

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 N. Binkley Street
Soldotna, AK 99669

REGULAR SCHOOL BOARD MEETING: January 8, 2001 - 7:30 p.m. at the Borough Administration Building, Soldotna, AK.

SCHOOL BOARD MEMBERS: Ms. Deborah Germano, President
Mrs. Sammy Crawford, Vice President
Mrs. Debra Mullins, Clerk
Mr. Joe Arness, Treasurer
Dr. Nels Anderson, Member
Mr. Al Poindexter, Member
(Vacant), Member
Sara Hart, Student Representative

Work Session/Interviews

2:00 p.m. [FY 01 Budget Revision](#)

2:30 p.m. [Certified Diploma](#)

3:00 p.m. [Board Interviews](#)

A-G-E-N-D-A

1. Opening Activities
 - a. Call to Order
 - b. Pledge of Allegiance/National Anthem/Alaska Flag Song
 - c. Roll Call
 - d. Approval of Agenda
 - e. Approval of Minutes/[December 4, 2000](#)
2. School Reports
 - a. Ninilchik Elementary/High School – Mr. Wetherbee
3. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)
4. Hearing of Delegations
5. Communications and Petitions
6. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.
7. Awards and Presentations
 - a. Ted Notter, Programmer Analyst
 - b. David Henson, Programmer
8. Superintendent's Report
9. Reports
 - a. Board Reports

10. Action Items

a.

Consent Agenda

- (1) Approval of [Substitute Teacher Contracts](#)
- (2) Approval of [New Teacher Assignments](#)
- (3) Approval of [Budget Transfer](#)
- (4) Approval of [Homer Charter School Name Change](#)
- (5) Approval of [Bartlett Elementary/High School Name Change](#)
- (6) Approval of [AR 5111, Early Entrance](#)
- (7) Approval of [AR 5123, Promotion/Acceleration/Retention](#)
- (8) Approval of [Resolution 00-01-9, Public Employee Retirement System](#)
- (9) Approval of [Charter School Budget Adjustment](#)

Operations and Business Management

- b. Approval of [FY 01 General Fund Budget Revision](#)

Superintendent

- c. Approval of [BP 5111, Admission](#)
- d. Approval of [School Board Vacancy Replacement](#)
- e. Approval of [Administrator Appointment](#)

11. First Reading of Policy Revisions

- a. [BP 6146 Graduation Requirements and Standards of Proficiency](#)
- b. [BP 4119.23, 4219.23, 4319.23, Unauthorized Release of Confidential Information](#)
- c. [BP 5137, Positive School Climate](#)

12. Public Presentations

13. Board Comments

14. Executive Session

15. Adjourn

* * * * *

January 2, 2001

To: Kenai Peninsula Borough School District Board of Education

Through: Dr. Donna Peterson, Superintendent

From: Patrick Hickey, Assistant Superintendent

Subject: **FY01 Budget Adjustment**

As you are aware, the FY01 budget was built with a forecast of 10,004 students. The results of the 20 day student count period reflected an ADM of 9,946.74 students in grades K-12. The Kenai Peninsula Borough School District experienced a shortfall (57.26 students) in our Average Daily Membership (ADM) for the fourth consecutive year. The following information reflects our adjusted revenue projection:

	FY01 Projection	FY01 Actual	
What is the Base Student Allocation Per Pupil? (AS 14.17.470)	\$3,940	\$3,940	
How many Pupils (In Enrollment) is the KPBSD budget based upon?	10,004.00	9,946.74	(57.26)
How many Pupils (in adjusted ADM) is the KPBSD budget based upon?	14,854.58	14,831.27	
What is the BASIC NEED?	\$58,527,045	\$58,435,204	(\$91,841)
What is the Kenai Peninsula Borough Assessed Value?	\$4,050,912,920	\$4,050,912,920	
What is the Min Req'd Local Contrib? (4 mills * Assessed Value)	\$16,203,652	\$16,203,652	\$0
What will we Receive in Impact Aid?		\$0 \$0	
What is the District Deduction Ratio			
What is the Impact Aid Deduction (90%)?		\$0 \$0	
What is the State Share? (Basic Need - Local Req'd Contrib-Eligible Impact Aid)	\$42,323,393	\$42,231,552	(\$91,841)
What is the new Maximum Allowable Contrib? (Min Contrib + 23% of Basic Need)	\$29,664,872	\$29,643,749	(\$21,123)
General Fund			
Local Contribution	\$29,664,872	\$29,643,749	
E-Rate	\$650,000	\$300,000	
State Contribution	\$42,323,393	\$42,231,552	
State Tuition	\$231,000	\$231,000	
Federal Contribution	\$136,059	\$136,059	

Other Revenues	\$115,000	\$115,000	Difference
	\$73,120,324	\$72,657,360	(\$462,964)
General Fund Per Student Revenues	\$7,309	\$7,305	(\$4)
State Quality Grant	\$237,673	\$237,300	(\$373)

The administration recommends the following adjustments to balance the budget:

<u>CATEGORY</u>	<u>AMOUNT</u>
Reconciliation of Budgeted Salaries and Benefits	-116,000
Reduction in Purchased & Pro-Tech Services	-10,607
Reduction in Equipment & Technology	-254,330
Reduction of Travel Budget	-44,994
Increases in Supplies and Other Expenses	20,460
Decrease in Utilities	-57,493
	<u>-462,964</u>

I request the board approve the budget for FY01 as amended.

