

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

REGULAR SCHOOL BOARD MEETING: May 7, 2001 - 7:30 p.m. at the **Seward High School, Seward, AK.**

SCHOOL BOARD MEMBERS: Ms. Deborah Germano, President  
Mrs. Sammy Crawford, Vice President  
Mrs. Debra Mullins, Clerk  
Mr. Joe Arness, Treasurer  
Dr. Nels Anderson, Member  
Mr. Al Poindexter, Member  
Mrs. Sandra Wassilie, Member  
Miss Sara Hart, Student Representative

Visitations/Work Sessions

2:45 p.m. [Outsource Student Activities](#)

4:00 p.m. SeaLife Center

5:15 p.m. [Seldovia Boys and Girls Club](#)

5:45 p.m. [BP and AR 3342, Tax Sheltered Annuity](#)

7:00 p.m. Open Forum

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/[April 16, 2001](#)
2. School Reports
3. Public Presentations (Items not on agenda, 3 minutes per speaker, 30 minutes aggregate)
4. Hearing of Delegations
5. Communications and Petitions
6. Advisory Committee, Site Councils and/or P.T.A., K.P.A.A., K.P.E.A., K.P.E.S.A.
7. Awards and Presentations
  - a. Ronn Hemstock, British Petroleum Teacher of Excellence
  - b. Malcolm Fleming, Secondary Principal of the Year
8. Superintendent's Report

- 9. Reports
  - a. [Technology Report](#)
  - b. Board Reports

10. Action Items

a. Consent Agenda

- (1) Approval of [Resignations](#)
- (2) Approval of [Leave of Absence Request – Certified](#)
- (3) Approval of [Long-Term Substitute Teacher Contract](#)
- (4) Approval of [2001-2002 Teacher Assignments](#)
- (5) Approval of [Budget Transfer Numbers 355, 356, and 357](#)

Human Resources

- b. Approval of [Nontenure Teachers for Tenure, 2001-2002](#)
- c. Approval of [Tentative Nontenure Teacher Assignments, 2001-2002](#)
- d. Approval of [BP 4111.2, 4211.2 and 4311.2, Legal Status Requirement](#)
- e. Approval of [BP 4115, Evaluation/Supervision](#)
- f. Approval of [BP 4119.12, Harassment](#)
- g. Approval of [BP 4300, Management and Supervisory Personnel: Definitions](#)

Operations and Business Management

- h. Approval of [Seldovia Boys and Girls Club Recommendation](#)

Superintendent

- i. Approval of [Administrator Appointments](#)
- j. Approval of [Outsource of Student Activities Administrative Recommendation](#)

11. First Reading of Policy Revisions

- a. [BP 3342, Tax Sheltered Annuity](#)
- b. [BP 1312.2, Reconsideration of Instructional Materials](#)

12. Public Presentations

13. Board Comments

14. Executive Session

15. Adjourn

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## Memorandum

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**DATE:** April 30, 2001  
**TO:** Board of Education  
**FROM:** Donna Peterson, Ed.D.  
Superintendent of Schools  
**RE:** Outsourcing of Student Activities

The administration recommends not pursuing outsourcing of student activities in the Kenai Peninsula Borough School District at this time. In order to provide time to discuss this matter, a one-hour worksession has been scheduled for the May 7 Board meeting in June. Several documents are attached for your review:

1. Draft of Outsource Agreement and cover letter from the attorney
2. Letter from KPSAA regarding outsourcing and Homer baseball
3. Article from Homer News regarding baseball
4. Request for direction from Homer principal and superintendent response
5. Original baseball decision from superintendent

It is standard procedure for policy or regulation changes to undergo an intensive review process. It is highly probably that language within an "outsourcing" policy statement and subsequent operational guidelines will need careful crafting and legal review. Though feeling burdened by baseball timelines, the administration feels that is not satisfactory cause, justification, or reason for rushing through any task that carries such broad ramifications. Obviously, the decision made by the Board of Education is an important one.

April 23, 2001

To: Kenai Peninsula Borough School District Board of Education  
Through: Dr. Donna Peterson, Superintendent  
From: Patrick Hickey, Assistant Superintendent  
Subject: **Seldovia Boys & Girls Club Proposal**

The purpose of this memorandum is to provide some follow-up regarding the Seldovia Boys & Girls Club project. I have attached a copy of a position paper drafted by the Boys & Girls Club for your review.

In February, the board approved the administration's request to negotiate a long-term lease for a section of property on which a building would be constructed.

Through those negotiations, it became apparent there would be more hurdles to overcome. Questions arose regarding the necessity of sub-dividing the parcel, the grantors requirements surrounding lease length, etc.

It was agreed the more prudent approach would simply be for the district to act as the grant recipient, have the building constructed, and provide access to the Boys & Girls Club.

This leaves the property intact, makes the building the property of the borough, and provides the Boys & Girls Club space for their program.

The District has existing models for this type of collaboration. We have the After the Bell Grant and we have the lease for space in the Kenai Elementary building.

The administration respectfully request approval to accept and administer the Community Development Block Grant in the amount of \$200,000.

### **Seldovia Community Center**

#### **Background**

The Boys and Girls Club, in cooperation with the City of Seldovia and the Seldovia Village Tribe, are working together to construct a 3,500 – 4,000 square foot Community Center in Seldovia that will house the Boys and Girls Club and Head Start programs in the community. There is a great need for a community space that can be utilized daily for non-school-hour programming for youth in Seldovia. The Head Start program will utilize programming rooms during the day and the Boys and Girls Club will utilize programming rooms after school, during school breaks and during the summer and on evenings and weekends. Community cultural events will also take place in this space. The Boys and Girls Club will schedule use of the building.

The City of Seldovia received a Community Development Block Grant of \$200,000 dollars to put toward construction of this facility. The Boys and Girls Club expects to complete its capital campaign

by July 15<sup>th</sup> that will bring in \$450,000 dollars toward construction of the facility. It is the community's goal to construct the building this construction season (2001).

### Building Site Background

The Boys and Girls Club, on behalf of the Seldovia community, has requested permission from the Kenai Peninsula Borough School District for use of Borough property adjacent to the Seldovia School for construction of the Community Center. Permission was given by the School District for this purpose. In drafting Borough legislation to allow use of the Borough property, some difficulties have been encountered:

- The Block Grant requires that the City of Seldovia submit proof of legal right to use the property for a period of at least 20 years.
- The School District had generally approved a 10-year use limitation.
- If the Borough leases to the City of Seldovia, a property subdivision will need to be done – a process which takes 60 to 90 days – putting off construction until next year.

