

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

REGULAR SCHOOL BOARD MEETING: November 4, 2002 - 7:30 p.m. at the **Seward High School, Seward, AK.**

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

Work Sessions

3:30 p.m. Class Size Study Report
[Pupil/Teacher Ratio Comparisons](#)
[Enrollment Report 2002-2003](#)

4:30 p.m. Custodial Study

5:00 p.m. [Staffing Formulas](#)

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

A-G-E-N-D-A

1. Opening Activities
 - a. Call to Order
 - b. Pledge of Allegiance/National Anthem/Alaska Flag Song
 - c. Roll Call
 - d. Approval of Agenda
 - e. Approval of Minutes/[October 21, 2002](#)
2. School Reports
3. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)
4. Hearing of Delegations
5. Communications and Petitions
6. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.
7. Awards and Presentations
8. Superintendent's Report
9. Reports
 - a. Class Size Study Report – Dr. Whiteley
[Pupil/Teacher Ratio Comparisons](#)
[Enrollment Report 2002-2003](#)

b. Board Reports

10. Action Items

a. Consent Agenda

- (1) Approval of [Budget Calendar](#)
- (2) Approval of [Budget Transfer](#)
- (3) Approval of [New Teacher Assignments](#)

Finance

- b. Approval of [FY03 Budget Revision](#)

Administrative Services

- c. Approval of [Enrollment Projections for 2003-2004](#)

Superintendent

- d. Approval of [Federal and State Priorities](#)

11. First Reading of [Policy Revisions](#)

a. BB 9000, Role of Board and Members (powers, purposes, duties); BB 9010, Public Statements; BB 9011, Confidential Information; BB 9110, Board Membership; BB 9120, Officers and Auxiliary Personnel; BB 9121, President; BB 9122, Vice President; BB 9123, Treasurer; BB 9124, Clerk; BB 9130, Board Subcommittees; BB 9230, Orientation; BB 9240, Board Development; BB 9250, Compensation, Reimbursement, Other Benefits; BB 9271, Code of Ethics; BB 9310, Policy Manual; BB 9311, Board Policies; BB 9312, Board Bylaws; BB 9313, Administrative Regulations; BB 9314, Suspension of Policies, Bylaws, Administrative Regulations; BB 9320, Meetings (includes posting requirements); BB 9322, Agenda/Meeting Materials; BB 9323, Meeting Conduct; BB 9324, Board Minutes; BB 9400, Board Self-Evaluation

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

13. Board Comments

14. Executive Session

15. Adjourn

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TO:

TO: Dr. Donna Peterson, Superintendent
KPBSD School Board Members

FROM: Todd Syverson, Assistant Superintendent
Administrative Services

DATE: October 1, 2002

RE: **2003-04 Staffing Work Session**

The following is our agenda for the November 4th School Board work session on the topic of District-wide staffing. We are looking at a different presentation format this year which will include the below agenda and also two different work sessions (November 4th --- one hour session and November 18th --- one hour session) to allow for ample discussion time.

Staffing Work Session Agenda
(November 4, 2002)

1.) An Instructional Overview of School Sizes

Dr. Gary Whiteley

History of the Comprehensive School Model and Theory

- Elementary – minimum size 350 students
- Elementary – maximum size 500 students
- Secondary – minimum size 600 students
- Secondary – maximum size 750 - 900 students

2.) Assessment Data and Research

Sam Stewart

3.) Instructional Research on Class Size

Paula Christensen

4.) Current Staffing Formulas and Practices

Todd Syverson

5.) Options to Consider

Tim Peterson

- A.) Consolidation to meet minimum size
- B.) District-wide specialist model
- C.) Status quo
- D.) Magnet schools
- E.) Virtual Classroom
- F.) Combination of the above
- G.) Busing possibilities in the future – shuttle buses???

Our State busing budget is developed 18 months in advance and if we should need major route changes, the District would need to enter into an MOA with Laidlaw. The District would also need to have DOE approval to ensure State busing funding.

- H.) Other options/ideas from the group: _____???

Open Forum with the Board of Education

*November 4, 2002
Seward High School
7:00-7:20 p.m.*

Prior to the regularly scheduled meeting on Monday, November 4, 2002, the Kenai Peninsula Borough School District Board of Education invites the public to an open forum from 7:00 p.m. to 7:20 p.m. at the **Seward High School**, Seward, Alaska. This time is being set aside as an opportunity for the public to share their viewpoints with the Board on educational issues.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street

Soldotna, AK 99669

October 21, 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
Mr. Cameron Poindexter, 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:

Mr. Jim White	Mr. John Harro
Mrs. Paula Christensen	Mrs. Cheryl Schweigert
Mr. Sam Stewart	Ms. Cathy Bishop
Mrs. Lassie Nelson	Mr. Steve Wright
Mrs. Debbie Stewart	Mr. John Tabor
Dr. Roy Anderson	Mrs. Terri Carter
Mr. Seth Letzring	Mr. Rick Matiya
Mr. Carpenter	Mr. Rob Carson
Mr. Dave Carey	Mr. Charlie Stevens
Mrs. Pam Burns	Mrs. Bernie Wensley
Mr. Moore	Mr. Buck George
Mrs. Candice Goldstein	Mrs. Barbara George
Mr. Brad Drake	Ms. Barbara McNinch
Ms. Rosemary Pilatti	Miss Rachel Goldstein
Mr. Chuck Chavka	Mr. Dave McCard

Others present not identified.

CALL TO ORDER:

Dr. Anderson called the meeting to order at 7:36 p.m.

PLEDGE OF ALLEGIANCE:

Dr. Anderson invited those present to participate in the Pledge of Allegiance.

OATH OF OFFICE:

The Oath of Office was administered to newly elected School Board members Mrs. Margaret Gilman, Mrs. Debra Mullins, and Dr. Nels Anderson by Notary Public, Mrs. Sally Tachick.

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
Mr. Cameron Poindexter	Present

- APPROVAL OF AGENDA: The agenda was approved with the deletion of Item 10c., Approval of Resolution 02-03-10, GO Bonds.
- REORGANIZATION OF BOARD: Dr. Anderson announced that a reorganization of the Board was in order.
- REORGANIZATION OF BOARD
(continued): Mrs. Mullins nominated Mr. Joe Arness as president of the Board. Mrs. Mullins requested that nominations for president be closed. Mrs. Crawford seconded.
ACTION Motion carried with a secret ballot vote of six YES, one NO.
- ACTION Mrs. Gilman nominated Mrs. Sammy Crawford as vice president of the Board. Mrs. Mullins requested that nominations for vice president be closed. Mr. Poindexter seconded.
Motion carried unanimously.
- ACTION Mrs. Crawford nominated Ms. Germano as clerk of the Board. Mrs. Mullins requested that nominations for clerk be closed. Mrs. Crawford seconded.
Motion carried unanimously.
- ACTION Mrs. Crawford nominated Mrs. Gilman as treasurer of the Board. Mrs. Mullins requested that nominations for treasurer be closed. Mrs. Crawford seconded.
Motion carried unanimously.
- ESTABLISH MEETING TIME, DATE
AND PLACE: Ms. Germano moved the Board set its meeting time, date and place for 7:30 p.m. on the first and third Monday of each month at the Borough Administration Building, Soldotna (unless otherwise noted) and that two meetings be scheduled in Homer and Seward in the fall and spring. Mrs. Crawford seconded.
ACTION Motion carried unanimously.
- APPROVAL OF MINUTES: The School Board Minutes of October 7, 2002, were approved as printed.
- SCHOOL REPORT: Mr. Brad Drake, Tebughna Elementary/High principal, gave a PowerPoint presentation that included pictures of the school and teacher housing, video clips of students reading, working on assignments, completing projects in shop and metals classes, participating in physical education, and learning to swim at the Nikiski Pool. He stated that the school is concentrating on raising literacy skills. He stated that some of the best things about Tyonek are the supportive parents, the students, and the opportunity to live in a rural community.
Ms. Germano reported that teacher housing for Tyonek is on the capital improvement projects list.
Mr. Drake reported that Tebughna Elementary/High has an enrollment of 45 students in kindergarten through 12th grade and that the enrollment has stabilized over the past five years.
Mr. Poindexter asked whether art, music, and cultural activities were available at the school. Mr. Drake responded that the school offers art but is lacking in music and

cultural activities. He reported that he would like to solicit help from the community to offer cultural activities.

PUBLIC PRESENTATIONS:

Mr. Dave Carey stated that because of a possible strike in February, there may not be a state tournament for wrestling, hockey or cross country skiing. He stated that the School Board has accused employees of unprofessional behavior. He stated that it is wrong to blame teachers and support staff for the current situation. Mr. Carey outlined his educational and personal history including awards and special recognition. He stated that he tried three separate times to seek employment with the District and was finally hired at Soldotna High. He stated that after twenty-three years of teaching he is facing retirement. He stated that he loves his students, but feels that he has been betrayed by the Board of Education. He stated that he was betrayed when the District hired an "outsider" who brutally crucified employees. He stated that he would not betray the support employees. He suggested the Board ask the Borough Assembly and Borough Mayor for financial help and added that they want to help but need to feel that they have been asked. He stated that taxpayers would be better served if next year's nine-member Board were abolished and the Borough Assembly took over the administration of the schools.

Ms. Rosemary Pilatti, North Star Elementary Title 1 language arts and math teacher, read a message from the school:

The educators at North Star are concerned with the direction negotiations have gone, especially our first day, when we were informed that our salaries would be frozen.

As you are aware, employees arrive before school, stay after school and work on weekends. We are not compensated for extra time, nor do we expect it. We exhibit our dedication to goals and to our students in this way.

