

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

REGULAR SCHOOL BOARD MEETING: November 18, 2002 - 7:30 p.m. at the Borough Administration Building, Soldotna, 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

Worksessions/Hearing

2:00 p.m. [Review Six-Year Plan](#)

2:30 p.m. Review of FY02 Annual Audit and GASB 34 Changes

3:30 p.m. [Projected Revenue for FY04](#)

4:00 p.m. Staffing Formula Recommendations

A-G-E-N-D-A

1. Executive Session – Negotiations Tactics and Strategies *(beginning at 5:00 p.m.)*
2. Opening Activities
 - a. Call to Order
 - b. Pledge of Allegiance/National Anthem/Alaska Flag Song
 - c. Roll Call
 - d. Approval of Agenda
 - e. Approval of [Minutes/November 4, 2002](#)
3. School Reports
 - a. Kenai Middle School – Mr. Paul Sorenson
4. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)
5. Hearing of Delegations
6. Communications and Petitions
7. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.
8. Awards and Presentations
9. Superintendent's Report

10. Reports

- a. Annual Audit Report – Mrs. Douglas
- b. [Financial Report](#) – Mrs. Douglas
- c. [FY02 Financial Statement](#) – Mrs. Douglas
- d. [Six Year Enrollment Projections and Plans](#) – Mr. Syverson
- e. Board Reports

11. Action Items

- a.

Consent Agenda

 - (1) Approval of Request for Funds for [Kachemak Selo Facility Expansion](#)
 - (2) Approval of Renaming [Seward High School Baseball Field](#)

Administrative Services

- b. [Approval of 2003-2004 Certified Staffing Formula](#)
- c. [Approval of 2003-2004 Support Staffing Formula](#)

Superintendent

d.....[Approval](#) of 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. First Reading of Policy Revisions

- a. [BP 3313, Contracts, Leases and Agreements](#)

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

14. Board Comments

15. Executive Session

16. Adjourn

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

NOTE CONCERNING EXECUTIVE SESSION:

I move that the Board go into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough.

- or -

I move that the Board go into executive session to discuss subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion.

- or -

I move that the Board go into executive session to discuss matters which by law, municipal charter, or ordinance are required to be confidential.

- or -

I move that the Board go into executive session to discuss matters involving consideration of government records that by law are not subject to public disclosure.

EXECUTIVE SESSIONS ARE AUTHORIZED BY THE ADMINISTRATIVE PROCEDURE ACT, SECTION AS 44.62.310, PARAGRAPH C.

November 11, 2002

MEMORANDUM

To: Dr. Donna Peterson, Superintendent
Board of Education

From: Dave Spence, Director
Planning and Operations

Subject: Six-Year Enrollment Projections and Plan

For your information and as a planning resource is the final form of the Six-Year Enrollment Projections and Plan for 2002-03 through 2008-09. The Board has previously approved both the enrollment projections and capital improvement plan for this school year.



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Finance

Melody Douglas, Chief Financial Officer
148 North Binkley Street Soldotna, Alaska
99669-7553
Phone (907) 262-5846 Fax (907) 262-9645
Email mdouglas@kpbsd.k12.ak.us

November

12, 2002

TO: Board of
Education
FROM: Melody Douglas
Chief Financial
Officer

SUBJECT: Worksession - Estimate of
FY04 Revenue

Development of the FY04 budget is underway. A projection of the operating fund revenue budget, based on the FY04 enrollment projection, will be presented for discussion.

ANCHOR POINT COOPER LANDING HOMER HOPE KACHEMAK SELO KENAI MOOSE PASS NANWALEK
NIKISKI NIKOLAEVSK NINILCHIK
PORT GRAHAM RAZDOLNA SELDOVIA SEWARD SOLDOTNA STERLING TUSTUMENA TYONEK VOZNESENKA

