

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

REGULAR SCHOOL BOARD MEETING: January 6, 2003 - 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/Hearings

1:00 p.m. Employee Level III Hearing
2:00 p.m. Employee Level III hearing
3:00 p.m. Student Hearing
4:00 p.m. [Budget](#)
5:00 p.m. [Consolidating Schools Report](#)
6:00 p.m. Legislative Delegation

A-G-E-N-D-A

1. Executive Session – Negotiations Tactics and Strategies *(beginning at 5:30 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/[December 2, 2002](#)
3. Awards and Presentations
 - a. Mrs. Bekkie Jackson, Sears Elementary School Nurse
4. School Reports
 - a. North Star Elementary – Mrs. Lori Manion
5. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)
6. Hearing of Delegations
7. Communications and Petitions
8. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A., Borough Assembly

9. Superintendent's Report

10. Reports

- a. [Financial Report](#)
- b. [Consolidating Schools](#)
- c. Board Reports

11. Action Items

a.

Consent Agenda

- (1) Approval of [Revised Pay Schedule for Substitutes and Other Temporary Employees](#)
- (2) Approval of [New Teacher Assignments](#)
- (3) Approval of [Request for Leave of Absence–Support](#)

Administrative Services

- b. Approval of [Redirection of Remaining Bond Funds](#)

Finance

- c. Approval of [FY03 Budget Transfer](#)

Instruction

- d. Approval of [Kenai Peninsula Administrator's Association Negotiated Agreement](#)

12. First Reading of Policy Revisions

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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December 17, 2002

M E M O R A N D U M

To: Board of Education

From: Melody Douglas, Chief Financial Officer

Subject: Work Session – Budget

This work session will include two items: a review of the FY03 budget revision and an overview of the FY04 budget.

The FY04 preliminary budget is in the final stages of development in preparation for this work session. Due to the timing of completing this document and the print shop holiday schedule this document will be presented at the work session. Please note the preliminary budget will be an unbalanced budget.

Kenai Peninsula Borough School District

Preliminary Long Range Plan for Consolidating Schools

Dr. Donna Peterson
Superintendent of Schools
December 2002 (revised 12/17)

Introduction

In April 2002, a Future Budget Considerations report was presented to the School Board. It contained information regarding the "Big Three", which are those items contained in the KPBSD budget that are considered "big ticket" items and are continuously brought up during budget hearings as potential sources of revenue: specifically eliminating cocurricular activities, raising pupil teacher ratio (PTR), and consolidating schools. In fall 2002, the School Board was faced with the first broad scale increase to pupil teacher ratios due to declining enrollment and accompanying reduced revenues. Additionally, the Federal requirements regarding certification require changes in staffing to be completed by January 2006. These factors have accelerated the conversation on consolidating schools. Since the original report was published, feedback regarding the consolidation of schools has been received from a variety of sources. A summary of that feedback includes:

- Input to close everyone else's school but not the one in "my town"
- Anger at past decisions that built an infrastructure that can no longer be supported
- Understanding that this topic needs further study and will generate more questions than answers

The discussion of WHY we would consider consolidating schools centers on three topics:

1. Declining Enrollment - December 2, 2002, enrollment is 40 students more than October 1992, 10 years ago. The District is projecting 311 students less in fall 04 than were projected in 03.
2. Finances - it should be acknowledged that we would not likely have embarked on this study had a lack of revenue not forced us to "look outside the box, beyond the status quo" in order to do business more efficiently. However, that being said, unless buildings are actually closed, little financial impact is felt. Even when a building is closed, the actual cost savings are likely to result from not paying utilities, losing an administrator and custodial staff, and possibly losing secretarial staff.
3. Instructional program - decisions in the District are based on data analysis. The research base on size of schools is limited but that research (and common sense) points to the fact that a comprehensive program for students (multiple options for courses) can best be provided with a certain size student body. The research based target for school size is:
Elementary 350-500 students Middle/High School 700-900 students

The following parameters continue to guide the central administration's decision making process:

- ALL schools are subject to review
- As possible, a 12 month communication process will occur in the communities determined

to be affected by consolidation

- Decisions regarding administrators and/or affected staff should not be factors in the initial recommendations; rather a process for making those decisions should be identified
- Reasonable distance for bus transportation is largely dependent upon site factors and conditions, but will be a factor within any site adjustment
- Emphasis will be on the creation of something better under the current circumstances
- Understanding of the political and emotional climate of these significant changes

Following is a report of the administration's study of the issue. No final decisions have been made nor are there recommendations for Board action. This report is intended as a starting point for the discussion.

Small Schools

Small schools providing more than K-6 education in a home community were examined first. Alaska statute 4 AAC 05.040 requires that in communities with eight eligible children, the district must provide an elementary school program. Additionally, with the new federal requirements contained in Federal legislation, only certified subject area teachers will be able to deliver programs. Since many of our small schools are staffed by generalists, changes will need to be made in staffing and course offerings. With an inadequate area cost differential in the state funding formula, the difficulty of operating small schools with multiple options for students continues. Changes outlined could occur by fall of 2004

Small schools less than 100 students: (Hope, Kachemak Selo, Nanwalek, Port Graham, Razdolna, Susan B. English, Tebughna, Moose Pass, Cooper Landing, Chapman)

Close Hope School as elementary (K-6 population) is below 8 in 2004

In K-8 Schools (Moose Pass, Cooper Landing, Chapman)

Provide K-6 program as has been provided in the past

Move 7-8 graders to regional middle school

In K-12 Schools (K-Selo, Nanwalek, Port Graham, Razdolna, Susan B. English, Tebughna)

Provide K-6 program as has been provided in past

Provide direct instruction for Language Arts and Mathematics at grades 7-12*

Provide indirect instruction (on campus) for other subject areas grades 7-12 through distance delivery

Small Schools with less than 200 high school students: (Nikolaevsk, Ninilchik, Voznesenka)

Provide K-6 program as has been provided in the past

Provide direct instruction for Language Arts and Mathematics at grades 7-12*

Provide indirect instruction (on campus) for other subject areas grades 7-12 through distance delivery

Provide bus service to a regional middle or high school for 7-12 students preferring that option

* Rationale - By providing core curriculum with certified teachers on site, funding for students will be retained at the local school level. In other words, if the entire 9-12 curriculum were provided via distance

education, the District would receive only 80% reimbursement as is the requirement.

Small Alternative and Special High Schools: (Spring Creek, Kenai Alternative, Homer Flex)

Due to the transient nature and unpredictable numbers in these three programs, continue providing direct instruction for 9-12 students with specially trained/certified staff who meet the unique requirements of these situations. Utilize on-line coursework, compacted curriculum, and performance instruction for individual students as available and appropriate.

Larger Schools (over 200)

Schools of more than 200 students were considered in community groups, as outlined below.

Seward:

Move Moose Pass 7-8 graders to Seward Middle/High in fall 2004.

Due to the size of Seward Middle/High School, the course offerings will be fewer and courses will likely need to be rotated.

No other changes are suggested as the region is too isolated to realistically transport students to another area.

Homer:

Move Chapman 7-8th graders to Homer Middle in fall 2004.