This year we've been asked to teach another subject, music. We have not had recent training in the planning and implementation of a full music program.

Our class size numbers are unusually high. We urge you as school board members elected to support educators in striving to present the best education possible to the youth of this District, to settle the contract with a percentage increase similar to other districts in the state with no co-pay on insurance and the elimination of the Tier II salary schedule. Tier II employees were frozen at a step in the present contract, receiving less credit for employment than others. Other employees received no cost of living raise.

We are expected to work for less money as we go along and we expect and deserve to work for more money.

Thank you from these members of the North Star staff: Lesley Weatherman, Ruby Bingham, Laurie Moon, Henry Anderson, Brian Zinck, Charmain Lundy, Linda Zimmerman, Teresa Zinck, Barb Arness, Gloryann Baily, Rosemary Pilatti, Kellie Kelso.

PUBLIC PRESENTATIONS (continued): Ms. Barbara McNinch, occupational therapist, stated that the District is short on physical and occupational therapists, which has caused her caseload to become unmanageable. She stated that the overwhelming caseload is not good for her health and family, or the students that she serves. She stated that she is spread so thin that she cannot begin to put forth best practice. She stated that she loves her work and wants to love her job. She stated that the District needs to offer a competitive salary to attract teachers and nationally certified specialists. She asked the Board to help support a competitive salary schedule and consider awarding additional money for national certificate holders.

Ms. Linda Ralston, Nikiski High teacher, stated that she loves teaching math. She stated salaries have not kept up with the cost of living and that her salary was increased only because she spent two years completing a master's degree. She stated that the increase was negated with the cost of co-pay for health insurance. She stated that in order for the District to be competitive and attract high quality candidates, teachers should receive a significant increase. She stated that a student can graduate from high school can earn \$60,000 or more without additional degrees. She agreed that the state should contribute more money to education. She stated that she does not want to strike but will if it is necessary. She stated that all children deserve the best teachers and asked the Board to provide a contract that shows that they value teachers. She stated that she would like to stay for the Board Comments section but will probably leave because she has a 45-minute drive home, has not seen her family, and has papers to grade.

Mr. Dave McCard stated that reputations have been damaged and careers have been destroyed during the negotiations process. He stated that where he once felt respect, love, and understanding there is now hatred, bitterness, anger and mistrust. He clarified rumors regarding an apology by Dr. Peterson, a school Board member comment about money being available in the budget but that the Board would not pay for a salary increase, and harsh words spoken to the KPEA spokesperson. He also clarified that a request was made to Dr. Peterson and Dr. Anderson by the Inservice Committee not to make any comments regarding negotiations at the Districtwide inservice but the same request did not apply to the KPEA president.

Mr. Chuck Chavka, Redoubt Elementary teacher, told the KPEA/KPESA bargaining team that Redoubt Elementary is 100% behind them and that the staff appreciates their time and effort. He told the Board that the staff is disappointed in the progress made in the negotiation process. He stated that some Board members have displayed arrogance and added that relations are at the least, strained, at the worst, broken. He stated that the Redoubt Elementary staff encourages the Board to settle negotiations at mediation and added that the staff is in support of, and is preparing to participate in a strike, if necessary.

Miss Rachel Goldstein, Soldotna High student, stated that her parents are teachers and work many additional hours. She stated that she has had the pleasure of being taught by the best teachers available and asked the Board to do everything possible to support them; otherwise the District will loose quality employees.

Mrs. Shirley Zobeck, Skyview High bookkeeper, reviewed the amount of time involved in training new staff each year. She noted that as many as three days are spent at the beginning of each school year training new teachers, custodians, and

secretaries. She stated that she is a valued employee and is worth a lot.

Mr. Arness recognized Mr. Harbison's government students in the audience.

PUBLIC PRESENTATIONS (continued): Mr. John Harro, Soldotna Middle School computer teacher, summarized his 16-year work history. He stated that he came to Alaska from a poor district in Idaho and was astounded at the opportunities available on the Kenai Peninsula. He stated that he was amazed by the Staff Development Program and the District Media Center and added that there is still so much to be thankful for. He stated that he was not a supporter of the Union and that he does not agree with many of NEA's policies, but is a member because the District is a closed shop. He stated that he has been extremely proud of the way Mr. Bilben, Mrs. Carrow, and Mr. George have handled the negotiations process and have been impressed with their professionalism. He stated that teachers and the Union as a whole have shown professionalism and added that he hopes that the School Board and administration can return the same kind of professionalism. He asked the Board to increase salaries, reduce the health insurance copay, and put employees on even ground with other Alaskan districts. He stated that in support of local businesses he plans to purchase a warm winter coat at Sweeney's.

Mr. Joe Rizzo, Nikiski High teacher and debate coach, stated that although he earns slightly more than \$40,000 a year, his check is only \$2,300 each month once the health insurance, Union dues, and taxes are deducted. He stated that he has four children in the school system and two more on the way. He stated that at a rate of \$6,000 per child, the District owes him money. He asked the Board to let the teachers know they are appreciated in the form of additional money.

Mr. Rob Moore, Soldotna Middle School teacher, stated that his best two years of teaching were as a volunteer at St. Mary's Mission. He stated that it has been tough adjusting to the retirement of Mr. Dave Schmidt, former Soldotna Middle School band teacher, at a time when his son had just discovered the joy of music. He stated that the change in his son was remarkable and credits Mr. Schmidt. He stated that he was shocked and dismayed to read statements that highly competent teachers are easy to replace and added that Mr. Schmidt's retirement was a huge loss to his son. He stated that he is upset by the logic of rewarding excellent teachers, such as Mr. Schmidt, with money to leave. Mr. Moore stated that when he is doing a good job teaching he is priceless and cannot be paid what he is worth, but when he is not teaching well he cannot be punished enough. He asked the Board to be reasonable and reach a fair settlement.

Mr. Paul Zobeck, Skyview High School physical education teacher, stated that Mr. Drake's school presentation touched his heart since he and his wife started their careers in Tyonek. He stated that it has been a privilege to teach with Mr. Carey, Mr. Bilben, Mrs. Crawford, and Mrs. Tabor. He stated that during the last two years, Skyview High has hired 20 new teachers which he feels are signs of a trend within the District to teach elsewhere. He stated that the professional manner to acknowledge good teachers is through remuneration. He asked the Board to address the salary issue during mediation and added that the staff at Skyview High is united and in support of Mr. Bilben.

Mr. Steve Wright, K-Beach Elementary custodian, stated that Mrs. Karen Mahurin, former KPESA president, told him that this negotiation session has been the worst she has seen in 25 years. He stated that as a result, she retired from the District. He

stated that there are many employees who feel the same. He stated that Mrs. Mahurin left because of Mr. Putney and the awful negotiations sessions. He told the Board not to question the resolve of those in attendance because there are hundreds of more employees who feel the same.

COMMUNICATIONS AND PETITIONS: Dr. Peterson reported that AASB distributed a fact sheet regarding Proposition C, which is also being sent to “super voters.”

ADVISORY COMMITTEE, SITE COUNCIL, AND/OR P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.:

Mr. Hans Bilben, Skyview High teacher and KPEA president, thanked Dr. Anderson for the public apology for the problems created by Mr. Richard Putney during the negotiations process. He stated that he wished the apology could have gone a step further by accepting responsibility for bringing him to the District and an admission of the reason he was hired. Mr. Bilben told Mr. Arness that Mr. Putney was not a replacement for Mrs. Radtke as earlier stated. He stated that he feels he must defend himself from allegations that have been repeatedly stated in public by Board members and others that an apology concerning Mr. Putney’s actions came from Dr. Peterson to the Union leadership and was not conveyed to the members. He stated that the three Union leaders present at the February meeting were Mr. George, Mrs. Carrow, and himself. He stated that after conferring, the three Union leaders do not recall an apology. He stated that two weeks ago Dr. Peterson offered an apology for the actions of the District spokesperson on email and via telephone. He stated that he conveyed the contents of the apology to the employees who attended the general meeting and noted that the apology is accepted. Mr. Bilben stated that two weeks ago Ms. Germano encouraged all employees to review the proposals on the District website. He stated that after researching the Mat-Su School District and Anchorage School District labor contracts, there were mistakes in the comparison on the District website. He stated that after reporting the mistakes to the administration, the entire comparison section was removed instead of corrected. Mr. Bilben told Dr. Anderson that for as long as he can remember the Board and past short-term superintendents have endorsed the doctrine that any desire for economical gain on the part of District employees is unrealistic. He stated that since 1985 District employees have seen salary freezes, reductions, Tier II salary schedule, skyrocketing health care costs, and no raises (except 1991) that addressed the cost of living. He stated that employees have continually given financial concessions, time concessions, and allowed the budget to be balanced on their backs and in spite of it all, continue to be dedicated professionals. He stated that had employee needs not been neglected for so many years, the Board would not be seeing such frustration and hostility. He stated that the trends of the past seventeen years cannot continue if public education is to survive in the District. He reported that Dr. Anderson, Mr. Arness, and Mr. Syverson have publicly stated that they hold promise that a mediator will help find solutions to the negotiations situation and added that he guardedly shares their optimism. He stated that the 1200 employees would like nothing more than a fair and equitable conclusion to the process. He told the Board that the resolve of the employees is strong and they will “go the distance”, if necessary. He urged Dr. Peterson and the Board to come to the bargaining table ready to settle the contract on November 19.

