



SOUTHEAST ISLAND SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting
January 21, 2021

PURPOSE STATEMENT

Together we will open students' minds to their dreams and aspirations and provide the tools needed to achieve them.

MISSION STATEMENT

All Southeast Island School district stakeholders will work together to provide a safe and healthy environment that fosters the development of personal, social and academic skills necessary for students to excel in our rapidly changing world and to become service-minded, life-long learners.

AGENDA

MEETING: 5:30 PM

LOCATION: Audio/Video Conference

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. WELCOME TO VISITORS
6. PUBLIC COMMENT 3
7. CONSENT AGENDA: (Items listed under CONSENT AGENDA are considered to be routine by the School Board and will be approved in one motion unless a Board Member requests that an item be considered separately.)
 - A. Approval of November 18, 2020 Regular Meeting Minutes 5
 - B. Approval of January 2021 Financial Report 9
 - C. Approval of FY 2021 Employment
 1. Classified Employment: Amy Erling (Paraprofessional, Coffman Cove), Molly Kimzey (Paraprofessional, Port Alexander), Terra Green (Wood-fired Boiler Operator, Coffman Cove)
 2. Coaches: Melvin Cook (High School Boys Basketball, Thorne Bay), Taylee Nyquest (High School Girls Basketball, Thorne Bay)
8. ADMINISTRATIVE/BOARD REPORTS
 - A. Superintendent Report 18
 1. Thorne Bay Principal Report 22
 2. Student Services Report 23
 3. Grants Coordinator Report 24
 4. Curriculum Coordinator/Literacy Coach Report 25
 5. Maintenance Director Report 26
 6. Technology Director Report
 7. Food Service Director Report 27
 8. Lead Teacher Reports 28
 - B. Business Manager's Report 39
 - C. Student Board Representative Reports 52
9. UNFINISHED BUSINESS
 - A. Action on Administrative/Board Reports
10. NEW BUSINESS
 - A. Approval of Electrical Quote from Tongass Electric for VEEP LED Lighting Upgrades (\$29,380.00)
 - B. Edna Bay Library Memorandum of Agreement, 2021 - 2025
 - C. Board Policy Updates
 1. 1st Reading of BP 3300, Expenditures/Expending Authority 54
 2. 1st Reading of BP 3310, Purchasing Procedures 56
 3. 1st Reading of BP 3311, Bids 59
 4. 1st Reading of BP 3312, Contracts 63
 - D. Addendum to Memorandum of Agreement with Hydaburg City School District for Special Education Services
 - E. Ratification of Agreement with Apptegy for Mobile App and Website Development Services
 - F. FY21 General Fund Budget Revision 1

G.	Appointment of School Board Legislative Liaison	
11.	INFORMATION ITEMS	
A.	Letters and Communications	
B.	Reports and Information	
1.	Calendar of Agenda Items	104
2.	Advisory School Council Meeting Minutes	
a.	Howard Valentine Coffman Cove	105
b.	Naukati	106
c.	Port Alexander	110
d.	Whale Pass	113
3.	Travel Report	114
4.	Work Study Training Agreement	116
12.	ADVANCE PLANNING	
A.	Planning for Next Regular Board Meeting: 3rd Wednesday in February is February 17, 2021	
B.	AASB Virtual Leadership & Legislative Academy and Youth Advocacy Institute (February 6-7)	121
13.	PUBLIC COMMENT	
14.	BOARD COMMENT	
15.	EXECUTIVE SESSIONS	
A.	Superintendent Evaluation and Contract	126
1.	Executive session to discuss subjects that tend to prejudice the character and reputation of any person, provided the person may request a public discussion, more specifically, superintendent evaluation and contract.	
2.	Approval of One-year Extension to Superintendent Sherry Becker's Contract	
16.	ADJOURNMENT	

MEETING CONDUCT

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. A member may only abstain due to a publicly declared conflict of interest. When a member abstains because of a conflict of interest, the abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board either before or during the Board's consideration of each agenda item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.
3. A person wishing to be heard by the Board shall first be recognized by the president. They shall then identify themselves and proceed to comment as briefly as the subject permits.

