

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

REGULAR SCHOOL BOARD MEETING: August 5, 2002 - 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

Worksessions

A-G-E-N-D-A 4:00 p.m. Board conversation regarding student representative selection

1. Executive Session – Negotiations Tactics and Strategies and Finances *(beginning at 5:00 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/[July 1, 2002](#)
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
  - a. Lynne Sandahl, Human Resources Analyst
9. Superintendent's Report
10. Reports
  - a. [Financial Report](#) – Mrs. Douglas
  - b. Board Reports

11. Action Items

a. Consent Agenda

- (1) Approval of [Hazardous Bus Route Resolutions](#)
- (2) Approval of [New Teacher Assignments](#)
- (3) Approval of [Nontenure Teacher Appointments](#)
- (4) Approval of [Resignation](#)
- (5) Approval of [Request for Leave of Absence - Support](#)

Finance

- b. Approval of [School Incentive Program](#)

Administrative Services

- c. Approval of [Support for New Seward Middle School Facility](#)
- d. Approval of [Health Insurance Allocation](#)

Instructional Services

- e. Approval of [Revisions to BP 6146.1, High School Graduation Requirements](#)
- f. Approval of [Montessori Charter Amendment](#)

Superintendent

- g. Approval of [Administrator Appointment](#)

12. First Reading of Policy Revisions

- a. [BP 3530, Risk Management](#)

13. Public Presentations/Comments (Individuals are limited to three minutes each on the topic(s) listed below or on any topic.)

14. Board Comments

15. Executive Session

16. Adjourn

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KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street  
Soldotna, AK 99669

July 1, 2002

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

STAFF PRESENT:

Dr. Donna Peterson, Superintendent of Schools  
Mrs. Melody Douglas, Chief Financial Officer  
Dr. Gary Whiteley, Assistant Superintendent, Instruction

OTHERS PRESENT:

Mr. Tim Peterson	Mr. Jeff Sinz
Mrs. Paula Christensen	Mrs. Kimb Remsen
Mr. Sam Stewart	Katie VanDerWege
Dr. Roy Anderson	Bethany Thornton
Mrs. Nan Spooner	Mr. Dave Thornton
Mr. Bob VanDerWege	Mrs. Sue Thornton
Mrs. Carol VanDerWege	Ms. Jenni Dillon
Miss Angel Hollers	Mrs. Noel Collins
Mr. Mick Wykis	

Others present not identified.

CALL TO ORDER:

Dr. Anderson called the meeting to order at 5:49 p.m. A quorum of School Board members, Dr. Anderson, Ms. Germano, Mrs. Mullins, Mrs. Gilman, Mrs. Crawford and Mr. Poindexter were in attendance.

EXECUTIVE SESSION:

At 5:50 p.m. Mrs. Mullins 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 tactics and strategies. Mrs. Crawford seconded.

ADJOURN EXECUTIVE SESSION:

At 6:05 p.m., Mrs. Mullins moved the executive session be adjourned. Mrs. Crawford seconded.

RECESS

At 6:06 p.m., Dr. Anderson called a recess.

RECONVENE AFTER RECESS:

At 7:33 p.m., the Board reconvened in regular session.

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	Absent/Excused
Mrs. Debra Mullins	Present
Mrs. Margaret Gilman	Present
Mr. Al Poindexter	Present

- APPROVAL OF AGENDA:** The agenda was approved with the deletion of Item 11d., Approval of Revisions to BP 6146.1, High School Graduation Requirements, and the removal of Item 11a.(2), Approval of Laidlaw Activity Bus Proposal, from the Consent Agenda.
- APPROVAL OF MINUTES:** The revised School Board Minutes of June 3, 2002, were approved as printed.
- COMMUNICATIONS AND PETITIONS:** Dr. Peterson reported that she has received the usual communications from NEA regarding negotiations and other ongoing matters. She stated that she has received the usual correspondence from the state soliciting public comments regarding various proposed regulations.
- AWARDS AND PRESENTATIONS:** The Board presented Spirit of Youth Awards to Miss Carrie Collins, Miss Bethany Thornton, Miss Angel Hollers, and Miss Katie VanDerWege. Miss Caelin Kubena and Miss Crystal Dionne were also recipients but were not present.
- The Board presented Golden Apple awards to Mr. Jeff Sinz, Kenai Peninsula Borough Finance Director, and Mrs. Kimb Remsen, Sears Elementary volunteer and substitute, for their service to the District.
- SUPERINTENDENT'S REPORT:** Dr. Peterson reported that the Administration will decide on the next steps for the Seward Middle School replacement based on the code review information that was received in June. She stated that the District will balance the need to move quickly with the need for deliberate planning to provide accurate information to voters. She stated that the Administration will follow the District Planning Guide and will inform the Board on each step. She reported that the Long Range Plan information that was shared at the June 4 retreat is available on the District website at [http://www.kpbsd.k12.ak.us/plan/02\\_03.htm](http://www.kpbsd.k12.ak.us/plan/02_03.htm). She commended Mrs. Jackie Ansotegui for posting an accurate record of the Long Range Plan accomplishments. She reported that the District website has received 1.5 million visitors.
- Site Council Report:** Dr. Peterson presented site council reports from each school. She explained that schools are required to submit an end-of-the-year report reflecting site council activities throughout the year as well as a copy of their monthly minutes. She added that the report will be shared with school principals and with the site council chairperson during the August 27 meeting.
- Lease Agreements Report:** Dr. Peterson presented a report of current lease agreements between the District and After the Bell, Boys & Girls Club, City of Soldotna, City of Homer, City of Seward, Village of Kachemak Selo, North Peninsula Recreation Service Area, Village of Razdolna, Henderlong Enterprises, and the Village of Voznesenka.
- Financial Report:** Mrs. Douglas presented the financial report of the District for the period ending May 31, 2002.
- Mrs. Crawford asked about social studies materials funding. Mrs. Douglas explained that FY03 money allocated by the legislature for curriculum purchases and a small portion from the FY02 budget will pay for the social studies materials. Mrs. Douglas noted that the books have been ordered and are expected to arrive before the start of school.
- Budget Transfer Report:** Mrs. Douglas reported on budget transfers Numbers 230 through 962 for various schools and departments within the District.