COUNCIL, AND/OR P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A. (continued): Mrs. Cathy Carrow stated that it was clear during the Homer meeting that the Board and Union leaders don’t have a working relationship, and do not know each other, which has contributed to the hostile situation. She stated that in an effort to remedy that problem she offered some of her thoughts and personal and career history. She stated that she served on the negotiating team in 1980 and summarized her

experiences. She stated that in some districts active involvement in the union can put one's position in the community as well as one's livelihood as a teacher in jeopardy and added that she does not want this to be the case for the Kenai Peninsula. She stated that three years ago she was asked to serve as the KPEA vice president. She recalled monthly meetings with the Association leadership and a member of the senior administration team and noted that during the meetings they discussed topics or activities in which the groups could work together and share common ground, such as obtaining better funding for education. She stated that the group agreed they could best serve public education, the students, and community by focusing on working together. She stated that the group discussed an idea to meet informally to preplan for negotiations and use a more collaborative style of bargaining. She stated that during the past year, the District has gone a long way off course and she expressed her frustration for the negotiation process. She reported that she did not recall an apology from Dr. Peterson during the February meeting but instead, Dr. Peterson expressed a desire to put the issue behind and start over on a more positive note. She stated that the Associations concurred and were not pleased with the manner in which the negotiations process had begun. She stated that the Associations were not asked to carry a message of apology back to the negotiations team. She stated that she did not come away from the February 22 meeting with Mr. Arness with a directive to convey an apology to the KPEA membership. She stated that she feels she must clarify accusations that she has kept an apology from the membership. She stated that it is unfortunate that the groups continue the "us" versus "them" mentality, and asked why the District must return to the adversarial role if the groups are to begin again. She stated that the real issue that the District should be talking about is, "How can we make the Kenai Peninsula the best place for children, parents, teachers, support staff, and Board members and everyone who is a stakeholder?" Mrs. Carrow reminded those present of an analogy made by Dr. Peterson about her role as superintendent in comparison to the captain of a ship. She told Dr. Peterson and Board members that she does not like the way the ship is sailing. She stated that she told Dr. Peterson two weeks ago that the Association has tried for a year, in every way possible, to communicate the message that they do not like the direction the ship is sailing. She stated that a reassessment of priorities is in order and believes that employees are the single most important factor in making schools successful. She stated that employees should have a place at the table when decisions are made that affect their work and student learning conditions. She stated that teachers should earn a fair salary and compensation package. She stated that after years of budget reductions, every penny should go to people. She stated that schools might have to sacrifice a new book, or go without new computers, or a new program. She urged the Board and administration to change the course of the ship and instead, search for common ground and begin a community and a society in which all are valued and compensated fairly.

COUNCIL, AND/OR P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A. (continued):

Ms. Terri Woodward, KPESA president, stated that she was looking for a job when she was hired by the District and, at the time, did not think it would become a part of her life. She stated that as school staff positions are eliminated, jobs do not get done. She congratulated Dr. Peterson and Mrs. Mullins for the awards they received. She stated that she does not see respect being shown to the Union bargaining team by the Board and administration at the bargaining table. She stated that she would probably volunteer at the schools after she retires because it has become a part of her life and is not just a job. She asked the Board to come to the negotiating table to settle a contract and to look at the Union bargaining team with respect.

Mr. Buck George, KPEA bargaining team, stated that he does not remember an apology by Dr. Peterson during the February meeting. He stated that he told Dr. Peterson that he considered Mr. Putney a tool and that he held the superintendent and the Board members responsible for using the tool against employees. He stated that he has had one Board member apologize for any part that they may have played in bringing Mr. Putney to the District for the purpose of negotiations. He reminded those present that there are 60 plus articles to consider during mediation. He stated that nothing has been accomplished since Mr. Arness took over as spokesperson. He stated that the best offer has been \$.25/hour more in salary for those who are at the top of the salary schedule and added that that offer is not good enough. He asked the Board to come to mediation ready to bargain.

RECESS: At 8:54 pm. Mr. Arness called a recess.

RECONVENE AFTER RECESS: At 9:06 p.m. the Board reconvened in regular session.

Dr. Anderson stated that the people who are making financial decisions and offers regarding the KPEA and KPESA contracts are the members of the Board and not the superintendent or Central Office administration. He stated that if the Associations want to be angry, their disagreement is with the Board. He stated that Dr. Peterson is a wonderful person.

AWARDS AND PRESENTATIONS: The Board acknowledged Dr. Peterson's selection by the Alaska Association of School Administrators as Alaska's 2003 Superintendent of the Year. Dr. Anderson noted that her application will be forwarded as a candidate for the national title, to be announced in February 2003.

SUPERINTENDENT'S REPORT: Dr. Peterson announced that fall retakes for the High School Graduation Qualifying Exam will be October 28-30. She reported that the City of Seward accepted a grant from the U.S. Department of Justice to establish a Community Oriented Policing Service in the schools. She announced that Mr. John Pothast, Skyview High principal, was chosen by the Secondary Administrator's Association to receive the Technology Leadership Award.

Financial Report: Mrs. Douglas presented the financial report of the District for the periods ending August 31 and September 30, 2002.

Budget Transfer Report: Mrs. Douglas reported on budget transfers Numbers 1 through 56 for various schools and departments within the District.

Budget Transfer Report (continued): Ms. Germano asked for an explanation of the copier allocation. Mrs. Douglas responded that the budget was not adjusted for copier expenses until the end of the FY02 school year, which meant that the FY03 budget needed to be adjusted at the beginning of the year. She added that the Board should not see a budget transfer of this nature in the future because the budgets are now set up in the correct accounts and the budget will carry forward correctly for FY04. She noted that there is a five-year pay off on the copiers.

Ms. Germano asked about budget transfers for extracurricular activities. Mrs. Douglas responded that the total allocation for cocurricular activities was revised at the end of the fiscal year and was transferred to establish budgets for the current fiscal year, in keeping with programmatic changes.

Mr. Poindexter asked why there were expenditures for specific programs where nothing was budgeted, such as Carl Perkins and Vocational Education. Mrs. Douglas responded that grants are awarded but not received until very late in the year and therefore programs are allowed the opportunity to purchase against the money before it is received.

BOARD REPORTS:

Mrs. Gilman reported that she and Ms. Germano attended the Fine Arts Curriculum meeting held in October. She stated that it was a pleasure to be in a room with people who love the subject of fine arts.

Mr. Poindexter reported that he and Dr. Anderson attended the science curriculum meetings on October 10 and 17. He stated that he anticipates a fairly dynamic science curriculum and noted that he is working with some very exceptional people.

Mr. Cameron Poindexter stated that on October 24-26 Bartlett High School is hosting the Alaska Association for Student Governments conference. He stated that he is excited to attend because students will make resolutions and forward them to the legislature for consideration.

Mrs. Mullins reported that she spoke to students in Mr. Larson's freshman English class. She thanked Mr. Larson for the invitation and noted that the students were respectful and inquisitive. She stated that she appreciates students who can have interactions with adults. She noted that it was a great opportunity to see what is going on in the buildings and classrooms.

CONSENT AGENDA:

Items presented on the Consent Agenda were Resignation, Long Term Substitute Teacher Contract, and New Teacher Assignments.

Resignation:

Mr. Syverson recommended the Board approve a resignation from Susan Rorrison, kindergarten, Sears Elementary, (effective August 27, 2002).

Long-Term Substitute Teacher Contract:

Mr. Syverson recommended the Board approve a substitute teaching contract for Susan Rorrison, kindergarten, Montessori Charter School.

New Teacher Assignments:

Mr. Syverson recommended the Board approve teaching contracts for Kristina Salness, generalist (temporary), Kenai Alternative School; Patricia J. Truesdell, generalist 7-8 (temporary), Nikiski Middle/High School; Tammy Flanders, librarian (temporary), Mountain View Elementary; Nancy Thibodeau, Grade 4 teacher (temporary), Mountain View Elementary; Jennifer R. McDonald, middle school language arts/generalist, Seward Middle School; and Janice Hottman, Title I Teacher (temporary), West Homer Elementary.

**CONSENT AGENDA (continued):
ACTION**

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

Motion carried unanimously.

Capital Improvement Projects List:

Mr. Syverson recommended the Board approve the Major Maintenance/Capital Improvements Projects List for the 2002-2003 school year. He noted that the list was compiled through the efforts of the Borough Maintenance Department, Borough Public Works Department, School District Planning and Operations Department and School District building administrators. Mr. Syverson stated that he is excited that the Number 1 priority is a new Seward Middle School and noted that teacher housing

for remote schools was Number 5.

ACTION

Mrs. Crawford moved the Board approve the Capital Improvements Projects List. Ms. Germano seconded.

Deb Germano reported that the Board had a good discussion about the priority list during the worksession held prior to the meeting. She stated that there are other things that should be on the list and noted that the Borough has helped to address many of the issues on the priority list.

Mrs. Gilman explained that the Board conducted a worksession on the Capital Improvements Projects list prior to the Board meeting. She stated that the members had a healthy discussion about the various projects on the list. She stated that she was excited that a new Seward Middle School is the first item on the list and thanked the voters for passing the bond issue and thanked the administration, other Board members, and community members for informing the voters. She stated that she objected to Number 15, resurfacing of four high school tracks, for \$1 million. She stated that even though the money comes from the Borough, she feels that there are better things that could be purchased for \$1 million and for that reason, will vote against the motion.

VOTE:

Advisory Vote – YES

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

NO – Gilman

Motion carried.

**Student Expulsion:
Action**

Mrs. Mullins moved the Board approve the following: “SP is expelled for one-year in violation of District Policy BP 5131.7, Weapons and Dangerous Instruments and the Alaska State Statute 14.03.160, Suspension or Expulsions of Students for Possessing Weapons.” Dr. Anderson seconded.

Motion carried unanimously.

