embrace or embed the District's mission in educational programs, plans, activities, and actions are partially successful.	The school leader consistently embraces and embeds the District's mission in the school's vision and many educational programs, plans, activities, and actions.	The school leader, in concert with staff, students, and parents, consistently makes decisions and acts in ways that embrace and further the District's mission in all educational programs, plans, activities, and actions.

*Evidence:*

Component	Unsatisfactory	Basic	Proficient	Distinguished
<b>1b. Communicating Vision and Goals</b>	No communication of the vision and goals is taking place on the part of the school leader.	Communication by the school leader is inconsistent regarding the school vision and goals	Communication of the vision by the school leader focuses consistently on teaching, school programs, and their impact on learning and student success. Stakeholders have an awareness of the school's vision and goals. The school leader keeps the vision of the school in the forefront of the school's attention.	Communication of the vision by the school leader occurs with the help of school stakeholders. It focuses consistently on teaching, school programs, and their impact on learning and student success. Recognition occurs throughout the year, and in a variety of venues, both in the school and in the community setting as a model for others.

*Evidence:*

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>1c. Implementing Vision and Goals</b>	The school leader does not link instructional planning, strategies and/or student assessment to the goals of the school. The school vision is not aligned with the school's goals, priorities, and identity.	The school leader links some instructional plans or strategies to the goals of the school and interprets available data with limited accuracy. The school vision partially reflects the school's goals, priorities, and identity.	The school leader links most instructional plans or strategies to the goals of the school, and uses assessment data to inform teaching and learning decisions. The school vision accurately reflects the school's goals, priorities, and identity.	The school leader successfully links the school goals to all instructional plans, strategies, school programs, policies, and procedures. The leader systematically uses student achievement data to ensure that the school goals are focused on the success of all students. The school's vision and goals reflect shared beliefs, sense of community, and cooperation.

*Evidence:*

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>1d. Monitoring and Evaluating the Vision and Goals</b>	The school leader does not monitor teacher performance or school programs effectively, or use data to assess student learning as it relates to progress toward the school goals or toward achievement of the vision.	The school leader inconsistently monitors teacher performance, student learning, or program effectiveness. The school leader monitors progress towards and evaluates the goals or vision of the school only once a year.	The school leader creates or maintains an effective system to monitor teacher performance, student learning, and program effectiveness on an ongoing basis throughout the school year. Progress toward the goals is communicated in a timely and ongoing manner with stakeholders.	In partnership with the school's stakeholders, the school leader conducts regular evaluations of the school's vision and goals. In concert with teachers, the school leader collects data on teacher performance, student learning, and program effectiveness from a variety of sources to adjust practices to foster the attainment of the school's goals and vision.

*Evidence:*

**Domain 2: Culture of Learning- A school administrator is an educational leader who promotes the success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning, staff professional growth, aligned with district goals, and reflective of community needs.**

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>2a. Advocating a Culture of Learning</b>	The school leader perpetuates a school environment that conveys a negative culture for learning, characterized by low staff and parent commitment to the school with low expectations for student achievement.	The school leader is aware of the most current theories and practices and attempts to work within the school's existing culture to provide an instructional program and professional development plan conducive to student learning	In addition to ensuring faculty and staff are aware of the most current theories and practices, the school leader makes the discussion of these a regular aspect of the school's culture.  The school leader actively promotes a culture where it is the responsibility of all staff to make sure that all students are successful and that encourages staff, student, and parent commitment to the school and high student expectations.	In addition to providing resources for faculty to support one another in employing current theories and practices, the school leader models their appropriate use and/or provides structures and support to promote faculty led exploration of those theories in practice and their impact on student learning. The school leader works in concert with stakeholders to cultivate a climate that is deeply committed to the success of every student.

*Evidence:*

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>2b. Monitoring Student Learning</b>	The school leader does not evaluate student achievement data to inform their leadership actions, or engage staff in collaborative monitoring of student learning on an ongoing basis.	The school leader inconsistently employs processes that examine student achievement data for the purpose of driving instructional practices.	The school leader employs collaborative processes that align the teaching, learning and assessment cycle to maximize student learning. Student achievement data is effectively analyzed to inform instructional initiatives.	Staff are supported and challenged to reflect deeply on and define what knowledge, skills, and concepts are essential to increase student achievement. The ongoing analysis of multiple sources of student achievement data is an embedded part of instructional planning and analysis.

*Evidence:*

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>2c. Evaluating Effective Instruction</b>	The school leader does not adhere to the District's Effective Instructional Model for evaluating teacher performance.	The school leader employs the District's Effective Instructional Model for evaluating teacher performance with partial success in promoting teacher reflection and growth.	The school leader effectively employs the District's Effective Instructional Model for evaluating teacher performance and is consistent with colleagues in identifying teacher strengths and areas in need of focus.	The school leader uses the District's Effective Instructional Model to encourage and challenge teachers to reflect deeply on their teaching practice while supporting their personal efforts to improve their instructional practices.

*Evidence:*

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>2d. Sustaining a School-wide Focus on Instruction and Learning</b>	The school leader does not align learning, teaching, curriculum, instruction, and assessment to maximize student learning.	The school leader has a working knowledge of the district's curriculum design, implementation, evaluation, and refinement process, and participates in learning activities with teachers and students as a learning leader.	<p>The school leader applies their knowledge of the district's curriculum design, implementation, evaluation, and refinement process, to model and facilitate the school's development as a professional learning community to maximize student learning.</p> <p>The school leader protects the teaching and learning process from issues that distract from instruction and student learning.</p>	The school leader encourages and challenges staff to ensure the district's curriculum design, implementation, evaluation, and refinement process maximizes student learning.

*Evidence:*

**Domain 3: Management of the Learning Organization- A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.**

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>3a: Solving Problems or Concerns</b>	The school leader ineffectively addresses issues as they arise and does not work proactively to prevent potential problems. Operational procedures are not designed and/or managed to maximize opportunities for learning for all students.	The school leader addresses issues as they arise. Operational procedures are in place.	The school leader effectively addresses issues as they arise, and works to prevent potential problems. Operational procedures are preventative in nature. The school leader reflects on problems or concerns and uses that information to inform future actions.	The school leader regularly engages appropriate stakeholders to solve and/or prevent problems and ensures that all relevant interests are heard and respected. When appropriate, the school leader makes decisions in a timely and transparent manner that consistently ensure the best interests of the students and the school are at the forefront.

*Evidence:*

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>3b. Managing Resources</b>	The school leader does not manage fiscal, physical, and human resources responsibly and efficiently.	The school leader manages fiscal, physical, and human resources without awareness of how resources might be better allocated to enhance student learning.	The school leader manages fiscal, physical, and human resources in a strategic manner to enhance student learning and achievement of the school's long term vision.	The school leader engages stakeholders in considering the allocation of resources to maximize student learning and the achievement of the school's long term vision. The school leader is proactive in seeking out and accessing external resources that enhance the school's programs.

*Evidence:*

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>3c. Working within policies, laws and regulations</b>	The school leader is not aware of policies, laws, and regulations that govern the school and district and ignores or subverts some policies, laws and regulations.	The school leader has limited awareness of policies, laws, and regulations that govern the school and district. The school leader sometimes implements district policies/regulations with a negative attitude.	The school leader is knowledgeable about and complies with policies, laws, and regulations that govern the school and district and uses this knowledge effectively.	The school leader is highly knowledgeable about and complies with policies, laws, and regulations that govern the school and district and uses this knowledge to inform stakeholders and when appropriate, bring about positive change.

*Evidence:*

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>3d. Creating a safe, welcoming environment to ensure successful teaching and learning</b>	The school leader engages, or allows staff to engage in, interactions that are negative, demeaning, sarcastic, or inappropriate to members of the school community.	The school leader attempts to foster a positive school culture or norms of behavior among all stakeholders that create a safe, welcoming environment that is supportive of successful teaching and learning.	The school leader collaborates with stakeholders to develop clear expectations, structures, rules, and procedures, that foster a safe and welcoming environment that is supportive of successful teaching and learning.	The school leader engages stakeholders in systematically monitoring issues around compliance with expectations, structures, rules, and procedures, and utilizes stakeholder input to resolve such issues and to promote successful teaching and learning. The school leader consistently protects teachers by anticipating and effectively addressing issues and influences that would detract from their teaching time and focus.

*Evidence:*

Component	Unsatisfactory	Basic	Proficient	Distinguished
<b>3e. Sustaining Current and Previous Improvements</b>	The school leader has no meaningful improvement efforts in place.	The school leader’s planning and support for improvement efforts are ineffective and/or only partially support student learning and achievement.	The school leader develops effective structures and plans that successfully support increased student achievement. The school leader implements improvement efforts with fidelity while also adapting to needs as they arise.	The school leader successfully plans and supports improvement efforts that increase student achievement even as he or she inspires and leads new and challenging innovations and sustains commitment to improvement efforts already in place.

*Evidence:*

**Domain 4: Professional Responsibilities- A school administrator is an educational leader who promotes the success of all students by demonstrating ethics, values, beliefs, and attitudes, that inspire all students and staff to high levels of performance, and who demonstrates a commitment to continuous professional growth**

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>4a. Maintaining Professional Relationships</b>	The school leader’s interactions with colleagues or stakeholders are negative, sarcastic demeaning, or inappropriate, and exhibit disrespect for the school or district community.	The school leader’s relationships are generally cordial and/or are self-serving while fulfilling the duties of the school or district community.	The school leader fosters and maintains positive professional relationships with colleagues and stakeholders. The school leader is respectful of others’ opinions and demonstrates an appreciation for and sensitivity to diversity in the school or district community. When faced with negativity or unprofessional behavior on the part of others, the leader consistently responds in a professional manner that keeps the best of interests of students at the forefront.	The school leader fosters, maintains and promotes positive professional relationships with all stakeholders. Members of the school community monitor one another and contribute to ensuring an environment that is respectful of others’ opinions and is sensitive to the diversity of the school or district community.

*Evidence:*

<b>Component</b>	<b>Unsatisfactory</b>	<b>Basic</b>	<b>Proficient</b>	<b>Distinguished</b>
<b>4b: Involving members of the community</b>	The school leader does not accept input from parents, community groups, and organizations.	The school leader only occasionally solicits or uses input from parents, community groups, and organizations to improve school programs and support the success of the teaching and learning process.	The school leader consistently solicits input and establishes solid, ongoing partnerships with parents, community groups, and organizations to improve school programs and support the success of the teaching and learning process.	The school leader effectively mobilizes or engages the school community to improve or expand school programs in a cohesive manner that supports the success of the teaching and learning process.

*Evidence:*

Component	Unsatisfactory	Basic	Proficient	Distinguished
<p><b>4c: Demonstrating a Personal and Professional Code of Ethics</b></p> <ul style="list-style-type: none"> <li>- <b>Understanding ones impact on the school and community</b></li> <li>- <b>Respecting the rights and dignity of all</b></li> </ul>	<p>The school leader acts without regard for the rights and dignity of members of the school community.</p>	<p>The school leader creates rules and routines that protect the rights and dignity of members of the school community in some circumstances but lacks awareness of how this impacts the school community.</p>	<p>The school leader holds high standards of ethical behavior and actively works to combat behaviors that negatively impact the rights and dignity of members of the school community.</p>	<p>The school leader and community work together to monitor and promote practices that ensure high expectations while protecting the rights and dignity of all members of the school community.</p>

*Evidence:*

Component	Unsatisfactory	Basic	Proficient	Distinguished
<p><b>4d: Growing and developing professionally</b></p> <ul style="list-style-type: none"> <li>- <b>Resilience</b></li> </ul>	<p>The school leader does not or reluctantly participates in professional development activities.</p> <p>The school leader does not:</p> <ul style="list-style-type: none"> <li>- Acknowledge errors or weaknesses when confronted with evidence</li> <li>- Accept advice/feedback</li> <li>- Learn from mistakes</li> </ul>	<p>The school leader occasionally participates in professional development activities that are aligned with his/her professional needs and the goals of the school or district.</p> <p>The school leader occasionally:</p> <ul style="list-style-type: none"> <li>- Acknowledges errors or weaknesses when confronted with evidence</li> <li>- Accepts advice/feedback</li> <li>- Learns from mistakes</li> </ul>	<p>The school leader chooses and participates in professional development activities that are aligned with his/her professional needs and the goals of the school or district.</p> <p>The school leader considers seeking input from others and consistently:</p> <ul style="list-style-type: none"> <li>- Acknowledges errors or weaknesses when confronted with evidence</li> <li>- Accepts advice/feedback</li> <li>- Learns from mistakes</li> </ul>	<p>The school leader chooses and participates in professional development activities that are aligned with his/her professional needs and the goals of the school or district. The school leader facilitates and leads professional development opportunities for their colleagues.</p> <p>The school leader actively seeks input from others and:</p> <ul style="list-style-type: none"> <li>- Identifies errors and weaknesses by citing evidence from practice as well as accepting it from others</li> <li>- Accepting responsibility for errors and weaknesses and sharing evidence and progress toward improvement</li> <li>- Learns from mistakes and invites system wide learning resulting from personal and organizational failures</li> </ul>

*Evidence:*

Component	Unsatisfactory	Basic	Proficient	Distinguished
<b>4e: Community and Stakeholder Empowerment</b>	The school leader does not make any attempt to establish dialogue with the community and stakeholders.	The school leader makes sporadic attempts to establish dialogue with the community and stakeholders concerning how they can effectively influence and support instruction and student performance.	The school leader establishes communication with community and stakeholders and uses their input to influence and support instruction and student performance.	The school leader proactively develops relationships with the community and stakeholders to develop good will and garner support that advance achievement of the school's vision.

*Evidence:*

## Appendix

### AS 14.20.149 Employee Evaluation

- (a) A school board shall adopt by July 1, 1997, a certificated employee evaluation system for evaluation and improvement of the performance of the district's teachers and administrators. The evaluation system applies to all the district's certificated employees except the district's superintendent. A school board shall consider information from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators in the design and periodic review of the district's certificated employee evaluation system. An evaluation of a certificated employee under this section must be based on observation of the employee in the employee's workplace.
- (b) The certificated employee evaluation system must
- (1) establish district performance standards for the district's teachers and administrators that are based on professional performance standards adopted by the department by regulation;
  - (2) require at least two observations for the evaluation of each nontenured teacher in the district each school year;
  - (3) require at least an annual evaluation of each tenured teacher in the district who met the district performance standards during the previous school year;
  - (4) permit the district to limit its evaluations of tenured teachers who have consistently exceeded the district performance standards to one evaluation every two school years;
  - (5) require the school district to perform an annual evaluation for each administrator;
  - (6) require the school district to prepare and implement a plan of improvement for a teacher or administrator whose performance did not meet the district performance standards, except if the teacher's or administrator's performance warrants immediate dismissal under AS [14.20.170\(a\)](#); and
  - (7) provide an opportunity for students, parents, community members, teachers, and administrators to provide information on the performance of the teacher or administrator who is the subject of the evaluation to the evaluating administrator.
- (c) A person may not conduct an evaluation under this section unless the person holds a type B certificate or is a site administrator under the supervision of a person with a type B certificate, is employed by the school district as an administrator, and has completed training in the use of the school district's teacher evaluation system.
- (d) Once each school year, a school district shall offer in-service training to the certificated employees who are subject to the evaluation system. The training must address the procedures of the evaluation system, the standards that the district uses in evaluating the performance of teachers and administrators, and other information that the district considers helpful.

- (e)** A school district shall provide a tenured teacher whose performance, after evaluation, did not meet the district performance standards with a plan of improvement. The evaluating administrator shall consult with the tenured teacher in setting clear, specific performance expectations to be included in the plan of improvement. The plan of improvement must address ways in which the tenured teacher's performance can be improved and shall last for not less than 90 workdays and not more than 180 workdays unless the minimum time is shortened by agreement between the evaluating administrator and the teacher. The plan of improvement shall be based on the professional performance standards outlined in the locally adopted school district evaluation procedure. The school district must observe the teacher at least twice during the course of the plan. If, at the conclusion of the plan of improvement, the tenured teacher's performance again does not meet the district performance standards, the district may non-retain the teacher under AS [14.20.175](#) (b)(1).
- (f)** A school district may place an administrator who has previously acquired tenure, whose performance, including performance as an evaluator under the district's certificated employee evaluation system, does not meet the district performance standards on a plan of improvement. The plan must address ways in which the administrator's performance can be improved and shall last for not less than 90 workdays and not more than 210 workdays unless the minimum time is shortened by agreement between the evaluating administrator and the administrator being evaluated. The school district must observe the administrator being evaluated at least twice during the course of the plan. If, at the conclusion of the plan of improvement, the administrator's performance again does not meet the district performance standards, the district may terminate its employment contract with the administrator. This subsection does not restrict the right of a school district to reassign an administrator to a teaching position consistent with the terms of an applicable collective bargaining agreement.
- (g)** The department may request copies of each school district's certificated employee evaluation system and changes the district makes to the systems.
- (h)** Information provided to a school district under the school district's certificated employee evaluation system concerning the performance of an individual being evaluated under the system is not a public record and is not subject to disclosure under AS [40.25](#). However, the individual who is the subject of the evaluation is entitled to a copy of the information and may waive the confidentiality provisions of this subsection concerning the information.

# BP 4115 Evaluation/Supervision

All employees shall be evaluated according to law and District procedures.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 2/7/05**

AR 4115 Evaluation/Supervision

## AR 4115 Evaluation/Supervision

The Superintendent shall evaluate the effectiveness of certificated personnel annually, in accordance with law and District criteria and procedures.

The District shall provide annual in-service training to all certificated employees subject to the evaluation system. The training will address the procedures of the system, the standards used by the District in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

*(cf. 4116 – Nontenured/Tenured Status)*

*(cf. 4117.4 - Dismissal)*

*(cf. 4117.6 - Nonretention)*

*(cf. 4315.1 - Competence in Evaluation of Teachers)*

*Legal Reference:*

*ALASKA STATUTES*

*14.20.149 Employee Evaluation*

*23.40.070 Declaration of policy (PERA)*

*ALASKA ADMINISTRATIVE CODE*

*4 AAC 19.010-4 AAC 19.060 Evaluation of professional employees*

*4 AAC 04.200 Professional content and performance standards*

## STANDARDS FOR ALASKA'S ADMINISTRATORS

### Alaska State Standards

#### An administrator provides leadership for an educational organization.

*Performances that reflect attainment of this standard include*

- a. working with and through individuals and groups;
- b. facilitating teamwork and collegiality, including treating staff as professionals;
- c. providing direction, formulating plans and goals, motivating others, and supporting the priorities of the school in the context of community and district priorities and staff and student needs;
- d. focusing on high priority issues related to student learning and staff competence;
- e. recognizing and acknowledging outstanding performance;
- f. solving or convening others to solve problems and making sound judgments based on problem analysis, best practice, and district goals and procedures;
- g. prioritizing and using resources effectively to accomplish organizational goals through planning, involving others, delegating, and allocating resource sufficiently to priority goals;
- h. taking action to carry out plans and accomplish goals; and
- i. maintaining the administrator's own professional goals.

#### An administrator guides instruction and supports an effective learning environment.

*Performances that reflect attainment of this standard include*

- a. supporting the development of a school wide climate of high expectations for student learning and staff performance;
- b. ensuring that effective instructional methods are in use;
- c. maintaining school or program level records of student learning and communicating students' progress to the appropriate individuals or entities;
- d. developing and supporting instructional and auxiliary programs for the improvement of teaching and learning; and
- e. facilitating the establishment of effective learning environments.

#### An administrator oversees the implementation of curriculum.

*Performances that reflect attainment of this standard include*

- a. demonstrating knowledge of current major curriculum design models, including a standards-based curriculum;
- b. interpreting school district curricula in terms of school-level organization and program;
- c. facilitating staff's alignment of materials, curricula, methods, and goals and standards for student performance;
- d. monitoring social and technological developments as they affect curriculum.

