

THE LAKE AND PENINSULA SCHOOL DISTRICT
Regular Meeting AGENDA
June 29, 2023, 9:00 AM

Agenda

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3. **ROLL CALL**
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43. ADJOURNMENT	



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June 29, 2023
School Board Meeting

PAYROLL

CHECK REGISTERS

4/20/2023 – 6/26/2023

41894 - 41903

GENERAL

CHECK REGISTERS

5/10/2023 – 5/22/2023

101352 – 101464

PAYROLL & GENERAL

Direct Deposits & Vendor Payments

4/27/2023 – 6/23/2023

Includes Certificated summer pay through June

Vouchers 1416 – 1471



Date: June 22, 2023
To: Lake and Peninsula School Board
From: Kasie Luke, Superintendent
Re: Report: June 29, 2023

State Funding Update

We had hoped the Governor would accept the \$680 one time funding increase per pupil put forth by the Legislature, however he vetoed the Education funding and has put for \$340 per pupil in one time funding for the upcoming year. There were not enough votes in the House to override the Governor's veto. We anticipated the increase prior to the Governor's veto being (with \$680) being right around \$1 million. For LPSD, this means we will rework our budget incorporating the one time funding of \$518,928.00 (with \$340). This still leaves us at about \$100K deficit and no room for beginning to replenish our savings.

PK Funding:

We are excited to report that LPSD received the AK Pre Elementary Grant that will allow us to continue with our grant funded PK program through the 2025-2026 school year. The grant monies totally \$671,253.19 will be released to LPSD at the beginning of each fiscal year.

Literacy Grant Funding

Through Mrs. Kresl's dedication and hard work, LPSD has received \$132,282.55 in supplemental funds from the State Department of Education and Early Development (DEED) for the Alaska Comprehensive Literacy State Development Grant (LPSD's Literacy Grant) for 2023-2024. This money will support efforts to comply with the Alaska Reads Act, support the LPSD Mentor/Mentee Program and the MTSS/RTI implementation, encourage participation in the Science of Reading offerings from the State, and professional development for calibrated teaching across LPSD.

Certified Staffing

Mr. Cornell continues to put forth great effort to ensure LPSD schools are staffed with teachers for the 2023-2024 school year. We are in a better place than many other districts on this day, late June, thanks to Bill. As we look ahead at the 2023-2024 school year, we are hopeful to fill all our openings before the beginning of the year and work to collaborate with our communities and staff members throughout the year to maintain positive relationships and productive happenings where we can to have less turnover in the year ahead. In hiring and maintaining staff, we will keep the Board aware of the staffing of LPSD while doing our best to allow the Board to continue setting the tone for "why" while the LPSD administration supports the "how." As I am the only school board staff member, our team and I will work to protect the Board and provide necessary communication and information about personnel and concerns. Thank you, LPSD School Board, for your continued support of our Administration and our efforts to keep LPSD a family-oriented, student and community-focused place to serve.

Date: June 28, 2023
 To: LPSD School Board
 From: Laura Hylton, Finance Director
 RE: June Board Report

FY24 Insurance Renewal

The insurance renewal proposal is attached for the board’s information a summary of the renewal is listed here. It is a 30% increase overall and includes an increase in total insured value of 15%. At 30% our increase is lower than most our brokers is seeing.

Renewal Premiums:

Policy Term: 2023/2024

Renewal Coverage	Gross Premium	Net Premium
Property & Mobile Equipment	\$381,700.94	\$337,805.33
Liability	\$80,978.19	\$71,665.70
Automobile	\$7,415.26	\$6,562.51
Worker’s Compensation - AK	\$50,402.91	\$44,606.58
Worker’s Compensation – ID, PA & FL	\$2,272.32	\$2,011.00
Crime	\$1,284.81	\$1,137.06
Cyber Liability – Hiscox (incum) - \$10k	\$18,876.00	\$16,516.50
Broker Fee	-	30,000.00
TOTAL PREMIUM	\$542,930.43	\$510,304.67

Policy Term: 2022/2023

<u>Coverage</u>	<u>Gross Premium</u>	<u>Net Premium</u>
Property	\$ 254,093.01	\$ 213,628.70
General Liability	\$ 79,861.17	\$ 67,143.28
Student Accident	Included	Included
Automobile	\$ 7,990.73	\$ 6,718.21
Workers Compensation – AK	\$ 51,090.48	\$ 42,954.31
Workers Compensation – Other	\$ 2,280.23	\$ 2,018.00
Crime Insurance	\$ 1,280.00	\$ 1,076.16
Cyber	\$ 17,769.00	\$ 15,547.88
Travel Accident	Paid	Paid
Broker Fee	\$ -	\$ 30,000.00
TOTAL PREMIUM	\$ 414,364.62	\$ 379,086.54

Options or additional coverage:

Cyber Liability – Hiscox - \$25k Option	\$17,791.00	\$15,567.13
Cyber Liability – Westchester/APEI	\$7,405.31	\$6,553.70

Optional Coverages	Gross Premium	Net Premium
Environmental Op. 1 – \$1M/\$1M xs \$50k w/ Ironshore	\$18,982.51	\$16,272.89
Environmental Op. 2 – \$1M/\$2M xs \$50k with Ironshore	\$22,533.98	\$19,310.65
Environmental Op. 3 – \$2M/\$2M xs \$50k with Ironshore	\$27,861.71	\$23,867.73
Environmental Op. 4 – \$1M/\$2M xs \$5k xs with C&F	\$51,247.08	\$46,363.08
Excess Sexual Abuse & Molestation Op 1 - \$1M	\$40,500.00	\$36,500.00
Excess Sexual Abuse & Molestation Op 2 - \$2M	\$60,750.00	\$54,750.00

APEI reduced the Sexual Abuse & Molestation coverage limits several years ago from \$15 million per occurrence to a \$1M per victim/\$5 million per perpetrator sublimit. Optional Excess SAM coverage would add protection although the added premium is substantial. SAM policy limits are often used by plaintive attorneys in lawsuits reduced limits are intended to limit award while maintaining coverage.

