

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

REGULAR SCHOOL BOARD MEETING: July 9, 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
Mrs. Sandra Wassilie, Member

Hearings

5:00 p.m. Expulsion Hearing

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/[June 4, 2001](#)
2. School Reports
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
8. Superintendent's Report
9. Reports
 - a. [Site Council Report](#) – Dr. Peterson
 - b. [Lease Agreements Report](#) – Mr. Hickey
 - c. [Financial Report](#) – Mr. Hickey
 - d. [Budget Transfer Report](#) – Mr. Hickey
 - e. Board Reports
10. Action Items

a. Consent Agenda

- (1) [Approval of 2001-2002 Annual Agenda Guideline](#)
- (2) [Approval of AR1330, Community Use](#)
- (3) [Approval of Tentative Nontenured Teacher Assignments](#)
- (4) [Approval of Tentative Nontenured Teacher For Tenure](#)
- (5) [Approval of New Teacher Assignments](#)
- (6) [Approval of Resignations](#)
- (7) [Approval of Leave of Absence Request – Support](#)
- (8) [Approval of Budget Transfers](#)

Human Resources

- b. [Approval of Substitute and Temporary Pay Schedule](#)

Instruction

- c. Approval of Student Expulsion

Operations and Business Management

- d. [Approval to Enter Contract Negotiations for RFP #CS-301](#)

Superintendent

- e. [Approval of 2001-2002 Board of Education Goals](#)
- f. [Approval of KPBSD Superintendent Contract](#)

11. First Reading of Policy Revisions

12. Public Presentations

13. Board Comments

14. Executive Session

15. Adjourn

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street
Soldotna, AK 99669

June 4, 2001

SCHOOL BOARD MEMBERS:

Ms. Deborah Germano, President
Mrs. Sammy Crawford, Vice President
Mrs. Debra Mullins, Clerk
Mr. Joe Arness, Treasurer
Dr. Nels Anderson, Member
Mrs. Sandra Wassilie, Member
Mr. Al Poindexter, Member

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:

Ms. Terri Orr	Mr. John Andrews
Mr. Pat Dye	Mr. Jim White
Mr. John Pothast	Mr. Rick Matiya
Mrs. Melody Douglas	Mrs. Shana Loshbaugh
Mr. Tim Peterson	Mr. Dave Spence
Mr. Fred Colvin	Mr. Sam Stewart

Others present not identified.

CALL TO ORDER:

Ms. Germano called the meeting to order at 7:42 p.m.

PLEDGE OF ALLEGIANCE:

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

ROLL CALL:

Ms. Deborah Germano	Present
Mrs. Sammy Crawford	Present
Mrs. Debra Mullins	Present
Mr. Joe Arness	Present
Dr. Nels Anderson	Present
Mrs. Sandra Wassilie	Present
Mr. Al Poindexter	Present

APPROVAL OF AGENDA:

The agenda was approved with a revision to item Number 10a.(6), Approval of Resignation.

APPROVAL OF MINUTES:

The School Board Minutes of May 7, 2001, were approved with corrections. The location was changed from Soldotna to Seward, on page 257; the word "running" was replaced with the word "skiing" in the fourth paragraph on page 264; the first paragraph on page 269 was reworded; and the spelling of Mrs. Lynn Hohl and North Star was corrected on page 269.

COMMUNICATIONS AND PETITIONS:

Dr. Peterson reported that the State of Alaska sent a letter addressed to school administrators stating that only 8 of the 47 Alaskan districts that participate in the National School Lunch Program meet federal nutritional guidelines for healthy school meals. She noted that the Kenai Peninsula Borough School District was one of the 8 districts mentioned and extended her compliments to Mr. Lengenfelder and the Student Nutrition Services staff. She urged the Board to review the Superintendent's Report information submitted by the schools.

AWARDS AND PRESENTATIONS: The Board presented retirement gold pans to Mr. Fred Colvin and Ms. Terri Orr. The Board presented the golden apple award to Mr. John Andrews for his dedication to education and the District.

SUPERINTENDENT'S REPORT: Dr. Peterson reminded the Board of the Board Planning Session, June 5, 2001, 9:00 a. m. at Skyview High School.

Dr. McLain thanked the Board of Education, members of the current and former District administration, teachers, parents, students and community organizations for their contributions to education during his tenure on the Kenai Peninsula.

Financial Report: Mr. Hickey presented the financial report of the District for the period ending April 30, 2001.

BOARD REPORTS: Mrs. Wassilie reported that she serves on the Borough Reapportionment Committee, which will address the reconfiguration of Borough Assembly seats due to the population increase as indicated in the 2000 Census Report. She reported that during the May 31 meeting, Mr. Navarre informed the group that he will present a resolution to the Assembly authorizing the Committee to consider School Board districting. She stated that the Committee decided that they will discuss the issue on June 7 regardless of the outcome of the Assembly's action. She stated that it was recommended that another member of the School Board, as well as a member from the administration, be present. She stated that if the resolution does not pass, there may not be a need for the additional membership. She stated that she was appointed as a community member.

Mrs. Mullins reported that after six months of meetings, the Space Allocation Committee has not reached a conclusion. She noted that at the last meeting the Committee discussed lease space for the School District offices and a few of the Borough Offices. She stated that the Committee conducted a walk-through of THE old post office in Soldotna but that no decision has been reached. She stated that when more information is available she will share it.

Mr. Poindexter reported that he attended a meeting at Skyview High with members of the Kenai Soil and Water Conservation District, Mr. Bob Bright from the Borough, and staff members of Skyview and K-Beach Schools to discuss the construction of two or three greenhouses in the District. He reported that the group wishes to include School District science programs so that students can learn about trees and start seedlings for revegetation throughout the Borough. He stated that the greenhouse project provides a wonderful opportunity for District partnerships.

Dr. Peterson asked whether it is time for the Administration to comment to the Borough regarding the space allocation issue. Mrs. Mullins recommended that she share more in-depth information during the upcoming planning session or at a worksession and then the Board can advise Dr. Peterson of their position.

Mr. Arness suggested that the District administration propose a recommendation to the Board regarding space allocation of the central offices. Ms. Germano responded that the recommendation should be used as a show of support by the Board for the administration and forwarded to the Borough Assembly.

Dr. Peterson stated that she will write a recommendation regarding space allocation for the District central offices for the Board to review.