#### An administrator coordinates services that support student growth and development.

*Performances that reflect attainment of this standard include*

- a. implementing and overseeing student behavior and discipline procedures that promote the safe and orderly atmosphere of the school;
- b. providing for student guidance, counseling, and auxiliary services;
- c. coordinating outreach for students, staff and school programs, community organizations, agencies and services;
- d. being responsive to parent and family requests for information, involvement in student learning, and outreach assistance;
- e. supporting the development and use of programs that connect schooling with plans for adult life; and
- f. supporting the development and overseeing the implementation of a comprehensive program of student activities.

#### An administrator provides for staffing and professional development to meet student learning needs.

*Performances that reflect attainment of this standard include*

- a. supervising or arranging for the supervision of staff for the purpose of improving their performance, demonstrating the ability to apply, as appropriate, both collegial and hierarchical models;
- b. working with faculty and staff to identify individual and group professional needs and to design appropriate staff development opportunities;
- c. evaluating staff for the purpose of making recommendations about retention and promotion; and
- d. participating in the hiring of new staff based upon needs of the school and district priorities.

An administrator uses assessment and evaluation information about students, staff, and the community in making decisions.

*Performances that reflect attainment of this standard include*

- a. developing tools and processes to gather needed information from students, staff, and the community;
- b. using information to determine whether student, school, or program goals have been met and implementing changes where appropriate;
- c. interpreting assessment information and evaluations for others; and
- d. relating programs to desired standards or goals.

An administrator communicates with diverse groups and individuals with clarity and sensitivity.

*Performances that reflect attainment of this standard include*

- a. communicating clearly, effectively, and with sensitivity to the needs and concerns of others, both orally and in writing;
- b. obtaining and using feedback to communicate more effectively;
- c. recognizing the influence of culture on communication style and communicating with sensitivity to cultural differences; and
- d. communicating a positive image of the school in the community.

An administrator acts in accordance with established laws, policies, procedures, and good business practices.

*Performances that reflect attainment of this standard include*

- a. acting in accordance with federal and state statutes, regulations, and other law;
- b. working within local policy, procedures, and directives; and
- c. administering contracts and financial accounts responsibly, accurately, efficiently, and effectively.

An administrator understands the influence of social, cultural, political, and economic forces on the educational environment and uses this knowledge to serve the needs of children, families, and communities.

*Performances that reflect attainment of this standard include*

- a. acting with awareness that schools exist in a political environment and are affected by other systems with which they intersect and interact;
- b. identifying relationships between public policy and education;
- c. recognizing the appropriate level at which an issue should be resolved, including home, classroom, building, and district levels, and taking appropriate action;
- d. engaging in and supporting efforts to affect public policy to promote quality education for students;
- e. addressing ethical issues that arise in the educational environment, acting with care and good judgment within appropriate time frames; and
- f. enlisting public participation in and support for school programs, student achievement, and the school wide climate for learning.

An administrator facilitates the participation of parents and families as partners in the education of children

*Performances that reflect attainment of this standard include*

- a. supporting and respecting the responsibilities of parents and families, recognizing the variety of parenting traditions and practices in the community;
- b. ensuring that teachers and staff engage parents and families in assisting student learning;
- c. maintaining a school or program climate that welcomes parents and families and invites their participation; and
- d. involving parents and community in meaningful ways in school or program decision-making.

# Interstate School Leaders Licensure Consortium

## ISLLC Standards

**Adopted 2008: The Council of Chief State School Officers**

**Standard 1:** A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

**Standard 2:** A school administrator is an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

**Standard 3:** A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.

**Standard 4:** A school administrator is an educational leader who promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.

**Standard 5:** A school administrator is an educational leader who promotes the success of all students by acting with integrity, fairness, and in an ethical manner.

**Standard 6:** A school administrator is an educational leader who promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

## KPBSD Administrator Effective Leadership Practice

<b>Domain 1: Vision and Goals</b>	<b>Domain 2: Culture of Learning</b>
<p>A school administrator is an educational leader who promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision that is shared and supported by the school community and district.</p> <p><b>1a. Embracing the Vision</b></p> <p><b>1.b Communicating Vision and Goals</b></p> <p><b>1c. Implementing Vision and Goals</b></p> <p><b>1d. Monitoring and Evaluating the Vision</b></p>	<p>A school administrator is an educational leader who promotes the success of all students by advocating nurturing and sustaining a school culture and instructional program conducive to student learning, staff professional growth, aligned district goals and reflective of community needs.</p> <p><b>2a. Advocating a Culture of Learning</b></p> <p><b>2b. Monitoring Student Learning</b></p> <p><b>2c. Evaluating Effective Instruction (2b del)</b></p> <p><b>2d. Sustaining a School-wide Focus on Instruction and Learning</b></p>
<b>Domain 4: Professional Responsibilities</b>	<b>Domain 3: Management Of the Learning Organization</b>
<p>A school administrator is an educational leader who promotes the success of all students by demonstrating ethical, values, beliefs and attitudes that inspire all students and staff to high level of performance, and demonstrating a commitment to continuous professional growth.</p> <p><b>4a. Maintaining Professional Relationships</b></p> <p><b>4b. Involving Members of the Community</b></p> <p><b>4c. Demonstrating a Personal and Professional Code of Ethics</b></p> <p><b>4d. Growing and Developing Professionally</b> - Resilience</p> <p><b>4e. Community and Stakeholder empowerment</b></p>	<p>A school administrator is an educational leader who promotes the success of all students by ensuring management of the organization, operations, and resource for a safe, efficient and effective learning environment.</p> <p><b>3a. Solving Problems or Concerns</b></p> <p><b>3b. Managing Resources</b></p> <p><b>3c. Working within Policies, Laws and Regulations</b></p> <p><b>3d. Creating a Safe, Welcoming Environment to Ensure Successful Teaching and Learning</b></p> <p><b>3e. Sustaining Current and Previous Improvements</b></p>

# School Leadership that Works: 21 Responsibilities

Robert Marzano

Leadership responsibilities that positively impact student achievement 2006

<b>Responsibility</b>	<b>Principal Actions</b>
<b>Affirmation</b>	Recognizes and celebrates accomplishments and acknowledges failures
<b>Change Agent</b>	Is willing to challenge and actively challenges the status quo
<b>Contingent Rewards</b>	Recognizes and rewards individual accomplishments
<b>Communication</b>	Establishes strong lines of communication with and among teachers
<b>Culture</b>	Fosters shared beliefs and a sense of community and cooperation
<b>Discipline</b>	Protects teachers from issues and influences that would detract from their teaching time or focus
<b>Flexibility</b>	Adapts his or her leadership to the needs of the current situation and is comfortable with dissent
<b>Focus</b>	Establishes clear goals and keeps those goals in the forefront of the school's attention
<b>Ideals/Beliefs</b>	Communicates and operates from strong ideals and beliefs about schooling
<b>Input</b>	Involves teachers in the design and implementation of important decisions and policies
<b>Intellectual Stimulation</b>	Ensures faculty and staff are aware of the most current theories and practices and makes the discussion of these a regular aspect of the school's culture
<b>Involvement in C.I.A.</b>	Is directly involved in the design and implementation of curriculum, instruction and assessment practices
<b>Knowledge of C.I.A.</b>	Is knowledgeable about current curriculum, instruction and assessment practices
<b>Monitoring/Evaluating</b>	Monitors effectiveness of school practices and their impact on student learning
<b>Optimizer</b>	Inspires and leads new and challenging innovations
<b>Order</b>	Establishes a set of standard operating procedures and routines
<b>Outreach</b>	Is an advocate and spokesperson for the school to all stakeholders
<b>Relationships</b>	Demonstrates an awareness of the personal aspects of teachers and staff
<b>Resources</b>	Provides teachers with materials and professional development necessary for the successful execution of their jobs
<b>Situational Awareness</b>	Is aware of the details and undercurrents in the running of the school and uses this information to address current and potential problems
<b>Visibility</b>	Has quality contact and interactions with teachers and students

## Acknowledgements

Dr. Paula Bevan: The Danielson Group

Delaware Performance Appraisal System, Delaware Department of Education, 2008

Washoe County School District, Administrator Evaluation Manual

North Carolina Public Schools Principal Evaluation Process, North Carolina Department of Public Instruction, 2008

Alabama Professional Education Personnel Evaluation Program, Principal System, Alabama Department of Education, 2011

Kenai Peninsula Borough School District School Administrator Evaluation Committee 2011:

- Sean Dusek, Assistant Superintendent of Instruction
- Lynn Hohl, School Board Member
- Tim Navarre, School Board Member
- Christine Carlson, Parent representative
- Christine Ermold, Principal
- Melissa Linton, Principal
- Trevan Walker, Principal
- John O'Brien, Principal

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553

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

[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

**Title:** Exhibits Revisions

**Date:** June 20, 2012

**Item Number:**

**Administrator:** Dave Jones, Assistant Superintendent 

**Attachments:** E 9000(b) Administrator Selection Process Protocol

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."

### *E 9000 (b) Administrator Selection Process Protocol*

As requested by the Policy Committee, this exhibit has been edited to add a definition to what is meant by "modified process". Language was added indicating "as determined by the Superintendent."

## ADMINISTRATIVE RECOMMENDATION

**Role of Board and Members**

**ADMINISTRATOR SELECTION PROCESS PROTOCOL**

**Selection of a Site Administrator**

**Contact Information:**

Steve Atwater satwater@kpbsd.k12.ak.us  
FAX; 907-262-9132 • Phone: 907-714-8888

**Process**

1. Administrator resigns/retires, position opens.
2. Meeting held with staff, site council, PTA/PTO, public to discuss timeline input gathering and process.
  - Contact Person selected at site \_\_\_\_\_.
3. Input due regarding characteristics, priorities and possible questions by:  

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  - Site Councils, groups, individuals email or fax input to superintendent.
4. Role in recruitment.
5. Files reviewed, pre-screened at District level using information from site.
6. Interviews scheduled at site \_\_\_\_\_.
  - Audience has opportunity for written input on each candidate.
  - Set slate of questions.
  - Internal candidates equal to external.
  - Names public once interviews begin.
  - Telephone interviews.
7. Role in reference checks.
8. Superintendent makes selection, opportunity for input at Board meeting.
  - Board acts on recommendation (action item).
  - If internal candidate already under contract, Board notified (public comment).
9. Assistant principal vacancies will have modified process.
  - Pre-feedback step condensed.
  - Greater involvement of principal.
10. Regional administrator and shared administrator vacancies will have modified process based on individual needs at the school as determined by the Superintendent.



## KENAI PENINSULA BOROUGH

Purchasing & Contracting  
144 North Binkley Street • Soldotna, Alaska 99669-7520  
Phone (907) 714-2260 • Fax (907) 714-2373  
www.borough.kenai.ak.us/purchasing

**MIKE NAVARRE**  
**BOROUGH MAYOR**

### INTENT TO AWARD

**TO:** Distribution

**DATE:** June 21, 2012

**PROJECT:** Invitation to Bid – ITB12-068 Homer High School Track Renovations

This letter is to formally notify you of the Kenai Peninsula Borough's intent to award the contract for the aforementioned project to the low bidder, Prosser-Dagg Construction Company, LLC. Attached is a copy of the bid tabulation sheet.

Please understand that the award of a contract pursuant to the invitation to bid does not create a contract and that a contract shall not be formed and no rights shall exist under a contract for the subject work unless and until a contract is fully executed by all parties and filed with the Kenai Peninsula Borough Clerk. It is further understood that performance will not commence until a contract is fully executed and filed with the Borough Clerk.

If you have any questions regarding this notice of intent to award, please contact the Purchasing & Contracting office at (907) 714-2260.

We appreciate your interest in doing business with the Kenai Peninsula Borough.

A handwritten signature in black ink, appearing to read 'Mark Fowler', written in a cursive style.

Mark Fowler  
Purchasing and Contracting Director

Attachment (1)

cc: Capital Projects Department

Distribution:

Fax  
907-745-2440

Firm  
Prosser-Dagg

Fax  
907-235-8731

Firm  
Jay-Brant

**KENAI PENINSULA BOROUGH  
PURCHASING & CONTRACTING**

**BID TAB FOR: ITB12-068 Homer High School Track Renovations**

CONTRACTOR	BASE BID	ADDITIVE ALT 1 (long/triple jump)	ADDITIVE ALT 2 (blue track)	ADDITIVE ALT 3 (exterior curb)	ADDITIVE ALT 4 (shot put)	TOTAL EXTENDED BID PRICE
Jay-Brant General Contractors	\$1,062,131.00	\$11,785.00	\$28,115.00	\$53,442.00	\$5,463.00	\$1,160,936.00
Prosser-Dagg Construction	\$1,018,665.99	\$43,725.93	\$27,520.59	\$57,541.10	\$3,859.65	\$1,151,313.26

DUE DATE: June 20, 2012 @ 2:00 PM

KPB OFFICIAL:   
 Mark Fowler, Purchasing & Contracting Director

# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7553  
 Phone (907) 714-8888 Fax (907) 262-9132  
[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

## SCHOOL BOARD COMMUNICATION

<b>Title:</b>	Update on Summer Maintenance and Capital Projects		
<b>Date:</b>	June 26, 2012	<b>Item Number:</b>	General Information
<b>Administrator:</b>	Steve Atwater, Ph.D.  Superintendent of Schools		
<b>Attachments:</b>	Five-Year Plan Process 2012 Summer Capital Projects		

Action Needed   
  For Discussion   
  Information   
  Other: \_\_\_\_\_

## BACKGROUND INFORMATION

School	Project	Status
Kenai Middle	Asbestos removal, bathroom rebuild	On schedule
Soldotna Middle	Demolition and rebuild of entrance way	On schedule
Tustumena, Soldotna MS, Nikolaevsk, Chapman, Ninilchik, So El, SoHi, Kenai El	Refinish gym floors	Completed- floors are curing
Skyview	Repainting back side of building	In progress
SoHi	New dishwasher	installed
Seward High	New school mural	installed
Seward area schools	Fire alarm inspections, boiler tear down and cleaning (this is happening at Homer area schools too)	completed
Aurora Borealis	Install 24 new interior doors	In progress
Nikiski High	Prep work for fiber optics	In progress
Capital Projects	(see attached general information memo from April Packet)	On schedule- completion date is August 17.

## ADMINISTRATIVE RECOMMENDATION

N/A

June 6, 2012

School Board  
C/O Mrs. Laurie Olson  
Kenai Peninsula Borough School District  
148 N. Binkley  
Soldotna, Alaska 99669

Attention: School Board

This letter is to explain our understanding of the arrangements for the services we are to perform for the Kenai Peninsula Borough School District (the District) for the year ending June 30, 2012. We ask that you either confirm or amend this understanding.

#### **Audit Services**

We will perform an audit of Kenai Peninsula Borough School District's governmental activities, each major fund, and aggregate remaining fund information as of and for the year ended June 30, 2012 which collectively comprise basic financial statements. We understand that the financial statements will be prepared in accordance with accounting principles generally accepted in the United States of America. The objective of an audit of financial statements is to express an opinion on those statements.

We are responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management with the oversight of the School Board are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

We will also perform the audit of the District as of June 30, 2012 so as to satisfy the audit requirements imposed by the Single Audit Act and the U.S. Office of Management and Budget (OMB) Circular No. A-133 and the State of Alaska Audit Guide and Compliance Supplement for State Single Audits.

We will conduct the audit in accordance with auditing standards generally accepted in the United States of America and "Government Auditing Standards" issued by the Comptroller General of the United States; and the provisions of the Single Audit Act, OMB Circular A-133, and OMB's Compliance Supplement; and State of Alaska Single Audit Guide and Compliance Supplement. Those standards, circulars, supplements, or guides require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether caused by error or fraud. Accordingly, a material misstatement may remain undetected. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, Government Auditing Standards do not expect us to provide reasonable assurance of detecting abuse.

An audit of financial statements also includes obtaining an understanding of the District and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements, and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, we will communicate to management and the School Board any significant deficiencies or material weaknesses that become known to us during the course of the audit.

We will also communicate to the School Board (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (b) any illegal acts, violations of provisions of contracts or grant agreements, and abuse that come to our attention (unless they are clearly inconsequential), (c) should any arise, any disagreements with management and other serious difficulties encountered in performing the audit, and (d) various matters related to the District's accounting policies and financial statements.

In addition to our report on the District's financial statements, we will also issue the following reports or types of reports:

- A report on the fairness of the presentation of the District's Schedule of Expenditures of Federal Awards and Schedule of State Financial Assistance for the year ending June 30, 2012.
- Reports on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal controls.
- Reports on compliance with laws, regulations, and the provision of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect on each major program.
- A schedule of findings and questioned costs.
- OMB Form SF-SAC, the data collection form.

The District will provide a listing of all funds maintained by the District prior to audit fieldwork. All funds will be included in the financial statements audit.

The District will provide a schedule of all federal and state financial assistance programs that the District participates in and that are to be included as part of the single audit prior to fieldwork.

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our reports on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed by contracts; and any state or federal grant, entitlement of

loan program questioned costs of which we become aware, consistent with requirements of the standards and circulars identified above.

### **District's Responsibilities**

Management is responsible for the financial statements, including the selection and application of accounting policies, adjusting the financial statements to correct material misstatements, and for making all financial records and related information available to us. Management is responsible for providing us with a written management representation letter confirming certain representations made during the course of our audit of the financial statements and affirming to us that it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and to the opinion units of the financial statements.

Management is responsible for establishing and maintaining effective internal control over financial reporting and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge.

Management is responsible for identifying and ensuring that the District complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving management, employees who have significant roles in internal control, and others where the fraud could have a material effect on the financial statements. Management is also responsible for informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, analysts, regulators, or others.

Management is also responsible for (a) making us aware of significant vendor relationships where the vendor is responsible for program compliance, (b) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings, and a corrective action plan, and (c) report distribution including submitting the reporting package(s).

The School Board is responsible for informing us of its views about the risks of fraud within the District, and its knowledge of any fraud or suspected fraud affecting the District.

Because Mikunda, Cottrell & Co., Inc. will rely on the District and its management and audit committee to discharge the forgoing responsibilities, the District holds harmless and releases Mikunda, Cottrell & Co., Inc., its shareholders, and employees from all claims, liabilities, losses, and costs arising in circumstances where there has been a knowing misrepresentation by a member of the District's management that has caused, in any respect, Mikunda, Cottrell & Co., Inc.'s breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

### **District's Records and Assistance**

If circumstances arise relating to the condition of your records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, or misappropriation of assets which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the District's books and records. The District will determine that all such data, if necessary, will be so reflected. Accordingly, the District will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by District personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with Mrs. Laurie Olson. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

If, in connection with our audit, you request us to perform accounting services necessary for the preparation of the financial statements (such as maintaining depreciation schedules, drafting the financial statements, etc.) you agree to designate an appropriate individual to oversee the services, make all management decisions involved in those services, evaluate the adequacy and results of the services, and accept responsibility for the results of the services.

### **Other Terms of our Engagement**

Our fees are based on the time required by the individuals assigned to the engagement, plus direct expenses. Our fees will not exceed the amount proposed in our proposal dated January 4, 2008, unless the scope of the engagement is changed. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. All other provisions of this letter will survive any fee adjustment.

In the event we are requested or authorized by the District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement are the property of Mikunda, Cottrell & Co., Inc. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request; and that we shall maintain the documentation for a period of at least five years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested work papers will be provided under the supervision of Mikunda, Cottrell & Co., Inc. audit personnel and at a location designated by our Firm.