### Current Proposal

It is proposed that the City of Seldovia turn the Block Grant over to the Kenai Peninsula Borough School District for the purpose of constructing the Seldovia Community Center. The building will be constructed with funds from the Block Grant and funds contributed by the Boys and Girls Club. The facility will be constructed during the summer of 2001 with Borough oversight. The Community Center will be operated by the Boys and Girls Club under an agreement between the School District and the Boys and Girls Club, in which the Boys and Girls Club maintains scheduling authority and minor maintenance of the facility. This proposal has several benefits:

- Construction can be accomplished the summer of 2001;
- The School District does not “lose” the property through 20 year lease;
- There is no need to re-plat the property or to enter into a lease for the property;
- Use of the property primarily for youth will be guaranteed in the Memorandum of Agreement with the Boys and Girls Club;
- Major maintenance will be handled by the Borough assuring a long building life for community youth.
- The City of Seldovia does not add to its building maintenance responsibilities.

April 21, 2001

## MEMORANDUM

TO: The Board of Education

THROUGH: Patrick Hickey, Assistant Superintendent

FROM: Melody Douglas, Director, Business and Finance

SUBJECT: BP 3342 an AR 3342 - Tax-Sheltered Annuity Program

The District is in the process of complying with the Internal Revenue Code 403 (b) that covers tax-sheltered annuities.

Materials developed by the Internal Revenue Service, National Tax-Sheltered Annuity Association (NTSAA) and the Association of School Business Officials International (ASBO) have been reviewed on this topic and consultation with districts that have been audited by the Internal Revenue Service has occurred.

For several years, we have required a maximum exclusion allowance calculation (MEA) to accompany all salary reduction agreements (SRA). We are implementing a program to verify the information submitted on the MEA's. The District is liable for under-withholding of taxes due to incorrect SRA and/or inaccurate MEA information.

The plan is to monitor this program in-house, however, should this process prove to be more labor intensive than initially thought, it may be prudent to hire a third-party administrator for this program.

The District is using the standard Service Provider Agreement (SPA) developed by the NTSAA and ASBO. A copy of this agreement is attached. Presently, most of the companies conducting tax-sheltered annuity business with District employees have signed the SPA. Two companies have declined signing the SPA and five companies have been sent a second request. Some districts have curtailed all activity with companies who have not signed the SPA, while other districts have 'frozen' activity in this instance. Employees who are involved with 'frozen' companies are not allowed to make any changes to their tax-sheltered annuity payroll deduction; they may leave it in place as is or they may change to another company. No other employees are allowed join the 'frozen' company. It is recommended the District allow employees to remain on a status-quo basis with a 'frozen' company.

A revision to BP 3342 and implementation of AR 3342 requires all tax-sheltered annuity

companies to sign a SPA to hold the District harmless for any incorrect information submitted on behalf of an employee. Approval of BP 3342 and AR 3342 is recommended.

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# KPBSD Policy Manual

BP 3342

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## Business and Noninstructional Operations

### PAYROLL

All employees will be paid monthly on the last work day of the month.

Any regular employee eligible for payroll payments may authorize the direct deposit of his/her payroll to a designated banking institution upon delivery of a written request to the payroll office.

Substitute and temporary employees shall be paid at the daily rate established by the Board. Certificated substitute teachers employed in the same position continuously for more than nineteen (19) days shall be paid in accordance with the regular salary schedule.

Subject to emergency school closure approval by the commissioner of education, employees shall be entitled to pay for those days that schools are closed due to epidemics or other causes beyond the control of school authorities. School days missed for other reasons or for reasons not approved by the commissioner must be made up.

The district may withhold an employee's last month of service salary until that person has submitted all summaries, statistics, reports and other items required by the district.

Upon appropriate written authorization from the employee, the Board shall make deductions from the salary of any employee and make appropriate remittance for annuities, credit union, or other approved plans or programs.

Employees can elect to take a tax sheltered annuity deduction from the active list of companies on file with the business office.

In order for a company to be placed on the active list, the company must have five (5) or more participants from the district.

#### *Legal Reference:*

ALASKA ADMINISTRATIVE CODE

4 AAC 18.021

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**

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## **Business and Noninstructional Operations**

**AR 3342**

### **PAYROLL - Tax Sheltered Annuities**

Employees hired at least half time may purchase tax shelter annuities with portions of their income. The Board shall offer no advice or make any recommendations or representation respecting the value or merit of any company or annuity program offered. The selection of a company or program shall be made solely by the employee who shall assume all risks of participation in the program chosen.

Participation in tax- sheltered annuities will conform to the following rules that are applicable to the purchase of annuities under Section 403 (b) of the Internal Revenue Code:

The Superintendent or designee shall act as agent for the Board in the administration of all aspects of the tax-sheltered annuity program.

The Board shall, by reduction of compensation in the amount specified, remit payment for tax sheltered annuities for employees pursuant to I.R.C. 403 (b) provided the employee submits a signed salary reduction agreement accompanied by a maximum exclusion allowance calculation.

The Superintendent or designee will maintain a list of approved companies that market 403(b) annuities. Purchase of 403 (b) annuities for employees by the District will be limited to companies on this list.

Any companies that sell 403 (b) annuities may be placed on the District's list if they have five (5) or more signed contracts with employees, provided these companies execute and furnish agreements to the Board to hold harmless the Board from any tax or other liabilities that may be incurred by the District for under-withholding of income taxes that may result from the incorrect calculation of any participating employee's exclusion allowance under the terms of the Internal Revenue Code.

The Board shall not withhold income taxes on the amount of the contributions requested to be made by the employee for the purchase of 403 (b) annuities in a given year, provided that the employee and the firm, from which the employee's annuity has been purchased, have executed and furnished the District hold harmless agreements (Service Provider Agreement) on forms provided by the District.

### **Service Provider Agreement For 403(B) Retirement Programs (Non-ERISA)**

Employer certifies that it is an eligible employer to sponsor a 403(b) program and accepts all liability for this determination. Effective on the date hereof, the Service Provider identified below agrees, in consideration of being designated an approved Services Provider, to the terms and conditions set forth herein with respect to purchases, sales, transfers or other transactions related to the servicing of 403(b) annuity contracts and/or custodial accounts that are processed through the Service Provider.

