

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

REGULAR SCHOOL BOARD MEETING: December 3, 2001 - 7:30 p.m. at the Borough Administration Building, Soldotna, AK.

SCHOOL BOARD MEMBERS: Dr. Nels Anderson, President  
Ms. Deborah Germano, Vice President  
Mrs. Sammy Crawford, Clerk  
Mr. Joe Arness, Treasurer  
Mrs. Debra Mullins, Member  
Mr. Al Poindexter, Member  
Mrs. Margaret Gilman, Member  
Miss Katie Lockwood, Student Representative

Worksessions

12:30 p.m. [FY03 School Board Budget](#)

1:00 p.m. [FY02 Budget Status](#)

1:30 p.m. Six-Year Plan

2:15 p.m. [School Board Districting](#)

3:00 p.m. [Legislative Priorities](#)

7:00 p.m. [Open Forum with the Public](#)

A-G-E-N-D-A

1. Executive Session - Negotiations (beginning at 4:00 p.m.)
2. 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/[November 19, 2001](#)
3. School Reports
4. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)
5. Hearing of Delegations
6. Communications and Petitions
7. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.
8. Awards and Presentations
9. Superintendent's Report

10. Reports
  - a. Board Reports

11. Action Items

a. Consent Agenda

- (1) Approval of [New Teacher Assignments](#)
- (2) Approval of [Long Term Substitute Teacher Contracts](#)
- (3) Approval of [Resignation](#)

Administrative Services

- b. Approval of Six-Year Enrollment Projections and Plan

Instructional Services

- c. Approval of [Revisions to BP 6111 \(Elementary & Secondary, School Calendars\)](#)
- d. Approval of [School Calendars](#)

Superintendent

- e. Approval of [School Board Districting Recommendation](#)
- f. Approval of [Legislative Priorities](#)

12. First Reading of Policy Revisions

13. Public Presentations

14. Board Comments

15. Executive Session

16. Adjourn

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*Copies of agenda items are available just prior to the meeting in the back of the room or visit our website at <http://www.kpbsd.k12.ak.us>.*

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# Memorandum

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**DATE:** November 26, 2001  
**TO:** Members, Board of Education  
**FROM:** Donna Peterson, Ed.D.  
Superintendent of Schools  
**RE:** FY03 School Board Budget

Our deadline for submitting the central office budgets is the first week of December. Usually we consider the School Board's budget as part of the overall budget discussion but it makes some sense to talk about it before then. Recognizing that any additions to the Board budget will likely result in reductions in other locations, it seems prudent to have the discussion about the "real costs" of the Board doing business. Absent direction from the Board, we will be "rolling forward" a status quo budget. Attached are the following to aid in your preparation for the worksession:

1. [FY 03 budget justification worksheet](#)
2. FY 01 actual expenditures
3. [June 19, 2001 memo regarding Board expenditures](#)

November 26, 2001

## **M E M O R A N D U M**

To: Board of Education

From: Melody Douglas, Chief Financial Officer

Subject: FY02 Budget Worksession

The purpose of this worksession is to apprise the Board of the general status of the FY02 budget. Estimated budget information will be available for discussion at the worksession.

This would be considered a preliminary conversation because we haven't received the District's final FY02 revenue information from EED. In fact, final confirmation of certain enrolled students claimed by other districts is due to EED November 30, 2001. When we have the final revenue information we will submit the budget for official Board action.

During this worksession we will be discussing challenges with this budget revision. These challenges include a reduction due to enrollment not meeting projection, increased health insurance costs, funding the copier acquisition, and adjusting the current year salary and benefit budgets for actual hires (this process hasn't been finalized).

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## Memorandum

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**DATE:** November 26, 2001  
**TO:** Members, Board of Education  
**FROM:** Donna Peterson, Ed.D.  
Superintendent of Schools  
**RE:** Districting

The following is presented with the expectation that it will be modified after discussions during the worksession:

The KPBSD Board of Education recommends to the Kenai Peninsula Borough Reapportionment Committee that School Board elections and configuration should continue as currently designed.

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## Memorandum

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**DATE:** November 26, 2001  
**TO:** Members, Board of Education  
**FROM:** Donna Peterson, Ed.D.  
Superintendent of Schools

**RE: Worksession on Districting**

During the last two worksessions regarding regionalization of School Board membership, much discussion has occurred. It is necessary to come forward with a recommendation and action item at the December 3 meeting in order to provide School Board representatives with direction for the December 6 Reapportionment Committee meeting. Thus, the cover letter recommendation from the administration leaving things status quo.