Cyber liability limit is \$2 million with a pool aggregate limit of \$5 million, coverage then become first come first serve. If another pool participant has claims that reach the \$5 million limit subsequent pool participants would not receive coverage. LPSD opted to decline APEI coverage and purchased our own policy. Premiums are more costly than the APEI coverage, at the \$10,000 deductible level the District receives a lot of services and resources for data breach and ransom events. The prevalence of these type of crimes makes the coverage with the cost. The risk is no coverage and potential significant costs. Covers legal defense costs.

Environmental - APEI has changed policy language to include cleanup in the 125% of declared value which results in less coverage for replacing a building and cleaning up after a loss. Environmental coverage options are listed above and would reduce the risk related to contamination due to fire or other loss as well as fuel spills. Environmental coverage also provides for remediation expenses and liability damages to others due to soil or groundwater contamination that emanates from one of our sites, issues with air quality contamination and other pollution related incidents. Property insurance covers cleanup due to a fire. Liability insurance has some coverage for damage to other parties for environmental related claims considered sudden and accidental and requires knowledge within 20-days of the incident and reporting to APEI in 90-days. Often this type of incidents occur slowly over time and are not known for years. Covers legal defense costs.

Feedback on environmental coverage and SAM coverage is appreciated.

Recommendations:

SAM - At this time I am not recommending purchasing excess coverage due to cost and budget constraints.

Cyber – Hiscox \$10K option

Environmental – Ironshore coverage Op 1 or 2 provide coverage we do not currently have. We can purchase or review again next year.

FY24 State Funding

The BSA remains at \$5,960 with outside the foundation formula funding after the Governor's veto coming in at \$518,928. This funding leaves our FY24 budget with an approximate deficit of \$100,000 and much has already changed. FY24 budget will need to be revised early in the fall and decisions made about ways to reduce spending. We are reviewing options for reducing food service and still offering a program. Looking for ways to reduce travel costs and still offer opportunities for students. Health insurance options for containing costs for implementation January 1, 2024.

Financial Report attached.

Lake and Peninsula School District

100 Board Report
Fiscal Year: 2022-2023

From Date: 7/1/2022 To Date: 6/27/2023

Account Description	Account Number	GL Budget	YTD	Balance	Encumbrance	Budget Balance	% Budget
Instruction	100.000.100.000.000	\$4,937,331.38	\$4,608,324.68	\$ 329,006.70	\$ 9,970.78	\$319,035.92	6.46%
Lake View Home School	100.000.140.000.000	\$13,801.49	\$11,927.09	\$ 1,874.40	\$ 0.00	\$ 1,874.40	13.58%
CTE	100.000.160.000.000	\$803,471.67	\$780,705.79	\$ 22,765.88	\$ 11,444.56	\$ 11,321.32	1.41%
SPED direct instruction	100.000.200.000.000	\$988,032.27	\$920,149.35	\$ 67,882.92	\$ 1,114.00	\$ 66,768.92	6.76%
SPED special services	100.000.220.000.000	\$253,512.05	\$268,530.51	-\$ 15,018.46	\$ 0.00	-\$ 15,018.46	-5.92%
Student support	100.000.300.000.000	\$100,791.02	\$75,201.81	\$ 25,589.21	\$ 0.00	\$ 25,589.21	25.39%
Instructional Support	100.000.350.000.000	\$638,088.05	\$640,525.19	-\$ 2,437.14	\$ 0.00	-\$ 2,437.14	-0.38%
Instructional Technology	100.000.360.000.000	\$2,659,689.85	\$2,448,291.62	\$ 211,398.23	\$ 446,896.10	-\$235,497.87	-8.85%
School Admin - Principals	100.000.400.000.000	\$827,279.59	\$826,793.52	\$ 486.07	\$ 0.00	\$ 486.07	0.06%
School Support - Secretaries	100.000.450.000.000	\$105,583.48	\$98,687.73	\$ 6,895.75	\$ 0.00	\$ 6,895.75	6.53%
District Admin - Superintendent and Board	100.000.510.000.000	\$602,180.80	\$594,578.61	\$ 7,602.19	\$ 0.00	\$ 7,602.19	1.26%
District Admin - Business Services	100.000.550.000.000	\$706,431.00	\$723,961.28	-\$ 17,530.28	\$ 21,515.10	-\$ 39,045.38	-5.53%
Maintenance and Operations	100.000.600.000.000	\$2,959,842.72	\$3,329,863.89	-\$ 370,021.17	\$ 133,152.95	-\$503,174.12	-17.00%
Student Activities	100.000.700.000.000	\$592,186.86	\$600,442.24	-\$ 8,255.38	\$ 2,040.00	-\$ 10,295.38	-1.74%
Other Fund TRS & PERS OB	100.000.760.000.000	\$0.00	\$11.35	-\$ 11.35	\$ 0.00	-\$ 11.35	0.00%
Other Fund TRS & PERS OB	100.000.790.000.000	\$0.00	\$113.87	-\$ 113.87	\$ 92.99	-\$ 206.86	0.00%
Food Service Transfer	100.000.900.000.000	\$50,000.00	\$0.00	\$ 50,000.00	\$ 0.00	\$ 50,000.00	100.00%
Grand Total:		\$16,238,222	\$15,928,108.53	\$ 310,113.70	\$ 626,226.48	-\$ 316,112.78	-1.95%

Encumbrances have not yet been reviewed and closed for the year.
 Excess cost of teacher housing still needs moved to fringe benefits.
 Fuel inventory is not yet posted.



Ironshore Environmental®

Site Pollution Incident Legal Liability Select (SPILLS)



You get more extensive coverage with our broad definition of pollutants.