Memorandum

DATE: December 15, 2000
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Certified Diploma BP 6146

Thank you for the input generated during our December 4 worksession. Our leadership team has continued discussing this topic. In the information packet is a memo from Dr. Gary Whiteley, Director of Curriculum, outlining some of the efforts undertaken this year to align instructional practice with state standards and requirements. A copy of the November 27 memo and suggested changes to the captioned policy is also included in the information packet for your reference.

The changes to the certified diploma policy reflect the following basic understandings:

1. The certified diploma is considered foundational, addressing the minimum competencies considered essential for functioning in the world beyond graduation.
2. The target of schools and instruction is student proficiency and opportunities for students should correspond with the “flight path” that has become representative of the certified diploma effort. In other words, the certified diploma policy represents a large investment in improving student achievement for all competency levels.
3. The social studies curriculum is being revised in the 2001-2002 and the science curriculum in 2002-2003 school year. This would be the logical time, especially considering that the state is just now beginning to generate the performance standards in these two areas, to develop a competency assessment.
4. We believe that a clear K-12 focus on competency and exams would make sense to the schools and the public. In very simplistic terms, never losing sight of the goal of meeting the

needs of all students every year, the instructional focus could be viewed like this

- a. K-2 Reading
- b. 3-5 Math
- c. 6-8 Science and Social Studies
- d. HSGQE, comprehensive high school credit requirements, and preparation for the world beyond K-12 schooling

This does not mean that every subject is not taught every year, it just means that a clear expectation of mastery would occur at these levels.

5. The needs of Special Education students must be addressed. We do not know what the state is going to do in this area but clarification in our policy at this time puts the responsibility where it should be, on the IEP team.

6. For those of you that are more linear in your thinking, here's how it looks:

- a. 2001-2002
 - ✓ Continue giving HSGQE
 - ✓ Graduation requirements have increased to 22 credits
 - ✓ Develop and pilot social studies exam for eighth graders
- b. 2002-2003
 - ✓ HSGQE is required for graduation (unless delayed by legislature)
 - ✓ Certified diploma requirements in place for KPBSD independent of legislative action on HSGQE
 - ✓ Develop and pilot science exam for eighth graders
 - ✓ Social studies exam required for eighth graders – high school graduating class of 2007
- c. 2003-2004
 - ✓ HSGQE required for graduation (unless delayed by legislature)
 - ✓ Certified diploma requirements in place for KPBSD independent of legislative action on HSGQE
 - ✓ Science exam required for eighth graders – high school graduating class of 2008

The District leadership team believes that the implications and direction that this certified diploma policy represent are far-reaching and very positive for our students. The certified diploma effort is one of the items that make our school district unique. Your dedication and commitment to “getting this right” has been valuable so that we all can clarify our thinking and expectations. Denying graduation to a student is serious business and the thoughtful, rational, defensible steps we take to guaranteeing all students the opportunity to learn and all teachers the skills and time to make the necessary changes are important. We have scheduled a 30 minute worksession at the January 8 Board of Education meeting to see if we have found the balance necessary in this policy revision. Please feel free to call me, or a member of the

instructional team, if you have questions prior to that meeting.

Instruction

BP

6146

GRADUATION REQUIREMENTS AND STANDARDS OF PROFICIENCY

The Certified Diploma

The district shall develop and adopt competency standards which must be met for graduation **[to receive a KPBSD certified diploma]**. These standards are to be in place for the graduating class of 2003 and shall be assessed at benchmark points as the student progresses through high school. The competency standards, which must be met for graduation, shall be developed **[aligned with the Alaska Content and Performance Standards]** in the following subject areas: writing, reading, science, mathematics, social science.

[Science and social studies competency exams will be developed in the adopted curriculum cycle and aligned with State Performance Standards. Eighth grade students will be required to pass a social studies exam beginning with the eighth grade class of 2003 and a science exam beginning with the eighth grade class of 2004.]

A certified diploma shall be issued when a student successfully completes the competency standards[, **demonstrates competency on the Alaska High School Graduation Qualifying Exam as required by Alaska Statute 14.03.025,**] and satisfies all other graduation requirements. **[Graduation requirements for Special Education students will be determined by the IEP team.]**

The assessment process and associated instruments shall be developed by the administration and presented to the Board for consideration and adoption.