At the November 19 worksession, it was suggested that a letter be written to the Reapportionment Committee including the following points:

1. The Board of Education should represent all the children of the School District
2. Every geographic location should feel like they have access to the School Board and District Administration

Discussion occurred about redistricting options if the decision went to the voters with Option One leaving things as they are and Option Two being one of the following:

1. Nine members, each residing in and elected from a region that mirrored Assembly districts
2. Seven members, each residing in and elected from a region
3. Seven members, with five of the members residing in and elected from a region and two members elected "at large"

The outcome of the worksession will determine if/how the action item on the agenda regarding this topic will be amended.

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# Memorandum

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**DATE:** November 27, 2001  
**TO:** Members, Board of Education  
**FROM:** Donna Peterson, Ed.D.  
Superintendent of Schools  
**RE:** Legislative Priorities

The administration recommends approval of the following legislative priorities that were compiled after the November 19 Board worksession. Also attached for your information are the [2002 Priority Education Issues](#) as listed by the Association of Alaska School Boards.

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
2002 STATE LEGISLATIVE PRIORITIES

**Assure a quality educational experience for all Alaskan children by:**

§ **Significantly increasing the per student allocation in the foundation formula.**

*Based on the A+ Study from the Education Funding Task Force, the following specific recommendations are made:*

1. *Add \$108 per student to the base allocation formula*
2. *Continue \$74 per student for Learning Opportunity Grants but add amount to foundation. Program provides interventions to improve student achievement.*
3. *Inflation proof the foundation formula with a 1.5% automatic increase each year*

*Based on the Public School Funding Formula Report from the State Department of Education and Early Development, from FY90 to FY02 inflation has increased*

*approximately 33% but the public school funding program was increased only 9.12% during this time (FY93 by 1.7%, FY99 by 3.3% and FY02 by 4.12%). During this same period, the expectations for what student should know and be able to do, as well as the societal changes such as concerns for student safety, have increased dramatically. KPBSD has made continuous "cuts" to programs and staffing formulas to close the gap between revenue and ever increasing expenses.*

**§ Delaying the implementation of the "designator" status for schools for one year.**

*SB 36 requires schools to begin being labeled as distinguished, successful, deficient or in-crisis beginning in August 2002. The designations are based on two criteria: 1/3 of score is performance on exams this year and 2/3 of score is based on school's yearly progress - measured by comparing this year's scores to those from the previous year. The "benchmarking" of the HSGQE in August 2002 and the adoption of Terra Nova norm-reference tests this year makes meaningful longitudinal comparisons and evaluations imprudent.*

**§ Continue work on equitable educational funding that reflects the following:**

- 1. Fully funding mandates*
- 2. Revisiting the Area cost Differential to more accurately reflect attendance areas*
- 3. Modifying the calculation procedures for alternative education, correspondence programs, and charter schools (rather than being counted with the largest school in the district, KPBSD recommends these programs be attached to the largest school in the attendance area)*

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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
2002 FEDERAL LEGISLATIVE PRIORITIES**

**§ Continue assignment of Title I Funds to schools rather than to individual students.**

*While not clearly defined, national level conversations about the portability of Title I funds causes concern for Alaskan school districts. Transferring of students between low-performing and high-performing schools may be an idea that works in densely populated areas but, in Alaska, transferring of a student between a rural and more urban school*

*might not only be cost-prohibitive but also, would not be in the best interests of the students. Poverty affects all of the clientele in a school, not just those identified as low income. The amount of funds actually attached to a student on an individual basis is much too small to provide an educational support program for a struggling student, whereas a school program, provided to all students in need is cost effective. Portability of Title I funds could seriously jeopardize remedial and intervention programs in high poverty areas throughout the state of Alaska. It should be noted that the notion of allowing more flexibility for using federal funds is attractive depending upon how it is structured.*

**§ Continue direct funding to school districts to lower class size at primary grades (Class Size Reduction or CSR grant).**

*For the last three years, a direct grant from the federal government to lower class size at the primary grades has paid incredible dividends. KPBSD has used the funds to hire 11 teachers throughout the district in order to target primary grades at less than 23 students to assure that all students receive a positive start in school, learn to read in first grade, and identify issues or necessary interventions early. This one act has dramatically increased the chance of academic success for students. In discussions with Washington, D.C., it is unclear how this grant is fairing. Apparently it is “wrapped” up with other legislation and educational funding to be provided in more of a block grant form to states. Unless the outcome of this revenue source is clearer, KPBSD will be forced to discontinue their lower PTR at the primary grades and lay off eleven teachers at the end of the school year.*