**Employer and Service Provider agree:**

- 1 Service Provider, upon the request of any Employee, shall provide such Employee a Maximum Exclusion Allowance (MEA) calculation in accordance with state and federal income tax statutes, rules and regulations (Applicable Law). Furthermore, Service Provider shall certify to the Employer and Employee the accuracy of the calculation, as performed by Service Provider or its agent, based on the accuracy of information provided by the Employee.
- 2 Service Provider shall offer only custodial accounts or annuity contracts, the terms of which comply with the provisions of Applicable Law. Such custodial accounts and/or annuities shall be available for purchase by the Employer for any eligible Employee.
- 3 Service Provider shall be responsible for reporting and withholding taxes on distributions it makes directly to Employees and/or their Beneficiaries, as appropriate. For annuity or custodial accounts that permit Employee-directed requests through the Service Provider, the reason for the distribution shall be certified by the Employee so that the restrictions of Applicable Law regarding allowable transfers, direct rollovers, and rollovers are met. With respect to withdrawals, the Service Provider may rely upon the information received from the Employee, Employer or prior service provider in the event of a transfer.
- 4 Service Provider agrees that it shall, upon reasonable advance notice, comply with all pertinent written directives regarding the solicitation of Employees to the extent compliance is not inconsistent with any law.
- 5 In the event of an income tax audit of Employer, Service Provider agrees that it shall extend its cooperation in providing necessary information to the Employer regarding Employees in the products provided by Service Provider provided such information was maintained or prepared by Service Provider in providing such products.
- 6 Service Provider agrees to indemnify and hold harmless the Employer, including any individual member of the governing board, and Employees from every claim, demand or suit which may arise out of, be connected with, or be made by reason of the negligence of the Service Provider or failure of the Service Provider to meet the requirements of this Agreement. Notwithstanding the preceding sentence, this indemnification shall not cover any claim, demand, or suit based on erroneous information provided by the Employer or Employees or their willful misconduct or negligence. Service Provider, at its own expense and risk, shall defend, or at its option settle, any court proceeding that may be brought against the Employer, including members of the governing board, and Employees on any claim, demand or suits covered by this indemnification, and shall satisfy any judgment that may be rendered against any of them with respect to any such claim or demand, provided that Employer notifies Service Provider, in writing, within twenty (20) business days of receipt of such claim or demand. Service Provider's liability hereunder shall be limited to actual damages and out-of-pocket legal fees and expenses only.
- 7 This Agreement may be modified, amended or terminated by Employer or Service Provider upon thirty (30) days written notice to the other party, provided that no such modification, amendment or termination shall affect any liability incurred by Service Provider prior to such modification, amendment or termination.
- 8 This Agreement supersedes all prior agreements between the Service Provider and Employer.

**Service Provider:** \_\_\_\_\_

Dated \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Title *Authorized Officer of the Service Provider*

-

**Employer:** \_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
By\_

\_\_\_\_\_  
Title *Authorized Signature*

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

148 N. Binkley Street  
Soldotna, AK 99669

April 16, 2001

SCHOOL BOARD MEMBERS:

Ms. Deborah Germano, President  
Mrs. Sammy Crawford, Vice President  
Mrs. Debra Mullins, Clerk  
Mr. Joe Arness, Treasurer  
Dr. Nels Anderson, Member  
Mrs. Sandra Wassilie, Member  
Mr. Al Poindexter, Member  
Miss Sara Hart, Student Representative

STAFF PRESENT:

Dr. Donna Peterson, Superintendent of Schools  
Mrs. Melody Douglas, Director, Finance  
Dr. Ed McLain, Assistant Superintendent, Instruction  
Mr. Todd Syverson, Assistant Superintendent, Human Resources

OTHERS PRESENT:

Mrs. Carolyn Cannava	Mrs. Patty Rich
Mrs. Yvonne Emery	Mr. Jim White
Mrs. Rosie Reeder	Ms. Theresa Brown
Mr. Bob VanDerWege	Mrs. Kathy Thompson
Mrs. Emily Nicholson	Mrs. Rosie Reeder
Miss Rose Buchman	Mr. Tim Peterson
Miss Alex Demas	Mrs. Jane Stein
Mr. Marvin Norman	Mr. Rick Matiya
Mrs. Shana Loshbaugh	Mr. Phil Biggs
Miss Mary Fischer	Dr. Gary Whiteley
Mayor Dave Carey	Mr. Mark Leal
Mrs. Kelly Vasilie	Ms. Marti Shirley
Ms. Jane Kiech	Ms. Cindy Hurst
Ms. Tracy Irwin	Miss Kate Keating

Others present not identified.

CALL TO ORDER:

Ms. Germano called the meeting to order at 7:33 p.m.

PLEDGE OF ALLEGIANCE:

Ms. Germano invited those present to participate in the Pledge of Allegiance.

ROLL CALL:

Ms. Deborah Germano	Present
Mrs. Sammy Crawford	Present
Mrs. Debra Mullins	Present
Mr. Joe Arness	Present
Dr. Nels Anderson	Present
Mrs. Sandra Wassilie	Present
Mr. Al Poindexter	Present
Miss Sara Hart	Present

APPROVAL OF AGENDA:

The agenda was approved with the addition of Item 10c., Approval of Administrator Appointment, and revisions to Items 10a.(3), Approval of Resignations and 10a.(5), Approval of Leave of Absence Request – Support.

## APPROVAL OF MINUTES:

The School Board Minutes of April 2, 2001, were approved with the correction of the spelling of Ms. Lori Evans on pages 244 and 245, the correction of the spelling of Mrs. Daniela Martian on page 248 and the addition of the sentence, "Mr. Poindexter seconded." at the end of the sixth paragraph on page 247.

## INTRODUCTIONS:

Dr. Peterson introduced Miss Alex Demas, Nanwalek High student; Mr. Marvin Norman, Port Graham High student; Miss Rose Buchman, Susan B. English High student; and Mr. Wayne Young, chaperone and principal/teacher from Port Graham Elementary/High. She noted that the students were participating in a two-day Borough Assembly-sponsored government experience.

## SCHOOL REPORTS:

Ms. Carolyn Cannava, Soldotna Elementary principal, provided a brief history of the school. She noted that the 2000-2001 school goal is to focus on comprehensive literacy for each student. She announced that the Title I Program assists at-risk students in Grades K-2 after school, and the grant-funded Read 180 Program assists at-risk students in Grades 4-6 before school. She reported that the After the Bell Program provides after-school tutoring and fun activities for students, and the Foster Grandparent Program provides a caring senior citizen who works one-to-one with students in reading. Mrs. Patty Rich, custodian, told the Board of her involvement with students in the area of reading.

Ms. Marti Shirley, PTA president, reported on PTA activities such as providing books for the summer remedial program, sponsoring the Bingo for Books evening, providing money to support the schoolwide reading program, and sponsoring the annual book fair. She commended the entire school staff for being extremely dedicated to students.

Ms. Jane Kiech, teacher, stated that children learn by playing and hands-on activities. She stated that structured periods of the day when the teachers read, write and provide hands-on activities are balanced by a choice time when students can play, explore and practice what they have learned. She displayed and explained a seed planting project that was followed by student journal entries. She stated that providing early learning experiences and time to explore through play is like planting the seed for learning to read and write. Ms. Cindy Hurst, teacher, reported that the kindergarten teachers use modeled and shared reading. She reported that the kindergarten curricula requires that the life cycle of plants and the effects of pollution on the environment be taught. She stated that the planting activity may feel like play to the students but it is purposeful play.

Ms. Tracy Irwin, first grade teacher, used examples of student writing to demonstrate a lesson regarding spring. She reported that she read aloud multiple books about spring and asked the students to list their ideas, write sentences and illustrate the sentences. She stated that the students used a performance assessment to guide their way through the project. She reported on another project requiring higher order thinking skills to answer the question, "How would I make the world a beautiful place?" She read from a seven year old's perspective of what he would do to make the world a more beautiful place.