- recess: At 8:11 p.m., Ms. Germano called a recess.
- RECONVENE AFTER RECESS: At 8:13 p.m. the Board reconvened in regular session.
- CONSENT AGENDA: Items presented on the Consent Agenda were Approval of Budget Transfer; New Teacher Assignments 2001-2002; Leave of Absence Requests – Certified; Leave of Absence Request – Support; Long-Term Substitute Teacher Contracts; Resignations; Tentative Nontenure Teacher Assignment; and Tentative Nontenure Teacher for Tenure.
- Budget Transfer: Mr. Hickey recommended the Board approve budget transfer Number 525, which transfers \$250,000 to cover the purchase of computers for the Connections Program.
- New Teacher Assignments 2001-2002: Mr. Syverson recommended the Board approve teaching appointments for the 2001-2002 school year for Lana Esposito, special education/resource, Seward Elementary; Douglas Hogue, generalist, Connections Program; Amy Hogue, speech pathologist, Soldotna Elementary; Timothy Whip, migrant math (temporary), Homer area; and Don Drury, Grade 1/2 (50% temporary), Nikiski Elementary.
- Leave of Absence Requests – Certified: Mr. Syverson recommended the Board approve an unpaid leave of absence request (certified) for Kevin Hall, assistive technology specialist, Districtwide Special Services.
- Leave of Absence Request – Support: Mr. Syverson recommended the Board approve an unpaid leave of absence request (support) for Majorie Campbell, nurse, Mt. View Elementary.
- Long-Term Substitute Teacher Contracts: Mr. Syverson recommended the Board approve substitute teaching contracts for Judith Schmidt, special education/severe, Nikiski Middle/High; Raquel Pisa, special education/preschool, Sears Elementary; and Dina Marion, Grade 1/2, Paul Banks Elementary.
- Resignations: Mr. Syverson recommended the Board approve resignations effective the end of the 2000-2001 school year for LaVona Smith, Grade 1, Nikiski Elementary; Amy Fortunato, special education/emotionally handicapped, districtwide Special Services; Erika Gustafson, Grade 7 through 12, Tebughna School; and Ron Turner, vocational education, Susan B. English Elementary/High.
- Tentative Nontenure Teacher Assignment: Mr. Syverson recommended the Board approve tentative nontenure teaching assignments for Karen Ruebsamen, middle school coordinator, Soldotna Middle.
- Tentative Nontenure Teacher for Tenure: Mr. Syverson recommended the Board approve Mariah Wolf, a tentative nontenured teacher, for tenure.
- ACTION Mrs. Crawford moved the Board approve Consent Agenda Items Numbers 1 through 8. Mrs. Mullins seconded.
- Motion carried unanimously.
- Mrs. Crawford asked whether the status of teacher hiring is the same as in prior years. Mr. Syverson reviewed current District teaching vacancies but added that in some areas the District is further along than last year. He stated that he attended several job fairs in the Lower 48 and successfully recruited special education applicants.

BP 1312.2 AND AR 1312.2,
Reconsideration of Instructional Materials:

Dr. Ed McLain recommended the Board approve BP 1312.2 and AR 1312.2, Reconsideration of Instructional Materials. He noted the revision makes a distinction between the request for reconsideration of a book or other material required by a teacher for student or classroom use and a request for reconsideration of a non-required or supplemental book or other material. Dr. McLain explained in detail the review process of each type of instructional material.

ACTION

Mrs. Crawford moved the Board approve revisions to BP 1312.2 and AR 1312.2, Reconsideration of Instructional Materials. Mrs. Mullins seconded.

Ms. Germano asked whether the removal of a book will come before the Board for action or end at the administrative level.

Dr. McLain explained that the Board is always kept informed when instructional materials are being reconsidered and noted that there is a Board member on the committee.

Motion carried unanimously.

FY02 Budget Revision:

Mr. Hickey recommended the Board amend and approve the FY02 budget to reflect \$90,587,864 in total; \$74,878,526 in operating fund; and \$30,390,101 in local contribution to the cap (\$6,086,948 in kind and \$24,303,153 appropriation). He noted that legislation passed during the past session increased the foundation formula by \$70 per student. He stated that the increase still leaves the District short in the general fund budget. He stated that even with money from the Learning Opportunity grant the District's operating fund budget is still deficient by \$270,000.

Mr. Hickey noted that the District has submitted a request to properly categorize Seward Middle/High School as two separate sites and if granted, will amount to approximately \$400,000 in revenue.

He noted that as a result of tax relief imposed by the state, the calculation for local contributions have changed and the Borough must reduce their amount by \$82,000.

ACTION

Mr. Arness moved the Board approve the FY02 budget to reflect a total of \$90,587,864. Dr. Anderson seconded.

Mr. Arness asked why the Board is approving the amended budget now when it will be necessary to approve it again later.

Mr. Hickey explained that the Board must approve the budget now because the Borough has specific requirements and timelines in which they must enact their budget or the District's budget will be enacted by default. He stated that the District budget currently includes more money from the Borough than is entitled. He stated that the budget will change again in October when the student enrollment is calculated.

Mr. Hickey stated that items from the budget reduction list will be restored as discussed in the budget review process.

Motion carried unanimously.

BP 3342, PAYROLL and AR 3342, Tax Sheltered Annuity:

Mrs. Douglas recommended the Board approve revisions to BP 3342, Payroll, and the adoption of AR 3342, Tax Sheltered Annuity. She noted that a revision to BP 3342 and implementation of AR 3342 requires all tax-sheltered annuity companies to sign a Service Provider Agreement (SPA) to hold the District harmless for any incorrect information submitted on behalf of an employee.

ACTION

Dr. Anderson moved the Board approve revisions to BP 3342, Payroll, and the adoption of AR 3342, Tax Sheltered Annuity. Mrs. Crawford seconded.

Motion carried unanimously.

Resolution 00-01-12, Susan B. English Cocurricular Center:

Mr. Hickey recommended the Board approve Resolution 00-01-12, Susan B. English Cocurricular Center. He noted that the resolution supports the Borough to act as the Community Development Block Grant recipient and to construct a community center on District property in Seldovia for housing the Boys and Girls Club and the Head Start programs.

ACTION

Mrs. Crawford moved the Board approve Resolution 00-01-12, Susan B. English Cocurricular Center. Mrs. Mullins seconded.

ACTION

Mr. Arness moved the Board approve an amendment to Resolution 00-01-12 to remove the language "rather than the subordinate school district" in the sixth paragraph. Mrs. Wassilie seconded.

Amendment carried unanimously.

Amended motion carried unanimously.

Cocurricular Activities and Handbooks:

Mr. Spence recommended the Board approve changes to the Cocurricular Activities Guidelines proposed by the member schools of the Kenai Peninsula Student Activities Association. He summarized the recommended changes in the middle and high school handbooks.

Ms. Germano requested that the cocurricular activities form be redesigned so that once it is signed and returned to the school, the parents can keep the training rules.

Ms. Germano asked for an explanation of school activity cards. Mr. Spence replied that each high school sells an activity pass for students or a discounted pass for parents. He stated that the passes are for regular season play only.