(cf. - 6146.1 High School Graduation Requirements)

KENAI PENINSULA BOROUGH SCHOOL

DISTRICT

Adoption Date:

Memorandum

DATE: January 2, 2001
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Applications for School Board Seat

We have twelve candidates who have applied for the open school board seat. Included in the packet is the application for each. Other attachments that accompanied the official application such as a cover letter, résumé, or letters of recommendation are included in your information packet for review. Some changes in process have occurred since our last worksession discussion due to the large number of candidates and due to the expected absence of two Board members (Dr. Anderson, Mrs. Crawford). Here's what is planned:

Worksession:

Each candidate will have an opportunity to "start"

Each candidate will have 2 minutes for an introduction and 2 minutes for a closing statement

Ms. Germano will ask each candidate the same 10 questions; all candidates will answer each question before moving on to the next question

Each candidate will have a one-minute response time for questions; timed by Mrs. Tachick

Public deliberation by Board members will occur at the conclusion of the interviews

Meeting:

All voting must be in public. The successful candidate will be "seated" at the next regular Board meeting on January 22, 2000, and serve through the next borough election to be held October, 2001.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street
Soldotna, AK 99669

December 4, 2000

SCHOOL BOARD MEMBERS:

Ms. Deborah Germano, President
Mrs. Sammy Crawford, Vice President
Mrs. Debra Mullins, Clerk
Mr. Joe Arness, Treasurer
Dr. Nels Anderson, Member
Mr. Mike Chenault, Member
Mr. Al Poindexter, Member
Miss Sara Hart, Student Representative

STAFF PRESENT:

Dr. Donna Peterson, Superintendent of Schools
Mr. Patrick Hickey, Assistant Superintendent, Operations and Business Management
Dr. Ed McLain, Assistant Superintendent, Instruction
Mr. Todd Syverson, Assistant Superintendent, Human Resources

OTHERS PRESENT:

Mrs. Linda Overturf	Mrs. Shona DeVolld
Mr. Hank Overturf	Mr. Ben Eveland
Ms. Linda Encelewski	Mrs. Shana Loshbaugh
Mr. Sam Stewart	Ms. Liz Burck
Mrs. Margaret Gilman	Mr. Tom Redmond
Mr. Lee Young	Ms. Sandy Wassilie

Others present not identified.

CALL TO ORDER:

Ms. Germano called the meeting to order at 7:31 p.m.

PLEDGE OF ALLEGIANCE:

Ms. Germano invited those present to participate in the Pledge of Allegiance.

ROLL CALL:

Ms. Deborah Germano	Absent/Excused
Mrs. Sammy Crawford	Absent/Excused
Mrs. Debra Mullins	Present
Mr. Joe Arness	Absent/Excused
Dr. Nels Anderson	Present
Mr. Mike Chenault	Present
Mr. Al Poindexter	Present
Miss Sara Hart	Present

APPROVAL OF AGENDA:

The agenda was approved with revisions to 10a.(1), Resignation and 10a.(2), Leave of Absence Requests – Support and the deletion of 11a., BP 6146, Graduation Requirements and Standards of Proficiency.

APPROVAL OF MINUTES:

The School Board Minutes of November 20, 2000, were approved as printed.

COMMUNICATIONS AND PETITIONS:

Dr. Peterson reported that she received two communications: a letter from Miss Melinda Haring containing comments about her college preparation by the Kenai Peninsula Borough School District (included in the Board information packet), and an acknowledgement letter from the American School Board Journal for the 2001 Magna Awards nomination of the program, "Elementary Visual Arts Education." She added that the results of the 2001 Magna Awards would be released to the media in mid-March.

AWARDS AND PRESENTATIONS:

The Board presented a golden apple award to Linda Overturf, Soldotna Middle School teacher, for being selected the 1999-2000 Family and Consumer Services Alaska Teacher of the Year. The Board presented certificates of appreciation to Kenai Central High teachers Shona DeVold and Liz Burck for being chosen as 1999-2000 British Petroleum Teachers of Excellence.

SUPERINTENDENT'S REPORT:

Dr. Peterson noted that a pop-up window has been added to the District website to advise the public on weather-related information. She reported that Commissioner Rick Cross has resigned and that the State Board of Education will meet December 8 and 9 to discuss the vacancy. Dr. Peterson noted that Mr. Pete Sprague and Mr. Bill Popp have been appointed as Assembly representatives to the Technology Committee. She announced that Assembly President Tim Navarre has requested that the Site Study Task Force be reactivated to consider the location of the School District Central Office. She noted that a joint budget worksession with the Assembly has been confirmed for February 20, 2001.

DEED Capital Improvement Projects:

Mr. Hickey noted that there were no projects that qualified for consideration under new construction and three projects that qualified for major maintenance. He stated that with the declining enrollment projections in the Soldotna area, the Soldotna Middle School project did not qualify for consideration and was excluded. He stated that the three major maintenance projects were already scheduled for action.