**Claim Resolution**

The District and Mikunda, Cottrell & Co., Inc. agree that no claim arising out of services rendered pursuant to this agreement shall be filed more than two years after the date of the audit report issued by Mikunda, Cottrell & Co., Inc. or the date of this arrangement letter if no report has been issued. The District waives any claim for punitive damages. Mikunda, Cottrell & Co., Inc.'s liability for all claims, damages, and costs of the District arising from this engagement is limited to the amount of fees paid by the District to Mikunda, Cottrell & Co., Inc. for the services rendered under this arrangement letter.

This letter constitutes the complete and exclusive statement of agreement between Mikunda, Cottrell & Co., Inc. and the District, superseding all proposals, oral or written, and all other communications, with respect to the terms of the engagement between the parties.

In accordance with *Government Auditing Standards*, a copy of our most recent peer review report is enclosed, for your information.

If this letter defines the arrangements as the District understands them, please sign and date the enclosed copy and return it to us.

Mikunda, Cottrell & Co., Inc.



Alex Beckman, Audit Director

Confirmed on behalf of the Kenai Peninsula Borough School District:

  
\_\_\_\_\_  
Superintendent

6-12-12  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Representative

6-19-12  
\_\_\_\_\_  
Date

Bellevue  
Burien  
Clyde Hill  
Everett  
Gig Harbor  
Issaquah  
Maple Valley  
North Bend  
Olympia  
Puyallup  
Renton  
Seattle  
Tacoma  
Vancouver  
West Seattle  
Yakima

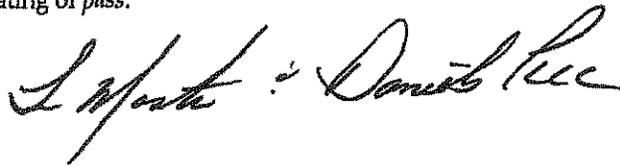
To the Shareholders of Mikunda, Cottrell & Co. Inc.  
And the Peer Review Committee of the CalCPA Peer Review Program

**System Review Report**

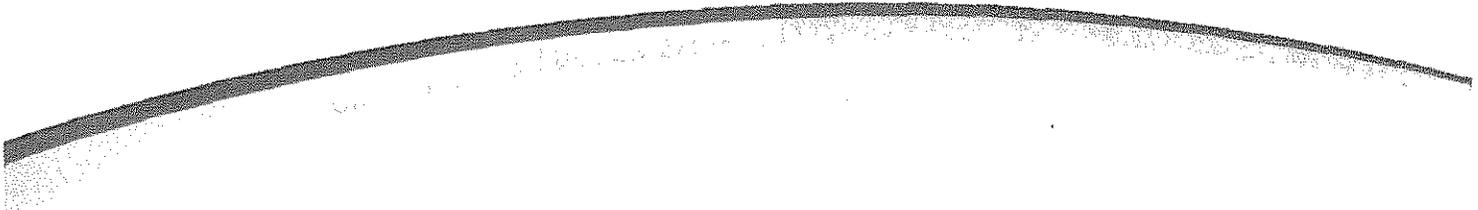
We have reviewed the system of quality control for the accounting and auditing practice of Mikunda, Cottrell & Co., Inc. (the firm) in effect for the year ended March 31, 2010. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included (engagements performed under *Government Auditing Standards* and audits of employee benefit plans).

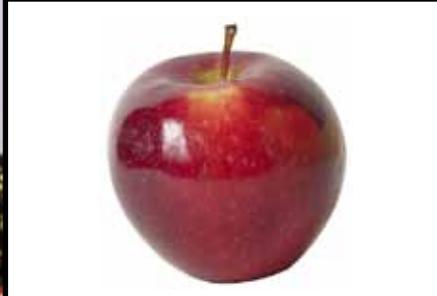
In our opinion, the system of quality control for the accounting and auditing practice of Mikunda, Cottrell & Co., Inc., in effect for the year ended March 31, 2010, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mikunda, Cottrell & Co., Inc. has received a peer review rating of *pass*.



July 28, 2010  
Bellevue, Washington



# 2012-2013 Parent/Student Handbook



**Kenai Peninsula Borough School District**

Website: [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

*"Today's schools educating for tomorrow."*



**We have reduced the size of the Parent/Student Handbook this year.**

**There are, however, many references and additional material on our website:**

**<http://www.kpbsd.k12.ak.us>**

~

**The Kenai Peninsula Borough School District would like to thank all the photographers and students featured in this publication.**

### ***KPBSD Mission***

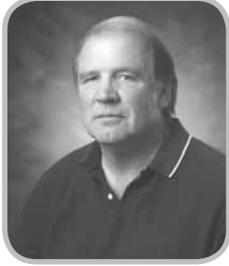
The mission of the Kenai Peninsula Borough School District, in partnership with the richly diverse communities, is to develop creative, productive learners, who demonstrate the skills, knowledge, and attitudes to meet life's challenges, by providing stimulating, integrated learning opportunities in a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

### ***Guiding Principles of the KPBSD***

- Each person can learn and be successful.
- Learning becomes a lifelong process.
- Each individual is recognized as unique and valuable, and is treated with respect and dignity.
- Prevention of academic difficulties is preferred to intervention.
- Education is the accepted responsibility of the entire community.
- The educational environment is physically and psychologically safe and healthy.
- Cultural diversity is recognized and respected.
- High standards and expectations are essential elements.
- Positive change is embraced.
- Decisions are student-centered, data-driven, and made collaboratively.
- High quality programs and personnel are developed through District expertise and support.
- Programs and practices support the mission and vision of the District.

# Board of Education

**Joe Arness, President**



PO Box 1470  
Kenai, AK 99611  
Phone: 776-8089  
District: 3  
Term Expires: 2014

[jarness@kpbsd.k12.ak.us](mailto:jarness@kpbsd.k12.ak.us)

**Penny Vadla, Clerk**



399 W. Riverview Ave.  
Soldotna, AK 99669  
Phone: 262-7249  
District: 4  
Term Expires: 2014

[pvadla@kpbsd.k12.ak.us](mailto:pvadla@kpbsd.k12.ak.us)

**Liz Downing, Vice President**



1247 Bay Avenue  
Homer, AK 99603  
Phone: 235-8555  
District: 8  
Term Expires: 2012

[ldowning@kpbsd.k12.ak.us](mailto:ldowning@kpbsd.k12.ak.us)

**Lynn Hohl, Treasurer**



PO Box 333  
Seward, AK 99664  
Phone: 224-7300  
District: 6  
Term Expires: 2013

[lhohl@kpbsd.k12.ak.us](mailto:lhohl@kpbsd.k12.ak.us)

**Sunni Hilts, Member**



PO Box 144  
Seldovia, AK 99663  
Phone: 234-7692  
District: 9  
Term Expires: 2013

[ehilts@kpbsd.k12.ak.us](mailto:ehilts@kpbsd.k12.ak.us)

**Bill Holt, Member**



PO Box 794  
Kasilof, AK 99610  
Phone: 283-7260  
District: 7  
Term Expires: 2014

[wholt@kpbsd.k12.ak.us](mailto:wholt@kpbsd.k12.ak.us)

**Marty Anderson, Member**



PO Box 1388  
Sterling, AK 99672  
Phone: 260-7800  
District: 5  
Term Expires: 2012

[manderson@kpbsd.k12.ak.us](mailto:manderson@kpbsd.k12.ak.us)

**Sammy Crawford, Member**



36615 Chinulna Drive  
Kenai, AK 99611  
Phone: 283-9271  
District: 1  
Term Expires: 2013

[scrawford@kpbsd.k12.ak.us](mailto:scrawford@kpbsd.k12.ak.us)

**Tim Navarre, Member**



PO Box 92  
Kenai, AK 99611  
Phone: 394-2303  
District: 2  
Term Expires: 2012

[tnavarre@kpbsd.k12.ak.us](mailto:tnavarre@kpbsd.k12.ak.us)

**Student Representative**

To be announced

**Elections in October**

# ACKNOWLEDGEMENT OF RECEIPT OF 2012-13

## KENAI PENINSULA BOROUGH SCHOOL DISTRICT PARENT/STUDENT HANDBOOK

Name of Student \_\_\_\_\_

This is to acknowledge that a copy of the Parent/Student Handbook has been issued to our family, containing the student code of conduct and that we have read and understand the information contained in this handbook.

We understand and consent to the responsibilities outlined in the District's student code of conduct. We also understand and agree that our child shall be held accountable for the behavior and consequences outlined in the student code of conduct at school and at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. We understand that any student who violates the student code of conduct at school or at school-related activities shall be subject to disciplinary action.

We understand that most of the general school information, rules, and student code of conduct are in this handbook and it is the responsibility of the student to familiarize himself or herself with this information. Students will be held responsible for all information within this handbook, even if this page is not returned to the school. If there is any question about something that is not covered in this handbook, it is also the responsibility of the student to secure the answer from the teachers or office personnel. Please allow us to help you avoid problems. Parents, please feel free to call or come by the school any time.

Telephone number where parent may be reached during the day: \_\_\_\_\_

### Signature of Parent or Guardian, Student, and Date

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO YOUR SCHOOL**

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**2012-13**

**Kenai Peninsula Borough School District  
School/Address/Phone/Administrators/Secretary List**

Aurora Borealis, K-8 705 Frontage Rd., Suite A Kenai, AK 99611	283-0292 ☎ Larry Nauta, Admin. 283-0293 ☎ Anita LaDoux, Sec.	Kenai Middle School, 6-8 201 Tinker Ln Kenai, AK 99661	283-1700 ☎ Vaughn Dosko, Princ. 283-3180 ☎ Dan Beck, AP Cindy Fusaro, Sec.
Chapman School, PK-8 P O Box 1109 Anchor Point, AK 99556	235-8671 ☎ Conrad Woodhead, Princ. 235-5460 ☎ Debbie Poindexter, Sec.	Marathon School, 7-12 405 Marathon Rd. Kenai, AK 99611	335-3343 ☎ Randy Neill, Princ. 335-3342 ☎
Connections, K-12 143 E. Park Ave. Soldotna, AK 99669	714-8880 ☎ Lee Young, Princ. 262-2859 ☎ Julie Nichols, Sec.	McNeil Canyon Elem. K-6 52188 East End Rd. Homer, AK 99603	235-8181 ☎ Peter Swanson, Princ. 235-8183 ☎ Laura Sheldon, Sec.
Cooper Landing School, K-12 19030 Bean Creek Rd. Cooper Landing, AK 99572	595-1244 ☎ Christine Ermold, Princ. 595-1461 ☎ Barb Atkinson, Sec.	Moose Pass School, K-8 P O Box 46 Moose Pass, AK 99631	288-3183 ☎ Jason Bickling, Princ. 288-3607 ☎ Melanie Schilling, Sec.
Fireweed Academy, K-6 995 Soundview Ave., Ste. 2 Homer, AK 99603	235-9728 ☎ TBD, Lead Tchr 235-8561 ☎ Janet Bowen, Sec.	Mt. View Elementary, PK-5 315 Swires Rd. Kenai, AK 99611	283-8600 ☎ Norma Holmgaard, Princ. 283-9340 ☎ Karl Kircher, AP Kimb Remsen, Sec.
Homer Flex, 9-12 4122 Ben Walters Lane Homer, AK 99603	235-5558 ☎ Karen Wessel, Princ./Tchr. 235-5633 ☎ Laura Norton, Sec.	Nanwalek School, PK-12 P O Box 8007 Nanwalek, AK 99603	281-2210 ☎ Nancy Kleine, Princ. 281-2211 ☎ Carol Kvasnikoff, Sec.
Homer High, 9-12 600 E. Fairview Ave. Homer, AK 99603	235-4600 ☎ Dr. Allan Gee, Princ. 235-8933 ☎ Douglas Waclawski, AP Cindy Koplín, Sec.	Nikiski Mid/High, 6-12 P O Box 7112 Nikiski, AK 99635	776-9400 ☎ Dan Carstens, Princ. 776-3486 ☎ Shane Bostic, AP Margie Warner, Sec.
Homer Middle, 7-8 500 Sterling Hwy Homer, AK 99603	235-5700 ☎ Dave Larson, Princ. 235-2513 ☎ Marilyn Wythe, Sec.	Nikiski North Star Elem, PK-6 P O Box 8629 Nikiski, AK 99635	776-2600 ☎ Lisa Callahan, Princ. 776-8423 ☎ Kellie Kelso, Sec.
Hope School, K-12 P O Box 47 Hope, AK 99605	782-3202 ☎ Michael Hanson, Princ. 782-3140 ☎ Sara Fortin, Sec.	Nikolaevsk School, PK-12 P O Box 5129 Nikolaevsk, AK 99556	235-8972 ☎ Mike Sellers, Princ. 235-3617 ☎ Stephanie Jones, Sec.
K-Beach Elementary, K-6 1049 Poppy Ln. Soldotna, AK 99669	260-1300 ☎ Melissa Linton, Princ. 262-4096 ☎ Jennifer Dowd, AP Kim Smith, Sec.	Ninilchik School, PK-12 P O Box 39010 Ninilchik, AK 99639	567-3301 ☎ Jeffrey Ambrosier, Princ. 567-3504 ☎ Patricia Tilbury, Sec.
Kachemak Selo, PK-12 P O Box 15007 Fritz Creek, AK 99603	235-5552 ☎ Andy Rothenberger, Princ. 235-5644 ☎ Hionia Konev, Sec.	Paul Banks Elem., PK-2 1340 East Road Homer, AK 99603	226-1801 ☎ Benny Abraham, Princ. 235-8163 ☎ Debbie Turkington, Sec.
Kaleidoscope School, K-6 549 North Forest Dr. Kenai, AK 99611	283-0804 ☎ Robin Dahlman, Admin. 283-3786 ☎ Linda Hibberd, Sec.	Port Graham School, PK-12 286 Graham (PO Box 5550) Port Graham, AK 99603	284-2210 ☎ Sheryl Hingley, Princ. 284-2213 ☎ Bobbi McMullen, Sec.
Kenai Alternative, PK & 9-12 705 Frontage Rd., Ste. C Kenai, AK 99611	335-2870 ☎ Loren Reese, Princ. 283-6463 ☎ Phyllis Halstead, Sec.	Razdolna School, PK-12 P O Box 15098 Homer, AK 99603	235-6870 ☎ Timothy Whip, Princ. 235-6485 ☎ Fenya Basargin, Sec.
Kenai Central High, 9-12 9583 Kenai Spur Hwy. Kenai, AK 99611	283-2100 ☎ Alan Fields, Princ. 283-3230 ☎ Jim Beeson, AP Lisa Gabriel, Sec.	Redoubt Elementary, PK-6 486 West Redoubt Soldotna, AK 99669	260-4300 ☎ John Pothast, Princ. 262-5815 ☎ Elena Horton, Sec.

River City Academy, 7-12 46188 Sterling Hwy Soldotna, AK 99669	714-8945 ☎ Dawn Edwards-Smith, 714-8946 ☎ Princ. Lindsay Keener, Sec.	Soldotna Middle, 7-8 426 West Redoubt Soldotna, AK 99669	260-2500 ☎ Sarge Truesdell, Princ. 262-7036 ☎ Curtis Schmidt, AP Cindy Kircher, Sec.
Seward Elementary, PK-12 P O Box 247 Seward, AK 99664	224-3356 ☎ David Kingsland, Princ. 224-7077 ☎ Kathi Davis, Sec.	Soldotna Montessori, K-6 162 E. Park Ave. Soldotna, AK 99669	260-9221 ☎ Mo Sanders, Admin. 260-9032 ☎ Lisa Dehlbom, Sec.
Seward High, 9-12 P O Box 1049 Seward, AK 99664	224-3351 ☎ Trevan Walker, Princ. 224-3306 ☎ Carol Thomassen, Sec.	Sterling Elementary, PK-6 Drawer 89 Sterling, AK 99672	262-4944 ☎ Christine Ermold, Princ. 262-5128 ☎ Krissy Mahan, Sec.
Seward Middle, 7-8 P O Box 1149 Seward, AK 99664	224-9000 ☎ Jason Bickling, Princ./Tch 224-9001 ☎ Loretta Honebein, Sec.	Susan B. English, PK-12 P O Box 171 Seldovia, AK 99663	234-7616 ☎ Sheryl Hingley, Princ. 234-7884 ☎ Sandra Geagel, Sec.
Skyview High School, 9-12 46188 Sterling Hwy. Soldotna, AK 99669	260-2300 ☎ Randy Neill, Princ. 262-6555 ☎ Johnnie Cotton, AP Carol Kier, Sec.	Tebughna School, PK-12 P O Box 82010 Tyonek, AK 99682	583-2291 ☎ Marilyn Johnson, Prin/Tch 583-2692 ☎ Karen Standifer, Sec.
Soldotna Elementary, PK-6 162 E. Park Ave. Soldotna, AK 99669	260-5100 ☎ Teri Diamond, Princ. 262-4962 ☎ Michelle Gabriel, Sec.	Tustumena Elem., PK-6 P O Box 749 Kasilof, AK 99610	260-1345 ☎ TBD, Princ. 262-8477 ☎ Pauline Mills, Sec.
Soldotna High School, 9-12 425 West Marydale Soldotna, AK 99669	260-7000 ☎ Todd Syverson, Princ. 262-4288 ☎ Tony Graham, AP Stephanie Bohrnson, Sec	Voznesenka School, PK-12 P O Box 15336 Fritz Creek, AK 99603	235-8549 ☎ Michael Wojciak, Princ. 235-6086 ☎ Ksenia Kuzmin, Sec.
		West Homer Elem., 3-6 995 Soundview Ave., Ste. 1 Homer, AK 99603	235-5750 ☎ Ray Marshall, Princ. 235-2612 ☎ Jean Calhoun, Sec.
<b>District Office</b> <b>148 N. Binkley, Soldotna, AK</b> <b>(907) 714-8888 ☎, (907) 262-9645 ☎</b> District website: <a href="http://www.kpbsd.k12.ak.us">www.kpbsd.k12.ak.us</a> Facebook: <a href="http://www.facebook.com/kpbsd">www.facebook.com/kpbsd</a> Twitter: <a href="http://twitter.com/kpbsd">twitter.com/kpbsd</a>			
Superintendent of Schools	714-8836 ☎ Dr. Steve Atwater Debbie Tressler, Sec.	Assistant Superintendent Instructional Support	714-8838 ☎ Dave Jones Lassie Nelson, Sec
Assistant Superintendent Instructional Services	714-8858 ☎ Sean Dusek Mari Auxier, Sec.	Human Resources	714-8841 ☎ Tim Peterson, Director 262-9645 ☎ Stephanie McDowell, Sec
K-12 Schools/Assessment Federal Programs	714-8892 ☎ Tim Vlasak, Director 262-6354 ☎ TBD, Sec.	Elementary Ed./ K-12 Curriculum	714-8885 ☎ Doris Cannon, Director 262-6354 ☎ Natalie Kohler, Sec.
Secondary Ed./ Student Activities	714-8884 ☎ John O'Brien, Director 262-6354 ☎ Jessie Huett, Sec.	Pupil Services	714-8881 ☎ Clayton Holland, Director 262-1374 ☎ Kathy Mize, Sec.
Communications Spec.	714-8838 ☎ Pegge Erkeneff Lassie Nelson, Sec.	Information Services	714-8878 ☎ Jim White, Director
Planning & Operations	714-8875 ☎ Dave Tressler, Director 714-7165 ☎ Nancy Hamburg, Sec.	Student Nutrition Svcs	714-8890 ☎ Dean Hamburg
Transportation	714-8824 ☎ Nan Spooner 262-7165 ☎ Wanema Arndt		

## Welcome to the Kenai Peninsula Borough School District

Hello Parents, Guardians and Students,

It is my pleasure to welcome you to the 2012-13 school year. This handbook is designed to be your reference document for our school district; I trust that it will be useful. On the following pages you will find many of the policies, regulations and practices that the District follows. I encourage you to become familiar with these; they will help you answer many of your school related questions. You can also find copies of all KPBSD policies (BPs) and regulations (ARs), adopted by our Board of Education, on our website (<http://www.kpbsd.k12.ak.us>). Please note that our website is updated throughout the year with new or revised policies and regulations.