Schedule community conversations regarding options for Homer area students and solicit input by May 2004. Some options that have been discussed include:

- Reviewing delivery, grade levels, and boundaries for McNeil Canyon, Homer Middle, Paul Banks, and West Homer.
- Accommodating Russian Village students in McNeil, Homer Middle, and Homer High

Central Peninsula:

Nikiski:

Combine North Star and Nikiski Elementary in fall 2004

Schedule community conversations regarding options for Nikiski Middle/High School students and solicit input by May 2003. Some options that have been discussed include:

- Maintaining current 7-12 on Nikiski campus but have fewer options and possibly rotate courses

- Providing direct instruction on Nikiski campus for some subjects; provide other subject areas through distance education on the Nikiski campus
- Providing bus service to Kenai for those students preferring that option, possibly beginning in fall 2004

Kenai:

Schedule community conversations regarding options for Kenai area students and solicit input by May 2004. Some options that have been discussed include:

- Changing Kenai configurations, particularly K-3 (Sears Elementary), and 4-6 (Mountain View).
- Making boundary changes, making K-Beach a feeder school for Kenai Middle and Kenai Central High School.
- If Kenai Middle is 7-8, consider sharing staff and/or becoming an extension of KCHS campus if K-Beach is not added as a feeder school.

Soldotna

Schedule community conversations regarding options for Soldotna area students and solicit input by May 2003. Some options that have been discussed include:

- Creating a 7-12 or 9-12 School that offers academic coursework but no extracurricular activities on the Skyview campus and eliminate boundaries for central area high schools
- Consider changing K-Beach to being a feeder school for Kenai Middle and Kenai Central High rather than Soldotna Middle.
- Moving Soldotna Middle to Skyview campus and creating a new 9-12 school on the current campuses of Soldotna Middle and Soldotna High
- Redistributing students in Soldotna Elementary Schools (Soldotna Elementary, Redoubt, Sterling, Tustumena, K-Beach) into four elementary schools. Consider changes to configurations.
- Continuing with current boundaries and configurations and offering fewer options, possibly rotating course offerings and utilizing shared staff
- Continuing with current boundaries and configurations but require same schedule at both schools (possibly include Kenai Central if this option) for morning teaching core areas, have one hour lunch (for transportation) and specialize on campuses in afternoon
- Changing Skyview to a Middle School, making SMS and the new school 7-9th grade and having one high school of 10-12th grade

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street

Soldotna, AK 99669

December 2, 2002

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

STAFF PRESENT:

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

OTHERS PRESENT:

Mr. Ricky Simpson	Mrs. Paula Christensen
Mr. Justin Freestone	Mr. Gene Dyson
Mr. Ardin Freestone	Mrs. Terri Woodward
Mrs. Kathy Freestone	Mr. Rick Matiya
Mr. Dave Larson	Mr. Pete Sprague
Ms. Jenni Dillon	Mrs. Sylvia Reynolds
Mr. Sean Dusek	Mrs. Sara Moore
Mr. Jim White	Mrs. Kelley Smith
Mr. Sam Stewart	Mr. Tim Peterson
Mr. Hans Bilben	

Others present not identified.

CALL TO ORDER:

Mr. Arness called the meeting to order at 6:13 p.m. A quorum of School Board members, Ms. Germano, Mrs. Gilman, Mrs. Mullins, Mr. Arness, Mr. Poindexter and Dr. Anderson, were in attendance.

EXECUTIVE SESSION:

At 6:14 p.m. Mrs. Mullins moved the Board go into executive session to discuss matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Borough. Specifically, the executive session was to discuss negotiations tactics and strategies. Dr. Anderson seconded.

Motion carried unanimously.

ADJOURN EXECUTIVE SESSION:

At 7:33 p.m., Ms. Germano moved the executive session be adjourned. Mrs. Mullins seconded.

Motion carried unanimously.

PLEDGE OF ALLEGIANCE:

Mr. Arness invited those present to participate in the Pledge of Allegiance.

ROLL CALL:

Dr. Nels Anderson	Present
Ms. Deborah Germano	Present
Mrs. Sammy Crawford	Absent/Excused
Mr. Joe Arness	Present

Mrs. Debra Mullins	Present
Mrs. Margaret Gilman	Present
Mr. Al Poindexter	Present
Mr. Cameron Poindexter	Present

- APPROVAL OF AGENDA:** The agenda was approved with revisions to Item Number 11a.(4), Early Entrance, which was also removed from the Consent Agenda and renumbered as Item Number 11b.(1).
- APPROVAL OF MINUTES:** The School Board Minutes of November 18, 2002, were approved as printed.
- AWARDS AND PRESENTATIONS:** The Board presented the Spirit of Youth Award to Mr. Justin Freestone, Soldotna High student.
- The Board presented Golden Apple awards to Mrs. Linell McCrum, K-Beach Elementary teacher and Mrs. Jackie Ansotegui, K-Beach Elementary volunteer, for their service to the District.
- SCHOOL REPORT:** Mr. Arness reported that the Kenai Alternative School report was given by Mr. Gregg Willbanks at the school prior to the formal Board meeting.
- Mr. Arness welcomed a number of high school students in the audience who were in attendance as part of a class assignment.
- COMMUNICATIONS AND PETITIONS:** Dr. Peterson referred the Board to a letter in the information packet from the Kenai Peninsula Student Activities Association (KPSAA) regarding the establishment of a committee to study random drug testing for students who participate in extracurricular activities. She asked Mr. Arness to appoint two Board members to the committee.
- Mr. Arness welcomed Assembly President, Pete Sprague.
- SUPERINTENDENT'S REPORT:** Dr. Peterson reminded Board members to sign up on the budget hearing schedule which begins January 15, 2003. She noted that a lease agreement report and information regarding the High School Graduation Qualifying Exam were included in the Board information packet. She reported that an update regarding 15-passenger vans is forthcoming. She thanked those who contributed input and participated as part of the Governor's Education Policy Transition Committee.
- BOARD REPORTS:** Mrs. Gilman reported that she, Dr. Peterson, and Mr. Arness recently served on the Governor's Education Policy Transition Committee. She thanked the public for their input and added that it was a good opportunity to hear community input regarding education issues and to understand how statewide decisions impact the Kenai Peninsula.
- CONSENT AGENDA:** Items presented on the Consent Agenda were Approval of Outsourcing for Seward High School Baseball and Softball, New Teacher Assignments, and Budget Transfer, Early Entrance (moved to Item Number 11b.(1)).
- Outsourcing for Seward High School Baseball and Softball:** Mr. Syverson recommended the Board approve the Seward High School Baseball and Softball outsource agreement for the 2002-2003 spring activity season.

New Teacher Assignments:

Mr. Syverson recommended the Board approve teacher assignments for the 2002-2003 school year for Holly L. Davis, Title I language arts/math teacher (temporary), Redoubt Elementary; Michael A. Houghton, science teacher, Chapman School; Angela Nelson, K-12 school psychologist (temporary), districtwide; Tania A. Patiro, science teacher, Grades 7-12, Voznesenka School; and Ada A. Sparks, language arts/drama, Seward Middle/High School.