MEETING CONDUCT (continued)

4. The President may establish rules to govern the procedure whereby persons address the Board.
5. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
6. No oral presentation shall include charges or complaints against any employee of the Board, including the Superintendent, regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

(cf. 1312.1 - Complaints Concerning School Personnel)
(cf. 9312 - Executive Sessions)

7. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

(cf. 9320 - Meetings)
(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES
29.20.020 Meetings public

Review 1/04, 1/05
Revised 6/11

SOUTHEAST ISLAND SCHOOL DISTRICT BOARD OF EDUCATION
REGULAR MEETING
November 18, 2020

MINUTES

CALL TO ORDER

Board President Shannon Silverthorn called the meeting to order at 5:32 PM

ROLL CALL

Shannon Silverthorn, Rebecca Saffold, Shane Scamahorn, and Student Representatives Caitlin Aspery and Kaylee Scamahorn attended via audio/video conference. Sandy Curtis was absent.

APPROVAL OF AGENDA

Motion: Approval for the agenda

By: Saffold

Second: yes

Student Representative Vote: 2 in favor; 0 opposed

Board Vote: 3 in favor; 0 opposed

Resolved: passed

WELCOME TO VISITORS

Board president Shannon Silverthorn welcomed visitors via audio/video conference: Lisa Cates, Sabrina Marconi, Sharlet Collins, Charles Becker, Brian Krosschell, Carol Randolph, Kara McCoy, Lucienne Smith, Christine Cook

PUBLIC COMMENT

None

APPROVAL OF CONSENT AGENDA

Motion: Approve the consent agenda (10/21/20 regular meeting minutes, 10/29/20 regular meeting minutes, November 2020 financial report, FY 2021 classified employment for: Naukati: Robert Deuel (Wood-fired Boiler Operator), Charles Russell, Jr. (Wood-fired Boiler Operator); Thorne Bay: Maureen Blair (Paraprofessional), Owen Jennings (Student Wood-fired Boiler Operator), Jameson Kurt Kohn (Student Wood-fired Boiler Operator), Scott Mendonsa (Paraprofessional), Emma Nicholson (Paraprofessional)

By: Scamahorn

Second: yes

Student Representative Vote: 2 in favor; 0 opposed

Board Vote: 3 in favor; 0 opposed

Resolved: passed

ADMINISTRATIVE/BOARD REPORTS

Sherry Becker gave the Superintendent's report. Topics included: appreciation for Contracted Business Manager; Employees of the Month (Classified: Tamara Weaver, Certified: Carol Randolph); SISD Team t-shirts; Board Member jackets; wellness challenge; POW COVID-19 hotline; Thorne Bay public hearing for Rainy Lane; the virtual conference for superintendents in Alaska; Governor's new travel mandates; Department reports (additional information on department reports provided by Carol Randolph, Brian Krosschell, Charles Becker, Lisa Cates, Sharlet Collins, and Christine Cook).

Lucienne Smith gave the Business Manager's report. Topics included: the FY 2020 Financial Audit, the upcoming FY 2021 general fund budget revision, E-Rate, the FY 2022 budget timeline, indirect cost rate, and the pupil expenditure report.

Caitlin Aspery and Kaylee Scamahorn shared the Student Board Representative Reports. Topics included science, archery, visits to Hollis and Whale Pass Schools, food service requests, and online classes.

BUSINESS ITEMS

Motion: *Approve the Volunteer/Chaperone Packet*

By: *Saffold*

Second: *yes*

Student Representative Vote: *2 in favor; 0 opposed*

Board Vote: *3 in favor; 0 opposed*

Resolved: *passed*

Motion: *Appoint Deena Taylor to SISD School Board*

By: *Scamahorn*

Second: *yes*

Student Representative Vote: *2 in favor; 0 opposed*

Board Vote: *3 in favor; 0 opposed*

Resolved: *passed*

Deena Taylor took the Oath of Office for Board of Education Seat 2E and was sworn in as a board member with a term expiring at the next regular election in October 2021.

Superintendent Sherry Becker agreed to act as the Legislative Liaison until a board member could be nominated to that position.

Motion: Nominate [Student Representative] Caitlin [Aspery to serve as the Youth Advocate Liaison]

By: Saffold

Second: yes

Student Representative Vote: 2 in favor; 0 opposed

Board Vote: 4 in favor; 0 opposed

Resolved: passed

Motion: Approve the expenditure [ratification of purchases over \$10,000: Naukati Fire System Repair]

By: Taylor

Second: yes

Student Representative Vote: 2 in favor; 0 opposed

Board Vote: 4 in favor; 0 opposed

Resolved: passed

Motion: Approve the Memorandum of Agreement for Hollis School Commissioning

By: Saffold

Second: yes

Student Representative Vote: 2 in favor; 0 opposed

Board Vote: 4 in favor; 0 opposed

Resolved: passed

ADVANCE PLANNING

The next regular Board meeting will be on January 20, 2021 with a work session starting at 4 PM [this was later changed to January 21, 2021 with the work session starting at 4:30 PM].