Mr. Poindexter asked if the regular season passes are honored among all District schools. Mr. Spence stated that the principals have worked out an agreement between the schools and noted that all schools are charging the same fees.

ACTION

Mr. Arness moved the Board approve changes to the Cocurricular Activities Guidelines. Dr. Anderson seconded.

Motion carried unanimously.

ADMINISTRATOR APPOINTMENT:

Dr. Peterson recommended the Board approve the appointment of Terry Martin as principal of Nikolaevsk School.

ACTION

Mrs. Mullins moved the Board approve the appointment of Terry Martin as principal of Nikolaevsk School for the 2001-2001 school year. Mrs. Crawford seconded.

Motion carried unanimously.

Kenai Peninsula Student Activities
Association Board Appointment:

The Board considered three applicants to fill the vacancy on the Kenai Peninsula Student Activities Board of Directors.

ACTION

Mr. Arness moved the Board refer the three applicants to the KPSAA Board and ask them to make a recommendation to the Board president to make the appointment. Mrs. Wassilie seconded.

Mrs. Wassilie asked for information on the KPSAA appointment process. Ms. Germano responded that she had requested the applicant information be included in the Board packet. She stated that she did so to build awareness in the community about committees that include members from the public. She stated that she spoke to Dr. Peterson about including committee opportunities on the District website.

Dr. Anderson stated that it was his understanding that it is the Board president's right to appoint the KPSAA parent member. He stated that he would prefer to vote on the appointment or accept the Board president's selection rather than refer the decision to KPSAA for a decision.

Mrs. Wassilie stated that it is a good idea to have committee vacancy information posted on the District website as well as the type of information that should be provided with each application.

Ms. Germano explained that committee vacancy information is given to the school principals to promote among their communities.

Mrs. Crawford stated that she would support any appointment made by the Board president.

Dr. Peterson asked whether all three applicants will be referred to the KPSAA Board. She noted that one application was received after the deadline.

Mr. Spence explained that the KPSAA bylaws state that the Board makes the appointment of the parent representative. He stated that he provided the Board with copies of all applications (including one received after the deadline) since there was not an overwhelming response to the vacancy. He reiterated that the vacancy information is relayed throughout the school communities in a variety of ways.

Ms. Germano clarified that KPSAA is committee of the School Board and that the Board is the body to appoint the replacement. Mr. Arness pointed out that the Board president makes the committee appointment.

Kenai Peninsula Student Activities
Association Board Appointment
(continued):

Mr. Spence read from Article 9 of the KPSAA bylaws. He reported that an informal appointment was made the last time a parent was named to the committee. He noted that there is no set term of office for the parent representative but that the average is three years. He suggested that the Board consider the fact that parents might take exception to being appointed by a committee composed mainly of school administrators such as KPSAA.

Dr. Peterson stated that the Board wants to encourage parent involvement and should “open the door”, but pointed out that the District has been very strict with other procedures involving deadlines. She asked the Board to decide which message is more important.

Mrs. Crawford encouraged the Board to consider the two applications that were received on time.

ACTION

Mr. Arness moved the Board approve the substitution of his motion and to appoint Mrs. Valerie Ischi to be the public representative on the KPSAA Board.
Mrs. Crawford seconded.

Mr. Arness stated that Mrs. Ischi is very involved in cocurricular-type activities throughout the community.

Mrs. Wassilie stated that she knows the late applicant and the other Seward applicant. She stated that Seward people are not necessarily well-known in the Central Peninsula area. She expressed concern that all candidates may not have received clear instructions on how to apply for the KPSAA vacancy.

Motion carried unanimously.

PUBLIC PRESENTATIONS:

Mr. Syverson extended a special thank you to Board members on behalf of students, parents, teachers, principals and other staff for their participation in graduation ceremonies, end-of-the-year banquets, service pin celebrations, and golden apple awards. He reported that he receives many appreciative comments regarding the Board’s attendance at school functions. Mr. Syverson thanked Mr. Tim Peterson for his service as the Kenai Peninsula Education Association president. Mr. Syverson stated that although he and Mr. Peterson have not always agreed on every issue, they have worked hard to prevent problems, deal with concerns at the lowest level possible and resolve issues before grievances are filed.

BOARD COMMENTS:

Mr. Poindexter stated that it has been a privilege to work with Dr. McLain and added that he has developed a deep respect for Dr. McLain. He wished Dr. McLain well with his future plans. He stated that he is looking forward to the Board planning session tomorrow.

Mrs. Wassilie extended best wishes to Dr. McLain.

Mr. Arness extended best wishes to Dr. McLain and added that he is sure their paths will cross again in the future. He asked for a concurrence of the Board to direct Dr. Peterson to forward a letter to the Assembly tomorrow night regarding Resolution 2001-68. He stated that the letter should convey the Board’s hesitation to discuss the districting issue with the Reapportionment Committee and ask the Assembly to delay action on the issue until it can originate from a joint worksession or from the Board.
Ms. Germano stated that the Board concurred.

BOARD COMMENTS (continued):

Dr. Anderson thanked Dr. McLain for his service to the District.

Mrs. Mullins thanked Mr. John Andrews for his years of service to the District and she wished him well with his future plans. She thanked Dr. McLain for his hard work and added that the state Department of Education and Early Development is getting a very knowledgeable person. She wished him well in his new position. She reported that she attended several graduations and noted that she was privileged to overhear Dr. Anderson's conversations with each graduate regarding their plans after high school. She noted that United States Senator, Ted Stevens attended and spoke at the Nikiski High School graduation. Mrs. Mullins reported that she attended the BP Teachers of Excellence award dinner. She stated that Mr. Jerry Dixon was chosen as the Teacher of the Year. She expressed her appreciation to British Petroleum and their recognition program. Mrs. Mullins asked if it is the Board's responsibility to appoint parent representatives to other District committees and noted that the Board does not usually make parental committee appointments.

Dr. Peterson replied that committees of the School District administration (doing work of the School District) bring recommendations to the Board for action. She noted that KPSAA is a committee of the Board.

Mrs. Crawford thanked Dr. McLain for his service. She noted that she has had an interesting day which included the superintendent's evaluation and the Board self-evaluation. She thanked Dr. Peterson for her hard work. She commented on the high caliber and dedication of District teachers.

Ms. Germano stated that Dr. McLain is just changing desks and is not really leaving the District. She stated that the Board and Dr. McLain will continue to work together in the future.

EXECUTIVE SESSION:

At 9:11 p.m. Mrs. Mullins moved the Board go into an executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough. Specifically, the executive session was to discuss a Request for Proposal for copying services. Mr. Arness seconded.

Motion carried unanimously.

