

**General Information Items  
for the  
Board of Education**



# KPBSD EMERGENCY GUIDELINES FOR PARENTS AND GUARDIANS



## **BEFORE A SCHOOL EMERGENCY**

### ✓ **Parents Should Be Prepared**

- Contact information** entered in PowerSchool is used to make emergency contact with parents. So that KPBSD can keep you informed, make sure your child's emergency contact information is accurate, current, and updated as needed. That information may be used during an emergency to generate automated phone messages, emails, or text messages to parents from schools or the district office. **Parents need to go to the school office to update and sign their information.**
- Download the [KPBSD Mobile App](#) so you can automatically receive emergency update push notifications
- Become familiar with the [KPBSD Facebook](#) and [Twitter](#) social media sites where emergency information is posted

### ✓ **Parents Should Be Informed**

- Familiarize yourself with these KPBSD emergency terms and procedures:
  - ✓ **Stay Put:** A "stay put" takes place when a potential threat is identified in the school's neighborhood. All school doors are locked but classes continue inside as normal. No entry into or exit from the school is allowed. Students will not be released until the situation is resolved and the "stay put" has been rescinded.
  - ✓ **Safety Closure:** A "safety closure" takes place when a violent intruder is identified on school grounds or in the school building. The ALICE protocols will be followed. No entry into or exit from the school is allowed. Students will not be released until the situation is resolved and the "safety closure" has been rescinded.
  - ✓ **Shelter-In-Place:** A "shelter-in-place" takes place when students take refuge in designated areas to be protected from hazardous materials or severe weather. Entry or exit from the schools will be controlled.
  - ✓ **Evacuation:** In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly area. Students will be released to parents per district student release procedures.

## DURING A SCHOOL EMERGENCY

### Parents:

- ✓ Should **trust** that during an emergency the school and district is first doing what is needed to protect students, and then communicating to parents as quickly as possible when we have full and accurate information.
- ✓ Should trust that staff and students are prepared for emergency situations. Schools participate in emergency drills throughout the year, and staff and emergency responders know the best procedures for keeping students safe.
- ✓ **SHOULD NOT call or rush to your child's school**  
Phone lines, staff, and local roads are needed for emergency response efforts.
- ✓ **SHOULD NOT phone or text your child**  
The sound or vibration from cell phones and phone conversations could put students in danger. Also, students need to be paying attention to the instructions from trained staff. Conflicting instructions from parents may put a child's safety at risk.

## AFTER A SCHOOL EMERGENCY

### How will I be reunited with my child?

Parents and guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the previously discussed emergency modes of communication. Students will be released **ONLY** to parents and guardians or other designated individuals who are documented as emergency contacts. All individuals will be required to present a valid picture ID such as a driver's license, military ID, or passport. Please remember to bring your ID with you and inform your child's emergency contacts that they will be required to show proper identification if they are picking up your child.

The reunification process can be time-consuming, so everyone is urged to be patient.

### Recovery:

#### Following the emergency, we encourage parents to:

- Listen to and acknowledge your child's concerns
- Provide reassurance that your child is safe
- Assure your child that additional prevention efforts are being put in place
- Seek help from school personnel or a mental health professional if concerns persist

Should your child have serious concerns in response to an emergency or crisis, contact your school directly for information and guidance.

**QUESTIONS?:** Please contact your school principal or office.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**SCHOOL “SAFETY CLOSURE” INFORMATION**



After extensive research and study of historical and recent school safety incidents, the U.S. Department of Education issued a new document with new guidelines for school safety entitled “Guide For Developing High-Quality School Emergency Operation Plans.” One of the major findings was that the lone option to *lockdown* was no longer enough. It was stressed that “as the situation develops, it is possible that students and staff will need to use more than one option.” In order to give our staff and students more options to protect themselves, KPBSD adopted the **A.L.I.C.E.** protocols to be used when the presence of a violent intruder necessitates a “Safety Closure.” **A.L.I.C.E.** is an acronym for:

**ALERT**      **Use Plain and Specific Language. Avoid Code Words**

Get the word out! Notify authorities and those in harm’s way of the danger at hand. The objective is a conveyance of plain, clear, concise and accurate information, not an issuance of a command. The goal is to empower as many individuals as possible with the ability to make an informed decision as to their best option to maximize their chances of survival!

**LOCKDOWN**      **Barricade the Room. Silence Mobile Devices. Prepare to EVACUATE or COUNTER if Needed**

Locking down and barricading entry points may still be the best option in some situations. The noise of cell phones and phone conversations could put students and staff in danger so all mobile devices should be silenced. ALICE training includes instruction on practical techniques to assist in better barricading the room. Pre-Planning and obtaining of materials can improve the ability to barricade. The time in Lockdown can be used to prepare for the use of different protocols (i.e. Counter or Evacuate) as the incident proceeds and situational information is supplied.

**INFORM**      **Communicate the Intruder’s Location in Real Time**

Inform is a continuation of Alert and uses any means available to pass on real-time information. Communicate real-time updates throughout the incident to those involved. This can be accomplished through the use of video surveillance equipment, public address systems, or electronic updates. Updates during an incident allow those involved to make sound decisions about how to react and what steps, if any, to take next. Information should always be clear, direct and, as much as possible, should communicate the whereabouts of the intruder. Effective information can keep the intruder off balance, giving people in the school more time to further lockdown, or evacuate to safety.

**COUNTER**      **Create Noise, Movement, Distance and Distraction**

This protocol is used only as a “last-resort” or “worst-case” option if those involved have not been able to find a secured area, or their secure area has been breached. Staff and students are trained in disruptive actions that create noise, movement, and distance to distract, confuse, and gain control through age appropriate tactics. ALICE does not endorse civilians fighting an active shooter, but when confronted directly in a life-and-death situation, individuals should use any actions necessary to defend themselves.

**EVACUATE**      **When Safe To Do So, Remove Yourself From Danger Zone**

The goal is to safely put as much time and distance between the threat and our staff and students as possible. The decision to evacuate can be made at any time during the incident based upon information that becomes available. Evacuating to a safe area takes people out of harm’s way and hopefully prevents civilians from having to come into any contact with an intruder. Evacuation is the number one goal! When Evacuation is one of multiple protocols that are safely available, Evacuation should be the first choice.

**It is important to understand that these protocols are age appropriate, not sequential or chronological, and those involved have the ability to change protocols as an incident progresses.**

KPBSD’s change to the use of **A.L.I.C.E.** protocols has been done in conjunction with our local law enforcement agencies. These agencies also participate in the training of staff and students.



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7520

Phone (907) 714-8888 Fax (907) 262-9132

[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

### SCHOOL BOARD COMMUNICATION

<b>Title:</b>	Borough Assembly Action		
<b>Date:</b>	August 12, 2015	<b>Item Number:</b>	
<b>Administrator:</b>	Dave Jones, Assistant Superintendent <i>Dave Jones</i>		
<b>Attachments:</b>	School Related Items on the August 18, 2015 Borough Assembly Agenda		

**Action Needed**       **For Discussion**       **Information**       **Other:** \_\_\_\_\_

### BACKGROUND INFORMATION

Attached is information pertaining to the School District which will be presented at the August 18, 2015 Borough Assembly meeting:

- Authorization to award contract for Ninilchik School wheelchair lift upgrade

### ADMINISTRATIVE RECOMMENDATION

For your information.



## KENAI PENINSULA BOROUGH

Maintenance Department  
47140 East Poppy Lane, Soldotna Alaska  
phone (907) 262-4011 fax (907) 262-5882  
www.borough.kenai.ak.us

MIKE NAVARRE  
MAYOR

### MEMORANDUM

**TO:** Mike Navarre, Mayor *Craig C Chapman, for*  
**THRU:** Mark Fowler, Purchasing & Contracting Director  
**FROM:** Scott Griebel, Maintenance Director *SG*  
**DATE:** July 27, 2015  
**SUBJECT:** Authorization to Award Contract for Ninilchik School Wheelchair Lift Upgrade

The Purchasing and Contracting Office formally solicited and received bids for above referenced project. Bid packets were released on June 3, 2015 and the Invitation to Bid was advertised in the Peninsula Clarion on June 3, 2015.

The project consists of providing all labor, materials and equipment to remove and dispose of the existing wheelchair lift and furnish and install new wheelchair lift and other accessories as specified in the contract at Ninilchik School, 15735 Sterling Highway, Ninilchik, Alaska.

On the due date of July 3, 2013, one (1) bid was received and reviewed to ensure that all the specifications and delivery schedules were met. The bid of \$83,300 was submitted by Alaska Stairlift & Elevator, LLC, 230 E. Potter Dr., Ste 5, Anchorage, AK 99518.