PUBLIC COMMENT

None

BOARD COMMENT

Rebecca Saffold commented welcoming Deena Taylor to the Board. Shannon Silverthorn welcomed the new board members and new student board representatives.

ADJOURNMENT

Motion: Adjourn

By: Saffold

Second: yes

Student Representative Vote: 2 in favor; 0 opposed

Board Vote: 4 in favor; 0 opposed

Resolved: passed

Time: 6:45 PM

Shannon Silverthorn, Board President

Date

Sandy Curtis, Board Clerk

Date



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Rd Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 Email: sisd@sisd.org

MEMORANDUM

TO: SISD BOARD OF EDUCATION

THRU: Sherry Becker, Superintendent

FROM: Lucienne Smith, Contracted Business Manager
Alaska Education & Business Services, Inc.

A handwritten signature in cursive script, appearing to read "Lucienne Smith".

Date: January 13, 2021

SUBJECT: FINANCIAL REPORT NARRATIVE

The following pages are the Monthly January Board Reports.

The format of these monthly revenue and expenditure information reports are presented to the Board of Education to apprise them of the District's financial position in comparison to the respective budgets for all funds as well as a more detailed presentation of the general fund. More detail information is available at the District office in Thorne Bay, Alaska.

Statement of Revenue Budget vs. Actual: This printout recaps fund specific revenue information per the column headings for all funds of the District:

Received current Month	Includes activity for the month noted in the report
Received YTD	Includes year to date activity
Estimated Revenue	Reflects the current revenue budget
Revenue to be received	Reflects the amount expected to be received by year end

Statement of Expenditures Budget vs. Actual: This printout recaps fund specific expenditure information per the column headings for all funds of the District:

Committed Current Month	Includes activity for the month noted in the report
Committed YTD	Includes year to date activity
Original Appropriation	Board of Education and DOEED approved original budgets
Current Appropriation	Includes the original budget amount, budget transfers, budget revisions and rollover encumbrances from prior year
Available Appropriation	Budgeted amounts not yet expended or encumbered but available

Statement of Revenue Budget vs. Actual for Operating Fund: This report represents a more detailed view of the operating Fund revenue categories. The columns reflect the same information as noted above for the Statement of Revenue Budget vs. Actuals.

Statement of Expenditure Budget vs. Actual for Operating Fund: This report presents a functional recap of the Operating Fund. The columns reflect the same information as noted above for the Statement of Expenditure – Budget vs. Actual.