Environmental protection that keeps your focus on business

Constantly changing regulations and an increasingly litigious environment make it essential for companies to shield themselves with a comprehensive environmental policy that takes over where standard coverage leaves off.

Alleviate financial concerns

Along with protecting your reputation and brand, SPILLS protects your company from:

- The high costs of clean up following an event like a storage tank leak or contaminated drinking water.
- Expensive claims brought by third parties.
- Costly legal defense.

Critical protection from today's environmental threats

Mold matter	<ul style="list-style-type: none"> • Remediation expenses • Associated bodily injury claims
Legionella	<ul style="list-style-type: none"> • Remediation expenses • Bodily injury claims related to impacted drinking water or indoor air
Hazardous spills/other environmental occurrences	Applies to spills and releases of hazardous substances, including chemicals and radioactive materials: <ul style="list-style-type: none"> • Remediation expenses • Associated bodily injury claims
Storage tanks	Applies when oil or other hazardous materials are released from underground or above ground storage tanks: <ul style="list-style-type: none"> • Remediation expenses • Associated bodily injury claims
Indoor air quality	<ul style="list-style-type: none"> • Associated bodily injury claims
Contaminated drinking water	<ul style="list-style-type: none"> • Associated bodily injury claims, whether drinking water was contaminated on or offsite. • Remediation expenses.
Terrorism	<ul style="list-style-type: none"> • Complete nuclear, biological, chemical and radiological (NBCR) coverage. • Remediation and business interruption expenses associated with closure, whether a result of direct impact from a terrorist event or indirect impact (victims from a terrorist attack end up at facility for treatment)
Legal defense	<ul style="list-style-type: none"> • Associated defense costs

Coverage highlights

- A broad definition of pollutants – including mold, legionella, radioactive materials, electromagnetic fields, and medical, infectious, and pathological wastes – provides broader coverage.
- First- and third-party on-site and off-site remediation of pollutants.
- Third-party bodily injury and property damage, including natural resource damages.
- Emergency response expenses without a sublimit.
- First- and third-party blanket transportation coverage.
- Blanket waste disposal activities coverage.
- Business interruption coverage.
- Pre-existing and new conditions coverage available.

Snapshot:
Ironshore SPILLS

- Comprehensive environmental coverage
- Limits from \$1M to \$50M
- Low minimum premium of \$10,000
- Get a quote with minimal underwriting and information

Step up to better SPILLS
protection today
1-877-IRON411
www.ironshore.com
info@ironshore.com

Get more than great coverage

Valuable services

Ironshore gives you more than a great policy, with:

- A 24/7 Emergency Claims Response Hotline
- Rapid on-site response to claims nationwide
- Pre- and post-crisis management
- Public relations services
- Governmental compliance and regulatory support
- Contract review services

Outstanding claims management

- Our dedicated Environmental Claims team brings specialized knowledge to the table and works with our underwriters and the rest of team for the best possible results.
- Nationally recognized panel counsel
- One claims notification department
- Simplified communication with a single point of contact
- Open dialogue
- Regional claims presence

Expertise that helps lower risk

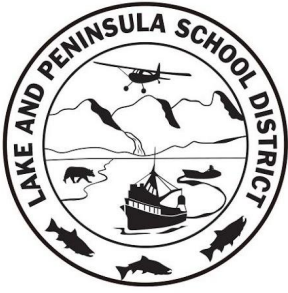
- Connect with our national network of environmental consultants for cutting-edge risk-mitigation guidance.
- Turn to our Risk Management Services team for risk mitigation strategies, guidance on compliance with government regulations, and help preparing for complex government acts.

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THE LAKE AND PENINSULA SCHOOL DISTRICT

101 Jensen Drive
King Salmon, AK 99613
907-246-4280

1617 S Industrial Way #1
Palmer, AK 99645
907-745-7090



Date: June 27, 2023

To: LPSD School Board Members

From: Bill Cornell- Director of Personnel

Re: June Human Resources Report

Recruitment:

- The last month has been busy with recruiting. Our biggest success has come through Alaska Teacher Placement, incoming staff who recommended others, and folks applying directly through our website. The individuals we have hired are top candidates who will serve our students and communities well. Welcome to:
 - ◆ Krista Hobson- Kokhanok Elementary
 - ◆ Valerie Burgess- Nondalton- Fall semester
 - ◆ John Newton- Meshik or Levelock Secondary
 - ◆ Gary Lamar- Perryville and Chignik Lake Principal
 - ◆ Elba Lamar- Perryville Middle
 - ◆ Larry Butler- Perryville Secondary
 - ◆ Paula Butler- Perryville Elementary
 - ◆ Melody Schilke- Chignik Lake
 - ◆ Diana Hejtmanek- Chignik Lake
- We are down to four openings, and are currently interviewing good candidates for Meshik elementary, and Newhalen secondary. Our current openings are:
 - ◆ Nondalton Elementary
 - ◆ Meshik Elementary
 - ◆ Meshik or Levelock Secondary
 - ◆ Newhalen Half-Time Secondary
- We will have a presence at the Summer Alaska Teacher Placement Job Fair in Anchorage this Friday, June 30. However, due to the low number of candidates signed up for the job fair, we will not be sending a large recruiting team.
- Going into this coming year, there is a desire to focus heavily on a retention plan, as much as a recruiting plan, starting early in the year with both.

Contract Adjustments:

- FY24 List of Contracts is included on the Personnel Approval List

Chignik Bay • Chignik Lagoon • Egegik • Igiugig • Ivanof Bay • Kokhanok • Levelock • Newhalen
Nondalton • Chignik Lake • Perryville • Pilot Point • Port Alsworth • Port Heiden • Pedro Bay

CONTRACTUAL AGREEMENT

BETWEEN

THE LAKE AND PENINSULA SCHOOL DISTRICT

AND

THE LAKE AND PENINSULA ADMINISTRATORS' ASSOCIATION

JULY 1, 2023 - JUNE 30, 2025

JULY 1, 2023 - JUNE 30, 2025

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ARTICLE I DEFINITIONS

SUPERINTENDENT: Superintendent shall mean Superintendent of Schools of The Lake and Peninsula School District or his/her designee.

