

Kenai Peninsula Borough School District Board of Education Meeting Agenda

June 2, 2003 – 7:30 p.m.

Regular Meeting – 148 N. Binkley, Soldotna, Alaska
Borough Administration Building

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

Worksessions

2:00 p.m. [Handbook Changes](#)
2:30 p.m. [FY04 Budget](#)
3:00 p.m. [Superintendent Evaluation](#)
3:30 p.m. [Board Self-Evaluation](#)
4:00 p.m. [Project Grad](#)
4:30 p.m. Board Districting
5:00 p.m. [Consolidation Plan](#)

A-G-E-N-D-A

1. Opening Activities

- a. Call to Order
- b. Pledge of Allegiance/National Anthem/Alaska Flag Song
- c. Roll Call
- d. Approval of Agenda
- e. Approval of Minutes/[May 5, 2003](#)

2. Awards and Presentations

3. School Reports

4. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)

5. Hearing of Delegations

6. Communications and Petitions

7. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A., Borough Assembly

8. Superintendent's Report

9. Reports

- a. [Financial Report](#) – Mrs. Melody Douglas
- b. [Lease Agreements](#) – Mr. Todd Syverson
- c. Board Reports

10. Action Items

a.

Consent Agenda

- (1) Approval of [Budget Transfer](#)
- (2) Approval of [Long Term Substitute Teacher Contracts](#)
- (3) Approval of [Resignations](#)
- (4) Approval of [Leave of Absence requests -Certified](#)
- (5) Approval of [Administrative Recommendation Regarding Requests for Leave of Absence-Support](#)
- (6) Approval of [New Teacher Assignment](#)
- (7) Approval of [Nontenure Teacher Assignments](#)

Administrative Services

- b. Approval of [Nikiski Elementary Schools Consolidation Plan](#)
- c. Approval of [Adoption of BP 3513.4 Integrated Pest Management](#)
- d. Approval of [Cocurricular Activities and Handbooks](#)
- e. Approval of [Hot Lunch Price Increase](#)

Instructional Services

- f. Approval of [School Calendars](#)
- g. Approval of [Project Grad](#)

Superintendent

- h. Approval of [Administrator Appointment](#)
- i. Approval of [Revisions/Adoption](#) to BP 1100 (Communication with the Public); BP 1112 (Media Relations); BP 1140 Responsibilities of the Board); BP 1150 (Commendations and Awards); AR 1150 (Commendations and Awards); BP 1220 (Advisory Committees); BP 1230 (Organizations Supporting Student Activities); AR 1230 (Organizations Supporting Student Activities); BP 1240 (Volunteer Assistance); E 1240 (Volunteer Questionnaire); BP 1250 (Visits to the Schools); BP 1312 (Public Complaints Concerning the Schools); BP 1312.1 (Public Complaints Concerning School Personnel); AR 1312.1 (Public Complaints Concerning School Personnel); AR 1312.2 Challenges To Instructional Materials); BP 1312.3 (Public Complaints Concerning Discrimination); BP 1321 (Solicitation of Funds From and By Students); E 1321 (Approved Student Fund Raising); BP 1325 (Advertising and Promotion); AR 1325 (Advertising and Promotion); BP 1330 Use of School Facilities and Properties); AR 1330 (Use of School Facilities and Properties); E 1330 (Room/ Building Use Application); BP 1340 (Access to District Records); AR 1340 (Access to District Records)

11. First Reading of Policy Revisions

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

13. Board Comments

14. Executive Session

15. Adjourn

* * * * *

May 27, 2003

To: Board of Education

From: Dave Spence, Executive Secretary
Kenai Peninsula School Activities Association

Subject: Recommended Changes to Co-Curricular Guidelines

Attached please find the recommended changes to the Kenai Peninsula Borough School District's co-curricular guidelines. For your reference the existing policies are attached.

Due to the loss of activity transportation funding, the KPSAA Board is also recommending an increase in participation fees in the following amounts:

- High School – Football, basketball, volleyball, wrestling, Nordic skiing, swimming and hockey currently charge a \$100 participation fee. The KPSAA Board is recommending this fee be increased to \$150 per activity. Cross-country running, cheerleading, performance dance, soccer and track currently charge a \$65 participation fee. The KPSAA Board is recommending this fee be increased to \$100 per activity. Attached is a spreadsheet showing the effect of these proposed changes using Kenai Central High School as the model as well as the travel allocation disbursed to the schools for the 2002-2003 school year.
- The KPSAA Board is also endorsing a recommendation to raise the family cap from \$350 to \$500 per school year at the high school level
- Middle School – Cross-country running, soccer, Nordic skiing, volleyball, wrestling, basketball and track currently charge a \$30 participation fee. The KPSAA Board is recommending this fee be increased to \$45 per activity.

The Kenai Peninsula School Activities Association respectfully requests approval of these handbook and participation fee changes for the 2003-2004 school year.

DS/ps
Attachments

PROPOSED: (p. 7 of high school handbook) ***-Changes in bold-***

IV. STUDENT ELIGIBILITY

B. Student Requirements for Participation in Interscholastic Activities

1. Enrollment

a. Interscholastic Program: In order to participate in a school-sponsored activity (including practice), a student must meet one of the following criteria:

- 1) **Be properly registered and enrolled in at least four semester classes, or their equivalent, in an Alaska School Activities Association member school within the district.**
- 2) **A student attending a KPBSD approved correspondence, alternative or charter program during the first semester of ninth grade; and a student transferring from out-of-district who attends one of the above KPBSD approved programs after the first semester of the ninth grade, must designate an Alaska School Activities Association member school within the district as the School of Eligibility. The School of Eligibility of a student, other than a first semester freshmen, who transfers to a KPBSD approved correspondence, alternative or charter program from another school within the district will be the member school from which the student transferred.***

b. Establishing eligibility: For transfer purposes, a student establishes eligibility at a school by enrolling in and attending that school for fifteen (15) school days or by participating in an interscholastic activity.

- c. Extension of Classroom Competitions:
 - 1) Students desiring to participate in classroom extensions (band, drama, etc.) must be enrolled and passing in that class at that school.
 - 2) The student is not required to be enrolled four district classes.
- d. Intramural Activities: Students enrolled in less than four classes or non-enrolled students may participate in intramurals on a space available basis determined by the building administrator and/or the site-based council.

** A Student attending a KPBSD approved correspondence, alternative or charter program who wishes to change his/her School Eligibility during the school year, will be ineligible for interscholastic competition at the new School of Eligibility for eighteen (18) school weeks. Such a student may change his/her School of Eligibility during the summer month, under Article 12, Section 9 (3), "One-Time Summer-Only Transfer Without Move of Parents."*

ASAA Handbook

CURRENT HIGH SCHOOL HANDBOOK LANGUAGE:

B. Student Requirements for Participation in Interscholastic Activities

1. Enrollment.

- a. Interscholastic Program: In order to participate in a school-sponsored activity (including practice), a student must meet one of the following criteria:
 - 1) Enrolled in four or more semester classes at the school of eligibility or the KPBSD Connections Program.
 - 2) Students attending a KPBSD approved Charter, Flex or Alternative School may only participate in the school within their attendance area.
- b. Extension of Classroom Competitions:
 - 1) Students desiring to participate in classroom extensions (band, drama, etc.) must be enrolled and passing in that class at that school.
 - 2) The student is not required to be enrolled in four district classes.
- c. Intramural Activities: Students enrolled in less than four classes or non-enrolled students may participate in intramural on a space available basis determined by the building administrator and/or the site-based council.

PROPOSED: (p. 14 of high school handbook) ***-Changes in bold-***

VI. GENERAL ACTIVITIES POLICIES FOR THE KPBSD

I. Participation Limitations

4. Cheerleading Guidelines

Stunting Squad: (as defined by Rule 1; Article 1 of the NFHS Spirit Rules Book)

- a. **Coach must successfully complete a Stunt Safety Certification Course held by a national cheerleading organization, preferably AACCA. All coaches must also successfully complete the Alaska Coaches Education Program as per Article 10 in the ASAA Handbook. All coaches must hold a current first aid card.**
- b. **Squads must have a certified coach present while stunting and tumbling at all practices and sporting events. If a fully certified, stunt endorsed, coach is not present at practice or sporting events, the squad will not practice or perform tumbling or stunting maneuvers.**
- c. **Squads must follow all safety and stunting guidelines as stated in the National Federation of State High School Association Spirit Rules Book. Coach will be provided with NFHS Spirit Rules Book by the school.**
- d. **Squads must practice tumbling and stunts with mats as set forth in the National Federation of State High School Associations Spirit Rules Book.**
- e. A qualifying sheet showing which stunts the student can perform must be on file with coach and administration (**attachment**).

General:

- a. **Coach must attend all practices, sporting events, fundraising events, and community service events.**
- b. Student must meet all eligibility rules as established by school.

CURRENT HIGH SCHOOL HANDBOOK LANGUAGE:

I. Participation Limitations

1. **Basketball.** No basketball player shall participate in more than six quarters of basketball in one day (excluding tournaments and jamborees).
2. **Volleyball.** No volleyball player shall participate on more than two levels of teams (C-JV or JV-V) in one day against the same opponent.
3. **Hockey.** No hockey player shall participate in more than six game periods in one day without a minimum of a two-hour break between games (excluding overtime and tournaments). The maximum allowable periods for double-headers shall be six.

2. Cheerleading Guidelines

Stunting Squad:

- a. Coach must attend a clinic/camp affiliated by NCA or ICF and receive certification.
- b. Squads must have a certified coach present while stunting and tumbling at all practices and sporting events.
- c. Squads must practice stunts with mats.
- d. Squads must follow all safety and stunting guidelines as stated in the National Federation of State High School Associations Spirit Rules Book.
- e. Qualifying sheet showing which stunts the student can perform must be on file with coach and administration.

General:

- a. Coach must attend practices and sporting events.
- b. Squads must follow all safety and stunting guidelines as stated in the National Federation Spirit Rules Book.
- c. Student must meet all eligibility rules as established by school.

PROPOSED: (p. 23 of middle school handbook)

-Changes in bold-

XV. ACTIVITY RULES
WRESTLING

B. Exceptions to rules

1. A match will consist of three rounds of one and one-half minutes each.
2. A wrestler is allotted a total of two pounds (**one pound on _____, and one pound on _____**) for growth purposes and also for maintaining the right to remain in the same weight class.
3. A wrestler can move up one weight at the borough tournament regardless of the number of matches at that weight.

E. Participation Limitation

1. A team may not schedule more than ten different wrestling dates before the **borough** tournament.
2. An individual may not compete in more than eighteen individual matches before the borough tournament.
3. An individual may not compete in more than four matches in one day with forty-five minutes rest between each match. **At the borough tournament a participant may wrestle in five matches with forty-five minutes rest between each match.**
4. Alternates will be allowed to wrestle at the borough tournament **and be seeded.**
5. Alternates' names will be drawn for positioning. **(delete)**
6. Borough tournaments will be a **sixteen-man** man bracket. **(delete pigtails).**
7. If the eight-man bracket is completely full, all other alternates will be placed in a pigtail match (up to sixteen participants). **(delete)**
8. Losers of the pigtail matches are out of the tournament. **(delete)**
9. A wrestler may enter the borough tournament only in a weight class in which at least fifty percent of his season matches were wrestled **unless s/he is moving up one weight class.**

CURRENT MIDDLE SCHOOL HANDBOOK LANGUAGE:

XV. ACTIVITY RULES
WRESTLING

A. Rules. National Federation of State High School Association Rules will govern all wrestling matches.

B. Exceptions to rules

1. A match will consist of three rounds of one and one-half minutes each.
2. A wrestler is allotted a total of two pounds (one pound on November 5, one pound on November 26) for growth purposes and also for maintaining the right to remain in the same weight class.
3. A wrestler can move up one weight at the Borough Tournament regardless of the number of matches at that weight.

C. Classifications. Wrestlers will compete in the following weight divisions: 75 and under, 80, 85, 90, 95, 100, 105, 110, 115, 120, 125, 132, 138, 145, 155, 167, 190, and unlimited.

D. Weigh-in. Initial weigh-in must be recorded by the coach, and all records must be on file in the principal's office prior to the start of the season. This weigh-in places the wrestler in his certified minimum weight class. The wrestler may wrestle up from this weight, but not wrestle down.

E. Participation Limitation

1. A team may not schedule more than ten different wrestling dates before the tournament.
2. An individual may not compete in more than eighteen individual matches before the Borough tournament.
3. An individual may not compete in more than four matches in one day, with forty-five minutes rest between each match.
4. Alternates will be allowed to wrestle at the Borough tournament.
5. Alternates' names will be drawn for positioning.
6. Borough tournaments will be an eight-man bracket with pigtailed.
7. If the eight-man bracket is completely full, all other alternates will be placed in a pigtail match (up to sixteen participants).
8. Losers of the pigtail matches are out of the tournament.
9. A wrestler may enter the Borough tournament only in a weight class in which at least fifty percent of his season matches were wrestled.

Activity	02-03 Participants	02-03 Fee	02-03 Total	Proposed Fee	03-04 Total
Football	65	\$100.00	\$6,500.00	\$150.00	\$9,750.00
Football Cheerleading	21	\$65.00	\$1,365.00	\$100.00	\$2,100.00
Cross Country Running	33	\$65.00	\$2,145.00	\$100.00	\$3,300.00
Girls Volleyball	28	\$100.00	\$2,800.00	\$150.00	\$4,200.00
Swimming and Diving	22	\$100.00	\$2,200.00	\$150.00	\$3,300.00
Wrestling	18	\$100.00	\$1,800.00	\$150.00	\$2,700.00
Ice Hockey	41	\$100.00	\$4,100.00	\$150.00	\$6,150.00
Boys Basketball	33	\$100.00	\$3,300.00	\$150.00	\$4,950.00
Girls Basketball	24	\$100.00	\$2,400.00	\$150.00	\$3,600.00
Basketball Cheerleading	14	\$65.00	\$910.00	\$100.00	\$1,400.00
Nordic Skiing	20	\$100.00	\$2,000.00	\$150.00	\$3,000.00
Boys Soccer	38	\$65.00	\$2,470.00	\$100.00	\$3,800.00
Girls Soccer	38	\$65.00	\$2,470.00	\$100.00	\$3,800.00
Track and Field	40	\$65.00	\$2,600.00	\$100.00	\$4,000.00
Potential Total 02-03			\$37,060.00	Estimated Total 03-04	\$56,050.00
Minus 10% Waiver			\$3,706.00	Minus 10% Waiver	\$5,605.00
			\$33,354.00		\$50,445.00

Assumptions:

1. Waiver rate does not increase
2. Participation levels remain constant

- Conclusion:**
1. Minus the \$23,000 travel allowance and with the fee increase we will begin with \$7100 fewer dollars
 2. Eliminating state travel reimbursement will increase this reduction depending on how many students qualify for state competition and where the competition is held.
 3. Fundraising efforts will need to make up the difference.
 4. The fee increase is necessary to help meet the basic costs associated with these programs
 5. Significant fundraising efforts will continue to be necessary.
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June 20, 2002

MEMORANDUM

To: Melody Douglas, Chief Financial Officer

From: Dave Spence, Executive Secretary, KPSAA

Subject: 2002-2003 Activity Travel Allocation

Based on the dollar amount allotted by the Kenai Peninsula Borough School District and the formula established by the Kenai Peninsula School Activities Association, listed below is the recommended school travel dollars for pupil activities for 2002-2003 school year:

Tyonek	\$ 554.00	Nikiski Middle/High	\$21,800.00
Nanwalek	1,617.00	Nikolaevsk	3,029.00
Port Graham	554.00	Ninilchik	11,234.00
Chapman	1,829.00	Homer High	28,423.00
Homer Middle	2,926.00	Kenai Central High	26,788.00
Kenai Middle	4,023.00	Seward High	18,288.00
Seward Middle	2,438.00	Skyview	27,522.00
Soldotna Middle	5,867.00	Soldotna High	27,522.00
Susan B English	9,663.00		

Please budget \$50,000.00 in account 100-75-4700-0000-4250 for state travel reimbursement. Along with the above dollar amounts this brings the total district-wide allocation to \$244,077.00.

Thank you.

DS/ps

May 27, 2003

TO: Board of Education

FROM: Melody Douglas, Chief Financial Officer

SUBJECT: FY04 Funding

This work session will include discussion of the current status of FY04 funding for K12 education and the timeline for updating the FY04 budget. We will also discuss how best to address the shortfall in pupil transportation funding.

Memorandum

DATE: May 21, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
 Superintendent of Schools
RE: Superintendent Evaluation
[Year End Report](#)

Attached is the rubric for the evaluation of the superintendent (E2123). Please review and **bring your evaluation thoughts** to the Board worksession at the **June 2** Board meeting. We will schedule a worksession for this evaluation in advance of the Board meeting.

Last year's worksession conversation concentrated on the broader categories rather than the individual descriptors which was most helpful. Listing a strength and a suggestion for growth in each area will assist me with continuous improvement.

KPBSD Superintendent Evaluation E 2123 (a)

Name: _____

Date: _____

Leadership

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 – Ineffective (Add comments)
		Takes active leadership role in the development and improvement of the District	Responds to direction and suggestions of the Board regarding District improvement without providing leadership	Demonstrates an attitude of satisfaction with maintaining the status quo of the organization
		Follows direction set by the District Plan; keeps Board periodically informed of progress	Linkage of District activities and programs to District Plan is not systematic; insufficient reports to Board	Decisions and activities show little regard to direction of District Plan; little information is given to the Board

		Understands and stays informed on all aspects of District operations; anticipates problems, provides solutions; operates well in crises	Unable to clearly articulate the services or activities of the District; doesn't anticipate problems or crises	Communications demonstrate poor understanding of activities of District or staff; often in crisis mode
		Works to implement a team concept with staff to insure employee efforts mesh to support the District's vision and mission	Pays limited attention to the interaction between staff members and service areas; staff doesn't clearly understand the mission	Allows professional and personal differences on staff to become public and tarnish the programs and credibility of the District
		Demonstrates a thorough understanding of the role of the Superintendent	Does not seem clear on role of Superintendent or on board expectations	Exceeds authority and disregards Board expectations

Comments: _____

KPBSD Superintendent Evaluation E 2123 (b)

Name: _____

Date: _____

Management

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 - Ineffective (Add comments)
		Insures that the staff is comprised of individuals with appropriate skills and background to meet the District's needs	Occasionally selects staff with inadequate qualifications	Does not select nor align staff to meet the District's needs

		Delegates authority to appropriate staff members	Is reluctant to place much authority with key staff members	Rigidly controls all communications and decisions made within the administration
		Provides adequate supervision of District operations, insisting on competence and efficiency	Settles for "good enough" from staff, occasionally allowing decisions or communications to go out that reflect poorly on the District	Allows inferior work to be done, which damages the integrity and image of the District
		Understands the budgetary process and makes recommendations to keep the District fiscally sound	Demonstrates an incomplete understanding of budgeting; has difficulty explaining the context of financial reports	Presents flawed financial information to the Board; doesn't link the budget to the overall goals of the District
		Develops and executes sound personnel procedures, practices, evaluations, and training	Demonstrates an incomplete understanding of personnel procedures	Presents flawed reasoning to Board regarding personnel matters
		Understands and executes all aspects of the instructional program	Lacks regular review of and participation in instructional program	Rarely involved with instructional aspects of the District

Comments: _____

KPBSD Superintendent Evaluation E 2123 (c)

Name:

Date:

Personal Qualities

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 - Ineffective (Add comments)
		Dedicated to high standards of performance and ethics in all personal and professional matters	Occasionally demonstrates a willingness to compromise standards or ethics for personal or professional gain	Behaves in a manner that calls integrity and ethics into serious question; trust is an issue
		Handles pressure and maintains poise and emotional stability in the full range of professional duties	Demonstrates poor behavior and lack of judgment under pressure	Behaves unprofessionally and with disregard to well-being of District
		Exercises good judgment in arriving at decisions; seeks information and counsel; analyzes facts and situations	Does not gather sufficient information before making decisions; is reactionary	Shows poor judgment, makes decisions with little regard to facts or advice from Board or staff
		Communicates effectively through written and spoken word; is clear and persuasive; is an active listener; exhibits a sense of humor	Communicates with limited success	Has difficulty being understood; creates problems for the District through lack of communication skills
		Personal appearance in relation to professional duties is consistently appropriate and contributes to respect for the District	Attention to appropriate personal appearance is inconsistent	Shows consistent disregard for importance of maintaining an appropriate image for the District through personal appearance

Comments: _____

KPBSD Superintendent Evaluation E 2123 (d)

Name: _____

Date: _____

External Relations

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 - Ineffective (Add comments)
		Provides an effective voice for the District and advances its influence and credibility throughout the community	Provides a “presence” for the District, but is not assertive in articulating or advocating as the educational leader	Attitudes and behaviors consistently damage the District’s credibility and images
		Develops friendly and cooperative relationships with the news media, businesses, Borough and legislature	Is recognized as a representative of the District, but doesn’t forge relationships	Creates adversarial relationships that inhibit the District’s positive influence
		Encourages community members to become actively involved with the District and systematically provides them with opportunities and training	Does not provide community members sufficient understanding of District issues to allow them to be effective in their efforts	Does not value the importance of informed community members or respect their influence
		Works effectively with public and private agencies; looks for opportunities to forge alliances to further the District mission	Does not seek opportunities to interact with other agencies	Does not appear to value collaboration with other agencies; contributes to difficult relations with others
		Solicits and gives attention to problems and opinions of groups and individuals	Doesn’t actively seek to become informed of individual or community concerns	Demonstrates disregard for concerns of others, acting instead on personal agenda and opinions

Comments: _____

KPBSD Superintendent Evaluation E 2123 (e)

Name:

Date:

Board Relations

Score	4 – Outstanding (Requires written comment)	3 – Effective	2 – Needs Improvement	1 - Ineffective (Add comments)
		Provides leadership and vision in assisting the Board to carry out the mission of the District through a regular planning process	Initiates a planning process for the Board at their request	Does not bring the need for an on-going planning process to the Board
		Offers professional recommendations to the Board on action items, based on thorough study and research	Provides recommendations upon request	Does not provide professional advise or guidance to the Board to assist in their decisions
		Assures that Board policies are routinely reviewed and kept updated	Revises Board policies as need arises, but not with any regularity	Does not attempt to keep policy issues before the Board; policy manual does not receive regular attention
		Administers District within policies of the Board	Occasionally takes actions that are contrary to Board policy or direction of resolutions, without knowledge of the Board	Relies on personal discretion in decision making with little regard to guidelines set by Board policy

		Keeps the Board informed on issues, needs and operation of District through a regular reporting process; treats Board members with equal consideration and respect.	Provides inconsistent information to Board members	Rarely informs the Board of anything unless there is a problem; communicates only with a select few Board members.
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Comments:

Memorandum

DATE: May 21, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
 Superintendent of Schools
RE: Board Self-Evaluation

Attached is the rubric for the self-evaluation of the Board (E9400). Please review and **bring your completed evaluations** to the Board worksession at the **June 2** Board meeting. We will schedule a worksession for this evaluation in advance of the Board meeting.