Budget Transfer:

Mrs. Douglas recommended the Board approve budget transfer Number 129 for \$111,335 to move funds that will pay salaries and benefits for two teachers, two part-time aides, and a part-time nurse at Aurora Borealis Charter School.

ACTION

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

Ms. Germano removed Number 11a.(1), Outsourcing for Seward High School Baseball and Softball, from the Consent Agenda

Motion to approve the Consent Agenda carried unanimously.

Ms. Germano asked if money from sponsor organizations that is designated to support outsource activities are deposited. Mr. Arness responded that sponsor organizations are not required to place money on deposit but are required to show where they expect the money to come from. Ms. Germano asked if the District receives a year-end report from each sponsor organization. She asked if the District has an obligation to follow-up with outsource activities under Title IX requirements for equitable funding.

Dr. Peterson stated that the District's issue regarding outsourced activities is whether the activity occurred. Ms. Germano stated that she wanted to make sure that outsource activities are equitably funded. Dr. Peterson agreed that a year-end report from organizations that sponsor outsource activities would be a good idea and added that she will check into the Title IX compliance issue.

Mr. Syverson stated that the number of students who participate in an activity might change and have twice as many boys as girls and so more money is spent on uniforms. He agreed that a year-end report from organizations that sponsor outsource activities would be a good idea.

Motion to approve Consent Agenda Number 11a.(1), Outsourcing for Seward High School Baseball and Softball carried unanimously.

REVISIONS TO BP 3313 CONTRACTS, LEASES AND AGREEMENTS:

Mr. Syverson recommended the Board approve revisions to BP 3133, Contracts, Leases and Agreements, in order to bring Board Policy in line with actual practice. The revisions do not require the district to solicit competitive bids for temporary school facilities in remote locations.

Ms. Germano stated that she does not support the revision to change the required quarterly report to annual report. Mr. Syverson stated that any new leases would require Board action.

Dr. Peterson suggested that the annual report be provided as well as the mention of any new contracts, leases, and agreements during the Superintendent's Report section of the agenda.

REVISIONS TO BP 3313 (continued):

ACTION

Ms. Germano moved the Board approve revisions to BP 3313 Contracts, Leases and Agreements. Dr. Anderson seconded.

ACTION

Ms. Germano moved the Board approve an amendment to keep the existing language requiring the District administration to provide quarterly contracts, leases and agreements reports to the Board instead of annually. Dr. Anderson seconded.

VOTE ON AMENDMENT:

Advisory Vote – YES

YES – Germano, Gilman, Mullins, Poindexter

NO – Anderson, Arness

Amendment carried.

Amended motion carried unanimously.

Early Entrance:

Mrs. Douglas recommended the Board approve the early entrance of a student in order to comply with state funding regulations. Mrs. Douglas explained that early entrance, which is handled outside of the IEP process, requires board action.

Mr. Poindexter moved the Board approve the revised version of the request for early entrance of a student. Mrs. Gilman seconded.

Motion carried unanimously.

STUDENT EXPULSION:

Ms. Germano moved the Board approve the following: “It is recommended that student 2002-02 be expelled for one calendar year with the conditions as outlined in the memorandum from Superintendent Peterson.” Mr. Poindexter seconded.

Motion carried unanimously.

PUBLIC PRESENTATIONS/
COMMENTS:

Miss Angie Sheldon asked what would happen if the teachers decide to strike. Mr. Arness stated that he could not say anything.

Mr. Arness noted that students from Kenai Central High and Soldotna High were in the audience.

BOARD COMMENTS:

Mrs. Mullins thanked the high school students for coming to the meeting. She wished those present a Happy Holiday.

Dr. Anderson requested an excused absence from the January 6 Board meeting. He stated that he appreciated the Kenai Alternative School report which was held prior to the meeting.

BOARD COMMENTS (continued):

Mrs. Gilman suggested that teachers give extra credit for students who speak to the Board during the meeting. She stated that the Kenai Alternative School visit was one of the best that she has witnessed and added that the students provided some very helpful information. She stated that the Kenai Alternative School appears to be a well-run school. She noted that the Kenai Central High School choir won the

Academic Award at the Allstate Choir Competition. She noted that a second grade student was chosen to sing the *Alaska Flag Song* at the governor's inauguration. She wished those present a Happy Holiday.

Mrs. Germano thanked the students in the audience for attending. She wished those present a Happy Holiday.

Mr. Arness appointed Ms. Germano and Mrs. Crawford to serve on the Custodial Services Study Committee; Mrs. Gilman and Mr. Poindexter to serve on the Budget Review Committee; and Mrs. Mullins, Dr. Anderson and Mr. Cameron Poindexter to serve on the Random Drug Testing Committee.

Mr. Arness asked Board members to sign up on the budget hearing calendar.

ADJOURN:

At 8:10 p.m., Mrs. Mullins moved the School Board Meeting be adjourned. Dr. Anderson seconded.

Motion carried unanimously.

Respectfully submitted,

Mr. Joe Arness, President

Mrs. Deborah Germano, Clerk

The Minutes of December 2, 2002,
have not been approved as of
December 5, 2002.

175,000.00	175,000.00	0%	
	100 OPERATING FUND	5,616,904.21	28,471,839.21
76,708,996.00	48,237,156.79	37%	

FUND: 201 STATE/STAFF DEVELPMT

	STATE REVENUE		
	0050 STATE REVENUE	0.00	0.00
16,646.00	16,646.00	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	748,696.04	784,004.50
4,694,103.00	3,910,098.50	16%	

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

	205 PUPIL TRANSPORTATION	748,696.04	784,004.50
4,879,194.00	4,095,189.50	16%	

FUND: 212 FY02 R&R Contract

	STATE REVENUE		
	0050 STATE REVENUE	0.00	0.00
0.00	0.00	0%	

FUND: 215 COMMUNITY SCHOOL FUN

LOCAL REVENUE

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

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	119,405.69	494,176.07
1,041,653.00	547,476.93	47%	

0040	OTHER LOCAL REVENUE	1,162.00	2,417.50
8,000.00	5,582.50	30%	

	LOCAL REVENUE TOTAL	120,567.69	496,593.57
1,049,653.00	553,059.43	47%	

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	120,567.69	496,593.57
2,362,356.00	1,865,762.43	21%	

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		
	0050 STATE REVENUE	11,973.00	11,973.00
11,973.00	0.00	100%	

	FEDERAL REVENUE		
	0150 INTERGVNMTL FEDERAL	0.00	0.00
49,602.00	49,602.00	0%	
	271 CHARTER SCHOOL GRANT	11,973.00	11,973.00
61,575.00	49,602.00	19%	

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			
57,596.00	0150 INTERGVNMTL FEDERAL 53,353.93	4,242.07 7%	4,242.07

FUND: 279 READIN ENDORSEMENT

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

FUND: 283 TECH LITERACY

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

FUND: 289 GOV'S DRUG PREVENT

FEDERAL REVENUE			
39,742.00	0150 INTERGVNMTL FEDERAL 35,314.00	4,428.00 11%	4,428.00

FUND: 350 TITLE IX - INDIAN ED

FEDERAL REVENUE			
337,841.00	0150 INTERGVNMTL FEDERAL 301,033.67	36,807.33 10%	36,807.33

FUND: 351 21ST CENT: AFTR BELL

FEDERAL REVENUE			
334,372.00	0150 INTERGVNMTL FEDERAL 324,364.85	10,007.15 2%	10,007.15

FUND: 354 FED DRUG & VIOL PREV

FEDERAL REVENUE			
0150	INTERGVNMTL FEDERAL	14,822.55	14,822.55
266,930.00	252,107.45	5%	

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	2,500.00	23,725.00
28,891.00	5,166.00	82%	