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 1 / 21

Fund	Received			Revenue	%
	Current Month	Received YTD	Estimated Revenue	To Be Received	Received
100 GENERAL OPERATING FUND	676.00	3,018,114.26	7,136,299.00	4,118,184.74	42 %
200 BROADBAND ASSISTANCE GRANT (BAG)	0.00	195,045.60	195,045.60	0.00	100 %
205 PUPIL TRANSPORTATION FUND	0.00	132,013.00	249,892.00	117,879.00	53 %
237 ALASKA PRE ELEMENTARY PROGRAM	0.00	2,948.34	149,019.00	146,070.66	2 %
255 FOOD SERVICE FUND	0.00	35,387.13	118,500.00	83,112.87	30 %
256 FRESH FRUIT & VEGETABLES	0.00	2,935.00	10,088.00	7,153.00	29 %
260 TITLE I-A BASIC	0.00	16,919.46	88,577.59	71,658.13	19 %
261 TITLE I-C MIGRANT	0.00	1,718.88	127,301.65	125,582.77	1 %
262 MIGRANT BOOKS	0.00	269.50	1,920.00	1,650.50	14 %
264 Title IVA INNOVATIVE	0.00	0.00	17,416.10	17,416.10	0 %
266 TITLE IIA PRINCIPAL/TEACHER RETENTION &	0.00	1,503.60	18,482.49	16,978.89	8 %
268 TITLE VI-B IDEA	0.00	5,343.90	50,835.00	45,491.10	11 %
270 TITLE VI-B SEC 619 PRESCHOOL DISABLED	0.00	0.00	4,431.00	4,431.00	0 %
271 CARL PERKINS	0.00	0.00	15,000.00	15,000.00	0 %
274 TITLE IA SCHOOL IMPROVEMENT	0.00	2,958.26	50,000.00	47,041.74	6 %
280 CLSD	0.00	10,113.31	219,999.13	209,885.82	5 %
294 CARES GRANT - ELEMENTARY & SECONDARY SCHOOLS	0.00	8,643.45	38,134.29	29,490.84	23 %
295 CARES GRANT - GOVERNOR'S EMERGENCY EDUCATION	0.00	253.81	60,665.01	60,411.20	0 %
350 RURAL COMMUNITIES OPIOID RESPONSE PLANNING	0.00	0.00	66,568.03	66,568.03	0 %
353 RURAL UTILITIES SERVICE	0.00	0.00	237,006.00	237,006.00	0 %
360 INDIAN EDUCATION	0.00	0.00	8,568.00	8,568.00	0 %
365 REAP	0.00	4,019.00	4,019.00	0.00	100 %
366 SELECT - KLAWOCK	0.00	974.45	7,750.00	6,775.55	13 %
367 ASTRIDE HAIDA & TLINGIT GRANT	0.00	3,584.08	44,730.00	41,145.92	8 %
368 THRIVE	0.00	0.00	579,862.00	579,862.00	0 %
369 RESOLVE - YKSD	0.00	2,715.22	27,100.00	24,384.78	10 %

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 1 / 21

Fund	Received			Revenue	%
	Current Month	Received YTD	Estimated Revenue	To Be Received	Received
375 TEACHER HOUSING	6,925.00	44,287.43	110,000.00	65,712.57	40 %
379 USDA	0.00	0.00	15,955.96	15,955.96	0 %
501 CIP-DISTRICT MAJOR MAINT	0.00	0.00	56,064.00	56,064.00	0 %
502 19-007 THORNE BAY SCHOOL PLAYGROUND	0.00	22,161.00	141,718.87	119,557.87	16 %
504 19-014 TB MAINTENANCE ROOF REPLACEMENT	0.00	0.00	145,323.56	145,323.56	0 %
508 19-005 KASAAN K12 PLAYGROUND CONSTRUCTION	0.00	0.00	288,908.43	288,908.43	0 %
510 KASAAN TEACHER HOUSING REPLACEMENT	0.00	0.00	122,220.00	122,220.00	0 %
511 AEA LED LIGHTING	0.00	0.00	125,400.00	125,400.00	0 %
536 HOLLIS K-12 SCHOOL REPLACEMENT DESIGN	0.00	168,199.00	670,060.55	501,861.55	25 %
600 THE CAFE	0.00	2,700.00	5,750.00	3,050.00	47 %
711 STUDENT AGENCY FUND AGRICULTURE	0.00	690.00	0.00	-690.00	** %
Grand Total:	7,601.00	3,683,497.68	11,208,610.26	7,525,112.58	33 %