In order to get the project within budget negotiations were conducted and minor changes in warranty and inspection trips were addressed. These changes resulted in a \$4,200 decrease, with a new bid amount of \$78,800.

Your approval for this bid award is hereby requested. Funding for this project is in account number 400.78050.12803.43780 - \$57,329.14 and 400.78050.16782.43780 - \$21,470.86.

Approved:

*Craig C Chapman, for*  
Mike Navarre, Mayor

7-29-15  
Date

FINANCE DEPARTMENT	
FUNDS VERIFIED	
12803	
Acct #400.78050.12803.43780 - \$57,329.14	
400.78050.16782.43780 - \$21,470.86	
BY: <i>BA</i>	DATE: <u>7/28/15</u>

*C Chapman*

# ACCOUNT ACTIVITY DETAILS REPORT

GLEXLINE FOR BEGINNING BALANCE TO AUGUST, 2015

ACCOUNT NO		ACCOUNT NAME				SHORT NAME					
TY	DATE	DOC NO	DESCRIPTION	PO NO	CHECK NO	PAYEE/PAYER NAME	BUD ADJ	ENCUMB	DEBIT	CREDIT	
<b>Fund : OPERATING FUND [100]</b>											
<b>Location : BOARD OF EDUCATION [70]</b>											
<b>100-70-4511-0000-3240</b>			<b>100-70-SCH BOARD-GENL-SUPPT STAFF</b>								
JE	07/31/2015	16500128	PAYROLL - 07/31/2015				0.00	0.00	2,873.64	0.00	
JE	08/31/2015	16500976	PAYROLL - 08/31/2015				0.00	0.00	2,907.52	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0000-3240				34,229.00	34,229.00	0.00	0.00	5,781.16	5,781.16	28,447.84	83.11
<b>100-70-4511-0000-3291</b>			<b>100-70-SCH BOARD-GENL-SUB/SUPPT</b>								
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0000-3291				352.00	352.00	0.00	0.00	0.00	0.00	352.00	100.00
<b>100-70-4511-0000-3300</b>			<b>100-70-SCH BOARD-GENL-LEAVE/SUPPT</b>								
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0000-3300				566.00	566.00	0.00	0.00	0.00	0.00	566.00	100.00
<b>100-70-4511-0000-3511</b>			<b>100-70-SCH BOARD-GENL-HEALTH CARE</b>								
JE	07/31/2015	16500127	BENEFITS - 07/31/2015				0.00	0.00	6,475.91	0.00	
JE	08/31/2015	16500975	BENEFITS - 08/31/2015				0.00	0.00	7,157.02	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0000-3511				85,374.00	85,374.00	0.00	0.00	13,632.93	13,632.93	71,741.07	84.03
<b>100-70-4511-0000-3512</b>			<b>100-70-SCH BOARD-GENL-LIFE INS</b>								
JE	07/31/2015	16500127	BENEFITS - 07/31/2015				0.00	0.00	4.66	0.00	
JE	08/31/2015	16500975	BENEFITS - 08/31/2015				0.00	0.00	4.66	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0000-3512				103.00	103.00	0.00	0.00	9.32	9.32	93.68	90.95
<b>100-70-4511-0000-3520</b>			<b>100-70-SCH BOARD-GENL-UNEMPLT INS</b>								
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0000-3520				103.00	103.00	0.00	0.00	0.00	0.00	103.00	100.00
<b>100-70-4511-0000-3542</b>			<b>100-70-SCH BOARD-GENL-FICA SUPPRT</b>								
JE	07/31/2015	16500127	BENEFITS - 07/31/2015				0.00	0.00	339.69	0.00	
JE	08/31/2015	16500975	BENEFITS - 08/31/2015				0.00	0.00	342.25	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0000-3542				2,645.00	2,645.00	0.00	0.00	681.94	681.94	1,963.06	74.22
<b>100-70-4511-0000-3560</b>			<b>100-70-SCH BOARD-GENL-PERS RETIREM</b>								
JE	07/31/2015	16500127	BENEFITS - 07/31/2015				0.00	0.00	1,050.26	0.00	
JE	08/31/2015	16500975	BENEFITS - 08/31/2015				0.00	0.00	1,057.65	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0000-3560				7,530.00	7,530.00	0.00	0.00	2,107.91	2,107.91	5,422.09	72.01
<b>100-70-4511-0000-4140</b>			<b>100-70-SCH BOARD-GENL-PRO-TECH LEG</b>								
JE	08/04/2015	16500223	FY15 A/P LISTING #2 - REVERSAL				0.00	0.00	0.00	5,966.79	
AP	08/05/2015	16300796	195598 - Legal fees-June 2015		204602	JERMAIN DUNNAGAN &	0.00	0.00	5,966.79	0.00	
AP	08/19/2015	16301860	195690 - Legal fees July 2015		204811	JERMAIN DUNNAGAN &	0.00	0.00	4,815.00	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0000-4140				100,000.00	100,000.00	0.00	0.00	4,815.00	4,815.00	95,185.00	95.19
<b>100-70-4511-0000-4201</b>			<b>100-70-SCH BOARD-GENL-MEALS</b>								
AP	07/08/2015	16300148	7/6/15 - TRAVEL - MEALS		1035	HOHL, LYNN	0.00	0.00	10.00	0.00	

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GLEXLINE FOR BEGINNING BALANCE TO AUGUST, 2015

ACCOUNT NO		ACCOUNT NAME			SHORT NAME						
TY	DATE	DOC NO	DESCRIPTION	PO NO	CHECK NO	PAYEE/PAYER NAME	BUD ADJ	ENCUMB	DEBIT	CREDIT	
<b>Fund : OPERATING FUND [100]</b>											
<b>Location : BOARD OF EDUCATION [70]</b>											
AP	08/12/2015	16301157	6/24/15 - TRAVEL - MEALS		1149	HILTS, EDITH-HELEN	0.00	0.00	40.00	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-4201</b>				<b>3,750.00</b>	<b>3,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.00</b>	<b>50.00</b>	<b>3,700.00</b>	<b>98.67</b>
<b>100-70-4511-0000-4202</b>				<b>100-70-SCH BOARD-GENL-MILEAGE</b>							
AP	07/08/2015	16300030	5/29/15 - TRAVEL - MILEAGE		1035	HOHL, LYNN	0.00	0.00	61.53	0.00	
AP	07/08/2015	16300148	7/6/15 - TRAVEL - MILEAGE		1035	HOHL, LYNN	0.00	0.00	105.80	0.00	
AP	07/08/2015	16300153	7/6/15 - TRAVEL - MILEAGE		204275	CASTIMORE, DANIEL	0.00	0.00	10.35	0.00	
AP	07/08/2015	16300155	7/6/15 - TRAVEL - MILEAGE		1030	DOWNING, ELIZABETH	0.00	0.00	86.25	0.00	
JE	07/20/2015	16500083	FY15 A/P LISTING #1 - REVERSAL				0.00	0.00	0.00	61.53	
AP	08/05/2015	16300889	7/6/15 - TRAVEL - MILEAGE		1110	HILTS, EDITH-HELEN	0.00	0.00	86.25	0.00	
AP	08/12/2015	16301158	8/3-8/4/15 - TRAVEL - MILEAGE		1129	ARNESS, JOE	0.00	0.00	46.00	0.00	
AP	08/12/2015	16301159	8/3-8/4/15 - TRAVEL - MILEAGE		204674	CASTIMORE, DANIEL	0.00	0.00	20.70	0.00	
AP	08/12/2015	16301160	8/3-8/4/15 - TRAVEL - MILEAGE		1139	DOWNING, ELIZABETH	0.00	0.00	86.25	0.00	
AP	08/12/2015	16301161	8/3-8/4/15 - TRAVEL - MILEAGE		1149	HILTS, EDITH-HELEN	0.00	0.00	86.25	0.00	
AP	08/12/2015	16301162	8/3-8/4/15 - TRAVEL - MILEAGE		1151	HOHL, LYNN	0.00	0.00	105.80	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-4202</b>				<b>5,300.00</b>	<b>5,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>633.65</b>	<b>633.65</b>	<b>4,666.35</b>	<b>88.04</b>
<b>100-70-4511-0000-4203</b>				<b>100-70-SCH BOARD-GENL-OTHR TRVL</b>							
AP	08/10/2015	16301303	HILTS, EDITH HELEN - Hotel		1737	BMO MASTERCARD	0.00	0.00	102.33	0.00	
AP	08/10/2015	16301304	HILTS, EDITH HELEN - Airfare-		1737	BMO MASTERCARD	0.00	0.00	66.00	0.00	
AP	08/10/2015	16301419	HILTS, EDITH HELEN - Airfare-		1737	BMO MASTERCARD	0.00	0.00	132.00	0.00	
AP	08/10/2015	16301451	HILTS, EDITH HELEN - Hotel		1737	BMO MASTERCARD	0.00	0.00	99.00	0.00	
AP	08/12/2015	16301157	6/24/15 - TRAVEL - OTHER		1149	HILTS, EDITH-HELEN	0.00	0.00	32.00	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-4203</b>				<b>7,500.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>431.33</b>	<b>431.33</b>	<b>7,068.67</b>	<b>94.25</b>
<b>100-70-4511-0000-4331</b>				<b>100-70-SCH BOARD-GENL-POSTAGE</b>							
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-4331</b>				<b>200.00</b>	<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>100.00</b>
<b>100-70-4511-0000-4402</b>				<b>100-70-SCH BOARD-GENL-PURCH SVC</b>							
BA	07/01/2015	1	PO'S BROUGHT FORWARD				3,258.10	0.00	0.00	0.00	
PO	07/01/2015	1520427	Advertising Services			PENINSULA CLARION	0.00	3,258.10	0.00	0.00	
PO	07/09/2015	1620486	Advertising services			PENINSULA CLARION	0.00	2,000.00	0.00	0.00	
PO	07/09/2015	1620487	Printing services			KENAI PENINSULA BOROUGH	0.00	1,300.00	0.00	0.00	
AP	07/15/2015	16300261	D565/686054 - Advertising	1520427	204371	PENINSULA CLARION	0.00	-42.70	42.70	0.00	
AP	07/15/2015	16300262	D687/686057 - Advertising	1520427	204371	PENINSULA CLARION	0.00	-48.80	48.80	0.00	
AP	07/15/2015	16300263	D688/686057 - Advertising	1520427	204371	PENINSULA CLARION	0.00	-48.80	48.80	0.00	
AP	07/22/2015	16300531	D736/686057 - Advertising	1620486	204442	PENINSULA CLARION	0.00	-58.80	58.80	0.00	
AP	08/10/2015	16301683	Close 1520427 - Advertising	1520427		PENINSULA CLARION	0.00	-3,117.80	0.00	0.00	
PO	08/11/2015	1620486	Advertising services			PENINSULA CLARION	0.00	-2,000.00	0.00	0.00	
PO	08/11/2015	1620486	Advertising services			PENINSULA CLARION	0.00	2,000.00	0.00	0.00	