Enclosed you'll also find a condensed version of the Board standards that we compiled. Last year during the worksession, it was brought up that a simplified version might be easier to use. Therefore, try either one or both and we'll decide which is best for the group.

E 9400(a)

BOARD SELF ASSESSMENT

Based on AASB Board Standards

VISION – The Board creates a shared vision to enhance student achievement.

<i>4- Outstanding</i>	<i>3-Effective</i>	<i>2-Needs Improvement</i>	<i>1-Ineffective</i>
1.1 The Board creates a dynamic shared vision for education that reflects student needs and community priorities.			
(a)	The Board encourages community/staff involvement in setting a vision or mission statement, to insure a broad sense of ownership	The Board has developed a vision or mission statement, but has not included outside involvement in the process	The Board has not established a vision or mission statement for the district
1.2 The Board keeps the district and community focused on educating students			
(a)	The Board frequently refers to the district's vision/mission statement when communicating with the staff and community	The Board rarely refers to the district's vision/mission statement when communicating publicly	The Board never refers to the district's vision/mission statement publicly

(b)	The Board typically asks the question “Is It Good for Kids?” during discussions and before voting on issues	The Board holds intelligent debate during discussions but doesn’t often discuss what actual effects of their decisions might be on kids	The Board’s deliberations tend to focus more on adult issues and concerns and kids are rarely mentioned in concrete terms
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E 9400(b)

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
1.3 The Board demonstrates its strong commitment to vision by using the shared vision to guide decision making			
(a)	The Board regularly refers to the vision/mission statement as a guide when planning, making decisions or evaluating district operations and budget	The vision/mission of the district is occasionally referred to in planning, decision-making and evaluating operations	Planning, decisions and evaluation of operations by the Board is reactionary, with no reference to the vision or mission

BOARD SELF ASSESSMENT

Based on AASB Board Standards

STRUCTURE – The Board provides an organizational structure that supports the vision for student achievement.

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of its resources.			
(a)	Policies and procedures have been established that provide for effective, efficient participation by stakeholders.	Stakeholder participation is solicited as management decisions are made, but policies and procedures have not been established to clearly describe how that participation will occur.	The Board and/or administration usually make major management decisions in the absence of stakeholder participation.

E 9400(c)

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
(b)	The Board has established policy that defines their role and <u>appropriate</u> participation in decision-making about	The Board participates in decisions in some of the various areas, but without clear policy or definition of their	The Board does not participate in the decision-making process, but only reacts to recommendations... or participates

	students, curriculum, finances, staffing and facilities.	appropriate role.	inappropriately.
2.2 Board ensures that long and short-term plans are developed and annually revised through a process involving extensive participation, information gathering, research and reflection.			
(a)	The Board establishes policies that require planning on a regular basis and planning actually occurs annually.	Board policies may be in place, but regular planning does not occur.	No board policy on planning exists and no system is in place for regular planning.
(b)	The Board annually engages in setting district goals and objectives through an established planning process that includes staff and community input.	The Board engages in planning occasionally, but without much involvement from staff or community.	The Board has no regular schedule for planning and never invites participation by staff or community.
(c)	Evaluation and revision of district action plans supporting the goals are based on measurable information related to student achievement and standards.	District action plans are revised, but student achievement data is not a routine part of the process.	District action plans are not revised on a regular basis.
2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.			

E 9400(d)

	<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 – Ineffective</i>
(a)	The Board accommodates appropriate participation to offer advice on the establishment, review and revision of district standards.	The Board makes instructional resource (budget, staffing) decisions based on instructional needs.	Instructional standards have been established for the district, but Board has not included participation from the broader community, including business and industry.	No district-specific standards have been established; district defers to minimum state standards.
(b)			The Board does not routinely make reference to instruction standards or needs when making budget decisions.	The Board approves a budget based on what was spent the prior year.

2.4 Board acts to ensure vision and structure comply with legal requirements.			
(a)	Board conducts annual policy review and revision to insure that district policies are aligned with changes to federal and state statutes and regulations and district standards.	Board updates individual policies when presented with a problem or issue that indicates it is necessary but has no procedure for comprehensive review of policy.	Regular policy review is not a board priority and rarely occurs.
(b)	The Board expects reasonable use of legal opinions prior to making decisions with legal implications.	The practice of requesting legal opinions may be excessive or sporadic, resulting in unnecessary legal fees or legal exposure.	The Board routinely makes decisions without considering the need for legal counsel.
2.5 Board encourages and supports innovative approaches to teaching, learning and the continuous renewal of education.			
(a)	The Board invests in staff development clearly tied to district vision of skills students will need in the future.	Board budgets a set amount for staff development, without requirements or assurance that it is tied to district vision, goals or objectives.	Board finds it difficult to make staff development a priority because of budget constraints or other considerations.

E 9400(e)

<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 Ineffective</i>
(b)	The Board has established policy that insures continual curriculum review through a regular review cycle and appropriate participation by stakeholders.	Curriculum review is not addressed in policy and only occurs when the administration initiates it.	Regular curriculum review is not a board/district priority and has not been addressed in recent years.

BOARD SELF ASSESSMENT

Based on AASB Board Standards

ACCOUNTABILITY – The Board measures district performance toward accomplishing the vision and reports the results to the public.

<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 Ineffective</i>
3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.			

(a)	Board ensures assessments are locally appropriate, accurate, relevant, and use a feasible process.	Assessments are reviewed, but there is little discussion related to the district	Assessments are provided but are not relevant to the district
(b)	Board receives a variety of reports on student progress linked directly to the vision for student achievement.	Assessments are simply used to identify needs.	Assessment are not used to identify needs nor or they linked to the district vision.
3.2 Board evaluates the superintendent and board performance annually and reports the result to the public.			
(a)	Board has established policies and procedures for routine evaluation of superintendent that are rigorously followed.	The board policy for evaluating the superintendent exists, but is seldom followed	There is no policy or practice of superintendent evaluation

E 9400(f)

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
(b)	Written performance expectations for the superintendent and the board are developed and communicated to the community.	Expectations are sometimes developed but seldom communicated.	Expectations are not identified for either the board or the superintendent.
(c)	Board solicits public opinion regarding its performance toward achieving performance expectations.	An effort is made to solicit public opinion on board performance.	No effort is made to solicit public opinion on board performance.
(d)	Board routinely carries out self-evaluations and set goals for improvement.	Board seldom completes or makes use of board self- evaluations	There is no systematic approach to board self-evaluation.
3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.			
(a)	Board seeks input on evaluation of plans' progress and effectiveness.	Board seldom seeks input.	No input is requested.
(b)	Board ensures a variety of indicators are used for evaluations.	Indicators are not used	Plans are not evaluated.

(c)	Board establishes review process that allows and supports reasoned decision making based on sound information.	Information is not used for decision making	No review process is developed or implemented.
3.4 Board uses an understandable format to periodically report district performance to the public.			

E 9400(g)

<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 Ineffective</i>
(a)	Board insists all reports are written and presented in a way that is understandable and useful to the public.	Reports often lack structure and are seldom presented in written form.	Reports are seldom presented to the board or the public.
(b)	Board hosts informal opportunities for public to discuss all district performance issues.	Public has little opportunity to formally address the board regarding student achievement.	Public has no opportunity to discuss student achievement.
(c)	Board routinely provides the public with information regarding district finances and budget.	Board provides financial information only when requested.	Public is not provided with information about district finances and budget.

BOARD SELF ASSESSMENT

Based on AASB Board Standards

ADVOCACY – The Board champions the vision.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
4.1 The Board leads in celebrating the achievements of students and accomplishments of others that contribute to education.			
(a)	Board has established policy to ensure individuals and groups are meaningfully recognized for accomplishments.	Recognition occurs occasionally in the district but is not identified as board policy.	The board has no policy on recognition and recognition activities rarely occur.
(b)	Board recognizes students and others as part of their regularly scheduled meeting activities.	Recognition of students and others occurs at the school level but not at the board level.	Recognition of students and others is not a routine occurrence for the board.

E 9400(h)

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
4.2 The Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.			
(a)	The Board has adopted policies that encourage parent involvement with their children and the school in a variety of meaningful ways.	Board encourages parent involvement but it is not reflected in board policy statements.	Parent involvement is not a major consideration in business handled by the board.
(b)	The Board promotes “asset” framework with school staff, community and students.	Board has an awareness of the asset framework, but has not taken an active role in promoting it in the schools or community.	Board either is unaware of the asset framework or does not consider it a school concern.
4.3 The Board establishes partnerships with individuals, groups and organizations to promote educational opportunities for all students.			
(a)	Board initiates opportunities to involve educational stakeholders in meaningful activities that meet student needs.	Board relies solely on staff at the school level to establish partnerships that bring community individuals and other groups into contact with the schools.	Board is not aware of any partnerships occurring in the district or its schools.
(b)	Board identifies community resources that help provide basic academic and enrichment activities that will extend learning opportunities for students.	Community resources are utilized but the Board is not involved in causing that to happen.	Board is not aware of community resources being used in the schools.

E 9400(i)

4 - Outstanding	3 - Effective	2 – Needs Improvement	1 - Ineffective
4.4 The Board promotes school board service as a meaningful way to make long term contributions to the local community and society.			

(a)	Board routinely provides information to students, staff and community about the school board's role and its regular activities.	Board occasionally provides information to the public about board actions at board meetings.	Board does not communicate information about its role, activities or decisions to the public in any planned way.
(b)	Board invites community members to participate in committees and task forces that assist in board decision making.	Board is open to public opinion but does not solicit input in any organized fashion.	Board conducts its business without considering effective ways to gain public opinion or participation.
4.5 The Board is proactive in identifying and addressing issues that affect the education of students.			
(a)	Board studies and discusses educational trends and issues that may impact student achievement.	Board deals with them as they occur, but doesn't provide time or opportunity for looking at the larger educational environment.	Board tends to be reactive, and deals mainly with crisis or items that have to be handled immediately.
(b)	Board takes an active leadership role in representing student educational interests and needs to local and state government.	Board occasionally participates in legislative lobbying, but doesn't have a defined strategy for effective representation.	Board deals with local issues as needed, but doesn't take an active role in representing student needs to local or state policy makers.

E 9400(j)

	<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 - Needs Improvement</i>	<i>1 - Ineffective</i>
(c)		Board makes effective use of the media and other public information opportunities to represent student interests.	Board occasionally uses media and other opportunities but has no comprehensive public communications plan.	Board makes no focused effort to communicate with the public.

Board Self Assessment

Based on AASB Board Standards

CONDUCT AND ETHICS – The Board and its individual members conduct district business in a fair, respectful and responsible manner.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 - Needs Improvement</i>	<i>1 - Ineffective</i>
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5.1 Board and its individual members act in a manner that reflects service to the community on behalf of students.			
(a)	Board members understand the significance of their role as models for students and representatives of the community and act accordingly.	The board's conduct is sometimes embarrassing to the district.	The board often fails to act in a civil manner to each other or the public.
(b)	Board members support decisions of majority after honoring each member's individual right to express opposing views and state their convictions, and to disagree without being disagreeable.	Individual board members sometimes work against the majority decision of the board.	Board members do not have an opportunity to express their opposing views, or if given that opportunity, work against the majority decision.

E 9400(k)

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 - Needs Improvement</i>	<i>1 - Ineffective</i>
(c)	Board makes decisions as a group, only at properly called meetings and recognizes that individual members have no authority to take individual action.	Individual members overstep their authority and make requests that should best be made by the board as a whole.	The board does not understand or accept the authority of the whole.
(d)	Board and superintendent understand and respect each other's area of responsibility and work together in a spirit of mutual trust and confidence.	Some members do not understand, or do not accept their governance role, which leads to a breakdown of trust.	The board does not fulfill its governance role.
(e)	Board seeks and receives timely recommendations from the superintendent.	Recommendations are sometimes expected without sufficient time for their development.	Recommendations are often not asked for or expected or sufficient time is not allowed or their development.
(f)	Board communicates directly with the superintendent without bringing surprises to the board meeting.	Board members sometimes wait until the meeting to communicate.	There is no systematic approach to communication between board members and the superintendent.
(g)	Board understands and adheres to the Open Meetings Act, and observes the confidentiality of executive sessions.	Individual members sometimes fail to act within the constraints of the Open Meetings Act or fail to hold the confidentiality of executive sessions.	The Board consistently flaunts the Open Meetings Act or fails to hold the confidentiality of executive sessions.

(h)	The meeting agenda proactively address the boards attention on the districts vision and goals.	The agenda occasionally reflects issues linked with the districts vision and goals.	The agenda is reactive and does not support the districts vision or goals.
(i)	Regular meeting attendance is the norm for all board members.	Quorum is usually met but often without the full board in attendance.	Meeting attendance is not a priority; often hard to get a quorum present.

E 9400(l)

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 - Needs Improvement</i>	<i>1 - Ineffective</i>
(j)	The board comes to the meeting prepared to contribute to the discussion in a meaningful manner.	Individual members sometimes come to the meeting unprepared to conduct the business of the board.	The first sound heard at the meeting is the ripping open of board packets.
(k)	There is opportunity for appropriate public participation at board meetings.	Public participation is not defined by the board and is regulated based on the issues being discussed.	Public participation at board meetings is either not structured by the board or is not permitted to occur.
(l)	The board directs complaints concerning the schools through appropriate channels and does not attempt to address the problem.	Individual members sometimes attempt to address complaints themselves.	The board usurps the administrative chain of command on a regular basis.

5.2 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision-making skills through a conscious program of board development.

(a)	Board participates in annual board development activities to develop their governance skills.	Some board members participate in development activities.	The board seldom participates in development activities.
(b)	Individual board members report the results of those activities to other board members and community during board meetings.	The board occasionally hears reports from members who attend development activities.	The board does not schedule time to make reports about development activities.
(c)	Board members attend and fully participate in all board development functions paid for by district funds.	Members attend the sessions but seldom participate actively.	The board seldom attends sessions for which they have been registered.

E 9400(m)

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 - Needs Improvement</i>	<i>1 - Ineffective</i>
(d)	Board takes responsibility for orientation of all new members.	The board does not participate in the orientation of new members.	There is no orientation program for new members.
5.3 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.			
(a)	The budget for all board expenditures is easily identifiable and open to public scrutiny.	Expenditures are not grouped within one area of the budget.	There is no specific category for board activities in the budget.
(b)	All board expenditures are compared against "IS IT GOOD FOR KIDS" criteria.	The board does not link its activities to student achievement.	No rationale is given for board expenditures.

BOARD SELF ASSESSMENT – **Condensed Version**

Based on AASB Board Standards

VISION – The Board creates a shared vision to enhance student achievement.

<i>4- Outstanding</i>	<i>3-Effective</i>	<i>2-Needs Improvement</i>	<i>1-Ineffective</i>
1.1 dynamic shared reflecting student needs and community priorities	community/staff involvement encouraged - broad sense of ownership	has vision but no outside involvement in the process	no established vision/mission
1.2 district/community focused on education	communicates vision/mission statement	rarely refers to vision/mission statement	never refers to vision/mission statement
	Often asks "Is It Good for Kids?"	rarely discusses how decisions effect kids	never discusses how decisions effect kids
1.3 strong commitment to vision by using the shared vision	refers to the vision/mission statement as a guide	occasionally refers to the vision/mission statement as a guide	never refers to the vision/mission statement as a guide

STRUCTURE – The Board provides an organizational structure that supports the vision for student achievement.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 - Needs Improvement</i>	<i>1 - Ineffective</i>
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2.1 effective decision making process	policies and procedures provide for effective, efficient participation	participation is solicited but policies and procedures not established	board and/or administration usually make major management decisions
	policy defines role and participation in decision-making	participates in decisions, but without clear policy or definition of appropriate role	does not participate in decision-making, reacts to recommendations, participates inappropriately
2.2 long and short-term plans	policies require regular annual planning	policies may be in place, but regular planning does not occur.	No board policy on planning exists
	annually sets district goals and objectives through staff and community input	occasionally engages in planning; not much involvement from others	no regular schedule for planning
	evaluation of plans based on measurable information related to student achievement and standards	action plans are revised, but student achievement data is not a routine part of the process	District action plans are not revised on a regular basis

STRUCTURE (continued)

<i>4- Outstanding</i>	<i>3-Effective</i>	<i>2-Needs Improvement</i>	<i>1-Ineffective</i>
2.3 high instructional standards based on best information about knowledge and skills needed by students	accommodates participation to offer advice regarding district standards	standards established; but Board has not included participation from the broader community	No district-specific standards have been established
	makes instructional resource (budget, staffing) decisions based on instructional needs	does not routinely make reference to instruction standards when making budget decisions	approves a budget based on what was spent the prior year
2.4 Board acts to ensure vision and structure comply with legal requirements	conducts annual policy review and revision to align with federal and state statutes/regulations changes and district standards	updates individual policies when presented with a problem/issue but no procedure for comprehensive review	policy review is not a board priority and rarely occurs

	expects legal opinions prior to making decisions that have legal implications	requesting legal opinions may be excessive or sporadic, resulting in unnecessary legal fees or exposure	routinely makes decisions without legal counsel
2.5 encourages innovative approaches to teaching, learning and supports renewal of education	invests in staff development tied to district vision of skills students will need in the future	budgets for staff development without requirements that it is tied to district vision	difficult to make staff development a priority because of budget constraints
	curriculum review through a regular review cycle and participation by stakeholders	curriculum review not addressed in policy and only occurs when the administration initiates it	regular curriculum review not a board/district priority

ACCOUNTABILITY – The Board measures district performance toward accomplishing the vision and reports the results to the public.