▪

175,000.00	175,000.00	0%	
	100 OPERATING FUND		
76,708,996.00	53,854,061.00	29%	5,722,469.26 22,854,935.00

FUND: 201 STATE/STAFF DEVELPMT

	STATE REVENUE		
	0050 STATE REVENUE	0.00	0.00
10,191.00	10,191.00	0%	

FUND: 205 PUPIL TRANSPORTATION

	LOCAL REVENUE		
	0008 PR YR ECUM APPROP	0.00	0.00
112,982.00	112,982.00	0%	

	STATE REVENUE		
	0050 STATE REVENUE	0.00	35,308.46
4,694,103.00	4,658,794.54	0%	

	TRANS FROM OTHER FUNDS		
	0250 TRANS FROM OTHER FUN	0.00	0.00
72,109.00	72,109.00	0%	

	205 PUPIL TRANSPORTATION	0.00	35,308.46
4,879,194.00	4,843,885.54	0%	

FUND: 215 COMMUNITY SCHOOL FUN

	LOCAL REVENUE		
	0040 OTHER LOCAL REVENUE	0.00	0.00
216,820.00	216,820.00	0% DATE	

FUND: 215 COMMUNITY SCHOOL FUN

STATE REVENUE

0050	STATE REVENUE	0.00	32,487.00
32,487.00	0.00	100%	

215	COMMUNITY SCHOOL FUN	0.00	32,487.00
249,307.00	216,820.00	13%	

FUND: 240 QUALITY SCHOOLS

LOCAL REVENUE

0008	PR YR ECUM APPROP	0.00	0.00
4,685.00	4,685.00	0%	

FUND: 255 FOOD SERVICE FUND

LOCAL REVENUE

0020	TYPE A LUNCH-PUPILS	158,621.53	374,770.38
1,041,653.00	666,882.62	35%	

0040	OTHER LOCAL REVENUE	818.00	1,255.50
8,000.00	6,744.50	15%	

	LOCAL REVENUE TOTAL	159,439.53	376,025.88
1,049,653.00	673,627.12	35%	

FEDERAL REVENUE

0150	INTERGVNMTL FEDERAL	0.00	0.00
1,176,386.00	1,176,386.00	0%	

0162	USDA	0.00	0.00
90,675.00	90,675.00	0%	

	FEDERAL REVENUE TOTAL	0.00	0.00
1,267,061.00	1,267,061.00	0%	

TRANS FROM OTHER FUNDS

0250	TRANS FROM OTHER FUN	0.00	0.00
45,642.00	45,642.00	0%	

255	FOOD SERVICE FUND	159,439.53	376,025.88
2,362,356.00	1,986,330.12	15%	

FUND: 260 TITLE I-A

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
2,217,828.00		2,217,828.00	0%	

FUND: 264 ADV PLCMNT INCNTV GR

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
341.00		341.00	0%	

FUND: 271 CHARTER SCHOOL GRANT

STATE REVENUE

FUND: 271 CHARTER SCHOOL GRANT				
	0050	STATE REVENUE	0.00	0.00
0.00		0.00	0%	

FEDERAL REVENUE

	0150	INTERGVNMTL FEDERAL	0.00	0.00
49,602.00		49,602.00	0%	
	271	CHARTER SCHOOL GRANT	0.00	0.00
49,602.00		49,602.00	0%	

FUND: 275 CAPACITY, BLDG, IMPROV

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
0.00		0.00	0%	

FUND: 277 GEAR UP

FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	0.00
57,596.00	57,596.00	0%

FUND: 279 READIN ENDORSEMENT

FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	7,370.00
7,370.00	0.00	100%

FUND: 283 TECH LITERACY

FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	0.00
6,764.00	6,764.00	0%

FUND: 289 GOV'S DRUG PREVENT

FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	0.00
39,742.00	39,742.00	0%

FUND: 350 TITLE IX - INDIAN ED

FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	0.00
337,841.00	337,841.00	0%