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 21

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND	327,917.21	2,713,276.62	7,180,798.00	7,171,798.00	4,458,521.38	38 %
200 BROADBAND ASSISTANCE GRANT (BAG)	0.00	0.00	195,045.60	195,045.60	195,045.60	0 %
205 PUPIL TRANSPORTATION FUND	5,681.12	50,234.38	175,287.00	175,287.00	125,052.62	29 %
206 AEA - SEISD SCHOOL BUS REPLACEMENT	0.00	20,973.70	56,318.00	56,318.00	35,344.30	37 %
237 ALASKA PRE ELEMENTARY PROGRAM	2,649.12	16,913.38	149,019.00	149,019.00	132,105.62	11 %
255 FOOD SERVICE FUND	10,689.95	127,153.46	217,610.00	217,610.00	90,456.54	58 %
256 FRESH FRUIT & VEGETABLES	0.00	4,677.42	2,935.00	10,088.00	5,410.58	46 %
260 TITLE I-A BASIC	1,023.63	23,175.45	88,577.60	88,577.60	65,402.15	26 %
261 TITLE I-C MIGRANT	2,568.23	11,459.68	127,301.65	127,301.65	115,841.97	9 %
262 MIGRANT BOOKS	0.00	269.50	1,920.00	1,920.00	1,650.50	14 %
264 Title IVA INNOVATIVE	0.00	0.00	17,416.10	17,416.10	17,416.10	0 %
266 TITLE IIA PRINCIPAL/TEACHER RETENTION &	0.00	2,503.60	18,482.50	18,482.50	15,978.90	14 %
268 TITLE VI-B IDEA	7,071.01	25,312.63	50,835.00	50,835.00	25,522.37	50 %
270 TITLE VI-B SEC 619 PRESCHOOL DISABLED	0.00	0.00	4,431.00	4,431.00	4,431.00	0 %
271 CARL PERKINS	0.00	0.00	15,000.00	15,000.00	15,000.00	0 %
274 TITLE IA SCHOOL IMPROVEMENT	418.80	12,663.40	99,642.78	99,642.78	86,979.38	13 %
280 CLSD	21,009.47	76,426.63	219,999.13	219,999.13	143,572.50	35 %
294 CARES GRANT - ELEMENTARY & SECONDARY	257.65	10,005.79	38,134.29	38,134.29	28,128.50	26 %
295 CARES GRANT - GOVERNOR'S EMERGENCY	76.46	363.07	60,665.01	60,665.01	60,301.94	1 %
350 RURAL COMMUNITIES OPIOID RESPONSE	0.00	65,812.50	66,568.03	66,568.03	755.53	99 %
353 RURAL UTILITIES SERVICE	0.00	182,085.60	237,006.00	237,006.00	54,920.40	77 %
360 INDIAN EDUCATION	0.00	0.00	8,568.00	8,568.00	8,568.00	0 %
365 REAP	0.00	4,019.00	4,019.00	4,019.00	0.00	100 %
366 SELECT - KLAWOCK	1,013.69	4,959.75	7,750.00	7,750.00	2,790.25	64 %
367 ASTRIDE HAIDA & TLINGIT GRANT	3,620.28	17,992.80	44,730.00	44,730.00	26,737.20	40 %

SOUTHEAST ISLAND SCHOOL DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 1 / 21

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
368 THRIVE	6,166.26	258,358.42	579,861.99	579,861.99	321,503.57	45 %
369 RESOLVE - YKSD	2,606.58	13,358.80	27,100.00	27,100.00	13,741.20	49 %
375 TEACHER HOUSING	1,480.31	34,912.64	50,000.00	50,000.00	15,087.36	70 %
379 USDA	593.46	4,545.08	15,955.96	15,955.96	11,410.88	28 %
500 KASAAN WOOD FIRE BOILER FIRE	0.00	38,331.06	181,509.66	181,509.66	143,178.60	21 %
501 CIP-DISTRICT MAJOR MAINT	0.00	9,974.88	56,064.00	56,064.00	46,089.12	18 %
502 19-007 THORNE BAY SCHOOL PLAYGROUND	0.00	50,000.00	141,718.87	141,718.87	91,718.87	35 %
504 19-014 TB MAINTENANCE ROOF REPLACEMENT	0.00	66,508.40	145,323.56	145,323.56	78,815.16	46 %
508 19-005 KASAAN K12 PLAYGROUND	195.00	1,267.50	289,395.93	289,395.93	288,128.43	0 %
510 KASAAN TEACHER HOUSING REPLACEMENT	0.00	0.00	122,220.00	122,220.00	122,220.00	0 %
511 AEA LED LIGHTING	1,636.98	38,986.68	125,400.00	125,400.00	86,413.32	31 %
536 HOLLIS K-12 SCHOOL REPLACEMENT DESIGN	1,350.50	207,419.83	670,060.55	670,060.55	462,640.72	31 %
600 THE CAFE	150.00	1,650.00	5,730.00	5,730.00	4,080.00	29 %
711 STUDENT AGENCY FUND AGRICULTURE	0.00	309.64	0.00	0.00	-309.64	*** %
Grand Total:	398,175.71	4,095,901.29	11,498,399.21	11,496,552.21	7,400,650.92	36 %