<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 Ineffective</i>
3.1 receives reports on student progress	ensures assessments are locally appropriate/ accurate/relevant	assessments are reviewed, but there is little discussion	assessments are provided but not relevant to the district
	receives student progress reports linked directly to student achievement vision	assessments are simply used to identify needs	assessment are not used to identify needs or linked to district vision

ACCOUNTABILITY – (continued)

<i>4 – Outstanding</i>	<i>3 – Effective</i>	<i>2 – Needs Improvement</i>	<i>1 Ineffective</i>
3.2 annually evaluates superintendent and board performance and reports the result to public	follows policies and procedures for evaluation of superintendent	policy for evaluating the superintendent exists, but is seldom followed	There is no policy or practice of superintendent evaluation
	Written performance expectations for the superintendent and the board are developed and communicated to the community	Expectations are sometimes developed but seldom communicated	Expectations are not identified for either the board or the superintendent
	Board solicits public opinion regarding its performance toward achieving performance expectations	An effort is made to solicit public opinion on board performance	No effort is made to solicit public opinion on board performance

	Board routinely carries out self-evaluations and set goals for improvement	Board seldom completes or makes use of board self-evaluations	There is no systematic approach to board self-evaluation
3.3 ensures long/short-term plans are evaluated and revised	seeks input on evaluation of plans' progress/ effectiveness	seldom seeks input	no input is requested
	a variety of indicators are used for evaluations	indicators are not used	plans are not evaluated.
	review process allows reasoned decision making based on sound information	information is not used for decision making	no review process is developed or implemented
3.4 periodically reports district performance to the public	all reports are understandably presented to public	reports often lack structure and are seldom presented in written form	reports are seldom presented to the board or the public
	informal opportunities for public to discuss all district performance issues	Public has little opportunity to formally address the board regarding student achievement	Public has no opportunity to discuss student achievement
	provides the public with information regarding district finances/budget	provides financial information only when requested	does not provide public with information regarding district finances/ budget

ADVOCACY – The Board champions the vision.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
4.1 leads in celebrating achievements of students and others	individuals and groups are meaningfully recognized for accomplishments	recognition occurs occasionally but not identified as board policy	no policy on recognition and recognition activities rarely occur
	recognizes students and others as part of regularly scheduled meetings	recognition of students and others occurs at the school level; not at board level	recognition of students and others does not occur
4.2 advocates for children and families	policies that encourage parent involvement with their children and school	encourages parent involvement but not reflected in board policy	parent involvement not considered a board issue

	promotes “asset” framework with school staff, community and students	awareness of the “asset” framework, but not taken active role to promote	unaware of the “asset” framework or considered it a school concern
4.3 establishes partnerships to promote educational opportunities	initiates opportunities for meaningful activities that meet student needs	relies on staff to establish partnerships that bring community into contact with the schools	not aware of any partnerships occurring in the district
	identifies community resources that that extend learning opportunities	community resources are utilized but the board is not involved	not aware of community resources being used in the schools
4.4 promotes board service as contribution to local community/ society	routinely provides information to students, staff and community about the board’s role and activities	occasionally provides information to the public about board actions at board meetings	does not communicate information about its role, activities or decisions
	invites community members to participate in committees and task forces	open to public opinion but does not solicit input	conducts its business without considering public opinion or participation
4.5 proactive in identifying and addressing issues that affect education	considers educational trends and issues that may impact student achievement	occasionally deals with educational trends and issues	tends to be reactive, and deals mainly with crisis or urgent issues
	leadership role in representing student needs to local and state government	occasionally participates in legislative lobbying, without a defined strategy	deals with local issues as needed, but not state

ADVOCACY (continued)

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
	makes effective use of media and opportunities to represent student interests	occasionally uses media but has no public communication plan	makes no focused effort to communicate with public

CONDUCT AND ETHICS – The Board and its individual members conduct district business in a fair, respectful and responsible manner.

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 – Needs Improvement</i>	<i>1 - Ineffective</i>
5.1 members act in a manner that reflects service to community	members understand their role as models for students and act accordingly	conduct is sometimes embarrassing to the district	often fails to act in a civil manner to each other/public

	members support decisions of majority after honoring each member's individual right to express opposing views	members sometimes work against the majority decision of the board	no opportunity to express opposing views, or work against the majority decision
	makes decisions as a group, only at properly called meetings and recognizes that individual members have no authority to take individual action	members overstep their authority and make requests that should be made by the whole board	board does not understand or accept the authority of the whole
	board and superintendent understand and respect each other's area of responsibility and work together	members do not understand, or do not accept their governance role	board does not fulfill its governance role.
	seeks and receives timely recommendations from the superintendent	recommendations are sometimes expected without sufficient time for development	recommendations are often not asked for, or sufficient time is not allowed
	communicates directly with the superintendent	members sometimes wait until the meeting to communicate	no systematic communication between board and superintendent
	adheres to Open Meetings Act, and observes confidentiality of executive sessions	members sometimes fail to adhere to Open Meetings Act or observe confidentiality	consistently flaunts the Open Meetings Act or fails to hold the confidentiality of executive sessions
	meeting agenda addresses the district's vision and goals	agenda occasionally reflects district's vision and goals	agenda is reactive and does not support the districts vision or goals

CONDUCT AND ETHICS (continued)

<i>4 - Outstanding</i>	<i>3 - Effective</i>	<i>2 - Needs Improvement</i>	<i>1 - Ineffective</i>
	members regularly attend all meetings	quorum is usually met but often without the full board	attendance is not a priority; often hard to get a quorum
	members come to meeting prepared	members sometimes come unprepared	members usually come unprepared

	opportunity for public participation at board meetings.	public participation is regulated based on the issues being discussed.	public participation at board meetings is not permitted
	board directs complaints through appropriate channels	members sometimes attempt to address complaints themselves	board regularly usurps the administrative chain of command
5.2 commitment to improving teamwork, problem solving, and decision-making skills	annually participates in board governance skills development	some board members participate in development activities	board seldom participates in development activities
	members report skill development activities during board meetings	members occasionally report skill development activities during meetings	board does not schedule time to make reports about development activities
	members participate in all board development functions	members attend the sessions but seldom participate actively	board seldom attends sessions for which they have been registered
	responsible for orientation of new members	does not participate in the orientation of new members	no orientation program for new members
5.3 board expenditures are clearly identified, related to district vision, and open to public scrutiny	budget for all board expenditures is open to public scrutiny	expenditures are not grouped within one area of the budget	no specific category for board activities in the budget
	expenditure criteria "IS IT GOOD FOR KIDS"	does not link its activities to student achievement	no rationale for board expenditures

May 27, 2003

MEMORANDUM

TO: Gary Whiteley
FROM: Rick Matiya
SUBJECT: Project Grad – School Board Approval

Project Grad is a nationally recognized and funded integrated educational opportunity for the Kenai Peninsula Borough School District. It focuses on math and reading, consistent teacher training, classroom/school management, and support and financial incentives for graduation and continuing education. In addition, Project Grad establishes a partnership with the KPBSD through the creation of a non-profit organization, which is responsible for coordination of operations and funding.

The principals and teachers from seven district schools, Tebughna, Nanwalek, Port Graham, Razdolna, Voznesenka, Ninilchik, and Nikolaevsk have learned about and voted to implement Project Grad in their schools over the next four years. From the Project Grad School Board Work Session today, I request a recommendation from the School Board to continue to pursue this opportunity for the district's rural small schools.

Thank you.

Memorandum

DATE: May 23, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
Superintendent of Schools
RE: Consolidation Worksession

An action item on the June 2 Board meeting agenda is the administrative recommendation for the fall 2004 consolidation of Nikiski Elementary and North Star Elementary schools into one school.

While this has been a major topic during many of our worksessions, other issues related to consolidation are of concern to the Board.

The Board will ultimately have to make decisions when a school closure is involved. However, action is not necessarily required on all aspects of the consolidation plan. In past worksessions, a variety of topics have been briefly discussed. Further dialogue would be helpful regarding:

1. The future of three schools beyond McNeil Canyon as well as the consolidation ideas/timetable for Homer area elementary schools.
2. The future/philosophy regarding specialized programs, specifically Kenai Alternative and Homer Flex.
3. Other consolidation issues of interest to the Board.

We are assuming that the Board is comfortable with the administration's ideas on the following:

1. Holding off on further Hope School closure conversations until enrollment is verified in fall 2003.
2. Restarting Soldotna Elementary consolidation conversations when enrollment projections reflect 1000 students.
3. Restarting Soldotna High/Skyview High consolidation conversations when enrollment projections reflect 800 students.

Thank you for the rigorous discussion and thoughtful processing of our downsizing ideas. Meanwhile we are continuing our welcoming process when parents are requesting out of area attendance, our pursuit of distance delivery and itinerant staff delivered options, and increasing course offerings for students through partnerships. Student achievement and increased opportunities are our focus.

Kenai Peninsula Borough School District Board of Education Meeting Minutes

May 5, 2003 – 7:30 p.m.

Seward High School
Regular Meeting – 2100 Swetmann, Seward, Alaska

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. Jim White	Dr. Roy Anderson
Mr. Steve Pautz	Mr. John Cote
Mr. David Kingsland	Ms. Karen Davis
Mr. Dan Walker	Mrs. Christine Ermold
Mrs. Patty Linville	Mrs. Marianna Keil
Mr. Nathan Capra	Mrs. Jennifer Carr
Mr. Burke Anderson	Miss Rebekah Hill
Dr. Shannon Atkinson	Ms. Carol Griswold
Mr. Erick Amberg	Ms. Lynn Hohl
Mr. Dave Diekgraeff	Ms. Sandra Wassilie
Mr. Tom Osborne	Mrs. Rhonda Hubbard

Others present not identified.

CALL TO ORDER:

Mr. Arness called the meeting to order at 7:30 p.m.

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

APPROVAL OF AGENDA:

The agenda was approved with revisions to Consent Agenda Number 10a. (2), Approval of Resignations, and Item Number 10c., Approval of Nontenure Teacher Assignments.

APPROVAL OF MINUTES:

The School Board Minutes of April 21, 2003, were approved with a correction in the third paragraph of page 132; the acronym “KPESA” was changed to “KPEA.”

PUBLIC PRESENTATIONS:

Mrs. Rhonda Hubbard, Seward resident, reported that the Seward community has formed a group called the Seward Education Forum comprised of community volunteers whose goal is to create a venue where parents and community members can work through educational issues.

Mrs. Marianna Keil, Seward Softball Association president, thanked the Board for naming the softball field the "Jon Perry Memorial Field" and invited the Board to the dedication on May 10, at 12:00 p.m. She reported that 2003 is the City of Seward's centennial year and will be recognized by many special events. She expressed concern for her children's education at Seward High and noted that one child is only enrolled two classes. She asked the Board to make a request to the Borough Assembly to consider funding student transportation (including sports transportation) outside the cap.

Mrs. Patty Linville, Seward parent, city librarian and Seward Schools Site Council president, stated that the Seward High block schedule has become an issue and encouraged those parents who are concerned about student choices meet with Mr. Osborne and Mr. Pautz.

Mr. Tom Osborne, Seward High counselor, provided background information on the school's change from a seven-period schedule to the current four-by-four block schedule and noted that the current schedule allows for flexibility, increased class selections, longer class periods, community-based options, internships and more.

Mrs. Jennifer Carr, Seward Elementary teacher, expressed concern that there will be no music taught in Seward area schools next year and stated that she had hoped the schools and community could remedy the problem.

Mr. Steve Daly, Cooper Landing Elementary parent, asked the Board not to reconfigure the school from Grades K-6 to Grades K-8 and added that he would be willing to sign a waiver stating that it is okay the teacher is not "highly qualified" as required by the No Child Left Behind Act. He expressed concern for the safety of the students with only one adult (teacher) in the building.

Mr. Ron Hemstock, Seward High shop teacher, stated that he supports the block schedule because it allows time for the students in his class to work on projects such as remodeling houses and rebuilding automobile engines.

Mr. Dave Diekgraeff, Seward resident, asked the Board to seek help from the Borough Assembly and State of Alaska to address a student safety issue by funding a sidewalk to the school. He reported that there are many course offerings at Seward High School for students with a block schedule and added that it allowed his daughter to take a class via the internet.

Mr. Nathan Capra, Seward High student, stated that he likes the block schedule because of the longer class periods.

PUBLIC PRESENTATIONS (continued): Mr. Arness welcomed Mr. Pete Sprague, Assembly President, to the meeting.

Mr. Burke Anderson, Seward High student, stated that he supports the block schedule because it creates well-rounded individuals and provides more opportunities such as satellite classes, exploration of different subjects, on-the-job training, and mentorships.

Hearing of Delegations:

Mr. Cameron Poindexter gave a PowerPoint presentation highlighting activities of the Future Farmers of America organization at Homer High and the recent state convention in Palmer.

COMMUNICATIONS AND PETITIONS: Dr. Peterson noted that routine communications have been included in the Board's information packet. She called the Board's attention to the message from the Kenai Central High School Site Council regarding extracurricular activities.

Advisory Committee, Site Council and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A, Borough Assembly:

Dr. Shannon Atkinson, Seward PTSA representative, stated that the organization has provided information dissemination to Seward area families through the use of email, and have purchased recorders in order to provide music for fourth grade students. She expressed concern about the lack of a certified teacher for middle school math. She stated that although PTSA does not have an official position regarding block scheduling, the group is encouraging the community to become educated about all scheduling options. She stated that the group is not encouraged by the direction of the State Department of Education. She stated that the Seward residents are proud of the community and the students and support the school administration, teachers, and District, and welcomed any assistance or advice from the Board.

Mr. Pete Sprague, Assembly President, reported that the Borough Assembly meeting will be held May 6, at 11:00 a.m. for committee meetings, and 7:00 p.m. for the business meeting. He noted that residents can watch the meeting on cable television or come to the meeting at City Hall. Mr. Sprague stated that the Borough Assembly funds the School District at the cap as well as funds specific items outside the cap. He suggested to those present that they let legislators know that they are willing to pay for education in some form or another.

SUPERINTENDENT'S REPORT:

Dr. Peterson reported that she recently spoke at the State PTA Convention regarding the influence of fathers in education. She reported that she attended Education Forum with U.S. Secretary of Education, Mr. Rod Paige, to discuss education in Alaska and the No Child Left Behind Act. She thanked Mr. Cameron Poindexter, Student Representative, for his service on behalf of the students of the District and noted that May 5 would be his last meeting.

BOARD REPORTS:

Mrs. Mullins reported that she attended the AASB Legislative Fly-In in Juneau. She stated that she attended the AASB Board of Directors meeting and then attended a legislation update meeting. She stated that she and Mrs. Crawford visited with at least 19 legislators and shared a budget impact statement prepared by the Fly-In participants. She stated that the impact statement outlined exactly how the proposed budget cuts would affect education. She reported that Representative Gatto introduced legislation that would fund student transportation on a per head basis instead of a per route basis which would be a loss of \$600,000 to the District. She reported that SB200, introduced by Senator Wilkins, would adopt the Area Cost Study figures which would provide the District some money. She stated that the Kenai Peninsula Borough School District has not been funded appropriately through the current area cost differential. She encouraged the audience to contact legislators who serve on the education or finance committees and the governor, and make their opinions known. She reported that May 4 she attended the Education Forum with Governor Murkowski, U.S. Senator Murkowski, and U.S. Secretary of Education Rod Paige. She stated that she hoped Secretary Paige had a good visit to rural Alaska and now has a better understanding of education in Alaska.

Ms. Germano reported that she attended the AASB Legislative Fly-In and that during the Board of Directors meeting Mrs. Mullins was elected president-elect. She noted that the AASB Scholarship Committee selected three District students (out of 160 applicants) to each receive \$1000 scholarships.

Mrs. Crawford reported that she attended the AASB Legislative Fly-In and that during the meetings the Board told the legislators exactly how the budget reductions are impacting the District. She stated that many legislators had been contacted by constituents regarding education funding but were still not willing to raise the foundation formula. She stated that candidates for the legislature and the governor campaigned for education during the election and suggested that constituents remind them.

Mr. Poindexter reported that he attended the FFA State Convention. He reported that the Homer natural resources class is being taught through the Community School Program and is facilitated by the Soil and Water Conservation District in Homer. He stated that there was no cost to the District for the class. He reported that because of the education funding problems, the Soil and Water Association is hiring a statewide Natural Resources Coordinator to institute a similar program in schools in other Districts.

CONSENT AGENDA:

Items presented on the Consent Agenda were Approval of Leave of Absence Requests – Certified; Resignations; Resolution 02-03-10, Association of School Business Officials International Vice President Seat; New Teacher Assignments; and Budget Transfer.

Leave of Absence Requests – Certified:

Mr. Syverson recommended the Board approve unpaid leave of absence requests for Denise Cox, Media Specialist/Music Teacher, Nikiski Elementary and Jill E. Showman, Russian/English/ History, Voznesenka School.

Resignations:

Mr. Syverson recommended the Board approve resignations (effective at the end of the 2002-2003 school year) from Margaret Corbisier, speech therapist, Homer Middle School; Charles Chavka, Grade 6, Redoubt Elementary; and Kristan Warnick, special education/psychologist, districtwide Pupil Services.

Resolution 02-03-10:

Mrs. Douglas recommended the Board approve Resolution 02-03-10, Association of School Business Officials International Vice President Seat.

New Teacher Assignments:

Mr. Syverson recommended the Board approve teaching appointments for the 2003-2004 school year for John Edward Clare, vision specialist (temporary) districtwide, Pupil Service and Erin Sunshine Hunter, assistive technology/augmentive communication specialist, districtwide.

Budget Transfer:

Mrs. Douglas recommended the Board approve budget transfer Number 401 for \$18,816, and Special Services budget transfer Number 815050 for \$141,120 to pay for contracted services and summer school salaries.

MOTION:

Ms. Germano moved the Board approve Consent Agenda Items Numbers 1 through 5. Mrs. Crawford seconded.

Mrs. Crawford congratulated Ms. Douglas on her appointment to the Association of School Business Officials International Board of Directors. She stated that she hoped that any teachers who receive national board appointment will be allowed leave time to serve.

Motion carried unanimously.

Nontenure Teachers for Tenure:

Mr. Syverson recommended the Board approve Lorraine Hibpshman, Sally Burns, Clayton Holland, Linda Jackson, Cynthia Romberg, Laura McIndoe, Richard Douglas Hogue, Timothy McIntyre, Barbara McNinch, tentative nontenured teachers, for tenure.

MOTION:

Mrs. Crawford moved the Board approve the list of nontenure teachers for tenure. Mrs. Gilman seconded.

VOTE:

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

NO – Germano

Advisory Vote – YES

Motion carried.

Tentative Nontenure Teacher Assignments, 2003-2004:

Mr. Syverson recommended the Board approve tentative nontenure teacher assignments beginning the 2003-2004 school year for Don Drury, Grade 3, Aurora Borealis; Jill Sill, generalist/Title I, Homer Flex; Linda Hampson, counselor, Homer High; James Keal, counselor/social studies, Homer High; Timothy Whip, online assessment trainer, Homer High; Vicki Abraham, migrant reading/language arts, Homer High; Debbie Harris, districtwide art specialist, Instruction/Operations and Assessment; Debra Hayes, special education/resource, K-Beach Elementary; Teresa Owens, special education/intensive, K-Beach Elementary; Erik Viste, districtwide school psychologist, K-Beach Elementary; Ed Frink, generalist, Kachemak Selo; Andrea Cacek, art/photo, Kenai Central High; Dawn Brighton, English, Kenai Central; Kim Denesen, special education/emotionally handicapped, Kenai Central; Susan Hatch, Alternative Stages special education/emotionally handicapped, Kenai Central; Erik Larson, special education/resource, Kenai Middle; Louise Heite, districtwide speech therapist, Kenai Middle; Susan Larned, teacher of 6-9 years old, Montessori; Matthew Neagley, generalist, Nanwalek Elementary/High; Colby Neagley, Title I reading Teacher, Nanwalek Elementary/High; Ned Clooten, athletic director/science, Nikiski Middle/High; David Brown, special education/severe, Nikiski Middle/High; Linda Thacker,

K-3, Port Graham; M. Jane McFarland, speech/language pathologist, Redoubt Elementary; Timothy Wight, special education/resource, Skyview High; Eric Willets, special education/ resource, Skyview High; Kay Downs, special education/preschool, Sears Elementary; Augusta Lind, special education/QUEST, Seward Elementary; Lana Esposito, special education/resource, Seward Elementary; Jennifer McDonald, language arts/math, Seward Middle; Erin Southwick, music, Soldotna Elementary; Amy Hogue, special education/speech, Soldotna Elementary; Janne Lillestol, special education/resource, Soldotna High; Cecilia Deatherage, districtwide special education/speech, Soldotna High; Diane Haupt, districtwide school psychologist, Soldotna High; Kevin Downs, special education/resource, Soldotna Middle; Chris Lau, generalist, Spring Creek; Gail Frasher, special education/resource, Sterling Elementary; Claude McMillan, Grade 5/6, Susan B. English; Marie McMillan, English/health, Susan B. English; Belinda Drake, K-3, Tebughna; Susan Whipp, language arts/social studies, Tebughna; Tania Patiro, Grades 7-12 science, Voznesenka; Judy Gonsalves, special education/speech, West Homer Elementary; Millie Lewis, special education/resource, West Homer Elementary; Wendi Dutcher, Grades 9-12, Connections; Ray Vining, math/science, Connections; Angela Nelson, school psychologist, districtwide Pupil Services; and Danielle Thompson, special education/speech, districtwide Pupil Services.

MOTION:

Mrs. Mullins moved the Board approve the revised list of tentative nontenure teacher assignments. Mrs. Crawford seconded.

Motion carried unanimously.

Cocurricular Activities and Handbooks:

Mr. Syverson explained that prior to the meeting, the Board conducted a worksession to review changes to the Cocurricular Activities Handbooks as proposed by the member schools of the Kenai Peninsula Student Activities Association.

Cocurricular Activities and Handbooks (continued):

Mrs. Kim Reiersen asked whether coaches must be present at all fund raising activities for the entire time. Mr. Arness noted that the Board is prepared to deal with the issue.

MOTION:

Mrs. Crawford moved the Board approve revisions to the Cocurricular Activities and Handbooks. Mrs. Mullins seconded.

Ms. Germano noted that housekeeping changes should be made in Section IV., Item B., Number 1., c., 2), by inserting the word "in" after the word "enrolled"; and in Section VI, Item I., Number 4., General, paragraph a., inserting the word "and" after the word "practices."