**§ Extend East End Road from Homer to the Russian Village Schools.**

*Four communities are connected to Homer, Alaska, via East End Road (McNeil Canyon – 11 miles, Razdolna – 23 miles, Voznesenka – 25 miles, and Kachemak Selo – 28 miles). The current road is not paved to the end and conditions preclude school bus transportation to all but McNeil Canyon. This has forced the district to lease structures in the three other communities with significantly less instructional resources that are available in other school district facilities. Based on Alaska Department of education space guidelines, the Voznesenka School is rated at 400% over capacity and physical constraints prevent placing a fourth portable building on the property. KPBSD requests federal funding to improve conditions on East End Road so that school bus travel is an option. With a bus ride of approximately 15 miles, opportunities for students in these Russian villages could be commensurate with others in the district.*

*December 3, 2001*  
*Board of Education Open Forum*  
*7:00-7:30 p.m.*

Prior to the regularly scheduled meeting on Monday, December 3, 2001, the Kenai Peninsula Borough School District Board of Education invites the public to an open forum from 7:00 p.m. to 7:30 p.m. in Conference Rooms A and B in the Borough Administration Building, Soldotna. This time is being set aside as an opportunity for the public to informally share their viewpoints on educational issues with the School Board.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street  
Soldotna, AK 99669

November 19, 2001

SCHOOL BOARD MEMBERS:

Dr. Nels Anderson, President  
Ms. Deborah Germano, Vice President  
Mrs. Sammy Crawford, Clerk  
Mr. Joe Arness, Treasurer  
Mrs. Debra Mullins, Member  
Mrs. Margaret Gilman, Member  
Mr. Al Poindexter, Member  
Miss Katie Lockwood, Student Representative

STAFF PRESENT:

Dr. Donna Peterson, Superintendent of Schools  
Mrs. Melody Douglas, Chief Financial Officer  
Dr. Gary Whiteley, Assistant Superintendent, Instruction  
Mr. Todd Syverson, Assistant Superintendent, Administrative Services

OTHERS PRESENT:

Mrs. Shellie Worsfold	Mr. Russell Lewis
Mrs. Paula Christensen	Mrs. Debbie Stewart
Mrs. Kathy Holt	Mr. Sam Stewart
Mr. Roy Anderson	Mr. Ken Halverson
Mr. William Blake	Mrs. Jan Halverson
Mrs. Linda Blake	Mr. Jim White
Miss Melissa Blake	Mr. Rick Matiya
Miss Anna Blake	Mr. Ben Eveland
Miss Katelyn Stetz	Mr. Richard Putney
Mr. Indy Walton	Mr. Lee Young
Mr. Eric Skjold	Mrs. Judy Klunder
Mr. Gary Ramsell	Mr. Paul Sorenson
Miss Holly Ramsell	Mr. Jon Lillevik
Mrs. Cassie Cooper	Mrs. Pam Howard
Mrs. Anne Fraser	Mrs. Katie Blossom

Others present not identified.

CALL TO ORDER:

Dr. Anderson called the meeting to order at 4:15 p.m. A quorum of School Board members, Dr. Anderson, Ms. Germano, Mrs. Crawford, Mr. Arness, Mrs. Mullins, Mr. Poindexter, Mrs. Gilman, were in attendance.

EXECUTIVE SESSION:

At 4:16 p.m., Mrs. Crawford moved the Board go into 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 negotiations. Mr. Arness seconded.

Motion carried unanimously.

ADJOURN EXECUTIVE SESSION:

At 5:55 p.m., Mrs. Crawford moved the executive session be adjourned. Mr. Arness seconded.

Motion carried unanimously.

PLEDGE OF ALLEGIANCE: Dr. Anderson invited those present to participate in the Pledge of Allegiance.

ROLL CALL:	Dr. Nels Anderson	Present
	Ms. Deborah Germano	Present
	Mrs. Sammy Crawford	Present
	Mr. Joe Arness	Present
	Mrs. Debra Mullins	Present
	Mrs. Margaret Gilman	Present
	Mr. Al Poindexter	Present
	Miss Katie Lockwood	Present

APPROVAL OF AGENDA: The agenda was approved with the deletion of Item Number 11a(2), Approval of Administration’s Recommendation Regarding Resignation.

APPROVAL OF MINUTES: The School Board Minutes of November 5, 2001 were approved as printed.

SCHOOL REPORTS: Mr. Halverson, Tustumena Elementary School principal, gave a Power Point presentation showing pictures of the school and highlighting staff and programs. He reported that his school has 250 K-6 students with 11 classrooms. Mr. Halverson introduced the Board to members of the site council, PTO, and staff and thanked them for their hard work.

Mr. Halverson reported that Tustumena Elementary School is the Community Center for the Kasilof area. He complimented the school library for their selection of books and stated the children benefit from having a community library in the school. He announced that Red Cross would be presenting on the preparedness for using the school as a shelter at the PTO meeting, November 20.