Mrs. Kelly Vasilie, first grade teacher, stated that one way she promotes literacy in the classroom is by tying literature into weekly projects. She explained that she used the Iditarod Dog Sled Race as a literacy experience. She explained that through a writing project the students learned about punctuation. She displayed dog faces drawn by students using crayon pastels to complete the fine arts portion of the Iditarod project. She added that the students downloaded information from the Internet about the Iditarod dog mushers and wrote letters to them. She added that students become very involved in their literacy-based activities when they realistically relate to what is happening in the community.

SCHOOL REPORTS (continued):

Miss Kate Keating, student teacher for Mrs. Sherry Baktuit, gave a computer-generated presentation regarding the incorporation of technology into literacy. She stated that she used a web trip to increase literacy because it meets Alaska's language arts content standards as well as national and District technology goals.

Mrs. Yvonne Emery directed six students in a song titled, "I Believe in Me." At the conclusion of the song, the students introduced themselves and told the Board what they wanted to be when they grow up.

Mrs. Crawford asked how many students were enrolled at Soldotna Elementary. Mrs. Cannava replied that the student population often changes but is currently at 358 students.

RECESS:

At 8:00 p.m., Ms. Germano called a recess.

RECONVENE AFTER RECESS:

At 8:05 p.m., the Board reconvened in regular session.

COMMUNICATIONS AND PETITIONS:

Dr. Peterson reported that the District has been chosen for the third year as one of the 15 percent of the school districts in the nation that are "What Parents Want in a School District." She noted that the front cover of the spring 2001 Northwest Regional Education Lab publication features a picture of Mr. Larry Nauta, Aurora Borealis Charter School administrator.

AWARDS AND PRESENTATIONS:

The Board presented a golden apple to Mr. Phil Biggs, technology director, for his contribution to the advancement of technology in the District.

Mr. Arness recognized Mayor Dave Carey who was recently elected to fill the City of Soldotna mayoral vacancy.

SUPERINTENDENT'S REPORT:

Dr. Peterson announced that Mr. Hickey is traveling to Juneau to testify on legislation regarding bond reimbursement. She noted that Mrs. Douglas was replacing Mr. Hickey at the Board meeting. She announced that the next Joint Technology Work Group meeting will be April 30 at 10:00 a.m. in the Borough Administration building. She noted that Seward Elementary's "Flat Stanley" will be included in the space shuttle scheduled to launch on Thursday, April 19.

FINANCIAL REPORT

Mrs. Douglas presented the financial report of the District for the periods ending March 31, 2001.

BUDGET TRANSFERS:

Mrs. Douglas reported on third quarter budget transfers Numbers 140 through 315 for various schools and departments within the District.

Mrs. Crawford asked whether the number of transfers was normal for this time of year. Mrs. Douglas replied that the number of transfers was normal and that the next report will be even larger.

## BOARD REPORTS:

Mr. Poindexter reported that he attended the Business Education Symposium in Anchorage with a team from the District that included a counselor, Dr. Ed McLain, Mr. Ben Eveland, Mr. Sam Stewart and others. He said they worked as a team to develop a plan to engage the District in more business partnerships. He reported that Dr. McLain delegated most of the assignments to Mr. Stewart and Dr. Whiteley. He added that he would like the Board to conduct an in-depth discussion regarding vocational education.

## BOARD REPORTS (continued):

Mrs. Mullins reported that she attended the Space Allocation Committee meeting and distributed a copy of the minutes from the previous meeting. She noted that the Kenai Courthouse building may be added back to the list of facilities under consideration. She stated that the discussions have included the use of lease space until the Borough Administration building can be remodeled. She noted that the committee may not complete the final report until May 15. She stated that the next meeting will be held in two weeks and will hopefully have information regarding lease sites as well as building sites. Mrs. Mullins thanked the Board for the opportunity to attend the National School Board Association Conference. She reported that she felt that it was a worthwhile trip and that speakers for the conference included Madelyn Albright, John Glenn and Peter Yarrow (from the musical group Peter, Paul and Mary). She reported that Mr. Yarrow spoke about his movement to help children understand themselves and his promotion of a project called "Don't Laugh at Me." She noted that the project includes a compact disk, a videotape and a guide, which allows teachers to incorporate the project into their district curriculum. She stated that the curriculum is designed to help youth recognize that everyone has been teased or made fun of. She referred the Board to the Internet site [www.google.com](http://www.google.com) to download the music and words for "Don't Laugh at Me." She read the words to the song and stated that she was very impressed with Mr. Yarrow's project. She encouraged the District administration to visit the Internet site [www.dontlaugh.org](http://www.dontlaugh.org) when it becomes available. Mrs. Mullins reported that she also attended sectionals on parliamentary procedures and high stakes testing.

Mrs. Wassilie reported that she attended the Title IX Parent Advisory Committee meeting at Soldotna Elementary. She noted that committee members and tutors throughout the District attended to hear Andrew Angaiak speak about the Upward Bound Program, which is a six-week program held at the University of Alaska-Fairbanks. She noted that three District schools offer the Upward Bound program and added that the program targets students who are not doing well in school but have potential. She reported that the Title IX Committee members were interested in the District pursuing the program for other schools in the District. She thanked Dr. Whiteley for inviting Mr. Angaiak.

Dr. Anderson reported that he received a request from the District to sponsor a student who is participating in the mentor program and is interested in molecular biology.

Mrs. Crawford reported that she is chairing the local advisory committee to the Job Center. She noted that Mr. Syverson will be the committee's guest speaker on April 19, and he will talk about issues in employment for the District. She stated that she will visit Aurora Borealis School in the near future and will attend the Recognition Committee meeting on April 17.

Mr. Arness reported that he attended the Outsource Task Force Committee meeting and noted that a recommendation will be presented at the next Board meeting. He noted that the committee work is complete.

CONSENT AGENDA:

Items presented on the Consent Agenda were Approval of 00-01-11 Resolution (East End Road Extension), Budget Transfer Number 332, Resignations, Leave of Absence Requests – Certified, Leave of Absence Request – Support, 00-01-12 Resolution (Increased Education Funding) and Long Range Plan.

Resolution 00-01-11 (East End Road Extension):

Mr. Hickey recommended the Board approve Resolution 00-01-11 in support of a paved extension to East End Road.

Budget Transfer Number 332:

Mrs. Douglas recommended the Board approve budget transfer Number 332, which transfers \$10,000 to cover increased food costs for the Homer High regional kitchen.

Resignations:

Mr. Syverson recommended the Board approve resignations effective the end of the 2000-2001 school year for Jeffrey Smith, special education/resource, West Homer Elementary; Sharon Fraley, special education/resource, Seward Elementary; Nancy Boehmer, special education/resource, Redoubt Elementary; Jill Singleton, generalist, Tebughna School; Steve Ratzlaff, generalist, Kenai Alternative School; and Laura Bruck, English, Susan B. English Elementary/High.

Leave of Absence Requests – Certified:

Mr. Syverson recommended the Board approve unpaid leave of absence requests for the 2001-02 school year for Stephanie Kind, language arts, Kenai Central High; and Jacqueline Bock, special education/preschool, Sears Elementary.