BOARD: Board shall mean the School Board of the Lake and Peninsula School District

ADMINISTRATOR: ADMINISTRATOR shall mean any certificated Principal, Coordinator, Director, or Assistant Coordinator within the District. Specifically excluded from this definition are the Superintendent, Associate or Assistant Superintendent(s), Administrative Assistant(s), personnel in non-certificated positions, certificated substitute Principals who work less than twenty (20) consecutive working days, and administrators who may elect or have elected to remove themselves from the Administrators' bargaining unit.

DAY: Day shall mean calendar day, excluding holidays, except as otherwise specified by this document.

AGREEMENT: Agreement shall mean this document.

ARTICLE II RECOGNITION

For the period of this Agreement, the Board recognizes The Lake and Peninsula Administrator's Association as the exclusive bargaining agent for the District's Administrators as defined in this Agreement.

ARTICLE III TERMS OF THE AGREEMENT

A. Conformity to Law

If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction or contrary to regulation by an action of an agency of competent jurisdiction, said provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect. Within twenty (20) days of such finding of nonconformity, the parties shall meet to negotiate a replacement for the nonconforming provision only.

ARTICLE IV NEGOTIATIONS

A. Inauguration of Negotiations

1. Negotiations may be requested by either party any time after December of the school year in which this Agreement expires, except earlier by mutual agreement. Said notice shall be deemed to have been given when given in writing and delivered from the Board president to the Association president, or from the Association president to the Board president.

2. The Board and the Association agree to use the method of Interest-Based Bargaining (IBB) for their negotiations. Interest-Based Bargaining is a collaborative approach to resolving labor and management items. Through the process, parties proactively identify durable solutions to outcomes at the bargaining table. Agreements are based on mutual and individual interests rather than positions. This approach emphasizes problem solving and enables mutual gain outcomes. IBB <https://www.fmcs.gov/wp-content/uploads/2019/03/Interest-Based-Bargaining.pdf>

3. Each party agrees to send at least two of their respective representatives for a day of IBB training prior to negotiations, but no longer than 6 months prior to beginning negotiations. Each member of each negotiating team agrees to conduct themselves in good faith according to the principles of the IBB training. The Association agrees to send at least three (3) representatives to negotiations, though by mutual agreement, more members may be allowed to participate.

4. All negotiations shall be in accordance with the agreed upon Ground Rules that emerge from the IBB training and, except by mutual agreement, all negotiations shall be conducted in person up to the limits described in IX.d Association Leave.

C. Information

Upon written request, the parties agree to make available to the other team specific items of public information on finances and Administrator-related statistics; this information shall be provided at no cost. This provision does not require the District or the Association to research, summarize, or analyze the information provided to the other team.

D. Impasse

Impasse may be declared by either party. Impasse procedures specified in Alaska Statutes will be followed, except that the parties will use the services of the Federal Mediation and Conciliation Service for mediation and the services of the American Arbitration Association for advisory arbitration.

E. Ratification

The Board's and the Association's negotiation teams shall promptly take tentative agreement to the Board and to the members of the Association for a ratification vote. The tentative agreement shall be deemed ratified when a majority of the members and a majority of the Board have voted to accept the tentative agreement.

The absence of any decision by either party within forty-five (45) days shall be deemed as an affirmative vote by that party.

ARTICLE V NONDISCRIMINATION

The Board shall not discriminate against an administrator in any manner prohibited by state or federal law or on the basis of affiliation with the Association.

ARTICLE VI OPTIONS FOR PAYMENT

The Board shall provide each Administrator in its employ the following options for receiving his/her pay:

1. Twelve equal payments.
2. Ten equal monthly payment.

Administrators choosing the second option will be guaranteed the same coverage for health insurance. Paydays shall be on the 20th of each month. When payday falls on or during a school holiday, vacation or weekend, Administrators shall receive paychecks on the last previous workday. Administrators requesting early payment of summer paychecks shall be paid within seven (7) working days of the last day of the school year, provided all duties have been completed and all records and required reports have been received by their immediate central office supervisor.

The Board will continue to provide the option for annuity deduction.

ARTICLE VII CONTRACT YEAR AND WORK DAY

A. Work Year

An Assistant Coordinator's contract shall consist of one hundred ninety-one (191) days, including one hundred eighty (180) days in session, six (6) work days, excluding weekends and holidays, except that four (4) of those six (6) work days may be weekends days upon written approval of the Superintendent, and five (5) holidays.

A Principal's contract shall consist of two hundred (200) days, including five (5) holidays and twenty-three (23) work days, excluding weekends and holidays, except upon approval of the Superintendent.

A Coordinator's/Director's contract shall consist of two hundred ten (210) days, including one hundred eighty (180) days in session, twenty five (25) work days, excluding weekends and holidays, and five (5) holidays.

In general, it is recognized that in LPSD a 1.0 FTE principal shall lead one school and also be the principal, director, or coordinator of one major or two moderate extra responsibilities which shall be assigned by the Superintendent. These

extra duties could include, but are not limited to: an additional school, district assessments, district activities, curriculum, CTE, homeschool, federal programs, pre-school, technology, district policies, or human resources. FTE and baseline duties assigned are determined at time of first hire or contract renewal for the upcoming school year.

Any additional duties beyond the above FTE duties agreed upon, shall be voluntary, requiring mutual agreement in writing. The Superintendent makes the decision as to the amount of TRS compensation, based on expected effort, and announces that compensation in the posting to the Association.

B. Work Day

1. The minimum work day shall be eight (8) hours inclusive of a thirty (30) minute duty-free lunch,.

ARTICLE VIII SICK LEAVE BANK

The District will continue to cooperate in the operation of an administrative sick leave bank for all administrators including those covered by this Agreement.