ADJOURN EXECUTIVE SESSION:

At 9:40 p.m., Mrs. Mullins moved the executive session be adjourned. Mrs. Wassilie seconded.

Motion carried unanimously.

ADJOURN: At 9:42 p.m., Mrs. Mullins moved the School Board Meeting be adjourned. Mrs. Wassilie seconded.

Motion carried unanimously.

Respectfully submitted,

Ms. Deborah Germano, President

Mrs. Debra Mullins, Clerk

The Minutes of June 4, 2001,

have not been approved as of
June 14, 2001.

Memorandum

DATE: June 19, 2001
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Site Council Evaluations

In accordance with Board Policy 0420, site councils from each school submit an end of the year report reflecting activities throughout the year. Attached are the reports from each school for the 2000-2001 school year. It is likely that you'll be impressed by the accomplishments of the schools!

July 9, 2001

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **Report of Leases and Agreements**

In accordance with BP3313, we are providing a report of existing leases or agreements.

The district continues to have joint use facility agreements with the following:

- North Peninsula Recreation Service Area
- City of Soldotna
- City of Homer
- City of Seward

The following facilities are leased for instructional facilities:

- Kachemak Selo School (\$1,850 monthly)
- Razdolna School (\$1,176 monthly)
- Voznesenka School (\$4,000 monthly)

The lease for the parsonage in Tyonek was permitted to expire. One of the teachers will handle her own leasing arrangements and the district will provide the same subsidy as we had in place for the parsonage because of a shortage in available district housing.

The Boys & and Girls Club continues to lease space in the Kenai Elementary Building (\$700 monthly).

2001-2002 ANNUAL AGENDA GUIDELINE

DATE	AGENDA ITEMS
July 9, 2001	Approval of 2001-2002 Board of Education Goals Approval of Annual Agenda Guideline Approval of Substitute and Temporary Pay Schedule Presentation of Lease Agreements Report
August 6, 2001	Approval of Hazardous Bus Routes Approval of Six-Year Plan/Enrollment Projections and School Construction Needs Presentation of Superintendent's Annual Report
August 20, 2001	Presentation of Assessment Report
September 10, 2001	Approval of Resolutions to be Submitted to AASB
October 1, 2001 <i>(Meeting held in Seward)</i>	Approval of Primary Sponsor of Gaming Permits
October 15, 2001	Seating of New Board of Education Members Approval of Meeting Date, Time and Place Organization of Board of Education Officers
November 5, 2001 <i>(Meeting held in Homer)</i>	Approval of Enrollment Projections for 2002-2003
November 19, 2001	Presentation of Annual Audit Report Approval of Staffing Formulas
December 3, 2001	Approval of School Calendar
January 7, 2002	
January 21, 2002	
February 4, 2002	
February 18, 2002 <i>(Vacation day)</i>	Approval of 2002-2003 Administrator Contracts Approval of Tentative Tenure Teacher Assignments, 2002-2003
March 4, 2002 <i>(Meeting held in Homer)</i>	Presentation of 2002-2003 Budget*

April 1, 2002	Approval of 2002-2003 Budget Approval of Tentative Board meeting Dates for 2002-2003
April 15, 2002	
May 6, 2001 <i>(Meeting held in Seward)</i>	Approval of Nontenure Teachers for Tenure, 2002-2003 Approval of Tentative Nontenure Teacher Assignments, 2002-2003 Approval of Cocurricular Activities and Handbooks
June 3, 2002	

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

During the months of May, June, July, September, and December the Board will meet once.

June 12, 2001

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **AR 1330 Amendment**

It is the intent of the school district administration to recognize and show appreciation for the service of our veterans. We believe the rendering of military honors is an appropriate means to display our final act of gratitude. The presence of a military honor guard accompanying our United States Flag consists of two rifle bearers. Although these firearms have been rendered incapable of firing anything except blank rounds, the current state of public awareness resulting from school violence requires special consideration of all public viewpoints.

Currently, Board Policy 1330 – Use of School Facilities and Properties reads:

Note: A.S. 14.03.100 authorizes boards to grant the use of school facilities for lawful gatherings and assemblies and mandates that boards adopt written bylaws to insure reasonable and impartial use of school facilities.

The Board encourages community groups to use school facilities for civic, educational, cultural, and recreational purposes. School related activities shall take precedence over other use of school facilities. When not in conflict with this primary mission, facilities should be available for community use as much as possible, subject to the following limitations:

- 1. Rental fees should be charged as defined by regulation.*
- 2. Facility use must preserve facilities and properties for district educational programs.*
- 3. Facility use should be scheduled through the principal or designee.*

In accordance with Board Policy 1330, the administration recommends adding language to the existing Administrative Regulation 1330 (added in bold) and the inclusion of a new Exhibit 1330.1

Use of School Facilities And Properties

Conditions of Use

- 1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Community school coordinators are program supervisors and shall not be called upon to supervise activities of other groups.*
- 2. Applicants shall supply any special supervision, determined necessary by the principal or lead coordinator- community schools program.*
- 3. Smoking is prohibited.*
- 4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.*
- 5. **Firearms or other deadly or defensive weapons, as defined in AS 11.81.900 (b) (16) and (19), are not permitted in school facilities or on school property without the express written permission of the superintendent or designee.***
- 6. Installation of equipment, alteration of existing building facilities, use of materials that affect*

the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal or the lead coordinator - community schools program.

7. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.

8. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.

9. Concessions operated in community school programs shall be supervised by community school coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the community school activity fund account.

10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.

11. Rental agreements are not transferable.

12. Rental fees shall be determined in advance. Custodian or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.

13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.

14. Fire and safety regulations shall be observed.

15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.

16. Violation of these rules and regulations shall restrict subsequent facility use agreement.

Application Procedure

1. School facilities use applications shall be filed with the principal ten (10) days prior to the date when facilities are to be used.

2. One (1) copy of the approved use agreement will be retained at the school, one (1) copy will be returned to the requesting party and one (1) copy will be submitted to the local community school coordinator.

3. Rental, labor, or other charges assessed shall be itemized on the report of building use form and one (1) copy submitted to the school, one (1) copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

Priority Use of Facilities

1. BOARD APPROVED PROGRAMS such as PACs, band and orchestra parents, 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. Requests shall be submitted to the principal or community school coordinator.

2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational

organizations shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the principal or community school coordinators. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours.

3. **NONPROFIT GROUPS**, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the district. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal or community school coordinator.

4. **GOVERNMENTAL GROUPS** (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the district. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal or community school coordinator.

Fees

Scheduling fee \$10.