In addition to this handbook, your child's school will provide you and your student(s) with site-specific rules and expectations. Please be supportive of this information as it is vital to a positive school climate, and the safety and welfare of our students. The District takes the responsibility of the education and safety of our students while at school or on an activity very seriously. As you know, it takes a collective effort to make this a reality.

I know that all of our staff takes great pride in providing our students with the best possible learning environment and opportunities. In addition, the District's curriculum is designed to provide the framework that will prepare our students for the post graduation endeavor of their choice. Please feel free to provide input to our principals on what our schools are offering our students; the District is receptive to your views on how we are doing preparing all of our students for the future. KPBSD depends on the home to play a significant role in our students' education. As such, it is critical that all of our students know that their parents, guardians, relatives and friends are supportive of the schooling process. A student without this support may at times be at a loss to find the necessary focus to excel at his or her studies.

Looking back on last year, I know that the District took another good step up the improvement ladder. I am pleased that our new strategic plan will focus our improvement efforts as we do all that we can to prepare our students for life after high school.

Please, as you can, make a point of visiting our schools. We welcome parents and the community into our buildings. For safety purposes, when visiting our school, please stop at the office and sign in. I look forward to seeing you at our schools and in our communities and send my best wishes for a fulfilling and productive year.

Sincerely,



Dr. Steve Atwater  
Superintendent



## Academic Honesty

The Kenai Peninsula Borough School District regards academic honesty as a cornerstone of its educational mission. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. All forms of academic dishonesty will make a student subject to disciplinary action. The child will receive penalties as appropriate.

The following list provides examples of what a student should not do:

- Plagiarize written, creative, or oral work (plagiarism is using the ideas of another as one's own without acknowledgment of the source).
- Submit work that is not original.
- Copying (borrowing) from another source and giving it as one's own work, and resubmitting work from another person or another class are all unacceptable practices. This includes cutting and pasting work from the Internet.
- Give or receive unauthorized assistance on exams.
- Alter grades or other academic records, give false information, or forge.
- Submit identical work in more than one course without the prior approval of the instructor.
- Provide notes, signatures, or other documents that are forgeries to school officials or teachers.

## Address Change

All changes or additions for address, telephone number(s), cell phone number(s) MUST be reported to the school office. This includes changes in an emergency contact number.

## AHERA School Management Plans

(This information is provided annually to schools by the KPBSD Planning and Operations Department. Your school will provide you with this information in the school newsletter.)

As mandated by Federal Regulation 40 CFR PART 763, known as the Asbestos Hazard Emergency Response Act (AHERA), local educational agencies are to notify parents/guardians/students in writing about the existence and location of AHERA School Management Plans for individual school buildings. Also required by regulation is the notification of all related asbestos activities that occurred during the previous year.



Currently, all AHERA School Management Plans are located at the Kenai Peninsula Borough School District's Planning and Operations Office and the Kenai Peninsula Borough's Maintenance Office. Each school's administrative office maintains a copy of its individual School Management Plan. Plans may be inspected at any of these sites.

If you have any questions concerning the AHERA School Management Plans or asbestos-related activities, contact your school principal or Dave Tressler at (907) 714-8875.

## Alaska State Content Standards

The KPBSD has embraced the State Standards and developed a rich curriculum to meet the needs of our students. More information on the State Standards can be found at your school or the Department of Education & Early Development web site: [www.eed.state.ak.us/ContentStandards](http://www.eed.state.ak.us/ContentStandards).

## Alcohol and Other Drugs

BP 5131.6. 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 or synthetic drugs (including K2 and spice). Imitation or synthetic 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 or her parent(s) or guardian(s), and shall be subject to suspension for up to 45 student school days by the school administrator following a due process hearing pursuant to applicable School Board policies. In more serious cases, violators may be recommended for expulsion to the Board of Education.

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 parent(s)/guardian(s) and the school administrator to determine conditions for readmittance.

### ***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.

### **Assessment**

<http://bit.ly/KPBSDAssessment>

Each year, the Kenai Peninsula Borough School District assesses student achievement throughout the District using a variety of measures: (The descriptions of the following assessments are posted on the website above.)

- Kindergarten Developmental Profile
- AIMSweb Testing
- Terra Nova
- Alaska Standards Based Assessment
- WorkKeys and
- the Alaska High School Graduation Qualifying Exam (HSGQE)





These tests measure skills, knowledge, and performance in different ways. The test results are reported to the public, the Board of Education, teachers, parents, and students. Results gathered from these assessments provide information about program and individual learner strengths and is used at the building and classroom levels to develop instructional goals for improvement.

**Alaska High School Graduation Qualifying Examination (HSGQE)** is a state-mandated assessment consisting of three tests: reading, writing, and mathematics. The test questions are based on the Alaska Student Performance Standards in reading, writing, and mathematics. There are three types of questions in each of the three tests: multiple-choice, short constructed response and extended constructed response. The HSGQE is administered to students beginning in their sophomore year.

#### **Waiver to the High School Graduation Qualifying Examination**

[AR 6146.3](#) State of Alaska regulation allows students or the student's parent/guardian to request a waiver from passing the High School Graduation Qualifying Examination if the student meets the criteria of either 1) Late Arrival into the Alaska Public School System, 2) Due to a Rare and Unusual Circumstance, or 3) Passed High School Qualifying Exam in Reading, Math, and Writing in another state. If an individual believes that they are eligible for a waiver they should contact the school administrator or high school counselor for required forms.

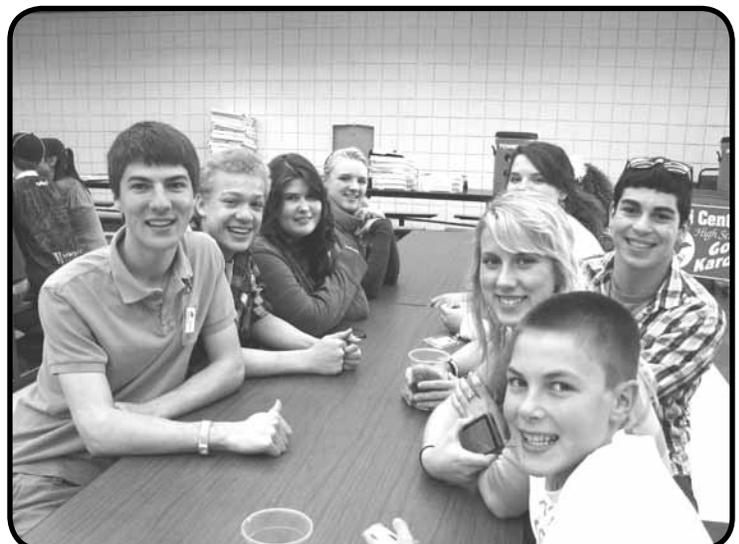
The Large-Scale Assessments by Grade calendar of assessment dates is on-line at <http://bit.ly/KPBSDAssessmentMatrix13>.

## Attendance

[BP 5113](#) /[AR 5113](#)/[BP 5121](#) Good attendance is critical to your student's success in school. When students are absent or late, they fall behind in their studies and may find it difficult to "catch up" with their peers. Ensuring that students arrive on time, ready for class, is one of the most important roles that families can play. This teaches students valuable lessons about trustworthiness and responsibility, character traits they'll need when they enter the world of work. When students fail to attend classes without an excuse, their parents or guardians are breaking the law.

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

- Written note from parent/guardian or parent-representative.
- Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative.
- Visit to the student's home by the verifying employee.
- The student may self-excuse their absence if they are 18 years of age or older and are living independently.
- The principal may excuse a student's absence if they are under the age of eighteen and are living independently.
- Any other reasonable method which establishes the fact that the student was actually absent for the reasons stated. A written recording shall be made, including information outlined above.





### ***Prearranged Absences***

When students contemplate absence for personal reasons, their parents/guardians should write the principal to ask that the expected absence be excused. The principal or designee may deny the request if he/she believes the absence would be educationally harmful to the student or set a poor example in matters of school attendance for the student or other students. If the request is denied, reasons will be given.

### ***Truancy***

A student must have good attendance to receive a good education. Unless a child subject to compulsory attendance laws is exempted, excluded, suspended or expelled from school attendance, each five days of unlawful absence constitutes a separate violation of state law (A.S. 14.30.020).

The parents/guardians shall be notified of any unexcused absences of their child and informed of state compulsory attendance laws. Any student found in violation of District truancy policy shall be referred to the intervention team in the school in which they are enrolled for the purpose of developing strategies in resolving truant behavior. Chronic truancy cases are referred to the district attorney's office.

## **Bullying**

[BP 5131.43](#) AR 5131.43 The Board is dedicated to providing a safe and civil learning environment. Bullying is a form of harassment and intimidation that disrupts a student's ability to learn and a school's ability to educate. Students and staff are prohibited from engaging in any form of bullying while on school property, on school buses, or at school-sponsored activities or functions. Students who engage in an act of bullying are subject to appropriate interventions and disciplinary action, up

## **Warning signs that your child is a bully's victim**

Many children do not tell their parent or adults at school about being bullied. It is important that adults are vigilant to the possible signs of bullying. Warning signs:

- Comes home with torn, damaged, or missing belongings
- Has unexplained cuts, bruises, and scratches
- Has few, if any, friends with whom he or she spends time
- Seems afraid of going to school, walking to and from school, riding the school bus, or taking part in organized activities with peers (such as clubs)
- Takes a long, "illogical" route when walking to or from school
- Has lost interest in school work or suddenly begins to do poorly in school
- Appears sad, moody, teary, or depressed when he or she comes home
- Complains frequently of headaches, stomach aches, or other physical ailments
- Has trouble sleeping or has frequent bad dreams
- Experiences a loss of appetite or
- Appears anxious and suffers from low self-esteem

**What to do if you suspect that your child is being bullied:** If your child shows any of these signs, this does not necessarily mean that he or she is being bullied, but it is a possibility worth exploring.

1. Talk with your child. Tell your child that you're concerned and that you'd like to help. Ask questions to get the discussion going.
2. Talk with the staff at your child's school. Teachers are usually in the best position to understand the relationships between your child and other peers. If you are not comfortable with your child's teacher or if you are not satisfied with the conversation, talk to the guidance counselor or principal.
3. If your child is being bullied, take quick action. If you don't suspect that your child is being bullied, stay vigilant to other possible problems that your child may be having.

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to and including suspension or expulsion. Staff who engage in an act of bullying are also subject to appropriate disciplinary action up to and including suspension and termination.

### ***Bullying Defined***

Bullying is the repeated intimidation of others by inflicting or threatening physical, verbal, written, electronic, or emotional abuse, or damage to another's property. Bullying may include, but is not limited to, conduct such as physical abuse, damage or theft of another's property, social exclusion from activities, verbal taunts, name-calling, rumors, innuendoes, drawings, jokes, gestures, pranks, and put-downs relating to real or perceived differences, including another's culture, race, ethnicity, gender, sexual orientation, religion, body size, physical appearance, clothing, personality, age, socioeconomic status, ability or disability or other distinguishing characteristics.

This policy should not be interpreted to prohibit a reasoned and civil exchange of opinions or debate that is protected by law and Board policy.

Conduct that does not rise to the level of bullying may still be prohibited by other policies or rules.

### **Busing of Kindergartners**

Per busing guidelines and for the safety of students, kindergarten students are expected to be met by parents/guardians at the student's bus stop.

### **Bus Conduct**

[BP 5131.1](#) / [AR 5131.1](#) Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Because school bus passengers' behavior can directly



affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including field trips and other special trips. School personnel, parents/guardians, and the students themselves must see that these regulations are followed.

- Riders shall follow the instructions and directions of the bus driver promptly and courteously at all times.
- Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
- Riders shall enter the bus in an orderly manner and go directly to their seats.
- Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
- Each student may be assigned a seat in which she/he will remain at all times unless permission to change is given by the principal or driver.
- Serious safety hazards can result from noise or behavior that distracts the driver. Loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing, swearing, rude gestures, cruel teasing or "put downs", and changing seats are prohibited actions which may lead to suspension of riding privileges.
- No part of the body, hands, arms, or head should extend out the window. Nothing should be thrown from the bus.
- Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.





- No animals or insects shall be allowed on the bus, unless qualified as a service animal.
- Riders should be alert for traffic when leaving the bus. Riders who fail to comply with the above rules will be reported to the school principal, who will determine the severity of the misconduct and take action accordingly. For minor instances of misconduct, the rider and his/her parent or guardian will be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the principal.

### Career Pathways

Each middle and high school student will develop a “Personal Learning and Career Plan” (PLCP) based on identified Career Pathways and areas of study. Students who focus on a Career Pathway can acquire the skills necessary for entry into careers with a high potential for financial growth and increased levels of engagement. Each student’s PLCP will utilize the Alaska Career Information System electronic portfolio in planning their education giving them the tools for a successful future in a chosen career. The Career Clusters are located at [www.kpbsd.k12.ak.us/departments.aspx?id=22776](http://www.kpbsd.k12.ak.us/departments.aspx?id=22776).

### Child Abuse and Neglect

[BP 5141.4/AR 5141.4](#) When they have reasonable cause to suspect that a student has suffered harm as a result of abuse or neglect, certified District employees and school nurses are required by law to report that information to the nearest Department of Health and Social Services officer, Alaska State Trooper, or other law enforcement officer within twenty-four (24) hours. State

law provides that persons taking this action in good faith are immune from any civil or criminal liability.

If there is reasonable suspicion of child abuse or neglect, an interview at school is to be conducted by the department or law enforcement agency before notification of, or receiving permission from, the child’s parent, guardian, or custodian. AS 47.17.027.

### Child Find - Educational Services for Exceptional Children

[BP 6164.4](#) / [AR 6164.4](#) The Individuals with Disabilities Education Act, amended in 2004 mandates a free, appropriate public education for each exceptional child who attends school. To meet the requirements, the Kenai Peninsula Borough School District provides the following:

- Assurance of extensive child identification procedures
- Assurance of “full service” goals and detailed timetables
- A guarantee of complete due process procedures
- Assurance of parent or guardian participation
- Maintenance of programs and procedures for personnel
- Assurance of special education provided in the “least restrictive” environment
- Assurance of nondiscriminatory testing evaluation
- Assurance of the maintenance of an individualized program for each identified child
- A guarantee of policies and procedures to protect the confidentiality of data and information



A team of special services personnel, including the director, program managers, specialists and special services teachers and aides, work together with all District staff members to provide services to students with disabilities in the District. These include:

- Speech and language services
- Assistive technology services
- Visual impairment services
- Preschool disabled services
- Hearing impairment services
- Emotionally disabled services
- Adaptive P.E. Services
- Learning disabled services
- Physical & occupational therapy
- Psychological services
- CHILDFIND services (first step in the identification process for children ages 3 through 21; clinics held throughout the year in each community, call 714-8881 for more information).

Special services take a variety of forms across the District's elementary and high school programs. The development of an individual education program is the responsibility of a child study team, composed of the student's parent(s), classroom teacher(s), principal, appropriate specialists and special services teacher. Students are encouraged to take part in their program planning when possible. For information regarding special services, contact your school principal or Pupil Services at 714-8881.

### **Cocurricular Activities**

[BP 6145](#), [AR 6145](#) The Kenai Peninsula Borough School District recognizes that cocurricular activities enrich the educational and social development and experiences of students and shall maintain a program for students participating in extra/cocurricular activities which compliment the integrity and purpose of the



educational program. Activities shall be tailored to the physical, mental, emotional, and social maturity levels of the youth participating in them. We believe each student should have an opportunity to participate in a broad number of activities based on his/her own talents and interests. It is the intent of the District to encourage participation in activities. District sponsored cocurricular activities shall be approved by the Board of Education, administered by the Kenai Peninsula School Activities Association, and supervised by the building administrator.

Emphasis shall be given to the ideals of sportsmanship, fair play, and ethical conduct by students, coaches, advisors, and spectators.

Participation in activities is a privilege to be granted to those students who meet the minimum standards of eligibility adopted by the KPBSD and those additional standards established by each school for its own students. See the most current KPSAA Handbook version at your student's school's administration office or on the District's web site <http://bit.ly/KPBSDKPSAA>.

### **Communication Between Home and School**

[BP 5124](#) Good communication between home and school regarding a child's education is more than a "plus"—it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, school blogs, and school open houses or back-to-school nights, for instance.



Communication might also include requests for conferences—initiated by the school or the parent—to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office for an appointment. Generally a teacher will be able to meet with parents or return calls during a conference period.

### Complaints Concerning Schools

[BP 1312/E 1312](#) To promote fair and constructive communication, every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged, or to that person's supervisor. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

All written complaints regarding District personnel should be identified on the [form E 1312](#).

### Directory Information

[BP 5125.1/E 5125.1](#) The Superintendent or designee may authorize the release of student directory information to representatives from post-secondary educational institutions, prospective employers, news media, legislators, military recruiters, sport publications and non-profit or other organizations.

### Notice of Student Directory Information

E5125.1a The Kenai Peninsula Borough School District has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act of 1974, also

known as FERPA. A copy of the school district's policy is available online at <http://bit.ly/KPBSDBoardPolicies>.

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets such as for wrestling, showing weight and height of team members
- KPBSD Student Photo of the Day

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving federal education funding to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without their written consent.





The District may also disclose to the State of Alaska or the University of Alaska your student's eligibility for scholarship programs.

The KPBSD has designated the following information as directory information: student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the release of student directory information. If you object to disclosure of some or all of this information, please complete and return the E 5125.1(b) Directory Information Parent Opt-Out Form.

If you have no objection to the use of student information, you do not need to take any action.

### Discipline

[BP 5144](#) / [AR 5144](#) Each principal shall publish school rules for student discipline which describe the school's behavior management plan and consequences for student misconduct. Special care shall be taken when developing school rules to solicit the views of the school community, including administrators, teachers, school security personnel, parents/guardians, and students.

School site rules must be strictly based on District policy, regulation, state and federal laws and be enforced fairly and uniformly. The Superintendent or designee shall establish procedures for the approval of such rules.

The Districtwide policy covering Discipline Guidelines is located at <http://bit.ly/KPBSDDisciplineGuide>.

### Corporal Punishment

Corporal punishment is prohibited by law as a disciplinary measure against any student. School administrators and teachers shall employ other means of disciplining students. (4 AAC 07.900)

The prohibition on corporal punishment does not prevent the use of reasonable and appropriate force by a teacher or other supervising employee which is necessary to maintain order to protect student welfare. Reasonable and necessary force or physical restraint against a student may be used to protect the student, or others, from physical injury; to obtain possession of a weapon or other dangerous objects; to maintain reasonable order in the classroom or on school grounds; or to protect property from serious damage or destruction. The force shall not be greater than necessary to control the misconduct or dangerous situation. In no event may deadly force be used against a student.

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. The



Superintendent works to ensure cooperation with law enforcement in the criminal investigation of students who commit crimes while under the jurisdiction of the school.