- BOARD REPORTS:** Ms. Germano reported that she joined Dr. Peterson and Mrs. Tachick for a one-day workshop regarding open meetings in Alaska. She stated that it was nice that all three were able to attend so that open meeting issues, as they relate to the District, could be discussed.
- BOARD REPORTS (continued):** Dr. Anderson reported that he and Mr. Spence met with the Seward Site Council to discuss the code review of Seward Middle School. He stated that the Site Council has scheduled a meeting for July 11 to meet with the Seward community regarding plans for the school. He stated that he feels that the community is leaning towards requesting a new school facility. He noted that in order to gain square footage, the Anchorage School District has transferred portions of school facilities (such as pools and auditoriums) to the municipality. The Seward community feels that if the middle school is demolished and replaced by a new facility there will be a shortage of classroom space for art and other courses that require larger rooms because the pool and theater will be included in the square footage allocation.
- CONSENT AGENDA:** Items presented on the Consent Agenda were Approval of 2002-2003 Annual Agenda Guideline, Laidlaw Activity Bus Proposal (removed from Consent Agenda), Budget Transfers, Long Term Substitute Teacher Contract, New Teacher Assignments, Leave of Absence Requests – Certified, Leave of Absence Request – Support, Resignations, Nontenure Teachers for Tenure, and Tentative Nontenure Teacher Assignments
- 2002-2003 Annual Agenda Guideline:** Dr. Peterson recommended the Board approve the 2002-2003 Annual Agenda. The Annual Agenda consists of dates on which routine items as well as worksessions and reports relating to Board goals are presented to the School Board.
- Budget Transfers:** Mrs. Douglas recommended the Board approve budget transfers Numbers 731 for \$51,063 to help pay salaries to implement the Technology Plan; 735 for \$74,561 to pay for 100MB Ethernet switches; 741 for \$21,956 to pay for Year 2.5 laptop computers; 756 for \$40,111 to pay for Year 3 printers; 895 for \$62,000 to pay for summer school teacher salaries; 896 for \$45,000 to pay for student textbooks and materials for curriculum implementation; 926 which includes various transactions exceeding \$10,000 to adjust utility budgets (electricity, water and sewer, fuel for heating and garbage) based on actual year-to-date utility costs; 945, which includes \$10,051 for May bus contractor costs in the Homer/Anchor Point area and \$27,898 for May bus contractor costs in the Kenai/Soldotna area; 946 for \$12,271 to pay part of the salary for a Special Services bus aide/monitor on the Seward bus routes; 922 for \$36,500 to pay for legal consultation services incurred for grievances and labor relations; 952 for a total of \$95,738 to adjust telephone budgets within the district based on actual year-to-date telephone costs by location; 957 and 960 each for transactions exceeding \$10,000 to adjust substitute salary accounts for employees who are on extended leave due to extenuating circumstances such as maternity leave, workers compensation leave and family medical leave and for temporary salaries for vacant positions; and 958 for \$18,298 to pay for substitute costs.
- Long-Term Substitute Teacher Contract:** By memorandum, Mr. Syverson recommended the Board approve a long-term substitute teacher contract for Irene Hegwer, language arts, Soldotna Middle School.
- New Teacher Assignments:** By memorandum, Mr. Syverson recommended the Board approve teacher assignments for the 2002-2003 school year for Laura MacDonald, .50 FTE Grades K-

2 (temporary), Cooper Landing; Jennifer Tyler, Grade 5 (temporary), K-Beach Elementary; Janice J. Waldron, Grades 3-5 (temporary), Ninilchik Elementary/High; Galen J. Brantley, social studies/photo, Soldotna High; Janne K. Lillestol, special education/resource, Soldotna High; Cindy L. Bedingfield, special education resource/secondary generalist, Susan B. English Elementary/High; Suzanne E. Haines, QUEST/librarian, West Homer Elementary; George Johnson, social studies/language arts (temporary), Kenai Central High; RaeEllen Kurzendoefer, middle school generalist (temporary), Nikiski Middle/High; Timothy J. McFarland, music (temporary), Ninilchik Elementary/High; Lisa Osborne, Grade 6, Soldotna Elementary; and Jeffrey W. Moore, music, Soldotna Middle.

- Leave of Absence Requests – Certified: By memorandum, Mr. Syverson recommended the Board approve unpaid leave of absence requests for the 2002-2003 school year for Marvin D. Tapsfield, Grade 8 Science, Seward Middle and Tracy L. Wimmer, Grade 4, Sterling Elementary.
- Leave of Absence Request – Support: By memorandum, Mr. Syverson recommended the Board approve an unpaid leave of absence request for Yolanda Schrader, Title I Tutor, Sears Elementary (effective August 14, 2002 through November 30, 2002).
- Resignations: By memorandum, Mr. Syverson recommended the Board approve resignations with various effective dates for Jane Boerger, English, Seward High; Sherry Friedersdorff, Grades 3-6, Tebughna Elementary/High; Dave Silva, Connections; Katherine P. Taylor, language arts/QUEST, Seward Middle; Shane Totten, art/photography, Kenai Central High; and Indy Walton, business, Skyview High.
- Nontenure Teachers for Tenure: By memorandum, Mr. Syverson recommended the Board approved Rachel A. Roemhildt, Teri L. Hoffman, and Virginia A. Bucher, nontenured teachers, for tenure.
- Tentative Nontenure Teacher Assignments: By memorandum, Mr. Syverson recommended the Board approve tentative nontenure teaching assignments for Timothy Whip, (temporary) Online Assessment Trainer, Grants Office; Jill K. Sill, Generalist/Title I (.25 temporary/.5 permanent), Homer Flex; John M. DeVolld, Title I (temporary) reading, Mt. View Elementary; Tanya L. Erwin, Title I reading (temporary), Mt. View Elementary; Jennifer Joy Jones, Title I reading (temporary), Tustumena Elementary; and Linda M. Etwiler, Title I/Migrant (temporary), Voznesenka Elementary.

**ACTION** Ms. Germano moved the Board approve Consent Agenda Items Numbers 1 and 3 through 10. Mrs. Crawford seconded.

Motion carried unanimously.

Laidlaw Activity Bus Proposal: By memorandum, Mr. Syverson recommended the Board approve a request for permission to participate in a pilot program, allowing Laidlaw to provide transportation services for cocurricular activities at Homer area schools during the 2002-2003 school year. Dr. Anderson noted that prior to the meeting the Board conducted a worksession with Laidlaw to discuss the proposal.

**ACTION** Mrs. Germano moved the Board approve the Laidlaw activity bus proposal. Mrs. Crawford seconded.

Laidlaw Activity Bus Proposal (continued): Mr. Poindexter stated that he appreciates the creativity of Laidlaw and the District to attempt to solve some of the long distance transportation problems. He noted that although District buses are safe, they are not reliable. He stated that he is not

convinced that the proposal is the best way to solve the problem and feels that the District will lose some flexibility. He stated that route buses influence school schedules instead of vice versa and added that the bus company is less flexible than the District. He stated that although Laidlaw buses are warmer they will be more congested. Mr. Poindexter stated that he is not convinced that there will be a cost savings but added that because District buses are falling apart he is willing to try something new for one year.