# ACCOUNT ACTIVITY DETAILS REPORT

GLEXLINE FOR BEGINNING BALANCE TO AUGUST, 2015

ACCOUNT NO		ACCOUNT NAME				SHORT NAME					
TY	DATE	DOC NO	DESCRIPTION	PO NO	CHECK NO	PAYEE/PAYER NAME	BUD ADJ	ENCUMB	DEBIT	CREDIT	
<b>Fund : OPERATING FUND [100]</b>											
<b>Location : BOARD OF EDUCATION [70]</b>											
PO	08/12/2015	1620853	Advertising services			PENINSULA	0.00	2,000.00	0.00	0.00	
AP	08/12/2015	16301696	D767/686057 - Advertising	1620486	204722	PENINSULA	0.00	-58.80	58.80	0.00	
AP	08/12/2015	16301697	D768/686057 - Advertising	1620486	204722	PENINSULA	0.00	-58.80	58.80	0.00	
AP	08/28/2015	16303001	JULY PRINTING - Printing services	1620487		KENAI PENINSULA BOROUGH	0.00	-113.85	113.85	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-4402</b>				<b>5,800.00</b>	<b>9,058.10</b>	<b>1,000.00</b>	<b>3,186.15</b>	<b>430.55</b>	<b>430.55</b>	<b>4,441.40</b>	<b>49.03</b>
<b>100-70-4511-0000-4501</b>				<b>100-70-SCH BOARD-GENL-SUPPLIES</b>							
BA	07/02/2015	8	To purchase Fujitsu scanner				-500.00	0.00	0.00	0.00	
AP	07/08/2015	16300164	35038-D - Spectra Associates, PO			DUMMY VENDOR	0.00	0.00	337.50	0.00	
AP	07/08/2015	16300164	35038-D - Spectra Associates, PO			DUMMY VENDOR	0.00	0.00	-337.50	0.00	
AP	07/15/2015	16300164	35038-D - Spectra Associates, PO		204380	SPECTRA ASSOCIATES INC	0.00	0.00	337.50	0.00	
JE	07/27/2015	16500120	** WH#0001-Warehouse				0.00	0.00	5.98	0.00	
AP	08/10/2015	16301300	TRESSLER, DEBBIE - Board		1737	BMO MASTERCARD	0.00	0.00	90.67	0.00	
AP	08/10/2015	16301381	TRESSLER, DEBBIE - Board		1737	BMO MASTERCARD	0.00	0.00	35.45	0.00	
AP	08/10/2015	16301392	TRESSLER, DEBBIE - Board		1737	BMO MASTERCARD	0.00	0.00	19.48	0.00	
AP	08/10/2015	16301496	TRESSLER, DEBBIE - Board		1737	BMO MASTERCARD	0.00	0.00	80.00	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-4501</b>				<b>2,500.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>569.08</b>	<b>569.08</b>	<b>1,430.92</b>	<b>71.55</b>
<b>100-70-4511-0000-4503</b>				<b>100-70-SCH BOARD-GENL-SOFTWARE</b>							
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-4503</b>				<b>900.00</b>	<b>900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>900.00</b>	<b>100.00</b>
<b>100-70-4511-0000-4850</b>				<b>100-70-SCH BOARD-GENL-STIPENDS</b>							
JE	07/31/2015	16500128	PAYROLL - 07/31/2015				0.00	0.00	2,800.00	0.00	
JE	08/31/2015	16500976	PAYROLL - 08/31/2015				0.00	0.00	2,800.00	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-4850</b>				<b>33,600.00</b>	<b>33,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,600.00</b>	<b>5,600.00</b>	<b>28,000.00</b>	<b>83.33</b>
<b>100-70-4511-0000-4901</b>				<b>100-70-SCH BOARD-GENL-OTHER EXP</b>							
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-4901</b>				<b>28,900.00</b>	<b>28,900.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,900.00</b>	<b>100.00</b>
<b>100-70-4511-0000-5102</b>				<b>100-70-SCH BOARD-GENL-EQUP/TECHNOL</b>							
BA	07/02/2015	8	To purchase Fujitsu scanner				500.00	0.00	0.00	0.00	
PO	07/15/2015	1620535	Document scanner			B & H PHOTO	0.00	434.50	0.00	0.00	
AP	07/29/2015	16300760	98858591 - Document scanner	1620535	204474	B & H PHOTO	0.00	-434.50	434.50	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0000-5102</b>				<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>434.50</b>	<b>434.50</b>	<b>65.50</b>	<b>13.10</b>
<b>100-70-4511-0125-4201</b>				<b>100-70-SCH BOARD-LEGISLATIVE - MEALS</b>							
AP	07/08/2015	16300065	2/6-2/10/15 - TRAVEL - MEALS		1035	HOHL, LYNN	0.00	0.00	71.13	0.00	
JE	07/20/2015	16500083	FY15 A/P LISTING #1 - REVERSAL				0.00	0.00	0.00	71.13	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
<b>100-70-4511-0125-4201</b>				<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>100.00</b>
<b>100-70-4511-0125-4202</b>				<b>100-70-SCH BOARD-LEGISLATIVE - MILEAGE</b>							
AP	07/08/2015	16300065	2/6-2/10/15 - TRAVEL - MILEAGE		1035	HOHL, LYNN	0.00	0.00	143.75	0.00	