### Discipline Guide

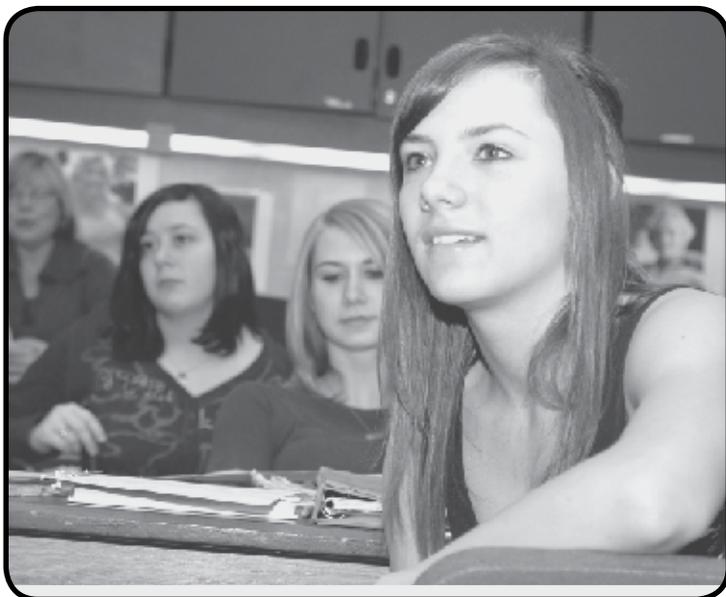
[AR 5144](http://bit.ly/KPBSDDiscipline-Guide) The outline at <http://bit.ly/KPBSDDiscipline-Guide> is an informational and guidance tool. It contains examples of disciplinary infractions and appropriate penalties. It is a reference tool for school staff, parents, and students regarding disciplinary responses to student misbehavior.

When making decisions about disciplinary consequences for misbehavior and infractions of school rules, the administrator and teacher will consider the context of the incident and the actual behaviors of the student.

The student's age, general behavior, and behavior pattern prior to and following the incident may be factors considered in this deliberation.

In all instances where the violation and/or penalty is defined by law or regulation, the full extent of the law may be exercised.

The list at <http://bit.ly/KPBSDDisciplineGuide> is exemplary only. There are acts of misbehavior or violations of law or school regulations that may not be included in this list. In such instances, disciplinary action will be at the discretion of the Principal and/or Superintendent with understanding that the response and penalties will conform to District policy, state law, and regulations of the state and District.



### Dress Code

Research demonstrates that there is a close relationship between dress and student attitude toward school and personal conduct. Students are to dress and groom themselves neatly in clothes that are suitable for school activities and an educational, not social setting. Clothing or accessories that tend to be costumes or draw undue attention will not be allowed. The appropriateness of dress is the judgment of the teachers and administrators. T-shirts or other clothing that carry profane, drug/alcohol/tobacco related, sexually suggestive, or otherwise objectionable slogans or pictures are not permitted. The students will need to replace the offending item or go home to change, if necessary. Repeated violations of the dress code will result in consequences for insubordination.

### Due Process

[BP 5144.11](#) / [AR 5144.11](#) / [E 5144.11a](#) A principal or designee shall conduct an informal hearing when there is cause to believe that a student has violated law, policy, regulation or school rules that could result in disciplinary action. The meeting requires no prior notice.

The student shall be provided:

- Oral or written notice of the charges
- An explanation of the evidence
- An opportunity to present the student's view of the incident
- An explanation of the sanctions

A reasonable attempt will be made to contact the parent(s)/guardian(s) orally prior to the suspension. The student's parents/guardians shall be notified in writing of the principal's decision to suspend the student from school as soon as practical.

Suspended students shall not be permitted to access any Kenai Peninsula Borough School District property or to attend or participate in any District school-related or school supervised activities during the period of suspension without prior administrative approval.

When a student's continued presence in school constitutes a threat to persons, property, or to the academic programs, he/she may be immediately removed from school. The informal hearing shall be conducted within a reasonable time and any subsequent suspension shall recognize the days removed from school.

Suspensions of 10 days or less are not subject to appeal.

1. Parents, or students who have reached the age of majority, who wish to appeal disciplinary decisions exceeding ten-day suspensions, shall submit their appeal to the principal on the prescribed E 5144.11 Notice of Appeal form. The appeal must be submitted within five school days of the informal hearing, or, in cases where expulsion is recommended, within five days of receipt of written notice for expulsion. The suspension or other disciplinary action shall not be stayed pending this appeal.

2. The principal will appoint an appeal hearing officer who will conduct a Level I formal hearing. Such hearing is to be conducted within five school days of the appeal request and according to defined procedures. A decision will be made by the hearing officer within three school days of the hearing. Appeals of recommendations for expulsion will ascend directly to the Superintendent.

In the event of an appeal the student and parent/guardian will be provided:

- a. Written and, if possible, oral notice of the following: the charges, potential consequences, and the date, time, place and manner of the hearing to be conducted.
- b. An explanation of the evidence and an opportunity to present the student's view of the incident.
- c. An opportunity to call witnesses on his/her behalf.
- d. The right to have parent/guardian present, and to secure and have legal counsel and/or advocate present.
- e. The parents/guardian and the student will be given a written decision within 3 days of the hearing.

3. The decision of the hearing officer suspending the student from school for eleven school days or more may be appealed in writing to the Superintendent within ten school days of receipt of the hearing officer's decision letter via certified mail. The Superintendent will conduct the hearing. Hearing procedures shall conform to those of a formal hearing defined elsewhere in this regulation. A decision shall be issued by the Superintendent within three school days and shall be sent to the school, student and parent/guardian.

4. Decisions of the Superintendent regarding suspensions may be appealed in writing to the Board within ten school days of receipt of the Superintendent's decision



via certified mail. The Board shall conduct a hearing at the next available regular meeting and the Board's decision shall be distributed within three school days.

### **Emergencies**

Emergency evacuation procedures will be practiced regularly as required by law. Information specific to procedures that are to be followed for evacuation and for lock down (required in cases of threats) will be explained by teachers. Following are general rules all students should follow in cases of evacuation:

- Students leave rooms by designated routes
- Students are to walk rapidly and orderly in single file.
- NO ONE should run
- Students are to be quiet and obedient
- Selected students will be asked to close windows, doors, and drapes prior to leaving
- The first two students out of the building should hold the doors open for others
- Students should assemble with their class in an orderly manner in the designated area
- Wait quietly for instructions

### **Earthquakes**

Our School District has a comprehensive emergency action plan at each school site. In the case of an earthquake, do not rush out of the building. Get under a desk or table if possible. (Duck, Cover & Hold) Protect your head and facial areas from falling objects or shattered glass. Wait for instruction before leaving your room. If you are instructed to exit the building, follow the fire drill procedures, being careful to avoid power lines and poles. Stay calm and follow the directions of the adults around you.

## **Emergency Student Release Advice for Parents**

- **Remain Calm.** Your child is probably safer at school in the event of a disaster. School personnel are certified in CPR, First Aid and Emergency Preparedness. In the event of a disaster, school staff are designated as Disaster Service Workers and must remain with your children at all times for up to 72 hours after the emergency.
- **Do Not Call The School And Tie Up The School Phone.** Phone lines will be needed for emergency communications.
- **Do Not Call Your Student's Cell Phone.** A ringing telephone can divert a student's attention away from important safety instructions, and during a lockdown, it can alert intruders to student whereabouts.
- **Do Not Attempt To Pick Up Your Child Directly From The Student Assembly Area.** Parents and authorized adults must first report to the Student Request Gate.
- **Bring A Photo ID With You To The Student Request Gate.** Students will only be released to their parents or to an adult designated on the Student Registration Form.
- **Sign Out At The Student Release Gate.** The staff will locate and bring your child to you. No student will be released without an authorized signature, noting time of release, destination and phone number.

The District regularly reviews the Emergency Action Plan and makes revisions as needed.

### **Facility Use**

[BP 1330](#) / [AR 1330](#) Communities throughout the District are encouraged to use school facilities for civic, educational, cultural and recreational purposes. Of course school related activities shall take precedence over other use of school facilities.

The application procedure is very simple; just contact the principal of the school at least ten days before the date when facilities are to be used.

Board of Education approved programs, such as PAC's, band and orchestra, community school classes/activities, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services.

To use the school theatre/auditorium facilities, a minimum of 30 days is necessary and permits are issued on a first come, first served basis.

For more information regarding fees, scheduling or facility capacity, please contact the schools.

### **Fees**

[BP 6161.13](#) / [AR 6161.13](#) The School District is sensitive to the cost of raising children. Unfortunately, in some cases, classes and activities may charge a fee to support educational opportunities for students. The length of the class, materials consumed, activity cost, and type of class will determine the fee charged. If there is a question or problem paying a fee, please contact the teacher or the administration for arrangements. We can assist you in many cases.

### **Field Trips**

[BP 6153](#) / [AR 6153](#) School District policies closely govern all field trips. Student costs shall be kept to a minimum. Students are responsible for their own costs. Schools may provide financial options to ensure maximum participation by all interested and qualified students, regardless of their financial circumstances. No student may be denied participation, for financial reasons, in a school-sponsored field trip that is integral to the curriculum and the instructional program. All school rules will be in effect on all field trips and parents are financially responsible for any fees related to a student's early return due to a behavioral incident. Policies and forms related to field trips are located at <http://www.kpbsd.k12.ak.us/departments.aspx?id=5598>.

### **Grades/Assessment Information**

[BP 5121](#) The School Board believes that students and parents/guardians have the right to receive course assessments that represent an accurate evaluation of the





student’s achievement. Teachers shall evaluate a student’s work in relation to standards, which apply to all students at his/her grade level, not in relation to the work of other students in one particular class.

Assessment should be based on impartial, consistent observation of the quality of the student’s work and his/her mastery of course content and objectives as demonstrated through classroom participation, homework and tests. The student’s behavior and effort shall be reported in separate evaluations, not in his/her academic grade.

### Gender Equity

We are proud to say that over time there have been, and continue to be, increasing opportunities for students in a wide variety of programs. Compliance with Title IX is truly a “moving target.” It is our intent to continue our efforts to provide a wide variety of activities for all students and in so doing to comply with the spirit and letter of this title.

### Guardianship and Custody

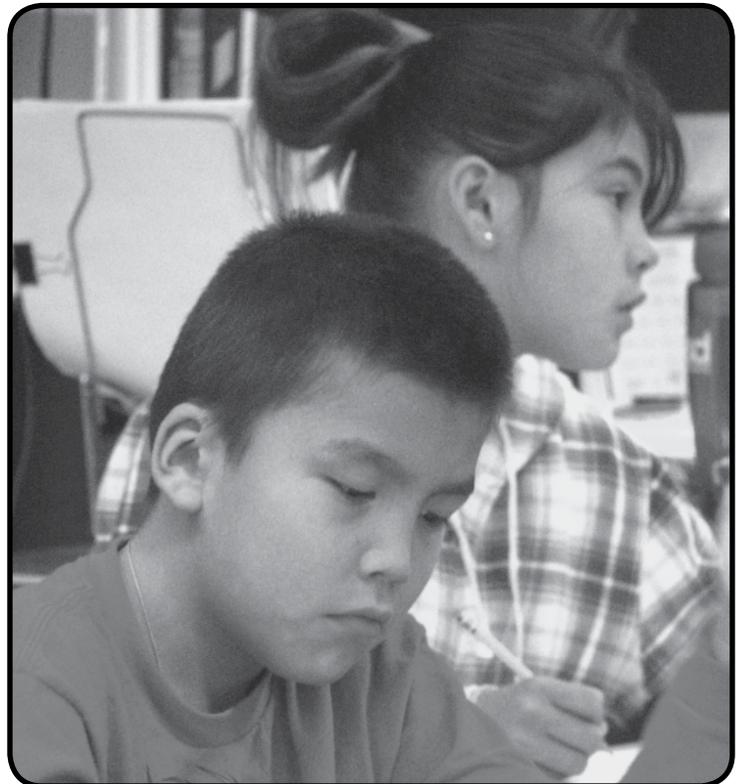
[BP 5021](#) Where a question of legal guardianship arises, the school will require documentation from the student’s legal guardian to protect all parties. Where child custody is an issue, the school will operate from the most recent documentation on file. This will be kept in the cumulative file which passes from school to school. State law requires that both parents be given equal access to their child’s school records. If one parent is not allowed to have contact with the child, or access to the child’s records, a copy of the court order specifically stating the restriction must be submitted to the child’s school.

### Harassment Issues

[BP 5145.7](#) / [AR 5145.7](#) The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, Steve Atwater or Tim Peterson, who serve as the District Title IX coordinators for students.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the student code of conduct. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated





as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student may be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible, but no later than five days after the request. The principal or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within ten days. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten days, request a conference with the Superintendent or designee.

Prior to or at this conference, the student and/or parent should submit the complaint in writing and include:

- a complete statement of the complaint
- any evidence supporting the complaint
- a statement about how the matter should be resolved
- the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator

If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present

the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office.

### Hazardous Roads

During the winter there may be times in both the morning and afternoon when conditions are too hazardous for buses to travel on certain roads. This information will be posted on the District web site, [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us), Facebook ([www.facebook.com/kpbsd](http://www.facebook.com/kpbsd)), Twitter ([twitter.com/kpbsd](http://twitter.com/kpbsd)) and parents should listen to the radio and television for announcements. The following radio stations will air public service announcements at fifteen minute intervals:

The decision to **close schools** for the day is the responsibility of the Superintendent of Schools.

The Superintendent of Schools may **delay the opening of schools by two hours** if the roads are impassable due to inclement weather. The two-hour delay will give road crews additional time for sanding and plowing. In the case of a two-hour school opening delay, schools will dismiss students at the normal time unless announced otherwise. To calculate the school start time and bus pickup during a two-hour delay, simply add two hours to the normal time.

Radio Stations	
Central Peninsula	Homer
KDLL - 91.9 FM	KBBI - 890 AM
KGTL - 620 AM	KGTL - 620 AM
KKIS - 96.5 FM	KMJG - 88.9 FM
KPEN - 101.7 FM	KPEN - 100.9 & 102.3 FM
KSKA - 91.1 FM	KXBA - 93.3 & 105.9 FM
KSLD - 1140 AM	KWVW - 103.5, 104.9, 106.3
KSRM - 920 AM	KWJG - 91.5 FM
KXBA - 93.3 FM	Seward/Moose Pass
KWVW - 104.9 FM	KWVW - 104.9 FM
KWHQ - 100.1 FM	KSKA - 88.1 FM
KWJG - 91.5 FM	KSWD - 950 AM
	KPEN - 102.3 FM

If the decision is made to either close school for the day or delay school opening times, the announcements will be broadcast on the local radio stations listed, and will be posted on the District website and social media

sites. **You should have an alternate plan for the care and safety of your children on those days when school opening is delayed or schools are closed because of road conditions.**

If school remains open and you as a parent do not believe it is safe for your child to travel to school, use your best judgment to determine what is safest for your child. Please notify the school if your child will not be attending.

### Health Curriculum

[BP 6158/ AR 6158](#) Kenai Peninsula Borough School District policy requires a comprehensive health curriculum to be taught each school year. The policy also provides an opt-out provision ([E 6158](#)) which is listed in Appendices D & E.

At the beginning of the school year, your school will provide a topic outline and timeline for instruction. After reviewing the topic outline, you may request further clarification of a topic. Curriculum guides are available for your review at [www.kpbsd.k12.ak.us/departments.aspx?id=36](http://www.kpbsd.k12.ak.us/departments.aspx?id=36). For more information, please make an appointment with your student’s teacher or building principal.

Parents may choose to opt their child out of specific topics or the entire curriculum. If you wish to use the opt-out procedure, you should fill out the opt-out form and return the completed form to the principal no later than three weeks after the start of the semester. Your student’s teacher will be given a copy of the signed form.

If you have any questions, please call your school administrator. If you have additional questions, please call the curriculum office at 714-8885.

### Insurance

The Kenai Peninsula Borough School District does its best to provide a safe environment for students. Even so, students can and do have accidents. Medical costs relating to such injuries (and/or illness) are the responsibility of the student and their parents/guardians. This includes any costs related to emergency transportation to a medical facility and treatment. The school will make every effort to contact the parents/guardians prior to transporting (it is important that emergency contacts listed in your student’s records be current), but in an emergency situation the school staff will determine if emergency transportation is necessary. Failure to diag-

nose an injury or illness, or emergency transportation of a student to a medical facility when it is later found that an actual emergency condition did not exist, are not grounds for the District to pay for related medical services and/or transportation.

To help parents/guardians with the cost of medical treatment not covered by other insurance or health agreements that may be in place for students, the District has purchased the Alaska Municipal League/Joint Insurance Association (AML/JIA) School Time Accident Plan through Myers-Stevens and Toohey at no cost to parents. The plan is provided as part of the Borough and School District membership in the AML/JIA. It is designed to cover many, but not all, of the expenses related to injuries incurred during authorized school activities. This plan does not cover natural illness, pre-existing conditions, or injuries resulting from illegal activities, and only pays **after** the student’s primary insurance has paid. In the past, AML/JIA has reimbursed at a rate of approximately 80% for those expenses that are covered, up to a maximum of \$25,000 per injury. Parents are responsible for the \$50 deductible per injury, as well as a 20% co-payment and all other expenses not covered by the plan. A letter describing the current accident coverage and benefits along with an Authorization for Emergency Treatment will be sent home with students. Claim forms are available at each school’s main office.

Students will also receive information at school on insurance plans available for **purchase** including “Student Health Care Plan” (24-hour coverage for sickness & accidents); “Interscholastic Tackle Football Accident



Plans”; “24-Hour Accident Plans”; “School Time Accident Plans”; and a “Dental Accident Plan”. If your child has existing health coverage, these supplemental plans may be useful in reducing your out-of-pocket expenses for insurance deductibles and/or co-payments. If your child has no other health coverage, you may find these programs particularly attractive. Further information is available from Myers-Stevens at: [www.myers-stevens.com](http://www.myers-stevens.com) or by dialing (800) 827-4695.

**Short-Term (24-Hour) Coverage** – Myers-Stevens has relatively inexpensive optional insurance which may be purchased for purposes such as field trips. Further information is available from Myers-Stevens at: [www.myers-stevens.com](http://www.myers-stevens.com) or by dialing (800) 827-4695.

**Travel Insurance Select** – Short-term medical insurance is available to provide for students who are traveling. You can contact Travel Insurance Services at: <http://www.travelinsure.com> to access the application information, or by dialing (800) 937-1387.

**Denali Kid Care** – The State of Alaska has implemented a program, which provides comprehensive (no cost) health care coverage for children and pregnant women who meet income eligibility requirements. Further information may be obtained at: [www.hss.state.ak.us/dhcs/denalikidcare](http://www.hss.state.ak.us/dhcs/denalikidcare) or by dialing (888)-318-8890.

### Acceptable Use Policy/Internet Safety Policy

(BP 6161.4, AR 6161.4) This is a brief synopsis of the Acceptable Use Policy/Internet Safety Policy. A complete version is available online.

### Terms and Conditions for Use

#### Purpose

The Kenai Peninsula Borough School District provides all students access to computers, networks, and the Internet as a means to enhance their education. Our many varied stakeholders work within a shared environment where all must follow the rules of use so as not to let their actions infringe on the opportunity of others to accomplish their work.

Highlights of Available Insurance Plans*			
Insurance Plan	Cost	Enrollment Required	Highlights of Coverage
School Time Accident Insurance	No cost to parent	Automatic	Accidents happening at school (supplemental to any existing coverage - contact schools for additional information)
Optional Student Health Care Plan	YES	YES	Sickness and accidents anywhere Does NOT cover football
Optional 24-Hour Accident Plan	YES	YES	Injuries as a result of accidents Does NOT cover football
Optional School-Time Accident Plans	YES	YES	Accidents happening at school Travel to and from school Does NOT cover football
Optional Dental Accident Plan	YES	YES	Dental injuries
Optional Inter-scholastic Tackle Football Accident Plans	YES	YES	Football injuries
Exchange Student Worldwide Medical Insurance	YES	YES	Insurance for exchange students
Optional Denali Kid Care	Dependent on income	YES	Health care coverage for children & pregnant women
Optional Short-Term 24-Hour Coverage	YES	YES	Short-term medical/accident insurance for situations such as field trips
Optional Travel Insurance Select	YES	YES	Insurance for students who are traveling

## **Electronic Related Technologies**

The District's network is an inherent part of how we do business. The Acceptable Use Policy covers students, staff, and any other users accessing any part of the network. Files, data, emails and any other information stored on District-owned equipment or produced while working for the District, or while attending as a student, is the property of the District. Internet and email use is a privilege, not a right. A violation of the Acceptable Use Policy may result in termination of usage and/or appropriate discipline for students.