A. Eligibility

The district will establish and operate a sick leave bank for administrators.

B. Member Donations

1. Each administrator will donate one day of his/her sick leave to the bank each September 1, until the bank is built up to a maximum of one hundred (100) days. No more days will be added to this maximum until the bank is depleted to ten (10) days except for new participants who shall donate one (1) day each upon commencing their employment.
2. Additions will be made to the bank at the beginning of each school year or date of employment according to the above limitations.
3. In the event that the bank becomes depleted to ten (10) days during the school year, each member of the bank will donate an additional day up to a maximum of two (2) days per administrator.
4. A person leaving the District will not be able to withdraw the contributed days.

C. Utilization

1. A member shall be eligible for the withdrawal and utilization of bank days only after having depleted all of his/her sick leave and personal leave days.
2. A maximum of sixty (60) days each school year can be drawn by one individual from the bank (in addition to his/her own).
3. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.
4. Sick leave days can only be drawn from the bank for individual member's illness.
5. Requests for use of bank days must be accompanied by a letter from the attending physician or health aide.
6. The sick leave bank shall be administered by the Superintendent and the administrators. A committee will consist of three (3) members, one (1) appointed by the administrators and two (2) appointed by the Superintendent. Requests for sick leave from the bank must be approved by a majority vote of the committee. A member whose request for sick leave bank days is not approved by a majority vote of the committee may take his/her written request to the Board. The decision of the Board shall be final.

ARTICLE IX LEAVES

A. Sick Leave

All certificated Administrators under contract shall be entitled to sick leave as provided in the Rules and Regulations of the State Board of Education, 4AAC15.040. Except that an administrator will be credited with six (6) days on the second day of the Administrator's contract term to a maximum of one and one-third (1.33) days per month. The remaining six (6) days of sick leave will be credited to the Administrator on the second day of the second semester. If an administrator does not complete his/her contract, the value of any days used but not earned will be deducted from his/her final pay.

In the event an administrator's sick leave and sick leave bank allocations have been exhausted and the Administrator remains unable to return to work, that Administrator shall be granted leave without pay not to exceed the contract year of that illness.

For the purposes of this Article, temporary disabilities such as pregnancy and pregnancy-related medical conditions are to be treated the same as any other medical condition.

B. Bereavement/Illness Leave

Death in the immediate family entitles the Administrator to use seven (7) days sick leave, except that if the circumstances of the death in the immediate family require travel outside the State of Alaska, the Administrator is entitled to use ten (10) days sick leave. Death in other than the immediate family shall be covered under this section with the approval of the Superintendent.

In the event of illness of an immediate family member, an administrator shall be granted up to ten (10) days sick leave annually.

Immediate family shall include husband and wife, father and mother, son and daughter, brother and sister, grandparent, grandchild, and stepchild.

C. Professional Leave

Professional leave will be granted by the Superintendent for the administrators' annual attendance at two (2) state professional conferences. Transportation, registration and per diem will be paid by the district. Selection of conferences will be subject to approval by the Superintendent.

Professional leave, transportation and per diem to Anchorage, paid by the district, for up to six administrators annually to attend a national professional educational meeting of the administrators choice may be approved by the superintendent. All other expenses to be paid by the administrator.

D. Association Leave

Ten days of Association Leave shall be granted to the Association President or his/her designee by the Superintendent for each year. It shall be non-cumulative.

E. Personal Leave

Five (5) days personal leave with pay will be granted to all Administrators for each school year. None will be cumulative. Personal leave shall be for the purpose of transacting or attending to personal matters which require absence during the year.

Personal leave will not be used for vacations, the day before or after holidays or at the beginning or end of the school year.

Requests to the Superintendent will be as early as possible, but no later than 24 hours prior to the date personal leave is to begin.

No more than 2 of the administrative staff will be absent on personal leave at any time.

As an additional incentive to encourage staff members to conduct their personal business during the summer months, or during other non duty days, the District will annually pay each administrator a maximum of two (2) days at their daily rate for unused personal leave. Personal leave shall be used prior to taking non-contract days. The payment for unused personal leave will be processed prior to June 30 each school year.

F. Sabbatical Leave

The District may, upon written request, support a Sabbatical Leave with pay of one-half (1/2) the administrators' base salary, to one Administrator per school year after five (5) years of continuous service with the District.

Upon return from Sabbatical Leave an administrator shall be restored to the former administrative position which he/she left, if it is available or if not available to another position in the District for which the Administrator qualifies.

Salary schedule placement shall be determined at the point where Sabbatical Leave began.

The Sabbatical year shall be counted for advancement on the pay scale.

In the event an administrator on Sabbatical chooses not to return to the District, the Administrator shall repay the District the amount of the salary earned during the Sabbatical year unless mutually agreed otherwise.

G. Court Leave

Compensated leave shall be granted to the Administrator who is obliged to be present in court under an order of any court of competent jurisdiction either as a witness or juror, but not as a plaintiff or a defendant in personal litigation. The Administrator shall promptly remit to the District any compensation received for court attendance while on court leave.

H. Emergency Leave

In the event of a situation deemed an emergency, an administrator shall be granted leave with pay subject to approval of the Superintendent. Each Administrator shall be entitled to a maximum of four (4) days per year for such leave (provided all other appropriate types of leave have been used up).

ARTICLE X WORKING CONDITIONS

A. Administrator-Initiated Transfer

1. A transfer or reassignment request may be initiated by any Administrator.
2. The Board agrees when filling administrative vacancies and new administrative positions and Central Office administrative positions to consult Administrator intent forms which may have been filed with the District, and where possible, to select within the District when qualified applicants are available.
3. District Administrators will be considered on the basis of experience, qualifications, and length of service to the District. However, the specific needs of The Lake and Peninsula School District will be given first priority in the final selection of the successful applicant.
4. In addition to transportation, the District shall reimburse parcel post, to a maximum of \$300.00 per family plus \$35.00 per child, and move one plane (Cherokee 6/Cessna 206) load, for customary and reasonable moving expenses for Administrators transferred. Except for summer transfers, travel and administrative leave will be provided to the site to secure housing prior to the transfer.