Assessment Report:

Dr. McLain presented the Assessment Report and noted that Mr. Leal, assessment director, provided the Board with a detailed report of the results from the benchmark exams, high school qualifying exam and last year's level tests during the worksession held prior to the regular Board meeting. Dr. McLain reported that the results show that District students are slightly ahead of the state but that there are some significant issues in 10th grade math. He stated that Dr. Whiteley and Mr. Leal are working with math teachers and language arts teachers to address necessary program and curriculum changes. Dr. McLain noted that additional copies of the Assessment Report are available from Mr. Leal.

CONSENT AGENDA:

Items presented on the Consent Agenda were Approval of Resignation, Leave of Absence Requests – Support, and New Teacher Assignments.

ResignationS:

Mr. Syverson recommended the Board approve resignations from Shae Hollandsworth, Grade 6, K-Beach Elementary and Jean Slankard, special education/resource, Spring Creek School.

Leave of Absence Requests – Support:

Mr. Syverson recommended the Board approve leave of absence requests from Linda Encelewski, buyer, Student Nutrition Services (effective 12/27/00); Sandra Houghton, bus driver, Seward Middle/High (effective the 2001-02 school year); and Debbie White, Title I tutor, Mt. View Elementary (effective 12/9/00).

New Teacher Assignments:

Mr. Syverson recommended the Board approve teacher assignments for Stephanie Roberts, generalist (temporary), Kenai Middle; Cindy Hurst, kindergarten (temporary), Soldotna Elementary; and JoAnn Campbell, special education/resource, Nikiski Middle/High.

ACTION

Mr. Chenault moved the Board approve Consent Agenda Items Numbers 1 through 3. Mr. Poindexter seconded.

Motion carried unanimously.

School Calendar:

Dr. McLain recommended the Board approve the 2001-2002 school calendar and tentatively approve school calendars for 2002-2003 and 2003-2004. He noted that the committee met twice, and he thanked the members for their participation.

ACTION

Mr. Chenault moved the Board approve the 2001-2002 school calendar and tentatively approve school calendars for 2002-2003 and 2003-2004. Mr. Poindexter seconded.

Motion carried unanimously.

Major Maintenance Priority List:

Mr. Hickey recommended the Board approve a list of 103 legislative capital improvement and major maintenance projects for FY 2001. He asked the Board to confirm the administration's goal of water treatment as a priority for the District.

Ms. Sandy Wassilie, Seward resident, stated that she appreciated the priority given to water treatment and that a proposal was made to conduct a baseline water sample for each school. Ms. Wassilie reported that she attended the Seward Middle/High School facility community meeting on November 13. She stated that the community wishes to keep both buildings, if possible, but that a decision cannot be made until a structural engineering assessment is made.

ACTION

Mr. Chenault moved the Board approve a list of legislative capital improvement and major maintenance projects for FY 2001. Dr. Anderson seconded.

ACTION

Mr. Poindexter moved the Board approve an amendment to move item Number 87 (Chapman – Connect to Public Water System) to Number 6 and to designate water treatment issues as a priority districtwide. Dr. Anderson seconded.

Amendment carried unanimously.

Amended motion carried unanimously.

FIRST READING OF POLICY REVISIONS:

The Board heard a first reading of BP 5111, Admission.

BOARD COMMENTS:

Miss Hart wished those present a Happy Holiday and Happy New Year.

Mr. Poindexter noted that he will be giving a presentation on Friday, December 8 during the Economic Development District Economic Forum. He stated that he will be presenting as a soil and water conservation district consultant and not as a school board member as indicated in the newspaper. He announced that the soil and water conservation districts in Homer and Kenai are sponsoring a speech and poster contest for all students in the District and that money prizes will be awarded. He announced that he will attend the Alaska Future Workforce Conference on December 11 in Anchorage.

Dr. Anderson recognized government students in the audience and noted that the Board appreciated their attendance. He acknowledged the note from former student representative, Melinda Haring. He stated that he receives the *Imprimis* magazine published free of charge by Hillsdale College, a college Miss Haring was considering attending. He called the Board's attention to an article in the most recent issue of *Imprimis* titled, "Is America Safe" written by former Vice President Dan Quayle.

Mr. Chenault announced that this was his last meeting. He thanked Dr. Peterson and noted that he has enjoyed serving on the Board. He stated that in his new role as legislator, his "door will be open" and he will be relying on Board members for their educational expertise. He noted potential interim Board member candidates in the audience and added that the Board will have a difficult time making a choice. Mr. Chenault thanked Mrs. Tachick, administrative secretary, board/superintendent. He recognized assembly member Paul Fischer in the audience.

Mrs. Mullins commended the government students for their attendance. She wished the interim Board member candidates good luck and commended them for their willingness to apply. She noted that the Board discussed Board vacancy replacement procedures during the worksession prior to the Board meeting. She recognized assembly member Paul Fischer. She wished those present a Happy Christmas season.

ADJOURN: At 8:03 p.m., Dr. Anderson moved the School Board Meeting be adjourned.
Mr. Chenault seconded.