## **Personally-owned Electronic Devices**

Students may bring laptops, netbooks, smart phones, tablet computers, MP3 players, e-readers, etc. to school for their personal educational use. The user is responsible for assuring that personally-owned equipment is ready for use with the District network. The District will not troubleshoot or provide technical support on personally-owned equipment. Bringing personally-owned equipment to school is absolutely done at the user's own risk. The District is not responsible for theft or damage of personal property, including loss of data.

Any electronic device falls under the authority of the Acceptable Use Policy if used on school grounds regardless of whether they may or may not be wirelessly connected to the District network infrastructure. For example, texting or emailing inappropriate pictures to other students while on school property would be a violation of the Acceptable Use Policy even if only done using the user's personal cellular plan and using no District provided network services.

## **Software on Personally-owned Devices**

The District will not provide software for personally-



## **How to Minimize Internet Risks**

- Stay in touch with what your student and his or her friends are doing.
- Ask your student to show you how he or she accesses the Internet
- Spend time with your students when they are online.
- Explore the wide range of information that is available and discuss with your child which topics you consider off-limits.
- Keep the lines of communication open so that you can talk to your students, and they will recognize your interest in what they are doing is genuine.
- Monitor the amount of time your student spends with the computer. Excessive use of online services, especially late at night, may signal a potential problem. The same parenting skills that apply to the "real world" also apply while online.
- Set rules for the use of the Internet.

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owned computers, however, schools may distribute software apps to iPads, iPods, iPhones, or potentially to other personally-owned (non-computer) devices (for students) if done in accordance with the current District policies.

## **Access to Wi-Fi**

Access to the wireless network by personally-owned computers, smart phones, or other devices is allowed by authorized users. Personally-owned equipment may NOT be attached to the network via an Ethernet cable or other wire. (Wireless access by a personally-owned laptop is allowed, but connecting to the physical network by plugging into a wall jack is never allowed.)

## **Electronic Mail (Email)**

The District provides one Google GMail address (@g.kpbsd.org) for grade 4-12 students (or lower grades at the request of the principal). The District does not filter email beyond the SPAM filtering done by Google for the District-provided GMail accounts. Google may also have rules for use beyond what is covered in this agreement.

## **Parental Request for Non-Participation by Students (Internet or Email Opt-out)**

Parents of minor students (under 18 years of age) may request that their student(s) not be allowed access to the Internet or may opt out of District-provided GMail accounts by submitting E 6161.4(a) Internet Access

### **Suggested Online Guidelines**

- Your online actions can have real-world consequences. The pictures you post and the words you write can affect the people in your life. Think before you post and share.
- Remember that sometimes, free stuff--like games, ring tones or screen savers--can hide viruses or spyware.
- You can reduce the risks of inappropriate conduct, contact and content by talking to your kids about how they communicate--online and off.
- The best way to protect your kids online--talk to them.
- Many kids are adept at finding information online--but they still need adult guidance to help them understand which sources are trustworthy.
- What we say, when we say it, and why we say it are the same online and in person. Common courtesy and common sense are important parts of all communication, regardless of where and how it takes place.
- Parents can set high privacy preferences on IM and video calling accounts.
- Texting, surfing or talking on the phone is dangerous while driving. Talk to your kids about the dangers of driving while distracted.

Non-Permission Form (Appendix D) to the office at the student's school. Such restriction, once signed, remains in force until rescinded by the parent or the legal aged student. This action also denies access to the District wireless network.

It should be noted that GMail is part of the Google Apps' online collaborative office productivity suite. Denying access to GMail also denies access to Google Apps. Opting-out of Google Apps doesn't mean a student will not access email at school, it just means the District will not provide the email address for the student to use. There are many free email sites on the Internet that anyone can sign up for. Other free email sites are also not content filtered and may not filter SPAM.

### **Directory Information Parent Opt-out Form**

Parents of minor students (under 18 years of age) may request that the District not post their children's work, photographs or names on the Internet by completing and returning [E 5125.1\(b\) Directory Information Parent Opt-out Form](#) (Appendix B.)

### **Security**

No illegal entry (hacking) or unethical attempt should ever be made to access any network, computer, or data belonging to someone else. Users should never logon with the network credentials of another person, but

should only use the username and password supplied by the District for the user's exclusive use. All passwords are to be kept secure and private. Any activity undertaken for the purpose of hiding one's identity, to bypass the Internet filter, or to spread computer viruses is forbidden. All users are to promptly report any security violations of the Acceptable Use Policy to the school principal.

### **Monitoring**

Network activity is logged by our Internet filter software including tracking of websites visited by users. Email processed, delivered, or stored on District-owned equipment is owned by the District and may be inspected by the District.

### **Acceptable Uses**

It may be helpful to correlate acceptable behavior in the school building to what is acceptable behavior online. In the school setting, treat others as you would like to be treated. Show respect and kindness to others. Don't use derogatory or inflammatory language that is generally considered offensive or threatening. Don't insult, bully, threaten, or personally attack people. Be on your best school behavior while online.

### **The user should:**

1. Adhere to current Acceptable Use Policy guidelines and school rules each time the District network is used.
2. Immediately disclose an inadvertent access of inappropriate information to a teacher or the school principal.
3. Show proper consideration for topics that may be considered objectionable or inflammatory.



4. Keep everyone's personal information confidential, including addresses, telephone numbers, pictures, etc.
5. Abide by all plagiarism, copyright and fair use laws, including print, music, and software copyright laws.
6. Make available for inspection by a principal or upon request any messages or files sent or received by a student at any District Internet location. Staff should have a legitimate safety concern to invoke inspection.
7. Use technology for school-related purposes during the instructional day.
8. Report any cyberbullying against any student to the principal, immediately.
9. Use Internet related Chat (IRC) or other instant messaging appropriately. Always know the person you are messaging.

**Unacceptable Uses. The user should:**

1. Not view or attempt to located material in any format (electronic, printed, audio, or video) that is unacceptable in a school setting. This includes, but is not limited to, sexist or racist material, sexually explicit, pornographic, obscene, or vulgar images or language; graphically-violent music, music videos, screen savers, backdrops, and pictures. The criteria for acceptability is demonstrated in the types of material made available to students by principals, teachers, and the school media center.
2. Not download, upload, import or view files or websites that encourage the use of illegal drugs, alcohol, or illegal and/or violent behavior except when school-approved and teacher supervised.
3. Not use online social networks or any form of online publishing or online personal communication during the instructional day unless specifically allowed at the school or under the direction of a teacher.
4. Not stream non-educational music or video during the instructional day.
5. Not invade the privacy of individuals, including the unauthorized disclosure, dissemination, or use of information, photographs, or videos.
6. Not use for soliciting or distributing information with the intent to incite violence; cause personal harm or bodily injury; or to harass, bully, or "stalk"

another individual.

7. Not upload, post, email, transmit, create direct web links to, or otherwise make available any content that is inappropriate, unlawful, dangerous, or may cause a security risk.
8. Not use for wagering, gambling, junk mail, chain letters, jokes, raffles, or fundraisers.
9. Not use a USB storage device to launch software.
10. Not use a District email account to express religious or political views. When expressing your personal opinions, use a personal account.
11. Not play games, including Internet-based games, during the instructional day, unless school-approved or teacher-supervised.
12. Not use for financial gain or for the transaction of any personal business or commercial activities, including any personal purchase or sale activity that requires an exchange of money or use of a personal credit card number or for any product or service advertisement.
13. Not waste school resources through improper or personal use of the computer system.
14. Not deface, vandalize, or damage District-owned equipment or the equipment of another person in any way.
15. Not violate any provision of the Family Educational Rights and Privacy Act (FERPA) which makes confidential a student's educational records, including, but not limited to, a student's grades and test scores. Staff members are solely responsible to safeguard the confidentiality of student-related data on a personally-owned computer.





### **Sanctions**

Internet access and email use is a privilege, not a right. A violation of the Acceptable Use Policy may result in termination of usage and/or appropriate discipline for both students and teachers. The Terms and Conditions shall be used in conjunction with the District's discipline policies (AR 5144). Individual schools may choose to have additional rules and regulations pertaining to the use of networked resources in their respective buildings. Failure to abide by this policy may subject the user to corrective action ranging from suspension of some or all access privileges up to and including expulsion, termination and prosecutions according to District Policies. Users may be denied access to the District network while an investigation is underway. If a user's access to the District network is suspended or revoked by network administrators as a result of violations of this policy, the user may appeal the suspension in writing to the Superintendent within ten (10) days. If a violator is removed from the District network, there shall be no obligation to provide a subsequent opportunity to access the network.

### ***The Children's Internet Protection Act (CIPA)***

The CIPA was signed into law on December 21, 2000. To receive support for Internet access and internal connections services from the Universal Service Fund (USF), school and library authorities must certify that they are enforcing a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain visual depictions. The relevant authority with responsibility for administration of the eligible school or library must certify the status

### **Cyberbullying**

- Don't stand for bullying--online or off. Treat others the way you want to be treated--whether you are interacting with them online, on your phone or in person.
- Talk to your kids about bullying: They can't hide behind the words they type and images they post. Hurtful messages not only make the target feel bad but they also make the sender look bad.
- Ask your kids to let you know if an online message or image makes them feel threatened or hurt.
- Cyberbullying often involves mean-spirited comments. Check out your kid's page from time to time to see what you find.
- If your child is targeted by a cyberbully, tell them not to respond. Report this to the authorities.
- Block or delete the bully.

of its compliance for the purpose of CIPA in order to receive USF support.

In general, school and library authorities must certify either that they have complied with the requirements of CIPA; that they are undertaking actions, including any necessary procurement procedures, to comply with the requirements of CIPA; or that CIPA does not apply to them because they are receiving discounts for telecommunications services only. CIPA requirements include the following three items:

#### **1. Internet Safety Policy**

Schools and libraries receiving universal service discounts are required to adopt and enforce an Internet safety policy that includes a technology protection measure that protects against access by adults and minors to visual depictions that are obscene, child



pornography, or—with respect to use of computers with Internet access by minors—harmful to minors.

**KPBSD Response:** The Acceptable Use Policy/Internet Safety Policy addresses all required Internet Safety Policy issues.

For schools, the policy must also include monitoring the online activities of minors. Note: beginning July 1, 2012, when schools certify their compliance with CIPA, they will also be certifying that their Internet safety policies have been updated to provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

**KPBSD Response:** Students will be provided age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

## 2. Technology Protection Measure.

A technology protection measure is a specific technology that blocks or filters Internet access. The school or library must enforce the operation of the technology protection measure during the use of its computers with Internet access, although an administrator, supervisor, or other person authorized by the authority with responsibility for administration of the school or library may disable the technology protection measure during use by an adult to enable access for bona fide research or other lawful purpose.

**KPBSD Response:** The District uses filtering software to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: adult content, nudity, sex, gambling, violence, weapons, hacking, personals/dating, lingerie/swimsuit, racism/hate, tasteless, and illegal/questionable. In general, it is difficult to



avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an unfiltered email address on the Internet, as do both staff and students, may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective, and it is possible that the software could fail. In the event that filtering is unsuccessful and users gain access to inappropriate and/or harmful material, the District will not be liable.

The District will never override the Internet filter for students and will only in the very rarest of circumstances override the filter, even for bona-fide research by adults.

## 3. Public Notice and Hearing or Meeting

The authority with responsibility for administration of the school or library must provide reasonable public notice and hold at least one public hearing or meeting to address a proposed technology protection measure and Internet safety policy. (For private schools, “public” notice means notice to their appropriate constituent group.) Unless required by local or state rules, an additional public notice and a hearing or meeting is not necessary for amendments to Internet safety policies.

**KPBSD Response:** Public notice and hearing are provided through the normal school board policy adoption process.

## Medications/Immunizations

[BP 5141.21](#) / [AR 5141.21](#) **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, and follow written school policy. Non-licensed personnel designated to administer student medications must document appropriate training.

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

For students in Grades K–8:

- A current signed medication request form must be on file in the nurse’s office.
- 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 EpiPens® with health provider, parent, administrator and school nurse approval.

For students in Grades 9–12:

- 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, antibiotics, diabetic medications, and other approved medications with parent, administrator and school nurse approval.
- For over-the-counter (OTC) medications, students may be allowed to carry common, recognizable OTC medications under the following conditions:
  - Medication must be in its original container.
  - Container must be of small size or hold only a reasonable supply of medication.
  - Container must contain only the medication identified on its label.
  - Medication must be used only by the student for whom it is prescribed. Under no condition is sharing with another student acceptable.
  - Contents of the OTC container must be available immediately upon request for viewing by school administration to determine compliance with this and other school policies.

### Childhood Immunizations

Vaccine	Recommended Immunizations						Required Immunizations for Preschool Entry	Required Immunizations for School Entry (K-12)	
	Birth	2 mos	4 mos	6 mos	12-14 mos	15-18 mos	2-4 yrs	4-6 yrs	7-18 yrs
“DTaP” Diphtheria Tetanus Pertussis		X	X	X		X	**	X	Td/Tdap (10 yr booster)
“IPV” Polio		X	X	X			**	**	
“MMR” Measles Mumps Rubella					X		**	X	**
“Hib” Haemophilus Influenzae Type B		X	X	X	X		**	Not Required	
Varicella					X		**	X	**
Hepatitis A					X		X	**	**
Hepatitis B	X	X			X		**	**	**

\*\* Vaccines may be required at this age if previously recommended doses were missed. For the most up-to-date requirements go to: <http://www.epi.hss.state.ak.us> (choose ‘Epidemiology Programs’ then scroll down and choose ‘immunization’).

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

**Immunizations:** Prior to school entry, a child must be immunized as required by Alaska State Law against the following diseases: **diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, varicella, hepatitis A & B** and any other immunizations as required by law. Specific booster doses for some immunizations are required for some students during the school year. KPBSD will comply with state law in all matters involving immunization compliance. For further information see <http://bit.ly/KPBSDHealthServices>. Any student who does not provide evidence of each required immunization, or a valid religious or medical exemption as allowed within Alaska State Law, will be excluded from school until such time as the appropriate documentation has been received by the school. Access the religious exemption form online: [http://www.kpbsd.k12.ak.us/students\\_parents.aspx?id=9908](http://www.kpbsd.k12.ak.us/students_parents.aspx?id=9908). Access the medical exemption form online: [http://www.kpbsd.k12.ak.us/students\\_parents.aspx?id=13434](http://www.kpbsd.k12.ak.us/students_parents.aspx?id=13434). If you have any questions, please contact your school nurse, or call the KPBSD Nurse Coordinator at 283-2190.

The Superintendent or designee shall exclude those students from school who fail to meet immunization requirements as required by law.

**Provisional Admission** – Where regular weekly medical services are not available, the Superintendent, or designee, may grant provisional admission to students in exceptional circumstances for up to 90 days.

### Parent Involvement

**BP 6020** The School Board recognizes that parents/guardians are their children’s first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. Parents/guardians directly affect academic success by reinforcing their children’s motivation and commitment to education. The District shall include parent involvement strategies as a component of instructional planning.

The Board encourages parents/guardians to serve as volunteers in the schools and to attend student performances and school meetings. In an effort to maximize opportunities for parental involvement, an attempt will be made to accommodate parent schedules.



### Personal Property

Students should not bring valuable items or large sums of money to school. The school will not assume any liability for lost or stolen items or money. Students should report lost or stolen possessions to the office immediately. The principal will investigate as necessary.

### PowerSchool Parent Portal - a parent’s electronic link to the classroom

**BP 5124** The District provides parents and students direct access to its Student Information System (SIS) via an online website. Students can login using their KPBSD user account. Parent access credentials are generally handed out by the school secretary at the beginning of each year during registration, a school open house, or parent teacher conference.

### Protection of Pupil Rights Amendment

**BP 6162.8** The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  1. Political affiliations or beliefs of the student or student’s parent
  2. Mental or psychological problems of the student or student’s family
  3. Sexual behavior or attitudes
  4. Illegal, anti-social, self-incrimination, or demeaning behavior

5. Critical appraisals of others with whom respondents have close family relationships
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  7. Religious practices, affiliations, or beliefs of the student or parents
  8. Income, other than as required by law to determine program eligibility
- Receive notice and an opportunity for a student to opt-out of:
    1. Any other protected information survey, regardless of funding
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
  - Inspect, upon request and before administration or use:
    1. Protected information surveys of students
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The KPBSD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. KPBSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. KPBSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parents to opt his or her child out of participation of the specific activity or survey. KPBSD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided two weeks notice of the planned activities and surveys, and be provided an opportunity to opt their child out of such activities and surveys. No survey, whether anonymous or not, that inquires into personal or private family affairs of the student not a matter of public record or subject to public observation will be administered unless written permission is obtained from the student's parent or legal guardian. Parents will also be provided an opportunity to review any pertinent surveys.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901



### **Public Display of Affection**

Kissing and other blatant forms of public display of affection are not appropriate at school. Students who choose to ignore these limits may be sent to the office. Repeated offenses will result in consequences.

### **Reducing Illness at School**

Schools present a perfect place for learning and growing—and for coming into contact with viruses and

germs that one has not experienced before. With this in mind, we encourage all KPBSD families to continue to remain vigilant in basic disease prevention techniques. Remember that good hand washing techniques and staying home when sick are essential ways to maintain and improve wellness.

**Info on the web** - Please check the KPBSD website for more information regarding illness affecting our district. Our Pandemic Preparedness Page has many great links, and can be found at <http://bit.ly/KPBSDHealth-Pandemic>. The State of Alaska also has a page dedicated to influenza and pandemic illness information which is updated regularly. You can find the State's website at <http://www.pandemicflu.alaska.gov/>.

### Search and Seizure

[BP 5145.12](#), [AR 5145.12](#) The School Board is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property or their lockers by school officials.

The Board authorizes school officials to conduct searches of students, vehicles on school grounds owned or controlled by students, and other property owned or controlled by students when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the District or the school. The search shall be reasonably related in its scope to the circumstances which gave rise to the search. Items which are discovered as a result of authorized searches and found to be in violation of school policy may be subject to seizure by school officials and may also result in disciplinary action.

In determining whether reasonable cause for a search exists, school officials shall consider:

1. The student's age and previous behavior patterns
2. The prevalence and seriousness in the school of the problem to which the search was directed
3. The urgency requiring the search without delay
4. The substantive value and reliability of the information used as a justification for the search
5. The location of the student at the time of the in-



cident, which gave rise to reasonable suspicion

The Board urges that discretion, good judgment, and common sense be exercised in all cases of search and seizure. Before searching a student's possessions, school officials may seek, but need not receive, the freely offered consent of the student. Regardless of whether the student consents to a search, the student shall cooperate with school officials conducting a reasonable search and seizure authorized by this policy. Whenever reasonably possible, a search of a student's person shall be conducted in the presence of the student's parent/guardian, a staff member, and/or the principal. The parent/guardian of the student being searched shall be notified by the school official as soon after the search as possible.

A student's knowing refusal to cooperate with a search authorized by this policy shall result in a suspension of up to 45 days, and may result in a recommendation for expulsion to the School Board. The length of any such suspension must be reasonable: it must be related to the reasonableness of the student's conduct and the severity of the suspected violation. Prior to any such suspension or expulsion, the school administration must provide notice of this policy to the student. Evidence that written copies of this policy were distributed to all registered students before the incident shall create the presumption that the student had such notice.