FUND: 351 21ST CENT: AFTR BELL

FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	0.00
0.00	0.00	0%

FUND: 354 FED DRUG & VIOL PREV

FEDERAL REVENUE			
	0150 INTERGVNMTL FEDERAL	0.00	0.00
266,930.00	266,930.00	0%	

FUND: 355 NIS SEC SCH PARTNERS

FEDERAL REVENUE			
	0150 INTERGVNMTL FEDERAL	0.00	0.00
121,018.00	121,018.00	0%	

FUND: 371 CORPORATE GRANTS

LOCAL REVENUE			
	0040 OTHER LOCAL REVENUE	400.00	21,225.00
26,818.00	5,593.00	79%	

FUND: 372 COMMUNITY THEATER

LOCAL REVENUE			
	0040 OTHER LOCAL REVENUE	0.00	0.00
99,907.00	99,907.00	0%	

FUND: 374 CHARTER SCHOOLS G/F

STATE REVENUE			
	0050 STATE REVENUE	0.00	0.00
211,483.00	211,483.00	0%	

TRANS FROM OTHER FUNDS

0250	TRANS FROM OTHER FUN	0.00	0.00
1,252,522.00	1,252,522.00	0%	

374	CHARTER SCHOOLS G/F	0.00	0.00
1,464,005.00	1,464,005.00	0%	

FUND: 375 EQUIPMENT FUND

LOCAL REVENUE

0008	PR YR ECUM APPROP	0.00	0.00
25,843.00	25,843.00	0%	

0011	BOROUGH APPROPRIATIO	0.00	0.00
93,724.00	93,724.00	0%	

	LOCAL REVENUE TOTAL	0.00	0.00
119,567.00	119,567.00	0%	

FUND: 375 EQUIPMENT FUND

FEDERAL REVENUE

0230	SURPLUS PROPERTY	250.00	14,890.00
0.00	14,890.00-	0%	

375	EQUIPMENT FUND	250.00	14,890.00
119,567.00	104,677.00	12%	

FUND: 377 NATL SCI FOUNDATION

FEDERAL REVENUE

0150	INTERGVNMTL FEDERAL	0.00	7,500.00
14,493.00	6,993.00	51%	

FUND: 378 QUALITY SCHS. (QSI)

STATE REVENUE

0052	QUALITY SCHOOLS	0.00	0.00
87,592.00	87,592.00	0%	

FUND: 710 PUPIL ACTIVITY FUND

LOCAL REVENUE

	0031 INTEREST REVENUE	9,165.74	14,006.28
0.00	14,006.28-	0%	

FEDERAL REVENUE

	0210 PUPACT REVENUE	257,162.90	625,365.37
0.00	625,365.37-	0%	
	0211 PUPACT GATE RECEIPTS	3,235.12	20,063.39
0.00	20,063.39-	0%	
	0214 PUPACT PARTCPTN FEES	22,816.00	91,811.75
0.00	91,811.75-	0%	
	0215 PUPACT FND RAISG REV	2,126.53	12,015.01
0.00	12,015.01-	0%	
	0216 PUPACT ACTIVITY FEE	8,819.81	19,615.31
0.00	19,615.31-	0%	
	0220 PUPACT DONATIONS	400.00	400.00
0.00	400.00-	0%	
	FEDERAL REVENUE TOTAL	294,560.36	769,270.83
0.00	769,270.83-	0%	

TRANS FROM OTHER FUNDS

	0250 TRANS FROM OTHER FUN	25,107.18	58,205.71
0.00	58,205.71-	0%	
	710 PUPIL ACTIVITY FUND	328,833.28	841,482.82
0.00	841,482.82-	0%	

REPORT: GNLA07PI GENERATED: 06 MAY 2002 08:18 JOB: SYNBAT/GLEXP COM RUN:
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FYR 03 KENAI PENINSULA BOROUGH SCHOOL DISTRICT
FUNC EXPENDITURE SUMMARY BY FUND/
REPORT #: 5
10/31/02