MOTION:

Ms. Germano moved the Board approve an amendment to insert the sentence "A coach or designee must attend fundraising events, and community service events." as paragraph b., in Section VI, Item I., Number 4., General, and that the current paragraph b. be changed to c. Mrs. Crawford seconded.

Amendment carried unanimously.

MOTION:

Ms. Germano moved the Board approve an amendment to strike the proposed increase to the participation fees. Mrs. Gilman seconded.

Ms. Germano stated that the Board needs to have more discussion on the decision to raise participation fees. She stated that she would like to know how the additional money will be spent and expressed concern that families will already have to subsidize their child's extracurricular travel.

Mrs. Gilman asked whether Connections students are allowed to use their allotment to pay for extracurricular activity participation fees. Mr. Syverson stated that the Connections allotment is to only be used for academic purposes.

Mr. Syverson explained that KPSAA recommended an increase in participation fees to offset travel costs.

Ms. Germano stated that the Board did not have a chance to discuss the travel revenues and added that she felt that there are many needs in the District.

Mr. Arness passed the gavel to Mrs. Crawford, vice president.

Mr. Arness explained that participation fee revenues go directly to the school where the money is raised and does not pass through 100 funds and can be used in any manner the school decides. He further explained that the increase in participation fees would offset transportation costs that have been shifted to the schools.

Mrs. Crawford returned the gavel to Mr. Arness, president.

Cocurricular Activities and Handbooks (continued):

Ms. Germano explained that the Board cut \$245,000 designated for extracurricular activity travel and left \$1.2 million in the budget for coaching stipends. She stated that the Board has not had discussions with the public about what they are willing to pay. She stated that the Board is asking the public to make another contribution or work longer at the snack bar and are now asking for a 50% increase in participation fees.

MOTION:

Dr. Anderson moved the Board postpone action for one meeting on the Germano amendment and the amended motion regarding changes to the Cocurricular Activities Handbooks. Mrs. Mullins seconded.

Motion carried unanimously.

Administrator Appointments:

Mr. Syverson recommended the Board approve the transfer of Sharon Conley to the assistant principal position at Homer High, and the appointment of Daniel J. Beck as the principal/teacher of Susan B. English Elementary/High for the 2003-2004 school year.

MOTION:

Ms. Germano moved the Board approve the 2003-2004 administrator appointments of Sharon Conley as Homer High assistant principal and Daniel Beck as the principal/teacher of Susan B. English Elementary/High. Mrs. Crawford seconded.

Motion carried unanimously.

FIRST READING OF POLICY REVISIONS:

The Board heard a first reading of BP 1100 (Communication with the Public); BP 1112 (Media Relations); BP 1140 (Responsibilities of the Board); BP 1150 (Commendations and Awards); AR 1150 (Commendations and Awards); BP 1220 (Advisory Committees); BP 1230 (Organizations Supporting Student Activities); AR 1230 (Organizations Supporting Student Activities); BP 1240 (Volunteer Assistance); E 1240 (Volunteer Questionnaire); BP 1250 (Visits to the Schools); BP 1312 (Public Complaints Concerning the Schools); BP 1312.1 (Public Complaints Concerning School Personnel); AR 1312.1 (Public Complaints Concerning School Personnel); AR 1312.2 (Challenges To Instructional Materials); BP 1312.3 (Public Complaints Concerning Discrimination); BP 1321 (Solicitation of Funds From and By Students); E 1321 (Approved Student Fund Raising); BP 1325 (Advertising and Promotion); AR 1325 (Advertising and Promotion); BP 1330 (Use of School Facilities and Properties); AR 1330 (Use of School Facilities and Properties); E 1330 (Room/Building Use Application); BP 1340 (Access to District Records); AR 1340 (Access to District Records); and BP 3513.4 (Integrated Pest Management).

PUBLIC PRESENTATIONS/ COMMENTS:

Ms. Sandra Wassilie noted that 2003 is Seward's Centennial year and invited the Board to the Centennial Parade (on the Fourth of July), Founders Day (in August), and Railroad Day (in September). Ms. Wassilie acknowledged the Seward Schools in their role at the Seward Symposium and summarized their contributions. She stated that Seward residents need to "think outside of the box" and use opportunities to keep families from leaving the community for education elsewhere.

Mr. David Kingsland recognized Mr. Marc Swanson, Seward Elementary teacher, for being selected as a British Petroleum Teacher of Excellence.

Mrs. Lynn Hohl, Region V Alaska PTA vice president, announced that the Seward PTA has nominated Mr. Arness for the Excellence for Children Award. She read a complimentary letter from Ms. Janice Loudon, Alaska PTA president, and presented Mr. Arness with a framed certificate.

Mrs. Rhonda Hubbard, Seward resident, asked the Board and Administration to support media literacy in the language arts curriculum beginning in fifth grade and to provide teacher training.

Mrs. Lynn Hohl reported that Seward area parents attended the April 16 Administrator meeting to review a draft of a workshop regarding implementation of the National PTA Standards for Parent Involvement.

Mr. Erick Amberg, Seward High student, stated that he is in favor of block scheduling because it provides the opportunity to enroll in college classes and participate in mentorships.

Miss Rebekah Hill, Seward High student, stated that she is in favor of the block schedule because it allows time for students to work at the Sea Life Center or the fish hatchery.

Ms. Carol Griswold, Seward parent, expressed appreciation for Mr. Marc Swanson, Seward Elementary teacher, and added that he deserves to be selected as Teacher of the Year.

BOARD COMMENTS:

Mrs. Mullins thanked the Seward community for hosting the Board meeting and for the public comments. She congratulated Mrs. Douglas for the ASBO nomination. She thanked Mr. Cameron Poindexter for his efforts on behalf of District students. She congratulated Mr. Arness for the PTA award. At 9:13 p.m. Mrs. Mullins asked to be excused and left the meeting.

BOARD COMMENTS (continued):

Dr. Anderson stated that it is a privilege to have the Board meeting in Seward, and noted that the Seward community is a model for student awards and scholarships. He explained that the Central Office administration retains the right to make decisions regarding high school scheduling and added that they have been very liberal in allowing local communities to make their own scheduling decisions. He stated that in the future the community may wish to align school schedules with other schools if it will provide the opportunity to offer interactive classes. He stated that the Board has received letters from all over the Peninsula regarding the budget cuts and predicted that upcoming years will be worse. He explained that the Board did not cut the Seward music program and noted that course offerings are a site option. He noted that

with the absence of an elementary music program, very few students were interested in music at the high school level. He stated that each board member is in favor of providing fine arts instruction and would like to maintain those programs any way possible. He reported that for many years, the Board has fought for equitable funding for education on the Kenai Peninsula. He asked the public to understand that the Board is concerned about every community in the District and tries to be as fair and equitable as possible when allocating the District's limited resources. He asked the public to encourage legislators to provide funding relief to the District. He stated that the Kenai legislative delegation has been helpful as well as the Borough Assembly but it is still not enough to maintain programs. He thanked the Seward community for hosting the Board meeting and for their comments.

Mrs. Gilman stated that she is impressed with the Seward community's concern and love for the students and their willingness to put the concern into effort through the creation of the Seward Educational Forum. She commented that the Seward elementary students who performed prior to the Board meeting were wonderful. She told the students in attendance that one of the best aspects of being a Board member is watching students perform, speak in public, demonstrate their proficiency in any way possible because it demonstrates that the education being provided in the District is good. She thanked Mr. Cameron Poindexter for his service and wished him good luck with his future plans. She thanked the Board members who sacrificed their personal time to attend the AASB Legislative Fly-In and to lobby the legislature on behalf of the District. She noted that high school graduations begin soon and wished all District graduates good luck in their future.

Mr. Poindexter reported that he was born in Seward and attended school in the community for 10 years. He expressed appreciation for the student comments. He noted that Mr. Cameron Poindexter brought miniature roses as a thank you gift for the Board members.

BOARD COMMENTS (continued):

Mr. Cameron Poindexter reported that May 5 will be his last Board meeting. He stated that he has enjoyed his service on the Board and thanked the Board and administration for the opportunity to serve.

Ms. Germano thanked Mr. Cameron Poindexter for his leadership and efforts while serving on the Board and added that she has appreciated his opinions and concern for the students of the District. She thanked Seward for hosting the Board meeting. She encouraged those present to review and consider all high school scheduling options.

Mrs. Crawford reported that prior to the meeting the Board visited Spring Creek Correctional Center and noted that it was

a very sobering experience. She noted that it is frightening to see what happens to children who are not nurtured and loved. She reported that it costs approximately \$130 per day to keep each person in prison. She stated that the cost of education is reasonable and added that it is heartbreaking to be required to put so much of the state's resources into correctional centers. She stated that the District is doing a fine job educating the juvenile offenders at Spring Creek Correctional Center. She congratulated Mr. Arness for the PTA award and thanked Mr. Cameron for his service on the Board. She congratulated Mrs. Douglas for the ASBO nomination and Mrs. Mullins for her election as AASB Board of Directors president-elect. She thanked the Seward Elementary student performers. She stated that it is interesting to see the unfunded mandates that come from the state and federal government and expressed frustration that the District has had to make choices to cut the budget to accommodate the mandates. She thanked the public for their comments. She commented that forty-eight other states in the nation are in the same funding crisis as Alaska.

Mr. Arness thanked Mrs. Hohl for the PTA award. He thanked the Seward community for hosting the Board meeting. He stated that the Board had an interesting visit through Spring Creek Correctional Center. He thanked Mr. Cameron Poindexter for his service on the Board and commended him for being a stellar young man. He noted that Mr. Poindexter will graduate from Homer High School on Monday, May 19.

ADJOURN:

At 9:28 p.m., Dr. Anderson moved the School Board meeting be adjourned. Ms. Germano seconded.

Motion carried unanimously.

Respectfully submitted,

Mr. Joe Arness, President

Mrs. Deborah Germano, Clerk

The Minutes of May 5, 2003
have not been approved as of
May 8, 2003.

KENAI PENINSULA BOROUGH SCHOOL
 FY 03

SOURCE OF REVENUE BY FUND
 THROUGH 04/30/03

DISTRICT

BUDGET DIFFERENCE PERCENT TO DATE MTD YTD

FUND: 100 OPERATING FUND

LOCAL REVENUE

0008	PR YR ECUM APPROP		0.00	0.00
202,466.00	202,466.00		0%	
0010	PR YR FUND BALANCE		0.00	0.00
1,746,539.00	1,746,539.00		0%	
0011	BOROUGH APPROPRIATIO	2,049,370.42	20,493,704.20	
24,526,142.00	4,032,437.80		83%	
0012	IN KIND REVENUE		0.00	0.00
6,128,157.00	6,128,157.00		0%	
0030	EARNINGS ON INVESTMT		0.00	302,828.68
341,209.00	38,380.32		88%	
0040	OTHER LOCAL REVENUE		2,766.69	125,967.69
50,000.00	75,967.69-		251%	
0046	RENTAL OF SCH FACILI		2,800.00	21,800.00
65,000.00	43,200.00		33%	
0049	ERATE REVENUE		0.00	186,870.55
500,000.00	313,129.45		37%	
	LOCAL REVENUE TOTAL	2,054,937.11	21,131,171.12	
33,559,513.00	12,428,341.88		62%	

STATE REVENUE

0051	FOUNDATION		3,131,923.60	35,170,618.60
41,930,308.00	6,759,689.40		83%	
0052	QUALITY SCHOOLS		0.00	2,346,338.00
1,935,646.00	410,692.00-		121%	
0059	TUITION		0.00	1,600.25
250,000.00	248,399.75		0%	
	STATE REVENUE TOTAL	3,131,923.60	37,518,556.85	
44,115,954.00	6,597,397.15		85%	

FEDERAL REVENUE

0150	INTERGVNMTL FEDERAL		0.00	0.00
175,000.00	175,000.00		0%	

100 OPERATING FUND	5,186,860.71	58,649,727.97
77,850,467.00 19,200,739.03	75%	

FUND: 201 STATE/STAFF DEVELPMT

STATE REVENUE		
0050 STATE REVENUE	0.00	10,612.91
32,790.00 22,177.09	32%	

FUND: 202 AK SCIENCE/TECH FDTN

STATE REVENUE		
0050 STATE REVENUE	0.00	21,000.00
69,988.00 48,988.00	30%	

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	491,335.13	3,205,140.85
4,710,911.00 1,505,770.15	68%	

TRANS FROM OTHER FUNDS		
0250 TRANS FROM OTHER FUN	0.00	0.00
72,109.00 72,109.00	0%	
205 PUPIL TRANSPORTATION	491,335.13	3,205,140.85
4,896,002.00 1,690,861.15	65%	

FUND: 209 HSGQE-EED 511554

FEDERAL REVENUE		
0150 INTERGVNMTL FEDERAL	0.00	0.00

0.00 0.00 0%

FUND: 212 FY02 R&R Contract

STATE REVENUE

0050	STATE REVENUE	0.00	40,069.21
68,350.00	28,280.79	58%	

FUND: 215 COMMUNITY SCHOOL FUN

LOCAL REVENUE

0040	OTHER LOCAL REVENUE	0.00	21,640.00
221,435.00	199,795.00	9%	

STATE REVENUE

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

215	COMMUNITY SCHOOL FUN	0.00	54,127.00
253,922.00	199,795.00	21%	

FUND: 225 BOARDING HOME PROGRA

STATE REVENUE

0050	STATE REVENUE	4,376.16	11,061.23
27,308.00	16,246.77	40%	

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

0010	PR YR FUND BALANCE	0.00	0.00
27,238.00	27,238.00	0%	
0020	TYPE A LUNCH-PUPILS	130,438.42	1,074,913.75
1,041,653.00	33,260.75-	103%	
0040	OTHER LOCAL REVENUE	1,428.75	10,126.20
8,000.00	2,126.20-	126%	
	LOCAL REVENUE TOTAL	131,867.17	1,085,039.95
1,076,891.00	8,148.95-	100%	

FEDERAL REVENUE

0150	INTERGVNMTL FEDERAL	0.00	666,951.69
1,176,386.00	509,434.31	56%	
0162	USDA	0.00	0.00
90,675.00	90,675.00	0%	
	FEDERAL REVENUE TOTAL	0.00	666,951.69
1,267,061.00	600,109.31	52%	

FUND: 255 FOOD SERVICE FUND

TRANS FROM OTHER FUNDS

0250	TRANS FROM OTHER FUN	0.00	0.00
45,642.00	45,642.00	0%	
	255 FOOD SERVICE FUND	131,867.17	1,751,991.64
2,389,594.00	637,602.36	73%	

FUND: 260 TITLE I-A

FEDERAL REVENUE

0150	INTERGVNMTL FEDERAL	17,295.51	1,249,158.81
4,143,315.00	2,894,156.19	30%	

FUND: 262 HANDICAPD PRESCHOOLS

FEDERAL REVENUE

0150	INTERGVNMTL FEDERAL	0.00	21,355.29
72,775.00	51,419.71	29%	

FUND: 264 ADV PLCMNT INCNTV GR

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
341.00		341.00	0%	

FUND: 265 CARL PERKINS - BASIC

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	75,231.73
255,238.00		180,006.27	29%	

FUND: 266 TITLE VI-B

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	443,740.15
1,864,025.00		1,420,284.85	23%	

FUND: 271 CHARTER SCHOOL GRANT

STATE REVENUE				
	0050	STATE REVENUE	0.00	11,973.00
61,575.00		49,602.00	19%	

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
82,500.00		82,500.00	0%	
	271	CHARTER SCHOOL GRANT	0.00	11,973.00
144,075.00		132,102.00	8%	

FUND: 272 UPWARD BOUND/UAA

FEDERAL REVENUE			
0150 INTERGVNMTL FEDERAL		0.00	0.00
32,752.00	32,752.00	0%	

FUND: 275 CAPACITY, BLDG, IMPROV

FEDERAL REVENUE			
0150 INTERGVNMTL FEDERAL		0.00	0.00
27,348.00	27,348.00	0%	

FUND: 277 GEAR UP

FEDERAL REVENUE			
0150 INTERGVNMTL FEDERAL		0.00	18,222.66
62,681.00	44,458.34	29%	

FUND: 279 READIN ENDORSEMENT

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

FUND: 283 TECH LITERACY

FEDERAL REVENUE			
0150 INTERGVNMTL FEDERAL		0.00	6,060.39
6,764.00	703.61	89%	

FUND: 284 YID SPRING CRK

FEDERAL REVENUE			
0150 INTERGVNMTL FEDERAL		0.00	0.00
90,888.00	90,888.00	0%	

FUND: 289 GOV'S DRUG PREVENT

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	16,719.75
39,742.00		23,022.25	42%	

FUND: 290 SCHOOL RENOVATION

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
50,000.00		50,000.00	0%	

FUND: 291 TITLE I-D DEL & A/R

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
43,429.00		43,429.00	0%	

FUND: 292 SCHOOL HEALTH - KAHS

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
15,000.00		15,000.00	0%	

FUND: 293 SCH HEALTH - YRBS

FEDERAL REVENUE				
	0150	INTERGVNMTL FEDERAL	0.00	0.00
2,000.00		2,000.00	0%	

FUND: 350 TITLE VII -INDIAN ED

FEDERAL REVENUE

0150 INTERGVNMTL FEDERAL	0.00	123,228.66
337,841.00	214,612.34	36%

FUND: 351 21ST CENT: AFTR BELL

FEDERAL REVENUE		
0150 INTERGVNMTL FEDERAL	0.00	183,538.72
334,372.00	150,833.28	54%

FUND: 354 FED DRUG & VIOL PREV

FEDERAL REVENUE		
0150 INTERGVNMTL FEDERAL	0.00	52,112.26
266,930.00	214,817.74	19%

FUND: 355 NIS SEC SCH PARTNERS

FEDERAL REVENUE		
0150 INTERGVNMTL FEDERAL	0.00	29,160.13
121,018.00	91,857.87	24%

FUND: 371 CORPORATE GRANTS

LOCAL REVENUE		
0040 OTHER LOCAL REVENUE	1,995.00	31,135.00
34,448.00	3,313.00	90%

FUND: 372 COMMUNITY THEATER

LOCAL REVENUE		
0040 OTHER LOCAL REVENUE	0.00	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
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%	
FEDERAL REVENUE			
0230	SURPLUS PROPERTY	0.00	400.00
0.00	400.00-	0%	
375	EQUIPMENT FUND	0.00	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: 379 SCHOOL INCENTIVE FND

TRANS FROM OTHER FUNDS				
	0250	TRANS FROM OTHER FUN	0.00	0.00
0.00		0.00	0%	

FUND: 710 PUPIL ACTIVITY FUND

LOCAL REVENUE				
	0031	INTEREST REVENUE	0.00	30,279.03
0.00		30,279.03-	0%	

FEDERAL REVENUE

	0210	PUPACT REVENUE	256,068.03	1,946,682.48
0.00		1,946,682.48-	0%	
	0211	PUPACT GATE RECEIPTS	614.26	75,891.02
0.00		75,891.02-	0%	
	0214	PUPACT PARTCPTN FEES	22,278.00	167,342.02
0.00		167,342.02-	0%	
	0215	PUPACT FND RAISG REV	733.36	21,627.12
0.00		21,627.12-	0%	
	0216	PUPACT ACTIVITY FEE	3,813.82	113,459.58
0.00		113,459.58-	0%	
	0220	PUPACT DONATIONS	2,000.00	3,855.00
0.00		3,855.00-	0%	
	FEDERAL REVENUE TOTAL		285,507.47	2,328,857.22
0.00		2,328,857.22-	0%	

TRANS FROM OTHER FUNDS

	0250	TRANS FROM OTHER FUN	46,957.72	241,650.70
0.00		241,650.70-	0%	
	710	PUPIL ACTIVITY FUND	332,465.19	2,600,786.95
0.00		2,600,786.95-	0%	

4513 ASST SUPT/INSTRUCTN	183,503	188,920	15,576.86
146,767.00	0.00	42,153.00	77
4551 FISCAL SERVICES	479,307	523,177	48,306.41
455,823.06	0.00	67,353.94	87
4552 INTERNAL SERVICES	573,814	608,247	49,363.96
450,251.69	9,346.71	148,648.60	75
4553 STAFF SERVICES	440,050	466,847	35,868.57
368,161.88	0.00	98,685.12	78
4555 DATA PROCESSING SVCS	937,597	772,660	94,097.68
683,427.62	13,330.86	75,901.52	90
4556 OP & BUSINESS SVCS	153,531	156,909	16,467.35
131,329.87	0.00	25,579.13	83
4557 INDIRECT COST POOL	0	46,393	
0.00	0.00	0.00	46,393.00 0
4600 OPERATION OF PLANT	13,617,195	13,687,996	695,254.27
6,054,981.67	11,526.41	7,621,487.92	44
4700 PUPIL ACTIVITY	1,406,829	1,420,268	175,870.10
980,049.62	5,181.45	435,036.93	69
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	77,850,467	6,483,472.09
49,000,737.94	721,273.67	28,128,455.39	63