Motion carried unanimously.

Respectfully submitted,

Ms. Deborah Germano, President

Mrs. Debra Mullins, Clerk

The Minutes of December 4, 2000,
have not been approved as of
December 9, 2000.

January 8, 2001

TO: Board of Education
FROM: Todd Syverson, Assistant Superintendent, Human Resources
SUBJECT: Approval of Substitute Teacher Contracts - Item 10a (1)

The Administration recommends the following substitute teacher contracts be approved:

Mary Bailey	Speech Therapist	Sears Elementary
Ann Fantz	Math/SS	Moose Pass School
Tanya Erwin	PE	Soldotna Elementary
Sharon Ganser	Gr. 1/2	Seward Elementary

January 8, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Teacher Assignments/2000-01 Item – 10a (2)

It is recommended that the following teacher assignments be approved for the 2000-01 school year:

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXP</u>	<u>ASSIGN</u>
Kasilof, AK	Teresa Cowart	BEEd	University of Alaska, Fairbanks	Elem Ed	Elem Ed	18 AK	Temporary, full time Grade 6 at K-Beach Elementary
Kasilof, AK	Jennifer Jones	BA	Northwest Nazarene University	Elem Ed	Elem Ed	1 States	Temporary, full time title I Reading at Tustumena Elementary
Kenai, AK	Karen Ruebsamen	BA	Arizona State University	Secondary Ed	English; School Counselor	12 States	Temporary, full time Middle School Coordinator at Soldotna Middle
Homer, AK	Jill Wilson	BA	Hope College (Michigan)	Science Composite	General Science	===	Temporary, three-quarter time (.75) Generalist at Homer Flex School

January 2, 2001

M E M O R A N D U M

TO: Board of Education

THRU: Patrick Hickey
Assistant Superintendent, Operations and Business Management

FROM: Melody Douglas
Director, Business and Finance

SUBJECT: Budget Transfer 140

Budget transfer number 140 transfers \$16,872 to purchase a dual unit tape drive backup system for centralized services.

This budget transfer exceeds \$10,000; therefore, it requires Board of Education approval per Board Policy 3120. Approval by the Board of Education is recommended.

Enclosure

January 8, 2000

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **Homer Charter School Name Change Request**

The Academic Policy Committee has requested the name of Homer Charter School be changed to Fireweed Academy. A copy of their request is attached.

Board Policy 7511 states:

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

- 1. In honor of individuals who have made outstanding contributions to the community, state or borough, or*
- 2. In recognition of the geographic areas in which the school or building is located.*
- 3. No school facility should be named for a living person or for a commercial development unless the name existed in the area prior to the development.*
- 4. The Board may appoint an ad hoc committee to review all name suggestions for the Board's final consideration."*

Borough Ordinance 1.20.010 states the following:

*"The borough assembly shall determine the locations and names of school buildings with due consideration to the recommendations of the borough school board and the borough planning commission."
"Members of the public or advisory school boards may also propose names or name changes."*

The administration has no objection and asks the board for approval for the name change. If approved, the administration will forward the request on behalf of the board to the borough assembly. Upon their concurrence, notification of the change will be forwarded to the Department of Education and Early Development.

January 8, 2000

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **Bartlett School Name Change Request**

The community of Tyonek has requested the name EL Bartlett School be changed to Tebughna School. A copy of their request is attached.

Board Policy 7511 states:

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

- 1. In honor of individuals who have made outstanding contributions to the community, state or borough, or*
- 2. In recognition of the geographic areas in which the school or building is located.*
- 3. No school facility should be named for a living person or for a commercial development unless the name existed in the area prior to the development.*
- 4. The Board may appoint an ad hoc committee to review all name suggestions for the Board's final consideration."*

Borough Ordinance 1.20.010 states the following:

*"The borough assembly shall determine the locations and names of school buildings with due consideration to the recommendations of the borough school board and the borough planning commission."
"Members of the public or advisory school boards may also propose names or name changes."*

The administration has no objection and asks the board for approval for the name change. If approved, the administration will forward the request on behalf of the board to the borough assembly. Upon their concurrence, notification of the change will be forwarded to the Department of Education and Early Development.

Memorandum

DATE: January 2, 2001
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: AR 5111, Early Entrance

The attached administrative regulations are submitted for approval in an effort to address possible ambiguity in the early entrance process. I recommend approval.

AR 5111

(a)

EARLY ENTRANCE

Student Criteria for Early Entrance:

1. To be considered for early entrance students must turn 5 years old between August 16 and September 15 for Kindergarten or turn 6 years old between August 16 and September 15 for first grade.
2. Requests for early entrance screening will not be accepted after September 15.
3. Students under school age were previously enrolled in programs outside of the district (i.e. home schooling, a private correspondence

program or a private school) must meet the early entrance criteria before they will be enrolled.