<u>Facility Use¹</u>	<u>Standard Rental²</u>	<u>Commercial Rental³</u>
Classrooms-regular	\$10.00/hour	\$20.00/hour
Classrooms-;specialized ⁴	15.00/hour	30.00/hour
Gymnasium-;Jr./Sr. High	25.00/hour	50.00/hour
Cafeterias		
Kitchens ⁵	15.00/hour	30.00/hour
Dining Areas	15.00/hour	30.00/hour
Swimming Pools (includes life guard)	15.00/hour	40.00/hour

Private party rental of the swimming pool is \$30.00/hour and includes a life guard.

1. Additional fees may be charged for technical services and special equipment such as projectors, projector operators, special custodial services, building supervision, set up and removal of chairs or bleachers.
2. Standard Rental rate shall apply to churches, clubs, restricted membership organizations, political, and business groups. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
3. Commercial Rental rates shall apply to (1) any activity that profits an individual or organization (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education (3) whenever admission is charged. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. Specialized Rooms include: home ec., music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms).
5. Kitchen use must include payment for food service personnel.

Theater/Auditorium

The district welcomes use of the school theater/auditorium facilities for presentation of performances for community enjoyment with the understanding that school functions have first call upon facilities.

Theater/auditorium use inquiries must be made to the theater manager.

A use of school facilities permit must be approved by the principal and the theater manager prior to use.

An annual schedule of theater events will be made in September for the following school year. A minimum of thirty (30) days is necessary to schedule an event and permits are issued on a first come, first served basis.

No person may use theater equipment without authorization and only trained personnel may operate theater equipment. Special lighting or sound equipment requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager approval.

It is forbidden to change, cut, knock out, remove, or in any way alter or modify the basic building structure including the stage floor, proscenium, apron, ramp, doors and walls without theater manager permission. This includes curtains and valance, teasers, stage microphone pickup, doorbell, piping for mounting stage lights, fire extinguishers, work lights, curtain rods, pulley and rope, intercom system, breezeway stair railing. No special wiring may be added or existing wiring removed, relocated, or modified for any special effects. This applies to any and all wiring on stage, in the light booth, or other location within the building complex.

Use of school facilities permits will be limited to the theater/auditorium dressing room on the dates and times requested. All user groups are subject to the rules as outlined by the Basic Provisions Agreement.

Theater rules prohibit:

- 1. food, drinks, gum, smoking, feet on the furniture;*
- 2. tampering with switches, equipment, or property;*
- 3. issue of keys to non-school personnel;*
- 4. loan of school property critical to the operation of the theater/auditorium;*
- 5. animals in the theater, unless they are essential to a performance and approved by the theater manager.*

Three theater use categories determine fee charges.

Category I -;School Use. Priority is given to school district programs including Kenai Peninsula College courses. In order to qualify for this use category, Kenai Peninsula College must charge tuition and give credits to all participants in the course.

FEES: No rental charges. Custodial, technical and utility charges as required or necessary.

Category II -;Non-profit organizations. Includes groups or organizations operated to benefit school-age youth (e.g. Teen Center, Boy Scouts, Campfire) or non-profit organizations whose net proceeds are used for cultural, charitable, educational, non-partisan political activities and have received a letter of exemption from the IRS: any city, borough, state, federal activities; adult organizations not

conducting Category III commercial ventures. All commercial concerts, whether they are sponsored by a non-profit organization or not, do not qualify under this category. Non-profit groups are subject to the rules and regulations as outlined in the Basic Provisions Agreement.

FEES: \$265 per performance, \$50 per rehearsal, plus custodial and technical charges as required or necessary. A rehearsal period is four hours in length, an additional charge will be assessed to all groups that exceed the allotted rehearsal period.

Category III -;Commercial Use; (1) any activity that profits an individual or organization, agent or promoter eligible for fees or reimbursement, or (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education. All commercial concerts fall into this category.

FEES: \$1000 per performance in theater/auditoriums with 600 or more seats; \$500 per performance in theater/auditoriums with less than 600 seats; and custodial and additional technical personnel charges as may be required or necessary. Rehearsal fee will be \$100. A rehearsal period is four hours in length. An additional charge of \$25/hour will be assessed to groups that exceed the allotted rehearsal period. A custodial charge of \$22/hour will be charged to all groups.

Deposits in Advance

Category II users shall pay a damage deposit of \$250 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Category III use of school facilities requests must be submitted four (4) weeks in advance and accompanied by a non-refundable \$250 deposit per performance that shall be considered a portion of the total use fee. Category III users shall pay a damage deposit of \$250 not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The Superintendent or designee may require that groups using school facilities include the district as an additional insured on their insurance policies. The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

Adoption Date: 9/15/97

E 1330.1

Application for Community Possession of a Firearm or

Deadly or Defensive Weapon on School Grounds

Name or Organization _____
Address _____
Contact Name _____
Phone Number _____

Description of Event _____
Location of Event _____
Date of Event _____
Time of Event _____

**Narrative justification for request (include description of firearm or deadly or defensive weapon/
purpose for possession on school grounds/names of participants/safety practices/etc)**

Building Administrator	Local Law Enforcement Official	Superintendent or Designee
Date:	Date:	Date:

**A copy of this request must be carried on the person of any individual given permission to have a
firearm or weapon on school grounds. Approval is only valid for the date of this event.**

July 9, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Tentative Non-tenure Teacher Assignments/2001-02 - Item 10a (3)

It is recommended that employment for the following non-tenure teachers be approved for the 2001-02 school year. The following lists a tentative assignment for the non-tenured teachers:

<u>Employee</u>	<u>Location</u>	<u>Assignment</u>	<u>Certification</u>
Virginia Bucher	Homer Area	Migrant Reading Teacher (.50)	Elem Ed
Kenneth Hepner	Voznesenka School	Generalist	Math/Counselor
Cindy Hurst	Soldotna Elementary	Grade 2	Elem Ed
Teri Hoffman	Sterling Elementary	Grades 5/6	Elem Ed
Jennifer Joy Jones	Tustumena Elementary	Title I Teacher	Elem Ed

Chris Lau	Spring Creek School	Generalist	Lang. Arts/Humanities
Stephanie Tazzell-Roberts	Kenai Middle	Math/Computers (.50)	Math
Jill Wilson	Homer Flex School	Generalist (.50)	General Science

July 9, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Non-tenure Teachers for Tenure/2001-02 - Item 10a (4)

It is recommended that employment and tenure for the following non-tenure teachers be approved for the 2001-02 school year. The following assignments are tentative:

Location	Employee	Assignment	Certification
West Homer Elementary	Ann Heimbuch	Grade 6 (.50)	Early Child/Elem Ed
North Star Elementary	Debra Womack	Grades 4/5	Elem Ed/SpEd Spch

July 9, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Teacher Assignments/2001-02 Item – 10a (5)