201 STATE/STAFF DEVELPMT

4100 REGULAR INSTRUCTION	32,290	32,790	2,675.18
24,269.80	0.00	8,520.20	74

202 AK SCIENCE/TECH FDTN

4100 REGULAR INSTRUCTION	69,988	69,988	3,463.58
13,015.28	0.00	56,972.72	18

205 PUPIL TRANSPORTATION

4700 PUPIL ACTIVITY	0	0	387.23
3,312.01	0.00	3,312.01-	0
4760 PUPIL TRANSPORTATION	4,766,212	4,896,002	424,647.51
3,676,055.91	36.43	1,219,909.66	75

	4,766,212	4,896,002	425,034.74
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3,679,367.92 36.43 1,216,597.65 75

209 HSGQE-EED 511554

	4100 REGULAR INSTRUCTION		0		0
0.00	0.00	0.00		0.00	0

212 FY02 R&R Contract

	212 FY02 R&R Contract				
	4100 REGULAR INSTRUCTION	104,250		68,350	3,646.48
51,396.62	0.00	16,953.38	75		

215 COMMUNITY SCHOOL FUN

	4780 COMMUNITY SERVICES	249,585		253,922	18,755.76
166,119.48	750.00	87,052.52	65		

225 BOARDING HOME PROGRA

	4300 SUPPORT SERV-PUPILS	27,308		27,308	1,865.00
11,391.23	123.00	15,793.77	42		

240 QUALITY SCHOOLS

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

255 FOOD SERVICE FUND

	4790 FOOD SERVICES	2,362,356		2,389,594	222,055.89
2,082,421.65	3,059.08	304,113.27	87		

260 TITLE I-A

	4100 REGULAR INSTRUCTION	3,828,567		3,987,502	321,804.07
2,444,328.87	59,094.77	1,484,078.36	62		
	4200 SPED INSTRUCTION		0		0
0.00	0.00	0.00		0.00	0

48,503.39	4300 SUPPORT SERV-PUPILS	14,930.22	155,813	155,813	10,305.82
		92,379.39	40		

2,492,832.26		74,024.99	3,984,380	4,143,315	332,109.89
		1,576,457.75	61		

262 HANDICAPD PRESCHOOLS

0.00	4100 REGULAR INSTRUCTION	0.00	0	0	
		0.00	0.00	0.00	0
42,753.62	4200 SPED INSTRUCTION	0.00	72,775	72,775	5,531.84
		30,021.38	58		

42,753.62		0.00	72,775	72,775	5,531.84
		30,021.38	58		

264 ADV PLCMNT INCNTV GR

112.39	4100 REGULAR INSTRUCTION	0.00	341	341	0.00
		228.61	32		

265 CARL PERKINS - BASIC

192,070.64	4160 VOCATIONAL EDUCATION	8,756.59	220,200	255,238	32,952.63
		54,410.77	78		

266 TITLE VI-B

839,251.94	4200 SPED INSTRUCTION	14,314.26	1,864,025	1,864,025	67,954.56
		1,010,458.80	45		

271 CHARTER SCHOOL GRANT

30,074.51	4100 REGULAR INSTRUCTION	39,206.73	124,076	124,075	24,112.88
		54,793.76	55		
3,846.00	4400 SCHOOL ADMINSTRATION	0.00	20,000	20,000	3,696.00
		16,154.00	19		

			144,076	144,075	27,808.88
33,920.51	39,206.73	70,947.76	50		

272 UPWARD BOUND/UAA

			27,752	32,752	76.74
11,586.38	311.00	20,854.62	36		

274 PTR REDUCTION FUND

			0	0	
0.00	0.00	0.00		0.00	0

275 CAPACITY, BLDG, IMPROV

			27,348	27,348	10,053.17
20,897.50	0.00	6,450.50	76		

277 GEAR UP

			57,596	62,681	5,068.77
36,125.45	1,377.00	25,178.55	59		

279 READIN ENDORSEMENT

			7,370	7,370	0.00
7,358.43	0.00	11.57	99		

283 TECH LITERACY

			6,764	6,764	102.00-
5,958.39	0.00	805.61	88		

284 YID SPRING CRK

			90,888	90,888	21,425.91
29,528.40	15,385.09	45,974.51	49		

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	6,237.00
33,257.25	0.00	6,484.75	83			

290 SCHOOL RENOVATION

	290 SCHOOL RENOVATION					
	4100 REGULAR INSTRUCTION		50,000		50,000	3,932.90
44,880.99	2,025.52	3,093.49	93			

291 TITLE I-D DEL & A/R

	4100 REGULAR INSTRUCTION		43,429		43,429	9,533.65
22,847.50	18,931.55	1,649.95	96			

292 SCHOOL HEALTH - KAHS

	4100 REGULAR INSTRUCTION		15,000		15,000	
0.00	0.00	3,294.00		11,706.00	21	

293 SCH HEALTH - YRBS

	4100 REGULAR INSTRUCTION		2,000		2,000	
0.00	0.00	0.00		2,000.00	0	

350 TITLE VII -INDIAN ED

	4100 REGULAR INSTRUCTION		337,841		337,841	28,872.57
245,638.21	0.00	92,202.79	72			

351 21ST CENT: AFTR BELL

4100 REGULAR INSTRUCTION	315,934	319,375	35,871.26
285,985.15	628.50	32,761.35	89
4600 OPERATION OF PLANT	18,438	14,997	312.19
9,568.27	0.00	5,428.73	63
		334,372	334,372
295,553.42	628.50	38,190.08	88
354 FED DRUG & VIOL PREV			
4100 REGULAR INSTRUCTION	266,930	266,930	10,748.99
95,884.26	433.28	170,612.46	36
355 NIS SEC SCH PARTNERS			
4100 REGULAR INSTRUCTION	121,017	121,018	1,353.73
94,629.65	17,126.96	9,261.39	92
371 CORPORATE GRANTS			
4100 REGULAR INSTRUCTION	29,448	34,448	5,887.39
25,533.65	1,381.70	7,532.65	78
372 COMMUNITY THEATER			
4780 COMMUNITY SERVICES	99,907	99,907	9,153.52
48,021.91	0.00	51,885.09	48
374 CHARTER SCHOOLS G/F			
4100 REGULAR INSTRUCTION	1,022,333	1,215,717	76,766.09
626,515.47	9,017.93	580,183.60	52
4200 SPED INSTRUCTION	0	0	0
0.00	0.00	0.00	0
374 CHARTER SCHOOLS G/F			
4330 HEALTH SERVICES	16,146	8,898	583.21
5,332.59	0.00	3,565.41	59
4400 SCHOOL ADMINISTRATION	60,840	60,840	4,724.46
38,008.77	0.00	22,831.23	62
4450 SCH ADMIN - SUPPORT	84,508	103,387	8,015.86

66,141.46	954.00	36,291.54	64		
	4557 INDIRECT COST POOL		0	7,635	
0.00	0.00	0.00		7,635.00	0
	4600 OPERATION OF PLANT	42,191		67,528	2,594.52
23,502.52	0.00	44,025.48	34		
	4700 PUPIL ACTIVITY		0	0	0.00
402.00	0.00	402.00-	0		

		1,226,018		1,464,005	92,684.14
759,902.81	9,971.93	694,130.26	52		

375 EQUIPMENT FUND

	4100 REGULAR INSTRUCTION		0	119,567	5,757.70
89,210.52	5,323.34	25,033.14	79		

377 NATL SCI FOUNDATION

	4100 REGULAR INSTRUCTION	14,493		14,493	87.34
12,657.49	0.00	1,835.51	87		

378 QUALITY SCHS. (QSI)

	4100 REGULAR INSTRUCTION	87,592		87,592	0.00
13,847.81	0.00	73,744.19	15		

379 SCHOOL INCENTIVE FND

	4100 REGULAR INSTRUCTION		0	0	
0.00	0.00	0.00		0.00	0
	4600 OPERATION OF PLANT		0	0	
0.00	0.00	0.00		0.00	0
			0	0	
0.00	0.00	0.00		0.00	0

710 PUPIL ACTIVITY FUND

			0	144,926	310,924.61
2,459,951.90	175,283.42	2,490,308.92-	818		

	REPORT TOTALS	93,289,823	95,475,948	8,185,206.10
62,982,933.20	1,113,018.04	31,379,997.16	67	

May 21, 2003

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent
Administrative Services

RE: **Lease Agreements for 2003-2004**

The following are lease agreements currently in effect for the Kenai Peninsula Borough School District. These leases were negotiated and agreed to strictly between the school district and the landlord. They were not let out for proposals.

After the Bell:

The After the Bell programs provide for after school and summer programming for youth in the communities of Homer, Kenai, Nikiski and Seward, and is between KPBSD and Boys & Girls Club.

Boys & Girls Club:

KPBSD leases a portion of the Kenai Elementary Building to the Boys & Girls Club in the amount of \$700 per month.

Community Schools Programs:

Agreements between the City of Soldotna, City of Homer and City of Seward and KPBSD are ongoing leases, renewable on an annual basis. The City of Soldotna agrees to pay KPBSD the sum of \$57,474, the City of Homer the sum of \$19,791 and the City of Seward the sum of \$5,600 for services.

Kachemak Selo School:

KPBSD leases a facility from the Village of Kachemak Selo, for use as a school, effective July 1997, on a continual year to year lease, in the amount of \$1,850 per month.

North Peninsula Recreation Service Area:

Lease agreement from the Kenai Peninsula Borough for equipment and facilities for the period of September, 1999, through September, 2000. This agreement is extended to Nikiski Elementary School, Nikiski Middle/High School and North Star Elementary School. This is an ongoing lease, renewable on an annual basis.

Razdolna School:

KPBSD leases a facility from the Village of Razdolna, for use as a school, effective 1991, on a continual year to year lease, in the amount of \$1,176 per month.

Seward Bus Fleet:

KPBSD leases from Henderlong Enterprises, one bay and a storage area for the Seward bus fleet, on a month to month lease, in the amount of \$500 per month.

Voznesenka School:

KPBSD leases a facility from the Village of Voznesenka, for use as a school, effective July, 1996, on a continual year to year lease, in the amount of \$4,000 per month.

Nanwalek Teacherage:

KPBSD leases a facility from the English Bay Corporation in Nanwalek, for use as a teacherage, effective November 1, 2002, on a continual year to year lease, in the amount of \$1,250 per month.

May 19, 2003

MEMORANDUM

TO: Board of Education

FROM: Melody Douglas
Chief Financial Officer

SUBJECT: Budget Transfer

Budget transfer number 453 in the amount of \$77,492 has been requested by the Secondary Education Department. The request includes moving part of the Learning Opportunity Grant funds to pay for salaries (\$14,500) and benefits (\$29,900) for staff of the School within a School program and \$26,500 for professional and technical support of the Ed Prep program with Kenai Peninsula College which offers college classes for high school students. The Instruction Department has requested budget transfer number 468 in the amount of \$28,000 to use a portion of the Learning Opportunity Grants to pay for summer school bus costs.

These budget transfers exceed \$10,000; therefore, they require Board of Education approval per Board Policy 3120. Approval by the Board of Education is recommended.

Enclosures

June 2, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Substitute Teacher Contracts– Item 10 a (2)

The Administration recommends the following substitute teacher contracts be approved:

Dan Hill	Principal	Nikiski Middle/High School
Jany Warnica	Vocational Ed	Nikiski Middle/High School
Tamara Passe	Special Ed/ Resource	North Star Elementary
Mary Bailey	Speech Therapist	Sears Elementary
Marc Berezin	Quest	Soldotna Middle School

June 2, 2003

TO: Board of Education
FROM: Tim Peterson, Director, Human Resources
THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services
SUBJECT: Approval of Resignations Item 10 a (3)

It is recommended that the following resignations be accepted effective the end of the 02-03 school year:

Eileen Clark	Language Arts	Homer High School
Cheryl Schweigert	Reading	Kenai Middle School
Dottie Sanders	Language Arts	Nikiski Middle/High School
Robin Williams	Principal	Nikiski Middle/High School
Linda Thacker	Grades K-3	Port Graham School
Penny Tinker	Special Ed	Pupil Services, District-wide
Teresa Brown	Resource	Soldotna Elementary
Robert Amundson	Math	Soldotna High School
Jerry Dixon	Quest	Seward High School
Brad Drake	Principal/Teacher	Tebughna School
Belinda Drake	Grades K-2	Tebughna School

June 2, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Requests for an Unpaid Leave of Absence/Certified – Item 10 a (4)

It is recommended the following requests for unpaid leave of absence be approved for 2003-04 school year:

Jane Teller	Grade 2/3	K-Beach Elementary
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Virginia Morgan	Reading Teacher	Soldotna Middle School
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June 2, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Administrative Recommendation regarding
Requests for an Unpaid Leave of Absence/Support Item – 10 a (5)

It is recommended the following requests for an unpaid leave of absence for the 2003-04 school year be denied.

Robert Harwood	Vocational Aide	Nikiski Middle/High School Approved for 2 years leave of absence for 98-00 school years; returned to position 10/9/00
Laura Conant	Kitchen Manager	Seward Elementary Employed most recently for 2 school years.

June 2, 2003

TO: Board of Education
FROM: Tim Peterson, Director, Human Resources
THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services
SUBJECT: Approval of New Teacher Assignments/2002-03 Item – 10 a (6)

It is recommended that the following teacher assignment 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>
Soldotna, AK	Sanders, Mary Jo	M.A.	University of Alaska, Anchorage	Educational Administration	Elementary	14 KPBSD 6 Alaska 6 States	Temporary Federal Programs/Reading Specialist .35 FTE, District wide

June 2, 2003

TO: Board of Education

FROM: Tim Peterson, Director, Human Resources

THROUGH: Todd Syverson, Assistant Superintendent, Administrative Services

SUBJECT: Approval of Tentative Non-tenure Teacher Assignments - Item 10 a (7)

It is recommended that employment for the following non-tenure teachers be approved for the 2003-04 school year.

The following lists tentative assignments for the non-tenured teachers:

<u>Location</u>	<u>Employee</u>	<u>Assignment</u>	<u>Certification</u>
Connections	Janet Szajkowski	Generalist	Elementary
Homer High	Suzanne Bishop	Temporary Social Studies Teacher	7-12 Social Studies 7-12 History
Homer Middle	Saundra Hudson	Quest/Social Studies	Elementary
Seward Elementary	Julianna DeBoard	Special Ed/Intensive Needs	K-8 Elementary K-8 Special Ed
Seward High School	Daniel Krier	Science/PE	7-12 Secondary Ed 7-12 PE 7-12 Biological Science
Seward Middle/High School	Lori Krier	Language Arts	Secondary Language Arts Secondary Health Secondary PE
Tebughna	Donald Torres	Grades 3-5	Elementary
West Homer	Suzanne Haines	Quest/Library	English Journalism Elementary

April 29, 2003

TO: Board of Education

THROUGH: Dr. Donna Peterson, Superintendent

FROM: Todd Syverson, Assistant Superintendent
Administrative Services

SUBJECT: Nikiski Consolidation

It is administration's recommendation that the Board of Education take action to consolidate Nikiski Elementary School and North Star Elementary School. This would be accomplished by closing Nikiski Elementary School; all K-6 Nikiski area students would then be transferred to North Star Elementary, beginning the fall of 2004. The District would then request that the Nikiski Elementary building be turned back to the Borough, with a 12-month option to reopen the school should the Nikiski area student enrollment increase enough to cause the need.

Cc: Mark Norgren, Principal
Lori Manion, Principal
Dave Spence, Director, Planning & Operations
Dave Tressler, Director, Borough Maintenance
Paula Christensen, Director, Elementary Education
Debbie Stewart, Public Relations Officer

Nikiski Elementary/North Star Elementary Walk Through April 24, 2003

Instructional	Nikiski Elementary	North Star	
Special Education Rooms	School psychology/ Needs privacy	Private office available With ample storage	Private office available
	Speech Therapist/ Privacy preferred	Small office available	Private office available
	Occupational Therapist/ requires some storage space for equipment	Small office available/ In building storage available	Private office available/ Limited storage available
	Physical Therapist/ requires some storage space for equipment	Small office available/ In building storage available	Private office available/ Limited storage available
	Quest classroom	Space available	Space available
	Intensive Needs Room	Classroom available	+Classroom with time out room and private handicapped accessible restroom attached

Computer Labs		+2 full computer labs/ movable computer desks designed for students	Small computer lab
	Networking	Completely networked 568A standard/preferred by Data Processing	Completely networked EIA/TIA 568B/not wired by District but not a problem for networking

Physical Plant/ Interior

Library		Space large enough to house combination of both schools volumes	Smaller space would require rearranging of displays and possible consolidation of volumes
Music		Classroom available for instruction	+ Music room designed to enhance acoustics/access to stage area
Nurses Office		3 beds/shower/storage/hearing test area/ shower/handicapped restroom	2 beds, room for 3/ shower/handicapped restroom
Front Office Space		Ample room for two desks	Ample room for two desks
Private Offices		Limited number of small offices	+ Secluded hallway housing private offices for specialists
Floor Plan		Multiple remodelings/ additions/ office hard to locate/many entries	+ Elementary prototype floor plan/ office located near entrance/easy supervision/ security
Classrooms		21	+23
Heating/Cooling Ventilation (HVAC)		Ventilation problems/ no back-up boiler	+ No ventilation problems

Nikiski Elementary

North Star

Square Footage		Classrooms 924 sq.ft. + Media Center 3,120 sq.ft. MC Conf. Rm. 162 sq.ft. AV storage 280 sq. ft. Office and storage 316 sq. ft. Multi-purpose Rm. 5,760 sq. ft.	+ Classrooms 1,086 sq.ft. Media Center 1,690 sq.ft. MC Work Station. 196 sq.ft. AV storage 594 sq. ft. Multi-purpose Rm. 4,623 sq. ft. (also has stage area)
Fire Safety		13 manual stations 15 detectors 12 bells/horns 2/partial sprinklers	7 manual stations 79 detectors 16 horn/strobes 0 sprinklers
Asbestos		Known asbestos covering approx. 12,017 sq.ft.	+ No asbestos suspected

Physical Plant/ Exterior

Maintenance	Routine & Minor Projects 7/00 – present	\$197,000.00	\$147,000.00
Utilities	Electric/Gas/Trash 2001-02	+ \$49,137	\$61,735
Electrical		Needs relamping/ballast Infrastructure needs	+ Relamping/ballast work complete
Playground		More and newer equipment/ equipment for all age groups/ fenced	Very little equipment/ample room to add equipment/ paved basketball area/fenced
Construction	Exterior	Wood/35,110 sq. ft. CMU/14,958 sq.ft. (concrete masonry unit)	+ CMU/50,000 sq.ft. (concrete masonry unit)

Miscellaneous

Storage	Inside	+ Several large storage units in classrooms/ private storage closets	Very little storage available
	Outside	2 older portable – could not be moved	Very limited storage available – ample room to construct
Water		Water quality problems- must address new regulations in 2006	Water quality problems- must address new regulations in 2006
Parking		Limited	+ Adequate/additional room for school buses
Location		Proximity to highway-area has been prone to nearby accidents/industry (winds)	Remoteness often leads to vandalism/industry (winds)
Capital Projects	Wish list	Overall repair of building would total approx. \$1.1M/ major renovation needed	+ Overall repair of building would total approx. \$46K
Acreage		3.6 acres/adjacent Borough land/ not currently dedicated for school usage	+ 24.9 acres
Capacity	Student enrollment	500	500
Public Address System		System in place	New system

Consolidation of North Star Elementary and Nikiski Elementary

Project:

Smoothly transition two elementary schools in North Kenai into one K-6 elementary school by fall 2004.

Project Team:

Paula Christensen (Elementary Ed.), Tim Peterson (Human Resources), Debbie Stewart (Communications), Todd Syverson (Administrative Services), Lori Manion (North Star principal), Mark Norgren (Nikiski principal), and Debra Mullins (School Board).

Timeline:

March 2003 Superintendent (and available members of the project team) will meet with staff at each school to solicit input.

April 2003 Tri-council meeting – project team attends and requests further ideas regarding communication plan.

May 2003 Project team develops questions regarding transition – submits these to central office leadership team.

June 2003 Recommendation made to School Board

June 2003 Communication plan solidified by project team including action steps, job responsibilities, and timelines



CONSOLIDATION

Positive Outcomes and Positive Energy!

1. ONE community! One Elementary School!
2. Staff Collaboration!
3. One Student Body!
4. Parent Oneness!
5. K-3 Wing, 4-6 Wing, Mirroring Reconfiguration!
6. More student opportunities for clubs and activities.
7. Merging of instructional philosophies!
8. Unified Curriculum!
9. Sharing of district resources.
10. Increased opportunities for positive role models for at-risk students.
11. More teacher choice for parents!
12. Merging fundraising activities!
13. Combined School and Instructional Equipment!
14. Stronger Specials Programs!
15. Possibility of a "sound" Instrumental Band & Vocal Music Program!
1. Combining Title I Resources!
2. Larger more comprehensive media center!
3. Two full computer labs and joint software!
4. Partnership of Volunteer Resources!
5. Fewer multi-aged classrooms!
6. Enhanced Quest Program!
7. Families not split between multiple buildings.
8. Safety issues with construction and building design.
9. Developing New Friendships!
10. Cost Savings to the school district!