4. To be admitted through early entrance procedures the child must meet the criteria for gifted placement; a mental age of 6 for kindergarten or a mental age of 7 for first grade. **[pass an early entry screening and demonstrate intelligence falling within the superior range.]**

Process for Early Entrance:

1. Parents must contact the building administrator for information concerning early entrance.
2. The building administrator will explain the state law, board policy and regulation, the requirements for consideration for early entrance and the criteria for early entrance placement.
3. The parent should fill out the parent questionnaire.
4. The child should be given the screening tool. An initial screening will be conducted and the results explained to the parent by the building administrator.
5. If the child passes the initial screening, the school psychologist will be contacted and additional testing administered as soon as possible.
6. The school psychologist should write a report explaining the results.
7. The school principal will meet with the parent, explain the results, and inform the parent if the child will or will not be granted provisional placement.

AR 5111

(b)

8. If the child meets the criteria for early entrance and is enrolled in kindergarten or first grade, it is important that parents and staff recognize that is still a provisional placement. The parent and the staff should re-evaluate within two weeks and again in a month to see if the child is making the transition smoothly.

9. If the school staff or parents believe that the child is having difficulty a referral should be made to the intervention team. The intervention team will examine the issues and determine if the child will or will not remain in school.

10. The superintendent or designee must be informed of all early entrance placements and any intervention team decisions.

DISTRICT

KENAI PENINSULA BOROUGH SCHOOL

Adoption Date:

Memo To: Members, Board of Education

From: Ed McLain

Date: January 8, 2001

Re: Administrative Regulation Revision, AR 5123
(Promotion/Acceleration/Retention)

The attached revision adjusts District policy and criteria related to assigning sophomore class standing.

The revised regulation

- Allows a student to attain sophomore class standing by passing four credits rather than five. A student with four credits after the first year can still attain the required 22 credits to graduate by passing six credits in each of the following three years.
- Allows more students the opportunity to take the HSGQE in their second year of high school.
- Allows more students to keep up with their cohort age group.

This revision was discussed and recommended by the District counselors during their regular fall quarterly meeting.

The administration recommends approval of this administrative regulation revision.

Attachment: AR 5123

Students AR 5123

PROMOTION/ACCELERATION/RETENTION

High School Promotion - Progress towards High School Graduation

By the start of each school year, a high school student must have completed the following numbers of credits and semesters to attain the class standing shown for that year:

Sophomore	5 [4] credits, 2 semesters
Junior	10 credits, 4 semesters
Senior	15 credits, 6 semesters (for students graduating on or before May 2001) 16 credits, 6 semesters (for students graduating in the 2001-2002 and subsequent school years)

Retention / Acceleration / Promotion Process:

When a teacher believes that retention or acceleration is necessary to meet a student's needs, he/she shall ask the principal to establish an intervention/assistance team meeting to consider options and opportunities for improving the child's academic, social and emotional performance.

The student's parent/guardian shall be invited to participate on the intervention team. Information on concerns, considerations, and placement options shall be recorded on E 5123 and shall include:

1. The rationale for considering retention, or acceleration, or other instructional program or placement options deemed appropriate to meet the needs of the student.
2. Parent opportunity to express observations, opinions, and concerns.
3. Presentation of the plan of services for the student for the balance of the student's time in the current grade assignment, planned program modifications to be put into effect if the student is retained or accelerated, and alternative plans if these options are not selected.
4. A time line for monthly meetings monitoring the intervention strategies selected for the current year and documentation of discussions related to next year's placement alternatives.

Acceleration shall be considered only with the approval of parents.

Retention and disputed promotion normally requires parental concurrence. The District, however, retains the right to either retain or promote if such concurrence cannot be reached. A parent may appeal any decision under the provisions of the District's due process policy.

Regardless of the decision reached, a statement describing the decision shall be placed in the student's cumulative folder. The parent may sign this statement or submit one of his/her own.

Each principal shall send a list of students considered for retention or acceleration to the superintendent or designee at the end of the first semester.

Each principal shall send a list of students approved for retention or acceleration to the superintendent or designee not later than three (3) weeks prior to the end of the school year.

Follow-up Action: Retention or Acceleration

The intervention teams will continue to monitor all retained or accelerated students in the following year.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

January 2, 2001

MEMORANDUM

TO: Board of Education

FROM: Dr. Donna Peterson, Superintendent

SUBJECT: PERS Amendment for Elected Officials

During the last legislative session, passage House Bill 335 changed the Public Employees' Retirement System (PERS) statutes to read:

An elected official **of the state or of a political subdivision of the state if the political subdivision has elected under AS 39.365.550--39.35.650 to designate elected officials in the classifications of employees entitled to participate in the system** is included in the system unless the official files a written waiver of coverage with the administrator. A waiver under this subsection waives coverage of future employment as an elected official, regardless of any change of employer. An elected official may file a waiver under this subsection at any time after election to office, including the period before taking the oath of office. An elected official may revoke a waiver under this subsection by filing a written revocation with the administrator. A revocation under this subsection operates prospectively only, and the elected official may not receive credited service for service as an elected official while the waiver was in effect. There is no limit on the number of times an elected official may file a waiver or revocation under this subsection.