# ACCOUNT ACTIVITY DETAILS REPORT

GLEXLINE FOR BEGINNING BALANCE TO AUGUST, 2015

ACCOUNT NO		ACCOUNT NAME			SHORT NAME						
TY	DATE	DOC NO	DESCRIPTION	PO NO	CHECK NO	PAYEE/PAYER NAME	BUD ADJ	ENCUMB	DEBIT	CREDIT	
<b>Fund : OPERATING FUND [100]</b>											
<b>Location : BOARD OF EDUCATION [70]</b>											
JE	07/20/2015	16500083	FY15 A/P LISTING #1 - REVERSAL				0.00	0.00	0.00	143.75	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0125-4202				1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	100.00
<b>100-70-4511-0125-4203</b>				<b>100-70-SCH BOARD-LEGISLATIVE -OTHR TRVL</b>							
AP	07/08/2015	16300065	2/6-2/10/15 - TRAVEL - OTHER		1035	HOHL, LYNN	0.00	0.00	381.30	0.00	
JE	07/20/2015	16500083	FY15 A/P LISTING #1 - REVERSAL				0.00	0.00	0.00	381.30	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0125-4203				12,000.00	12,000.00	0.00	0.00	0.00	0.00	12,000.00	100.00
<b>100-70-4511-0126-4201</b>				<b>100-70-SCH BOARD-PROFESSIOAL -MEALS</b>							
AP	07/08/2015	16300015	11/5-11/9/15 - TRAVEL - MEALS		1035	HOHL, LYNN	0.00	0.00	62.00	0.00	
JE	07/20/2015	16500083	FY15 A/P LISTING #1 - REVERSAL				0.00	0.00	0.00	282.88	
AP	07/22/2015	16300522	6/20-3/24/15 - TRAVEL - MEALS		1065	HOHL, LYNN	0.00	0.00	220.88	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0126-4201				1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	100.00
<b>100-70-4511-0126-4202</b>				<b>100-70-SCH BOARD-PROFESSIOAL -MILEAGE</b>							
AP	07/08/2015	16300015	11/5-11/9/15 - TRAVEL - MILEAGE		1035	HOHL, LYNN	0.00	0.00	143.75	0.00	
JE	07/20/2015	16500083	FY15 A/P LISTING #1 - REVERSAL				0.00	0.00	0.00	287.50	
AP	07/22/2015	16300522	6/20-3/24/15 - TRAVEL - MILEAGE		1065	HOHL, LYNN	0.00	0.00	143.75	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0126-4202				1,000.00	1,000.00	0.00	0.00	0.00	0.00	1,000.00	100.00
<b>100-70-4511-0126-4203</b>				<b>100-70-SCH BOARD-PROFESSIOAL -OTHR TRVL</b>							
JE	07/20/2015	16500083	FY15 A/P LISTING #1 - REVERSAL				0.00	0.00	0.00	1,902.77	
AP	07/22/2015	16300522	6/20-3/24/15 - TRAVEL - OTHER		1065	HOHL, LYNN	0.00	0.00	1,902.77	0.00	
<b>ACCOUNT SUMMARY</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
100-70-4511-0126-4203				12,000.00	12,000.00	0.00	0.00	0.00	0.00	12,000.00	100.00
<b>** Location : BOARD OF EDUCATION [70] TOTAL **</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
				347,352.00	350,610.10	1,000.00	3,186.15	35,177.37	35,177.37	311,246.58	88.77
<b>** Fund : OPERATING FUND [100] TOTAL **</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
				347,352.00	350,610.10	1,000.00	3,186.15	35,177.37	35,177.37	311,246.58	88.77
<b>** GRAND TOTAL **</b>				<b>BUDG/BAL</b>	<b>ADJ. BUDGET</b>	<b>REQUISITION</b>	<b>ENCUMB</b>	<b>CURR DR/CR</b>	<b>YTD DR/CR</b>	<b>CURR BAL</b>	<b>PCT</b>
				347,352.00	350,610.10	1,000.00	3,186.15	35,177.37	35,177.37	311,246.58	88.77

# ACCOUNT ACTIVITY DETAILS REPORT

GLEXLIN FOR BEGINNING BALANCE TO AUGUST, 2015

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## REPORT CRITERIA

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**Process Name** : Account Activity Details Report  
**Criteria Name** : GLEXLIN LOC 70  
**Report Title** : GLEXLIN  
**Responsibility Group** : -  
**Document Types** : -  
**Period From** : Beginning Balance  
**Period To** : August, 2015  
**Account Element Filters** : 1 - 1 - Fund - from: 100 - to: 100,8 - 8 - Location - from: 70 - to: 70,3 - 3 - Function - from: 0000 - to: 9999,10 - 10 - Program - from: 0000 - to: 9999,5 - 5 - Object - from: 3000 - to: 9999  
**Account Grouping** : 1 - Fund - All,8 - Location - All  
**Page Break** : -  
**Additional Account Sorting** : -  
**Show Audit Entries** : Yes  
**Skip Grouping By Account** : No  
**Employee Salary Details** : No  
**Employee Benefit Details** : No

<b>Month</b>	<b>Routine Travel</b>	<b>Board Meals</b>	<b>Lobbying</b>	<b>Professional Development</b>	<b>Total All Categories</b>
<b>July</b>	\$202.40	\$10.00			
<b>August</b>	\$776.33	\$40.00			
<b>Total</b>	<b>\$978.73</b>	<b>\$50.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,028.73</b>



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7520

Phone (907) 714-8888 Fax (907) 262-9132

[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

### SCHOOL BOARD COMMUNICATION

**Title:** Budget Calendar

**Date:** September 1, 2015

**Item Number:**

**Administrator:** Laurie Olson, Director of Finance *Laurie Olson*

**Attachments:** FY17 Budget Development Calendar

Action Needed     For Discussion     Information     Other: \_\_\_\_\_

### BACKGROUND INFORMATION

After discussion and input at the August worksession, the FY17 budget calendar is attached for your review.

Administration will schedule meetings and contact stakeholders as needed.

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4th - Presentation of Draft Budget Development Calendar and Overall Plan

September 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

8th - Board Meeting in Homer / Report on District Programs, Instructional & Instructional Support  
28th - Start of 20-Day OASIS Count

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1st - Projected Enrollment Deadline for Schools to Report to District Office  
5th - Board Meeting / Identify Potential Areas of Change for FY17  
15th - LYNC Meeting at Schools w/Community/Site Councils/Stakeholders  
23rd - End of 20-Day OASIS Count

November 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2nd - Board Meeting / Board Worksession Provide Community Input from Oct. 15th  
4th - FY17 Staffing Projections and Site Budget Formulations Begin  
5th - FY17 Projected Enrollment Report Due to DOEED  
6th - FY16 Actual Enrollment Report Due to DOEED

December 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1st-10th - Senior Management Reviews Preliminary Budget Estimation  
7th - Enrollment Information Reported to Board  
7th - Revenue from Governor's Budget Reported to Board  
7th - Swimming Pool Update to Board  
8th - Board Worksession - FY17 Budget Discussion

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11th - FY17 Preliminary Budget Information to Board  
19th - Legislature start date

February 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

- 1st - Budget Work Session to Review Detailed FY17 Budget Information
- 2nd - Meeting with Key Communicators
- 16th - Public Budget Forum, Seward High Library, 5:30 p.m.
- 17th - Public Budget Forum, Soldotna High Library, 5:30 p.m.
- 23rd - Public Budget Forum, Homer High Library, 5:30 p.m.

March 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 7th - School Board Meeting - FY17 Budget Recommendation
- 8th - School Board Worksession
- 21st - School Board Meeting - FY17 Budget Work

April 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 4th - School Board Meeting - Present Budget for Approval
- \*5th - Final KPBSD Budget Information to Borough Assembly
- 17th - Expected Legislature End Date

May 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- \*3rd - Ordinance Introduced at Borough Assembly (tentative date)
- \*17th - Borough Assembly Resolution (tentative date)

June 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- \*7th - Borough Assembly Ordinance Vote (tentative date)

\*All dates referring to Borough Assembly meetings are subject to change.

\*\*The KPBSD School Board, in partnership with site councils and communities, is acting as the Budget Development Committee.

\*\*\*Possible date of Joint Work Session between Board and Borough Assembly to be determined.

**Alaska Statute Sec. 14.14.060. Relationship between the borough school district and borough; finances and buildings.** (c) Except as otherwise provided by municipal ordinance, the borough school board shall submit the school budget for the following school year to the borough assembly by May 1 for approval of the total amount. Within 30 days after receipt of the budget, the assembly shall determine the total amount of money to be made available from local sources for school purposes and shall furnish the school board with a statement of the sum to be made available. If the assembly does not, within 30 days, furnish the school board with a statement of the sum to be made available, the amount requested in the budget is automatically approved. Except as otherwise provided by municipal ordinance, by June 30, the assembly shall appropriate the amount to be made available from local sources from money available for the purpose.