May 27, 2003

MEMORANDUM

To: Members, Board of Education

Through: Todd Syverson, Assistant Superintendent
Administrative Services

From: Dave Spence, Director
Planning & Operations

On March 31, 2002, new State Pesticide Regulations (1 8AAC 90) went into effect, which regulate pesticide use in all schools in the State of Alaska. These regulations require schools to notify parents or guardians of pending pesticide treatments, and to post signs where pesticides will be used, both in schools and on school grounds. The regulations also require that pesticides (except antimicrobials) be applied only by trained, certified applicators, and that schools keep records of pesticide use and notification. In addition, the Alaska Department of Environmental Conservation (ADEC) Pesticide Program is encouraging schools to develop Integrated Pest Management (IPM) Strategies, which take advantage of non-toxic or less-toxic alternatives to conventional pesticide treatments.

The first three pages of the Integrated Pest Management manual contain the policy statement recommended for adoption by our district in fulfilling our commitment in providing a safer, pest-free environment for all of our students.

The Integrated Pest Management committee respectfully requests approval of this policy.

DS/ps
Attachment

Business and Noninstructional Operations

Pest Management Policy Statement

Structural and landscape pests can pose significant problems to people,

BP
3513.4(a)

property and the environment; however, the pesticides used to solve these problems carry their own risks. It is therefore the policy of the Kenai Peninsula Borough School District (KPBSD) to use Integrated Pest Management (IPM) programs and procedures for control of structural and landscape pests.

Pests

Pests are living organisms (animals, plants or microorganisms) that interfere with human purposes at the school site. Strategies for managing pest populations will be influenced by the pest species and the degree to which that population poses a threat to people, property or the environment.

Pest Management

Pests will be managed to:

- Reduce any potential human health hazard or to protect against a specific threat to public safety;
- Prevent loss or damage to school resources, structures or property;
- Prevent pests from spreading in the community, or to plant and animal populations beyond the school site;
- Enhance the quality of life for students, staff and others.

Pest management strategies must be included in an approved pest management plan for each site.

Integrated Pest Management Procedures

IPM procedures will determine when to control pests, and whether to use cultural, mechanical, biological or chemical means. Chemical controls are used as a last resort. IPM practitioners depend on current, comprehensive information on the pest and its environment, and the best available pest control methods. Applying IPM principles helps to reduce unacceptable levels of pest activity and damage. These principles are implemented by the most economical means and with the least possible hazard to people, property and the environment.

BP

3513.4(b)

Pest Management Policy Statement

Integrated Pest Management Procedures (continued)

It is the policy of the Kenai Peninsula Borough School District to utilize IPM principles to adequately manage pest populations. While the goal of this IPM is to reduce and minimize the use of pesticides, pesticides may become necessary in certain situations. The choice of using a pesticide will be based on a review of all other available options and a determination that these options are ineffective, alone or in combination. Cost or *staffing considerations* alone will not be adequate justification for use of chemical control agents. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to prevent pest levels from exceeding action thresholds, the least hazardous material that will effectively control the pest will be chosen. The application of such pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act, Environmental Protection Agency, Alaska Department of Environmental Conservation, AKOSHA and state and local regulations.

Pest Management Committee

The School District shall establish a Pest Management Advisory Committee to review pest management procedures, establish action thresholds, recommend pest management strategies and recommend changes to the Integrated Pest Management Program. The committee shall meet annually, as needed. Members of the committee shall represent the Kenai Peninsula Borough, the Kenai Peninsula Borough School District and the public, and will include the following:

- Borough Maintenance • IPM tech
- Environmental Compliance Coordinator
- Operations Manager • Planning & Operations Director
- Site Administrator
- Science Teacher
- Head Custodian
- Representative from UAF Cooperative Extension Service
- School Board member
- Parent of a KPBSD student

Education

Staff, students, administrative personnel, custodial staff and the public will be educated about potential school pest problems and the integrated pest management policies and procedures to be used to achieve the desired pest management objectives.

BP 3513.4(c)

Pest Management Policy Statement

Record Keeping at Site

Records will be kept on the number of pests or other indicators of pest populations both before and after any treatments. Records must be current and accurate if IPM is to work. Records of pesticide use shall be maintained on site to meet the requirements of the state board of Pesticide Control and Board of Education, and records will also document any non-toxic treatment methods being used. The objective is to create records from which programs and practices can be evaluated in order to improve the system and eliminate ineffective and unnecessary treatments.

Notification

The School District will notify students' parents and school staff of upcoming treatments that will involve a pesticide. Notices will be posted in designated areas of the school and notices will be sent by telephone, email and/or mailed in the school's monthly newsletter.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with ADEC pesticide regulation, the EPA label instructions, and state and local regulations. Pesticides will not be stored at schools. The Kenai Peninsula Borough Maintenance Department will supply and store any and all pesticides.

Pesticide Applicators/IPM

Tech Pesticide applicators must be educated and trained in the principles and practices of IPM and the use of pesticides approved by the Kenai Peninsula Borough School District and the Kenai Peninsula Borough; and they must

follow regulations and label precautions. Applicators must be certified and comply with the District's IPM policy and Pest Management Plan.

Kenai Peninsula Borough School District
Adoption Date: _____

April 22, 2003

To: Board of Education

From: Dave Spence, Executive Secretary
Kenai Peninsula School Activities Association

Subject: Recommended Changes to Cocurricular Guidelines

Attached please find the recommended changes to the Kenai Peninsula Borough School District's cocurricular guidelines. For your reference the existing policies are attached.

Further, due to the loss of activity transportation funding, KPSAA is also recommending an increase in participation fees in the following amounts:

High School: For those activities that currently charge \$100 to \$150 (football, basketball, volleyball, wrestling, Nordic skiing, swimming, and hockey). Activities that now charge \$65 to \$100 (cross-country running, cheerleading, performance dance, soccer, and track).

Middle School: From \$30 to \$45 per activity (cross-country running, soccer, Nordic skiing, volleyball, wrestling, track, and basketball).

It is also recommended that the family cap at the high school level be raised from \$350 to \$500 per school year.

The Kenai Peninsula School Activities Association respectfully requests approval of these handbook changes for the 2003-2004 school year.

PROPOSED: (p. 7 of high school handbook) ***-Changes in bold-***

IV. STUDENT ELIGIBILITY

B. Student Requirements for Participation in Interscholastic Activities

1. Enrollment

a. Interscholastic Program: In order to participate in a school-sponsored activity (including practice), a student must meet one of the following criteria:

1) Be properly registered and enrolled in at least four semester classes, or their equivalent, in an Alaska School Activities Association

member school within the district.

2) A student attending a KPBSD approved correspondence, alternative or charter program during the first semester of ninth grade; and a student transferring from out-of-district who attends one of the above KPBSD approved programs after the first semester of the ninth grade, must designate an Alaska School Activities Association member school within the district as the School of Eligibility. The School of Eligibility of a student, other than a first semester freshmen, who transfers to a KPBSD approved correspondence, alternative or charter program from another school within the district will be the member school from which the student transferred.*

b. Establishing eligibility: For transfer purposes, a student establishes eligibility at a school by enrolling in and attending that school for fifteen (15) school days or by participating in an interscholastic activity.

c. Extension of Classroom Competitions:

1) Students desiring to participate in classroom extensions (band, drama, etc.) must be enrolled and passing in that class at that school.

2) The student is not required to be enrolled four district classes.

d. Intramural Activities: Students enrolled in less than four classes or non-enrolled students may participate in intramurals on a space available basis determined by the building administrator and/or the site-based council.

** A Student attending a KPBSD approved correspondence, alternative or charter program who wishes to change his/her School Eligibility during the school year, will be ineligible for interscholastic competition at the new School of Eligibility for eighteen (18) school weeks. Such a student may change his/her School of Eligibility during the summer month, under Article 12, Section 9 (3), "One-Time Summer-Only Transfer Without Move of Parents."*

ASAA Handbook

PROPOSED: (p. 14 of high school handbook)

-Changes in bold-

VI. GENERAL ACTIVITIES POLICIES FOR THE KPBSD

I. Participation Limitations

4. Cheerleading Guidelines

Stunting Squad: (as defined by Rule 1; Article 1 of the NFHS Spirit Rules Book)

- a. **Coach must successfully complete a Stunt Safety Certification Course held by a national cheerleading organization, preferably AACCA. All coaches must also successfully complete the Alaska Coaches Education Program as per Article 10 in the ASAA Handbook. All coaches must hold a current first aid card.**
- b. Squads must have a certified coach present while stunting and tumbling at all practices and sporting events. **If a fully certified, stunt endorsed, coach is not present at practice or sporting events, the squad will not practice or perform tumbling or stunting maneuvers.**
- c. **Squads must follow all safety and stunting guidelines as stated in the National Federation of State High School Association Spirit Rules Book. Coach will be provided with NFHS Spirit Rules Book by the school.**
- d. **Squads must practice tumbling and stunts with mats as set forth in the National Federation of State High School Associations Spirit Rules Book.**
- e. A qualifying sheet showing which stunts the student can perform must be on file with coach and administration (**attachment**).

General:

- a. **Coach must attend all practices, sporting events, fundraising events, and community service events.**
- b. Student must meet all eligibility rules as established by school.

PROPOSED: (p. 23 of middle school handbook)

-Changes in bold-

XV. ACTIVITY RULES WRESTLING

B. Exceptions to rules

1. A match will consist of three rounds of one and one-half minutes each.
2. A wrestler is allotted a total of two pounds, **(one pound on February 2, and one pound on February 23)**, for growth purposes and also for maintaining the right to remain

in the same weight class.

3. A wrestler can move up one weight at the borough tournament regardless of the number of matches at that weight.

E. Participation Limitation

1. A team may not schedule more than ten different wrestling dates before the **borough** tournament.

2. An individual may not compete in more than eighteen individual matches before the borough tournament.

3. An individual may not compete in more than four matches in one day with forty-five minutes rest between each match. **At the borough tournament a participant may wrestle in five matches with forty-five minutes rest between each match.**

4. Alternates will be allowed to wrestle at the borough tournament **and be seeded.**

5. Alternates' names will be drawn for positioning. **(delete)**

6. Borough tournaments will be a **sixteen-man** man bracket. (delete pigtails).

7. If the eight-man bracket is completely full, all other alternates will be placed in a pigtail match

(up to sixteen participants). **(delete)**

8. Losers of the pigtail matches are out of the tournament. **(delete)**

9. A wrestler may enter the borough tournament only in a weight class in which at least fifty

percent of his season matches were wrestled **unless s/he is moving up one weight class.**

May 21, 2003

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent
Administrative Services

SUBJECT: Lunch Price Increases

The Federal Reimbursement rate for child nutrition programs will remain the same for the 2003-2004 school year, even though the District faces an increase in wages and a steady decrease in overall enrollment. The number of students participating in the hot lunch program has remained relatively the same, however, increasing the percentage of student participation. Therefore, Student Nutrition is recommending an increase in the price of student lunches for the 2003-2004 school year. The recommended increase is:

Elementary Lunch increase from:	\$2.30	to	\$2.40
Secondary Lunch increase from:	\$2.55	to	\$2.75

Administration is requesting the Board approve this increase.

Memo To: Members, Board of Education

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

Date: May 6, 2003

Re: School Calendars for Board Approval

The following calendars are submitted for your consideration and approval.

2004-2005 Calendar	(Final Approval)
2005-2006 Calendar	(Final Approval)
2006-2007 Calendar	(Tentative Approval)

This year's Calendar Committee met on April 17 and May 1, 2003.

Committee Members

Joe Arness	Board Representative
Lauren Christensen	Student Representative
Carolann Barum	Parent Representative
Lynn Senette	Parent Representative
Eileen Reemstma	Parent Representative
Tim Delaney	Teacher/A.D.
Carolyn Canava	Elementary Principal
Lee Young	Middle School Principal
Allan Howard	High School Principal
Marnie Bartolini	Administrative Secretary
Lassie Nelson	Administrative Secretary
Sam Stewart	Director

Also enclosed is a revised [2003-2004](#) calendar. Please note the October 13 inservice (IS) day is now January 16 and two minimal days are listed for October 24, 2003 and March 19, 2004. This revision reflects the new language written in the KPEA negotiated agreement.

The administration recommends approval of the school calendars.

Enclosure: School Calendars

June 2, 2003

TO: Board of Education
FROM: Donna Peterson, Ed.D., Superintendent
SUBJECT: 2003-04 Administrator Contract - Item 10 g.

Recommendation: That the BOE approve the following Administrator appointment for the 2003-04 school year.

A. Building Administrator

<u>School</u>	<u>Administrator</u>	<u>Position</u>
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Redoubt Elementary	Todd Syverson	Principal
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Memorandum

DATE: May 20, 2003
TO: Members, Board of Education
FROM: Donna Peterson, Ed.D.
 Superintendent of Schools
RE: Approval of Policy Manual Review of Section 1000, Community Relations

As part of the systematic examination of the Policy Manual, several worksessions have been held to review Section 1000, Community Relations. The administration recommends that these revisions/adoptions be approved.

Housekeeping Revisions

BP 1112 Media Relations
 BP 1150 Commendations and Awards
 BP 1220 Advisory Committees
 BP 1230 Organizations Supporting Student Activities
 BP 1240 Volunteer Assistance
 BP 1250 Visits to the Schools
 BP 1312 Public Complaints Concerning the Schools
 BP 1312.1 Public Complaints Concerning School Personnel
 AR 1312.2 Challenges To Instructional Materials
 BP 1312.3 Public Complaints Concerning Discrimination
 BP 1325 Advertising and Promotion
 AR 1325 Advertising and Promotion
 BP 1330 Use of School Facilities and Properties
 BP 1340 Access to District Records

Other Revisions/Adoptions

BP 1100 Communication with the Public: website added
 BP 1140 Responsibilities of the Board: aligned with practice and bylaws
 AR 1150 Commendations and Awards: aligned with practice
 AR 1230 Organizations Supporting Student Activities: requires greater fiscal accountability
 E 1240 Community Questionnaire: exhibit matches that in new volunteer handbook
 AR 1312.1 Public Complaints Concerning School Personnel: new response requirement
 BP 1321 Solicitation of Funds From and By Students: discourages door-to-door sales
 E 1321 Approved Student Fund Raising (form): new requirement for accountability
 AR 1330 Use of School Facilities and Properties: increases fees, wording changes align with practice
 E 1330 Room/Building Use Application: aligns with practice
 AR 1340 Access to District Records: aligns with Borough policy

Community Relations

BP 1100

Communication with the Public

The School Board recognizes **[and appreciates]** the importance of community involvement and therefore shall strive to keep the community informed of developments within the school system in timely and understandable ways.

The Superintendent or designee, within budgetary limits, shall use various means of communication

to keep the public aware of the goals, programs, achievements and needs of our schools. **[One of the main tools of communication is the district website located at www.kpbsd.k12.ak.us.]**

Members of the community shall have opportunities to become involved in the schools and to express their interests and concerns.

The administration is responsible for all public communication except for such matters as the Board may wish to deal with publicly itself.

(cf. 0420 - School-Based Decision Making/Site Councils)

(cf. 1340 - Access to District Records)

(cf. 9320 - Board Meetings)

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

Community Relations

BP 1112

Media Relations

The School Board recognizes that the media significantly influences the public's understanding of school issues and can greatly assist the district in communicating with the community.

The Board respects the public's right to information and recognizes that the media has a legitimate interest in the schools and a responsibility to provide the community with news.

Media representatives are welcome at all Board meetings and shall receive meeting announcements and agenda upon request.

(cf. 9320 - Board Meetings)

Like all other visitors, media representatives must register in the school office when coming on campus during school hours.

(cf. 1250 - Visits to the Schools)

(cf. 3522.3 - Intruders on Campus)

The Superintendent ~~or designee~~ shall coordinate the release of information concerning the district and the actions of the Board. The principal ~~or designee~~ of each school shall provide the media with information relating to his/her school, including information about student awards, school accomplishments and events of special interest.

(cf. 9010 - Public Statements)

During crisis situations, all media inquiries shall be routed to the Superintendent ~~or designee~~, who shall prepare and update an official statement responding to the particular situation as events unfold.

The district shall not release information which is private or confidential as identified by law and Board policy or administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 5125 - Student Records; Confidentiality)

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

Community Relations

BP 1140(a)

Responsibilities of the Board

The local school district has been created as a unit of state government. The Board is, therefore, responsible to the local community and to the state government. The Board may take a public position on legislation which will directly affect the education program within the community.

The Board, on its own behalf and on behalf of district electors, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and laws of the State of Alaska and of the United States, including, but without limiting the generality of the foregoing, the right to:

1. the executive management and administrative control of the school system, its properties and facilities, and the activities of its employees;
2. hire all employees and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or their dismissal or demotion; and to promote, and transfer all such employees;
3. establish grade levels and courses of instruction, including special programs, and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable;
4. decide upon instruction content, selection of all textbooks and other instructional materials, and the use of teaching aids of every kind and nature;
5. delegate to administration the determination of class schedules, hours of instruction, and the terms and condition of employment, duties, responsibilities, and assignments of teachers and other employees with respect thereto, and non-teaching activities, and the terms and conditions of employment.

The exercise of these powers, rights, authority, duties, and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Alaska and the Constitution and laws of the United States.

BP 1140(b)

Responsibilities of the Board (continued)

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under Alaska laws or any other national, state, borough, district, or local laws or regulations as they pertain to education.

The Board shall elect **[contract with]** a Superintendent and may enter into a contract with that officer on such terms and for such a period of time as it may desire, not to exceed a period of three consecutive school fiscal years.

The Superintendent shall report to the Board **[Board shall act on recommendations from the administration]** on matters of policy, appointment or dismissal of employees, salary schedules, other personnel regulations, **[and]** matters pertaining to the welfare of the schools, and in response to items questioned by the Board.

The Board shall require reports from its Superintendent concerning conditions of efficiency and needs of the schools, **[and in response to items questioned by the Board]**. The Board shall take steps to evaluate the effectiveness of the school system. The process is determined by the Board.

The Board shall pass upon the annual budget prepared by the Superintendent.

The Board shall report school needs **[and progress]** to the public and the legislature.

The Superintendent shall pass upon building design and architects' plans, subject to final approval of the Board.

Immediately following the close of each fiscal year, and before September 30, the Board shall have an audit made by a competent accountant of the school accounts for the school year ending the preceding June 30 and a certified copy of the audit shall be filed with the commissioner of education.

In exercise of its rights and duties, the Board shall prepare and publish a body of rules covering organization, policies and regulations of the school system. The Board will cause its policies and regulations to be kept in constant revision and to republish these as often as necessary. Regulations of a specific nature by an individual school or community may be prepared by building principals, but are not to contravene or be construed as district wide Board policy.

BP 1140(c)

Responsibilities of the Board (continued)

The Board shall evaluate the Superintendent annually using a Board adopted evaluation instrument. Concurrently, the Board shall perform a self-evaluation using a Board adopted instrument (E 9400).

Members of the Board individually will refer compliments, suggestions and constructive criticism about operational matters directly to the Superintendent or designee for appropriate consideration and action. Comments affecting policy will be routed through regular channels to the Board meeting agenda for consideration by the Board as a whole.

(cf. 9300 - Governance)

(cf. 1312 - Public Complaints Concerning the Schools)

(cf. 9000 - Role of the Board and Members)

(cf. 9010 - Public Statements)

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

Community Relations

BP 1150

COMMENDATIONS AND AWARDS

The School Board believes that individuals and organizations deserve recognition when they provide contributions or long-standing service to the district. The Board believes that commending such service promotes increased community understanding and participation.

(cf. 1700 - Relations between Private Industry and the Schools)

The Superintendent or designee shall establish procedures by which Board members, employees or members of the community may suggest persons or organizations for Board recognition. At the Board's discretion, letters of recognition, Board resolutions, plaques or awards may be presented.

The Board encourages similar forms of recognition for achievement or services as part of school-level commendation programs.

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

Community Relations

AR 1150

COMMENDATIONS AND AWARDS

Any Board member, employee, parent/guardian, student or community member may submit the name of **[nominate]** an individual or organization to the Superintendent or designee for **[School]** Board recognition.

Persons proposing the recognition of **[nominating]** an individual, **[business]** or organization **[for School Board Recognition]** shall also indicate a suggested type of recognition which may include, but is not limited to, the following: **[submit a written request to the Superintendent for consideration by the District Recognition Committee, a committee established by the School Board, to review and select individuals or organizations who have made an outstanding contribution to the district.]**

[Types of School Board recognition may include, but are not limited to, the following:]

1. Plaques or awards, to be presented at a Board meeting, for providing exemplary **[outstanding]** service to the district.
2. Board Resolution, to be read at a Board meeting, for distinguished service to children and youth **[to education or in recognition of an educational achievement]**.
3. Letter of Recognition, to be prepared by the Superintendent or designee on behalf of the Board, for significant achievement and/or service by groups such as the basketball team, choir, band, and parent/guardian/community organizations.
4. Receptions and other informal recognition activities **[to recognize outstanding service to the district]**.