CURRENT MONTH	ORIGINAL				UNENCUMBERED	%	
	YTD	ENCUMBRANCES	BUDGET	BUDGET BALANCE			EXP
100	OPERATING FUND						
4100	REGULAR INSTRUCTION	34,067,307	34,257,650	2,784,954.30			
5,979,342.04	104,189.42	28,174,118.54	17				
4120	BILINGUAL INSTRUCTIO	516,940	517,197	51,932.09			
97,084.89	620.91	419,491.20	18				
4130	GIFTED/TALENTED INST	829,781	829,373	74,867.09			
150,634.61	355.58	678,382.81	18				
4140	ALTNTV (CONNECTIONS)	1,817,872	1,766,401	101,804.07			
373,133.80	48,795.52	1,344,471.68	23				
4160	VOCATIONAL EDUCATION	1,539,354	1,539,472	142,610.19			
275,737.47	7,926.18	1,255,808.35	18				
4200	SPED INSTRUCTION	6,536,279	6,537,262	614,343.13			
1,212,975.80	5,058.88	5,319,227.32	18				
4220	SPED SVCS - STUDENT	2,783,151	2,783,252	246,543.69			
509,972.96	101,267.77	2,172,011.27	21				
4320	GUIDANCE SERVICES	1,090,599	1,090,599	96,417.19			
191,793.92	1,139.40	897,665.68	17				
4330	HEALTH SERVICES	932,580	932,947	84,909.45			
175,998.15	6,433.33	750,515.52	19				
4350	SUPPORT SVCES/INSTRC	580,890	589,639	37,030.46			
143,742.36	3,561.94	442,334.70	24				
4352	LIBRARY SERVICE	1,391,880	1,400,376	118,993.52			
250,206.83	8,899.22	1,141,269.95	18				
4354	INSERVICE	25,795	34,465	284.01			
10,540.28	3,500.00	20,424.72	40				
4400	SCHOOL ADMINISTRATION	3,346,170	3,347,521	277,610.63			
800,351.35	388.00	2,546,781.65	23				
4450	SCH ADMIN - SUPPORT	2,681,333	2,662,504	244,593.70			
595,479.46	4,255.33	2,062,769.21	22				
4511	BOARD OF EDUCATION	208,045	214,045	17,239.65			
83,230.35	1,619.00	129,195.65	39				
4512	OFF OF SUPERINTENDEN	248,977	254,256	23,382.32			
87,560.76	3,185.89	163,509.35	35				
4513	ASST SUPT/INSTRUCTN	183,503	183,503	14,360.76			
57,961.00	0.00	125,542.00	31				
4551	FISCAL SERVICES	479,307	479,307	45,449.58			
172,435.71	573.30	306,297.99	36				
4552	INTERNAL SERVICES	573,814	580,375	49,398.94			
192,477.20	2,828.96	385,068.84	33				
4553	STAFF SERVICES	440,050	439,705	38,456.27			
140,237.84	1,460.72	298,006.44	32				
4555	DATA PROCESSING SVCS	937,597	963,758	25,304.31			
352,854.60	25,808.03	585,095.37	39				
4556	OP & BUSINESS SVCS	153,531	155,345	13,911.04			
53,212.00	0.00	102,133.00	34				
4600	OPERATION OF PLANT	13,617,195	13,617,233	657,278.24			

1,906,087.11	8,886.34	11,702,259.55	14		
4700 PUPIL ACTIVITY		1,406,829		1,415,060	158,229.34
200,359.17	8,294.95	1,206,405.88	14		
4904 TRANS FD-FOOD SERVIC		45,642		45,642	
0.00	0.00	0.00		45,642.00	0
4905 TRANS FD-PUPIL TRAN		72,109		72,109	
0.00	0.00	0.00		72,109.00	0

		76,506,530		76,708,996	5,919,903.97
14,013,409.66	349,048.67	62,346,537.67	18		

201 STATE/STAFF DEVELPMT

	4100 REGULAR INSTRUCTION	10,191		10,191	1,720.67
4,109.58	0.00	6,081.42	40		

205 PUPIL TRANSPORTATION

	4700 PUPIL ACTIVITY	0		0	194.93
1,157.96	0.00	1,157.96-	0		
	4760 PUPIL TRANSPORTATION	4,766,212		4,879,194	521,320.02
757,923.18	113,465.03	4,007,805.79	17		