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

**2015 - 2016 SCHOOL YEAR**

**Tuesday, September 01, 2015**

ADM PROJECTED ENROLLMENT	TOTAL ADM	ADM DIFF +/-	ADM DIFF %	SCHOOLS	KDGN	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	Enrollment Total	Inc. P/S Enrollment Total	
185.00	181.00	-4.00	(2%)	Aurora Borealis Charter	24	24	22	23	20	20	20	18	10	0	0	0	0	181	181	
102.00	103.00	1.00	1%	Chapman	17	13	17	13	13	9	9	6	6	0	0	0	0	103	113	
708.00	746.00	38.00	5%	Connections Program	46	57	41	47	51	47	49	48	63	53	55	85	104	746	746	
24.00	17.00	-7.00	(29%)	Cooper Landing	3	2	2	0	3	4	1	2	0	0	0	0	0	17	17	
103.00	97.00	-6.00	(6%)	Fireweed Academy	13	11	22	13	15	14	9	0	0	0	0	0	0	97	97	
36.00	25.00	-11.00	(31%)	Homer Flex	0	0	0	0	0	0	0	0	0	0	4	3	11	7	25	
391.00	370.00	-21.00	(5%)	Homer High	0	0	0	0	0	0	0	0	0	0	115	94	76	85	370	
191.00	185.00	-6.00	(3%)	Homer Middle	0	0	0	0	0	0	0	95	90	0	0	0	0	185	185	
22.00	16.00	-6.00	(27%)	Hope Elementary/High	0	1	1	3	2	2	3	1	1	1	0	1	0	16	16	
396.00	411.00	15.00	4%	K-Beach Elementary	73	53	64	57	55	55	54	0	0	0	0	0	0	411	411	
56.00	49.00	-7.00	(13%)	Kachemak Selo	1	1	4	2	3	6	5	7	3	6	5	3	3	49	49	
252.00	256.00	4.00	2%	Kaleidoscope Charter	36	44	44	44	44	44	0	0	0	0	0	0	0	256	256	
60.00	73.00	13.00	22%	Kenai Alternative	0	0	0	0	0	0	0	0	0	0	0	26	47	73	80	
511.00	483.00	-28.00	(5%)	Kenai Central High	0	0	0	0	0	0	0	0	0	0	133	125	124	101	483	
363.00	376.00	13.00	4%	Kenai Middle	0	0	0	0	0	0	113	133	130	0	0	0	0	376	376	
10.00	9.00	-1.00	(10%)	Marathon	0	0	0	0	0	0	0	0	0	0	1	5	1	2	9	
113.00	114.00	1.00	1%	McNeil Canyon Elementary	13	13	11	18	22	14	23	0	0	0	0	0	0	114	114	
10.00	11.00	1.00	10%	Moose Pass Elementary	2	3	2	0	2	2	0	0	0	0	0	0	0	0	11	11
433.00	445.00	12.00	3%	Mountain View Elementary	91	74	75	78	53	74	0	0	0	0	0	0	0	445	469	
80.00	79.00	-1.00	(1%)	Nanwalek Elementary/High	5	6	4	8	10	11	8	5	7	4	5	3	3	79	79	
393.00	375.00	-18.00	(5%)	Nikiski Middle/High	0	0	0	0	0	0	50	54	47	65	47	61	51	375	375	
360.00	346.00	-14.00	(4%)	Nikiski North Star Elementary	60	71	57	54	55	49	0	0	0	0	0	0	0	346	369	
64.00	67.00	3.00	5%	Nikolaevsk Elem/High	1	4	2	3	4	5	9	7	7	3	9	3	10	67	67	
150.00	139.00	-11.00	(7%)	Niniichik Elementary/High	7	8	11	8	7	13	16	11	12	10	10	13	13	139	139	
188.00	174.00	-14.00	(7%)	Paul Banks Elementary	47	71	56	0	0	0	0	0	0	0	0	0	0	174	199	
30.00	27.00	-3.00	(10%)	Port Graham	4	3	3	3	2	3	2	1	1	1	2	1	1	27	27	
84.00	82.00	-2.00	(2%)	Razdolna	6	7	4	14	4	9	9	7	5	9	1	4	3	82	82	
375.00	347.00	-28.00	(7%)	Redoubt Elementary	35	40	52	52	48	59	61	0	0	0	0	0	0	347	367	
88.00	79.00	-9.00	(10%)	River City Academy	0	0	0	0	0	0	0	9	12	22	8	15	13	79	79	
288.00	282.00	-6.00	(2%)	Seward Elementary	44	50	55	59	47	27	0	0	0	0	0	0	0	282	308	
169.00	178.00	9.00	5%	Seward High	0	0	0	0	0	0	0	0	0	43	46	41	48	178	178	
134.00	145.00	11.00	8%	Seward Middle	0	0	0	0	0	0	48	49	48	0	0	0	0	145	145	
413.00	413.00	0.00	0%	Skyview Middle	0	0	0	0	0	0	0	207	206	0	0	0	0	413	413	
293.00	296.00	3.00	1%	Soldotna Elementary	43	43	41	35	51	45	38	0	0	0	0	0	0	296	337	
589.00	561.00	-28.00	(5%)	Soldotna High	0	0	0	0	0	0	0	0	0	0	193	198	170	561	561	
165.00	162.00	-3.00	(2%)	Soldotna Montessori Charter	23	21	23	25	23	24	23	0	0	0	0	0	0	162	162	
185.00	190.00	5.00	3%	Soldotna Prep	0	0	0	0	0	0	0	0	0	0	190	0	0	190	190	
231.00	228.00	-3.00	(1%)	Sterling Elementary	33	33	29	43	36	24	30	0	0	0	0	0	0	228	236	
40.00	51.00	11.00	28%	Susan B. English	5	5	3	1	2	3	3	3	5	2	5	5	9	51	51	
30.00	40.00	10.00	33%	Tebughna Elementary/High	1	1	5	5	1	4	3	4	5	1	1	5	4	40	40	
170.00	166.00	-4.00	(2%)	Tustumena Elementary	19	36	20	24	26	22	19	0	0	0	0	0	0	166	176	
108.00	104.00	-4.00	(4%)	Voznesenka	7	6	12	5	12	5	10	5	8	11	11	5	7	104	113	
227.00	236.00	9.00	4%	West Homer Elementary	0	0	0	53	63	58	62	0	0	0	0	0	0	236	236	
<b>8,820</b>	<b>8,734.00</b>	<b>-86.00</b>	<b>(1%)</b>		<b>659</b>	<b>701</b>	<b>682</b>	<b>690</b>	<b>674</b>	<b>652</b>	<b>677</b>	<b>672</b>	<b>666</b>	<b>674</b>	<b>625</b>	<b>681</b>	<b>681</b>	<b>8,734</b>	<b>8,937</b>	

KENAI PENINSULA BOROUGH SCHOOL DISTRICT																	
2015 - 2016 SCHOOL YEAR																	
PART TIME STUDENTS																	
Tuesday, September 01, 2015																	
	SCHOOLS	PRE-SCHOOL	KDGN	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH	9TH	10TH	11TH	12TH	Enrollment Total	Inc. P/S Enrollment Total
	Aurora Borealis Charter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Chapman	10	0	0	1	0	0	0	0	2	1	0	0	0	0	4	14
	Connections Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Cooper Landing	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1
	District Wide Program	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10
	Fireweed Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Homer Flex	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Homer High	0	0	0	0	0	0	0	0	0	0	2	4	13	13	32	32
	Homer Middle	0	0	0	0	0	0	0	0	1	3	0	0	0	0	4	4
	Hope Elementary/High	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	K-Beach Elementary	0	0	0	0	1	0	1	0	0	0	0	0	0	0	2	2
	Kachemak Selo	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Kaleidoscope Charter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Kenai Alternative	7	0	0	0	0	0	0	0	0	0	0	0	1	0	1	8
	Kenai Central High	0	0	0	0	0	0	0	0	1	5	4	4	16	9	39	39
	Kenai Middle	0	0	0	0	0	0	0	2	3	1	0	0	0	0	6	6
	Marathon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	McNeil Canyon Elementary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Moose Pass Elementary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mountain View Elementary	24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24
	Nanwalek Elementary/High	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Nikiski Middle/High	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	1
	Nikiski North Star Elementary	23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23
	Nikolaevsk Elem/High	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2
	Ninilchik Elementary/High	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Paul Banks Elementary	25	2	1	2	0	0	0	0	0	0	0	0	0	0	5	30
	Port Graham	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Razdolna	0	0	0	0	0	0	0	0	1	0	0	0	0	1	2	2
	Redoubt Elementary	20	1	0	0	0	0	0	0	0	0	0	0	0	0	1	21
	River City Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Seward Elementary	26	1	0	0	0	0	0	0	0	0	0	0	0	0	1	27
	Seward High	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Seward Middle	0	0	0	0	0	0	0	2	0	0	0	0	0	0	2	2
	Skyview Middle	0	0	0	0	0	0	0	2	2	4	0	0	0	0	8	8
	Soldotna Elementary	41	0	0	0	0	0	0	0	0	0	0	0	0	0	0	41
	Soldotna High	0	0	0	0	0	0	0	0	0	0	26	10	11	12	59	59
	Soldotna Montessori Charter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Soldotna Prep	0	0	0	0	0	0	0	0	0	0	5	1	0	1	7	7
	Sterling Elementary	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8
	Susan B. English	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Tebughna Elementary/High	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Tustumena Elementary	10	0	0	0	0	0	1	0	0	0	0	0	0	0	1	11
	Voznesenka	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9
	West Homer Elementary	0	0	0	0	1	2	0	2	0	0	0	0	0	0	5	5
		213	6	1	3	3	2	2	8	10	14	37	19	42	36	183	396