B. District-Initiated Transfer

1. Notice of involuntary transfer for a subsequent school year shall be given as soon as practical, but not later than April 15 of the current school year. Prior to making an involuntary transfer, the Superintendent shall review requests for voluntary transfers and shall consult with the Administrator. Written reasons will be provided with the Notice of

Transfer.

2. The April 15 date notwithstanding, involuntary transfers may be made at any time for (1) program change; (2) decrease, increase, or change in enrollment; (3) community unrest; or (4) a resignation that occurs after the end of the school year at a site that needs an administrator experienced in the District's programs.
3. An Administrator who is involuntarily transferred shall have the option, in lieu of accepting the involuntary transfer, of being placed on a one year leave of absence without pay.
4. In addition to transportation, the District shall reimburse parcel post, to a maximum of \$300.00 per family plus \$35.00 per child, and move one plane (Cherokee 6/Cessna 206) load, for customary and reasonable moving expenses for Administrators involuntarily transferred. Except for summer transfers, travel and administrative leave will be provided to the site to secure housing prior to the transfer.
5. District employed couples (one spouse Administrator and one spouse a teacher) shall not be separated through an involuntary transfer unless mutually agreed upon by the Administrator and the district's administration or unless the transfer is mandated by a lack of a position for one member of the couple.
6. An Administrator involuntarily transferred under this provision will receive two (2) weeks prior notice. An involuntary transfer found necessary after the conclusion of the school year will require the District to notify the affected Administrator by written notice to his/her summer address (via certified mail) and a phone call to his/her summer telephone number on file with the District.

D. Personnel Files

An Administrator shall be entitled to a copy of his/her permanent file and site file upon written request-

ARTICLE XI REDUCTION IN FORCE OF TENURED ADMINISTRATORS

- A. For purposes of this Article, a reduction in force is defined as the non-retention of a tenured Administrator pursuant to state law.
- B. Responsibility for determining the level of staffing in the District rests solely with the Board which will consider the recommendations given by the Superintendent.
- C. The Board reserves the right to determine the retention or non-retention of any program that will best serve the interest of the District.
- D. When the Board deems it necessary or desirable to reduce staff, the reduction, insofar as possible, will be implemented through attrition. If the reduction in staff cannot be implemented through attrition, any tenured Administrator not retained will be given recall preference if the following conditions prevail:
 1. The Administrator is an active candidate.
 2. The Administrator meets the job qualifications for the position, i.e., certification (endorsement) and experience requirements.
 3. The Administrator has performed satisfactory service.
- E. To the extent that it is consistent with the District's program needs, which includes job qualifications as described above, length of service with the District will be given priority in determining the order of non-retention and recall.
- F. A tenured Administrator who is non retained due to a reduction in force shall be accorded recall rights for one (1) year unless the Administrator specifically waives this right in writing. Said recall rights are lost if a certificated position is offered by the District via (1) phone call, (2) telegram, and (3) certified letter, and the Administrator fails to accept it within ten (10) days of delivery, or notice of attempted delivery, or if he/she accepts employment with another district. The Administrator is responsible for ensuring that the District has a current address on file. The District will not be

required to guarantee recall rights to any Administrator the District is unable to contact due to that Administrator not providing the District with a current address.

G. No new Administrators shall be hired until all non retained tenured Administrators satisfying the requirements listed above in D have been recalled.

H. Administrators who are non retained shall have the option of purchasing coverage under the District's health insurance plan.

ARTICLE XII GRIEVANCE PROCEDURE

A. For the purpose of this Agreement, a grievance is defined as an alleged violation of this Agreement.

B. A grievant is an Administrator(s) or the Association. When the Association files a grievance on behalf of an Administrator or Administrators, the Association shall notify all potentially affected Administrators and obtain the signatures of those wishing to participate in the Association's action.

C. Effort shall be made to settle grievances at the lowest possible level of the grievance procedure.

D. Grievances will be processed in the following manner and within stated time limits. The time limits as specified in the grievance procedure, however, may be modified by the prior written consent of both parties.

Step 1: An aggrieved Administrator shall promptly attempt to resolve the grievance informally between the Administrator and his/her immediate supervisor.

If the grievance is not resolved informally, it shall be reduced to writing by the Administrator, who shall submit it to the supervisor.

If an administrator does not submit his/her grievance to the supervisor within twenty (20) days after the facts upon which the grievance is based first occur or first become known to the Administrator, the grievance will be deemed waived. The aggrieved Administrator may be accompanied by one member of the Association when presenting the written grievance.

The supervisor will reply in writing to the Administrator with a copy to the Association within five (5) school days after receipt of the written grievance.

Step 2: If the grievance is not settled in Step 1 and the Administrator wishes to appeal the grievance to Step 2, the Administrator may file the grievance in writing with the Superintendent within ten (10) school days after receipt of the supervisor's written answer. The written Grievance shall give a clear, concise statement of the alleged grievance, citing the specific provision(s) of the Agreement alleged to have been violated and including relevant facts upon which the grievance is based, the issue(s) involved, and the relief sought. The Superintendent or his/her designee shall review the grievance, arrange for necessary discussions, and send a written answer to the Administrator with a copy to the Association no later than ten (10) school days after receipt of the written grievance.

Step 3: If the grievance is not settled in Step 2 and the Administrator wishes to appeal to Step 3, the grievant may appeal the Superintendent's disposition to the Board through the Superintendent. If the Administrator does not send his/her appeal to the Board within ten (10) school days after the receipt of the Superintendent's answer, the grievance will be deemed waived. If the grievant appeals to the Board as provided, the Board shall hold a hearing to hear the appeal of the Superintendent's decision within thirty (30) days of the receipt of the appeal. If administration or other staff members are involved, they shall be present to present the facts to the Board as they see them. The Board shall render its decision with respect to the grievant within fifteen (15) days of the hearing.