		4,766,212		4,879,194	521,514.95
759,081.14	113,465.03	4,006,647.83	17		

212 FY02 R&R Contract

	4100 REGULAR INSTRUCTION	0		0	1,713.63
21,718.46	0.00	21,718.46-	0		

215 COMMUNITY SCHOOL FUN

	4780 COMMUNITY SERVICES	249,585		249,307	17,050.51
41,876.02	1,440.00	205,990.98	17		

225 BOARDING HOME PROGRA

	4300 SUPPORT SERV-PUPILS	0		0	1,491.60
2,176.07	33.00	2,209.07-	0		

240 QUALITY SCHOOLS

4,685.00	4100 REGULAR INSTRUCTION	0.00	0	4,685	4,383.81
			100		

255 FOOD SERVICE FUND

766,369.50	4790 FOOD SERVICES	13,323.08	2,362,356	2,362,356	261,122.24
		1,582,663.42	33		

260 TITLE I-A

664,173.78	4100 REGULAR INSTRUCTION	69,872.69	2,217,828	2,217,828	277,261.88
		1,483,781.53	33		
124.00	4200 SPED INSTRUCTION	0.00	0	0	124.00
		124.00-	0		
13,675.52	4300 SUPPORT SERV-PUPILS	10,222.00	0	0	6,189.58
		23,897.52-	0		
677,973.30		80,094.69	2,217,828	2,217,828	283,575.46
		1,459,760.01	34		

262 HANDICAPD PRESCHOOLS

11,952.94	4200 SPED INSTRUCTION	0.00	0	0	6,076.47
		11,952.94-	0		

264 ADV PLCMNT INCNTV GR

0.00	4100 REGULAR INSTRUCTION	0.00	341	341	
		0.00		341.00	0

265 CARL PERKINS - BASIC

26,036.41	4160 VOCATIONAL EDUCATION	9,174.53	0	0	12,484.35
		35,210.94-	0		

266 TITLE VI-B

4200 SPED INSTRUCTION	0	0	108,043.01
221,960.21	58,604.76	280,564.97-	0

271 CHARTER SCHOOL GRANT

4100 REGULAR INSTRUCTION	49,603	49,602	1,223.55
1,645.69	0.00	47,956.31	3

272 UPWARD BOUND/UAA

4100 REGULAR INSTRUCTION	0	0	115.00
271.00	0.00	271.00-	0

274 PTR REDUCTION FUND

4100 REGULAR INSTRUCTION	0	0	400.00
9,654.51	0.00	9,654.51-	0

277 GEAR UP

4100 REGULAR INSTRUCTION	57,596	57,596	4,858.46
9,100.53	0.00	48,495.47	15

279 READIN ENDORSEMENT

4100 REGULAR INSTRUCTION	7,370	7,370	0.00
6,864.00	0.00	506.00	93

283 TECH LITERACY

4100 REGULAR INSTRUCTION	6,764	6,764	238.61
6,088.41	0.00	675.59	90

284 YID SPRING CRK

0.00	4100 REGULAR INSTRUCTION	0.00	0.00	0	0	0.00	0
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287 BARRIERS TO LEARNING

0.00	4100 REGULAR INSTRUCTION	0.00	0.00	0	0	0.00	0.00
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289 GOV'S DRUG PREVENT

8,282.25	4100 REGULAR INSTRUCTION	3,242.55	28,217.20	39,742	39,742	3,854.25	28
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350 TITLE IX - INDIAN ED

66,491.40	4100 REGULAR INSTRUCTION	182.50	271,167.10	337,841	337,841	29,684.07	19
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351 21ST CENT: AFTR BELL

77,113.02	4100 REGULAR INSTRUCTION	14,188.36	91,301.38-	66,006	0	70,371.99	0
3,415.07	4600 OPERATION OF PLANT	0.00	3,415.07-	18,438	0	148.95	0

80,528.09		14,188.36	94,716.45-	84,444	0	70,520.94	0
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354 FED DRUG & VIOL PREV

26,485.44	4100 REGULAR INSTRUCTION	1,089.96	239,354.60	266,930	266,930	11,662.89	10
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355 NIS SEC SCH PARTNERS

51,301.66	4100 REGULAR INSTRUCTION	20,294.90	49,421.44	121,017	121,018	22,141.53	59
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371 CORPORATE GRANTS