It is recommended that the following teacher assignments be approved for the 2001-02 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>
Soldotna, AK	Stephanie Cox	BEEd	University of Alaska, KPCC	Elem Ed	Elem Ed; Art	===	Full time Intermediate Grades at Soldotna Elementary
Polson, MT	Jill DuFloth	BS	Montana State University	Elem Ed	Elem Ed; Reading	4 States	Full time Grade 6 at K-Beach Elementary
Thorne Bay, AK	Laurie Emerich	BS	Montana State University	Elem Ed	Elem Ed	6 AK 5 States	Full time Grades K-3 for the Connections Program
Koyuk, AK	Krista Etwiler	BS	Montana State University	Elem Ed	Elem Ed	5 AK	Temporary, full time Reading at Voznesenka School
Soldotna, AK	Matthew Faris	BEEd	University of Alaska, KPCC	Elem Ed	Elem Ed; Anthropology	===	Temporary, full time Grades 2/3 at Redoubt Elementary
Cold Bay, AK	Laura McIndoe	MA	University of Alaska, Anchorage	SpEd - Mild L.D.	Elem Ed; SpEd/Emotionally Disturbed	13 AK	Full time SpEd/EH at Soldotna Middle
Ypsilanti, MI	Linda Pittman	BS	Eastern Michigan University	SpEd	Deaf Ed; SpEd/MR/Handicapped; English	24 States	Full time Special Ed for District Wide Special Services
Nikiski, AK	Wendy Potton	BA	University of Northern Colorado	Mathematics	Middle School/ Mathematics	===	Full time Math/Technology at Nikiski Middle/Sr.

Homer, AK	Elaine Velsko	BS	Western Illinois University	Park and Recreation Administration	Elem Ed	1 AK	Temporary, full time Title I teacher at Chapman School
Nikiski, AK	Susan Whipp	MFA	California Institute of the Arts	Art & Design	Art; Biological Science	===	Full time Generalist at Tebughna School
Noorvik, AK	Eric Willets	BA	Boise State University	German; Secondary Ed	German; SpEd	3 AK	Full time Special Ed/Resource at Skyview High

July 9, 2001

MEMORANDUM

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Resignations - Item 10a (6)

It is recommended the following resignations be approved effective the end of the 2000-01 school year:

Ron Becker	Social Studies; PE	Soldotna High
Gretchen Becker	Speech Pathologist	D/W Special Services
Dean Vincent	Gr. 4	K-Beach Elementary

July 9, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Request for an Unpaid Leave of Absence /Support -Item - 10a (7)

It is recommended the following request for a one year unpaid leave of absence be approved for the 2001-02 school year:

Holly Klier

School Secretary III

Soldotna Middle

June 25, 2001

MEMORANDUM

TO: Board of Education

THRU: Patrick Hickey
Assistant Superintendent, Operations and Business Management

FROM: Melody Douglas
Director, Business and Finance

SUBJECT: FY01 - Budget Transfer 762, 778, 828, 841, 865 and 868

Budget transfer number 762 and 778 transfers funds to cover the cost of contracted speech therapy services in the amount of \$10,000 and psychological services in the amount of \$20,100 respectively.

Budget transfer number 828 transfers \$10,044 to cover the purchase of computers to set up a computer lab at Aurora Borealis Charter School.

Budget transfer number 841 transfers \$30,000 to purchase switches, routers and servers for the computer system to implement the District Technology Plan.

Budget transfer number 865 transfers \$34,000 to purchase printers for the Connections Program and \$10,400 to cover increased District legal fees.

Budget transfer number 868 transfers \$20,197 to purchase a centralized dell server and tape drive unit for the Data Processing Department.

These budget transfers exceed \$10,000; therefore, they require Board of Education approval per Board Policy 3120. Approval by the Board of Education is recommended.

Enclosures

June 15, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent,

Human Resources

SUBJECT: Pay Schedule for Substitutes and other Temporary Employees

for the 2001-2002 school year Effective August 22, 2001 - Item 10b

SUBSTITUTE POSITION RATE OF PAY

Teacher \$84.00/\$100.00 per day

Non-Certified/Certified

Secretary (all clerical) \$9.00/hr.

Custodian/Stock Handler/ \$9.00/hr.

Courier/Theater Crew

Bus Driver \$12.00/hr.

Food Service

Cashier/Asst. Cook \$8.50/hr.

Cook/Food Service Manager \$9.00/hr.

Aide/Instructional Assistant \$8.50/hr.

Tutor/Bilingual Instructor \$8.75/hr.

Nurse \$14.00/hr.

TEMPORARY WORKERS

Pool Employees

Instructor/Senior Lifeguard \$9.00/hr.

Lifeguard \$7.25/hr.

Cashier/Locker Room Attendant \$5.75/hr.

Temporary help *

*Temporary employee's salary placement must be pre-approved by Human Resources prior to start date.

Skill Level I \$5.75

Skill Level II \$5.76 - \$8.50/hr.

Advanced \$8.51 - \$13.00/hr.

July 9, 2001

To: Kenai Peninsula Borough School District Board of Education
Through: Dr. Donna Peterson, Superintendent
From: Patrick Hickey, Assistant Superintendent
Subject: **Approval to Enter into Contract with Frontier Business Systems**

The Kenai Peninsula Borough School district has enjoyed a long standing and successful relationship with Xerox and Xerox Business Services. A fleet of Xerox copiers is currently in use with the majority having been installed in August 1995. At the vendor's request, the District agreed to put our copier services contract out to bid one year prior to the natural expiration on 30 June 2002. It was the vendor's contention this would be mutually advantageous. We, as the customer would gain the benefit of newer, digital technology; Xerox would benefit from a significant reduction in maintenance support for the aging analog equipment. Mr. John Zeuli of Xerox offered and delivered a sample RFP for the District's use. The District agreed to use the template and advertised the bidding.

Four bids were received and one was rejected for failing to meet the requisite timeline for submission. The Office Tech/Xerox, Frontier Business Systems/Konica, and IKON/Ricoh proposals were evaluated in accordance with the Evaluation and Selection Criteria in the RFP. A four member committee comprised of a senior administrator, purchasing agent, high school administrator, and a community member reached the unanimous decision to proceed with an "Intent to Award" letter to Frontier Business Systems.

Office Tech Inc. provided notice of their intent to appeal the committee's decision in a letter dated June 1, 2001. The actual appeal was received in this office at 4:35 p.m. on June 8, 2001.