Step 4: Grievances not settled in Step 3 of the Grievance Procedure may be appealed to arbitration by the grievant Association.

The Association shall provide written notice of a request for arbitration to the Superintendent within twenty (20) school days of receipt of the Board's answer in Step 3.

When timely request has been made for arbitration, the parties or their designated representative shall attempt to select an impartial arbitrator. Failing to do so, the Association shall request the American Arbitration Association (AAA) to submit a list of arbitrators. The selection of the arbitrator shall be made with the procedures established by the AAA.

The arbitrator shall schedule a hearing on the grievance. After hearing such evidence as the parties desire to present, the arbitrator shall render a written decision. A decision of the arbitrator shall be binding upon the parties.

Each party shall bear the travel/lodging costs of producing its own witnesses and the costs of preparation of exhibits and other materials. The fee and expenses of the arbitrator shall be shared equally between the Association and the Board.

E. Conditions

1. All disputes concerning the arbitrability of an issue will be presented to the arbitrator at the hearing scheduled on the merits. Either party may appeal the decision and the determination of the arbitrator on the issue of arbitrability to the courts.
2. No reprisal will be taken by either party as a result of their testimony or participation in a grievance.
3. A grievant will have complied with time limits if his/her appeal or initial grievance is postmarked on or before the applicable date.

ARTICLE XII SALARY

A. Principal Salary Schedule below, effective for the 2023-2024 and 2024-2025 school years:

Step	Annual Increase	Salary
0		\$95,000.00
1	2%	\$96,900.00
2	2%	\$98,838.00
3	3%	\$101,803.14
4	3%	\$104,857.23
5	3%	\$108,002.95
6	4%	\$112,323.07
7	4%	\$116,815.99
8	4%	\$121,488.63
9	4%	\$126,348.18

Principals who top out of this 2023-25 Salary Schedule will receive no increase in coming years while this Agreement is active.

- B. The salary schedule for Coordinators, Assistant Coordinators and Assistant Principal effective for the 2023-2024 and 2024-2025 school years are attached.
- C. The Principal-Teacher salary shall be determined by placement on the Teacher Salary Scale plus \$9,000. Principal-Teachers shall be hired for 182 days per school year. See Amendment on Principal-Teacher.

ARTICLE XIV PLACEMENT

1. For initial placement for the principal with LPSD Teaching experience (choose which benefits principal most):
 - a) Receive one Step, if at least three (3) years FTE LPSD teaching
 - b) OR receive one Step, if they have at least two (2) years FTE LPSD Head Teacher

2. New-to-district principal brings in up to three (3) years principal experience from outside the district
OR Returning LPSD principals are placed at the next step from where they left the District on previous placement, whichever benefits principal most

3. Any current 22-23 LPSD principal, who is also hired for 23-24, takes next Step in 23-24 from their 22-23 Step on existing 90K scale
 - A. Up to Four (4) years outside the District Administrative experience will be credited for placement on the Assistant Coordinator and Coordinator/Director Salary Schedules.

 - B. Up to three (3) years prior principal experience can be credited for initial placement on the Assistant Principal schedule. Only District Assistant Principal experience can be credited for additional advancement on the Assistant Principal schedule.

 - C. Vertical step increases shall be limited to one per year. All Administrative experience with the District will be credited for placement on the Assistant Coordinator and Coordinator/Director Salary Schedules.

ARTICLE XV COACHING COMPENSATION

Administrators with coaching responsibilities shall receive compensation for coaching duties in accordance with the provisions related to coaching compensation outlined in the Teacher's Negotiated Agreement with the district.

ARTICLE XVI BENEFITS

A. Travel Pay

Annual travel will be allowed for District Administrators once each year for commercial (seat or coach) round trip fare to his/her Administrative station from Anchorage. Also, one additional round trip fare for south area administrators from their duty station to Anchorage, north area administrators from their station to Iliamna (seat or coach). However, return fare for the Anchorage trip will be forfeited by an administrator if he/she does not fulfill his/her contract.

Travel to another destination or by other means will be reimbursed up to the amount it would cost to travel to King Salmon or Iliamna by commercial (seat or coach) fare.

All reimbursement in this section will be made on the basis of proof of payment by the Administrator.

B. Health Insurance

Administrators shall receive audio-visual, dental, medical insurance comparable to that provided to employees of the State of Alaska with the premium for the employee, spouse, and personal dependents to be paid by the District. Final selection of the carrier shall be at the discretion of the Board. When individual health insurance premiums exceed the capped 1996/97 school year level, the parties shall reopen contract negotiations.

C. Life Insurance

Administrators shall receive life insurance equal to their annual salary contingent upon the ability of the administrator to meet the standards of insurability as prescribed by the district's health/life insurance carrier.

D. Professional Dues

Dues to one State or National professional educational organization of the Administrator's choice will be paid by the District each year.

E. Course Credit Reimbursement

The District shall reimburse the principal up to one thousand, two hundred fifty dollars (\$1,250.00) for expenses related to approved educational courses.

F. Cell Phones

The District will provide administrators a communication stipend of \$40 a month. In return the administrator will provide the district with an active cell number that works in the Lake and Peninsula Borough and can be utilized for work related calls.

ARTICLE XVII DURATION

The term of this agreement shall be two (2) years, becoming effective on July 1st, 2023 and remaining in full force and effect until it expires on June 30th, 2025.