Leave of Absence Request – Support:

Mr. Syverson recommended the Board approve a one-year unpaid leave of absence for the 2001-2002 school year for Faith Hays, cashier, Tustumena Elementary and Gail Thomas, nurse, Homer Area.

Resolution 00-01-12 (Increased Education Funding):

Mrs. Douglas recommended the Board approve Resolution 00-01-12 in support of increased funding for education.

Long Range Plan:

Dr. Peterson recommended the Board approve the Long Range Plan, which includes a mission statement, guiding principles and goals for the next five years.

Mr. Poindexter requested the removal of Item 10a.(7), Approval of Long Range Plan.

ACTION

Mrs. Mullins moved the Board approve Consent Agenda Items Numbers 1 through 6. Mr. Arness seconded.

Motion carried unanimously.

ACTION

Mr. Poindexter moved the Board approve Item 10a.(7), Long Range Plan. Mr. Arness seconded.

ACTION

Mr. Poindexter moved the Board amend the Long Range Plan to add Item 5, “immerse career technical student organizations in appropriate vocational programs,” under Goal 1, Action Step 6. The amendment was lost for lack of a second.

VOTE:

YES – Anderson, Arness, Crawford, Mullins, Wassilie, Germano

NO – Poindexter

Advisory Vote – YES

Approval of Student Expulsion:

Dr. Peterson recommended the Board approve the one-year expulsion of a Skyview High School student for violating Alaska Statute, AS 14.03.160, and Board Policy 5131.7, Weapons and Dangerous Instruments. She noted that the parents chose not to address the Board in a formal hearing.

Mr. Arness moved the Board approve the one-year expulsion of a Skyview High School student. Mrs. Crawford seconded.

Approval of Student Expulsion (continued):

Motion carried unanimously.

APPROVAL OF ADMINISTRATOR APPOINTMENT:

Dr. Peterson recommended the Board approve the appointment of Mr. Bradley Drake as principal/teacher of Tebughna School.

Mrs. Wassilie moved the Board approve the appointment of Mr. Bradley Drake as principal/teacher of Tebughna School. Mr. Poindexter seconded.

Motion carried unanimously.

FIRST READING OF POLICY REVISIONS:

The Board heard a first reading of BP 4111.2, 4211.2 and 4311.2, Legal Status Requirement; BP 4115, Evaluation/Supervision; BP 4119.12, Harassment; and BP 4300, Management and Supervisory Personnel: Definitions.

Mr. Arness asked whether the District wanted the statement found in the last sentence of BP 4119.12 that removes a person's right to meet his/her accuser. Mr. Syverson stated that in cases of harassment it is the District's obligation to conduct an investigation and the burden of proof lies with the District to resolve the problem. He noted that attorneys from Jermain, Dunnagan and Owen have reviewed the policy and that the language originated from AASB. Mr. Arness cited examples of situations where confronting one's accuser might be the only resolution to a problem.

Dr. McLain recounted a similar situation with student harassment. He stated that the interpretation from the attorney was that the language in the policy does not take away the right of a person to meet his/her accuser.

Mr. Syverson explained that the reason the policy was being recommended is because employee policies do not have a harassment clause. He added that the language is similar to the student harassment policy.

Mr. Arness asked the administration for a clarification at the next meeting and added that he does not want to remove the person's ability to meet his/her accuser.

BOARD COMMENTS:

Mrs. Mullins stated that the "Don't Laugh at Me" program became profound because two student shootings occurred while she was in San Diego. She stated that students who are bullied tend to be bullies in the future and react with violence. She stated that students should be taught not to bully. She stated that she would like the District to research programs designed to curb violence, and she added that schools should be a safe place for students. She asked the administration to view the "Don't Laugh at Me" website and revisit with the Board later.

Mrs. Wassilie commented on the Sterling Elementary Falcon newsletter for the lead article regarding bullying and what the school is doing about it. She stated that letting children know it is not acceptable is a step in the right direction. She commended Sterling Elementary for a good article on bullying. She stated that she was invited to Nikiski High School to judge a debate meet and added that she learned a lot from the experience. She stated that she was pleased to see students involved in debate competitions because such activity helps the development of good thinking and communication skills. She stated that she was impressed with the students who competed.

BOARD COMMENTS (continued):

Dr. Anderson stated that he is thrilled with the diversity and unanimity of the School Board members. He told Mr. Poindexter that he is pleased that he is an advocate for vocational education, is willing to listen to his ideas and will try to incorporate Mr. Poindexter's concerns.

Mrs. Crawford thanked Mr. Biggs for his hard work for the District in the area of technology. She stated that she enjoyed the Soldotna Elementary School report. She credited good teachers for the debate team at Nikiski High School.

Ms. Germano thanked Board members for their involvement with activities both in the District and in the various Peninsula communities. She thanked the administration and staff in the audience for their hard work for the District.

Miss Hart stated that the Soldotna Elementary report was excellent and noted that she was impressed by the students who sang. She stated that she was delighted that Seward Elementary's "Flat Stanley" was traveling into space on the shuttle.

Ms. Germano asked Board members to review the graduation sign-up sheet.

ADJOURN: At 8:55 p.m., Mr. Arness moved the School Board Meeting be adjourned.  
Dr. Anderson seconded.

Motion carried unanimously.

Respectfully submitted,

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Ms. Deborah Germano, President

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Mrs. Debra Mullins, Clerk

The Minutes of April 16, 2001,  
have not been approved as of  
April 23, 2001.

## **Technology Work Group Meeting Minutes April 30, 2001**

Present: Pete Sprague, Patrick Hickey, Donna Peterson, Jim White, Phil Biggs, Jeff Sinz, Jim Legner

Robin Williams, principal of Nikiski Middle/High presented examples of how the technology plan in year one has impacted student achievement and teacher instruction. She said that her school has approximately 200 parents with e-mail access that is used for communication. In configuring the technology, the school technology team decided on three labs and a substantial school investment in projectors, digital cameras, and a digital movie camera. They are actively pursuing videoconferencing as their next logical step along with a partnership with the Senior Center, a proposed grant with the Boys and Girls Club, and continued work on policies and guidelines for Internet use (including citations, etc.). Inservice opportunities were maximized, teachers obtaining their Master's degrees did so in technology, and technology has become a part of their school culture. Bottom line was that the technology was not replacing instruction but enhancing it.

Jim White walked through the "tweaks" to the technology plan and the ability to compress the six year plan into four years because of the success of the Connections program. Some of the updates include buying a better computer (pentium 3) for \$1014 rather than the \$950 budgeted and purchasing Windows 2000 for \$47.50 per machine in addition to the budgeted \$150 software. Money to offset these additional needs came from the budget for office computers, which were able to be supplied through Connections extras. Library computers were bought when the tech schools came on line rather than 1/3 each of the 3 years. Jeff asked, "What about year 5?" The group determined that it was too early to speculate but that a phase 2 would be likely. Priorities for the school district include evaluating and selecting a student records management piece. Conversation regarding alignment of the Borough's purchase of business software and the District's review of the same occurred. Jeff/Patrick/Jim will continue this discussion. Pete asked about the continued viability of Connections and the District felt that the program would continue at least at the current level and likely grow.