FUND: 372 COMMUNITY THEATER

LOCAL REVENUE			
0040	OTHER LOCAL REVENUE	595.16	595.16
99,907.00	99,311.84	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
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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	14,490.00-	400.00
0.00	400.00-	0%	
	375 EQUIPMENT FUND	14,490.00-	400.00
119,567.00	119,167.00	0%	

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

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

FEDERAL REVENUE

0.00	0210 PUPACT REVENUE	255,310.21	880,675.58
	880,675.58-	0%	
0.00	0211 PUPACT GATE RECEIPTS	14,343.40	34,406.79
	34,406.79-	0%	
0.00	0214 PUPACT PARTCPTN FEES	11,088.00	102,899.75
	102,899.75-	0%	
0.00	0215 PUPACT FND RAISG REV	3,803.90	15,818.91
	15,818.91-	0%	
0.00	0216 PUPACT ACTIVITY FEE	17,794.50	37,409.81
	37,409.81-	0%	
0.00	0220 PUPACT DONATIONS	75.00	475.00
	475.00-	0%	
0.00	FEDERAL REVENUE TOTAL	302,415.01	1,071,685.84
	1,071,685.84-	0%	

TRANS FROM OTHER FUNDS

0.00	0250 TRANS FROM OTHER FUN	16,878.29	94,748.00
	94,748.00-	0%	
0.00	710 PUPIL ACTIVITY FUND	319,293.30	1,180,440.12
	1,180,440.12-	0%	

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FYR 03 KENAI PENINSULA BOROUGH SCHOOL DISTRICT
 FUNC EXPENDITURE SUMMARY BY FUND/
 REPORT #: 5
 11/30/02

ORIGINAL

CURRENT					UNENCUMBERED	%
MONTH	YTD	ENCUMBRANCES	BUDGET	BUDGET	BALANCE	EXP
100	OPERATING FUND					
4100	REGULAR INSTRUCTION	34,067,307	34,251,711	2,547,782.01		
8,527,124.05	39,528.08	25,685,058.87	25			
4120	BILINGUAL INSTRUCTIO	516,940	517,197	53,234.11		
150,319.00	353.27	366,524.73	29			
4130	GIFTED/TALENTED INST	829,781	828,948	79,399.14		
230,033.75	181.65	598,732.60	27			
4140	ALTNTV (CONNECTIONS)	1,817,872	1,766,401	100,841.62		
473,975.42	35,506.53	1,256,919.05	28			
4160	VOCATIONAL EDUCATION	1,539,354	1,539,472	137,648.53		
413,386.00	4,015.76	1,122,070.24	27			
4200	SPED INSTRUCTION	6,536,279	6,536,762	612,812.46		
1,825,788.26	1,185.91	4,709,787.83	27			
4220	SPED SVCS - STUDENT	2,783,151	2,782,992	244,871.92		
754,844.88	97,116.39	1,931,030.73	30			
4320	GUIDANCE SERVICES	1,090,599	1,090,599	92,051.22		
283,845.14	0.00	806,753.86	26			
4330	HEALTH SERVICES	932,580	932,947	91,350.29		
267,348.44	3,627.84	661,970.72	29			
4350	SUPPORT SVCES/INSTRC	580,890	589,639	42,250.87		
185,993.23	10,763.89	392,881.88	33			
4352	LIBRARY SERVICE	1,391,880	1,408,317	132,451.88		
382,658.71	9,305.12	1,016,353.17	27			
4354	INSERVICE	25,795	34,465	129.60		
10,669.88	3,500.00	20,295.12	41			
4400	SCHOOL ADMINISTRATION	3,346,170	3,347,461	272,454.44		
1,072,805.79	914.20	2,273,741.01	32			
4450	SCH ADMIN - SUPPORT	2,681,333	2,662,522	225,501.08		
820,980.54	3,385.97	1,838,155.49	30			
4511	BOARD OF EDUCATION	208,045	214,045	8,776.50		
92,006.85	1,229.00	120,809.15	43			
4512	OFF OF SUPERINTENDEN	248,977	254,256	20,725.29		
108,286.05	1,000.00	144,969.95	42			
4513	ASST SUPT/INSTRUCTN	183,503	183,503	13,962.00		
71,923.00	0.00	111,580.00	39			
4551	FISCAL SERVICES	479,307	479,307	124,996.22		
297,431.93	674.50	181,200.57	62			
4552	INTERNAL SERVICES	573,814	580,375	41,149.34		
233,626.54	941.48	345,806.98	40			
4553	STAFF SERVICES	440,050	439,705	37,155.19		
177,393.03	1,073.25	261,238.72	40			
4555	DATA PROCESSING SVCS	937,597	963,758	62,569.30		
415,423.90	15,388.96	532,945.14	44			
4556	OP & BUSINESS SVCS	153,531	155,345	13,133.40		
66,345.40	0.00	88,999.60	42			
4600	OPERATION OF PLANT	13,617,195	13,616,458	639,846.63		
2,545,933.74	5,906.30	11,064,617.96	18			

4700 PUPIL ACTIVITY		1,406,829		1,415,060	138,594.01
338,953.18	15,941.15	1,060,165.67	25		
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	5,733,687.05
19,747,096.71	251,539.25	56,710,360.04	26		

201 STATE/STAFF DEVELOPMENT

4100 REGULAR INSTRUCTION		16,781		16,646	1,891.80
6,001.38	0.00	10,644.62	36		

205 PUPIL TRANSPORTATION

4700 PUPIL ACTIVITY		0		0	298.12
1,456.08	0.00	1,456.08-	0		
4760 PUPIL TRANSPORTATION		4,766,212		4,879,194	687,422.28
1,445,345.46	265.23	3,433,583.31	29		

		4,766,212		4,879,194	687,720.40
1,446,801.54	265.23	3,432,127.23	29		

212 FY02 R&R Contract

4100 REGULAR INSTRUCTION		104,250		0	7,555.52
29,273.98	0.00	29,273.98-	0		

215 COMMUNITY SCHOOL FUN

4780 COMMUNITY SERVICES		249,585		249,307	19,086.42
60,962.44	3,176.59	185,167.97	25		

225 BOARDING HOME PROGRA

4300 SUPPORT SERV-PUPILS		0		0	1,492.00
3,668.07	33.00	3,701.07-	0		

240 QUALITY SCHOOLS

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

255 FOOD SERVICE FUND

4790 FOOD SERVICES	2,362,356	2,362,356	249,327.75
1,015,697.25	8,035.18	1,338,623.57	43

260 TITLE I-A

4100 REGULAR INSTRUCTION	2,217,828	2,217,828	279,915.87
944,089.65	75,082.03	1,198,656.32	45
4200 SPED INSTRUCTION	0	0	0.00
124.00	0.00	124.00-	0
4300 SUPPORT SERV-PUPILS	0	0	3,035.49
16,711.01	12,445.75	29,156.76-	0
	2,217,828	2,217,828	282,951.36
960,924.66	87,527.78	1,169,375.56	47

