



# Craig City School District

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## Memorandum Item 10b

TO: CCSD School Board Members  
FROM: Jackie Hanson, Superintendent  
DATE: January 9, 2025  
SUBJECT: CCSD Administrative Regulation 6182.1 & 6182.2

Currently, no Administrative Regulation (AR) for CCSD Board Policy 6182.1, Correspondence Study Program, exists. However, 4 AAC 33.422(e) states that the District shall establish written standards on what constitutes appropriate and allowable expenditures of a fund account. I brought this concern to light with our PACE Staff during the PACE In-service on November 13, 2024, and presented our PACE Staff with a Draft AR. Since then, I have been working collaboratively with PACE Principal Mendonsa, CCSD's Board Policy Committee, and CCSD's Attorney on this initiative. Two (2) ARs (AR 6182.1 & 6182.2) have been developed to align with state statute and administrative code.

Please note, the CCSD Board Policy Committee held five (5) meetings to work on this initiative. The meetings were publicly advertised and were open to staff and public participation, either in person or via Zoom. The meeting dates were as follows: November 25, 2024, December 2, 2024, December 16, 2024, December 30, 2024, and January 6, 2025.

After much discussion and work put forth on the development of AR 6182.1 & AR 6182.2, the CCSD Board Policy Committee is ready for the CCSD School Board to review the ARs; hence, they were included on this month's Board Agenda for discussion. Please know, it is CCSD's intent to implement the ARs after the Board's review. Therefore, the ARs would be "in effect" for PACE's second semester, which begins on February 3, 2025. This timeframe provides PACE over two (2) weeks to provide families with notification of changes accordingly.

As a reminder, Administrative Regulations (ARs) are not part of Board Policy; therefore, do not need to be officially adopted by the Board. ARs are more detailed documents that guide administrators, faculty, and other staff. They are based on district policies and are ultimately left to administrative discretion. With that said, any and all feedback is welcome; thank you.

Suggested Motion: This is a discussion item only and requires no Board action at this time.