371 CORPORATE GRANTS

4100 REGULAR INSTRUCTION	21,818	26,818	2,017.33
3,312.47	984.86	22,520.67	16

372 COMMUNITY THEATER

4780 COMMUNITY SERVICES	99,907	99,907	1,466.06
13,225.89	2,168.11	84,513.00	15

374 CHARTER SCHOOLS G/F

4100 REGULAR INSTRUCTION	1,022,333	1,215,029	66,812.26
183,973.45	11,963.02	1,019,092.53	16
4200 SPED INSTRUCTION	0	0	
0.00	0.00	0.00	0.00 0
4330 HEALTH SERVICES	16,146	16,146	369.41
1,715.51	0.00	14,430.49	10
4400 SCHOOL ADMINSTRATION	60,840	60,840	4,724.46
9,448.95	0.00	51,391.05	15
4450 SCH ADMIN - SUPPORT	84,508	108,987	10,866.52
20,507.35	28.77	88,450.88	18
4557 INDIRECT COST POOL	0	7,635	
0.00	0.00	0.00	7,635.00 0
4600 OPERATION OF PLANT	42,191	55,368	1,518.61
6,879.21	0.00	48,488.79	12
4700 PUPIL ACTIVITY	0	0	
0.00	0.00	402.00	402.00- 0

	1,226,018	1,464,005	84,291.26
222,524.47	12,393.79	1,229,086.74	16

375 EQUIPMENT FUND

4100 REGULAR INSTRUCTION	0	119,567	6,581.93
57,807.60	8,975.43	52,783.97	55

377 NATL SCI FOUNDATION

4100 REGULAR INSTRUCTION	14,493	14,493	1,648.51
6,381.89	0.00	8,111.11	44

378 QUALITY SCHS. (QSI)

4100 REGULAR INSTRUCTION	87,592	87,592	301.19
9,162.81	0.00	78,429.19	10

710 PUPIL ACTIVITY FUND

		0	144,926	284,053.06
701,334.92	225,343.28	781,751.80-	639	

REPORT TOTALS	88,534,178	89,277,069	7,664,139.31
17,831,811.32	914,047.50	70,531,210.58	20



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Finance

Melody Douglas, Chief Financial Officer
148 North Binkley Street Soldotna,
Alaska 99669-7553
Phone (907) 262-5846 Fax (907) 262-
9645
Email mdouglas@kpbsd.k12.ak.us

November 12,
2002

TO: Board of
Education
FROM: Melody Douglas *Melody Douglas*
Chief Financial
Officer
SUBJECT: FY02 Comprehensive Annual Financial
Report (CAFR)

As you know, we are required to convert our FY02 CAFR to be in compliance with the Governmental Accounting Standards Board Interpretation No. 34. Implementation of this change has been significant for the finance department and our auditors. Due to unforeseen circumstances, the CAFR is not ready for distribution with the Board Packet. The document will be available at the work-session scheduled November 18, 2002.

ANCHOR POINT COOPER LANDING HOMER HOPE KACHEMAK SELO KENAI MOOSE PASS NANWALEK
NIKISKI NIKOLAEVSK NINILCHIK
PORT GRAHAM RAZDOLNA SELDOVIA SEWARD SOLDOTNA STERLING TUSTUMENA TYONEK VOZNESENKA

November 5, 2002

MEMORANDUM

To: Dr. Donna Peterson, Superintendent
Board of Education
Kenai Peninsula Borough School District

Through: Todd Syverson, Asst. Supt., Administrative Services
KPBSD

From: Dave Spence, Director, Planning and Operations
KPBSD

Subject: Kachemak-Selo School Overcrowding

This memo is to recommend the Kenai Peninsula Board of Education request the Kenai Peninsula Borough Assembly to appropriate sufficient funds to allow the Village of Kachemak-Selo to construct an additional building to house students of the community currently attending school in an overcrowded environment.

At present, 79 students attend school in a leased facility consisting of two small buildings. This number is expected to increase next school year. The addition of a building of approximately 1000 square feet would adequately alleviate this situation for future years, and allow for more appropriate separation of age groups.

Please advise if additional information is needed regarding this issue.



KACHEMAK SELO VILLAGE

Box 1807
Homer, AK 99803

October 21.