Ms. Germano stated that she thinks that the Laidlaw proposal is a creative solution and a good one. She expressed appreciation that Laidlaw offered the proposal. She stated that the Board is concerned for the safety of students. She stated that she understands Mr. Poindexter's issues but feels that the proposal ensures student safety. She added that if the District can save money, everyone wins.

Mrs. Gilman thanked Mrs. Spooner and the Laidlaw representatives who attended the worksession. She expressed concern for student safety. She stated that she supports the proposal because she likes the additional insurance that will be provided by Laidlaw. She asked the Board to consider the reasons why students are being transported to the Matanuska-Susitna Valley.

Motion carried unanimously.

Revisions to BP 3440, Inventories:

Mrs. Douglas recommended the Board approve revisions to BP 3440, Inventories. She explained that the change raises the dollar amount to \$5,000 on all inventory items for depreciation and financial reporting purposes and noted that all items in excess of \$500 will continue to be tracked for insurance purposes.

ACTION

Mrs. Crawford moved the Board approve revisions to BP 3440, Inventories. Ms. Germano seconded.

Motion carried unanimously.

Substitute and Temporary Pay Schedule:

Dr. Peterson recommended the Board approve the pay schedule for substitutes and temporary employees for the 2002-2003 school year.

ACTION

Ms. Germano moved the Board approve the pay schedule for substitutes and temporary employees for the 2002-2003 school year.

Mrs. Gilman noted that according to the proposed pay schedule, certified substitutes earn approximately \$12.50 per hour. She noted that bus driver salaries are \$12 per hour. Dr. Peterson noted that the bus driver salaries are based on a contract which by statute must be double the minimum wage. Mrs. Gilman asked whether the District has a problem finding certified substitute teachers. Dr. Peterson stated that there are locations where it is difficult to find certified substitutes. Mrs. Gilman asked whether the District is forced to use non certified substitutes more than certified substitutes. Dr. Peterson responded that she would find out. She noted that many certified substitutes are hired and that the District continues to train substitutes.

Motion carried unanimously.

2002-2003 Board of Education Goals:

Dr. Peterson presented two goals and 25 administrative tasks for accomplishment during the 2002-2003 school year as a result of the Board's June 4 planning session. The recommended goals are 1) provide increased accountability for and

communication of student achievement; and 2) recruit and retain students and staff.

ACTION Ms. Germano moved the Board approve the Board of Education goals.  
Ms. Crawford seconded.

Ms. Germano clarified that the Board will approve the 2002-2003 goals and not the administrative tasks.

ACTION Ms. Germano moved the Board amend Board Goal 2, subheading Number 5, after the word "employees" add the words "joining, staying, or." Mrs. Crawford seconded.  
  
Amendment carried unanimously.

ACTION Ms. Germano moved the Board amend Board goal Number 2 to add Subheading 6 which would say "Continue to recognize outstanding achievement and contributions by students, staff, and community." Mrs. Mullins seconded.  
  
Amendment carried unanimously.

Ms. Germano reported that the Board conducted a planning session with the District administration on June 4 to plan the Board goals. She stated that the session provided a time for Board discussion and input. She stated that many questions were answered by the administration regarding concerns, visions and goals.

Mrs. Gilman suggested the Board ask site councils if they have any suggestions or input for the Board that could be included in the planning session.

Amended motion carried unanimously.

Administrator Appointments: Dr. Peterson recommended the Board approve Joseph Huftel as the Homer High School assistant principal, Tim Peterson as the Human Resources director, Gregory Wilbanks as the Kenai Alternative principal/teacher, Benny T. Abraham as the Paul Banks Elementary principal and Allan Howard as the Soldotna High School assistant principal.

ACTION Ms. Germano moved the Board approve the administrator appointments as presented. Mrs. Mullins seconded.

Motion carried unanimously.

BOARD COMMENTS: Mr. Poindexter expressed his appreciation for the discussions held during the worksessions prior to the Board meeting. He requested an excused absence for the August 5 Board meeting. He stated that he will be advising and escorting students who qualified to participate in the Canon Envirothon, an international competition. He explained that the students must be experts in soils, forestry, wildlife, aquatics and biodiversity in invasive species. He noted that the 5-day contest will be held in Massachusetts.

BOARD COMMENTS (continued): Mrs. Gilman stated the superintendent's report and the site council descriptions gave her a glimpse of what is going on in the District. She stated that she is nervous about what is going on in some of the schools because, after reading the Site Council reports, it appears that some councils operate in an advisory capacity to the principal and others "rubber stamp" decisions made by the principal. She stated that she is



concerned because, when there is a problem at the school, the Board's response is that the issue should be dealt with by the site council. She stated that she attended a play written and directed by Joe Rizzo, Nikiski Elementary/High teacher, titled "A Substantial Risk." She stated that the play was fantastic and riveting. She stated that it was about Youth Court and included Nikiski High School students. She stated that the District is fortunate to have a playwright on staff.

Mrs. Mullins commented that the all-day Board goal planning session is long and arduous. She stated that there are so many things the Board members want to do but there is not enough time. She thanked Board members for the goal setting process and for the discussions in which ideas were shared without rancor. She stated that the Board presented goals that she feels the administration can accomplish, along with the many other tasks that come up on a day-to-day basis. She stated that she appreciates the work of the administration. She thanked those who received awards. She stated that the Board likes to recognize those who make contributions to children. She welcomed Mr. Tim Peterson to his new position as the Human Resources director.

Mrs. Crawford congratulated Mr. Peterson for his new assignment as the Human Resources director. She congratulated Miss VanDerWege and thanked her for staying to watch the remainder of the Board meeting. She thanked the administration and Dr. Peterson for the site council reports and school goal reports. She noted that the reports gave an in depth view of what is happening in the District. She stated that she also appreciated the worksession on summer school and added that it is exciting to see how well students are doing. She reported that she serves on the Kenai Peninsula Industry Consortium and noted that it is incredible what private industry wants to do to provide courses, equipment and materials to schools. She stated that she will attend the Standard Setting Committee for the High School Qualifying Exam cut scores on August 6-8.

Dr. Anderson stated that he spoke to a parent whose child took algebra as an eighth grade student and received a B in the class but was not granted high school credit since the student was still in middle school. He stated that he discussed the issue with Dr. Whiteley and agreed that the Board should review the policy. He stated that he would like to see the Board grant credit for high school courses that are taken at the middle school level. He stated that he was thrilled the report on reading and math advancements as a result of the summer school program and added that he hopes the District can expand the program.

ADJOURN:

At 8:20 p.m., Mrs. Crawford moved the School Board Meeting be adjourned. Mrs. Mullins 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 July 1, 2002,  
have not been approved as of  
July 3, 2002.