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7520

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### SCHOOL BOARD COMMUNICATION

**Title:** Extra-Curricular Leave Information

**Date:** July 28, 2015

**Item Number:**

**Administrator:** Laurie Olson, Director of Finance *Laurie Olson*

**Attachments:** High School leave analysis

Action Needed     For Discussion     Information     Other: \_\_\_\_\_

### BACKGROUND INFORMATION

In response to a board member request, the attached analysis of Extra-Curricular leave usage for FY15 shows use of leave by school as well as number of days of leave used by category. It is worth noting that coaches are not the only users of Extra-Curricular leave. Other staff are sometimes needed to act as chaperones, depending on the size and makeup of the group and the ability to recruit parent or community volunteers.

One question that would require further analysis is the request for information about number of substitutes used by each coach. Since we do not keep records of some of these statistics, we are able to get to the information using a variety of methods, but it takes some time to review and collate the information. Staff time invested on the project to date is about 3 days.

Kenai Peninsula Borough School District  
 Analysis of FY15 Extra-Curricular Leave usage for High School stipends

Staff Coaching at	Staff Employed at	# of Stipends	FY15 Hours of Ex-Curr Leave by Staff	FY15 Days of Ex-Curr Leave by Staff	Average # Days used per stipend
Homer High	Homer High	21	435.00	54.38	2.59
Homer High	Homer Flex	1	40.00	5.00	5.00
Homer High	Homer Middle	3	196.00	24.50	8.17
Homer High	not Dist EE	30			
		<u>55</u>	<u>671.00</u>	<u>83.88</u>	
Homer Flex	Homer Flex	2	16.00	2.00	1.00
			<u>16.00</u>	<u>2.00</u>	
KCHS	KCHS	31	836.00	104.50	3.37
KCHS	Kenai Middle	5	184.00	23.00	4.60
KCHS	Nik N Star El	1	52.00	6.50	6.50
KCHS	not Dist EE	10			
		<u>47</u>	<u>1,072.00</u>	<u>134.00</u>	
Kenai Alt	Kenai Alt	2	8.00	1.00	0.50
			<u>8.00</u>	<u>1.00</u>	
Nikiski Mid/Sr	Nikiski Mid/Sr	49	869.50	108.69	2.22
Nikiski Mid/Sr	Aurora Borealis	2	110.00	13.75	6.88
Nikiski Mid/Sr	not Dist EE	8			
		<u>59</u>	<u>979.50</u>	<u>122.44</u>	
Seward High	Seward High	17	284.50	35.56	2.09
Seward High	Seward Middle	2	23.00	2.88	1.44
Seward High	Seward Elem	4	204.50	25.56	6.39
Seward High	not Dist EE	10			
		<u>33</u>	<u>512.00</u>	<u>64.00</u>	
SoHi	SoHi	36	977.00	122.13	3.39
SoHi	Sold Prep	3	115.00	14.38	4.79
SoHi	Skyview Middle	1	84.00	10.50	10.50
SoHi	Redoubt El	1	20.00	2.50	2.50
SoHi	Finance	1	71.00	8.88	8.88
SoHi	not Dist EE	26			
		<u>68</u>	<u>1,267.00</u>	<u>158.39</u>	
Totals	School Staff	158	3,426.00	428.26	2.71
	Other Staff	24	1,099.50	137.45	5.73
	not Dist EE	84	0.00	0.00	
		<u>266</u>	<u>4,525.50</u>	<u>565.71</u>	

# Mandatory Reporting

In order to protect children whose health and well-being may be adversely affected through the infliction, by other than accidental means, of harm through physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment, the legislature requires the reporting of these cases by school teachers and school administrative staff members of public and private schools. It is not the intent of the legislature that persons required to report suspected child abuse or neglect under this chapter investigate the suspected child abuse or neglect before they make the required report to OCS. Reports must be made when there is a reasonable cause to suspect child abuse or neglect in order to make state investigative and social services available in a wider range of cases at an earlier point in time, to make sure that investigations regarding child abuse and neglect are conducted by trained investigators, and to avoid subjecting a child to multiple interviews about the abuse or neglect. Protective services will be made available in an effort to:

1. prevent further harm to the child
  2. safeguard and enhance the general well-being of children in this state
  3. preserve family life unless that effort is likely to result in physical or emotional damage to the child
- Immediately notify your site administrator, OCS, and other agencies as appropriate
  - Document, document, document!



## Resources

If you need more information or have questions, please contact your building principal, the KPBSD human resources director, or a member of KPEA's executive board.

### Online links with additional information:

- ◆ [BP 1114 Communication Using Electronic Media](#)
- ◆ [BP 6161.4 Acceptable Use Policy-Internet Safety Policy](#)
- ◆ [AR 6161.4 Acceptable Use Policy-Internet Safety Policy](#)
- ◆ [BP 4119.21 Code of Ethics](#)
- ◆ [BP 5030 School Discipline and Safety](#)
- ◆ [BP 5137 Positive School Climate](#)
- ◆ [Professional Teaching Practices Commission](#)
- ◆ [Code of Ethics of the Education Profession](#)
- ◆ [NEA Code of Ethics](#)
- ◆ [AS 47.17.020 Persons Required to Report](#)
- ◆ [OCS Standards & Practices Handbook](#)

### Office of Children's Services

Homer: 907-235-7114  
Kenai: 907-283-3136  
Seward: 907-224-5236

# Connecting with Students

"Kenai Peninsula Borough School District administration appreciates the effort and commitment our professional staff members make to ensure the best educational experience for our students. This brochure serves as a reminder of guidelines to be used when communicating verbally and electronically with all of our students. Thank you for everything you do."

-- Sean Dusek, Superintendent



**Kenai Peninsula Borough  
School District**

**907.714.8888**

**148 N. Binkley Street  
Soldotna, Alaska 99669**



## Social Media

- ◆ School-based social sites such as Facebook, Twitter, Instagram, Pinterest, and so forth must have building and district-level approval and access
- ◆ Consider the professional implication of what your personal social media conveys
- ◆ Use discretion when allowing students to connect with your personal social media
- ◆ Privacy settings do not ensure confidentiality
- ◆ All district communications (even deleted correspondence) may be subject to administrator or public review

## Electronic Communications

- ◆ Content should ONLY be for educational and district-related purposes
- ◆ Apprise your building principal, parents, and guardians about how you will communicate with students
- ◆ Only use apps that permanently track sent and received messages. For example, "Snap Chat" is not an appropriate resource to communicate with students
- ◆ Be aware of time of the day you communicate with students
- ◆ Be sure information is clearly stated and would be viewed as appropriate if read as a standalone message

## Situational Awareness and Procedures

- ◆ Students who are under your care must be supervised at ALL times
- ◆ If a student is struggling with a personal issue, refer him or her to the appropriate resource (school counselor, outside agency)
- ◆ Work with students in highly visible environments, except as may be required to safeguard student privacy or confidentiality
- ◆ Secure district and parental approval regarding all school-sponsored activities, including school activities occurring off of school property
- ◆ Ensure appropriate inspections, reviews and documentation are completed prior to off-site events, such as field trips or sporting events
- ◆ Immediately report to your supervisor any situation that may potentially lead to allegations of misconduct or misunderstanding
- ◆ Hugs are a common occurrence, especially at the elementary level. Use developmentally and age-appropriate guidelines to direct your actions

- ◆ Do not engage in activities that may reasonably raise concerns as to propriety or are directed towards developing a relationship with a student beyond the recognized boundaries of a teacher-student relationship regardless of the student's age
- ◆ Do not place yourself in situations which could be construed as posing a risk to the student or facilitating an inappropriate relationship with students
- ◆ Be sure that your interactions in the community reflect a high level of professionalism

## Alaska Safe Children's Act

In 2015 the Alaska legislature instituted [Alaska Safe Children's Act](#) incorporating additional trainings and education related to sexual abuse and sexual assault, dating violence and abuse awareness prevention which teaches:

- ◇ Students in Pre-K to 12th grade must be taught age-appropriate techniques to recognize child sexual abuse and to tell a trusted adult
- ◇ Parents and guardians must receive information about the warning signs of child sexual abuse, resource referrals, and information to support families or children who experience sexual abuse
- ◇ School personnel must be regularly trained to identify and report child sexual abuse

## Professional Teaching Practices

The Professional Teaching Practices Commission's (PTPC) intent is to serve as a preventative and positive force in helping enhance the professional performance of all educators so that the public's right to the best education possible for all of Alaska's students is adequately protected.