**PUBLIC PRESENTATIONS/
COMMENTS:**

Mr. Henry Anderson, North Star Elementary teacher, stated that the Board has heard many heartfelt comments from District teachers and support staff. He stated that there is great support for all employees in the District to settle a better contract. He announced that he is the strike chairperson for KPEA and KPESA and added that, if necessary, he will lead the way. He stated that he hopes the employees will have a settled contract and that a strike will not be necessary.

**PUBLIC PRESENTATIONS/
COMMENTS (continued):**

Mrs. Fran Stetson, Tustumena Elementary School special education teacher, stated that she has had a tough year since her aide resigned because of the low salary. She told the Board that 100% of the school staff is behind the bargaining team and do not want to strike but will, if necessary.

Mr. Troy Minogue, Skyview High School teacher, stated that in the days when the District had money, many people took for granted the relationship between the Board, administration, and teachers. He stated that some hard decisions have to be made. He stated that the employees are drawing the line and that the Board needs to seek more money from the state. He asked the Board to help the teachers and support staff do their job.

Mr. Mike Gustkey thanked Mrs. Mullins for her comments regarding the respectful class of freshman students. He stated that respect comes from modeling and cannot be taught with worksheets or videos. He stated that teachers often deal with the issue of how to express frustration appropriately. He asked those present how to express criticism in a benign manner. He stated that the employees expressed criticism and frustration in a benign manner with the vote of no confidence. He stated that the no-confidence vote was considered by some to be unprofessional and then untasteful. He stated that he felt the no-confidence vote was a show of good problem solving. He asked the Board to give the teachers an incentive to continue to do an outstanding job teaching in the District.

Mr. Rick Fredrick, Nikiski high teacher, stated that he and many others are looking at other career options. He stated that he has taught students who have participated in the Caring for the Kenai contest and received presidential awards, and one student who appeared on Good Morning America. He stated that these same opportunities are available to his children but noted that it is changing. He stated that everyone present at the meeting came because they care about children and because of that, must set all differences apart. He acknowledged that the funding message must also go to the legislature. He stated that the question of how to fund employee raises is difficult because of the budget constraints. He stated that the District is at a pivotal point, and that people who are considering a move to the District will first consider the status of the schools. He asked the Board to give the teachers a fair contract, and to remember the children.

Mr. Roy Shapley, Sterling Elementary teacher, stated that in his previous career he visited many schools and had an opportunity to observe teachers. He stated that after his children were school aged, he became more impressed with District schools and decided to change careers and become a teacher. He stated that in previous occupations he learned that good employers surround themselves with good people and then get out of the way and let the employees do their work and then reward them. He asked the Board to look at their assets and protect them.

Mr. John Kennedy, Skyview High School teacher, stated that he taught for one year before he was laid off and ended up substituting 145 days during the following year. He stated that he read the contract proposal posted on the District website and that the numbers did not match. He stated that it is hard to know whom to believe. He stated that it is time to move on.

Ms. Judy Shields, Nikiski Elementary teacher, stated that 100 % of the staff are members of KPEA or KPESA and that all members want an equitable contract settled without a strike. She asked the Board to put an end to negotiations.

BOARD COMMENTS:

Mrs. Gilman thanked those present for attending the meeting. She stated that she is a Board member because she wanted to share her expertise as a twelve-year teacher and a parent of four children. She asked Mr. Carey to talk to her further regarding his idea of seeking additional funding from the Borough. She stated that she hopes that on November 19 an outside mediator can review the facts and come up with ideas to solve the bargaining problems. She stated that many of the comments expressed by those present dealt with class size, music and art programs. She stated that the Board conducted a worksession prior to the meeting regarding comprehensive schools and reported that in order for an elementary school to be comprehensive and offer art, music, library, and physical education, it needs to have

an enrollment of approximately 500 students. She noted that very few schools in the District have 500 students. She stated that when she attended Kenai Elementary there were nowhere near 500 students and yet she had music and physical education and library. She stated that in 1982 when she attended Kenai Central High students flew to competitions in Anchorage in the winter because the roads were considered unsafe. She agreed with comments that the Board should lobby the legislature for more money but added that the Board cannot do it alone. She urged those present to vote during the November 5 election for the candidate who they think would make funding education a priority and bring more money to the District and state.

Ms. Germano reported that the Board has tried to lobby the legislature for equitable funding for the District. She stated that the Board worked hard last year along with many of the people in attendance and thanked those who helped. She reported that the Board has spent a lot of time lobbying for more money from the legislature and will continue again this year.

Mrs. Crawford expressed her appreciation to all who spoke. She urged those present to vote for state and house candidates who will support additional funding for education and to vote for Proposition C. She stated that she is serving on the Board to make things better and has tried to make a difference. She announced that she is hosting KSRM Radio's Sound Off program on Friday mornings. She reported that her guests on Friday, October 19 were Mrs. Margaret Gilman and Mrs. Marilyn Dimmick who spoke about Proposition C. She stated that prior to the meeting the Board conducted worksessions regarding comprehensive schools and eighth grade credit. She thanked Mr. Drake for the school report. She thanked Dr. Anderson for serving as president during the past year. She thanked Dr. Peterson for her work as superintendent.

BOARD COMMENTS (continued):

Dr. Anderson stated that he would applaud many of the comments made by those present. He stated that he has never liked the negotiations process. He stated that while every member of the Board would like to give raises, they must balance the budget. He reported that since 1991 the increase to the District budget has been \$10 million (\$1 million/year) and of that amount \$8 to \$9 million went to step increases. He stated that the Board has done some terrible things in order to balance the budget such as, implemented the Tier II schedule, offered early retirements, gave limited credit for previous teaching experience for new employees, increased pupil/teacher ratios, and reduced support staff. He stated that the proposal offered by the District with the current funding available, will require the laying off of the equivalent of 20 teachers each year of the contract. He stated that if the District accepted the Union proposal, the Board would have to lay off 150 teachers or every noncertified employee to balance the budget. He stated that the Board spent about half of the FY02 Board travel budget trying to influence the legislature to provide additional funding for education. He stated that the Board is hopeful that when the Area Cost Differential Study is completed it will provide more money for the District. He stated that none of the Board members want to be adversarial and expressed concern that the things that have happened will leave people feeling bitter long after negotiations are over. He stated that there are times when he cannot sleep at night because he worries about the problems of the District and that it bothers him when he is accused of things that are untrue. He stated that he is hopeful the mediation process will result in a solution. He stated that he respects and admires all of the hard-working District employees. He thanked Mr. George for rescuing the flowers he planted next to the sign at Soldotna High School.

Mrs. Mullins stated that she is serving on the Board because she believes in an educated populace. She stated that she does not want to return to the days when the rich and privileged were the only ones to have an education. She stated that she believes in education for all people, and that all children can learn and deserve to learn. She stated that she hasn't spoken publicly about the negotiation process because it would not be appropriate since she is a member of the negotiating team. She stated that her job on the team is to sit and listen and not respond. She stated that she respects every person who sits at the negotiating table and expressed deep regrets for what has transpired during the negotiating process and offered her apology. She stated that teaching is a noble profession. She stated that she took numerous pages of notes and will impart comments made during the meeting to the legislature. She stated that she does not like the negotiations process and that sometimes both sides get caught up in emotions. She stated that she does not impugn the character of any person on the team, or in the leadership, or District employees. She stated that she has a longstanding appreciation for the people who work for the District. She stated that her family had many opportunities to leave the Kenai Peninsula but she wanted her children to attend schools in the District. She stated that she appreciates the efforts by teachers on behalf of her children. She stated that she decided to serve on the Board because she wanted to give something back to the community and will serve as long as the community will have her.

Mr. Cameron Poindexter stated that it has been a long day. He stated that not many students his age have the opportunity to experience such an intense meeting. He thanked those present for their comments and added that he enjoyed hearing both sides of the story.

BOARD COMMENTS (continued):

Mr. Poindexter agreed with Mrs. Mullins' comments. He stated that he began teaching in 1974 and added that there were times when he felt that the Board did not appreciate him. He stated that he understands how teachers feel. He stated that during his twentieth year of teaching his principal informed him that he would not be teaching the classes he was qualified to teach, instead, he would teach health. He stated that, as a result, he quit teaching. He stated that he is serving on the Board because he felt he could make a difference and could convey the needs and desires of teachers and students. He stated that every day he fights the battle of choosing whether to increase class sizes or watch teachers look for jobs elsewhere. He stated that the bucket is empty and asked those present where the money will come from. He reported that the Board spent many hours lobbying the legislature (some with their own money) for more money for education. He stated that the lack of funds is causing the dismantling of the District. He stated that he hopes that the mediation process will be successful. He extended his appreciation for those who stayed to listen to the Board Comments section.

Mr. Arness thanked those who stayed for the Board Comments section. He stated that it is frustrating to sit and listen and not be able to respond. He stated that the day when he can't look a District teacher in the eye and shake their hand and talk to them as an equal, he will know he has mistreated them and added that he is not at that point. He stated that he understands that everyone wants more money but explained that the Board has an obligation to operate a school system. He stated that he has a lot of confidence that the contract issue will be resolved. He thanked those persons who spoke for their comments and noted that the Board heard them.

ADJOURN:

At 10:06 p.m., Ms. Germano moved the School Board Meeting be adjourned. Ms. Crawford seconded.

Motion carried unanimously.

Respectfully submitted,

Mr. Joe Arness, President

Mrs. Deborah Germano, Clerk

The Minutes of October 21, 2002,
have not been approved as of
October 23, 2002.