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

**Through:** Todd Syverson, Assistant Superintendent  
Assistant Superintendent, Administrative Services

**From:** Dave Spence  
Director, Planning and Operations

**Date:** July 29, 2002

**Re:** Hazardous Bus Route Resolutions

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Attached are six resolutions for the 2002–2003 school year concerning hazardous bus routes in the Kenai Peninsula Borough School District. The resolutions are for North Star Elementary and Nikiski Elementary Schools, Redoubt and Soldotna Elementary Schools, Seward Elementary School, Sears and Mt. View Elementary Schools, West Homer Elementary and Paul Banks Elementary Schools, and K-Beach Elementary School.

Upon approval by the Board, these resolutions will be forwarded to the Alaska Department of Education and Early Development.

ns

attachments

## **KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

Resolution 02-03-1

### **HAZARDOUS ROUTE RESOLUTION**

*WHEREAS*, a number of students attending North Star and Nikiski Elementary Schools, within the Kenai Peninsula Borough, live within 1.5 miles of the school; and

*WHEREAS*, the roads within these 1.5 mile ranges are heavily traveled; and

*WHEREAS*, the change in time zone increases the amount of time students must travel in the darkness; and

*WHEREAS*, the inclement weather and reduced number of daylight hours affect walking conditions; and

*WHEREAS*, there are limited sidewalks paralleling these roads; and

*WHEREAS*, the intersections in these areas are hazardous for pedestrians; and

*WHEREAS*, the Board of Education has determined that the existing hazards exceed those in other areas and place this age student in danger; and

*WHEREAS*, the Board of Education may establish a hazard bus route subject to the Department of Education's approval;

*NOW THEREFORE BE IT RESOLVED* that the Department of Education and Early Development approve the hazardous routes as established by the Board for the period of August 21, 2002 through May 22, 2003.

\_\_\_\_\_  
Nels Anderson, President

Kenai Peninsula Borough Board of Education

Attest: \_\_\_\_\_

Sally Tachick

Notary Public, State of Alaska

My Commission Expires \_\_\_\_\_

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

Resolution 02-03-2

HAZARDOUS ROUTE RESOLUTION

*WHEREAS*, a number of students attending Redoubt and Soldotna Elementary Schools, within the Kenai Peninsula Borough, live within 1.5 miles of the school; and

*WHEREAS*, the roads within these 1.5 mile ranges are heavily traveled; and

*WHEREAS*, the change in time zone increases the amount of time students must travel in the darkness; and

*WHEREAS*, the inclement weather and reduced number of daylight hours affect walking conditions; and

*WHEREAS*, there are limited sidewalks paralleling these roads; and

*WHEREAS*, the intersections in these areas are hazardous for pedestrians; and

*WHEREAS*, the Board of Education has determined that the existing hazards exceed those in other areas and place this age student in danger; and

*WHEREAS*, the Board of Education may establish a hazard bus route subject to the Department of Education's approval;

*NOW THEREFORE BE IT RESOLVED* that the Department of Education and Early Development approve the hazardous routes as established by the Board for the period of August 21, 2002 through May 22, 2003.

\_\_\_\_\_  
Nels Anderson, President  
Kenai Peninsula Borough Board of Education

Attest: \_\_\_\_\_  
Sally Tachick  
Notary Public, State of Alaska  
My Commission Expires \_\_\_\_\_

## **KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

Resolution 02-03-3

### **HAZARDOUS ROUTE RESOLUTION**

*WHEREAS*, a number of students attending Seward Elementary School, within the City of Seward, live within 1.5 miles of the school; and

*WHEREAS*, the roads within these 1.5 mile ranges are heavily traveled; and

*WHEREAS*, the change in time zone increases the amount of time students must travel in the darkness; and

*WHEREAS*, the inclement weather and reduced number of daylight hours affect walking conditions; and

*WHEREAS*, there are limited sidewalks paralleling these roads; and

*WHEREAS*, the intersections in these areas are hazardous for pedestrians; and

*WHEREAS*, the Board of Education has determined that the existing hazards exceed those in other areas and place this age student in danger; and

*WHEREAS*, the Board of Education may establish a hazard bus route subject to the Department of Education's approval;

*NOW THEREFORE BE IT RESOLVED* that the Department of Education and Early Development approve the hazardous routes as established by the Board for the period of August 21, 2002 through May 22, 2003.

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Nels Anderson, President

Kenai Peninsula Borough Board of Education

Attest: \_\_\_\_\_

Sally Tachick

Notary Public, State of Alaska

My Commission Expires \_\_\_\_\_

## **KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

Resolution 02-03-4

### **HAZARDOUS ROUTE RESOLUTION**

*WHEREAS*, a number of students attending Sears and Mt. View Elementary Schools, within the City of Kenai, live within 1.5 miles of the school; and

*WHEREAS*, the roads within these 1.5 mile ranges are heavily traveled; and

*WHEREAS*, the change in time zone increases the amount of time students must travel in the darkness; and

*WHEREAS*, the inclement weather and reduced number of daylight hours affect walking conditions; and

*WHEREAS*, there are limited sidewalks paralleling these roads; and

*WHEREAS*, the intersections in these areas are hazardous for pedestrians; and

*WHEREAS*, the Board of Education has determined that the existing hazards exceed those in other areas and place this age student in danger; and

*WHEREAS*, the Board of Education may establish a hazard bus route subject to the Department of Education's approval;

*NOW THEREFORE BE IT RESOLVED* that the Department of Education and Early Development approve the hazardous routes as established by the Board for the period of August 21, 2002 through May 22, 2003.

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Nels Anderson, President

Kenai Peninsula Borough Board of Education

Attest: \_\_\_\_\_

Sally Tachick

Notary Public, State of Alaska

My Commission Expires \_\_\_\_\_

## **KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

Resolution 02-03-5

### **HAZARDOUS ROUTE RESOLUTION**

*WHEREAS*, a number of students attending West Homer Elementary and Paul Banks Elementary Schools, within the City of Homer, live within 1.5 miles of the school; and

*WHEREAS*, the roads within these 1.5 mile ranges are heavily traveled; and

*WHEREAS*, the change in time zone increases the amount of time students must travel in the darkness; and

*WHEREAS*, the inclement weather and reduced number of daylight hours affect walking conditions; and

*WHEREAS*, there are limited sidewalks paralleling these roads; and



*WHEREAS*, the intersections in these areas are hazardous for pedestrians; and

*WHEREAS*, the Board of Education has determined that the existing hazards exceed those in other areas and place this age student in danger; and

*WHEREAS*, the Board of Education may establish a hazard bus route subject to the Department of Education's approval;

*NOW THEREFORE BE IT RESOLVED* that the State Department of Education and Early Development approve the hazardous routes as established by the Board for the period of August 21, 2002 through May 22, 2003.