In 1966, the education profession in the state of Alaska was granted the right and responsibility to define and to enforce ethical standards of its members. The Alaska Legislature established and empowered a nine-member commission to impose sanctions against the certificates of educators who engage in illegal, immoral, or unethical conduct.





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**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

## NEWS RELEASE

### *iPads bring dynamic learning opportunity to Nanwalek*

**Soldotna, August 17, 2015—Palpable excitement is in the air today at Nanwalek School, where 80 kindergarten through twelfth grade students anticipate receiving their own Apple iPad on Tuesday August 18, 2015.**

A year in the planning, the rollout celebration to begin the comprehensive 1:1 technology solution for every student and teacher, including Apple hardware, software, and services, begins at **1:00 p.m., Tuesday, August 18, 2015, with guests and dignitaries present to speak to students, staff, and the community.** The upcoming year is a game-changer for Nanwalek School, the only school in Alaska, and one of 114 schools in the country, to receive an [Apple grant](#) as part of the White House [ConnectEd](#) initiative begun in 2013.

Nanwalek School is located in a small village on the southern tip of the Kenai Peninsula, across the bay from Homer, Alaska. By giving students access to the latest technology and powerful learning tools, we're working to transform the classroom into a place of deeper exploration and creativity.

“We are very excited about this opportunity for our students in Nanwalek,” said Sean Dusek, superintendent. “A key part of any initiative is professional development for our teachers and through the training commitment from Apple, we are confident that the new technology will have a tremendous positive impact for all of our Nanwalek students.”

#### **As a result of the initiative to receive iPads, Apple TVs, and MacBook laptops for teachers:**

1. Students and teachers will be introduced to a new level of technology that they have not previously experienced in the village or school. This experience will be enhanced by faster Internet installed by the district through ACS in September 2014
2. Academic core learning will be strengthened through resources and e-books on the devices
3. This grant includes professional development for teachers in differentiation to strengthen core instruction, and intervention processes to increase achievement

Nanwalek School honors cultural identity while developing students to be effective members of society. School goals for the ConnectEd initiative include:

- Students, parents, and community will be our partners
- Teaching will be transformed
- Students will be active learners
- Students will strengthen their academic learning
- Students will have a tool for preservation of language and culture
- Students will have more possibilities for postsecondary options

### **Links**

- [Nanwalek School](#)
- [Nanwalek on Facebook](#)
- KPBSD news release, [October 31, 2014: Nanwalek School received Apple and ConnectEd grant](#)
- [ConnectEd](#) initiative
- [Apple](#)
- October 30, 2014, ADN article: [iPads for all](#)

**###**



# KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7520

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## SCHOOL BOARD COMMUNICATION

**Title:** Exhibit Revisions

**Date:** September 8, 2015

**Item Number:**

**Administrator:** Dave Jones, Assistant Superintendent *Dave Jones*

<b>Attachments:</b>	<i>E 5125.1(b) Directory Information Parent Opt-Out Form</i> .....	Page 2
	<i>E 6145.22(2) ASAA Parent and Student Verification of Receipt of Information Concerning Concussions</i> .....	Page 3
	<i>E 6145.22(4) ASAA Healthcare Provider Release and Return to Play Protocol</i> .....	Page 5
	<i>E 5111(d) Early Entrance Approval Checklist</i> .....	Page 6
	<i>E 5141.4(a) Referral for Suspected Child Abuse</i> .....	Page 7

**Action Needed**

**For Discussion**

**Information**

**Other:**

## BACKGROUND INFORMATION

Per BB 9313: "Exhibit pages are intended to be easily updated. They are provided as information items to Board members but are not subject to approval."

For your information, the following exhibit change is in your information packet.

- *E 5125.1(b) Directory Information Parent Opt-Out Form*
  - Changed to mirror BP, add mailing address
- *E 6145.22(2) ASAA Parent and Student Verification of Receipt of Information Concerning Concussions*
  - 2015-16 version
- *E 6145.22(4) ASAA Healthcare Provider Release and Return to Play*
  - 2015-16 version
- *E 5111(d) Early Entrance Approval Checklist*
  - Add line for testing documentation
- *E 5141.4(a) KPBSD Referral For Suspected Child Abuse or Neglect*
  - Update mailing address

## ADMINISTRATIVE RECOMMENDATION

## Kenai Peninsula Borough School District

### Directory Information Parent Opt-Out Form

I request that my student be exempted from release of student directory information including student's name, mailing address, telephone number, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, grade level, enrollment status, degrees, honors and awards received, scholarship eligibility, and most recent previous school attended.

School Name:		Date of Birth:	
Student Name:		Student ID #:	

- Withhold Student Directory Information from representatives of the military.
- Withhold Student Directory Information from all other representatives (includes post-secondary educational institutions, prospective employers, legislators, news media, sport publications and non-profit or other organizations).
- Withhold my student's eligibility for University of Alaska scholarship programs.
- Withhold student names, addresses and phone numbers from Alaska Military Youth Academy.
- Withhold place of birth from Student Directory information released.
- Withhold student photographs or videotapes from District or school publications including but not limited to yearbook, student newsletters, Parent/Student Handbook; on the Internet; or for use or broadcast by the news media.

This opt-out is valid until a new form is completed.

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 Parent Name (printed)

Parent Signature

Date

This form should be returned to the school and is only valid for information requested from the School District after the form is received and entered.

cc: School  
Assistant Superintendent of Instruction

# ASAA PARENT AND STUDENT VERIFICATION OF RECEIPT OF INFORMATION CONCERNING CONCUSSIONS

In accordance with AS 14.30.142, the School District requires that each athlete, and each minor athlete's parent/guardian, receive written information on the nature and risks of concussions each year. Students may not participate in school athletic activities unless the student and parent/guardian of a student who is under 18 years of age have signed a current verification that they have received the information provided by the District. Parents will be provided with a pamphlet provided by the Alaska School Activities Association entitled "A Parent's Guide to Concussions in Sports." Students will be provided with a fact sheet produced by the U.S. Dept. of Health and Human Services Centers for Disease Control and Prevention entitled "Head's Up: Concussion in High School Sports – A Fact Sheet for Athletes." Students who are 18 years of age or older will also be provided with the Parent's Guide.

Parents and Students should review this information, discuss it at home, and direct any questions to the student's coach, school principal or athletic activities director.

## Student Acknowledgement (required for all athletes)

I acknowledge that I have received a copy of "Head's Up: Concussion in High School Sports – A Fact Sheet for Athletes" and understand its contents.

**Student Signature**

**Print Name**

**Date**

## Parent/Guardian/Eligible Student Acknowledgement (Parent signature required for all students under 18 years of age; student signature required for students age 18 or older)

I acknowledge that I have received a copy of "A Parent's Guide to Concussions in Sports" and understand its contents.

**Parent/Guardian/Eligible Student Signature**

**Print Name**

**Date**

### ALASKA SCHOOL ACTIVITIES ASSOCIATION, INC.

4048 Laurel Street, Suite 203 • Anchorage, AK 99508 • (907) 563-3723 • Fax 561-0720 • www.asaa.org

# ASAA HEALTHCARE PROVIDER RELEASE AND RETURN TO PLAY PROTOCOL (RTP)

Student Name: \_\_\_\_\_

Sport: \_\_\_\_\_ School: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Description: \_\_\_\_\_

## IMPORTANT NOTE TO HEALTHCARE PROVIDER

Per AS 14.30.142, as amended, a student who has been removed from participation in a practice or game for suspicion of concussion may not return to play until the student has been evaluated and cleared for participation by an Athletic Trainer OR by a qualified person who verifies that he or she is currently trained in the evaluation and management of concussions.

**“Qualified person”** means either:

- 1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law(AS 08.64.370(1), (2), or (4),  
**OR**
- 2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

As interpreted by ASAA, Athletic Trainer means a Certified Athletic Trainer.