262 HANDICAPD PRESCHOOLS

4200 SPED INSTRUCTION	0	0	5,876.47
17,829.41	0.00	17,829.41-	0

264 ADV PLCMNT INCNTV GR

4100 REGULAR INSTRUCTION	341	341	
54.00-	54.00-	0.00	395.00 15

265 CARL PERKINS - BASIC

4160 VOCATIONAL EDUCATION	0	0	27,575.99
53,612.40	23,445.87	77,058.27-	0

266 TITLE VI-B

4200 SPED INSTRUCTION	0	0	120,206.19
342,166.40	38,838.01	381,004.41-	0

271 CHARTER SCHOOL GRANT

4100 REGULAR INSTRUCTION	61,576	61,575	783.91
2,429.60	0.00	59,145.40	3

272 UPWARD BOUND/UAA

4100 REGULAR INSTRUCTION	0	0	356.08
627.08	0.00	627.08-	0

274 PTR REDUCTION FUND

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

275 CAPACITY, BLDG, IMPROV

4200 SPED INSTRUCTION	0	0	300.00-
300.00-	0.00	300.00	0

277 GEAR UP

4100 REGULAR INSTRUCTION	57,596	57,596	4,549.86
13,650.39	0.00	43,945.61	23

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		0.00
6,088.41		0.00	675.59	90			

284 YID SPRING CRK

	4100 REGULAR INSTRUCTION			0		0	
0.00		0.00	0.00		0.00	0	

287 BARRIERS TO LEARNING

	4100 REGULAR INSTRUCTION			0		0	0.00
0.00		0.00	0.00	0			

289 GOV'S DRUG PREVENT

	4100 REGULAR INSTRUCTION		39,742		39,742		4,563.00
12,845.25		0.00	26,896.75	32			

350 TITLE IX - INDIAN ED

	4100 REGULAR INSTRUCTION		337,841		337,841		28,540.49
95,031.89		0.00	242,809.11	28			

351 21ST CENT: AFTR BELL

	4100 REGULAR INSTRUCTION		315,934		315,934		62,749.87
139,862.89		10,331.00	165,740.11	47			
	4600 OPERATION OF PLANT		18,438		18,438		2,552.44
5,967.51		0.00	12,470.49	32			

			334,372		334,372		65,302.31
145,830.40		10,331.00	178,210.60	46			

354 FED DRUG & VIOL PREV

	4100 REGULAR INSTRUCTION		266,930		266,930		11,441.54
37,926.98		847.28	228,155.74	14			

355 NIS SEC SCH PARTNERS

355	NIS SEC SCH PARTNERS						
	4100	REGULAR INSTRUCTION	121,017		121,018	5,766.20	
57,067.86		17,141.60	46,808.54	61			
371 CORPORATE GRANTS							
	4100	REGULAR INSTRUCTION	26,121		28,891	3,129.39	
6,441.86		0.00	22,449.14	22			
372 COMMUNITY THEATER							
	4780	COMMUNITY SERVICES	99,907		99,907	5,786.41	
19,012.30		623.11	80,271.59	19			
374 CHARTER SCHOOLS G/F							
	4100	REGULAR INSTRUCTION	1,022,333		1,196,040	75,449.83	
259,423.28		20,248.61	916,368.11	23			
	4200	SPED INSTRUCTION	0		0		
0.00		0.00	0.00		0.00	0	
	4330	HEALTH SERVICES	16,146		24,475	551.57	
		2,267.08	0.00	22,207.92	9		
	4400	SCHOOL ADMINSTRATION	60,840		60,840	4,806.66	
14,255.61		0.00	46,584.39	23			
	4450	SCH ADMIN - SUPPORT	84,508		108,987	7,912.76	
28,420.11		0.00	80,566.89	26			
	4557	INDIRECT COST POOL	0		7,635		
0.00		0.00	0.00		7,635.00	0	
	4600	OPERATION OF PLANT	42,191		66,028	1,964.81	
8,844.02		0.00	57,183.98	13			
	4700	PUPIL ACTIVITY	0		0	402.00	
402.00		0.00	402.00-	0			
			1,226,018		1,464,005	91,087.63	
313,612.10		20,248.61	1,130,144.29	22			
375 EQUIPMENT FUND							
	4100	REGULAR INSTRUCTION	0		119,567	7,458.79	
65,266.39		3,389.74	50,910.87	57			

377 NATL SCI FOUNDATION

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

378 QUALITY SCHS. (QSI)

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

710 PUPIL ACTIVITY FUND

		0	144,926	273,393.14
974,728.06	177,821.96	1,007,623.62-	795	

	REPORT TOTALS	88,911,222	89,631,942	7,629,521.19
25,461,332.51	643,264.21	63,527,345.68	29	

December 2, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent
Administrative Services

SUBJECT: Pay Schedule for Substitutes and other Temporary Employees
for the 2002-2003 school year

Attached is an update of pay schedules for substitutes and other temporary employees for the 2002-2003 school year, in accordance with the overtime changes that go into effect January 1, 2003. Administration requests that the Board approve this action item.

December 12, 2002

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent,
Administrative Services

SUBJECT: Pay Schedule for Substitutes and other Temporary Employees
for the 2002-2003 school year

Effective January 1, 2003 - Item 11 c

SUBSTITUTE POSITION**RATE OF PAY**

Teacher	\$84.00/\$100.00 per day
Non-Certified/Certified	
Secretary (all clerical)	\$9.00/hr.
Custodian/Stock Handler/ Courier/Theater Crew	\$9.00/hr
Bus Driver	\$12.00/hr.
Food Service	
Cashier/Asst. Cook	\$8.50/hr.
Cook/Food Service Manager	\$9.00/hr.
Aide/Instructional Assistant	\$8.75/hr.
Tutor/Bilingual Instructor	\$8.75/hr.
Nurse	\$14.00/hr.

TEMPORARY WORKERS

Pool Employees	
Instructor/Senior Lifeguard	\$9.00/hr.
Lifeguard	\$7.25/hr.
Cashier/Locker Room Attendant	\$5.75/hr raised to \$7.15/hr.

Temporary help - ***Temporary employee's salary placement must be pre-approved by**

Human Resources prior to start date.

Skill Level I	\$5.75/hr raised to \$7.15/hr
Skill Level II	\$5.76 to \$7.16 –\$8.50/hr.
Advanced	\$8.51 - \$13.00/hr.