Mr. Halverson discussed how standards are being introduced to students with the focus on reading. He explained the involvement of assessment in the school programs and how it is used to diagnose a student’s progress. He stated that intervention is the key to a student’s success and provided some examples of how this is implemented at Tustumena. Mr. Halverson reported that the school’s Quality Institute Team has developed a plan for the staff to evaluate instructional and assessment data throughout the year.

Mr. Halverson discussed the delivery of instruction and showed some pictures of school activities and field trips. He invited the Board to Tustumena’s Christmas program, which is on December 20. Mr. Halverson stated the three major fundraisers for student programs and activities are the PTO, Fall Festival Carnival, and the Fun Fest. Some of these programs and activities include: student travel, memory books, fees for “Bees,” Battle of the Books, Awards and Rewards, and SEA week. Mr. Halverson praised his faculty for their ability to make education interesting and stated that students come first. He commented that his staff is excellent at helping students learn in different and varied ways.

Students gave a presentation called the Crooked Creek Project, which is a project-based learning program that was started at Tustumena in 1996. Students also performed a skit on Battle of the Books and invited the Board to attend their next battle on January 30. Students presented the Board with a gift and Mr. Halverson thanked the Board for all they do. Dr. Anderson thanked Mr. Halverson for a

wonderful presentation and expressed his appreciation for the gifts.

**COMMUNICATIONS AND PETITIONS:** Dr. Peterson announced that she received correspondence from AASB asking which board member will serve as the child youth advocate. Dr. Anderson reported that Ms. Germano will serve as the child youth advocate. Dr. Peterson addressed the correspondence received from Seward regarding staffing. Dr. Peterson shared with the Board a thank-you note sent by a recipient of an award.

**AWARDS AND PRESENTATIONS:** The Board presented Golden Apple Awards to Jon Lillevik, Kenai Central High School Counselor; Pam Howard, Kenai Middle School Nurse; Indy Walton, Skyview High School Teacher; and Darrell Hagen, Soldotna Middle School Teacher for their many years of service to the District. Mr. Young, Soldotna Middle School Principal, accepted the apple award on behalf of Mr. Hagen who was unable to attend the Board meeting.

The Board presented the Alaska Association of Career and Technical Education's 2001 Leadership Award to Ginger Steffy, Director, Kenai Peninsula College, for her outstanding contributions to education, the residents of the Kenai Peninsula, the Kenai Peninsula Borough School District, and to the local college.

**SUPERINTENDENT'S REPORT:** Dr. Peterson informed the Board that substitute training was held in Seward today. Dr. Peterson reported that she attended the Economic Development Division (EDD) Forum over the weekend. She stated that the District had a large presence with many of our Board members in sessions monitoring, presenting and interacting with the legislative group and others around the Peninsula. Dr. Peterson introduced Alaska's Junior Miss, Katie Lockwood.

**ANNUAL AUDIT REPORT:** Mrs. Douglas referred to the FY01 audit report. She acknowledged the efforts of the entire Finance Department for the completion of the audit and generation of the report. Mrs. Douglas introduced Steven McNamara, CPA with Mikunda, Cottrell & Co., who is the auditor-in-charge of the District audit. Mr. McNamara reviewed the results of the audit to the Board.

Mr. McNamara thanked the Board for having them as their independent auditor. He reported that the accounting and budgeting this year was very well done and that the auditors appreciated the level of expertise.

Mr. McNamara referred the Board to page 1 of the CAFR report. He informed the Board of the process and format of the audit. He also informed the Board that the format for this report would change next year.

Mr. McNamara reported that the Letter to Management Report includes the auditor's comments and recommendations on certain matters. The current year comments noted Petty Cash Funds and internal auditing of the Student Activity Fund. The auditors suggested that the District lower petty cash funds at locations with fairly large funds. Due to the overall size and volume of student activity transactions, the auditors suggested a periodic internal audit or review of student activity funds. These recommendations would provide a better safeguard of District assets.

ANNUAL AUDIT REPORT (continued):

Mr. McNamara noted the prior year comments and recommendations; which were Capitalization Policy and GASB 34 Implementation. He reported that the GASB 34 implementation will be a big transition for both the District and the Borough. He stated that the conversion will require additional effort from the staff, particularly the Finance Department and that full implementation is required by June 30, 2002.

Mr. McNamara reported there were no findings in the Federal and State Single audit.

Mr. Arness wanted to know the amount of the petty cash funds. Mr. McNamara stated between \$800 and \$1,500 at each site. He reassured the Board that this was not a major item. Mr. McNamara invited the Board to call his office should there be any questions.