As interpreted by ASAA, "Trained" means that the provider:

- 1) Has completed the online CDC Concussion Course for Clinicians ([www.preventingconcussions.org](http://www.preventingconcussions.org)) in the last two years,  
**AND**
- 2) Has **a)** completed 2 hours of CME in Sports Concussion Management in the last 2 years, or **b)** has completed a one-year Sports Medicine Fellowship, a Certificate of Added Qualifications in Sports Medicine, or a Residency in Neurology or Neurosurgery.

**KPBSD Policy AR 6145.22 does not allow trainers to sign.**

**IF YOU DO NOT MEET THESE CRITERIA, PLEASE REFER THE STUDENT ATHLETE TO A HEALTHCARE PROVIDER WHO DOES**

### **If an athlete is removed from participation in an activity because of a suspected concussion:**

BUT is found **not to have a concussion**, the athlete's return to play should be determined by the athlete's medical provider in accordance with the provider's assessment of the athlete's condition and readiness to participate;

AND is **determined to have sustained a concussion**, the athlete's readiness to return to participation should be assessed in accordance with the Alaska School Activities Association's graduated Return to Play (RTP) protocol. All student athletes with a concussion must successfully complete an appropriate RTP Protocol that lasts a minimum of six days before resuming full athletic activity. The Return to Play protocol recommended by ASAA's Sports Medicine Advisory Committee is described below.

Students should begin with a period of complete rest in which they avoid cognitive and physical exertion. As symptoms diminish, and the athlete feels able, he/she can begin trials of cognitive work, e.g. reading, texting, computer, TV, school. The introduction of cognitive work should be in short increments which increase progressively in length and intensity so long as concussion symptoms do not recur or worsen. When several hours of cognitive work are well tolerated at home, then attendance at a half day of school is appropriate. When a full day of school is tolerated, then homework may be added. Academic accommodations may be necessary for student athletes as they return to school following a concussion. If cognitive work at any time provokes or exacerbates symptoms, then the work should be discontinued, additional cognitive work should be minimized until symptoms regress, and the student can attempt to advance cognitive work again on the following day.

Only when the concussion symptoms have been entirely absent for 24 hours, does Day 1 of the progressive return to physical activity begin. The **Return To Play Protocol** is to take place over a **minimum of six days, with at least 24 hours between each step**. The rate of progression through the steps in the program should be individualized. Factors which may slow the rate are young age, history of previous concussions, number/severity/duration of concussion symptoms, medical risk factors, and the concussion risk of the sports to which the athlete will return. Physical or cognitive activity that provokes recurrence of concussive symptoms will delay recovery and increase the risk of future concussion. Therefore, if symptoms recur at any step, then physical activity should stop until 24 hours after resolution of the symptoms, and then resume at the previous step.



EARLY ENTRANCE APPROVAL CHECKLIST

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (day time) \_\_\_\_\_

Early Entrance Checklist:

- Initial meeting with school principal and parent/guardian requesting early entrance (Oct. 1)  
Principal Responsibilities:
  - Explain the State Law (AS 14.03.080 Right to Attend School).
  - Explain the Board policy and regulation (*BP 5111 Admission & AR 5111 Early Entrance*).
  - Requirements for consideration/criteria for early entrance placement.
- Parent Questionnaire: *E5111(b&c) Early Entry Parent Questionnaire* completed and returned to school principal  
Principal Responsibilities:
  - Explain screening results to parents.
  - Contact school psychologist if screening results are passing.
- Initial screening by school level principal: *E5111(a) Early Entrance Screening, E5111(b&c)* and screening test.

Test Administered by: \_\_\_\_\_ on: \_\_\_\_\_ School Name: \_\_\_\_\_

- School psychological screening which includes a **norm-referenced intellectual assessment** should be completed as soon as possible. **A full-scale IQ score on a norm-referenced instrument falling within the superior range (plus or minus one standard error of measurement for the selected instrument) must be obtained.** (Ex. WPPSI-IV 120 (+/-3) Wechsler Preschool and Primary Scale of Intelligence – Revised.) A psychological evaluation of the student and written report are prepared, presented to school principal and parent/guardian.
- Principal to meet with parent, explain results, and inform the parent if the child will or will not be recommended to the superintendent for provisional placement.
- All documentation to be forwarded to the Director of Elementary Education whether the child is recommended for early entrance or not.
- Director of Elementary Education submits a copy of all paperwork and, as appropriate, a letter requesting early entrance to Assistant Superintendent of Instruction for approval by the Superintendent.
- Assistant Superintendent of Instruction submits entire early entrance request file to Department of Education and Early Development.
- Director of Elementary Education contacts school principal following Superintendent approval.

Approved by:

\_\_\_\_\_  
Director of Elementary Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
REFERRAL FOR SUSPECTED CHILD ABUSE OR NEGLECT**

**Office of Children's Services:**  
**Initial phone contact to: 1-855-352-8934 (Regional Office)**  
**Non-Urgent: FAX (907) 357-9762 (review by OCS within 24 hours)**  
**Email: hss.ocsscrintake@alaska.gov**

Telephone Report Made To: \_\_\_\_\_  
Name of Person/Title \_\_\_\_\_ Date/Time \_\_\_\_\_

Or Messages Left At: \_\_\_\_\_  
Record The Time Each Message Is Left For OCS To Return Your Call

\_\_\_\_\_  
**Name of Student Referred** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_ **Sex/Race** \_\_\_\_\_ **Grade in School** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Names** \_\_\_\_\_ **Home Address** \_\_\_\_\_ **Home Phone** \_\_\_\_\_ **Work Phone/Father** \_\_\_\_\_ **Work Phone/Mother** \_\_\_\_\_

Name(s) of Other Sibling(s): \_\_\_\_\_

**Observations and statements made by the student leading to the suspicion of abuse or neglect. Include time and date of alleged abuse, name of alleged abuser, and relationship to student.**

\_\_\_\_\_

Is there a history of similar injuries?  Yes When? \_\_\_\_\_  No  Unknown

**OCS contact made by: Name & School** \_\_\_\_\_

\_\_\_\_\_  
Date/Time \_\_\_\_\_ **KPBSD** \_\_\_\_\_ School Phone \_\_\_\_\_  
Attn: Instructional Services - NBates  
148 N. Binkley St.,  
Soldotna, AK 99669

Identity of Reporter to Remain Confidential?  Yes  No

**To Be Completed By the Principal or Designee Before Filing**

Principal/Designee Signature Acknowledges This Confidential Referral to OCS

\_\_\_\_\_  
Principal/Designee Signature \_\_\_\_\_ Title \_\_\_\_\_

Distribute Copies To: Copy to Principal's Child Abuse/Neglect File--Confidential  
Copy to Assistant Superintendent Instructional Services



## KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 North Binkley Street Soldotna, Alaska 99669-7520

Phone (907) 714-8888 Fax (907) 262-9132

[www.kpbsd.k12.ak.us](http://www.kpbsd.k12.ak.us)

### SCHOOL BOARD COMMUNICATION

<b>Title:</b>	Resignations		
<b>Date:</b>	September 8, 2015	<b>Item Number:</b>	
<b>Administrator:</b>	Joann Riener, Director, Human Resources <i>Joann Riener</i> Dave Jones, Assistant Superintendent <i>Dave Jones</i>		
<b>Attachments:</b>			

Action Needed   
  For Discussion   
  Information   
  Other: \_\_\_\_\_

### BACKGROUND INFORMATION

Name	Assignment	Location & Effective Date
Catherine Byars	Special Education Intensive Needs Aide	Seward Elementary School, effective September 18, 2015
Sara Douglas	Special Education Intensive Needs Aide	Seward Middle School, effective at the end of the 2014-15 school year
Jessica Goggia	ELL Tutor	Sterling Elementary School, effective at the end of the 2014-15 school year
Jill Hampel	Special Education Intensive Needs Aide	Skyview Middle School, effective at the end of the 2014-15 school year
Kirsten Huntsman	Special Education Intensive Needs Aide	Nanwalek School, effective at the end of the 2014-15 school year
Mary Lou Klauder	School Nurse	Kaleidoscope Charter School, effective August 21, 2015
Lindsey Rezin	Special Education Emotional Disabilities Aide	Mountain View Elementary School effective at the end of the 2014-15 school year
Susan Rorrison	Instructional Aide	Kaleidoscope Charter School, effective at the end of the 2014-15 school year
Ann Story	Instructional / Non-Instructional Aide	Soldotna Montessori Charter School, effective at the end of the 2014-15 school year
Tammy Taylor	Food Service Manager I-S	Nikolaevsk School, effective at the end of the 2014-15 school year