Patrick Hickey updated the group on discussions that have taken place regarding surplus of old equipment pulled out of the schools. The work in this area was started by a comment from an Assembly member about possibly finding another way to dispose of the equipment besides \$5 pallets at the auction that end up in the dump. Jeff explained that if the equipment is determined to have no value, it really doesn't have to go to the auction. However, technology really seems to be in a different category and the public relations aspect has to be considered. Mark Fowler from the Borough has indicated that in his position with the Borough that he has the authority to dispense with items outside of the auction so the District pursued a plan that includes moving the DP team into schools 8 days (8 schools) before the end of the school year, reimaging and cleaning drives/operations systems on the old computers, having them available if any taxpayer shows up to buy (\$10+), and then packing up the excess equipment for the auction. When considering the work involved, this would have a negative cost benefit but currently the public relations value is probably worth it. This would be an experiment that creates a no lose situation - if only a few folks take advantage, they are happy, and the district can say they tried. Principals are less than excited but the work load will be on central office. Donna and Pete both expressed their support for at least trying this. Patrick will further explore this in committee with the Assembly and by Wed. we'll have a firm decision so we can advise schools of the plan.

Next meeting of the technology working group will be scheduled once school starts in fall.

May 7, 2001

MEMORANDUM

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Resignations - Item 10a (1)

It is recommended the following resignations be approved effective the end of the 2000-01 school year:

Robert Thompson	School Psychologist	District Wide Special Services
Robert Barnwell	Grade 3/4	Seward Elementary
Mark Burgener	Art/Photography	Kenai Central High
Diana Marsh	Speech Pathologist	District Wide Special Services
Josanne Breeding	School Psychologist	District Wide Special Services
Carlton Kuhns	Principal	Nikolaevsk School

May 7, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Requests for an Unpaid Leave of Absence/Certified – Item 10a (2)

It is recommended the following requests for an unpaid leave of absence be approved for the 2001-02 school year.

Robert Summer	Grade 8	Kenai Middle
Bradley Kloeckl	English	Homer High
Theo Lexmond	School Psychologist	District Wide Special Services

May 7, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Substitute Teacher Contracts - Item 10a (3)

The Administration recommends the following substitute teacher contracts be approved:

George Harbeson

QUEST/Language Arts

Chapman School

Joanne McClain

Special Ed/Severe

Seward Middle/Sr.

May 7, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Teacher Assignments/2001-02 Item – 10a (4)

It is recommended that the following teacher assignments be approved for the 2001-02 school year:

<u>RESIDENCE</u>	<u>NAME</u>	<u>DEGREE</u>	<u>INSTITUTION</u>	<u>MAJOR</u>	<u>ATC</u>	<u>EXP</u>	<u>ASSIGN</u>
Kotzebue, AK	Linda Sam Adams	BS	Lamar University (Texas)	Home Economics	Home Economics	1 States 2 AK	Temporary, full time Home Economics at Skyview High
Metlakatla, AK	Belinda Drake	BA	Western Oregon State	Elem Ed	Elem Ed	6 AK	Full time Grades K-2 at Tebughna School

April 23, 2001

## MEMORANDUM

TO: Board of Education

THRU: Patrick Hickey  
Assistant Superintendent, Operations and Business Management

FROM: Melody Douglas  
Director, Business and Finance

SUBJECT: Budget Transfer 355, 356, and 357

Budget transfer number 355 and 357 transfers \$11,840 and \$18,197, respectively, to cover the purchase of computers per the District Technology Plan.

Budget transfer number 356 includes transfers of \$18,150, \$16,500, \$17,250 and \$20,100 to purchase software for computers per the District Technology Plan.

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.

Enclosure

May 7, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Non-tenure Teachers for Tenure/2001-02 - Item 10 b

It is recommended that employment and tenure for the following non-tenure teachers be approved for the 2001-02 school year. The following assignments are tentative:

<b>Location</b>	<b>Employee</b>	<b>Assignment</b>	<b>Certification</b>
Aurora Borealis	Uponen, Lori	Gr. 1-2	Music; Elem Ed
Homer High	Brewster, Margaret (.75)	Library	Library Science
	Shields, John Patrick	Voc Ed/Generalist	Elem; Auto
K-Beach	Daniels, Jason	Primary	Elem Ed
Kenai Alternative	Roney, Vickie	Generalist	K-12 Self Contained
Kenai Central High	Larson, David	Language Arts	English

Nikiski Middle/Sr.	Carver, Michelle	Science	PE; Health; Biology
	Kornstad, Reid	Math	PE; Math
	Martian, David	Math	Elem Ed
	Riddall, Theodore	SpEd/Resource	SpEd; PE
	Zimmerman, Troy	Science/Foreign Language	Social Studies
Nikiski Elementary	Kelso, G. Richard	PE	PE
	Vann, Heidi	SpEd/EH	Elem Ed; SpEd
North Star Elementary	Bailey, Brian	SpEd/QUEST	Elem; Geog
Paul Banks	Horn, Renda	Music	Music
Redoubt Elementary	Spence, Barbara	SpEd/Resource	Elem Ed/SpEd
Seward Middle/Sr.	VanDriessche, Janet	SpEd/Resource	SpEd/MR
Skyview	Kibling, Catherine (.50)	SpEd/Resource	SpEd/Mildly Handicapped

Soldotna Middle	Truesdell, Sargeant	Social Studies	History;PE; Coaching
<b>Location</b>	<b>Employee</b>	<b>Assignment</b>	<b>Certification</b>
Sterling Elementary	Biggs, Susan (.50)	Music	K-12 Music
Susan B. English	Bornheimer, Karen	Gr. K-2	Elem Ed
Voznesenka	Chalup, Elaine	Gr. 5/6	Elem Ed
	Serge, Katherine	Language Arts/SS	English
West Homer Elementary	Murdock, Karen	SpEd/Severe	Elem Ed; SpEd; Erly Child

May 7, 2001

TO: Board of Education

FROM: Todd Syverson, Assistant Superintendent, Human Resources

SUBJECT: Approval of Tentative Non-tenure Teacher Assignments/2001-02 - Item 10c

It is recommended that employment for the following non-tenure teachers be approved for the 2001-02 school year. The following lists tentative assignments for the non-tenured teachers:

<u>Location</u>	<u>Employee</u>	<u>Assignment</u>	<u>Certification</u>
Aurora Borealis	Ball, Julie	Kindergarten	Elem Ed
Chapman	Hibpshman, Lorraine	SpEd/Resource	Elem; SpEd/Mild
	Window, Carolyn (.50)	Music	Music
D/W Special Services	Harper, Jamilyn	Program Manager	Elem; SpEd
Fireweed Academy	Owens, Kristina	Gr. 3-6	Elem Ed
Homer High	Decker, Laurie	SpEd/Resource	Bio Sci; SpEd
	Illg, Vicki	Science	Biology
	Pitzman, Gordon	Spanish	Elem Ed