January 6, 2003

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

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

It is recommended that the following teacher assignments be approved for the 2002-03 school year:

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXPERIENCE</u>	<u>ASSIGN</u>
Nikiski, AK.	Doth, Jacob J.	MA	Saint Mary's University, Winona, WI.	Secondary Education	Science	== =	Middle School Science Teacher, Nikiski Middle/High School
Soldotna, AK	Bernard, Diane R.	BEd	University of Alaska, Anchorage	Education	Elementary Education; Art	== =	Temporary Title I .50 FTE/ Temporary .50 FTE Librarian, Soldotna Elementary
Kenai, AK.	Garten, Jodie	MS	Idaho State University, Pocatello, ID.	Deaf Education	Special Ed K-12	14 States	Special Ed, Resource, Kenai Central High
Anchor Point, AK.	Keal, James P.	MS	University of Wisconsin, Superior, WI.	Guidance Counseling	Counselor; Science	1 States	.50 FTE School Counselor/.50 FTE Social Studies, Homer High School
Seward, AK.	Mulyca, Christy L.	BS	Emporia State University, Emporia, Kansas	Business Education	Business Ed	== =	Business/Technology Education, Seward High School
Seward, AK.	Thomassen, Carol J.	BA	University of Alaska, Fairbanks	Elementary Education	K-8 Elementary	== =	Temporary Generalist 7-8, .50 FTE, Seward Middle School

January 6, 2003

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Leave of Absence Request/Support- Item- 11 a (3)

It is recommended that the following request for a unpaid leave of absence be approved for the remainder of the 2002-03 school year until November 14, 2003:

Janie Finley

School Nurse

K-Beach Elementary

December 13, 2002

MEMORANDUM

To: Board of Education

Through: Todd Syverson, Assistant Superintendent
Administrative Services

From: Dave Spence, Director
Planning and Operations

Subject: Redirection of Remaining Bond Funds

On June 8, 2000, the Alaska State Legislature passed in to law House Bill 281. This bill allowed for the allocation of \$7,429,000 out of a statewide total of \$151,019,000 for the debt reimbursement program administered by the state on behalf of municipal districts and boroughs. These funds were used to accomplish the following projects:

- District wide school roofing at ten schools.
- Kenai Central High School insulation.
- Soldotna High School boiler replacements.
- Nikolaevsk School gymnasium expansion.
- District wide bleacher replacements at four schools.

Upon completion of the above projects, approximately \$1,700,000 remains in unexpended bond proceeds. Per Kenai Peninsula Borough Ordinance 2000-32, *“any unexpended bond proceeds, including interest income generated through investment of the bond funds, may be used to fund any other educational capital improvement projects chosen by the borough and approved by the Department of Education and Early Development.”*

Therefore, it is respectfully requested that the Board of Education authorize the school district’s administration to seek approval from the DEED for the redirection of these funds for the completion of the below listed projects:

- Soldotna Middle School remodel and sprinkler installation. (\$900,000)

- Portable construction (4) to replace existing substandard units. (\$320,000)
- Repairs to the Ninilchik School swimming pool. (\$150,000)
- Roof and drainage repairs at Nanwalek School. (\$350,000)

Thank you

December 17, 2002

M E M O R A N D U M

To: Board of Education

Through: Dr. Donna Peterson, Superintendent

From: Melody Douglas, Chief Financial Officer

Subject: FY03 Budget Revision – Operating Fund

The District is in the unusual situation of projecting the FY04 budget during unsettled negotiations with our employee groups. This creates some unique challenges in the budgeting process. In order to have comparable data to work with, it is necessary to adjust the FY03 budget to account for the proposed District employee contract offers.

A recommendation for amending the FY03 Operating Fund Budget will be distributed before the Board meeting. We are delaying compilation of the budget recommendation until the annual review of the salary and benefit accounts is completed in conjunction with updating salaries per the contract proposals. The specific reductions will fall in the categories of salary and benefits, equipment, supplies, and communications.

Memo To: Members, Board of Education

From: Gary Whiteley, Ed. D.
Assistant Superintendent of Instruction

Date: December 12, 2002

Re: Contract for School Administrators

[KPAA 2002-2003 Salary Schedule](#)

[KPAA 2003-2004 Salary Schedule](#)

[KPAA 2004-2005 Salary Schedule](#)

Enclosed is a copy of the proposed contract for school administrators. It is a three-year contract for 2002-2003, 2003-2004, and 2004-2005.

The administration recommends approval.

Enclosure

1.0 **ADMINISTRATIVE TEAM**

Under the leadership and supervision of the Superintendent, the School Board recognizes the Building Administrator as a management position and endorses the management team concept in the governance of the educational program. The Building Administrator is considered an integral part of the administrative team of the school system by the Board of Education.

By law, the Board of Education is charged with the responsibility to render policy decisions regarding management and instructional functions in public education. The Board agrees to a decision-making process, which provides for the participation of Building Administrators in the development of School District policy.

The School Board shall organize its administrative structure to allow Building Administrators to be a

part of the administrative team. The Building Administrators' recommendations will be considered when the School Board is making decisions that affect the operation of the administrative team.

Building Administrators, as members of the management team, accept the responsibility to share in the decision-making process and to be held accountable for the implementation of policy.

Building Administrators are to be represented in the decision-making process as determined by the Superintendent.

2.0 **SALARY AND RELATED ITEMS**

2.1 **PRINCIPAL, ASSISTANT PRINCIPAL, PRINCIPAL/TEACHER, FLEX, ALTERNATIVE**

2.11 **SALARY SCHEDULE**

Year One (2002-2003): See attached salary schedule and footnotes

Year Two (2003-2004): See attached salary schedule and footnotes

Year Three (2004-2005): See attached salary schedule and footnotes

2.12 **EMOLUMENTS**

All secondary administrators (Range D and G) shall receive an athletic/activities stipend in the amount of range 6 (of the KPEA negotiated agreement) for each contract year.

All administrators, K12>175, shall receive an athletic/activities stipend in the amount of range 3 (of the KPEA negotiated agreement) for each contract year.

Payment shall be included as part of the May paycheck.

2.13 **TIME FACTOR**

See SALARY SCHEDULE for number of days to be contracted. After initial placement on the Administrators Salary Schedule an employee's salary will not decrease as a result of declining enrollment or involuntary change in assignment.

Enrollment will be calculated using the 20-day count reported to the State of Alaska.

2.14 **CALENDAR DAYS WORKED**

The actual days worked (before school begins and/or after school ends) will be established with the Superintendent.

Upon written request to the Superintendent, each Administrator shall be permitted to work four non-student contract days during the year when required by his or her

position. These days will count as contract days worked and will affect only start and/or stop days of their contract.

2.15 **WORK BEYOND CONTRACT DAYS**

Work beyond the contract period, with prior approval from the Superintendent or his designee, shall be paid to the Administrator, at the per diem rate.

2.16 **OUTSIDE ADMINISTRATIVE EXPERIENCE**

Administrators hired from outside the Kenai Peninsula Borough School District will receive credit for previous experience, for the purpose of placement on the salary schedule, in the amount four (4) years or their actual experience, whichever is less.

2.17 **ADMINISTRATIVE CREDENTIAL**

All principals, assistant principals and principal/teachers must hold an Administrative Credential from the State of Alaska.

2.2 **PRINCIPAL/TEACHER**

2.21 Administrative duties may be assigned to a Principal/Teacher or a Principal at those sites where a Building Administrator is not already in place or where a current Principal/Teacher vacancy occurs. A Principal/Teacher is defined as an administrator who is responsible for one (1) to five (5) teachers.