October 22, 2002

TO: Board of Education
 FROM: Melody Douglas, Chief Financial Officer
 RE: Budget Development Calendar

Attached is the recommended FY04 Budget Development Calendar. The administration recommends board approval. It is requested that the Board select representation to the Budget Review Committee at this time as well. Thank you.

October 2002						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st - Enrollment Projection Deadline
 25th - Preparation of Enrollment Projections FY03

November 2002						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4th - School Board Meeting, Approval of FY03 Enrollment Projection - Seward
 4th - Appointment of Board Members to Serve on Budget Committee
 15th - Public Advertisement for Committee Members
 18th - School Board Meeting - Approval of Staffing Formulas

December 2002

2nd - Memo to Assembly for Assembly Member to Serve on Committee

S	M	T	W	T	F	S
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

- 6th - Site Budget Information Due to Central Office
- 16th - Deadline for Budget Review Committee Applications
- 20th - Admin Council Conducts Preliminary Budget Preview

January 2003

S	M	T	W	T	F	S
				1	2	3
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	31

- 6th - School Board Meeting-Work Session to Review First Draft of Budget
- 9th - Budget Review Committee Receives Budget Draft - 1:00 p.m.
- 13th - Budget Review Committee Conducts Financial Discussion - 9:00 a.m.
- 15th - Public Hearing in Soldotna-SoHi Library, 7:00 p.m.
- 16th - Public Hearing in Seward-Seward High Auditorium, 7:00 p.m.
- 21st - Public Hearing in Kenai-KCHS Library, 7:00 p.m.
- 22nd - Public Hearing in Homer-Homer High Library, 7:00 p.m.
- 23rd - Public Hearing in Nikiski-Nikiski High Library, 7:00 p.m.

February 2003

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28

- 3rd - School Board Meeting - Budget Work Session
- 18th - Joint Work Session with Board and Borough Assembly, 10:00 a.m.-tentative

March 2003

S	M	T	W	T	F	S
						1
	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
	23	24	25	26	27	28
	30	31				

- 3rd - School Board Meeting-Presentation of Budget-Homer

April 2003

S	M	T	W	T	F	S
			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30		

- 7th - School Board Meeting-Budget Approval
- 8th - KPBSD Budget Information to Borough Assembly with Document
- 22nd - Borough Assembly Resolution

May 2003

S	M	T	W	T	F	S
					1	2
						3

- 6th - Ordinance Introduced at Borough Assembly

4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2003							
S	M	T	W	T	F	S	
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

3rd - Borough Assembly Ordinance Vote

October 22, 2002

M E M O R A N D U M

TO: Board of Education

FROM: Melody Douglas
Chief Financial Officer

SUBJECT: Budget Transfers

Budget transfer number 90 in the amount of \$1,700,821 transfers Learning Opportunity Grant funds as approved by the Department of Education and Early Development to district-wide programs for: math and science textbooks; middle school – school within a school; computer assisted instruction; educational standards implementation; Alaska On-Line program for distance delivery of instruction; and summer school reading and math programs.

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

Enclosure

November 4, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of New Teacher Assignments/2002-03 Item – 10 a (3)

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>EXPERIENCE</u>	<u>ASSIGN</u>
Kenai, AK.	Erik Peter Larson	MA	Pacific Lutheran University. Tacoma, WA	Literacy Ed	K-12 Special Ed; Reading K-12	4 States	Teacher – Special Ed/ Resource, Kenai Middle School
Soldotna, AK.	Stephanie Tazell-Roberts	BS	North Dakota State University, Fargo, N.D.	Math	Secondary Math	4 KPBSD 1 States	Temporary Kindergarten Teacher, Soldotna Montessori Charter School
Soldotna, AK.	Steven R. Baldeshwiler	BS	Winona State University, Winona, MN	Special Ed	Special Ed, Learning Disabled; Social Science/History	====	Teacher- Special Ed/ Resource, Skyview High School

October 22, 2002

MEMORANDUM

To: Board of Education

Through: Dr. Donna Peterson, Superintendent

From: Melody Douglas, Chief Financial Officer

Subject: FY03 Budget Revision – Operating Fund
[General Fund Revenue](#)
[FY03 - Revised Estimate](#)

Although the annual OASIS (20-day enrollment count) report isn't finalized, it is necessary we revise the FY03 Operating Fund budget in preparation for the FY04 budget process. The revenue budget has been estimated based on current enrollment of 9,667 on October 17, 2002. The 20-day enrollment data submitted to the Department of Education and Early Development (EED) should not be significantly different than this number. A final FY03 budget revision will be submitted to the Board for consideration when final revenue information is received from EED.

Both the operating fund revenue and expenditure budgets need to be amended to account for the net revenue reduction of \$355,068 due to the shortfall in enrollment of 100 students (9,725 projected + 42 (Montessorri Charter School) = 9,767 – 9,667 actual = 100). The expenditure budget also needs to be adjusted to include the budget for Montessori Charter School that was approved by the Alaska State Board of Education and Early Development in June 2002.

Operating Fund Revenue Budget

Approved FY03 Original Budget

\$76,506,530

Decrease in Borough Appropriation	(66,303)
Decrease due to enrollment shortfall	(288,279)
Decrease in Learning Opportunity Grant	(486)
Appropriation of Fund Balance *	464,778
 Revised FY03 Revenue Budget	 \$76,616,240

Operating Fund Expenditure Budget

Approved FY03 Original Budget	\$76,506,530
 Connections Program reductions	
Internet connections	(\$ 5,250)
Supplies	(56,200)
Computers	(39,837)
Montessori Charter School	211,483
Learning Opportunity Grant reduction	<u>(486)</u>
Revised FY03 Expenditure Budget	<u>\$76,616,240</u>

Fund Balance

Fund balance at 6/30/02 as reported in the Comprehensive Annual Financial Statement will include fund balance for Kenai Peninsula Borough (KPB) in-kind operations.

KPBSD undesignated fund balance at 6/30/02	\$ 1,300,992
KPB undesignated fund balance at 6/30/02	<u>241,687</u>
 Total undesignated fund balance at 6/30/02	 <u>\$ 1,542,679</u>

* The appropriation of fund balance is an unusual circumstance that warrants careful consideration.

KPBSD undesignated fund balance at 6/30/02	\$ 1,300,992
Less: appropriation to balance FY03 budget	<u>464,778</u>
 Adjusted KPBSD undesignated fund balance	 <u>\$ 836,214</u>

There is no recommendation at this time for the adjusted undesignated fund balance of \$836,214,

particularly in light of the current employee negotiations process. Please note that this fund balance represents 1.09% of the FY02 budget.

The administration recommends Board of Education approval of an appropriation of fund balance for \$464,778 and an amended FY03 Operating Fund Budget of \$76,616,240 as presented.

October 22, 2002

MEMORANDUM

To: Board of Education

Through: Dr. Donna Peterson, Superintendent

From: Melody Douglas, Chief Financial Officer

Subject: [Enrollment Projection for FY04](#)

The FY03 budget was developed based on an enrollment projection of 9,725 students (Pre-school-12) adjusted to include Montessorri Charter School's enrollment of 42 students for a total of 9,767. We are again under projected enrollment; on October 17, 2002 there were 9,667 students enrolled. We will be coming to you at the end of the 20-day count period with final FY03 budget change. Please note the average daily membership (ADM) figure from the foundation count will be different than the 9,667 number noted above.

Actual enrollments fell short of projected enrollments by a 2% annual average over the last five years. The District does not have the resources to cover the decline in revenue resulting from unrealized enrollment projections. Therefore, a modified straight-line enrollment projection is being recommended for FY04. Generally, schools will have a straight-line projection or they will have a straight-line projection less 2% based on a review of enrollments by region. Schools were grouped into the same regions used in the KPBSD Annual Class Size Enrollment Report; Homer, Kenai, Nikiski, Seward and Soldotna area schools. All other schools were reviewed as single sites.

The administration is projecting an enrollment of 9,419 students district-wide. This conservative approach is 248 students under the actual enrollment on October 17, 2002 representing a 2.5% decline in enrollment. It is under the FY03 enrollment projection of 9,725 by 306 students due in part to the fact that the 12th grade has 741 students who will be leaving the system with 674 preschool and kindergarten students projected to enroll in FY04.

Enrollment projections for FY05 through FY09 indicate a continued decline in enrollment following the pattern of each entering class generally being smaller than the current class. Detailed historical and projected enrollment for each school will be included in the Six-Year Plan

scheduled for your approval November 18, 2002.

The administration recommends the Board of Education approve an enrollment projection of 9,419 for FY04.