\_\_\_\_\_  
Nels Anderson, President  
Kenai Peninsula Borough Board of Education

Attest: \_\_\_\_\_  
Sally Tachick  
Notary Public, State of Alaska  
My Commission Expires \_\_\_\_\_

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

Resolution 02-03-6

**HAZARDOUS ROUTE RESOLUTION**

*WHEREAS*, a number of students attending K-Beach Elementary School, within the Kenai Peninsula Borough, live within 1.5 miles of the school; and

*WHEREAS*, the roads within these 1.5 mile ranges are heavily traveled; and

*WHEREAS*, the change in time zone increases the amount of time students must travel in the darkness; and

*WHEREAS*, the inclement weather and reduced number of daylight hours affect walking conditions; and

*WHEREAS*, there are limited sidewalks paralleling these roads; and

*WHEREAS*, the intersections in these areas are hazardous for pedestrians; and

*WHEREAS*, the Board of Education has determined that the existing hazards exceed those in other areas and place this age student in danger; and

*WHEREAS*, the Board of Education may establish a hazard bus route subject to the Department of Education's approval;

*NOW THEREFORE BE IT RESOLVED* that the State Department of Education and Early Development approve the hazardous routes as established by the Board for the period of August 21, 2002 through May 22, 2003.

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Nels Anderson, President

Kenai Peninsula Borough Board of Education

Attest: \_\_\_\_\_

Sally Tachick

Notary Public, State of Alaska

My Commission Expires \_\_\_\_\_

August 5, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of New Teacher Assignments/2002-03 Item – 11 a (2)

It is recommended that the following teacher assignments be approved for the 2002-03 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>
Duluth, MN.	Andrea Cacek	BA	University of Minnesota, Duluth, MN.	Art Education	Visual Arts	=====	Art/Photography Teacher, Kenai Central High School
Corning, N.Y.	Sheila A. Murray	MPS	Alfred University, New York	Community Service Administration	Special Education PK-12, Elementary	11 States	Special Ed/Resource Teacher at Kenai Central High School
Nikiski, AK.	Denise M. Romans	BA.	University of Alaska, Anchorage	Elementary Education	Elementary	=====	Temporary Title I Math Specialist .75 FTE, Nikiski Elementary
Andover, MN.	David J. Brown	MSEd.	Moorhead State University, MN.	Special Ed.	Coaching, P.E., Behavioral Disorder, Specific Learning Disabilities	4 States	Special Ed. Resource Teacher, Nikiski Middle/High School
Homer, AK.	Richard F. Bremicker	BEd.	University of Alaska, Anchorage	History	Elementary	1 AK.	Grades K-4 Port Graham School
Dillingham, AK.	Corey Cook	BA.	University of N. Colorado, Greeley, CO.	Physical Science in Secondary Education	Science	3 AK.	Activities Director/Photo Teacher, Skyview High School
Nussa, OR.	Emily Sims	MEd.	Linfield College, McMinnville, OR.	Home Economics	Home Economics 9-12	13 States	Home Economics Teacher, Skyview High School
Homer, AK.	Stephanie Zuniga	BEd.	University of Alaska, Kenai Peninsula College	Elementary Education	Elementary; Environmental Science	=====	Temporary, Spanish Teacher, Skyview High School

Anchorage, AK.	Christine M. Casiano	MAT	Alaska Pacific University	Elementary Education	Elementary	=====	Temporary, Primary Teacher, Soldotna Elementary
Kasilof, AK.	Kathleen Holt	BEd.	University of Alaska, Kenai Peninsula College	Elementary Education	Elementary; Art	=====	Temporary Title I Reading Teacher, Soldotna Elementary
Kalskag, AK.	Linda B. Frink	BA.	Western Washington University	General Science	Educational Technology; 4-12 Math; Elementary; 4-12 Science	3 AK.	.60 FTE Math/Language Arts (.50 FTE temporary/.10 FTE Permanent) Soldotna High School
Soldotna, AK.	Donald Torres	BEd.	University of Alaska, Fairbanks	Elementary Education	Elementary	2 AK, 4 States	Grades 3-6 Teacher, Tebughna School
Homer, AK.	Ingrid K. McKinstry	BEd.	University of Alaska, Anchorage	Elementary Education	Elementary	=====	Temporary Title I Teacher, West Homer Elementary

August 5, 2002

TO: Board of Education  
FROM: Todd Syverson, Assistant Superintendent, Administrative Services  
SUBJECT: Approval of Tentative Non-tenure Teacher Assignments/2002-03 - Item 11 a (3)

It is recommended that employment for the following non-tenure teachers be approved for the 2002-03 school year. The following lists tentative assignments for the non-tenured teachers:

<u>Location</u>	<u>Employee</u>	<u>Assignment</u>	<u>Certification</u>
Homer Middle School	Saundra L. Hudson	Social Studies/PE	Elementary
Kenai Middle School	Holly Kiel	Temporary, Title V Reading Teacher	Speech 8-12; Theatre Arts 8-12; Physical Education K-12
Skyview High School	Matthew S. Widaman	Vocational Education	Technology Education 5-12

August 5, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Administration's Recommendation Regarding Resignations - Item 11 a (4)

It is recommended the following resignations be approved:

Tammy Vollom-Matturro	Music .50 FTE	Tustumena Elementary, effective immediately
Todd Phillips	Science	Homer High School, effective immediately

August 5, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Leave of Absence Request/Support- Item- 11 a (5)

It is recommended that the following request for a unpaid leave of absence be approved for the 2002-03 school year:

Robin Traxinger

Custodian

North Star Elementary

May 29, 2002

TO: Board of Education

FROM: Melody Douglas  
Chief Financial Officer

SUBJECT: Establishment of a School Incentive Fund

As you know, it has been difficult for many years to allocate equipment funds to schools. The following is a proposal to establish a School Incentive Fund (this would be accounted for in a special revenue fund but reported in the operating fund per EED requirements) to schools with residual funds (under school administrator control) at the end of the fiscal year to retain those funds for future use.

There is a use-it-or-lose-it mentality employed in expending funds at year-end because there is no system in place to save funds. If administrators were able to 'bank' their unused funds for future use, they would be able to accumulate funds to meet some of their needs such as equipment acquisitions.

FY02 year-end data shows the following schools with a positive balance.