100 GENERAL OPERATING FUND

Function / Object	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
000					
0000					
40 OTHER LOCAL REVENUES	676.00	28,177.81	25,000.00	-3,177.81	112 %
46 RENTAL REVENUE	0.00	300.00	0.00	-300.00	** %
47 E-RATE REVENUE	0.00	428,740.45	1,305,864.00	877,123.55	32 %
51 STATE-FOUNDATION PROGRAM	0.00	2,556,126.00	5,130,237.00	2,574,111.00	49 %
56 TRS On-Behalf	0.00	0.00	299,213.00	299,213.00	0 %
57 PERS On Behalf	0.00	0.00	75,985.00	75,985.00	0 %
90 STATE-OTHER REVENUES	0.00	50.00	0.00	-50.00	** %
150 FEDERAL SOURCES THRU THE STATE	0.00	0.00	300,000.00	300,000.00	0 %
230 OTHER-SALE OF PROP & EQUI	0.00	4,720.00	0.00	-4,720.00	** %
Function Total:	676.00	3,018,114.26	7,136,299.00	4,118,184.74	42 %
Org Total:	676.00	3,018,114.26	7,136,299.00	4,118,184.74	42 %
Fund Total:	676.00	3,018,114.26	7,136,299.00	4,118,184.74	42 %
Grand Total:	676.00	3,018,114.26	7,136,299.00	4,118,184.74	42 %

Funds 100- 100

Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND						
621 HOWARD VALENTINE						
100 REGULAR INSTRUCTION	14,299.62	99,829.65	249,832.00	249,832.00	150,002.35	39
160 VOCATIONAL ED INSTRUCTION	73.30	1,878.63	1,500.00	1,500.00	-378.63	125
200 SPECIAL EDUCATION INSTRUC	905.92	8,555.43	92,581.00	92,581.00	84,025.57	9
400 SCHOOL ADMINISTRATION	742.20	3,796.79	6,926.00	6,926.00	3,129.21	54
600 OPERATIONS & MAINTENANCE	4,207.35	23,041.27	60,710.00	60,710.00	37,668.73	37
700 STUDENT ACTIVITIES	0.00	100.00	8,466.00	8,466.00	8,366.00	1
Org Total:	20,228.39	137,201.77	420,015.00	420,015.00	282,813.23	
624 KASAAN						
100 REGULAR INSTRUCTION	11,240.21	57,158.19	161,090.00	161,090.00	103,931.81	35
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	0.00	0.00	1,801.00	1,801.00	1,801.00	0
400 SCHOOL ADMINISTRATION	592.45	3,346.68	6,926.00	6,926.00	3,579.32	48
600 OPERATIONS & MAINTENANCE	1,129.78	7,174.50	45,340.00	45,340.00	38,165.50	15
700 STUDENT ACTIVITIES	0.00	0.00	8,016.00	8,016.00	8,016.00	0
Org Total:	12,962.44	67,679.37	224,673.00	224,673.00	156,993.63	
625 NAUKATI						
100 REGULAR INSTRUCTION	14,678.82	68,198.76	235,730.00	235,730.00	167,531.24	28
160 VOCATIONAL ED INSTRUCTION	0.00	1,224.03	1,500.00	1,500.00	275.97	81
200 SPECIAL EDUCATION INSTRUC	4,880.33	26,950.77	90,862.00	90,862.00	63,911.23	29
400 SCHOOL ADMINISTRATION	845.57	4,636.92	11,283.00	11,283.00	6,646.08	41
600 OPERATIONS & MAINTENANCE	3,673.62	41,400.91	82,677.00	82,677.00	41,276.09	50
700 STUDENT ACTIVITIES	0.00	1,851.74	8,016.00	8,016.00	6,164.26	23
Org Total:	24,078.34	144,263.13	430,068.00	430,068.00	285,804.87	
628 THORNE BAY						
100 REGULAR INSTRUCTION	51,026.01	248,716.04	573,998.00	573,998.00	325,281.96	43
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	18,304.00	9,304.00	9,304.00	0
200 SPECIAL EDUCATION INSTRUC	13,873.55	44,351.86	277,098.00	277,098.00	232,746.14	16
400 SCHOOL ADMINISTRATION	13,786.71	34,412.20	137,204.00	137,204.00	102,791.80	25
450 SCHOOL ADMIN SUPPORT SRVC	4,178.77	20,469.97	87,743.00	87,743.00	67,273.03	23
600 OPERATIONS & MAINTENANCE	13,822.00	115,082.19	232,402.00	232,402.00	117,319.81	49
700 STUDENT ACTIVITIES	577.65	2,644.68	56,174.00	56,174.00	53,529.32	4
Org Total:	97,264.69	465,676.94	1,382,923.00	1,373,923.00	908,246.06	
632 WHALE PASS						
100 REGULAR INSTRUCTION	16,881.87	87,025.46	226,798.00	226,798.00	139,772.54	38
160 VOCATIONAL ED INSTRUCTION	0.00	693.80	1,500.00	1,500.00	806.20	46
200 SPECIAL EDUCATION INSTRUC	7,497.35	36,905.67	90,647.00	90,647.00	53,741.33	40
400 SCHOOL ADMINISTRATION	845.59	4,633.48	11,283.00	11,283.00	6,649.52	41
600 OPERATIONS & MAINTENANCE	1,256.80	8,196.78	38,360.00	38,360.00	30,163.22	21
700 STUDENT ACTIVITIES	185.24	370.41	5,500.00	5,500.00	5,129.59	6
Org Total:	26,666.85	137,825.60	374,088.00	374,088.00	236,262.40	
649 DISTRICT WIDE						
100 REGULAR INSTRUCTION	9,332.25	72,443.02	155,494.00	155,494.00	83,050.98	46
140 CORRESPONDENCE INSTRUC	858.65	4,816.25	31,696.00	31,696.00	26,879.75	15