### Student 504 of the Rehabilitation Act

The following is a description of the rights granted by federal law to students with disabilities. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights

if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefit from public education programs without discrimination because of his or her disabling conditions.
2. Have the District inform you of your rights under Section 504.
3. Receive notice with respect to any action by the District in regard to identification, evaluation, or placement of your child. Parent consent must be obtained before conducting an initial evaluation.
4. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student.
5. Have the District provide reasonable accommodations and services to allow your child a free appropriate public education and an equal opportunity to participate in school and school-related activities.
6. Have your child placed in the least restrictive environment.
7. Have your child educated in facilities and receive services comparable to those provided non-disabled students.
8. Have evaluation, educational, and placement decisions based upon a variety of information sources and by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities.
9. Have your child receive periodic reevaluations, at least every three years or whenever a change of placement is considered.
10. Examine all relevant educational records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. Reasonable requests for explanations and interpretations of your child's records.

13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
14. You have the right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. Hearing requests must be made in writing to the Director of Pupil Services.
15. You also have the right to file a complaint with the US Office of Civil Rights (OCR). The address of the Regional Office which covers Alaska is: U.S. Department of Education, Office of Civil Rights, Region X, 915 Second Avenue, Room 3310, Seattle, WA 98174-1009.
16. You have the right to file an action in federal district court alleging a violation of Section 504. You do not have to go through the due process hearing procedure before filing a complaint in federal district court or with OCR.

The person in this District who is responsible for insuring that the District complies with Section 504 student issues is the Director of Pupil Services, telephone number 714-8881.

### **Site-Based Council/PTA/PTSA**

[BP 0420](#), [AR 0420](#) All schools will organize and conduct regularly scheduled meetings of the site-council and parent organizations. The School Board believes strongly in the importance of parent input into the instructional practices and school programs. Specific District policy delineates the responsibilities of each of these organizations. Please contact the school office to see how you might be involved in these parent groups.

### **Student Lockers**

[BP 5145.12](#) The office assigns each student his or her locker. Exchanges of lockers with other students are not allowed. Only locks sold by the school are allowed on lockers. Unauthorized locks will be removed. If a lock is damaged or a combination becomes known, a student

may buy a new lock or receive a used lock from the office. Abuse of locks or lockers will not be tolerated. Do not share your lock combination with other students. If a student enters a locker illegally, he or she will be subject to disciplinary action.

Because lockers are under the joint control of the student and the District, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular basis. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned.

Notice of this entire policy shall be given to all students when lockers are assigned.

## Student Rights and Responsibilities

[AR 5131](#) Students and parents have rights that schools must observe, but they must also understand that personal responsibilities accompany individual rights. Furthermore, the rights of students must be viewed in relationship to the safety and welfare of the majority of students in the schools. Above all, schools must maintain adequate discipline to conduct a quality educational program.

Student rights and responsibilities are itemized in policy AR 5131 which is online at <http://bit.ly/KPBSDStudent-Conduct>.



## Student Nutrition/Federal Programs

BP 5040, AR 5040 KPBSD Student Nutrition Services (SNS) is proud to provide thousands of nutrient prescribed USDA school meals to eager students each school day.

We invite all students to regularly participate in this successful meal program that enjoys United States Department of Agriculture (USDA) support.

- National School Lunch Program (NSLP) and National School Breakfast Programs (NSBP) provide meals to students qualifying for free or reduced price meals in addition to students paying an established price per meal.
- School Waiver Programs - may provide qualifying students free or reduced cost book and material fees, athletic fees, etc. Final determination of eligibility is per individual School Administrator.

Please complete a Student Programs Application sent home with your student(s) at the beginning of the school year. Applications are also available at all schools during the school year. Release of Information for Benefits Section: By signing the application, your student's eligibility status will be applied to the designated Federal Programs (NSLP and NSBP) Meal Benefits only at participating schools.

*Student Nutrition Services* operates under the USDA program guidelines of the National School Lunch Program and National School Breakfast Program. The nutrient content of both the USDA School Breakfast and USDA School Lunch programs are established by the USDA. KPBSD school meal programs successfully meet the USDA dietary criteria for the provision of appropriate meals to KPBSD students.

Student Nutrition Services (SNS) office hours are from 7:30 am to 4:30 pm, Monday thru Friday. Questions and comments can be directed to the SNS office at 714-8890.

"The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Inde-

pendence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”

For the 2012-2013 year, Student Nutrition Services, with USDA support, will be providing fresh fruit and vegetable snacks at 13 KPBSD schools. This USDA snack provision is free of charge, to all K-6 students enrolled in these schools. The criteria required for funding and distribution of these snacks limits the programs to these 13 KPBSD schools.

### **Your Responsibilities**

If your student is approved for meal benefits based on income, program guidelines state that you must notify the Student Nutrition Services Office when your household income increases by more than \$50.00 per month (\$600.00 per year), or when your household size decreases.

If you are not eligible for benefits you may reapply when there is a decrease in household income, household member becomes unemployed or if there is an increase in the number of persons in the household size.

### **Reapplying**

You may apply any time during the school year. If you are not currently eligible but experience a decrease in household income, have an increase in household size, become unemployed, or begin receiving Food Stamp benefits or Temporary Assistance benefits for your student(s), you may fill out an application at that time. Applications are available at all school locations, District Office, Student Nutrition Office, or can be mailed to you by calling (907) 714-8832. Additional information is available on the Student Nutrition website at <http://bit.ly/KPBSDStudentNutrition> and the Nutrition and Wellness website at <http://bit.ly/KPBSDNutrition>.



### **Student Records**

**BP 5125 / AR 5125** A student’s school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Additionally, the child’s address may not be released if the District determines that release of the address poses a threat to the health or safety of the child. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student’s records.

The parent’s or student’s right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records,



such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Parents or eligible students desiring to review student records shall present a written request to the records custodian. The request shall specify the specific records which the person wishes to inspect.

### **Access Without Parental Consent**

The District shall not permit access to or the release of student records or the personally identifiable information contained therein without the consent of a parent or eligible student, except that access without consent to student records, other than records containing personally identifiable information specifically collected or maintained in conjunction with the provision of special education or related services to, shall be permitted to those persons or under those circumstances as follows:

- School officials within the District who have a legitimate educational interest in having access to the records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Officials of other districts, schools, state operated correspondence programs or post-secondary institutions in which the student seeks to enroll, or is



already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer. It is the policy of the District to forward student records to the entities or programs listed without notifying the parent or eligible student. The District shall forward these records within 10 days after receiving a request.

- Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent or guardian.
- The District will provide the University of Alaska scholarship program a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program.
- Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or the Department of Education and Early Development of the State of Alaska, if the information is provided in connection with an audit or evaluation of federal or state supported education program.
- In compliance with a judicial order or pursuant to any lawfully issued subpoena. However, the District shall make a reasonable effort to give the parent or eligible student notice of all such orders or subpoenas as soon as reasonably possible after they are received, and in advance of production of the records, so that the parents or eligible student may seek protective action. Prior notice will not be given in cases of a federal grand jury subpoena or order where the



court has ordered that the existence or contents of the subpoena not be disclosed.

- Where the disclosure is in connection with financial aid conditioned on the student's attendance at an educational institution.
- The disclosure is to organizations conducting studies for or on behalf of educational agencies or institutions.
- The disclosure is to accrediting organizations carrying out their accrediting functions.
- The School District will cooperate with the juvenile justice system in sharing information contained in permanent student records regarding students who have become involved with the juvenile justice system.
- The District may release information from records to appropriate persons in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other persons. The District may include in a student's records information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. Under the "health and safety emergency" exception, the District may disclose this information to teachers and school officials of the District, or to teachers and school officials of other districts, if those individuals have a legitimate educational interest in the behavior of the student.
- The Superintendent may authorize the release of student directory information to representatives of the post-secondary institutions, prospective employers, legislators, news media, military recruiters, sport publications, companies that manufacture class rings or publish yearbooks and non-profit or other organizations. Directory information which school officials may disclose consists of the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, and most recent previous school attended. The opportunity to exercise an

objection is provided on the [Directory Information Parent Opt-Out form E 5125.1\(b\)](#) (Appendix B).

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. Students over 18, and parents of minor students, may inspect the student's records and request in writing a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing.

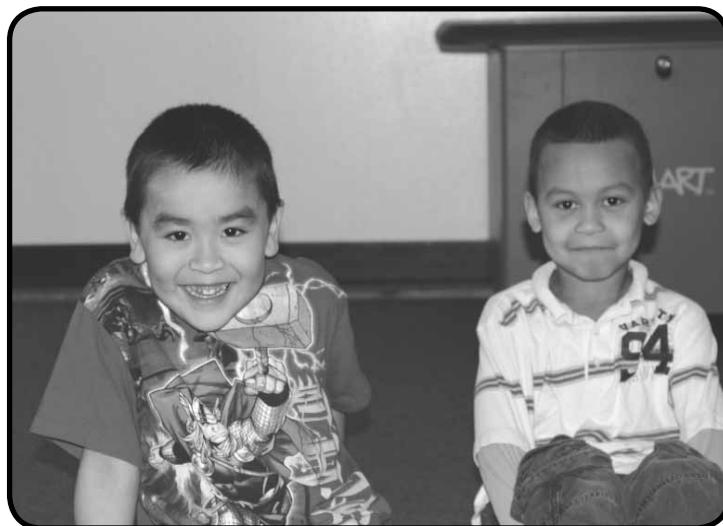
#### *Transfer of Information to Third Parties*

The District shall not release personal information concerning a student except on the condition that the party to which the information is being transferred will not permit any other party to have access to such information without the prior written consent of the parent or eligible student. The District shall include with any information released to a party a written statement which informs the party of this requirement.

#### ***Records Pertaining to Children with Disabilities***

Personally identifiable information in those student records specifically collected or maintained in conjunction with the provision of special education or related services may not be released without the written consent of a parent unless the disclosure is to:

- A school official as defined above.
- An official of a school or school system in which the student intends to enroll.
- A representative of the Federal Comptroller Gener-





al, U.S. Department of Education, or Alaska Department of Education and Early Development.

The District bills Medicaid for certain health related services identified in a student's Individualized Education Program (IEP). This process involves the sharing of personally identifiable information with the Department of Health and Social Services, the Alaska Medicaid agency, regarding services a child receives through the District's special education program. Parents incur no out-of-pocket costs for the provision of these services and it does not affect a child's current or future eligibility for Medicaid or Medicaid services, or the Denali Kid Care Program, nor a child's eligibility for any other Medicaid-related programs. Parents are asked to voluntarily sign an authorization to bill for services but signing this authorization is not required for the child to receive these services. Parents may revoke consent at any time and, if they do, it will not affect any actions taken on the authorization before the revocation was received. The District will ask parents to sign an "Authorization for Release of Information" form if the child has an IEP and is receiving services billable under the School Based Medicaid program. Once the parent signs the authorization, the District will check to see if the child is Medicaid eligible and, if so, begin billing for these health related services.

### **Access with Consent**

The contents of a student's record may be furnished to any person with the written consent of one of the student's parents. The written consent should specify the records to be released, the reasons for the release, and to whom the records will be released. Where the consent of a parent is required for the release of student records, a copy of the records to be released shall be

provided on request to the student's parents or the eligible student, and to the student who is not an eligible student if so requested by the student's parents.

If a parent refuses to consent to release of a student record specifically collected or maintained in conjunction with the provision of special education or related services, the District may initiate a hearing pursuant to the provisions of 4 AAC Section 52.550.

### **Notification of Rights Under FERPA for Elementary and Secondary Schools**

[E 5125b](#) The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal or designee a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A copying fee may be charged.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school





will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees or who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Other exceptions for disclosure without consent are detailed in FERPA and Board Policy and AR 5125.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school or District to comply with the requirements of FERPA. A complaint may be filed with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

In addition, you are entitled to notice of the following disclosures of student records:

Upon request, the District discloses education records without consent to officials of another school district or an institution of post-secondary education where the student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

By September 15 of each year, the District will provide to the University of Alaska a list of names and addresses of students in the graduating class who meet scholarship eligibility requirements for each scholarship program. Release of a student's name to the University of Alaska will not be made if the parent or eligible student objects. An objection should be made in writing to the assistant superintendent of instruction on form E 5125.1(b).

By July 15 of each year, the District will transmit to the Alaska Department of Education and Early Development an electronic version of each graduating student's permanent record that describes the student's eligibility for the Alaska Performance Scholarship Program. An objection should be made in writing to the assistant superintendent of instruction on form E 5125.1(b).

By January 15 and July 15 of each year, the District will provide to the Alaska Challenge Youth Academy, oper-





ated by the Department of Military and Veterans' Affairs, a report containing the name, address, and dates of attendance of prior students ages 15 through 18 who appear no longer enrolled in any educational institution and who have not received a diploma or GED. Release of a student's information to the Alaska Challenge Youth Academy will not be made if the parent or eligible student objects. An objection should be made in writing to the assistant superintendent of instruction on form E 5125.1(b).

### **Teacher's Qualifications**

#### ***Your Right to Know***

As a parent of a student in the Kenai Peninsula Borough School District you have the right to know the professional qualifications of the classroom teachers who teach your child. Federal law allows you to request certain information about your child's classroom teachers, and requires school districts to give you this information in clear language, and in a timely manner. You have the right to ask for the following specific information about each of your child's classroom teachers:

- Whether the Alaska Department of Education and Early Development has issued an Alaska teacher's certificate to your child's teacher for the grade(s) and subject(s) he or she teaches.
- Whether the Alaska Department of Education and Early Development has decided that your child's teacher can teach without being certified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject area of the degree.
- Whether any teachers' aides or instructional parapro-

professionals provide services to your child and, if so, their qualifications.

If you would like any of this information, please contact your school administrator or the KPBSD Human Resources Department at 714-8888.

### **Textbooks**

Please be advised that each student or his or her parent or guardian shall be responsible to the school for all textbooks not returned by the student. Any student failing to return all books shall forfeit his or her right to free textbooks until the books previously issued, but not returned, are paid for by the parent or guardian. A student's records may be withheld if a book is not returned and payment is not made in full.

### **Title IX - Non-Discrimination**

[BP 1312.3](#) / [AR 1312.3](#) The Kenai Peninsula Borough School District does not discriminate on the basis of national origin, ancestry, race, color, creed, sex, age, disability, physical appearance, sexual orientation, religion, pregnancy, marital or parental status, or political affiliation in its educational programs, related activities (including School-Community Recreation) and employment practices. If a student believes that he or she has been discriminated against, he or she may make a claim that his or her rights have been denied. A student may obtain a copy of the grievance or procedure and receive assistance in filing a complaint by contacting the school principal or the KPBSD District Office at 714-8888.

### **Tobacco**

[BP 5131.62](#) The Board of Education recognizes that smoking presents a health hazard that can have serious implications both for the smoker and the nonsmoker, and those habits of tobacco product use developed by the young may have lifelong deleterious consequences.

Students are prohibited from smoking or using tobacco products at any time within the school building or on school grounds. In addition, students are not to smoke or use tobacco products while attending sports activities, dances, other cocurricular activities, or while on school trips.

Students under the age of 19 are prohibited by District policy and state law to possess tobacco products.

Students are subject to disciplinary actions including suspension for failure to comply with the provisions of

this policy. Possession of tobacco products by students less than 19 years of age will be reported to the police.

### Transfers/Attendance Boundaries

[BP 5116](#) Students who reside within District boundaries may apply for enrollment in any District school where space is available. Students shall attend school in their attendance area unless otherwise authorized by the Superintendent or designee. The District is not responsible for busing out-of-area students, but may allow this with other considerations.

If a parent wishes to have their child attend a school other than the one assigned, parents should contact the principal of their assigned school for an “Out-of-Attendance Area” form ([E 5116](#)). This form should be completed by the parent, signed by the principal of the assigned school, and also signed by the principal of the receiving school. The receiving principal will make a decision to accept the student based on a set of criteria developed by the District.

When considering changes to school attendance boundaries, the School Board shall take into account racial and ethnic balance, educational programs, school capacities, geographic features, student safety, and transportation considerations.

The Superintendent or designee may place some students in a school outside of their attendance area in order to alleviate overcrowding. These students shall be provided transportation to a school with adequate space.



### Vandalism, Theft and Graffiti

[BP 5131.5](#) The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any District-owned real or personal property, including the writing of graffiti. ([AR3531 - Recovery for Property Loss or Damage](#))

Students guilty of theft or vandalism on school grounds or while engaged in school related or supervised activities may be subject to long-term suspension or expulsion and shall be removed from participation in any cocurricular sport for that sport season, and other curricular activities, student club memberships, or class offices for the balance of the semester. Such students may also be required to pay restitution for damage inflicted on Borough and/or District property.

Any District student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and also may be reported to the appropriate authorities for legal prosecution. If reparation of damages is not made, the District also may withhold the student’s grades, diploma and/or transcripts.

### Visitors

The School Board encourages parents/guardians and interested members of the community to visit the schools and, in compliance with established procedures, view the educational program. The Superintendent shall invite parents or guardians and the community to open house activities and other special events.

The Superintendent shall establish procedures to facilitate visits during regular school days and register all visitors at the school office when entering school grounds.

The Board recognizes the staff time and commitment required by school visits and encourages the staff to accommodate as many requests for visits as possible.



To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal. If a conference is desired, an appointment should be set with the teacher during non-instructional time.

## Volunteers

[BP 1250](#) Our School Board recognizes that parents and guardians are their children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and conduct. Parents and guardians directly affect academic success by reinforcing their children's motivation and commitment to education.

Volunteers of all ages are always welcome in District schools. Members of parent-teacher organizations and booster clubs are the backbone of school volunteers.

Volunteers come from all walks of life, including business and community members. Local employers are encouraged to serve on advisory committees and assist in designing regular, vocational and technical programs. Community volunteers may also provide classroom assistance, individual tutoring, incentive and recognition programs, work experience opportunities, apprenticeship programs and employment opportunities.

Anyone interested in being a volunteer in the schools needs to complete the online volunteer screening process and agree to a background check; only criminal activity will be checked. To complete the volunteer screening process, visit the District's web page at [www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us) and click on Volunteers, then click on Volunteer Openings, find the location where you wish to volunteer. Click the Apply button that corresponds to that location, and then follow the instructions. Please contact the Human Resources department at 714-8888 if you have questions.

## Weapons

[BP 5131.7](#) / [AR 5131.7](#) The Superintendent shall permit the possession of weapons, dangerous or deadly instruments, or their replicas at school or at school-related or school-sponsored activities only at the request of a teacher and with the assurance that such possession serves a positive, appropriate purpose. Before granting permission, the Superintendent shall verify that proper precautions have been taken to ensure that no accidents will occur and that the weapon or dangerous



or deadly instrument will not be misused while under school supervision.

Law enforcement officials are exempt from the firearm provisions of the search and seizure policy.

### **Weapons Reports**

A school employee confiscating any weapon or dangerous or deadly instrument shall deliver it to the building principal or other appropriate authority immediately.

If an employee confiscates a weapon or dangerous or deadly instrument or knows or suspects that a student possesses such a weapon or instrument which has not been confiscated, the employee shall report the matter to the principal immediately, and the principal shall take appropriate action.

### **Disciplinary Action**

The principal shall take appropriate disciplinary action in accordance with existing Board policies and regulations and shall report all such actions to the Superintendent.

When the weapon involved is a firearm, as defined in Section 921 of Title 18 of the United States Code, or a deadly weapon as prohibited in AS 14.03.160, the principal shall immediately refer the matter to the Superintendent for appropriate action. In cases of firearms, the Superintendent shall recommend the student's expulsion from school for a period of not less than one calendar year, unless a different period of expulsion is justified after consideration of the matter on a case-by-case basis. The Superintendent shall consider any special circumstances involved in the violation, including those of aggravation or mitigation. The Superintendent shall also be responsible for referring to law enforcement authorities any student who violates this policy.