2.22 The district agrees to attempt to hire principal/teachers with a "B" certificate.

2.23 The following applies to principal/teachers hired without a "B" certificate:

2.231 A Principal/Teacher will have four (4) years from date of hire to obtain his/her Type "B" certificate or be reassigned as a classroom teacher.

2.232 Principal/teachers without a "B" certificate may not advance beyond the first four steps of the salary schedule.

2.233 Administrators working on Range A will progress on Range A until they complete Step 4. Instead of progressing then to Step 5, they will move directly to Step 0 of Range B and they will then work 206 days per year. From that point will progress on Range B.

3.0 **CAREER DEVELOPMENT**

3.1 **OVERVIEW**

Career Development Grants are offered to encourage administrators to continue to update their skills. Each application will be reviewed by the Career Development Grant Committee prior to making a recommendation for final approval by the Superintendent. The Career Development Grant Committee will consist of the President of KPAA, who will serve as Chairperson, and the KPAA Executive Board.

3.2 **ELIGIBILITY**

A person covered by this agreement becomes eligible when entering his or her third (3rd) administrative contract with the Kenai Peninsula Borough School District but only if (s)he is a member of KPAA . An administrator, is not eligible for a career development grant after (s)he declares his/her intent to retire.

3.3 **FREQUENCY**

Only one Career Development Grant may be given to each eligible applicant/administrator per contract year.

3.4 **APPLYING**

Potential recipients, for a Career Development Grant, must submit a Letter-of-Intent to the Career Development Committee Chairperson by October 15th. The Committee Chairperson will acknowledge, in writing, that the Letter-of-Intent was received.

Specific written applications (on approved forms) for a Career Development Grant, must be submitted to the Career Development Grant Committee Chairperson no later than thirty (30) days prior to the date of the project. The application deadline for a fiscal year is May 15. Extenuating circumstances will be taken into account.

Applications must follow established application procedures in order to be considered.

3.5 **APPROVAL**

Eligible persons must have their applications approved by the Career Development Grant Committee prior to their being submitted to the Superintendent for final approval of the administrative leave.

3.6 **WRITTEN REPORT**

Career Development Grant participants must provide a written report about the Career Development Project attended. The written report should address the purpose of the Career Development Grant and include any pertinent information that could be shared or utilized with other administrators in the District. Two (2) copies of the report must be submitted to the Career Development Committee Chairperson. One copy will be forwarded to the Superintendent within forty-five (45) days of the time the conference/project began. If the conference attended was during the summer months, the written report must be turned in by September 15th. The Career Development Committee will assess the need for revisions and/or additions to the report and determine the distribution of the report.

Administrators who do not comply with this section, will forfeit the right to apply for a grant in the following year. The Career Development Grant Committee will make the final determination as to whether the Administrator forfeits the right to apply.

A list of Administrators who do not comply will be sent to the Superintendent by October 1st indicating that they are not eligible for Career Development during the current school year.

3.7 **MISCELLANEOUS**

In schools with more than one Administrator not more than one Administrator will be out of the building to attend a Career Development Project at a given time unless approved by the Superintendent.

3.8 **REIMBURSEMENT OF EXPENSES**

Administrators may apply for an advance of up to 75% of all known expenses through the Career Development Grant Committee thirty (30) days prior to departure or apply for all expenses upon return.

Administrators must submit all receipts (except per diem) for Career Development expenses incurred at the same time the written report is submitted to the Career Development Committee. The Career Development Committee must approve the final payment of all Career Development Grant expenses. The required written report must be approved prior to the final disbursement of expenses.

3.9 **EXPENSES COVERED**

3.91 Air Fare (coach supersaver)

3.92 Ground Transportation

3.93 Registration Fees and materials (cost of approved conference/workshop, etc., only)

3.94 Kenai Peninsula Borough School District's current meal per diem rate for length of approved project itinerary

3.95 Actual Lodging Expenses

3.10 **TOTAL DOLLARS AVAILABLE**

There shall be \$40,000 available each year for the duration of the Agreement.

4.0 **PERSONAL LEAVE**

4.1 **ELIGIBILITY AND ACCUMULATION**

of Days
Allowed

Max. # of Days Allowed
to Accumulate

<u>Length of Contract</u>	<u>Per Year</u>	<u>Or Buy Back</u>
204 days or more	6 days	13 days

An administrator may choose to work a number of days, in excess of the number set out in her/his contract for that year, equal to the number of personal days s/he has accumulated or any portion thereof. Those extra days will be paid at the administrator's per diem rate, increasing her/his total salary for that year.

4.2 **FLEXIBLE SCHEDULE AND COMP DAYS**

Compensatory Days are personal days earned by Administrators for work above and beyond normal work hours. Administrators shall earn five (5) compensatory days per year. Compensatory days shall not be accumulated. To take a comp day an administrator must request approval in advance from the superintendent. Administrators shall be eligible to receive 100% of his/her per diem for two of the five yearly compensatory days. Administrators must request payment for these days in advance through the Superintendent or a designee.

4.3 **MISCELLANEOUS**

4.31 At the end of each fiscal year an Administrator, upon request, will receive 100% of his/her per diem for personal leave days accumulated.

4.32 No more than 20% of the Administrators may take personal leave at a given time.

5.0 **INSURANCE BENEFITS**

5.1 **MEDICAL, DENTAL AND OPTICAL INSURANCE**

Benefits will be the same as those of KPEA.

5.2 **ORTHODONTIC**

All Administrators will have a payroll deduction to cover the cost of continuing Orthodontic coverage.

5.3 **LIFE INSURANCE**

The District shall provide group life insurance for each Administrator in the amount equal to two (2) times the Administrator's annual salary. The policy shall include a double indemnity provision.

5.4 **LIABILITY INSURANCE**

Each principal who is, or who is threatened to be made, a party to or is otherwise involved

(including without limitation, as a witness) in any actual or threatened action, suit, or proceeding, whether civil, criminal, administrative or investigative, or by reason of the fact that the principal is or was employed by the District shall be indemnified, protected and defended by the District, against all expense, liability and loss (including attorney's fees, judgments, fines, penalties, and amounts to be paid in settlement) actually and reasonably incurred or suffered by such principal in connection therewith.

The District shall not be obligated to indemnify, protect, or defend a principal who:

- A. Fails to act in good faith in a manner the principal reasonably believed to be in or not opposed to the best interests of the District and, with respect to any criminal investigation or proceeding, the principal had reasonable cause to believe that the principal's conduct was unlawful; or
- B. Fails to provide the District with timely notice of the action, suit, or proceeding; or
- C. Fails or refuses to cooperate fully with the District in defense of the action, suit, or proceeding; or
- D. Admits guilt or pleads "nolo contendere" in a criminal court proceeding, or is convicted in a court of law of a crime, arising out of the principal's alleged acts or omissions which also are the subject of the action, suit, or proceeding for which the principal seeks indemnification, protection, and defense by the District.

5.5 **IRS SECTION 125 PLAN**

An IRS Section 125 plan will remain in effect.

6.0 **R FACTOR FOR RETIREMENT**

6.1 **ELIGIBILITY**

6.11 To be eligible for the "R Factor" an administrator must be eligible for retirement through the State of Alaska Retirement system (TRS).