In the past, compensated Elected Officials were statutorily included in PERS. Effective August 20, 2000, employers that wish to include Elected Officials in the PERS must amend their Participation Agreement. The amended Participation Agreement must state that Elected Officials are an included classification.

Approval of Kenai Peninsula Borough School District Resolution Number 00-01-09 to amend

September 11, 1998

KPBSD's PERS Participation Agreement to continue PERS participation for Board Members is recommended.

Enclosure

December 31, 2000

To: Kenai Peninsula Borough School District Board of Education
 Through: Dr. Donna Peterson, Superintendent
 From: Patrick Hickey, Assistant Superintendent
 Subject: **Charter School Budget Adjustments for FY01**

The FY01 Budgets were built in conjunction with individual charter school contracts calling for the schools to maintain a minimum enrollment and not exceed a maximum as specified in their proposals. The board clarified their position to reflect the intent of capping enrollment as a first year concern. The current budgets were originally built using projected enrollments and prior year funding amounts.

Paragraph 4 of each contracts states: "The amount of the budget will be adjusted immediately following the ADM count period ...".

The Aurora Borealis Charter budget was built upon a projection of 87 students and we reported an enrollment of 102.65 during the 20 day count. Aurora Borealis exceeded their projection, at the same time the district suffered a loss of revenue due to an overall decline in enrollment. The net effect is the district's revenue is anticipated to be \$462,964 less than projected, and Aurora Borealis Charter school is entitled to \$72,457 in additional revenue.

The Homer Charter budget was built upon a projection of 26 students and we reported an enrollment of 26.5 during the 20 day count. The change in per student appropriation results in a shortfall in their budget of \$953.

I request School Board approval for the following General Fund Transfers:

Aurora Borealis Charter	\$72,457
Homer Charter	\$ 953

Attch: Charter School Revenue Calculation Spreadsheet

		Approved Budget 01	Revised Budget 01	Change
Total Budget	(Budget pg 29)	73,120,324	72,657,360	(462,964.00)
Less:				
4120Bilingual Instruction	(Budget pg 32)	(531,545)	(511,717)	
4130Gifted/Talented Instruction	(Budget pg 32)	(862,728)	(901,370)	
4140Alternative Education	(Budget pg 32)	(1,698,188)	(1,745,378)	
4160Vocational Education	(Budget pg 32)	(1,562,695)	(1,592,118)	
4200Special Education	(Budget pg 32)	(6,543,345)	(6,417,736)	
4220Special Education Svcs	(Budget pg 32)	(2,911,460)	(3,037,088)	
4700Pupil Activities	(Budget pg 33)	(1,432,111)	(1,427,596)	
4902Transfers to Other Funds	(Budget pg 33)	(57,342)	(57,342)	
		<u>(5,922,125)</u>	<u>(5,922,125)</u>	
Borough In-Kind	(Budget pg 29)	(5,922,125)	(5,922,125)	
Subtotal		<u>(21,521,539)</u>	<u>(21,612,470)</u>	
Subtotal		51,598,785	51,044,890	
Divide by Number of Pupils	(Budget pg 11)	10,063	9,946.74	
Cost per Pupil		5,128	5,132	
Less an Indirect Cost Factor -		<u>3.11%</u>	<u>3.42%</u>	

4,968

4,956

		Budgeted	Actual	
Aurora Borealis	(Budget pg 60 & 61)	87	102.65	
		\$436,276	\$508,733	72,457.00
Per Pupil		<u>\$5,014.67</u>	<u>\$4,956.00</u>	
Homer Charter	(Budget pg 70 & 71)	26	26.50	
		\$130,381	\$131,334	953.00
Per Pupil		<u>\$5,014.65</u>	<u>\$4,956.00</u>	

Memorandum

DATE: November 27, 2000
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: BP 5111, Admission

In an effort to address possible ambiguity in the early entrance process, we have made some minor changes in the administrative regulation. This administrative regulation would normally just appear on the consent agenda for your approval. However, in going through the review process, the policy itself contained a sentence that was contrary to practice. Therefore, we decided to take the opportunity to fix everything at once.

As with all policy changes, this needs two readings. Therefore, BP 5111 appears on the December 4 agenda as a first reading. The administrative regulation is included for your information. Assuming this would be considered a "housekeeping issue" that brings the policy in line with practice, we have not scheduled a worksession. At the January 8 Board meeting, you'll see the administrative regulation on the consent agenda and BP 5111 as a separate action item on the agenda.

Feel free to give me a call prior to the meeting if you have any questions.

Students
5111(a)

BP

Admission

Note: Pursuant to 4 AAC 06.060, authority to deny admission is vested only in the School

Board.

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship.