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

Community Relations

BP 1220(a)

Advisory Committees

The School Board recognizes that advisory committees enable both citizens and educators to better understand the attitudes and opinions held in the school and community.

As the need arises, the Board may establish advisory committees to consider school problems, needs and issues. Advisory committees shall serve in a strictly advisory capacity and shall not act as policy-making bodies.

(cf. 0420 - School-Based Decision Making/Site Councils)

Committee members shall represent a cross section of qualified people throughout the district, except in those cases where a committee is established to address the needs of a particular segment of the school community. With Board approval, the Superintendent or designee may appoint committee members.

When committees are appointed, committee members shall receive a written statement including, but not be limited to:

1. The committee members' names.
2. The specific charges of the committee, including its topic(s) for study or well-defined area (s) of activity.
3. The specific period of time that the committee is expected to serve.
4. Legal requirements regarding meeting conduct and public notifications.
5. Resources available to help the committee complete its tasks.
6. Timelines for progress reports and/or final report.
7. Relevant Board policies and administrative regulations.
8. The procedure to be used in the selection of the committee chairperson and other committee officers.

The Board shall have the sole power to dissolve any of its advisory committees and may exercise this power at any time.

BP 1220(b)

Advisory Committees (continued)

Advisory committees established by Board action shall provide public notice of their meetings and conduct such meetings in accordance with the state open meetings laws for such committees. All major conclusions and recommendations made by advisory committees shall be made available to the public in writing.

(cf. 9130 - Board Committees)

Administrative Advisory Committees

The Superintendent or designee may establish advisory committees to advise the administration.

The Superintendent or designee shall provide the Board with a final report of each committee's accomplishments and shall provide summary reports and appraisals of administrative advisory committees as requested by the Board.

Expenses, Travel, Reimbursement

The Board may allocate funds for the use of advisory committees. Within budget allocations, the Superintendent or designee may approve requests for travel associated with the charge of the committee and reimburse committee members for travel expenses as provided for district employees.

(cf. 4133/4233 - Travel; Reimbursement)

Legal Reference:

ALASKA STATUTES

14.08.115 Advisory school boards in regional educational attendance areas

14.12.035 Advisory school boards in borough school districts

14.14.250 -14.14.310 Involvement of Young People in School Governance

ALASKA ADMINISTRATIVE CODE

4 AAC 34.060 Parent and community involvement

4 AAC 51.230 Advisory committee

Reference - School -Based Decision Making process adopted 1995

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

Community Relations

BP 1230

Organizations SUPPORTING STUDENT ACTIVITIES

The School Board recognizes that parents/guardians may wish to organize clubs for the purpose of supporting the educational program and/or cocurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board recognizes that these organizations are independent of the school or district. In order to protect the district and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the district. Groups desiring to be recognized as student support organizations shall request authorization from the school administration in accordance with conditions established in administrative regulations.

(cf. 1321 - Solicitation of Funds)

(cf. 3290 - Gifts, Grants and Bequests)

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

Community Relations

AR 1230

Organizations SUPPORTING STUDENT ACTIVITIES

Requests for recognition as a student support organization shall be submitted to the principal and shall contain:

1. The name of the organization.
2. The date of application.
3. Membership qualifications.
4. The names, addresses and phone numbers of all officers.

5. A brief description of the organization's purpose.
6. The signature of the representative who submits the request for authorization.

[7. Evidence of non-profit status and/or liability insurance.]

(cf. 1330 - Use of School Facilities & Properties)

Authorizations shall be automatically renewed each year per receipt of current information.

Any program, fund-raiser or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulations and school rules. Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the parent/guardian organization, not by the school or district.

(cf. 1325 - Advertising and Promotions)

(cf. 3541.1 - Transportation: School-Related Trips)

[School connected organizations must submit an annual financial statement showing all expenditures and all income from fund raisers. These are compiled at the school level and reported to the Superintendent. School connected organizations automatically grant the district the right to audit their financial records at any time, either by district personnel or by a CPA.]

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

Community Relations

BP 1240

Volunteer Assistance

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students.

Individuals wishing to volunteer in the schools shall complete a district designed application process, unless they are a parent/guardian of a student enrolled in the school or have been invited by school personnel and approved by the principal.

The Superintendent or designee shall establish regulations to protect the safety of both students and volunteers. Volunteers shall act in accordance with district policies and regulations.

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

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

E 1240(a)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

COMMUNITY VOLUNTEER APPLICATION

PERSONAL

Name _____ Home Phone _____
 Home Address _____ City _____ Zip _____

EMPLOYMENT

I am presently: working full time working part time homemaker
 high school student college student retired unemployed

Job Title/Position _____

Company _____ Work Phone _____
 Address _____ City _____ Zip _____

I prefer Volunteer Services correspondence mailed to: home work

EDUCATION

Highest level completed: elementary high school college
 graduate school

College degree(s): _____

EXPERIENCE/SKILLS

Volunteer experience: _____

Work experience: _____

REFERENCES (Please list two references who are not relatives)

1. Name Home Phone _____
 Address _____ City _____ Zip _____

2. Name Home Phone _____
 Address _____ City _____ Zip _____

EMERGENCY CONTACT

1. Name Home Phone _____
 Address _____ City _____ Zip _____

E-1240(b)

I am interested in the following volunteer positions:

1. _____ Classroom Assistance
 _____ Grade Level Preference _____
 _____ Subject Area Preference _____

2. _____ Tutor/Mentor
 _____ Grade Level Preference _____

Subject Area Preference _____

3. Clerical Assistance_____ Laminating Copy Materials Prepare Displays Typing4. Library Assistant5. Computer Assistance6. Other

Specific skills I would like to share: _____

Other Comments: _____

[E 1240

VOLUNTEER QUESTIONNAIRE*You are a recipient of unconditional love, you are a volunteer!*

PERSONAL			
Name			Phone #
Address		City	Zip
I am available to be at school the following days:			
• Monday • Tuesday • Wednesday • Thursday • Friday			
EMPLOYMENT			
I am presently: • working full time • working part time • homemaker			
• college student • retired • high school student			
EXPERIENCE/SKILLS			
Volunteer experience:			
Work experience:			
Specific skills I would like to share:			
EMERGENCY CONTACT			
Name			Home Phone #
•	I just LOVE working with kids! Count me in during	• Reading	• Math
•	I prefer working with kids in _____ grades.		
•	I'm energetic! I like to do busy work such as filing, Xeroxing, bulletin boards.		

•	I'm an organizer and can make phone calls for PTA or classroom teachers.
•	WOW..the library needs help. I can do that!
•	I am creative! I could create a bulletin board or help with an art project.
•	Boy can I work well on a committee (Family Fun Night, Reflections, Book Fair, Teacher Appreciation, Canned Food Drive, Recycling, Fund Raising, Baking, etc.)
•	I have some great stories and pictures from a trip I took that I can share with kids.
•	Everyone is special! I have a talent and/or hobby I can share!
•	I would like to write news articles for the newspaper.
•	I can help sponsor an after-school activity such as sports, cooking, languages and art!
•	I'm a very safe driver and would love to help transport kids on a field trip. Oh the places we could go!
•	I'm pretty good with a computer; I could help in the computer lab.
•	I would love to help in the office: • answering phones • filing • copying • typing • laminating.
<i>All volunteers MUST have T.B. tests in order to volunteer in school. The school nurse can administer at no charge.]</i>	

Community Relations

BP 1250

Visits to the Schools

The School Board encourages parents/guardians and interested members of the community to visit the schools and, in compliance with established procedures, view the educational program. The Superintendent or designee shall invite parents/guardians and the community to open house activities and other special events.

(cf. 1112 - Media Relations)

The Superintendent or designee shall establish procedures to facilitate visits during regular school days and register all visitors at the school office when entering school grounds.

The Board recognizes the staff time and commitment required by school visits and encourages the staff to accommodate as many requests for visits as possible. To ensure minimum interruption of the instructional program, visits during school hours should be first arranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

(cf. 3520 - School Safety & Security)

(cf. 3522 - School Security)

(cf. 3522.3 - Intruders on Campus)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1312

PUBLIC Complaints Concerning the Schools

The School Board believes that the quality of the educational program can improve when the district listens to complaints, considers differences of opinion, and resolves disagreements through an

established, objective process.

The Board encourages individuals to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate district policies and regulations.

Individual Board members do not have authority to resolve complaints. If approached directly with a complaint. Board members should refer the individual to the Superintendent or designee so that the problem may receive proper consideration.

(cf. 1312.1 - Public Complaints Concerning School Personnel)

(cf. 1312.2 - Public Complaints Concerning Instructional Materials)

(cf. 1312.3 - Public Complaints Concerning Discrimination)

Note: Pursuant to 4 AAC 52.500, any person may file a complaint with the Department of Education alleging a violation of state regulations governing education for exceptional children.

Legal Reference:

ALASKA STATUTES

14.18.100 Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE

4 AAC 06.560 - 06.580 Violations; Prohibition Against Sex Discrimination

4 AAC 52.500 - 52.629 Procedural Safeguards; Education for Exceptional Children

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et seq., especially:

FAMILY EDUCATION AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1312.1

PUBLIC Complaints Concerning School Personnel

The School Board places trust in its employees and desires to support their actions in such manner that employees are freed from unwarranted criticism and complaints. The Superintendent ~~or designee~~ shall develop procedures which will permit the public to lodge complaints against staff members, assure full consideration, and protect the rights of the staff members and the district. Verbal complaints against an employee initially made to a Board member or at a Board meeting will be referred to the Superintendent ~~or designee~~ for appropriate response.

(ref. - Policy and Procedure Handbook for Teacher Evaluation)

(cf. 1250 - Visits to the School)

(cf. 1312 - Public Complaints Concerning the Schools)

(cf. 4112.6 - Personnel Records)

(cf. 9323 - Meeting Conduct)

When public complaints involve accusations of child abuse by school personnel, the provisions of this policy and regulation shall be implemented only after the child abuse reporting requirements specified in law have been fulfilled.

(cf. 5141.4 - Child Abuse and Neglect (Reporting Procedures))

Legal Reference:

ALASKA STATUTES

44.62.310 Agency meetings public

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

AR 1312.1(a)

PUBLIC Complaints Concerning School Personnel

In order to promote fair and constructive communication, the following procedures shall govern the resolution of complaints. Every effort should be made to resolve a complaint at the earliest possible stage. Complaints concerning school personnel should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to orally resolve concerns with the staff member personally.

1. If the complaint cannot be resolved informally by the persons involved, the complainant may submit the complaint in writing to the school principal or immediate supervisor. A written complaint must include the name of each employee involved and a brief but specific summary of the complaint and the facts surrounding it. It should also include a specific description of efforts made to discuss the complaint with the employee involved and the failure to resolve the matter.
2. All written complaints regarding district personnel other than administrators shall be initially filed with the principal or immediate supervisor. If the complaint regards a principal or central office administrator, the written complaint shall be initially filed with the Superintendent ~~or designee~~. If the written complaint concerns the Superintendent ~~or designee~~, it shall be initially filed with the Board President. If the complaint is also against the district, the principal ~~or designee~~ shall provide a copy of the complaint to the district Superintendent so that appropriate procedures may be followed.
3. The principal or immediate supervisor shall investigate and attempt to resolve the complaint. ~~If the complaint is resolved, the principal will so advise all concerned parties, including the Superintendent or designee.~~ **[Once the investigation is complete, all concerned parties will be advised as to the outcome.]**
4. If the complaint remains unresolved after review by the principal or the immediate supervisor, the complainant may appeal to the Superintendent for consideration. The complainant, the employee, or the Superintendent ~~or designee~~ may ask to address the School Board regarding the complaint.
5. Except when a complaint is directed against the Superintendent, no party to a complaint may address the Board, either in closed or open session, unless the Board has received a Superintendent[~~s~~] ~~or designee's~~ written report concerning the complaint.

AR 1312.1(b)

Public Complaints Concerning School Personnel (continued)

6. Complaints before the Board concerning an employee that may tend to be prejudicial to the employee's reputation or character shall be addressed in executive session of the Board except that the employee may require the hearing to be conducted in open session. All parties to a complaint, including the school administration, may be asked to attend a Board meeting or part of such meeting for the purpose of presenting all available evidence and allowing every opportunity for explaining and clarifying the issue. Any decision of the Board following the hearing shall be final.

(cf. 9321 - Executive Sessions)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

AR 1312.2(a)

Challenges To Instructional Materials

Complaints concerning instructional materials will be accepted only from staff, district residents, or the parents/guardians of children enrolled in a district school.

Complaint and Review Process for Required Material:

Complaints must be presented in writing to the principal on the appropriate district form (E 1312.2).

Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

When the complaint involves required instructional material, such as a required book or video, individual students may be excused from the required use of challenged materials after the parent/guardian has presented a written complaint. The teacher will then assign the student alternate materials of equal merit.

Use of the materials by a class, school or the district, however, shall not be restricted until the Board has made a final decision.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will then notify the Superintendent or designee and the teacher(s) involved of the complaint. The principal will confer with the teacher or certificated staff using the material to discuss alternative materials or options for the teacher and student.

After receiving the complaint, the Superintendent or designee will convene the Instructional Review Committee.

The Instructional Materials Review Committee shall be composed of the following:

1. Assistant Superintendent for Instruction,
2. one Board member,
3. one principal,
4. two teachers,
5. one librarian,

6. four community members, and
 7. one student.
-

AR 1312.2(b)

Challenges To Instructional Materials (continued)

The duties of the Instructional Material Review Committee shall be as follows:

1. Consider all requests for reconsideration of instructional materials used in schools.
2. Base decisions on the principles of the freedom to learn, read and inquire.
3. Study thoroughly all materials referred to them and read available reviews.

The Instructional Materials Review Committee will use the following process:

1. The essential criteria utilized to reconsider instructional materials will be the American Library Association Bill of Rights.
2. The general acceptance of the materials shall be checked by consulting standard evaluation aids and other authorities.
3. Instructional materials will be evaluated according to the criteria used to select instructional material in the district. Passages or parts may not be taken out of context. Values and faults are to be weighed against each other, and the opinions based on the material as a whole.
4. Following evaluation of materials, a report with recommendations shall be reported to the Board. The committee's report may present both majority and minority opinions.

The review committee shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

The review committee shall summarize its findings in a written report and submit it in a timely fashion to the Superintendent who will place the issue on the agenda for the next regular meeting of the Board for final action.

The report and recommendation of the review committee shall be brought to the School Board for review and approval.

The Superintendent or designee shall notify the complainant of the Board's decision.

The Superintendent or designee will send a copy of the committee's report and the action of the Board to all schools in the district.

When any challenged instructional material is reviewed by the district, it shall not be subject to any additional reconsideration for 12 months.

AR 1312.2(c)

Challenges To Instructional Materials (continued)

Process for Non Required Materials:

When the complaint involves non required materials, such as optional supplemental videos, library books, materials used in extra curricular activities or programs, the individual students may be

excused from the use of the challenged materials after the parent/guardian has presented a written complaint. The teacher may then suggest or recommend alternate materials of equal merit.

The right of a teacher, program, school, or district to use the non required supplemental materials shall not be restricted until a decision has been made by the Superintendent, following receipt of the recommendation of the instructional team or review committee.

Complaints must be presented in writing to the principal on the appropriate district form (E 1312.2).

Complaints regarding printed material must specify the precise nature of the objection. The statement must be signed and identified in such a way that a proper reply will be possible.

Upon receiving a complaint, the principal will acknowledge its receipt and answer any questions regarding procedure. The principal will notify the Assistant Superintendent for Instruction and the teacher(s) involved of the complaint. The principal will confer with the teacher or certificated staff using the material to discuss alternative materials or options for the teacher and student.

After receiving the complaint, the Assistant Superintendent for Instruction will convene a District Instructional Review Team to review the complaint, prepare a summary report and make recommendation to the Superintendent on the actions to be taken.

The District Instructional Review Team shall be composed of the following:

1. Assistant Superintendent for Instruction,
2. Director of Curriculum
3. Staff Development Specialist
4. At least one appropriate grade level or content teachers,
5. One librarian or district media specialist

AR 1312.2(d)

Challenges To Instructional Materials (continued)

The duties of the Instructional Review Team shall be as follows:

1. Consider all requests for reconsideration of non-required instructional materials used in schools.
2. Base decisions on the principles of the freedom to learn, read and inquire.
3. Study thoroughly all materials referred to them and read available reviews.

The Instructional Review Team will use the following process:

1. The essential criteria utilized to reconsider instructional materials will be the American Library Association Bill of Rights.
2. The general acceptance of the materials shall be checked by consulting standard evaluation aids and other authorities.
3. Instructional materials will be evaluated according to the criteria used to select instructional material in the district. Passages or parts may not be taken out of context. Values and faults are to be weighed against each other, and the opinions based on the material as a whole.
4. Following evaluation of materials, a report with decision shall be reported to the Superintendent.

The review team shall determine the extent to which the challenged material supports the curriculum, the educational appropriateness of the material, and its suitability for the age level of the student.

The Instructional Review Team may make one of three decisions:

- (1) to allow status quo – continued access and use of the material as currently allowed;
- (2) to modify/limit access or use of the material;
- (3) to have material and complaint reviewed by the Instructional Review Committee as described in the section for required materials

The review committee shall summarize its findings and decision in a written report and submit it in a timely fashion to the Superintendent.

The Superintendent will review the report and decision of the instructional review team and will provide a copy of the report and decision to the Board.

Should the Superintendent accept the decision, he or she will notify the Board and complainant of the decision and provide information on the appeal process to the complainant.

AR 1312.2(e)

Challenges To Instructional Materials (continued)

Should the Superintendent reject the decision, he or she will notify the team, the complainant, and the Board. The Superintendent may require a full review of the material by the Instructional Review Committee, make an independent recommendation to the Board, or place the issue as an action item on the agenda for the next regular meeting of the Board.

When the district reviews any challenged instructional material, it shall not be subject to any additional reconsideration for 12 months.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1312.3(a)

PUBLIC Complaints Concerning DISCRIMINATION

Note: 4 AAC 06.560 mandates that the district adopt and make available to the public written grievance procedures for violations of A.S. 14.18 or 4 AAC 06.500 - 4 AAC 06.600, governing sex and race discrimination.

The Superintendent or designee shall establish procedures to investigate and seek to resolve complaints alleging unlawful discrimination related to educational programs and activities.

The Board acknowledges and respects student and employee rights to privacy. Complaints shall be investigated in a manner that protects student and employee rights to privacy.

(cf. 1340 - Access to District Records)

(cf. 4112.6 - Personnel Records)

(cf. 5125 - Student Records)

The Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 1312.1 - Public Complaints Concerning School Personnel)
- (cf. 1312.2 - Public Complaints Concerning Instructional Materials)
- (cf. 5141.4 - Child Abuse and Neglect (Reporting Procedures))

Legal Reference:

ALASKA STATUTES

- 14.18.010 Discrimination based on sex and race prohibited
- 14.18.020 Discrimination in employment prohibited
- 14.18.090 Enforcement by state board of education
- 14.18.100 Remedies (Sex or Race Discrimination)

ALASKA ADMINISTRATIVE CODE

- 4 AAC 06.510 Discrimination in hiring practices
- 4 AAC 06.560 - 06.580 Violations; Prohibition Against Sex Discrimination
- 4 AAC 52.500 - 52.629 Procedural Safeguards; Education for Exceptional Children

BP 1312.3(b)

PUBLIC Complaints Concerning DISCRIMINATION (continued)

TITLE VI, CIVIL RIGHTS ACT OF 1964

TITLE VII, CIVIL RIGHTS ACT OF 1964

TITLE IX, EDUCATION AMENDMENTS OF 1972

SECTION 504, REHABILITATION ACT OF 1973

34 CODE OF FEDERAL REGULATIONS

200.74 and Part 300

GENERAL EDUCATION PROVISIONS ACT, 20 U.S.C. 1221 et seq., especially:

FAMILY EDUCATION AND PRIVACY RIGHTS ACT, 20 U.S.C. 1232g

CIVIL RIGHTS RESTORATION ACT

20 U.S.C. 1683 et seq.

VOCATIONAL REHABILITATION ACT OF 1973, SECTIONS 503 AND 504

29 U.S.C. 791 et seq.

AGE DISCRIMINATION IN EMPLOYMENT ACT

29 U.S.C. 621 et seq.

VIETNAM ERA VETERANS' ACT

38 U.S.C. 2011 et seq.

AMERICANS WITH DISABILITIES ACT

42 U.S.C. 12101 et seq.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1321

Solicitation of Funds From and By Students

Fund raising campaigns or drives that involve students and are approved at the school level, shall be

Printed Name of Principal

Principal Signature

Send this form to the Assistant Superintendent for Administrative Services within one week of the end of the Semester.