Mrs. Douglas referred to the financial report of the District for the period ending October 31, 2001.

FINANCIAL REPORT:

Dr. Whiteley presented the 2001-2002 Class Size Enrollment report to the Board. Ms. Germano thanked Dr. Whiteley for the useful information. Mr. Arness requested a summary sheet showing districtwide class size results. Dr. Whiteley stated his office would compile that information for the Board. Ms. Germano commented that the class size report was a good source of information to share with the legislators.

CLASS SIZE ENROLLMENT REPORT:

Mrs. Crawford reported on the status of the Social Studies Curriculum. She thanked the Board members for working so hard and for giving a wonderful presentation at the AASB conference. Mrs. Crawford attended the EDD conference and stated the District was praised for its web streaming and for its partnerships.

BOARD REPORTS:

Mrs. Mullins stated she attended the AASB conference and reported to the Board on her presentations. She announced the June Nelson memorial fund was set up in honor of a past Board member, and that \$10,000 was raised for the scholarship fund.

Mrs. Gilman stated she enjoyed attending the AASB conference. While attending the conference, she learned that the District is a very well run organization. She thanked the administration for doing a great job.

Mr. Arness reported on his meetings with KPSAA and the Calendar Committee. He informed the Board that he emailed Mr. Keffer, Homer High School Principal and Mr. Pautz, Seward High Principal, on the matter of districting asking them to share any comments from their site councils. Mr. Arness stated that Mr. Keffer had invited him to attend Homer High's site council meeting on November 20.

Ms. Germano echoed Mrs. Crawford's comments on what a great job the Board did presenting at the AASB conference.

Dr. Anderson stated that two of the District's Board members are on the State Board; Ms. Germano and Mrs. Mullins. Dr. Anderson stated that he is pleased that they can offer their expertise to the rest of the state.

- CONSENT AGENDA:** Items presented on the Consent Agenda were Long-Term Substitute Teacher Contract, Budget Transfers, New Teacher Assignment, 2002-2003 Certified Staffing Formula, and 2002-2003 Support Staffing Formula.
- LONG-TERM SUBSTITUTE TEACHER CONTRACT:** Mr. Syverson recommended the Board approve a long-term substitute teacher contract for Bob Ramponi, music, Tustumena Elementary School.
- BUDGET TRANSFERS:** Mrs. Douglas recommended the Board approve budget transfer Numbers 143 and 144, which include transfers totaling \$183,139 and \$125,474. These transfers to schools cover the cost of this year's language arts adoption.
- NEW TEACHER ASSIGNMENT:** Mr. Syverson recommended the Board approve a nontenure temporary teacher contract for Christopher Towne, music, Paul Banks Elementary/Homer area.
- ACTION:** Ms. Germano moved the Board approve Consent Agenda Item Numbers 11a (1), (3), and (4). Mrs. Mullins seconded.
- Motion carried unanimously.
- 2002-2003 CERTIFIED STAFFING FORMULA:** Mr. Syverson recommended the Board approve the 2002-2003 Certified Staffing Formula as presented.
- ACTION:** Mrs. Crawford moved the Board approve the 2002-2003 Certified Staffing Formula. Mrs. Mullins seconded.
- Ms. Germano reminded the Board when considering the staffing formulas, to make sure the needs of the students are being met.
- Mrs. Crawford stated that she appreciates the concern and attempt to keep class sizes low in the elementary grades and protect the existing programs. She added that she appreciates the administration's efforts.
- Mr. Arness expressed his concern with the adjustment to the Kenai Middle School principal range. Mr. Syverson reminded the Board that each year the formulas are adjusted according to programmatic needs and that the recommendation is strictly for the 2002-2003 school year and could be addressed again next year by the School Board. He stated the adjusted enrollment was from 400 to 350 allowing Kenai Middle to keep a full time assistant principal. Mr. Syverson noted that Kenai Middle School's enrollment is currently at 385, which is the projected enrollment. He is hoping by next fall that enrollment will be at 400.
- Ms. Germano commented on discussions that took place at the work session on staffing formulas and stated that she is not comfortable with the adjustment.
- Mrs. Gilman stated that Kenai Middle School does need some special consideration because it is the only school that has grades 6, 7 and 8 with the intent to treat the 6<sup>th</sup> grade as a separate entity, which requires additional services of the administrative staff.
- Motion carried unanimously.

2002-2003 SUPPORT STAFFING  
FORMULA:

Mr. Syverson recommended the Board approve the 2002-2003 Support Staffing Formula as presented.

Terry Woodward, Skyview High School custodian, asked if any buildings would lose a custodian. Mr. Syverson stated that the only change is to the Seward area due to the separation of the Middle/High school. He stated that Seward Middle and Seward High would have the same number of custodians, however, they will each have one head custodian. Mr. Syverson stated that the custodial staffing districtwide remains status quo.