	Thompson, Linda	SpEd/Severe	PE; Elem Ed; SpEd
Homer Middle	Estill, Matthew	SpEd/Resource	SpEd/LD; Elem Ed
	Strutz, Sue	PE	Elem Ed
Hope	Roehmildt, Rachel	Generalist	Soc Studies; History
K-Beach	Boehmler, Carol	Reading Specialist	Elem Ed
	Nearing, Marybeth	Physical Therapist	PT
Kenai Alternative	DeGray, Thomas	Generalist	Elem Ed
	Edwards-Smith, Dawn	Generalist	German; Science
	Harding, Kevin	Generalist, SpEd/Resource	Art; History; SpEd/Mild

**Location****Employee****Assignment****Certification**

Kenai Central

Bergholtz, Christine

Science

Chemistry

Denesen, Kimberly

SpEd/EH

SpEd; Elem Ed

Fortunato, Amy

SpEd/EH

Elem Ed; SpEd/Mild; Psych

Graham, Judy

SpEd/EH

SpEd/LD; SpEd/Sev

Holland, Clayton

SpEd/Resource

SpEd/MR; Elem Ed

Hurd, Gweni

English

Speech

McIntyre, Timothy

School Psychologist

School Psychologist

Nabholz, Susan

Math

English

Kenai Middle	Blacklock, Frederick	Gr. 6	Elem Ed
	Eggleston, Andrea	Art/Home Ec	Art
	Schmelzenbah, Kristy	Reading	Elem Ed
McNeil Canyon	Purcell, Mary Ellen (.50)	QUEST	Elem Ed
Moose Pass	Marlow, Leanne	Gr. K-2	Elem Ed
Mt. View	Anderson, Celia	Art Specialist	Art
Nanwalek	Cahill, Patricia	Gr. 7-8	Political Science
Nikiski Elementary	Morrow, Kristin	Reading	Reading; History
Nikiski Middle/High	Chadwick, Lee	Computer	Social Studies
	Jeness, Elizabeth	Language Arts	Journalism; English
Nikolaevsk	Basargin, Alexei	Math/Language Arts	Math/History
	Jackson, Linda	SpEd/Resource; QUEST	Elem Ed/SpEd
	Jacobson, Timothy	LA/Social Studies	Social Studies
Paul Banks	Burns, Sally (.50)	Reading	Elem Ed
Redoubt Elementary	Elliott, Lynnette	Kindergarten	Elem Ed
	Gossard, Thomas	Gr. 3	Elem Ed
	Romberg, Cynthia (.50)	QUEST	German; PE
	Rosin, Tara	Reading	Elem Ed
Sears Elementary	Anderson, Donna	Gr. 1	Elem Ed
	Kennedy, Molly	Occupational Therapist	OT
	Thomas, Cindy	Kindergarten	Elem Ed
Seward Middle/High	Anderson, Stephanie	Math	Math
	Binder, Patrick	Social Studies	History; Geography

Hassen, Robert	Math	Math
McKeon, Fiona	SpEd/Severe	SpEd/LD; SpEd/Mild; Elem Ed
Sandoval, Kathy	SpEd/ Resource	PE; SpEd/Moderate
Swanson, Loretta (.50)	SpEd/Preschool	SpEd; Elem Ed

<b>Location</b>	<b>Employee</b>	<b>Assignment</b>	<b>Certification</b>
Skyview	Blacklock, Patricia	SpEd/Resource	SpEd/LD; Psych; Coaching
	Lawyer, Patricia	Counselor	Schl Counselor; PE
	Merkes, Renee (.60)	Math	Math
	Truesdell, Heather	English	English; Journalism
Soldotna Elementary	Boyce, Janet (.80)	Reading	Elem Ed
	Juliussen, Lisa (.50)	PE	PE
	McNinch, Barbara	SpEd/OT	OT
Soldotna High	Bartman, Donna	Business Ed	Computer Ed
	Carlson, William	Voc Ed	Indust Arts
	Gordon, Douglas	Voc Ed	Indust Ed
	Kiel, Holly (.60)	Dance/PE/Drama	Speech; Theater Arts; PE
	Williamson, Brenda	SpEd/Severe	SpEd/MR; Elem Ed
Soldotna Middle	Cannava, Kristin	SpEd/QUEST	Elem Ed
	Morgan, Virginia	Reading	Elem Ed; Language Arts
Spring Creek	McKeon, Donald	Generalist	Political Science
S.B. English	Beck, Daniel	Science/Math	Science/Math
	Chambers, Lisa	Gr. 4-6	Elem Ed
	Turner, Ronald (.50)	Voc Ed	Ind Tech
Tebughna	Gustafson, Erika	Gr. 7-12 LA/SS	Math/ Comp Sci

Tustumena

Cowans, Christopher  
Klaben, Suzanne  
Worsfold, Shellie

Intermediate Grades  
Gr. 5/6  
Reading/Gr. 2/3

Elem Ed  
Elem Ed  
Elem Ed; Erly Child; Social  
Studies; Sci

May 7, 2001

To: Kenai Peninsula Borough School District Board of Education

Through: Dr. Donna Peterson, Superintendent of Schools

From: Todd Syverson, Assistant Superintendent, Human Resources

Subject: **BP 4111.2, 4211.2, 4311.2 - Item 10d**

The district administration asks that the revision to BP 4111.2, 4211.2, 4311.2 be approved as submitted. This policy is modified from the AASB template. No existing language has been stricken. New text is in bold. ***Note:*** Employers may be subject to fines and/or imprisonment if they fail to request evidence of employment eligibility or if they knowingly hire undocumented works.

***All Personnel BP 4111.2***

***BP 4211.2***

***BP 4311.2***

***Legal Status Requirement***

*The district shall hire only citizens and aliens who are lawfully authorized to work in the United States. District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.*

***All new employees shall show appropriate documents, which certify that they are legally eligible to work in the United States, as required by law.***

***Legal References:***

UNITED STATES CODE, TITLE 8

*1324(a)(b) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990*

CODE OF FEDERAL REGULATIONS, TITLE 8

*274(a) Control of Employment of Aliens*

May 7, 2001

To: Kenai Peninsula Borough School District Board of Education

Through: Dr. Donna Peterson, Superintendent of Schools

From: Todd Syverson, Assistant Superintendent, Human Resources

Subject: **BP 4115 Evaluation/Supervision - Item 10e**

The district administration asks that the revision to BP4115 be approved as submitted. This policy is modified from the AASB template in accordance with House Bill 465 (AS 14.20.149) and has been reviewed by AASB legal council.