Community Relations

BP 1325

Advertising and Promotion

Public Information

The School Board desires to cooperate in publicizing community services, special events and public meetings of interest to students and parents/guardians. The Superintendent or designee may approve the publicity of public events or distribution of promotional materials which extend cultural, recreational, artistic or educational opportunities to the community and which do not promote any particular commercial interest or religious belief.

- (cf. 0100 - Philosophy)*
- (cf. 0410 - Nondiscrimination in District Programs and Activities)*
- (cf. 1321 - Solicitation of Funds from and by Students)*
- (cf. 5145.2 - Freedom of Speech/Expression: Publications Code)*
- (cf. 6145.5 - Student Organizations and Equal Access)*
- (cf. 6162.8 - Research)*

Paid Advertisements

Advertising copy may be solicited provided it does not interfere with school-community relations.

The district shall not accept advertising copy which:

1. Is obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
2. Attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage.
3. Promotes the use or sale of materials or services which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and x-rated movies or products shall not be used.

The district will not unlawfully discriminate against advertisers who meet the requirements of Board policy and administrative regulations and procedures.

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

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

AR 1325

Advertising and Promotion

The Superintendent or designee shall review advertising and promotional material to be distributed through the schools to ensure that it complies with the provisions of Board policy and administrative regulations prior to approving the dissemination of such information. Authorized material/information may be disseminated through school-sponsored publications or by students on a voluntary basis.

All advertising and promotional information distributed through the schools shall identify the name and contact location of the sponsoring group. All surveys or questionnaires requiring student or parent/guardian response must have prior approval of the Superintendent or designee.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

BP 1330

Use of School Facilities AND PROPERTIES

Note: A.S. 14.03.100 authorizes boards to grant the use of school facilities for lawful gatherings and assemblies and mandates that boards adopt written bylaws to insure reasonable and impartial use of school facilities.

The Board encourages community groups to use school facilities for civic, educational, cultural, and recreational purposes. School related activities shall take precedence over other use of school facilities. When not in conflict with this primary mission, facilities should be available for community use as much as possible, subject to the following limitations:

1. Rental fees should be charged as defined by regulation.
2. Facility use must preserve facilities and properties for district educational programs.
3. Facility use should be scheduled through the principal or designee.

(cf. 0100 - Philosophy)

(cf. 0430- Community School Program)

(cf. 6145.5 - Student Organizations and Equal Access)

Legal Reference:

ALASKA STATUTES

04.16.080 Sales or consumption at school events

14.03.100 Use of school facilities

14.36.010-14.36.070 Community schools

ALASKA ADMINISTRATIVE CODE

4 AAC 32.0100-32.030 Community schools

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

Use of School Facilities AND PROPERTIES

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. Community school coordinators **[Principals]** are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal or lead coordinator- community schools program.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the express written permission of the Superintendent or designee **[(not by a designee)]**.
6. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal or the lead coordinator - community schools program.
7. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
8. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
9. Concessions operated in community school programs shall be supervised by community school coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the community school activity fund account.
10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
11. Rental agreements are not transferable.

Use of School Facilities AND PROPERTIES (continued)

12. Rental fees shall be determined in advance. Custodian or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
14. Fire and safety regulations shall be observed.
15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal.

Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.

16. Violation of these rules and regulations shall restrict subsequent facility use agreement.

[17. The district reserves the right to cancel a School Facilities Use Agreement if such action is deemed necessary and in the best interest of the district. In the event of such revocation or cancellation, the district will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.]

18. The district is not responsible for loss or damage to personal property by individuals or groups.

19. The district may require a hold harmless agreement and/or certificates of insurance, when appropriate.

20. Violation of these rules or regulations shall restrict subsequent facility use agreement.]

Application Procedure

1. School facilities use applications shall be filed with the principal ten (10) days prior to the date when facilities are to be used.

AR 1330(c)

Use of School Facilities (continued)

2. One (1) copy of the approved use agreement will be retained at the school, one (1) copy will be returned to the requesting party and one (1) copy will be submitted to the local community school coordinator **[, if appropriate]**.

3. Rental, labor, or other charges assessed shall be itemized on the report of building use form and one (1) copy submitted to the school, one (1) copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

Priority Use of Facilities

1. BOARD APPROVED PROGRAMS such as PAC's, band and orchestra parents, community school classes/activities, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal or community school coordinator.

2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the principal or community school coordinators. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours.

3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the district. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal or community school coordinator.

4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the district. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal or community school coordinator.

Use of School Facilities (continued)**Fees**

Scheduling fee \$10 [(used when other fees not applied) \$15 for priority Use Categories 2 and 3].

<u>Facility Use</u> ¹	<u>Standard Rental</u> ²	<u>Commercial Rental</u> ³
Classrooms-regular	\$10.00 [\$15.00] /hour	\$20.00 [\$25.00] /hour
Classrooms-specialized ⁴	15.00 [20.00] /hour	30.00 [35.00] /hour
Gymnasium-Jr./Sr. High	25.00 [30.00] /hour	50.00 [55.00] /hour
Cafeterias- Kitchens ⁵	15.00 [20.00] /hour	30.00 [35.00] /hour
Dining Areas	15.00 [20.00] /hour	30.00 [35.00] /hour
Swimming Pools (includes life guard)	15.00 [*35.00] /hour	40.00 [45.00] /hour

[*Includes p]Private party rental of the swimming pool is ~~\$30.00/hour~~ and includes a life-guard.

1. Additional fees may be charged for technical services and special equipment such as projectors, projector operators, special custodial services, building supervision, set up and removal of chairs or bleachers.
2. Standard Rental rate shall apply to churches, clubs, restricted membership organizations, political, and business groups. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
3. Commercial Rental rates shall apply to (1) any activity that profits an individual or organization (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education (3) whenever admission is charged. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal.
4. Specialized Rooms include: home ec., music, art, rehearsal, Little Theater, multipurpose rooms, and small gyms).
5. Kitchen use must include **[additional]** payment for food service personnel.

Use of School Facilities (continued)**Theater/Auditorium**

The district welcomes use of the school theater/auditorium facilities for presentation of performances for community enjoyment with the understanding that school functions have first call upon facilities. Theater/auditorium use inquiries must be made to the theater manager.

A use of school facilities permit must be approved by the principal and the theater manager prior to use.

An annual schedule of theater events will be made in September for the following school year. A

minimum of thirty (30) days is necessary to schedule an event and permits are issued on a first come, first served basis.

No person may use theater equipment without authorization and only trained personnel may operate theater equipment. Special lighting or sound equipment requests should be identified on the application when submitted. Unforeseen needs may be accommodated with theater manager approval.

It is forbidden to change, cut, knock out, remove, or in any way alter or modify the basic building structure including the stage floor, proscenium, apron, ramp, doors and walls without theater manager permission. This includes curtains and valance, teasers, stage microphone pickup, doorbell, piping for mounting stage lights, fire extinguishers, work lights, curtain rods, pulley and rope, intercom system, breezeway stair railing. No special wiring may be added or existing wiring removed, relocated, or modified for any special effects. This applies to any and all wiring on stage, in the light booth, or other location within the building complex.

Use of school facilities permits will be limited to the theater/auditorium dressing room on the dates and times requested. All user groups are subject to the rules as outlined by the Basic Provisions Agreement.

Theater rules prohibit:

1. food, drinks, gum, smoking, feet on the furniture;
2. tampering with switches, equipment, or property;
3. issue of keys to non-school personnel;

AR 1330(f)

Use of School Facilities (continued)

4. loan of school property critical to the operation of the theater/auditorium;
5. animals in the theater, unless they are essential to a performance and approved by the theater manager.

Three theater use categories determine fee charges.

Category I – School Use. Priority is given to school district programs including Kenai Peninsula College courses. In order to qualify for this use category, Kenai Peninsula College must charge tuition and give credits to all participants in the course.

FEES: No rental charges. Custodial, technical and utility charges as required or necessary.

Category II – Non-profit organizations. Includes groups or organizations operated to benefit school-age youth (e.g. Teen Center, Boy Scouts, Campfire) or non-profit organizations whose net proceeds are used for cultural, charitable, educational, non-partisan political activities and have received a letter of exemption from the IRS: any city, borough, state, federal activities; adult organizations not conducting Category III commercial ventures. All commercial concerts, whether they are sponsored by a non-profit organization or not, do not qualify under this category. Non-profit groups are subject to the rules and regulations as outlined in the Basic Provisions Agreement.

FEES: \$265 [**\$300**] per performance, \$50 [**\$75**] per rehearsal, plus custodial and technical charges as required or necessary. A rehearsal period is four hours in length, an additional charge will be assessed to all groups that exceed the allotted rehearsal period.

Category III – Commercial Use; (1) any activity that profits an individual or organization, agent or promoter eligible for fees or reimbursement, or (2) any activity where the gate receipts or donations are to be used for partisan political activities including political education. All commercial concerts

fall into this category.

AR 1330(g)

Use of School Facilities (continued)

FEES: [Theater managers determine the rate within the following range.] \$1000[-\$1500] per performance in theater/auditoriums with 600 or more seats; \$500[-\$750] per performance in theater/auditoriums with less than 600 seats; and custodial and additional technical personnel charges as may be required or necessary. Rehearsal fee will be \$100. A rehearsal period is four hours in length. An additional charge of \$25[\$30]/hour will be assessed to groups that exceed the allotted rehearsal period. A custodial charge of \$22[\$30]/hour will be charged to all groups.

Deposits in Advance

Category II users shall pay a damage deposit of \$250 [\$300] not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Category III use of school facilities requests must be submitted four (4) weeks in advance and accompanied by a non-refundable \$250 [\$300] deposit per performance that shall be considered a portion of the total use fee. Category III users shall pay a damage deposit of \$250 [\$300] not later than two (2) weeks prior to opening night. This deposit will be refunded when it is determined that no damage occurred in all areas used by the applicant. In the event of damage, applicant liability is not limited. If the user cancels after contracts are signed the user shall forfeit the deposit fee.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The Superintendent or designee may require that groups using school facilities include the district as an additional insured on their insurance policies. The Superintendent or designee may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

[E 1330(b)]

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
148 N. Binkley, Soldotna, Alaska 99669
Room/Building Use Application

Instructions

This application must be presented to the local building administrator ten (10) days prior to the date facilities are to be used. If approved, one copy will be retained at the school, one copy will be returned to the party making the request and, if appropriate, one copy will be submitted to the local Community School Programs office.

Where charges for room/building use apply, scheduling or rental fees will be charged according to rates established by the Board of Education. Cost of custodial or other services will be assessed at the conclusion of the activity according to the level of service provided. Such charges will be itemized on this form with one copy retained at the school and one copy sent to the party making the request. All scheduling, rental and/or custodial fees will be paid to the local school.

No fees are charged for school or community school sponsored programs and activities, parent advisory committees, or PTA groups.

All applicants are responsible for adult supervision, cleanup and building security. Therefore, a mutually satisfactory agreement must be reached with the local building administrator or the custodian for this type of service prior to the start of such activities.

IT IS UNDERSTOOD THAT ALL PERSONS TAKING PART IN THE ACTIVITY LISTED BELOW DO SO AT THEIR OWN RISK, THAT THE UNDERSIGNED OFFICER(S) AND/OR THE ORGANIZATION SHALL BE LIABLE FOR ALL DAMAGES, AND THAT ALL PARTIES TO THIS AGREEMENT SHALL BE SUBJECT TO ALL PROVISIONS OF THE ADMINISTRATIVE RULES AND REGULATIONS GOVERNING COMMUNITY USE OF SCHOOL FACILITIES.

A P P L I C A T I O N

School	Room Name, No., Etc.	Date(s) of Activity
Age(s) of group _____ Admission will (), will not (), be charged.		
(Day of Week)		
From: _____ to _____ Approximate number of people using the facility _____		
(Include time to setup & take-down)		
Purpose for Which Facility Will be Used	Organization	
Person-In-Charge	Signature of Applicant	
Mailing Address	Phone	

A room/building use fee will (), will not (), be charged. Amount \$ _____
A custodial fee will (), will not (), be charged. Amount \$ _____
A technical fee will (), will not (), be charged. Amount \$ _____

TOTAL \$ _____

Additional conditions/comments: _____

Approval of Local School Administrator _____ Date _____

COPY: School and Applicant

SEE REVERSE SIDE FOR RULES AND REGULATIONS]

[E 1330(c)

Conditions of Use

1. Sponsoring organizations shall provide competent adult supervision agreed upon at the time the request for facility use is submitted. ~~Community school coordinators~~ **[Principals]** are program supervisors and shall not be called upon to supervise activities of other groups.
2. Applicants shall supply any special supervision, determined necessary by the principal ~~or lead coordinator~~ ~~community schools program~~.
3. Smoking is prohibited.
4. Alcoholic beverages/illegal or illicit drugs are not permitted in school facilities or on school property at any time.
5. Firearms or other deadly or defensive weapons, as defined in AS 11.81.900(b) (16) and (19), are not permitted in school facilities or on school property without the express written permission of the Superintendent ~~or designee~~.
6. Installation of equipment, alteration of existing building facilities, use of materials that affect the condition of floors, walls or other building parts may not be undertaken without specific approval of the principal ~~or the lead coordinator~~ ~~community schools program~~.
7. Groups or organizations using the facilities shall assume all responsibility for the collection of admission fees, taxes, or other fees in connection with their programs unless prior arrangements have been made with the principal.
8. Advertising or sales of merchandise and printed matter, except that incidental to the program, is forbidden on school grounds.
9. Concessions operated in community school programs shall be supervised by community school coordinators. Operational costs shall be paid for from receipts, and the profit shall be deposited in the community school activity fund account.
10. Evening activities and programs shall be concluded thirty (30) minutes prior to the close of the second shift custodian work day and buildings shall be vacated by the close of the second shift custodian's work day unless prior approval has been granted by the principal.
11. Rental agreements are not transferable.
12. Rental fees shall be determined in advance. Custodian or other service charges, may be assessed at the conclusion of the activity according to the level of service provided.
13. Seating, other special equipment, or facilities arrangements shall be made at the time the rental agreement is issued. Extra compensation shall be paid to cover costs for supervision, transferring equipment, setting up equipment in the building, or other services.
14. Fire and safety regulations shall be observed.

15. Lunchroom facilities may be used by students, parents, and teachers organizations for the purpose of preparing and/or serving meals prepared by the cafeteria staff. Groups not desiring to use the kitchen facilities for food preparation may opt to rent commons, cafeteria, or gymnasium facilities, and have meals catered with permission of the building principal. Cafeteria staff must be present to supervise use of food preparation equipment in kitchen facilities.

16. Violation of these rules and regulations shall restrict subsequent facility use agreement.

[17. The district reserves the right to cancel a School Facilities Use Agreement if such action is deemed necessary and in the best interest of the district. In the event of such revocation or cancellation, the district will refund any advance payment made and there shall be no claim or right to damages or expenses on the part of the permittee.]

18. The district is not responsible for loss or damage to personal property by individuals or groups.

19. The district may require a hold harmless agreement and/or certificates of insurance, when appropriate.

20. Violation of these rules or regulations shall restrict subsequent facility use agreement.]

Application Procedure

1. School facilities use applications shall be filed with the principal ten (10) days prior to the date when facilities are to be used.

2. One (1) copy of the approved use agreement will be retained at the school, one (1) copy will be returned to the requesting party and one (1) copy will be submitted to the local community school coordinator **[, if appropriate].**

3. Rental, labor, or other charges assessed shall be itemized on the report of building use form and one (1) copy submitted to the school, one (1) copy to the party making the request. The principal will be responsible for collecting all charges for rental, labor, supplies, damages, or other fees.

Priority Use of Facilities

1. BOARD APPROVED PROGRAMS such as PAC's, band and orchestra parents, community school classes/activities, drama and other school clubs shall be allowed rent-free use of school facilities for meetings or activities. Fees may be charged for technical or special services. Requests shall be submitted to the principal or community school coordinator.

2. YOUTH PROGRAMS such as Campfire, Boy/Girl Scouts, to include private educational organizations shall be allowed rent-free use of school facilities for meetings or activities. Requests shall be submitted to the principal or community school coordinators. Fees shall include a scheduling charge per request and may include custodial, technical, and special service charges whenever use occurs outside of regular custodial hours.

3. NONPROFIT GROUPS, civic/charitable organizations whose purpose is to improve community welfare and whose receipts are expended for community welfare shall be allowed use of school facilities at no cost to the district. Scheduling and custodial fees must be paid by the group. Requests shall be submitted to the principal or community school coordinator.

4. GOVERNMENTAL GROUPS (i.e. city, borough, state agencies) conducting civic business shall be allowed use of school facilities at no cost to the district. Custodial fees must be paid by the group whenever use occurs outside of regular custodial hours. Requests shall be submitted to the principal or community school coordinator.]

Community Relations

BP 1340

Access to District Records

The School Board recognizes that state policy provides broad public access to district records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the district to maintain confidential information.

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

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential Information)

(cf. 5125 - Student Records; Confidentiality)

(cf. 9011 - Confidential Information)

(cf. 9321 - Executive Sessions)

Any person shall have reasonable access, during regular business hours, to the public records of the schools and district. The Superintendent or designee shall establish regulations to authorize and facilitate public access to district records in accordance with law, to protect the security of district records, and to prevent interference with regular district operations.

The district may charge for copies of public records or other materials requested by individuals or groups and such records shall be provided to the requesting party within three days of receipt of the written request. (E 1340). The charge, based on actual costs of preparation and duplication, shall be determined by the Superintendent or designee. Costs for production of items resulting in nominal charges may be waived by the Superintendent.

Legal Reference:

ALASKA STATUTES

09.25.120-09.25.220 Public Records Act

14.14.090 Additional duties

City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)
Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)

UNITED STATES CODE, TITLE 20
 1232g Family Educational Rights and Privacy Act of 1974

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

Community Relations

AR 1340(a)

Access to District Records

Any person may have access to and receive a copy of any identifiable public record. Requests for district records shall be submitted to the Superintendent or designee. **[The district shall, consistent with the orderly conduct of district business, make a good faith and diligent effort to provide a rapid and intelligible response to requests for inspection of records.]** District records shall be examined in the presence of the staff member regularly responsible for their maintenance and security or his/her designee.

Public records include any writings and records except:

1. records of vital statistics and adoption proceedings which shall be treated in the manner required by AS 18.50. (AS. 09.25.120)
2. records pertaining to juveniles. (AS. 09.25.120)
3. medical and related public health records. (AS. 09.25.120)
4. records required to be kept confidential by a federal law or regulation or by state law. (AS. 09.25.120)
5. names, addresses, or other personal identifying information contained in school library records, except as requested by the parent/guardian. (AS 09.25.130)
6. records exempted by Board action including but not limited to: (AS. 09.25.120)
 - a. Personnel evaluation records (4 AAC 19.040)
 - b. Reports of ongoing investigation involving students or district employees.
 - c. Records regarding ongoing negotiations on a pending collective bargaining agreement, disclosure of which would impair the district's bargaining position.
 - d. Records of contemplated purchase, lease, or acquisition of real property, or other property or services where release would impair the district's ability to obtain favorable terms in the transaction, or where the disclosure would provide the potential seller with an unfair competitive advantage.

AR 1340(b)

Access to District Records (continued)

- e. Information obtained by the district's insurance carriers and their attorneys and agents regarding potential or pending claims against the district.

[f. Communication between any district department, School Board member, and the borough or district's attorney concerning pending or actual litigation.]

When authorized, an exact copy of any identifiable public record shall be provided upon request unless it is impracticable to do so. Computer data shall be provided in a form determined by the Superintendent or designee. Copies shall be furnished within three working days of the request at a cost determined by the Superintendent or designee.

As soon as possible upon receiving the request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall inform the person making the request of his/her determination and the reasons for it. Any notification denying a request for public records shall state the reason for the denial and to whom the decision may be appealed.

[Where there is a question as to whether the information or records requested are exempt from disclosure, privileged or confidential, the request shall be referred to the Superintendent for a determination as to whether the material is subject to disclosure. If the information requested is determined to be exempt from disclosure, the person requesting the information shall be advised in writing, stating the applicable law or rule of exemption, within 3 working days of receiving the request.]

If the request is vague or so broad as to make it difficult to determine or identify the records of information requested, the employee shall so advise the requesting person within 3 days of receiving the request.

If the records cannot be located in time to make a response within 3 working days of the request, the requesting party shall be promptly so advised; if the requesting party still desires the information or records, a reasonable and diligent search shall be made for them.

Original records or information shall not leave the custody of the school district.

AR 1340(c)

The district may require the requestor to prepay all costs and expenses associated with responding to a request for records, including reasonable personnel, administrative overhead, copying costs, or other associated expenses. The Superintendent may waive imposition of costs when in the best interest of the district.

The district has no requirement to organize, coordinate, collate, modify, create, interpret, program, translate, transcribe, decode, or otherwise convert information which is requested. Any request for public records in a form which requires the district or any of its employees to do such acts may be granted only on a time available basis. Requests of this nature must have reasonable costs, as determined by the Superintendent, prepaid by the requestor.]

(cf. 1312 - Complaints Concerning the Schools)

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Adoption Date: _____