The committee met to review Office Tech's concerns and was supplemented by another senior district administrator with no prior involvement in the evaluative process. It was felt that bringing an outside and objective oversight to the appeal was in the collective best interest of all parties involved. There were three irregularities specified and reviewed by the committee.:

- **Compliance with Technical Specifications: Equipment proposed by Frontier Business Systems does not meet bid specifications:**
- **FIRMS EXPERIENCE: The low bidder's proposal did not provide sufficient information to allow the District to verify this vendor's claims of performance as well as experience. Incomplete or unclear information provided by proposers:**
- **WORKLOAD AND RESOURCES: Low bidder's proposal does not guarantee Manpower and Resources to support the contract as tabulated in evaluation.**

The committee denied the appeal. Specifically, we believe the first argument had some merit and recalculated scores based on an assessed penalty for inability of the KONICA 7020 to utilize paper exceeding 24-lb weight. The resultant vendor placement after recalculation remained unchanged. The second argument was unfounded as the committee was able to contact another school district and check references for both Frontier Business Systems and Xerox. The third argument was rejected because no proposal can guarantee any of the services.

In light of what the committee considered to be minor irregularities in the process, the unanimous belief is that the District's best interest is served by continuing to proceed with contract negotiations with Frontier Business

Systems. A letter of June 13, 2001 was hand delivered with that decision. Specifically noted was:
INSTRUCTIONS TO PROPOSERS: Section K. 5: "The District reserves the right to accept or reject any or all proposals, consider alternatives and further reserves the right to waive irregularities in proposal procedures."

The district administration therefore respectfully requests permission to initiate contract negotiations with Frontier Business Systems in accordance with the specifications in the RFP under GENERAL CONDITIONS Section 3 – Selection Process.

Memorandum

DATE: June 20, 2001
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: 2001-2002 Board Goals

Attached is the final version of the 2001-2002 Board Goals derived from the planning session on June 5, 2001. The following changes were made to the original notes:

- ü teachers were added to the "dine and discuss" meetings
- ü space allocation issue was removed from "other tasks"
- ü GASB 34 (this is a HUGE deal with accounting) had been added to "other tasks"

We have begun the internal process of assigning the work steps for reaching the goals. A spreadsheet of our initial efforts is attached so you can get an idea of the time frames and people responsible. Your feedback/suggestions throughout the year on the goal progress will be important. Thank you for your assistance as we focus the efforts of the school district.

Kenai Peninsula Borough School District Board Goals 2001-2002

(LRP = Long Range Plan; SBS = School Board Standards)

Board Goal #1: Strengthen Board Relations with Staff.

(LRP tie: 2.1.A.competitive salaries and benefits; SBS tie: Vision 1.2 keeps the District and community focused on educating students)

Suggestions for implementation:

- √ Board participation in leadership team meetings and leadership team participation with Board

- ✓ Board participation in administrator meetings and administrator participation in Board meetings
- ✓ Board visitations to schools
- ✓ Administrator invites to Board members for site level student recognition ceremonies, etc.
- ✓ Board attendance at Masonic awards
- ✓ Cohesiveness and communication during negotiations
- ✓ Dine and discuss with teachers and administrators meeting informally with Board members during regular Board dinners regarding educational issues and current research
- ✓ Improve communication regarding staff development activities and school improvement planning process to Board
- ✓ Involve teachers and Board members in planning for Arctic Winter Games

Board Goal #2: Review, refocus, and retrain in areas of existing School District operations.

(LRP ties: 1. high quality, research-based programs and practices to help each student reach his/her highest personal potential AND 2. high quality in all personnel, facilities, relationships and partnerships; SBS tie: Structure 2: organizational structure that supports the vision for student achievement AND Accountability 3.3 long and short term plans are evaluated and revised with the needs of the student in mind.)

Suggestions for Implementation:

- ✓ Incorporate new assessment requirements with certified diploma
- ✓ Effectively utilize technology (Year 2 technology plan, distance delivery, data integration)
- ✓ Revisit, refocus, retrain in critical incident, intervention, site councils, volunteers.
- ✓ Focus on academic rigor and high-quality, standards based work in all classrooms.
- ✓ Look at current practices in evaluations, vocational education, attendance, partnerships, and recommend timing of full-scale review.
- ✓ Revisit student activities scheduling and funding (outsourcing).
- ✓ Improve school climate through training.
- ✓ Improve communications with site councils and community (web page)
- ✓ Provide expanded "highlights" to newspapers on a monthly basis
- ✓ Continue definition of site and District roles
- ✓ Involve Board early in Health and Social Studies curriculum rewrites, process

Board Goal #3: Provide leadership for stable education funding.

(LRP tie: Mission of developing creative, productive learners; SBS tie: Advocacy 4.5 proactive in identifying and addressing issues that affect the education of students)

Suggestions for implementation:

- ✓ As appropriate join forces with other groups aligning with this mission (Alaskans First, Governor's Task Force, AASB, etc.)
- ✓ Propose a referendum similar to Colorado - providing a stable financial picture.

Other Tasks: 1)AASB Quick survey - student rep. selection; 2) Annual update of Long Range Plan; 3) 800# cost/benefit analysis; 4) Counselor handbook; 5) GASB 34 Accounting system

Goal	Implementation	Who	When	Other Notes
Relationships				
	Ldrs. Team Mtg	Donna		Invite Bd -Wed 8:30 am
	Admin Mtg	Donna		Invite/packets to Bd
	Admin to BdMtg	Donna	Aug.	Invite administrators
	School events participation	Donna	Aug.	Remind administrators Board members report
	Masonic Awards participation	Donna	Jan.	Notify Masonic group April date - remind Bd.
	Negotiations	Team	ongoing	
	Dine/discuss	Donna	ongoing	Invite/record
	Communication Staff Dev, SIP	Gary	Oct. 15 Apr. 15	worksession (staff dev) worksession(school imp)
	Arctic Winter Games	Donna Patrick	Dec. 3	worksession w/ community team
Reg. Operations				
	CD/New assess	Gary	Jan. 7	worksession
	Year 2 tech plan	Jim	Apr. 15	report to Board
	Critical incident	Patrick	Aug	Admin. mtg training
	Intervention	Gary	Oct	Admin. mtg training
	Site Councils	Donna	Nov	Develop training "kit"
	Volunteers	Donna	Dec	Develop training "kit"
	Evals-admin	Gary		work with KPAA
	Evals-cert/supp.	Todd	Aug	Admin. mtg training
	Vocational	Gary	Mar 4	report/wksession?
	Attendance	Team		
	Partnerships	Gary	Mar 4	report/worksession?
	Outsourcing	Donna	Sept. 10	worksession
	School Climate	Gary		QSI, Qualia training
	Comm/web page	Team		
	"Highlights"	Donna		monthly to news
	Define site/c/o	Team		
	Health curriculum	Mark	Sept 10 Jan 21	preliminary worksession worksession, approval
	SS curriculum	Sam	Oct 1 Feb 4	preliminary worksession worksession, approval
Stable funding				

	Join with groups, Referendum	Bd pres/ Patrick	Aug 20	worksession developing action plan
Other				
	AASB Survey	Donna	Aug	report in info packet
	LRP update	Donna	April	report in info packet
	800# cost/bene	Jim	Nov.	report in info packet
	counselor hdbk	Rick	June	
	GASB 34	Melody		

July 9, 2001

TO: Board of Education

FROM: Donna Peterson, Ed.D., Superintendent

SUBJECT: Approval of KPBSD Superintendent Contract - Item 10g

It is recommended the attached Superintendent contract be approved as presented.