Memorandum

DATE: October 28, 2002
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 October 7 Board worksession.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
2003 STATE LEGISLATIVE PRIORITIES

- **Assure a quality educational experience for all Alaskan children by providing sustainable, reliable, and adequate funding for education. To achieve this goal, the Kenai Peninsula Borough School District supports:**
 1. *Substantially increasing base student allocation*
 2. *Inflation proofing the Education Funding Formula*
 3. *Placing the Learning Opportunity Grants (LOGs) within the Education Funding Formula*
 4. *Fully Funding Mandates*
 5. *Changing the Education Funding Formula, specifically*
 - A. *Revising the cost differential based on statewide study of communities*
 - B. *Modifying the calculation procedures for alternative, charter, and*

correspondence programs to more accurately reflect attendance areas

C. Increasing the 20% allocation for Special Ed/Vocational Ed/Bilingual

D. Increasing the Intensive Needs funding multiplier to more realistically represent the cost of educating students with intensive needs

- **Adopt At the Cap Circuit Breaker legislation that awards an additional 5% Foundation Aid to those Districts meeting specific criteria.**

*Foundation formulas are built around assumptions that are good and bad. Some states recognize the inherent inequity in funding diverse districts and create mechanisms to assist in rectifying disparities that are created. Frequently, states are reluctant to revise or reinvent all the mechanisms that fund schools. Therefore, we propose **At the Cap Circuit Breaker** legislation for additional state Foundation Aid for districts that are “at the cap” and fiscally responsible. The circuit breaker legislation would go into effect if the following criteria are met for at least three years:*

- 1. the percentage of state aid has remained flat*
- 2. the amount of dollars and percentage of local funding is the maximum allowed by law*
- 3. the 70%/30% teaching costs/administrative costs are in compliance with statute*
- 4. the central office administrative costs are under 5%*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT 2003 FEDERAL LEGISLATIVE PRIORITIES

- **Recognize Alaska’s special needs for flexibility in application of the Leave No Child Behind federal legislation.**

- **Fully fund the Individuals with Disabilities Education Act (IDEA)**

IDEA is scheduled for reauthorization within the next year. Congress originally promised to fund up to 40% of the excess costs of educating students with disabilities under IDEA. Currently congress has authorized expenditures to cover nationally about 17% of the excess costs. The Kenai Peninsula Borough School District believes that Congress should fund the full amount they originally promised. To do otherwise results in another under-funded mandate passed down to state and local governments.

Specific additional recommendations regarding the reauthorization include:

1. *Revising the current IDEA student discipline procedures to allow removal of dangerous students to an Interim Alternative Education Setting in the same fashion as IDEA eligible students who bring weapons or drugs to school.*
2. *Reducing the amount of paper work involved in the procedural application of IDEA.*
3. *Changing the complaint resolution process to one of 'binding arbitration' instead of the current process prescribed by IDEA of due process hearings and then federal or state courts to resolve disagreements concerning the provision of a Free Appropriate Public Education*

- **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, is in major need of repair 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 than those 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. The District also has the same concern/problem at Kachemak Selo. KPBSD requests federal funding for the summer of 2003 to improve conditions on East End Road so that school bus travel is an option. Repairs to the road are also critical to the safety and well being of the District staff members and community members who travel this road on a daily basis. With a bus ride of approximately 15 miles, opportunities for students in these Russian Villages could be commensurate with others in the District.

Memorandum

DATE: October 28, 2002
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Policy Manual Review of Section 9000, Board Bylaws

As part of the systematic examination of the Policy Manual several one-hour worksessions have been held to review Section 9000, Board Bylaws. These revisions are presented for a first reading.

Bylaws of the Board

BB 9000(a)

Role of Board and Members (Powers, Purposes, Duties)

[Introduction/Definitions

Superintendent: unless specifically precluded, superintendent means superintendent or designee.

President: unless specifically precluded, president means Board president or designee.]

Powers and Duties

The Board is responsible for the general control and direction of education in the district and is empowered to carry on and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws and regulations. The Board may execute any powers delegated by law to it or to the district which it governs, and shall discharge any duty imposed by law upon it or upon the district which it governs.

(cf. 9200 - Board Members)

Governance Functions

The Board shall consider and approve or disapprove matters submitted to it by the Superintendent and the public and is committed to establishing policies to govern district activities. The Board shall prescribe bylaws for its own governance within law or within the rules prescribed by the State Board of Education.

(cf. 9300 - Governance)

Executive Functions

The Superintendent shall serve as the chief executive officer of the School District. The Board delegates to the Superintendent the authority to carry out Board decisions and to

make and carry out any decisions which it delegates. The Superintendent shall be fully responsible for the proper use of this authority. The Board retains ultimate authority over and responsibility for the performance of any powers or duties delegated.

(cf. 2210 - Administrative Action in Absence of Board Policy)

BB 9000(b)

Role of Board and Members (Powers, Purposes, Duties)
(continued)

Judicial Functions

The Board, convened, shall serve as a body of appeal for grievances, complaints and criticisms in accordance with Board policies and negotiated employee agreements.

(cf. 1312 - Public Complaints Concerning the Schools)

Legal Reference:

ALASKA STATUTES

14.08.021 Authority (regional school boards)

14.08.041 Regional school boards

14.08.101 Powers (regional school boards)

14.08.111 Duties (regional school boards)

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.130 Chief school administrator

29.35.160 Education (military reservations)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

Role of Board and Members

I. Board Members to Administrative Staff:

Board member questions can be divided, usually, into three categories:

1. Requests for simple facts. These questions may properly be addressed to an administrative staff member.
2. Complaints regarding personnel. **[The concern should be privately communicated to]** the superintendent should be notified.
3. Requests for **[reports,]** detailed information**[,]** or for information relating to a problem or a potential problem in the District. These questions should be addressed to the superintendent **[and have concurrence of the other Board members]**.
4. Requests for reports. These requests should be addressed to the superintendent and have the concurrence of the other Board members.

II. Administrative Staff to Board Members:

Administrative staff questions should be addressed to the individual's superior and follow the "chain of command" upward.

III. Board to Principals:

School visits by board members are welcomed, but the principal should receive a courtesy call in advance. As with all visitors, office check-in is necessary once on the site. Board members who visit schools of their own volition have no more authority than any other citizen.

IV. Principals to Board:

Inquiries from principals or questions about school problems should be addressed to a member of senior management. One of these individuals will then notify the superintendent/board, if appropriate.

V. Non-administrative Employees to Central Office Administration:

Inquiries or concerns about school issues should be addressed to the individuals superior and follow the "chain of command". The building supervisor should be copied on responses from Central Office to employees.

Revised: 1/18/02

Bylaws of the Board

BB 9010

Public Statements

Any Board member who may wish to criticize or oppose any specific Board action should do so during the Board meeting.

Public statements in the name of the School Board shall be issued by the Board president or, if appropriate, by the Superintendent or designee at the direction of the Board president.

When Board members express their opinions outside of the Board meeting, it is their responsibility to respect the democratic nature of Board decision-making and always identify personal viewpoints as such.

(cf. 9011 - Confidential Information)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9011

Confidential Information

Confidential information which is produced for or which comes out during executive sessions of the Board shall not be divulged or released unless a majority of the Board agree to release the information, subject to applicable laws regarding executive sessions and confidential records. This bylaw is not intended to cause the withholding of information about the purpose of executive sessions of the Board.

(cf. 1340 - Access to District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 5125 - Student Records)

Information from executive session shall **[may]** be released by the president or chairman of the meeting in which the executive session is held.

(cf. 4119.23 - Unauthorized Release of Confidential Information)

(cf. 9321 - Executive Sessions)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9110

BOARD MEMBERSHIP

Regular Members

The School Board shall consist of 7 members elected or appointed in accordance with law.

(cf. 9223 - Board Vacancies)

Student Board Members

It is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, the Board shall appoint student Board members as deemed necessary.

[Student Board members may cast preferential votes on all matters except those subject to executive session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the outcome of a vote. Preferential votes shall be recorded in the Board minutes. Student Board members may not move or second official items on the agenda.]

(cf. 1220 - Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.08.041 Regional school boards

14.08.091 Administration

14.12.030 School boards

14.12.040 Transition from five to seven member board

14.12.110 Single body as assembly and school board

14.14.070 Organization of school board

14.14.120 Inoperative district

14.14.250 - 14.14.310 Involvement of young people in government

29.20.300 School boards

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

E 9110

STUDENT REPRESENTATIVE ON KPBSD BOARD OF EDUCATION – JOB DESCRIPTION

QUALIFICATIONS

1. Student shall be a junior or senior in good standing in any public high school in the KPBSD.
2. Student shall be elected by their fellow student council members at the first AASG meeting of the school year.
3. Student shall attend all school board meetings and work sessions, unless excused by board president (first and third Mondays of most months).
Worksessions usually begin early afternoon on the day of a Board meeting.
Approximately three additional hours are needed to study the packet information prior to each meeting.
4. Student shall plan to attend student representative strand of the Alaska Association of School Boards held annually in November in Anchorage.
5. Student shall plan to help provide information to legislature in Juneau, both in person and by teleconference.
6. Student should have a long term interest in serving the public as an elected official.
7. Student should give feedback to board members about policies that impact students.
8. Student should plan to use this opportunity as a way to develop leadership skills.

9. Student will work with the board to develop ways to recognize outstanding students in the district.

10. Student will communicate with other student council members in the district to provide information and seek feedback from other students on school board issues. (This can be done by using the student government folder on First Class).

Bylaws of the Board

BB 9120

OFFICERS AND AUXILIARY PERSONNEL

Within seven days after certification of election results, the Board shall meet to elect a president and clerk. The Board may also elect a vice president and a treasurer.

[At the first meeting following the Borough's certification of election results, the Board shall meet to elect officers - president, vice president, clerk, and treasurer. In the event that circumstances arise vacating an office of the Board, the new office will be filled at the next regular meeting of the Board.]

(cf. 9121 - Board President)

(cf. 9122 - Vice President/Clerk)

(cf. 9123 - Secretary/Treasurer)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.12.110 Single body as assembly and school board

14.14.070 Organization of school board

29.20.300 School boards

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9121(a)

President

The president shall have all the rights of any member of the Board, including the right to discuss, and vote on all questions before the Board.

