

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street
Soldotna, AK 99669

November 19, 2001

SCHOOL BOARD MEMBERS:

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

STAFF PRESENT:

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

OTHERS PRESENT:

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

Others present not identified.

CALL TO ORDER:

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

EXECUTIVE SESSION:

At 4:16 p.m., Mrs. Crawford moved the Board go into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough. Specifically, the executive session was to discuss negotiations. Mr. Arness seconded.

Motion carried unanimously.

ADJOURN EXECUTIVE SESSION:

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

Motion carried unanimously.

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

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

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

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

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

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

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

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

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

wonderful presentation and expressed his appreciation for the gifts.

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

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

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

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

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

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

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

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

ANNUAL AUDIT REPORT (continued):

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

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

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

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

FINANCIAL REPORT:

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

CLASS SIZE ENROLLMENT REPORT:

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

BOARD REPORTS:

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

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

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

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

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

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

2002-2003 SUPPORT STAFFING
FORMULA:

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

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

ACTION:

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

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

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

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

VOTE:

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

NO – Germano

Motion carried.

FIRST READING OF POLICY
REVISIONS:

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

BOARD COMMENTS:

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

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

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

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

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

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

BOARD COMMENTS (continued):

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

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

EXECUTIVE SESSION:

At 9:11 p.m., Mrs. Crawford moved the Board go into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough. Specifically, the executive session was to discuss negotiations. Mrs. Mullins seconded.

Motion carried unanimously.

ADJOURN EXECUTIVE SESSION:

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

Motion carried unanimously.

ADJOURN:

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

Motion carried unanimously.

Respectfully

submitted,

Dr. Nels Anderson, President

Mrs. Sammy Crawford, Clerk

The Minutes of November 19, 2001,
were approved on December 3, 2001
with a correction.