2002

Kenai Peninsula School District

14 8 N. Binkley Street

Soldotna, AK 99669

Dear School District & Borough:

We, the Village of Kachemak Selo, are writing to ask that you help us deal with the critically overcrowded school we have in the village. In the past, the village has built the needed school buildings, but at this time we are not financially able to do this. The Kachemak Selo School needs more space to house our students by the fall of 2003 or it we have to look at split shifting to accommodate the large number of students we are projected to have. This is not an acceptable option for us, the students, or the teachers.

It is very important to us that the village students are not transported out of the village for schooling. We need you to build a school building for the village. There is land in the village that could be purchased by the Borough and used as a school site. We would appreciate your quick attention to our critical space needs in our village, and would be glad to meet with you to discuss this matter.

Sincerely,

Nikit Reutov

Village Mayor

:

October 31, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent
Administrative Services

SUBJECT: Seward High School Ball Field

The Seward Schools Site Council, the Seward Seahawk Softball team and Association, and many members of the Seward community are requesting that the Seward High School Ball Field be renamed to the Jon Perry Ball Field. In checking with the school and with Parks and Recreation, there is no record of this ball field having been named in the past.

It is the recommendation of administration that this request to rename the ball field in honor of Jon Perry be approved.

Attached is the letter of request and BP 7511, Naming of Facility.

Seward Schools Site Council

C/O Seward Middle/High School, PO Box 1049, Seward, AK 99664

October 10, 2002

**Dr Nels Anderson, President
KPBSD Board of Education
148 North Binkley Street
Soldotna, AK 99669**

Dear Dr Anderson:

Seward Schools Site Council recommends naming the Seward High School ballfield in honor of Jon Perry, Seward Seahawk Varsity Softball Coach. The Seward Seahawk Softball team, the Seward Softball Association, and many members of the Seward community came forward to request this recommendation.

We believe this recommendation meets the criteria contained in BP 7511 Naming of Facility for the following reasons:

Jon was a permanent Seward resident since 1972 but spent his summers here since he was 13 years old. Jon was well known and very respected within the community. His contributions to Seward sports included long-time sponsorship of adult volleyball and slow-pitch softball teams and as a Seward Little League softball coach. Jon also contributed numerous hours in field maintenance and building the new Citizens' Field. Additionally, Jon was instrumental in gaining approval of Seward Seahawk Softball committing to the cause at its inception, speaking before the board, obtaining his state coaching certificate and working with local school personnel continually moving forward fully confident the school board would let these girls play ball.

As you know, Jon Perry tragically died June 14, 2002 of injuries suffered as a result of a commercial fishing accident on board his boat the Angjenl. Just prior to his death, Jon had the pleasure of coaching the Seward Seahawks through a successful first season and seeing both his daughters in Seahawk uniforms at the ASAA State Softball Tournament. He also saw his eldest daughter Angela, Class of 2002, graduate receiving many scholarships including the Kenai Peninsula Oilers, Inc \$1,000 scholarship eligible only to ball players. Jon and his quiet manner, modesty, generosity and optimistic determination are greatly missed.

Please consider our request at the earliest opportunity. Our assembly representative, Pon Long, is supportive and willing to introduce the recommendation at the assembly level once the School Board concurs. Noted Seward artists Jerry Olive and Sandy Stolle have volunteered to design and produce a sign with bench and/or planters commemorating Jon at the field when borough approval is received. We would like to have the sign installed next spring when the field is once again ready for Seahawk Softball to play ball. Thank you.

KPBSD Policy Manual

BP 7511

New Construction

NAMING OF FACILITY

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

1. In honor of individuals who have made outstanding contributions to the community, state or borough, or
2. In recognition of the geographic areas in which the school or building is located.

No school facility should be named for a living person or for a commercial development unless the name existed in the area prior to the development.

The Board may appoint an ad hoc committee to review all name suggestions for the Board's final consideration.