Funds 100- 100

Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 GENERAL OPERATING FUND						
200 SPECIAL EDUCATION INSTRUC	76.08	0.00	0.00	0.00	0.00	***
220 SPED SUPPORT SRVCS-STUDNT	7,727.90	48,145.89	123,147.00	123,147.00	75,001.11	39
300 SUPPORT SERVICES-STUDENTS	0.00	0.00	32,822.00	32,822.00	32,822.00	0
350 SUPPORT SERVICES-INSTRUCT	3,852.00	23,111.98	55,150.00	55,150.00	32,038.02	41
352 LIBRARY SERVICES	0.00	0.00	4,000.00	4,000.00	4,000.00	0
353 Technology	9,423.01	604,560.35	1,539,611.00	1,539,611.00	935,050.65	39
354 INSERVICE	0.00	2,108.83	3,500.00	3,500.00	1,391.17	60
400 SCHOOL ADMINISTRATION	0.00	26,767.52	85,320.00	85,320.00	58,552.48	31
511 BOARD OF EDUCATION	5,963.36	35,778.18	100,692.00	100,692.00	64,913.82	35
512 OFFICE OF SUPERINTENDENT	22,153.37	152,529.87	350,874.00	350,874.00	198,344.13	43
550 DISTRICT ADMIN SUPRT SRVC	11,885.70	195,990.53	354,787.00	354,787.00	158,796.47	55
600 OPERATIONS & MAINTENANCE	29,694.34	361,937.57	706,240.00	706,240.00	344,302.43	51
700 STUDENT ACTIVITIES	1,147.77	11,003.62	67,865.00	67,865.00	56,861.38	16
900 OTHER FINANCING USES	0.00	0.00	55,000.00	55,000.00	55,000.00	0
Org Total:	102,114.43	1,539,193.61	3,666,198.00	3,666,198.00	2,127,004.39	
667 HOLLIS (I)						
100 REGULAR INSTRUCTION	17,091.91	83,027.18	227,311.00	227,311.00	144,283.82	36
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	6,527.72	27,826.24	145,575.00	145,575.00	117,748.76	19
400 SCHOOL ADMINISTRATION	711.63	3,551.30	9,104.00	9,104.00	5,552.70	39
450 SCHOOL ADMIN SUPPORT SRVC	0.00	0.00	10,124.00	10,124.00	10,124.00	0
600 OPERATIONS & MAINTENANCE	2,543.57	16,138.86	64,670.00	64,670.00	48,531.14	24
700 STUDENT ACTIVITIES	0.00	952.75	8,016.00	8,016.00	7,063.25	11
Org Total:	26,874.83	131,496.33	466,300.00	466,300.00	334,803.67	
669 PORT ALEXANDER						
100 REGULAR INSTRUCTION	15,291.60	71,283.55	135,504.00	135,504.00	64,220.45	52
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	1,500.00	1,500.00	1,500.00	0
200 SPECIAL EDUCATION INSTRUC	336.38	2,573.26	300.00	300.00	-2,273.26	857
400 SCHOOL ADMINISTRATION	577.63	3,247.06	6,926.00	6,926.00	3,678.94	46
600 OPERATIONS & MAINTENANCE	1,521.63	12,836.00	69,803.00	69,803.00	56,967.00	18
700 STUDENT ACTIVITIES	0.00	0.00	2,500.00	2,500.00	2,500.00	0
Org Total:	17,727.24	89,939.87	216,533.00	216,533.00	126,593.13	
Fund Total:	327,917.21	2,713,276.62	7,180,798.00	7,171,798.00	4,458,521.38	37 %
Grand Total:	327,917.21	2,713,276.62	7,180,798.00	7,171,798.00	4,458,521.38	37 %