ACTION:

Mrs. Mullins moved the Board approve the 2002-2003 Support Staffing Formula. Mr. Poindexter seconded.

Ms. Germano shared her concern about the limited time the Board had to review the staffing formulas. She was particularly concerned about the nursing formula. She stated that nurses were under a lot of pressure last year and they will be this year following up with state mandate requirements. Ms. Germano stated she does not support the formula as written.

Mrs. Mullins asked what the timeline was for reviewing the staffing formulas. Mrs. Douglas stated it would be best to approve it tonight so the Finance Department has time to review and prepare for the budget deadline. Mr. Syverson stated that Special Services has been able to give additional nursing time and that the administration is sensitive to the nurses' needs. He stated that with declining enrollments the current nursing staffing formula does not equate staying status quo and given the financial situation, are hoping to keep the current formula and will continue to look for creative solutions to support the nurses. Mr. Syverson agreed that the nurses are important to schools.

Mrs. Mullins suggested that the staffing formulas be distributed to the Board at an earlier time next year so the Board can have more time to review the formulas.

VOTE:

YES – Arness, Crawford, Gilman, Mullins, Poindexter, Anderson

NO – Germano

Motion carried.

FIRST READING OF POLICY  
REVISIONS:

The Board heard a first reading of BP 6111, Elementary and Secondary, School Calendars. Mr. Arness asked for clarification on the new language written in the policy revision. Ms. Germano asked Dr. Whiteley the reason for the change. Dr. Whiteley replied that the change was necessary for planning purposes. He informed the Board that the Anchorage School District has their school calendars adopted and approved for five years at a time. Dr. Whiteley reported that the Instruction Office frequently receives calls from the community who wish to plan their calendars a year in advance.

## BOARD COMMENTS:

Miss Lockwood stated that she really enjoyed attending the AASB Conference and the Youth Leadership Institute. She thanked the Board for the opportunity to attend and indicated that she plans to use what she learned while representing the students and the District.

Mr. Poindexter congratulated Miss Lockwood on being chosen as Alaska's Junior Miss. He reported to the Board that Mr. Stewart attended the National FFA Convention and referred the Board to Mr. Stewart's report. He commented on the performance of the District's FFA students. Mr. Poindexter stated he was concerned with the inconsistency in class fees and the process of selecting student representatives for the School Board. He would like the Board to review district policies on these matters in the future. Mr. Poindexter informed the Board that the Vocational Advisory Committee expressed an interest in participating in the March 4 worksession on vocational education and asked that someone let them know how they can contribute. Dr. Anderson asked Dr. Peterson if there would be any problems with Committee participation and she replied no.

Mr. Arness extended his congratulations to Miss Lockwood on being selected as Alaska's Junior Miss. Mr. Arness commented on the broadcasting of the EDD conference and wanted to know what it would involve and how much it would cost to broadcast School Board meetings. Mr. Arness asked Mrs. Douglas if the GASB 34 will change the way the District does its reporting. Mrs. Douglas replied yes and stated that it will be a big project, a plan is in place.

Mrs. Mullins congratulated Miss Lockwood for doing a wonderful job at the AASB conference and stated that the Board appreciates her service and congratulated her on being selected as Alaska's Junior Miss. She expressed her appreciation to Mr. Halverson for his school presentation and for the opportunity to see the kids. Mrs. Mullins stated the importance of the local schools serving as a community center and that she appreciates the work the staff and parents put into all of our schools. Mrs. Mullins congratulated Ms. Germano on her election to the AASB Board of Directors.

Mrs. Gilman congratulated Miss Lockwood on the AASB conference and for being selected as Alaska's Junior Miss. She encouraged Board members to attend the Battle of the Books. She thanked Mr. Halverson for his school presentation.

Ms. Germano shared her positive experiences with the Battle of the Books and thanked Mr. Halverson for his school presentation. She commented that the State started broadcasting their Committee meetings last year and wanted to know if that was an option for the District. Ms. Germano expressed a concern that the Alaska's School Activities Association (ASAA) voted to have all membership pay their own expenses for their meetings. She asked how that would impact the District and what was the process for making financial decisions. Ms. Germano thanked the administration for all their work on the staffing formula/class size reports and stated that it is important to have the information to the Board ahead of time for review.

BOARD COMMENTS (continued):

Mrs. Crawford thanked Ms. Germano and Mrs. Mullins for representing the Board on the AASB Board of Directors. She offered her congratulations to Miss Lockwood and thanked Mr. Halverson for his school presentation. Mrs. Crawford welcomed Mr. Putney to the District. She reported that she attended Kenai Alternative High School's Thanksgiving feast and that it was well attended. She requested that she be excused from the December 3 Board meeting.