DATE OF RATIFICATION

FOR THE LAKE AND PENINSULA SCHOOL DISTRICT:

BOARD CHAIRMAN

DATE: _____

FOR THE LAKE AND PENINSULA ADMINISTRATOR'S ASSOCIATION:

DATE: _____

Appendix A

ASST. COORDINATORS 191 DAY SALARY SCHEDULE
JULY 1, 2023 THROUGH JUNE 30, 2025

YRS EXP	MA		MA 36		ED. D.	
	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX
0	\$72,863	1.0000	\$75,778	1.0400	\$78,692	1.0800
1	\$76,506	1.0500	\$79,421	1.0900	\$82,335	1.1300
2	\$80,149	1.1000	\$83,064	1.1400	\$85,978	1.1800
3	\$81,607	1.1200	\$84,521	1.1600	\$87,436	1.2000
4	\$83,064	1.1400	\$85,978	1.1800	\$88,893	1.2200
5	\$85,250	1.1700	\$88,164	1.2100	\$91,079	1.2500
6	\$87,436	1.2000	\$90,350	1.2400	\$93,265	1.2800
7	\$89,622	1.2300	\$92,536	1.2700	\$95,451	1.3100
8	\$91,079	1.2500	\$93,993	1.2900	\$96,908	1.3300
9	\$92,536	1.2700	\$95,451	1.3100	\$98,365	1.3500
10	\$93,993	1.2900	\$96,908	1.3300	\$99,822	1.3700
11	\$95,451	1.3100	\$98,365	1.3500	\$101,280	1.3900
12	\$96,908	1.3300	\$99,822	1.3700	\$102,737	1.4100

COORDINATORS 210 DAY SALARY SCHEDULE
JULY 1, 2023 THROUGH JUNE 30, 2025

YRS EXP	MA		MA 36		ED. D	
	SALARY	INDEX	SALARY	INDEX	SALARY	INDEX
0	\$80,912	1.0000	\$84,149	1.0400	\$87,385	1.0800
1	\$84,958	1.0500	\$88,194	1.0900	\$91,431	1.1300
2	\$89,003	1.1000	\$92,240	1.1400	\$95,476	1.1800
3	\$90,622	1.1200	\$93,858	1.1600	\$97,095	1.2000
4	\$92,240	1.1400	\$95,476	1.1800	\$98,713	1.2200
5	\$94,667	1.1700	\$97,904	1.2100	\$101,140	1.2500
6	\$97,095	1.2000	\$100,331	1.2400	\$103,568	1.2800
7	\$99,522	1.2300	\$102,758	1.2700	\$105,995	1.3100
8	\$101,140	1.2500	\$104,377	1.2900	\$107,613	1.3300
9	\$102,758	1.2700	\$105,995	1.3100	\$109,231	1.3500
10	\$104,377	1.2900	\$107,613	1.3300	\$110,850	1.3700
11	\$105,995	1.3100	\$109,231	1.3500	\$112,468	1.3900
12	\$107,613	1.3300	\$110,850	1.3700	\$114,086	1.4100

UP TO FOUR YEARS OUTSIDE THE DISTRICT AND ALL IN-DISTRICT ADMINISTRATIVE EXPERIENCE CAN BE CREDITED ON THE ASST. COORDINATOR AND COORDINATOR SCHEDULES .

ASSISTANT PRINCIPALS 205 DAY SALARY SCHEDULE JULY 1, 2023 THROUGH JUNE 30, 2025		
<u>YRS EXP</u>	<u>SALARY</u>	<u>INDEX</u>
0	\$81,000	100.00%
1	\$82,328	101.64%
2	\$83,656	103.28%
3	\$84,984	104.92%
4	\$86,311	106.56%
5	\$87,640	108.20%
6	\$88,970	109.84%
7	\$90,300	111.48%
8	\$91,630	113.12%
9	\$92,960	114.77%
10	\$94,290	116.41%

UP TO THREE (3) YEARS PRIOR PRINCIPAL EXPERIENCE CAN BE CREDITED FOR INITIAL PLACEMENT ON THE ASSISTANT PRINCIPAL SCHEDULE. ONLY DISTRICT ASSISTANT PRINCIPAL EXPERIENCE CAN BE CREDITED FOR ADDITIONAL ADVANCEMENT ON THE ASSISTANT PRINCIPAL SCHEDULE.

EMPLOYMENT CONTRCT

AMENDMENT

between

Kasie Luke, Superintendent

and the Board of the

LAKE AND PENINSULA SCHOOL DISTIRCT

This 29th day of June, 2023 contract amendment is an amendment to the existing contract between the Lake and Peninsula School District and Kasie Luke, Superintendent.

WHEREAS, the parties have previously executed an employment contract to June 30, 2024.

WHEREAS, the Superintendent has completed a satisfactory evaluation on May 15, 2023.

NOW, THEREFORE, in consideration of the following mutual covenants, the parties hereby agree as follows:

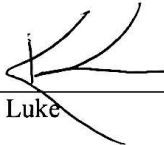
- 1) All existing provisions of the existing contract and prior amendments shall remain in full force and effect.
- 2) The contract is extended until June 30, 2026.
- 4) Salary for the 2023-2024 school year shall include a 2% increase over 2022-2023 salary for a per diem rate of \$565.60. Salary for years 2024-2025 and 2025-2026 shall be negotiated when the Superintendents Evaluation is done in FY24.
- 5) The Duty Station of the Superintendent shall be the District Offices located in King Salmon and/or Palmer, Alaska.

IN WITNESS WHEREOF, the parties have executed this Agreement at Palmer, Alaska, effective on the date written above.

SUPERINTENDENT:

DISTRICT:
THE LAKE AND PENINSULA SCHOOL

DISTRICT



Kasie Luke

By _____
School Board President

By _____
School Board Member

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

SUBSCRIBED AND SWORN to before me this 23 day of June, 2023, before me a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally came Kasie Luke, to me known to be the person described in and who executed the foregoing document and acknowledged to me that she signed the same

freely and voluntarily for the uses and purposes therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal and day and year first above written.

Valerie Heinrichs
Notary Public in and for Alaska.

My commission expires August 30, 2023