Loc. #	School Name	Amount
01	Tebughna	\$ 558
02	Ninilchik	1,738
10	Nikiski Middle/High	718
11	Kenai Middle	693
12	Soldotna Middle	5,581
31	Chapman	881
33	Paul Banks	1,260
34	Nanwalek	447
35	Hope	268
37	Moose Pass	360
38	Nikolaevsk	4,714
44	Sterling	192
45	Tustumena	541
49	Razdolna	456
51	Mountain View	1,003



53	Voznesenka	445
67	Kenai Alternative	827
		\$ 20,682

The actual accounting for this fund would be to transfer unexpended funds to the School Incentive Fund at the end of the fiscal year and to set up school budgets in this fund for the following year. Schools would be able to accumulate funds over several years to make major purchases such as classroom furniture, snow blowers, cafeteria tables, etc.


This proposal has been reviewed by Mikunda, Cottrell and Co. who are our independent auditors.

The Administration recommends approval of establishing a School Incentive Fund as outlined effective for FY03 by designating \$20,682 of FY02 fund balance for this purpose.

July 23, 2002

TO: School Board

FROM: Todd Syverson, Assistant Superintendent  
Administrative Services

RE: Seward Middle School  
[\(Seward Site Council Letter\)](#)   
[\(Seward Site Council Resolution\)](#) 

You can upgrade your Adobe Acrobat plugin.

Acrobat is available free from [Adobe](#), and  
there are detailed instructions for its use on their site.

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It is the recommendation of Senior Administration that the School Board formally support the building of a new middle school in Seward. Attached is documentation showing support for this project.

May 29, 2002

TO: Board of Education

FROM: Melody Douglas, Chief Financial Officer  
Todd Syverson, Assistant Superintendent, Admin Services

SUBJECT: FY02 Health Insurance

The Health Care Cost Committee met July 22, 2002 to review the year-to-date health care costs totaling \$8,960,725 and to address the base amount per month per employee for FY03. The base amount approved for FY02 was \$606 per employee per month.

Actual health care costs came in at \$645 per month, per employee adjusted to \$626 per month taking into account the health care reserve funds. It was necessary to use the entire health care reserve amount of \$264,492 in the year-end health care adjustment leaving the District and employees needing to contribute an additional \$137,760 each to cover costs. This amount will result in each employee needing to reimburse the District \$120. This amount is in addition to the health care contribution rate set for FY03.

The Committee established the FY03 base rate at \$650 per employee per month. This rate equates to a District contribution of \$470 per month with certified employees contributing \$145 and support employees contributing \$135 per month on a 12-month basis. These amounts are \$193.33 and \$180.00 respectively on a 9-month basis for payroll deduction.

The Health Care Cost Committee discussed at length the impact on employees of reimbursing the District for the remaining amount due of \$120 each in addition to the increased amount due for FY03. A motion was made to request the Board of Education to waive the requirement for employees to reimburse the District \$137,760.

The Administration recommends approval of this request of the Health Care Cost Committee.

Situation:

-

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

**From:** Sam Stewart  
Director, Curriculum and Assessment

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

**Date:** July 10, 2002

**Re:** Policy Revision, Second Reading  
BP 6146.1 (High School Graduation Requirements)

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The attached revision updates district policy BP 6146.1 (High School Graduation Requirements).

Current policy has language speaking to credit requirements for the graduating class of 2000-2001. The suggested change will eliminate obsolete language in current policy.

This policy was presented to the Board for first reading at the June 3, 2002 Board meeting. The administration recommends approval of this policy revision BP 6146.1.

**Instruction** BP 6146.1(a)

## **High School Graduation Requirements**

The purpose of graduation requirements is to set guidelines that will insure that each high school graduate is exposed to the depth and variety of learning experiences necessary for present and future social and economic survival. Graduation requirements should be specific enough to direct students into major curricular areas and yet flexible enough to provide for individual student's abilities and needs. Completion of these requirements should be viewed as a minimal educational experience to be enriched through the selection of additional courses of students' choice.

## **Time Requirements**

Students must attend high school (Grades 9-12) for a period of four years, eight

semesters, or sixteen quarters unless they receive Board **[or designee]** approval for an alternative program.

**Credit Requirements** (For students scheduled to graduate in the year 2000-2001 and before.)

A total of 21 units composed of those requirements listed below.

1. LANGUAGE ARTS - 4 credits including 1-1/2 written English credits, 1-1/2 literature credits, 1/2 oral English credit and 1/2 elective; (Students may take 1/2 elective only if they pass a writing proficiency test taken at the end of the 11th year. This will be a borough-wide test stressing writing skills mastered in the 9th, 10th, and 11th grades.)
2. MATHEMATICS - 2 credits or successful completion of a Board-approved proficiency test indicating a working knowledge of basic arithmetic concepts;
3. SCIENCE - 2 credits including 1 credit in the area of physical science and 1 credit in the area of life science or 1 credit in general science;
4. PHYSICAL EDUCATION AND RECREATION - 1 credit; (Advanced courses may not count toward meeting this requirement. After school activities in smaller secondary schools may be counted toward meeting this requirement.)
5. CREATIVE ARTS - I credit; (music, crafts, dance, art, photography, drama, other)

BP 6146.1(b)

### **High School Graduation Requirements** (continued)

6. PRACTICAL ARTS - I credit; (business education, home economics, building trades, power mechanics, welding, graphic arts, computer science)
7. SOCIAL STUDIES - 3 credits - including I credit world history, 1 credit U.S. history, and I credit government and society;
8. HEALTH - 0.5 CREDIT

As an alternative to the required health credit, a student may:

- a. request and complete, with a passing grade, the district health correspondence course or one offered by the State of Alaska; or
- b. take the course, but receive approval from the teacher to accomplish alternative assignments to class attendance and study of

portions of the materials to which the student and his/her parents object.

9. ELECTIVES - 6.5 or more credits may be taken as electives.

Any school lacking the staff or facility required to fulfill these requirements must apply to the Board through the assistant superintendent - instruction for permission to offer alternatives in specified curricular areas.

**Credit Requirements** (For students scheduled to graduate in the 2001-2002 school year and subsequent years.)

A total of 22 units composed of those requirements listed below:

1. Language Arts - 4.0 credits
2. Mathematics - 3.0 credits
3. Social Studies - 3.0
4. Science - 3.0 credits
5. Physical Education - 1.0 credit with the option of waiving 1/2 credit for cocurricular participation

BP 6146.1(c)

### **High School Graduation Requirements** (continued)

6. Health - .5 credit
7. Practical and/or Creative Arts - 3.0 credits of practical or creative arts with a minimum of .5 practical arts and .5 creative arts credit
8. Electives - 4.5 credits or more may be taken as electives.

**OPTIONAL METHODS OF SATISFYING REQUIREMENTS** (Effective for the 1997-1998 and subsequent school years)

1. Students will be allowed to waive the elective 1/2 credit physical education graduation requirement through participation in athletic activities sponsored by the Kenai Peninsula Borough School District.