### ***Certificated Personnel BP 4115***

#### ***Evaluation/Supervision***

*The School Board believes that evaluation can provide important information relevant to making employment decisions and can help staff improve their teaching skills and raise student achievement levels. In accordance with the certificated employee evaluation system adopted by the School Board as required by law, the Superintendent or designee shall evaluate the effectiveness of certificated personnel annually. The Board encourages teachers to request further observations and/or professional advice as needed.*

*The Board regards the Teacher Evaluation Policy and Procedures Handbook to be incorporated in this policy.*

*The District shall provide annual in-service training to all certificated employees subject to the evaluation system. The training will address the procedures of the system, the standards used by the district in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.*

*(cf. 4116 – Probationary/Permanent Status)*

*(cf. 4117.4 – Dismissal)*

*(cf.4117.6 – Nonretention)*

*(cf. 4315.1- Competence in Evaluation of Teachers)*

*Legal Reference:*

*ALASKA STATUTES*

*14.20.149 Employee Evaluation*

*23.40.070 Declaration of policy (PERA)*

*ALASKA ADMINISTRATIVE CODE*

*4 AAC 19.010-4 AAC 19.060 Evaluation of professional employees*

*4 AAC 04.200 Professional content and performance standards*

May 7, 2001

To: Kenai Peninsula Borough School District Board of Education

Through: Dr. Donna Peterson, Superintendent of Schools

From: Todd Syverson, Assistant Superintendent, Human Resources

Subject: **BP 4119.12(a) - Item 10f**

The district administration asks that the Board adopt BP4119.12(a) as submitted. This policy was developed through AASB in response to Alaska statutes related to harassment in the workplace.

*All Personnel BP 4119.12(a)*

## ***HARASSMENT***

*The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. The Board shall not tolerate the harassment of any student by another student or district employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action.*

*Harassment means intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.*

*(cf. 5145.7 Sexual Harassment)*

*(cf. 4118 – Suspension/Disciplinary Action)*

*(cf. 4119.11 – Sexual Harassment)*

*(cf. 4199.21 – Code of Ethics)*

*To promote an environment free of harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.*

*The Board encourages students or staff to immediately report incidences of harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.*

*Notice of this policy will be circulated to all district schools and departments and incorporated in teacher and student handbooks.*

*(cf. 0410 – Nondiscrimination in District Programs and Activities)*

*(cf. 1312.3 – Complaints Concerning Discrimination)*

*(cf. 4030 – Nondiscrimination in employment)*

*Legal References:*

*ALASKA STATUTES*

*AS 14.18.010 – 14.18.100 Prohibition Against Sex and Race Discrimination*

*ALASKA ADMINISTRATIVE CODE*

*4 AAC 06.500 – 4 AAC 06.600 Prohibition of Gender or Race Discrimination*

*TITLE VI CIVIL RIGHTS ACT OF 1964*

*TILE IX, EDUCATION AMENDMENTS OF 1972*

*INDIVIDUALS WITH DISABILITIES EDUCATION ACT*

*AMERICANS WITH DISABILITY ACT*

May 7, 2001

To: Kenai Peninsula Borough School District Board of Education

Through: Dr. Donna Peterson, Superintendent of Schools

From: Todd Syverson, Assistant Superintendent, Human Resources

Subject: **BP 4300 - Item 10g**

The district administration asks that the board adopt BP4300 as submitted. This policy was developed through AASB in response to Alaska statutes. *Note:* Pursuant to state law, the Superintendent, Assistant Superintendent, and other employees who exercise significant responsibilities for the district in the area of collective bargaining formulation and implementation are excluded from the bargaining units of other certificated or classified employees.

### ***All Personnel BP 4300***

#### ***Management and Supervisory Personnel***

*Management and supervisory employees are excluded from the bargaining units of other certificated or classified employees.*

*Management employees are those employees who have significant responsibilities for formulating district policies or administering district programs and who have been designated as management by the School Board.*

*Supervisory employees are those employees who have the authority to make recommendations to the Superintendent or designee concerning the employees under their supervision. This authority extends to the following areas: hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, direction, work assignment and discipline.*

*Legal Reference:*

*ALASKA STATUTES*

*23.40.090 Collective bargaining unit*

*23.40.250 Definitions*

*ALASKA ADMINISTRATIVE CODE*

*8 AAC 97.990 Definitions*

May 7, 2001

TO: Board of Education

FROM: Donna Peterson, Ed.D., Superintendent

SUBJECT: 2001-02 Administrator Assignments - Item 10i

It is recommended that the following administrator assignments be approved for the 2001-02 school year:

Christine Ermold

Principal/Teacher

Cooper Landing School

John Cote

Assistant Principal

Seward Middle/Sr.

May 8, 2001

To Members, Board of Education

Through Dr. Donna Peterson, Superintendent

From Dr. Ed McLain, Assistant Superintendent, Instruction

Re Revision BP 1312.2 and AR 1312.2, Reconsideration of Instructional Material

The proposed revision makes a distinction between the request for reconsideration of a book or other material which is required by a teacher for student or class and a request for reconsideration of a non-required or supplemental book or other material.

For required materials, the proposed revision will result in a full review process similar to the process required and described by the current policy. This process requires a review of the material by the district reconsideration committee. This committee is composed of a board member, district administration, librarian, teachers, parent and community members. Following a review of the material, the committee makes a recommendation to the Superintendent and the Board. The Board reviews and approves or disapproves that recommendation.

For non required materials such as library books, and supplemental books and materials, the revised BP and AR sets up a committee composed of instructional staff who will receive the request for reconsideration, communicate with the parent, and review the material. That committee would make a decision on the material and convey that decision to the parent and to the Superintendent. The Superintendent reviews that decision and reports to the Board on action taken. The BP and AR will allow an appeal to the Superintendent regarding requests for reconsideration for non-required and supplemental materials.

Administration recommends approval of this revision.

Thank you.

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BP 1312.2

Community Relations

## Public Complaints Concerning Instructional Materials

The School Board is aware that certain adopted materials may not be acceptable to all students, their parents/guardians, or other district residents.

[\(cf. 6161.1 - Selection and Evaluation of Instructional Materials\)](#)

[\(cf. 6161.11 - Supplementary Instructional Materials\)](#)

~~When necessary,] t~~**[T]** he Board shall establish an instructional materials review ~~committee and~~ procedures which will permit proper consideration of any complaints against the use of any instructional materials, including textbooks, supplementary textbooks, library books, and other instructional materials and equipment. ~~The instructional materials review committee will make recommendations to the Board.~~ **[The established procedures will utilize district and site staff, parents, Board members, community members as appropriate. These procedures are described in district regulations].-**

[\(cf. 1312.3 - Public Complaint Concerning Discrimination\)](#)

[In cases where ~~an~~ instructional material is removed or access to material is restricted through this policy and procedure,] ~~T~~ **[t]**he Board's decision to remove **[or restrict]** the material ~~in any such case~~ will be based on educational suitability and will not be influenced by a desire to suppress information or deny students access to ideas with which the Board **[or staff]** disagrees.

[\(cf. 6144 - Controversial Issues\)](#)

Adoption Date: ~~7/1/96~~ 5/xx/2001

AR 1312.2

## Community Relations

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### 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 a final decision has been made by the Board 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.

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.
5. The committee's report and the action of the Board will be sent to all schools in the district.

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

The report and recommendation of the review committee shall be brought to the School Board for consideration and final decision **[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.

**[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]**

**[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.**

**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.]**

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