The president shall also perform duties as directed by the Board, state laws, regulations and Board policy, including the duty to:

1. Preside at all School Board meetings according to the guidelines of Robert's Rules of Order, latest revision.
2. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
[Sign all instruments, acts, and orders necessary to carry out requirements, business, and will of the Board, including signing of Board minutes;]
3. Consult with the Superintendent or designee on the preparation of the Board's agendas;
4. Appoint and disband all committees, subject to Board approval;
5. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
6. Excuse Board member absences from regular Board meetings.
(cf. 9223 - Board Vacancies)
7. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;
8. Share informational mail with other Board members.
9. Issue statements of policy and actions as officially expressed by the Board, in the name of the Board;
10. Represent the Board, or appoint another Board member to represent the Board at official community and school functions;
11. **[Represent the Board, or appoint another Board member to represent the Board, with the media.]**

BB 9121(b)

President (continued)

12. Appoint members to represent the Board on various agency boards or committees, with concurrence of the Board;
13. The president shall be an ex-officio member of all Board committees;
14. Certify or attest to actions taken by the Board as required.
15. **[Authorize Board member travel in accordance with Board goals and budget.]**

When the president resigns or is absent or disabled, the vice president/clerk shall perform the president's duties. When both the president and vice president/clerk are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties.

[When the president is absent or temporarily unable to perform the duties, the vice president shall perform the president's duties. The line of succession for performing the president's duties is vice president, clerk and then treasurer. In the absence of all officers, the most senior experienced member of the Board will assume the duties of president.]

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9320 - Meetings)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES

14.14.070 Organization of school board

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9122

VICE PRESIDENT

The vice president shall assume the duties of the president in that officer's absence from any regular or other Board meeting **[as well as other duties as assigned by the president]**. In the event that circumstances arise vacating the office of president of the Board, the vice president shall succeed to that office until the next regular meeting of the Board when a new president is elected.

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

14.14.070 Organization of school board

14.14.020 Bond required

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 7/1/96

Bylaws of the Board

BB 9123 [BB 9124]

TREASURER

The treasurer is custodian of the moneys of the district. S/he shall pay no money from the treasury except for purposes authorized by the Board and on warrants signed by the treasurer, the clerk and the president. Warrants may be prepared by the use of facsimile signature check writing instruments. The treasurer shall give such bond with sureties as the Board may require. Such bond to be conditioned to the honest and faithful disbursing and accounting of all moneys that may come into his/her hands by virtue of his/her office. Clerical, accounting, statistical and auditing duties incident to the office may be assigned by the treasurer or Board to one or more paid employees, provided funds for such employees are authorized by the Board, but the duly elected treasurer is the bonded and responsible officer of the Board.

[The treasurer is the fourth officer of the Board for succession purposes, serves as one of three signatures on warrants authorized by the School Board, and signs all legal documents and notices as directed by the School Board.]

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3530 - Risk Management)

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - Board Minutes)

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9124 [BB 9123]

clerk

The clerk shall attend to the correspondence of the Board, keep the official minutes, and in general, exercise the functions of a secretary of any organized body. Stenographic and clerical duties incident to the office may be assigned by the clerk to one or more paid employees, provided funds for such employees are authorized by the Board. It shall be the duty of the clerk to make, or cause to be made, all arrangements for all regular and special meetings of the Board.

[The clerk is the third officer of the Board for succession purposes, serves as one of three signatures on warrants authorized by the School Board, and signs all legal documents, including Board minutes, and notices as directed by the School Board.]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9130

Board SUBcommittees**Committees of The Board**

The School Board may establish committees of the Board as deemed necessary. The membership of these committees is limited to less than a majority of the whole Board. The Board shall establish written charges for Board committees. When its charges or duties have been completed, the committee shall be dissolved.

[Unless specifically excluded,] the Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

Committees shall act in an advisory capacity, making recommendations to the Board. No committee action shall be binding on the full Board. The Board as a whole shall have the final consideration in all matters.

Committee meetings are subject to the state open meetings act, if it applies.

Committees Established By The Board

The School Board may establish standing or temporary committees which utilize community, administrative, or professional resources as committee members. The composition of these committees shall be determined and appointed by the Board President. The Board shall establish written charges for all committees. When its charges or duties have been completed, the committee shall be dissolved.

Board Participation in School District Committees

At the discretion of the Board, up to three (3) Board members may participate on advisory committees as members of the committee.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9320 - Board Meetings)

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

29.20.020 Meeting public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 7/1/96

Bylaws of the Board

BB 9230

Orientation

The Board invites all Board candidates to attend public Board meetings during the period of their candidacy so that insofar as possible, new members will be prepared to discuss and cast informed votes on matters before the Board from the time that they are sworn into office.

~~The Superintendent or designee shall cooperate impartially with all candidates in providing them with information about district activities and school programs except that information that by law is required to be kept confidential.~~

[The Superintendent will provide information to all candidates about district activities and school programs in a public orientation session.]

The Board and the Superintendent shall help each newly elected member to understand district operations and the Board's functions, policies and procedures as soon after election as possible. Incoming members are encouraged to read the Board's policies and informational materials on the function of the Board and the school system, to visit school facilities, and to meet with the Superintendent and Board president, as needed to become oriented to Board service.

(cf. 9240 - Board Development)

Legal Reference:

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9240

BOARD Development

The Board, in it's discretion, may establish an annual budget to provide for activities which serve to train Board members and enhance and improve Board skills. **[Such activities may include state, regional, and national workshops, conferences and conventions.**

As part of their job, Board members need to participate in professional development activities that help them understand their responsibilities, stay abreast of new developments in education, and learn new ways to cope effectively with the problems they confront. Suggested guidelines for attendance are annual participation in AASB Board training and attendance at a national School Boards conference during the second year of a three-year term.

Board members shall report on the development activities they attend at a regular Board meeting as soon as possible after the Board member's return.]

(cf. 9250 - Compensation, Reimbursement, and Other Benefits)

Legal Reference:

ALASKA STATUTES

14.14.160 Cooperation and support of certain association functions

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9250

COMPENSATION, Reimbursement, and Other Benefits**Compensation**

The School Board recognizes the time and personal effort Board members give to the district. Each member of the School Board may receive a monthly or per meeting stipend as established by **[administrative]** regulation.

Reimbursement of Expenses

Board members shall be reimbursed for expenses incurred in attending any meetings or in making any trips on official business of the school district when so authorized in advance by the Board. Board members will be reimbursed for their expenses at the approved per diem and mileage rate.

(cf. 9240 - Board Development)

Other Benefits

Board members may participate in the health and other insurance benefits provided for district employees.

The district shall pay the cost of **[comparable employee]** premiums required for Board members electing to participate in the district health program.

Legal Reference:

ALASKA STATUTES

14.14.140 Restriction on employment

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 8/19/96

Bylaws of the Board

BB 9271(a)

Code of Ethics

~~This Code of Ethics expresses the personal ideals which the Board believes should guide each Board members activities.~~

-Attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

-Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

-Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

-Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;

-Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the superintendent;

-Communicate to other Board members and the superintendent expressions of public reaction to Board policies and school programs;

-Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;

-Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

-Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

-Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and

BB 9271(b)

Code of Ethics (continued)

-Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT**Adoption Date: 7/1/96****[Bylaws of the Board****BB 9271**

The code of Ethics expresses the personal ideals which the Board believes should guide each Board member's activities. Each Board member will sign the Code of Ethics upon being seated following their election or appointment to the Board.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT**Adoption Date: _____]****[Bylaws of the Board****E 9271(a)****Code of Ethics**

As a member of the Kenai Peninsula Borough School District Board of Education I will strive to improve public education, and to that end I will:

§ Attend all three regularly scheduled board meetings and other meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;

§ Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;

§ Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

§ Encourage the free expression of opinion by all board members, and seek systematic communications between the board and member school boards;

§ Work with other board members to establish effective board policies and to delegate authority for the administration of the association to the

superintendent;

§ **Communicate to other board members and the superintendent expressions of member and public reaction to BOARD resolutions, policies and programs;**

§ **Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association;**

§ **Support the employment of those persons best qualified to serve as staff, and insist on a regular and impartial evaluation of all staff,**

§ **Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;**

§ **Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law; and**

§ **Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.**

E 9271(b)

Code of Ethics (continued)

My signature below indicates that I have read and agree to abide by the KPBSD Board of Education Code of Ethics.

Name _____ **Date** _____ **I**

Bylaws of the Board

BB 9310

Policy Manual

The district's policy manual is developed, distributed and maintained for the purpose of communicating to interested parties the policies, regulations and bylaws within which our schools will operate.

The community and district employees shall have access to the policy manual. A public copy of the manual shall be maintained in the district central office, **[district internet website, and]** each school site ~~and at each public library~~ so that it may be examined by students, staff and other interested parties ~~during normal business hours.~~

(cf. 1340 - Access to district records)

The Superintendent or designee shall issue copies of the district policy manual to Board members, central office administrators, site administrators, recognized employee organizations, and other key district personnel.

As necessary, the district shall develop or revise policies and regulations in order to reflect new legislation and changing community views. The Superintendent or designee shall maintain procedures for distributing to all authorized manual holders copies of new or revised policies, bylaws and regulations after adoption.

(cf. 9311 - Board Policies)

(cf. 9312 - Board Bylaws)

(cf. 9313 - Administrative Regulations)

Legal Reference:

ALASKA STATUTES

14.12.020 Support, management, and control

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9311

Board Policies

Policies are written statements adopted by the Board which communicate the guidelines and limits within which the Superintendent or designee and staff may take discretionary action.

(cf. 2210 - Administrative Action in Absence of Board Policy)

The adoption of policy shall conform with Board bylaws governing agenda, meetings, and voting. Only those written statements adopted and recorded in the minutes shall constitute official Board policy.

Prior to adoption, policies shall normally be given two readings by the Board. At its second reading, the policy may be adopted by a majority vote of all members of the Board. The Board may require additional readings.

In addition to presenting drafts or suggestions for new policy and policy revisions when

changes in law occur or when a specific need arises, the Superintendent or designee, shall maintain procedures for the continuous orderly review of existing policies at a time allocated for this purpose on the agenda of regular Board meetings. When policies are amended, the Superintendent or designee shall review corresponding administrative regulations to ensure that they conform to the intent of the revised policy.