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

SUPERINTENDENT'S EMPLOYMENT CONTRACT

This agreement, entered into this 9th day of July, 2001, by and between the Kenai Peninsula Borough School District, hereinafter called DISTRICT, and Donna Peterson, Ed.D., hereinafter called SUPERINTENDENT, is as follows:

1. TERM: The DISTRICT hereby employs and the SUPERINTENDENT hereby accepts employment as SUPERINTENDENT for a term commencing July 1, 2001, and ending June 30, 2004. For purposes of this agreement each contract year commences July 1.
2. DUTIES: The SUPERINTENDENT will perform the duties of SUPERINTENDENT as established by the Board and state law.
1. SALARY: The DISTRICT shall pay the SUPERINTENDENT at an annual salary of \$98,000 during the first year of this contract. For each succeeding year the salary will be increased by \$1,500 over the previous year's salary. As necessary for application of any provision of this contract, the per diem rate of compensation shall be the annual salary in effect on the applicable date divided by 260._
2. CONTRACT CONTINUATION: If the DISTRICT intends not to renew this contract, then the SUPERINTENDENT must be advised of this intent prior to December 1. If she is not so notified, an automatic one-year extension will result, thereby making it a perpetual, or "rolling" three year contract._
3. RULES AND REGULATIONS: The SUPERINTENDENT shall abide by and be bound by District policies and regulations as well as State Board of Education regulations and the laws of the United States and State of Alaska._

4. ADDITIONAL COMPENSATION: The SUPERINTENDENT shall annually receive \$5,000 in recognition of her advanced degree._
5. EVALUATION: The DISTRICT shall provide the SUPERINTENDENT with periodic opportunities to discuss Superintendent/District relationships and each board member will evaluate her performance annually. Each evaluation submitted will be reviewed with the SUPERINTENDENT before the close of each fiscal year. Any individual evaluation will be open for discussion with the entire Board during an annual evaluation review._
6. TRAVEL EXPENSES: Travel and per diem reimbursement for expenses for official district business shall be at the rates authorized by the Board for all employees._
7. AUTOMOBILE EXPENSES: The DISTRICT shall provide the SUPERINTENDENT a four-wheel drive vehicle and operating expenses for her use in conducting District business and reasonable personal use during the period of this contract. The SUPERINTENDENT will not receive a car allowance or mileage reimbursement._
8. CELLULAR TELEPHONE: The DISTRICT shall provide the SUPERINTENDENT with a cellular telephone and services for her use in conducting District business and reasonable personal use during the period of this contract._
9. PHYSICAL EXAMINATION: The SUPERINTENDENT shall undergo a complete yearly physical examination by January 1 of each year, paid for by the DISTRICT._
10. INSURANCE: The SUPERINTENDENT shall receive the same life and health insurance as the District provides for the school principals._
11. LEAVE: The SUPERINTENDENT shall receive vacation leave of thirty (30) working days per year. Leave will accrue pro rata for each month of employment. The SUPERINTENDENT must use at least one half of each year's vacation leave within that year and days not taken within this mandatory use amount will be lost. Unused vacation leave in excess of the mandatory use amount may be carried forward and may be used in succeeding years. Vacation leave may not be cashed out except at the termination of employment with the District. Payment of any accrued leave will be computed using the salary in effect on the date the leave is taken or paid. In addition to vacation leave, the SUPERINTENDENT will be allowed six (6) days of personal leave each year of which a maximum of six (6) days may be cashed out in any year, rather than being taken as leave. Personal leave may accrue to a maximum of six (6) days. Any end of year accrual of personal leave in excess of six (6) days not cashed out or taken shall be lost.

The SUPERINTENDENT shall accumulate sick leave at the rate of one and one-third days per month. This leave may be used for illness and related conditions, as allowed for teachers within the District. The SUPERINTENDENT has no right to cash out any unused sick leave upon termination of her employment.

12. OTHER BENEFITS: The SUPERINTENDENT shall participate in the retirement system as required for District employees and shall be eligible to participate in any deferred compensation or flexible benefits programs as are available to school principals. The SUPERINTENDENT will be eligible for any benefits previously earned in the Kenai Peninsula School District prior to this contract._
13. CONTRACT TERMINATION: The contract may be terminated by mutual consent upon thirty (30) days written notice by either party and the written consent of the other party without liability to the DISTRICT.

Should the SUPERINTENDENT be terminated for violation of criminal laws, District policy, Professional Teaching Practices standards, or misconduct in office, the DISTRICT will have no obligation to pay compensation after the date of termination. If the DISTRICT terminates the

services of the SUPERINTENDENT, except with cause as specified herein, the DISTRICT shall be obligated to continue payment of salary until the ending date of this contract; however, such payment will be offset by any other earnings, and the SUPERINTENDENT shall have the obligation to seek and accept equivalent employment.

The DISTRICT may terminate this contract without obligation for further compensation if the SUPERINTENDENT is unwilling or unable to continue performance of her duties.

- 14. CONTINUED EMPLOYMENT: Upon termination of this contract, the SUPERINTENDENT shall be provided the opportunity to return to a position as a tenured employee in the DISTRICT with salary and experience based on her original date of hire.
- 15. PROFESSIONAL DUES AND PROFESSIONAL DEVELOPMENT: The DISTRICT shall pay the SUPERINTENDENT'S dues in one Alaska, and one national or regional superintendents' association. The DISTRICT shall provide the SUPERINTENDENT reasonable funding for travel to and attendance at the annual conference of the American Association of School Administrators and regular meetings of the Alaska Association of School Administrators.

Signed at:

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Soldotna, Alaska.

By: _____

Deborah Germano, President of the

Kenai Peninsula Borough School Board

By: _____

Debra Mullins, Clerk of the
Kenai Peninsula Borough School Board

Subscribed and sworn to before me on this _____ day of _____, 2001.

SEAL

Notary Public in and for the State of Alaska.

My commission expires _____.

SUPERINTENDENT

Donna Peterson, Ed.D.

Subscribed and sworn to before me on this _____ day of _____, 2001.

SEAL

Notary Public in and for the State of Alaska.

My commission expires _____.