Dr. Anderson congratulated Ms. Germano on her election to the AASB Board of Directors and Miss Lockwood for her incredible performance.

EXECUTIVE SESSION:

At 9:11 p.m., Mrs. Crawford moved the Board go into 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 negotiations. Mrs. Mullins seconded.

Motion carried unanimously.

ADJOURN EXECUTIVE SESSION:

At 10:30 p.m., Mr. Arness moved the executive session be adjourned. Mr. Poindexter seconded.

Motion carried unanimously.

ADJOURN:

At 10:31 p.m. Mrs. Mullins moved the School Board Meeting be adjourned. Mrs. Crawford seconded.

Motion carried unanimously.

Respectfully

submitted,

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Dr. Nels Anderson, President

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Mrs. Sammy Crawford, Clerk

The Minutes of November 19, 2001,  
have not been approved as of  
November 26, 2001.

December 3, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Teacher Assignments/2001-02 Item – 11a(1)

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>
Seward, AK	Mary Alice Allman	MS	Nova University, Florida	Administration and Supervision	Biology and Science	5 States	Full time Generalist at Spring Creek School
Seward, AK	Gary Blount	MEd.	University of North Florida	Administration and Supervision	Math and Physics	35 States	Full time Generalist at Spring Creek
Kaslief, AK	Debra Hayes	MEd.	Northern Arizona University	Reading and Learning Disabilities	Elementary; Special Education	11 States	Temporary full time Special Ed/ Resource at K-Beach Elementary
Homer, AK	Heather Pancratz	BA	University of Wisconsin	English	English	1 States	Temporary, full time Middle School Coordinator at Homer Middle

December 3, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Substitute Teacher Contract(s) – Item 11a(2)

The Administration recommends the following substitute teacher contract(s) be approved:

JoAnn McClain

Grades 5-8

Moose Pass

Gordon Griffin

English

Skyview High School

December 3, 2001

TO: Board of Education  
FROM: Todd Syverson, Assistant Superintendent, Administrative Services  
SUBJECT: Approval of Resignations - Item 10a.(3)

It is recommended the following resignations be approved.

Vicki Johnstonfreese Librarian Sterling Elementary  
effective the end of the first semester of the 01-02 school year

**Memo To:** Members, Board of Education

**From:** Gary Whiteley, Ed. D.  
Assistant Superintendent of Instruction

**Date:** December 3, 2001

**Re:** Policy Revision, Second Reading  
BP 6111 (Elementary and Secondary, School Calendar)

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The attached revision updates district policy BP 6111 (Elementary and Secondary, School Calendar). The suggestion for changing the policy occurred at the October 29, 2001 calendar committee meeting. The reason for changing the policy is because members of our community frequently request calendar information a year in advance that has not been approved by the School Board.

The substitution attached reflects revisions made after the first reading at the November 19, 2001 School Board meeting. The administration recommends approval of policy revision BP 6111.

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Attachment: BP 6111

**Instruction** BP 6111

## **SCHOOL CALENDAR**

The Superintendent or designee shall recommend to the School Board a school

calendar that will meet the requirements of the law as well as the needs of the community, students and the work year as negotiated with district personnel with a primary focus on the district's ability to deliver the instructional program.

Note: AS 14.03.030 mandates a school term of 180 days. With the approval of the Commissioner of Education, up to ten days may be used for teacher inservice training. "Emergency closure days" may be substituted for days in session because of conditions posing a threat to the health or safety of students. A school board may adopt a school calendar of as few as 170 days (150 days if necessary to abate health hazards), conditioned upon the board submitting an acceptable plan providing students with an approximate educational equivalent of 180 days in session.

As authorized by state law, the Board shall establish the annual school calendar that fixes the dates and days of attendance based upon the recommendations of the calendar committee appointed by the Board and composed of one teacher, three parents (representing elementary, middle school, and high school age students), student, administrator, educational support employee and Board member. **[The calendar committee will recommend calendars for two school years.]** The committee shall complete its duties by December 1 of each school **[the]** year **[preceding the expiration of the currently adopted calendar cycle.]**, recommending the school calendar for the next year and proposing tentative calendars for two years in the future.

The school calendar shall show the beginning and ending school dates, legal and local holidays, orientation and teacher inservice days, number of teaching days, vacation periods and other pertinent dates.

*(cf. 6115 - Ceremonies and Observances)*

*Legal Reference:*

ALASKA STATUTES

*14.03.030 School term*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date:**

**Memo To:** Members, Board of Education

**From:** Gary Whiteley, Ed. D.  
Assistant Superintendent of Instruction

**Date:** December 3, 2001

**Re:** School Calendars for Board Approval

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The following calendars are submitted for your consideration and approval.