When drafting or revising Board policies which affect other governmental agencies or areas of common interest, the Superintendent or designee shall seek input from these agencies and shall express the Board's desire to cooperate with them in addressing matters of mutual concern.

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative rules

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

[E 9311

Board Policy Revision Time Line

2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
Section 9000 (Bylaws of the Board)	Section 2000 (Administration)	Section 4000 (Personnel)	Section 0000 (Philosophy- Goals-Objectives and comprehensive Plans)	Section 7000 (New Construction)
Section 1000 (Community Relations)	Section 3000 (Business and Noninstructional Operations)	Section 5000 (Students)	Section 6000 (Instruction)	Section 8000 (Advisory School Boards)]

Bylaws of the Board

BB 9312

Board Bylaws

The School Board shall adopt Board bylaws to govern the internal operations of the Board. When the need for a new bylaw or modification of an existing bylaw is recognized, the Superintendent or designee shall draft a new or modified bylaw for consideration by the Board.

Bylaws may be adopted and amended by a majority vote of all members of the Board at a regular Board meeting in the same manner as Board policies.

(cf. 9311 - Board Policies)

Legal Reference:

ALASKA STATUTES

14.14.100 Bylaws and administrative rules

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9313

Administrative Regulations [and exhibits]

The implementation of policies is an administrative task to be performed by the Superintendent or designee who shall be held responsible for the effective administration and supervision of the entire school system.

The Superintendent or designee shall develop administrative regulations when required by law or Board policy or when, in his/her judgment, Board endorsement of district procedures is desired.

Administrative regulations shall be consistent with Board policies, education-related laws, negotiated employee contracts, and rules and regulations of the State Board of Education. The Board shall review and approve new administrative regulations and require the revision of any regulations which it finds inconsistent with Board policy.

Administrative regulations shall be included in the district's policy manual. District and site level procedures will be maintained in appropriate district and/or site locations and readily available to school personnel. **[Administrative regulations appear on the Consent Agenda of the meeting agenda for one reading and action by the Board.]**

Exhibit pages are intended to be easily updated. They are provided as information items to Board members but are not subject to approval.]

*Legal Reference:*ALASKA STATUTES

14.14.100 Bylaws and administrative

KENAI PENINSULA BOROUGH SCHOOL DISTRICT**Adoption Date: 7/1/96****Bylaws of the Board**

BB 9314

Suspension of Policies, Bylaws, Administrative Regulations**Superintendent['s] or Designee's Authority**

The Superintendent ~~or designee~~ may suspend all or part of any policy, bylaw or administrative regulation when it conflicts with state or federal law or regulations. The Superintendent ~~or designee~~ shall report the suspension to the Board. Suspension shall be valid until the policy, bylaw or administrative regulation is rescinded, amended or reaffirmed.

The School Board shall decide whether the policy, bylaw or administrative regulation still reflects the intent of the Board and the law. If so, the suspension will be denied and the policy, bylaw or administrative regulation reaffirmed in the minutes.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT**Adoption Date: 7/1/96****Bylaws of the Board**

BB 9320(a)

Meetings

Meetings of the Board are conducted for the purpose of accomplishing district business. A meeting of the Board shall consist of any gathering of the members of the Board when more than three members of the Board, or a majority of the members, whichever is less, are present and collectively consider a matter upon which the Board is empowered to act. As a matter of district policy and state law, meetings ordinarily shall be open to the public. **[Informational items may be posted to the electronic School Board folder. No discussion of these items may occur between Board members and therefore can**

not be considered a meeting.] The Board may meet in closed sessions only to discuss certain matters as permitted or required by Alaska's Open Meetings Act.

(cf. 9321 Executive Sessions)

Reasonable public notice shall be given for all meetings of the Board in accordance with law and district practice, and shall be posted at all regular district and school sites before the meeting. Such notice shall include the date, time and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used.

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

Regular Meetings

The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with the annual calendar of regular Board meetings and shall be notified of any changes to the calendar.

The Board shall **[may]** hold 2 regular meetings each month. Unless changed by the Board, regular meetings shall be held at 7:30 p.m. at Borough Assembly Chambers. Notice of regular meetings shall be advertised as required by state law.

Special Meetings

Special meetings of the Board may be called by the presiding officer or a majority of the Board members.

BB 9320(b)

Meetings (continued)

Except in the case of an emergency, notice of special meetings shall be provided at least 24 hours before the meeting. This notice shall specify the date, time, place and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Such notice shall be given to all Board members, the superintendent and to the local news media. This notice also shall be posted at all regular district and school sites at least 24 hours before the meeting.

Notice of a special meeting shall include a statement of the purpose of the meeting. No business may be transacted at this special meeting, other than that which is specifically stated in the notice of the meeting.

Emergency Special Meetings

The Board president or designee shall give notice of an emergency special meeting to the local media by telephone before the meeting. If telephone services are not functioning, the notice requirement is waived. In that event, as soon after the meeting as is practicable, the Board shall notify the local media that the meeting was held and shall describe the purpose of the meeting and any action taken by the Board.

Legal Reference:

ALASKA STATUTES

14.08.091 Administration

14.14.070 Organization of school board

14.14.080 Declaring a school board vacancy

29.20.020 Meetings public

44.62.310 Agency meetings public

44.62.312 State policy regarding meetings

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Adoption Date: 7/1/96

Bylaws of the Board

BB 9322

Agenda/Meeting Materials

Construction of Agenda

The School Board president and the Superintendent shall prepare an agenda for each meeting of the Board.

All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9121 - Board President)

Board members **[with concurrence of the majority of Board members]** may request placement of any item on the agenda ~~no later than seven days before the scheduled meeting date.~~

(cf. 9320 - Board Meetings)

Board Member Preparation

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting date, together with **[supporting documents and]** the-

Superintendent or designee's report, minutes to be approved.

When special meetings are called, the secretary and president shall make every effort to get the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

(cf. 9200 - Board Members)

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

E 9322

(a)
ORDER OF BUSINESS

Order of business for all regular meetings at which the Board may take action and hears reports.

1. Opening Activities

- a. Call to Order
- b. Pledge of Allegiance/The National Anthem or the Alaska Flag Song
- c. Roll Call
- d. Approval of Agenda
- e. Approval of Minutes

[2. Awards and Presentations]

3. School Reports

4. Public **[Presentations]** Comments

Items not on the agenda (3 minutes per speaker, 30 minutes aggregate).

5. Hearing of Delegations

The person authorized by a group may comment for up to five (5) minutes on

any item not on the agenda. The president may modify the time allocated to hearing of delegations.

6. Communications and Petitions

7. Advisory Committee, Site Council and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S. A., **[Borough Assembly]**

8. Superintendent's Report

9. Reports

- a. Administrative Reports
- b. Board Reports

10. Action Items

- a. Consent Agenda Items
- b., c., d. etc. Other action items.

E 9322(b)

ORDER OF BUSINESS (continued)

Any member of the public may comment for up to three minutes on an action item prior to Board vote. The president may modify the time allocated to hearing public comment.

11. First Reading of Policy Revisions

12. Public Presentations/Comments

Individuals are limited to three minutes each on the topic(s) listed below or on any topic.

13. Board Comments

14. Executive Session (if needed)

15. Adjourn

Revised: 3/24/02

BB 9323(a)

Bylaws of the Board**Meeting Conduct**

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and Robert's Rules of Order.

Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.

BB 9323(b)

Meeting Conduct (continued)

2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it

under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.

3. A person wishing to be heard by the Board shall first be recognized by the president. He/she shall then identify himself/herself and proceed to comment as briefly as the subject permits.

4. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

5. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

(cf. 1312.1 - Public Complaints Concerning School Personnel)

(cf. 9312 - Executive Sessions)

6. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals[,] and order the room cleared[, **and adjourn the meeting**] if necessary.

Legal Reference:

ALASKA STATUTES

29.20.020 Meetings public

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

[E 9323

Please Evaluate Us

The Kenai Peninsula Borough School District Board of Education is very interested in your feedback regarding the meeting.

Date of the meeting: _____

Comments regarding the meeting (please include specific suggestions for growth).

Motions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous.

Legal Reference:

ALASKA STATUTES

14.14.090 Additional duties

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 7/1/96

Bylaws of the Board

BB 9400

BOARD SELF-EVALUATION

Effective, ~~and~~ efficient[,] and ethical School Board operations are an integral part of creating a successful educational program. In order to measure progress towards meeting board standards and its stated goals and objectives, the Board will annually schedule a time and place at which all its members may participate in a formal self-evaluation.

The Board shall be evaluated as a whole and not as individuals. The evaluation will focus on the internal operations and performance of the Board. The Board members shall develop goals and objectives against which the Board will be evaluated. A self-evaluation instrument will be based on these goals and objectives and not on goals set for the district.

Each Board member will complete the self-evaluation instrument independently. The ensuing evaluation will be based on the resulting composite picture of Board strengths and weaknesses. The Board will discuss the tabulated results as a group.

The evaluation process should include the establishment of strategies for improving Board performance. Revised priorities and new goals will be set for the year's evaluation.

The Board may invite the Superintendent or others to participate in the evaluation and suggest specific criteria to measure Board success in meeting board standards, goals and objectives as a governing body.

The Board recognizes that adequate opportunities for Board member orientation and inservice are an essential component of conducting meaningful self-evaluation. The evaluation process shall include suggestions for continued Board member development.

(cf. 9230 – Orientation)
(cf. 9240 – Board Development)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 10/2/00