The Superintendent or designee shall verify compliance with all entrance requirements established by law or Board policy.

(cf. 5112.1 - Exemptions from Attendance)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5116 - School Attendance Boundaries)

(cf. 5117 - Interdistrict Attendance)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Note: Pursuant to AS 14.03.070, school age is between six years of age before August 15, following the beginning of the school year and under the age of 20. The school year begins on July 1 and ends June 30. Pursuant to AS 14.03.080, the Board may admit children under school age who meet Board standards of mental physical, and emotional capacity necessary to perform satisfactorily in school; may establish a kindergarten class for children who are five before August 15 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition.

A child five years of age before August 15 may be admitted to kindergarten. A child six years of age before August 15 may be admitted to first grade. Proof of age shall be required of all enrolling students. The Board may admit students under school age who exhibit the ability to perform satisfactorily. Students under school age who were previously enrolled in public school **[or who exhibit the ability to perform satisfactorily]** shall be admitted to school at the grade level determined by the Superintendent or designee. (AS 14.03.080)

Legal Reference:

ALASKA STATUTES

14.03.020 School year

14.03.070 School age

14.03.080 Free education

14.30.045 Grounds for suspension or denial of admission

Students

BP 5111(b)

Admission (continued)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 Immunizations required

United States Code, Title 42

11432 - 11433 McKinney Homeless Assistance Act

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Memorandum

DATE: December 12, 2000
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Administrator Assignment

The administration recommends the Board of Education approve the following administrator assignment for the 2001-2002 school year.

Assistant Superintendent

Instruction

Gary Whiteley

Memo To: Members, Board of Education

From: Ed McLain

Date: January 8, 2001

Re: Policy Revision, First Reading, BP 4119.23, 4219.23, 4319.23
(Unauthorized release of confidential information)

The attached revision updates district policy related to the handling and release of confidential information.

The revision adds a phrase to include individual test results in the records not subject to public disclosure. The revision adds legal citations to legislation and regulations passed which relate to the state testing and assessment program.

The revision brings our policy into compliance with state law and regulations related to the handling of confidential information.

The administration recommends approval of this policy revision.

Attachment: BP 4119.23, 4219.23, 4319.23

KPBSD Policy Manual

All Personnel

BP 4119.23

BP 4219.23

Unauthorized Release of Confidential Information

BP 4319.23

District employees shall maintain the confidentiality of all confidential records until such time as laws state regulations and/or, bylaws of this District permit disclosure. Information and records pertaining to executive sessions, negotiations and student records [**including individual test results**] are not subject to public disclosure.

(cf. 1340 - Access to District Records)

Any employee who willfully releases confidential information about students, staff, or any topic properly confined to an executive session shall be subject to disciplinary action up to and including dismissal from district service. Any action by an employee which inadvertently or carelessly results in release of confidential information, shall be recorded, and the record shall be placed in the employee's personnel file.

Depending on the circumstances, the Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

(cf. 3580 - District Records)

(cf. 5125 - Student Records; Confidentiality)

(cf. 9321 - Executive Sessions)

Legal References:

ALASKA STATUTES

14.14.090 Additional duties

09.25.120-25.220 Public Records Act

[23.40.235 Public Involvement in School District Negotiations

ALASKA ADMINISTRATIVE CODE

4 AAC 06.738 Standards-Based Test Results

4 AAC 06.758 High School Graduation Qualifying Examination Results

4 AAC 06.765 Test Security; Consequences of Breach]

UNITED STATES CODE, TITLE 20

1232g FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date:

Memo To: Members, Board of Education
From: Ed McLain
Date: January 8, 2001
Re: Positive School Climate BP 5137 - First reading

This policy is recommended by AASB. This policy endorses positive steps to discourage campus disturbances and channel students' energies into constructive actions.

This policy is consistent with Board and District actions and intent related to improving and maintaining a positive school climate in all our schools. .

Administration recommends approval.

Students

POSITIVE SCHOOL CLIMATE

BP 5137

The School Board desires to provide orderly and caring learning environments in which all students feel comfortable, share the responsibility for maintaining a positive school climate, and take pride in their school and their achievements.

The district shall encourage attitudes and behaviors that promote mutual respect and harmonious relations. The schools shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices. The Superintendent or designee may initiate student courts, campus beautification projects, buddy systems, vandalism prevention campaigns, and other programs in which students may identify and solve problems that affect their school.

The schools shall not tolerate any comments or gestures which are vulgar or obscene or which denigrate others on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage. Students shall be subject to disciplinary procedures for bullying other students or for using insults,

slurs, or fighting words which may disrupt school activities.

(cf 5144 • *Discipline*),

The curriculum and counseling programs shall foster positive racial, and ethnic identity, help students understand diverse cultures, teach them to think critically about racial bias, and show them how to deal with discriminatory behavior in appropriate ways. The Board encourages the use of cooperative learning strategies in the classroom in order to foster positive social interactions among students.

School staff shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____