<a href="#">2002-2003 Calendar</a>	(Final Approval)
<a href="#">2003-2004 Calendar</a>	(Final Approval)
<a href="#">2004-2005 Calendar</a>	(Tentative Approval)
<a href="#">2005-2006 Calendar</a>	(Tentative Approval)

This year's Calendar Committee met on October 29, and November 9, 2001.

### **Committee Members**

Joe Arness	Board Representative
Jamie Beever	Student Representative
Kimb Remsen	Parent Representative
Debbie Harris	Parent Representative
Sharon Hale	Parent Representative
Alan Howard	KPSAA Representative/A.
Barbara	D.
Browning	Teacher

Tim Sandahl	Teacher
Trena Richardson	KPAA Representative
Richard Toymil	Elementary Principal
Robin Williams	High School Principal
Eileen Reemtsma	Administrative Secretary
Sam Stewart	Director

The administration recommends approval of the school calendars.

Enclosure:      School Calendars

**Budget Justification  
2002-2003**

Department: 70Board of Education  
Function: 4511Board of Education  
Program: 0000General

Object Code	Description	Justification	2001-02 Original Budget	2001-02 Current (Revised) Budget	2002-03 Requested Budget	Diff + or - Current to Requested
4140	Prof. Technical Legal	General legal fees paid for legal advice, negotiations, arbitration expenses through the AMA and mediation, and any settlements that may result from legal cases.	\$ 48,000	\$ 48,000	\$ -	\$ (48,000)
4200	Travel	Travel expenses associated with local board meetings, state school board meetings and national conferences.	18,000	18,000	-	(18,000)
4331	Postage	General postage costs in support of the school board.	1,500	1,500	-	(1,500)
4402	Purchased Services	Payment to vendors for various services performed on behalf of the school board; Peninsula Clarion and printing costs.	6,750	6,750	-	(6,750)
4501	Supplies	General supplies needed for support of the school board.	1,000	1,000	-	(1,000)
4850	Stipends	Stipends to members and president of the board for their participation in all school board activities.	14,040	14,040	-	(14,040)
4901	Other	School board dues, purchase of diplomas, and other related expenses.	25,185	25,185	-	(25,185)

<b>Totals</b>	\$ 114,475	\$ 114,475	\$ -	\$ (114,475)
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# Memorandum

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**DATE:** June 19, 2001  
**TO:** Members, Board of Education  
**FROM:** Donna Peterson, Ed.D.  
Superintendent of Schools  
**RE:** School Board Budget

Attached is a June 15, 2001, printout of expenses for the School Board account. As you know, we took severe budget cutting measures throughout all central accounts for FY01. We made central office live within those cuts. We were less able to do that with the Board account and, other than providing monthly budget reports for account "70" in the Board information packet, did not take any steps to limit Board spending. An analysis of the data will show areas we need to improve next year because budget restrictions are still in place. The question of the day is, "Where in the world do we find almost \$30,000 at this point in the year?" The answer is, "We're looking and trying to get that figured out." In the long term, we need to tighten our spending habits where possible in order to not face the same problem at the end of next year. Here are the specific accounts that are "overrun" during the past year:

**Account 4140 Legal** <\$23,958> We reduced this account from \$75,000 in 1999 to \$56,250 in 2000, and to \$48,000 in 2001 in order to balance the budget. Actual expenditures are currently at \$71,958 and are likely to reach the \$75,000 mark when we receive the bill for last month's hearing and other services. This account is particularly volatile and unpredictable, depending on employee actions against the district, changes in legislation, and updates to policy. In the next budget cycle this will be back to \$75,000.

**Account 4200 Travel** <\$1750> This was an account that was reduced for this fiscal year and unfortunately, we did not take the necessary steps of living within our budget.

**Account 4402 Purchased Services** <\$1191> The unanticipated/unbudgeted expenses in this account have mainly to do with the advertising and seating of a new board member midyear to replace Mike Chenault.

**Account 4901 Other Expenses** <\$2198> The over expenditure in this account comes mainly from two areas - our not reducing expenses to offset the reduction made in the budget for this fiscal year and awards (golden apples, reinstatement of gold pans and service pins for employees).

## Implications:

1. (Account 4140) – The legal account will be woefully short during the coming year as we seek legal input on negotiations, etc.
2. (Account 4200) – We'll need to have fewer people traveling to fly-ins, etc.
3. (Account 4901) – We'll attempt to limit the length of the meetings and worksessions so that two meals will not be needed on Board days.