6.12 To receive the "R Factor" an administrator must announce her/his intention to retire, in writing, to the superintendent by 15 January of the last school year of employment.

6.13 The number of years of service rendered as an Administrator with the Kenai Peninsula Borough School District will be utilized in 6.21.

6.2 **AMOUNT**

6.21 When an eligible administrator announces his/her intention to retire by the abovementioned deadline, the amount of his/her salary will be increased for the final year of service by an amount equal to the product of \$600 and the number of years of administrative service with KPBSD, including the final year.

6.22 This amount will be included as a part of the normal administrative contract for the final year of service with the Kenai Peninsula Borough School District.

6.3 **MISCELLANEOUS**

6.31 The "R Factor" for retirement will apply only upon approval of retirement by TRS and if the requirements of article 6.12 are met.

6.32 A notice of retirement, under this section, may not be rescinded after acceptance by the School Board except at the discretion of the Board. If the Administrator seeks revocation and it is granted, the Administrator's salary shall revert to the original contract amount for the year in question and the District shall deduct from the Administrator's monthly paycheck an amount which will allow the District to recover any portion of the "R Factor" salary which may have already been paid to the Administrator.

7.0 **PROFESSIONAL DUES**

7.1 **PAYMENT**

Professional dues to the State and National Principal's Associations are to be paid in full by the School District. Local dues shall be paid at not more than \$100 per Administrator. The Association will provide a list as to which organizations its members have joined.

8.0 **ADMINISTRATORS GRIEVANCE PROCEDURE**

8.1 **PURPOSE**

The purpose of this grievance procedure is to provide a framework within which Administrators represented under this contract may work toward solving problems, as they arise, and to guarantee fair treatment to all parties. The KPAA President must be notified of any grievance prior to the filing of the grievance.

Both parties to this Agreement agree that all such grievance proceedings SHALL BE CONFIDENTIAL AND CLOSED.

It is expected that all parties to a disagreement will initially attempt to solve such problems at the lowest possible administrative level through free and informal communications. A grievance is any claim by an administrator(s) that there has been a violation, misinterpretation, or misapplication of the terms of this agreement and/or Board Policy.

8.2 **PROCEDURES**

8.21 **Time Limits**

A. It is important that grievances be processed as rapidly as possible. Therefore, all time limits shall be considered as maximum and all parties agree to expedite the grievance as rapidly as possible. The time limits specified may be extended by mutual consent. The extension agreement shall be in writing and signed by both parties.

B. For purposes of this agreement, Days shall be interpreted as working days excluding Saturdays, Sundays and holidays.

C. A grievance must be filed within thirty (30) days of the occurrence or non-occurrence of the act(s) or action(s) on which the grievance is based. The grievant or his/her representative shall inform his/her supervisor, or the lowest administrative authority capable of resolving the grievance, that a grievance is being initiated.

8.22 No reprisals shall be invoked against any Administrator for processing a grievance or participating in the grievance procedure.

8.3 **GRIEVANCE PROCEDURE LEVELS**

8.31 **Level One**

A. An Administrator, with a grievance, may initiate the procedure by filing a written statement of the grievance with the Superintendent. The date of this action shall be the filing date.

B. The Superintendent shall meet with the grievant and anyone accompanying the grievant within six (6) days of the filing date. This meeting time shall be set by mutual agreement.

C. The Superintendent shall render the decision in writing, within five (5) days of the Level One meeting.

8.32 **Level Two**

A. If the grievant is not satisfied with the disposition of the grievance at Level One, the grievance may be appealed, in writing, to the Board within six (6) days of receipt of the Level One decision.

B. Within six (6) days following the receipt of the written appeal of the Level One decision, the Board shall appoint an impartial hearing officer to conduct the hearing and prepare a proposed decision for submission to the Board and the grievant. The grievant may object to the appointed hearing office by providing a written notice of such objection within five (5) days following receipt of the

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notification of the appointment in which case the Board shall appoint another hearing officer.

C. The hearing officer shall schedule the hearing within ten (10) days of his/her appointment. The hearing officer shall submit his/her written decision to the grievant and the Board within ten (10) days of the close of the hearing.

D. Before acting upon the proposed decision of the impartial hearing officer, the Board shall afford the grievant and the Superintendent an opportunity to file briefs and present oral arguments on the record presented to the hearing officer. Oral arguments before the Board shall be conducted on or before the next regularly scheduled Board Meeting following receipt of the hearing officer's decision. The Board shall render its decision within ten (10) days of the oral argument.

This shall be the final step for all grievances alleging a violation, misinterpretation or misapplication of a Board policy.

Dismissal and non-retention actions are subject to statutory hearings that afford due process. Therefore, those proceedings shall terminate at Level Two in accordance with AS 14.20.175 and 14.20.180.

8.33 **Level Three**

A. If the grievant and the Association are not satisfied with the disposition of the grievance at Level Two, the grievance may be submitted to final and binding arbitration. If the parties cannot agree as to an arbitrator within five (5) working days from the notification date that arbitration will be pursued, the arbitrator shall be selected by the American Arbitration Association in accordance with its rules which likewise govern the arbitration proceedings. The Superintendent and the grievant shall not be permitted to present to such arbitration proceedings any evidence not previously presented at any other level. The arbitrator shall have no power to alter, add to, or subtract from the terms of this agreement. Both parties agree to be bound by the decision of the arbitrator. The fees and expenses of the arbitrator shall be borne equally by both parties, except when the grievant is not represented by the Association. If the grievant is not represented by the Association, he/she will bear one half (1/2) of said fees.

9.0 **SABBATICAL LEAVE**

One (1) sabbatical leave, for the purpose of furthering one's education, per year, may be granted by the school board. The following will apply to the sabbatical leave:

A. Persons requesting leave shall have worked a minimum of five (5) years as a KPBSD Administrator.

- B. The employee shall return to the KPBSD for a minimum of one (1) year after the leave is granted, or reimburse the District for Benefit payments.
- C. No salary shall be paid to the employee on sabbatical leave.
- D. The District shall pay fringe benefits for the employee on a sabbatical leave to include Medical, Dental and Optical Health Insurance, Life Insurance and TRS Benefits.

10.0 **DISCRETIONARY FUNDS**

The School Board shall allocate a discretionary material fund in the amount of \$200 to each Administrator. Any monies not utilized by May 1 will revert to the school's general fund.

11.0 **OTHER CONSIDERATIONS**

11.1 All benefits, negotiated by teachers, are included in this package except leaves, life insurance, career development, and medical, dental, and optical insurance. Whenever KPAA reaches contract agreement with the district prior to the district's reaching agreement with KPEA, consultations will be reopened between the district and KPAA if any portion of the district/KPEA agreement has a substantive relationship to the KPAA/district contract.

11.2 No provisions of this agreement may be changed, modified, or altered during the term of this agreement, except by mutual consent of the Board and the KPAA.

11.3 The Superintendent will consult with the KPAA in negotiation preparation and process for other employee organizations who are supervised by Building Administrators.

12.0 **AGREEMENT**

This contract between KPAA and KPBSD will endure through June, 2005.

Kenai Peninsula Borough School District

Joe Arness, President, Board of Education

Kenai Peninsula Administrators Association

Glen Szymoniak, President, KPAA