If the student involved has an Individual Education Plan (IEP), an IEP team meeting will be called to determine whether there is a connection between the behavior and the disability and to determine appropriate discipline or placement of the student, in accordance with applicable law. The Superintendent shall provide the Board with a written report of all violations of this policy, including the circumstances of the violation, the type of weapon involved, and the disciplinary or other action taken in response to the violation of policy.

### **Reports to State of Alaska**

In addition to the Superintendent's report to the School Board of violations of the Board's policies on weapons and dangerous instruments, the Superintendent shall provide a report to the Alaska Department of Education with a description of the circumstances surrounding expulsions imposed under Board policy relating to violations of the Board's policy on weapons and dangerous instruments. This report shall include, at a minimum, the following information:

- the name of the school concerned
- the number of students expelled from such school
- the types of weapons or dangerous instruments concerned

### **Definitions**

The term "firearm" shall have the meaning as defined in section 921 of Title 18, United States Code.

The terms "Deadly Weapons," "Weapon," and "Dangerous Instruments" are defined as anything designed for and capable of causing death or serious injury, including to the extent that they are not already included in

the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, brass knuckles or artificial knuckles of any kind, any knife, axe, or club.

### **Weather**

Periods of prolonged outdoor activity for students will not occur when the temperature is minus ten degrees Fahrenheit or below (-10° F). This figure includes the wind-chill factor. Prolonged outdoor activities include recess, P.E., class walks, etc. The District will take into consideration the medical needs of children with special conditions or who are recuperating from illness. Schools are not closed due to cold temperatures.

### **Wellness**

[BP 5040](#) / [AR 5040](#) The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore, the School District will provide environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

The following topics are covered online:

- Planning and Periodic Review by Stakeholders
- Nutrition
- Physical Activity
- Communication with Parents
- Monitoring, Compliance, and Evaluation



## NOTICE OF STUDENT DIRECTORY INFORMATION

The Kenai Peninsula Borough School District has adopted a policy designed to provide parents and students the full protection of their rights under the Family Educational Rights and Privacy Act of 1974, also known as FERPA. A copy of the school district's policy is available online at [http://www.kpbsd.k12.ak.us/school\\_board.aspx?id=368](http://www.kpbsd.k12.ak.us/school_board.aspx?id=368).

FERPA, with certain exceptions, requires your written consent prior to disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts receiving federal education funding to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the school district that they do not want their student's information disclosed without their written consent.

The District may also disclose to the State of Alaska or the University of Alaska your student's eligibility for scholarship programs.

The KPBSD has designated the following information as directory information: student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous educational agency or institution attended, student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

You have the right to refuse the release of student directory information. If you object to disclosure of some or all of this information, please complete and return the E 5125.1(b) Directory Information Parent Opt-Out Form.

If you have no objection to the use of student information, you do not need to take any action.

*Revised: 5/2012*

**E 5125.1(b) Directory Information Parent Opt-Out Form is on the following page.**

## Kenai Peninsula Borough School District

### Directory Information Parent Opt-Out Form

I request that my student be exempted from release of student directory information including student's name, address, telephone number, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

School Name: \_\_\_\_\_

School Year: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

- Withhold Student Directory Information from representatives of the military.
- Withhold Student Directory Information from all other representatives (includes post-secondary educational institutions, prospective employers, legislators, news media, sport publications and non-profit or other organizations).
- Withhold my student's eligibility for University of Alaska scholarship programs.
- Withhold student names, addresses and phone numbers from Alaska Challenge Youth Academy.
- Withhold place of birth from Student Directory information released.
- Withhold student photographs or videotapes from District or school publications including yearbook, student newsletters, Parent/Student Handbook; on the Internet; or for use or broadcast by the news media.

This opt-out is valid until a new form is completed.

\_\_\_\_\_  
Parent Name (printed)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

This form should be returned to the school and is only valid for information requested from the School District after the form is received and entered.

cc: School  
Assistant Superintendent of Instruction

Revised: 5/2012

### Kenai Peninsula Borough School District

### For Students Age 18 and Older Disclosure to Parents of Dependent Students and Consent Form

To: Registrar, \_\_\_\_\_  
School \_\_\_\_\_ Student ID \_\_\_\_\_

From: \_\_\_\_\_  
Student's First Name, Middle Initial, Last Name \_\_\_\_\_ Date of Birth (mo/day/yr) \_\_\_\_\_  
\_\_\_\_\_   
Permanent Street Address City State Zip Code

Under the Family Educational Rights and Privacy Act (FERPA), the Kenai Peninsula Borough School District (KPBSD) is permitted to disclose information from the education records of a student age 18 and older to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes.

Please check the appropriate box:

- Yes. I certify that my parents **claim me** as a dependent for federal income tax purposes. I understand that educational records may be disclosed to my parents.
- No. I certify that my parents **do not claim me** as a dependent for federal income tax purposes. Do not release educational records to my parents.
- Yes. Even though my parents do not claim me as a dependent for federal income tax purposes, I agree that KPBSD may disclose educational records to my parents.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If both parents live at the same address, please list both in #1.*

1. _____ Name(s)	2. _____ Name(s)
_____ Address	_____ Address
_____ City, State, Zip	_____ City, State, Zip
_____ Telephone	_____ Telephone

*Students cannot be denied any educational services from the KPBSD if they refuse to provide consent.*

Office Use:

Entered in PowerSchool. Date: \_\_\_\_\_ By: \_\_\_\_\_  
7/11

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## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

## Internet Access Non-Permission Form

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 Student Name

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 School

The KPBSD makes access to the Internet available to all students for use as an academic resource and means of communication. Many classes in the KPBSD routinely use the Internet as a tool to complete class assignments and projects in many subject areas.

The KPBSD does not have control over the information content contained on computer systems outside of the KPBSD, but does take measures to limit student access to content inappropriate for the school environment. In addition, students are expected to adhere to strict guidelines for use of the Internet as defined in the Student Handbook for each school.

**Google Online Applications** (Email, Documents, Spreadsheets, Forms, Calendars)

Google Apps allows 4-12th grade students and staff to achieve an unprecedented level of communication, organization and collaboration through the use of free online applications provided by Google.

Using Google Apps:

- The Email application allows students to communicate with their teachers and collaborate with other students for such things as needed clarification on an assignment.
- Class announcements can easily be sent in a message from the teacher to all students.
- Google Docs are 100% compatible between school and home and accessible from anywhere with an Internet connection. Assignments will not be “forgotten at home”.
- Students doing video projects at school have a safe medium for sharing their work where only other KPBSD Staff and Students can view them.
- Students can collaborate on group assignments. Multiple students can contribute to documents simultaneously.

If you **do not wish for your child to have access to the Internet and/or Google Apps**, you may opt out below.

If a signed form is not returned to the school, the Kenai Peninsula Borough School District assumes that you have given your approval. Form is valid until changed or revoked.

Please do not provide my child access to the Internet.

Please do not provide my child access to Google Online Applications

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 Parent or Guardian's Signature

---

 Date

---

 For Office Use:

Entered in PowerSchool on \_\_\_\_\_

\*\*\*

ELEMENTARY HEALTH CURRICULUM

OPT-OUT FORM

Kenai Peninsula Borough School District

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

In accordance with administrative procedure for opting-out of controversial issues taught in the KPBSD health curriculum, I request that my student, named above, be excluded from the entire elementary health curriculum or the following unit or topic of the health curriculum.

I understand that it is recommended that I cover this information at home, but to do so is not mandatory.

Whole Course: \_\_\_\_\_

Unit or Topic: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's Signature \_\_\_\_\_ Phone Number \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

pc: Teacher  
School File  
Parent  
Director of Curriculum/Staff Development

**\*\*\***

**SECONDARY HEALTH CURRICULUM  
OPT-OUT FORM**

**Kenai Peninsula Borough School District**

Student's Name	Grade
School	Health Teacher

In accordance with administrative procedure for opting-out of controversial issues taught in the KPBSD health curriculum, I request that my student, named above, be excluded from the entire middle school/high school health curriculum or the following topic of the health curriculum.

I understand that if my son or daughter is excluded from class instruction on a selected topic, he or she will be held responsible for the material presented during that lesson and will be tested over that material. I accept responsibility for providing supervision for my son or daughter during the instructional time the student is not in class and providing instruction on the material missed.

(If your son or daughter is going to miss more than three days of instruction due to controversial issues, he or she should opt-out of the whole class and take the class through correspondence.)

Reason for Request: \_\_\_\_\_

- Whole Course
- Unit/Topic: \_\_\_\_\_

Parent's Signature	Phone	Date
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Principal's Signature	Date
-----------------------	------

pc: Health Teacher  
 School File  
 Parent  
 Director of Curriculum/Staff Development

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## 2013 Graduation Dates

(Subject to change - see webpage <http://www.kpbsd.k12.ak.us/departments.aspx?id=248> for current)

School	Graduation Date	Time
Connections	May 23, 2013	4:00 PM
Homer Flex	May 20, 2013	5:00 PM
Homer High	May 20, 2013	7:00 PM
Hope School	May 23, 2013	7:00 PM
Kachemak Selo School	May 23, 2013	2:00 PM
Kenai Alternative School	May 20, 2013	5:00 PM
Kenai Central High School	May 21, 2013	6:30 PM
Nanwalek School	May 24, 2013	2:00 PM
Nikiski High School	May 20, 2013	7:00 PM
Nikolaevsk School	May 23, 2013	4:00 PM
Ninilchik High School	May 20, 2013	7:00 PM
Port Graham School	May 24, 2013	4:00 PM
Razdolna School	May 23, 2013	11:00 AM
River City Academy	May 23, 2013	6:00 PM
Seward High School	May 21, 2013	7:00 PM
Skyview High School	May 20, 2013	7:00 PM
Soldotna High School	May 21, 2013	7:00 PM
Susan B. English	May 22, 2013	4:00 PM
Tebughna School	May 20, 2013	6:00 PM
Voznesenka School	May 23, 2013	4:00 PM

### Graduation Requirements (BP 6146.1/6146.1)

Language Arts	4.0 credits
Mathematics	3.0 credits
Social Studies (World History-1.0, US History-1.0, Government-0.5, Electives-0.5)	3.0 credits
Science (must include Life Science-1.0 & Physical Science-1.0)	3.0 credits
Physical Education	1.0 credits
Health	0.5 credits
Practical and/or Creative Arts	3.0 credits
Electives	4.5 credits
<b>Total</b>	<b>22.0 credits</b>

A diploma also requires passing all sections of the High School Graduation Qualifying Exam.

# Kenai Peninsula Borough School District

## 2012-13 Districtwide Calendar

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

July 2012							August 2012							September 2012							October 2012										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
1	2	3	4 H	5	6	7			1	2	3	4							1	1	2 Student Testing	3	4	5	6						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3 H	4	5	6	7	8	7	8	9	10	11	12	13				
15	16	17	18	19	20	21	12	13	14 IS	15 W	16 IS	17 W	18	9	10	11	12	13	14	15	14	15	16	17	18	19 IS/E	20				
22	23	24	25	26	27	28	19	20 IS	21 O	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27				
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31								
														30																	
# of Inservice Days: _____							# of Inservice Days: _____ 3							# of Inservice Days: _____ 0							# of Inservice Days: _____ 1										
# of Student Days: _____							# of Student Days: _____ 9							# of Student Days: _____ 19							# of Student Days: _____ 22										
# of Teacher Days: _____							# of Teacher Days: _____ 14							# of Teacher Days: _____ 20							# of Teacher Days: _____ 23										
November 2012							December 2012							January 2013							February 2013										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
				1 PN	2 PN	3							1			1 H	2 V	3 V	4 V	5						1	2				
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7 PN	8 PN	9				
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16				
18	19	20	21	22 H	23 H	24	16	17	18	19	20	21 IS/E	22	20	21 V	22	23	24	25	26	17	18	19	20	21	22	23				
25	26	27	28	29	30		23	24 V	25 H	26 V	27 V	28 V	29	27	28	29	30	31		24	25	26	27	28							
							30 31/V																								
# of Inservice Days: _____ 2							# of Inservice Days: _____ 1							# of Inservice Days: _____ 0							# of Inservice Days: _____ 2										
# of Student Days: _____ 18							# of Student Days: _____ 14							# of Student Days: _____ 18							# of Student Days: _____ 18										
# of Teacher Days: _____ 22							# of Teacher Days: _____ 16							# of Teacher Days: _____ 19							# of Teacher Days: _____ 20										
March 2013							April 2013							May 2013							June 2013										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
					1	2			1	2 Student Testing	3	4	5	6							1	2	3	4							1
3	4	5	6	7	8 IS/E	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8				
10	11 V	12 V	13 V	14 V	15 V	16	14	15	16	17	18	19 V	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15				
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22 C	23 W	24	25	16	17	18	19	20	21	22				
24	25	26	27	28	29	30	28	29	30					26	27 H	28	29	30	31	23	24	25	26	27	28	29					
31																					30										
# of Inservice Days: _____ 1							# of Inservice Days: _____ 0							# of Inservice Days: _____ 0							# of Inservice Days: _____										
# of Student Days: _____ 15							# of Student Days: _____ 21							# of Student Days: _____ 16							# of Student Days: _____										
# of Teacher Days: _____ 16							# of Teacher Days: _____ 21							# of Teacher Days: _____ 17							# of Teacher Days: _____										

End of Quarter		First and Last Days		Inservice Dates		Legal Holidays & Vacation Days	
1st Quarter	42 days	Teacher First	August 14	August 14, 16, 20		Independence Day	July 4
2nd Quarter	40 days	Teacher Last	May 23	October 19		Labor Day	September 3
3rd Quarter	41 days			November 1-2		Thanksgiving	November 22-23
4th Quarter	47 days	Student First	August 21	December 21		Winter Break	Dec. 24-Jan. 4
	170 days	Student Last	May 22	February 7-8		Spring Break	March 11-15
				March 8		Vacation Day	Jan. 21 & April 19

Inservice = 3 Outside School Year, 7 During

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
 148 North Binkley Street Soldotna, Alaska 99669-7553  
 Phone (907) 714-8888 Fax (907) 262-9132  
[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

**SCHOOL BOARD COMMUNICATION**

<b>Title:</b>	Summer Capital Projects		
<b>Date:</b>	June 26, 2012	<b>Item Number:</b>	General Information
<b>Administrator:</b>	Steve Atwater, Ph.D. Superintendent of Schools 		
<b>Attachments:</b>			

Action Needed   
  For Discussion   
  Information   
  Other \_\_\_\_\_

**BACKGROUND INFORMATION**

The following is a list of the capital projects that are scheduled to be completed this summer by outside contractors.

**Central Peninsula:**

Sterling Elementary reroof  
 Nikiski Mid/High reroof  
 KCHS culinary arts project  
 KCHS roof section  
 HVAC – Kenai Middle School  
 HVAC – Soldotna High School  
 Skyview canopy

**Anchor Point; Ninilchik:**

Chapman Elementary reroof  
 Ninilchik reroof

**Homer:**

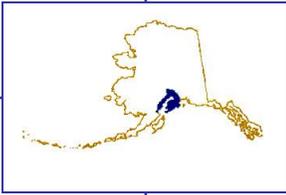
Homer Middle reroof  
 Paul Banks Elementary reroof  
 Homer track  
 Nanwalek welding shop

**Seward**

HVAC – Seward High School  
 Seward playfield drainage  
 Seward shop expansion  
 Seward Elementary reroof  
 Seward High reroof

**ADMINISTRATIVE RECOMMENDATION**

N/A



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

### Board of Education

Joe Arness, President

148 North Binkley Street Soldotna, Alaska 99669-7553

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

June 7, 2012

Margaret McKinnon  
Title I/ESEA Administrator  
Alaska Department of Education & Early Development  
PO Box 110500  
Juneau, AK 99811-0500

Dear Ms. McKinnon,

I am writing on behalf of the Kenai Peninsula Borough School District (KPBSD) in support of Department of Education and Early Development's application for a waiver of section 1111(b)(2)(H) of the Elementary and Secondary Education Act (ESEA). KPBSD believes that a waiver from this section of ESEA will be a benefit to all of Alaska's students. Without a waiver, DEED would likely be faced with an overwhelming need to offer assistance to the majority of its schools that would require corrective action. I feel that this responsibility would compromise the Department's other improvement initiatives.

I am confident that the requirements of the waiver will lead to a higher level of student learning. I encourage the Department to engage all stakeholders in the decision of how best to meet the need to include (as a significant factor) data on student learning growth. Further, KPBSD feels that this factor should comprise no more than 20% of a teacher's evaluation. Finally, KPBSD's evaluation system, although needing a fifth domain for this requirement, should be viewed as a model for the state when considering a system to satisfy the waiver requirements.

Thank you for seeking comment on the proposed waiver application.

Sincerely,

Steve Atwater, Ph.D.  
Superintendent of Schools



Contact: Pegge Erkeneff  
[Communications Specialist](#)  
907.714.8888  
Fax: 907.262.5867  
[Pegge@kpbsd.org](mailto:Pegge@kpbsd.org)

148 N. Binkley  
Soldotna, AK 99669  
[www.KPBSD.k12.ak.us](http://www.KPBSD.k12.ak.us)

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

# PRESS RELEASE

## *National autism expert to speak in Soldotna*

**Soldotna, July 3, 2012**—Dr. Stephen Shore will be in Soldotna on Thursday evening, July 12, to present: “Relationships and Sexuality for People with Autism: Reaching a Greater Understanding.”

The FREE presentation is from 7:00 – 8:30 p.m., Thursday, July 12, at the Soldotna Middle School Library.

Dr. Stephen Shore is a leading national expert on autism, the president emeritus of the Asperger’s Association of New England, and former board member of the Autism Society.

Drawing from his many books on autism, Shore will discuss education, relationships, employment, advocacy, disclosure and other adult issues.

Diagnosed with “atypical development and strong autistic tendencies” and “too sick” for outpatient treatment, Dr. Shore was nonverbal until four, and recommended for institutionalization. With support from his parents, teachers, wife, and others, he is now a professor at Adelphi University where his research focuses on matching best practice to the needs of people with autism.

His books include:

- *Beyond the Wall: Personal Experiences with Autism and Asperger Syndrome*
- *Ask and Tell: Self-advocacy and Disclosure for People on the Autism Spectrum*
- critically acclaimed *Understanding Autism for Dummies*
- newly released DVD, *Living along the Autism Spectrum: What it means to have Autism or Asperger Syndrome*

The event is sponsored by the Autism Society of Alaska, Kenai Peninsula Borough School District, and the University of Alaska, Fairbanks (UAF) School of Education.

**KPBSD: ONE DISTRICT, FORTY-THREE DIVERSE SCHOOLS**

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

**FOR RELEASE JULY 3, 2012**

**#####**

**1 OF 1**

# Relationships and Sexuality for People with **Autism**

*Reaching a Greater Understanding*



Presented by national autism expert  
**Dr. Stephen Shore**

**FREE presentation**

**Thursday, July 12**

7 – 8:30 p.m., Soldotna Middle School Library

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For more information contact [cholland@kpbsd.k12.ak.us](mailto:cholland@kpbsd.k12.ak.us) or [tonja@acsalaska.net](mailto:tonja@acsalaska.net)

SPONSORED BY **AUTISM SOCIETY OF ALASKA,**  
**KENAI PENINSULA SCHOOL DISTRICT AND UAF SCHOOL OF EDUCATION**

**3-credit course**

**July 9 – 20**

Online and via  
Audio Conference

*Relationships and Sexuality for People with  
Autism: Reaching a Greater Understanding*

**Instructor:** Dr. Stephen Shore

**Course No.:** EDSE F695-F01 (CRN 51677)

**3 credits. Cost:** \$400

**Meets:** Online, July 9–13; audio conference,  
July 16–20, Monday–Friday, 8 a.m.–noon

Info at 474-7021  
toll-free 866-404-7021  
[summer@alaska.edu](mailto:summer@alaska.edu)  
[www.uaf.edu/summer/](http://www.uaf.edu/summer/)