2. The student must substantiate that they have participated in a minimum of 4,050 minutes (67.5 hours) in order to receive a waiver.
3. The student will not receive credit for the physical education waiver but rather, will have their elective physical education requirement decreased by 1/2 credit, thus enabling them to take additional courses in another area.
4. The 1/2 physical education elective credit may be waived by participating in, and completing in good standing, district sponsored athletic activities . Such activities must be completed during a time period not to exceed a school year and the preceding or following summer. Other activities outside of the school district, verified by a certified teacher employed by the district, may meet the waiver requirement provided the activity meets the same time requirements as listed above.
5. This waiver will be granted for activities which occur during a single school year or during the summer preceding and following an academic school year.

*(cf. - 6146 Graduation Requirements and Standards of Proficiency)*

*(cf. - 6146.7 Diplomas)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 06.075 High school graduation requirements

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

Adoption Date: 6/8/98



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

**From:** Todd Syverson,  
Assistant Superintendent of Administrative Services

**Date:** July 30, 2002

**Re:** Montessori Teacher Certification Requirements

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Enclosed is a memo from the Soldotna Montessori Charter School Parent Advisory Committee requesting an amendment to the teacher certification requirements.

Currently, charter reads a teacher must have an Alaska Type A certificate and a Montessori certification.

The amended charter would read a teacher must either hold or be eligible for an Alaska Type A certificate and a Montessori certification or commit to earning Montessori certification through correspondence and intensive summer study within one year.

The enclosed information is accurate and the KPBSD Administration recommends the amendment.

Enclosure

ds

July 29, 2002

To: The Kenai Peninsula Borough School Board

From: The Soldoma Montessori Charter School Parent Advisory Committee

Re: Teacher Certification Requirements

Given the late date of our teacher search and the lack of teachers holding both Montessori certification and an Alaska Type A certificate, we wish to, propose a change to our charter as a back•up measure.

The amended charter would require that a teacher must either hold or be eligible for an Alaska Type A Teacher certificate and hold Montessori certification or commit to earning Montessori certification through correspondence and intensive summer study within one year.

We will continue to search for the most highly qualified candidates, those holding both types of certification. However, this change would allow us to consider applicants who have considerable Montessori experience but have not yet received formal certification.

Thank you for your consideration.

Sincerely,

The Parent Advisory Committee of the Soldoma Montessori Charter School

August 5, 2002

TO: Board of Education

FROM: Donna Peterson, Ed.D., Superintendent

SUBJECT: 2002-03 Administrator Appointment - Item 11 f

It is recommended that the following administrator appointment be approved for the 2002-03 school year:

Richard E. Sander      Principal      Chapman School

## Memorandum

**To:** Members, Board of Education

**From:** Betty West  
Safety Coordinator

**Through:** Todd Syverson  
Assistant Superintendent of Instruction  
Administrative Services

**Date:** July 16, 2002

**Re:** Policy Revision, First Reading  
BP 3530 (Business and Noninstructional Operations;  
Risk Management)

The attached revision updates district policy BP 3530 (Business and Noninstructional Operations, Risk Management). The reason for the change is to clarify reporting requirements for student and employee injuries and to include the appropriate forms.

bmw

Attachments: BP 3530

**Business and Noninstructional Operations**

BP 3530(a)

### **RISK Management**

The School Board desires to protect district resources by maintaining a program of risk management including, but not be limited to:

1. Property Loss Insurance (buildings and equipment).
2. Workers Compensation Insurance.
3. Liability Insurance.

(cf. 4154 – Personnel Insurance/Health & Welfare Benefits)

## **Student**

A district accident report must be completed by the teacher or person in charge immediately following an accident. This form is sent to the principal's office where one copy is retained by the school, one by the nurse, and the third copy is sent to the business office. The accident report must be filled out completely, describing the accident in detail.

### **[Student Injuries**

**The teacher or person in charge immediately following an incident must complete a KPBSD Student Injury/Illness Report (E 3530(a)). The report must be filled out completely and accurately, describing the incident and follow up care in detail. The original form is to be sent to Administrative Services within 48 hours. Copies should be retained for the school and nurse. Contact Central Office immediately, by telephone, if student is transported to a medical facility.**

## **Employee**

~~All employee accidents must be reported on the state form 07ADL210 and filed in Juneau ten (10) days after the employee has knowledge of the injury. The form should be completed and filed in the business office within forty-eight (48) hours. All forms are to be sent to the business office, not the Alaska Department of Labor.~~

### **[Employee Injuries**

**All work-related employee injuries and illnesses must be reported on the KPB/KPBSD Employee Injury/Illness Report form (E 3530(b)). The injured employee must fill out the front of the report and the immediate supervisor fills out the back. If the injury/illness requires medical attention other than first aid or causes employee to miss the next scheduled work shift, the State of Alaska “Report of Occupational Injury or Illness” form #07-6101 (E-3530(c)) must be filled out and sent in to Central Office along with the KPBSD form. The State form must be filed in Juneau within ten (10) days after employee has knowledge of the injury. Send the original report(s) to Human Resources within 24 hours of the injury and keep a copy for the school files. Do not send forms directly to the Alaska Department of Labor. Contact Central Office immediately, by telephone, if the employee is transported to a medical facility.**

## **Liability Insurance**

The District carries liability insurance to cover most situations. When a situation arises for which the district may be liable, the executive director – business management should be notified immediately. Any injury to a student or an employee requires that a report be filed.

Under no circumstances is an employee to admit any liability or promise that medical bills will be paid by the district.

## **Auto Insurance**

Anyone transporting students for an activity, at school request, must report any accident to a superintendent or designee at the earliest possible time.