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

[Series 0000](#) - [Series 1000](#) - [Series 2000](#) - [Series 3000](#) - [Series 4000](#) - [Series 5000](#)

[Series 6000](#) - [Series 7000](#) - [Series 8000](#) - [Series 9000](#)

[SEARCH THE POLICY MANUAL](#)

November 18, 2002

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of 2003-04 Certified Staffing Formulas - Item 11b

The Administration recommends the [attached formulas](#) be used as a guide in staffing schools and for budgeting purposes the 2003-04 school year.

November 18, 2002

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of 2003-04 Support Staffing Formulas - Item 11c

The Administration recommends the [attached formulas](#) be used as a guide in staffing schools and for budgeting purposes the 2003-04 school year.

Memorandum

DATE: November 8, 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 revisions are presented for a second reading and approval of Section 9000, Board Bylaws. Substitute pages are included for E 9271, Code of Ethics, and BB 9320, Meetings.

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)

Bylaws of the Board

E 9000

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

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 _____ |

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**Bylaws of the Board**

BB 9323(a)

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.

(cf. 1340 - Access to District Records)

Recording of Votes

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

November 4, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent
Administrative Services

SUBJECT: Revision of BP 3313

In reviewing BP 3313, Contracts, Leases and Agreements, it is recommended the following changes be made in order to bring Board Policy in line with actual practice. Administration requests the following changes be approved.

Thank you.

KPBSD Policy Manual

BP 3313

Business and Noninstructional Operations CONTRACTS, LEASES AND AGREEMENTS

The Superintendent or designee may enter into contracts, leases and agreements on behalf of the district.

Contracts, leases and agreements between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. Contracts, leases and agreements,

where appropriate, shall be submitted to the legal advisor of the district for review and approval.

The district shall not enter into any contracts, leases or agreements with a person, agency or organization if it has knowledge that such a person, agency or organization discriminates on the basis of race, color, creed, sex, religion, ancestry, national origin, age or non-job-related handicap or disability, either in employment practices or in the provision of benefits or services to students or employees.

The district shall enter into contracts, leases or agreements to obtain equipment, real estate, and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. Typical leases or agreements include, but are not limited to:

Leases of private real estate for use as temporary school facilities, teacherages, or storage.

Leases of technology such as copier equipment, telephone systems, or computers.

Long term service agreements for public utilities

Contracts over \$5,000 but less than \$15,000 require, when practical, informal proposals from a minimum of three (3) vendors.

Contracts over \$15,000 require, when practical, formal proposals from three (3) or more vendors. **In remote locations, the Superintendent or designee shall have discretion to not solicit competitive bids for the acquisition of temporary school facilities, teacherages or storage facilities by lease or other agreement. Such discretion shall be based upon a factually supported finding that the best interests of the school district will be served by not soliciting competitive bids. Except as otherwise provided,** all appropriate vendors on the approved vendor list shall be given the opportunity to submit a proposal.

The Superintendent or designee shall provide the Board a ~~quarterly~~ **an annual** report of contracts, leases or agreements entered into. The report shall include the number of respondents, successful vendor and the dollar amount of the successful bid.

The Superintendent or designee shall manage the award or rejection of contracts, leases or agreements.

KPBSD shall not purchase from or enter into agreement with any individual or firm who fails to file or is delinquent in their payment of any borough real property, personal property, or sales tax.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

(cf. [3300](#) - Expenditures/Expending Authority)

(cf. [0410](#) - Nondiscrimination in District Programs and Activities)

(cf. [9270](#) - Conflict of Interest)

(cf. [4030](#) - Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES

14.08.101 Powers

14.14.060 Relationship between borough school district and borough

14.14.060 (h) Procurement of supplies and equipment

14.14.065 Relationship between city school district and city

ALASKA ADMINISTRATIVE CODE

4 AAC 27.085 Competitive pupil transportation proposals

4 AAC 27.100 Contractor's duties

4 AAC 31.065 Selection of designers and construction managers

4 AAC 31.080 Construction and acquisition of public school facilities

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: 03/05/2001

[Series 0000](#) - [Series 1000](#) - [Series 2000](#) - [Series 3000](#) - [Series 4000](#) - [Series 5000](#)

[Series 6000](#) - [Series 7000](#) - [Series 8000](#) - [Series 9000](#)

SEARCH THE POLICY MANUAL