## **Business and Noninstructional Operations**

BP 3530(b)

## **RISK Management** (continued)

### *Legal Reference:*

#### ALASKA STATUTES

*14.03.150 Insurance required*

*14.08.091 Administration (Regional Education Attendance Areas)*

*14.11.011 Grant applications*

*14.12.115 Indemnification*

*14.14.020 Bond required*

*21.76.010-21.76-900 Joint insurance arrangements*

#### ALASKA ADMINISTRATIVE CODE

*4 AAC 31.200 Loss protection required*

*4 AAC 31.205 Self-insurance programs*

*4 AAC 31.210 Deductible amounts*

*4 AAC 31.215 Proceeds*

*4 AAC 31.220 Proof of insurance*

*4 AAC 31.225 Failure to procure insurance*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**Adoption Date: 7/1/96**

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

**STUDENT INJURY/INCIDENT REPORT**

1. Student's Name \_\_\_\_\_ Student ID# \_\_\_\_\_ DOB \_\_\_\_\_ Male  Female

School \_\_\_\_\_ Grade \_\_\_\_\_ Home Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Mother's Name \_\_\_\_\_

Resides with:  Parents  M  F  Other \_\_\_\_\_ Address \_\_\_\_\_

2. Date of injury/incident \_\_\_\_\_ Time of injury/incident \_\_\_\_\_

3. Location where injury/incident occurred:

- Bus/bus stop       Commons       Home Ec       Playground       Shop-Auto/Wood  Track
- Cafeteria       Football Field       Ice Rink       Pool       Stairs       Weight Room
- Chemistry Lab  Gym  Locker Room       Restroom       Theater       Wrestling Room
- Classroom       Hallway       Parking Lot       School Grounds       Other: \_\_\_\_\_

4. Type of injury:

- Abrasion       Bleeding       Chpd/Brkn Tooth       Fainting       Poss. Fracture       Puncture
- Amputation       Bump on Head       Contusion/Bruise       Poss. Concussion       Poss. Seizure
- Scratches
- Back Pain       Burn       Cut/Laceration       Poss. Dislocation       Poss. Sprain       Other \_\_\_\_\_

5. Part of body injured: (indicate, by circling, R or L on the item checked, when appropriate)

- Abdomen       Chest       Finger R L       Hip R L       Mouth       Shoulder R L
- Ankle R L       Elbow R L       Foot R L       Jaw       Neck       Tooth
- Back       Face       Head       Leg R L       Other: \_\_\_\_\_

6. Activity student involved in at the time of the incident and cause of injury: (be specific about event resulting in injury)

7. Description of incident by supervisor (name: \_\_\_\_\_): Describe how the accident happened, what the student was doing, location of the student, unsafe acts and/or conditions, and specific safeguards used & amount of supervision.

8. Description of injury/incident by the injured student:

9. Description of injury/incident by witness (name: \_\_\_\_\_ role; i.e., teacher, aide, student, etc: \_\_\_\_\_)

10. Description of first aid given by supervisor/teacher (name \_\_\_\_\_) [other than by nurse-Section 10 is to be completed by the nurse]

(Over)- - - - ->

11. Disposition:  Home  Physician  Emergency room  Returned to class  
 Other (explain): \_\_\_\_\_

12. Who was notified:  Mother  Father  Guardian  Emergency contact  
Notified by \_\_\_\_\_  
Time \_\_\_\_\_  Other (explain): \_\_\_\_\_

13. Notification made by:  Telephone  In Person  Note: File a copy in the student's cum. Health folder.

14. Student transported to:  Home  Physician  Emergency Room  Other: (explain) \_\_\_\_\_  
Time \_\_\_\_\_

15. Student transported by:  Parent  Ambulance  Self  Other (explain): \_\_\_\_\_

This Section is to be completed by the school nurse, if directly involved in providing emergency care.  
(Be sure to include follow-up notation, especially when not available for emergency care).



16. NURSES ACTION:

Time \_\_\_\_\_ Nurse Available? [ ] Yes [ ] No

(Subjective) Student states:

(Objective)

-  
-  
-  
-  
-

(Assessment)

(Plan

Additional Follow Up (to be complete before forwarding to Central Office)

**Please print or write legibly:**

Form Completed by: \_\_\_\_\_ Date \_\_\_\_\_

Teacher or Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

School Nurse: \_\_\_\_\_ Date \_\_\_\_\_

Principal: (Be sure form is complete before forwarding to Central Office) \_\_\_\_\_ Date \_\_\_\_\_

**Original To: School District**

Copies To: School Office and School Nurse \_\_\_\_\_

Date sent: \_\_\_\_\_

Operations 3/01



**Kenai Peninsula Borough**  
and  
**Kenai Peninsula Borough School District**  
Employee Injury/Illness Report

System ID #

**Employee Report:** This report should be filled out regardless of the extent of injury. If your injury/illness requires medical attention other than first aid or causes you to miss your next scheduled workshift, also complete the State of Alaska "Report of Occupational Injury or Illness" (Form # 07-6101). **Notify Risk Management immediately if employee is transported to a medical facility.**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ 1 M 1 F

Work Location: \_\_\_\_\_ Job Title \_\_\_\_\_ Date of Hire \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Injury/Illness \_\_\_\_\_ Time of Day \_\_\_\_\_ 1 AM 1 PM 1 Time could not be determined

Time shift began \_\_\_\_\_ 1 AM 1 PM Location where injury/illness occurred: \_\_\_\_\_

What were you doing just before injury/illness? \_\_\_\_\_

\_\_\_\_\_

How did this injury/illness occur? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What was the injury/illness (list affected body part(s) and how affected)? \_\_\_\_\_

What was the cause (object or substance) of the injury? \_\_\_\_\_

Did you see a physician? \_\_\_\_\_ Were you hospitalized? \_\_\_\_\_ Did you miss work? \_\_\_\_\_ Days missed \_\_\_\_\_

Name/address of physician: \_\_\_\_\_

Name/address of hospital: \_\_\_\_\_

How do you think this injury/illness could have been prevented? \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Give this form to your immediate supervisor upon completion

*PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION*

**Supervisor's Report**  
(Submit completed report to Human Resources within 24 hours of the next regular business day)

Supervisor's Name \_\_\_\_\_ Dept/Position: \_\_\_\_\_

Date informed of employee's injury \_\_\_\_\_ Date of employee's interview with supervisor: \_\_\_\_\_

How were you made aware of employee's injury? \_\_\_\_\_

Witness(es) interviewed: \_\_\_\_\_

How long has employee performed this job? \_\_\_\_\_ Was the employee trained? \_\_\_\_\_

Description of injury: \_\_\_\_\_

\_\_\_\_\_
How did this injury/illness occur?\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

What was the cause (object or substance) of the injury?\_\_\_\_\_

Was protective clothing/equipment necessary for the task being used when the incident happened?\_\_\_\_\_

If yes, what protective clothing/equipment was the employee wearing when the incident occurred?\_\_\_\_\_

\_\_\_\_\_
List unsafe acts/conditions involved:\_\_\_\_\_
\_\_\_\_\_

Preventative recommendations and corrective actions:\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Supervisor's Signature:\_\_\_\_\_ Date:\_\_\_\_\_

PLEASE PROVIDE COMPLETE AND ACCURATE INFORMATION

SUBMIT TO HUMAN RESOURCES WITHIN 24 HRS.
OR THE NEXT REGULAR BUSINESS DAY

What was the major cause of Injury/Illness (choose one)
C Procedures C Hazards C Training C Communication C In a Hurry C Facilities/Equipment C Other(Explain):
\_\_\_\_\_

Memorandum

-

-