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 E-mail: sisd@sisd.org

Board Report December 21, 2021 Sherry Becker, Superintendent

Vision: Students are equipped to realize their dreams and aspirations.

Mission: Together we will foster student skills to achieve their goals and adapt to an ever-changing world.

Employee Recognition:

November 2020 Employee of the Month:

Matt Gore - Technology Director

December 2020 Employee of the Month:

To Be Announced During School Board Meeting

Volunteer Appreciation/Recognition:

Our Federal Program/Grants Coordinator suggested that we do a volunteer appreciation/recognition in addition to our classified and certified staff recognition. This is a wonderful idea as we have some great volunteers this school year. The first recipients of this award are Lauren Burch and Priscilla Goulding, who were nominated for the many hours that they volunteer in the greenhouses in our district, for the knowledge and resources that they share for agriculture and for improving educational services through educational activities for students, and for being available for continued advice and help. Thank you Lauren and Priscilla!

Parent Involvement Appreciation/Recognition:

The SISD Leadership Team has discussed doing an appreciation/recognition for parent involvement. This can be for involvement at the school or at home providing support for their child during homework, distance education, etc. We hope to have our first parent nominations and awards ready for the February School Board meeting.

Employee Evaluations:

Lead Teachers have been busy completing evaluations of their classified staff and Joanna Schneider and Carol Randolph have been finalizing their certified and classified evaluations of Thorne Bay School. The first evaluation for non-tenured certified staff is due by 1/21/21. The second evaluation for non-tenured staff is due by 5/15/21. Tenured staff that had a formal evaluation last year may complete an "Evaluation Alternative" if at least two of the standards were rated as *Exemplary*, with the remaining standards rated no lower than *Proficient* in the previous year's evaluation.

Staffing for 2021-22:

Letters of Intent have been distributed to all certified staff. These letters are for the purpose of informing the district of a certified staff member's intent to return this coming school year. It is not binding. The letter also asks the certified staff member if they are requesting a transfer and, if so, to what position/location. We will be distributing certified staff contracts soon for tenured staff. Non-tenured contracts will not be distributed until more is known about this coming year's budget and individual school enrollments/needs, etc. I have also been meeting with individual teachers privately to discuss their hopes for the coming school year. It is looking very promising that we will have little to no need to do any recruiting for certified staff for 2021-22.

Per an article in AASA Advocate (January 2021)

States have to spend at least 90% of their share on emergency relief funds to schools (though they can pursue a waiver on this requirement; we will be watching to see the extent to which states use these federal dollars to backfill cuts to state education budgets). The dollars will be allocated to the local level via Title I population, and the equitable services provision does NOT apply to private schools. The funding is intentionally broad and flexible, to be used for almost any expense. The package also includes flexibility and funding for child nutrition programs. Allowable uses for the K12 funding include technology, site-based needs, cleaning supplies, mental health services, summer and supplemental learning, and school facility repairs and improvements to reduce virus transmission and to improve indoor air quality, among others.

Legislation

As of the time of this writing, 1/13/21, there are currently no education-related or overall budget picture legislative hearings scheduled, and no news on the house or senate being organized.

Regarding the "Preparing Readers and Educating Kids (The Alaska Reads) Act," which can be found here: <http://www.akleg.gov/basis/Bill/Detail/32?Root=SB%20%20%208> - Löki Gale Tobin, staff in the office of Senator Tom Begich, shared the following:

- Regarding the question on whether in-classroom pre-K educators need to be certified teachers, the bill directs the State Board of Education to develop requirements of the new pre-K grant program through regulation. This process will include stakeholder input. We suspect pre-K classrooms will look similar to K-12 classrooms which include certified teachers, paraprofessionals, and other education professionals.
- Regarding the question on whether funding will be available to hire certified teachers for pre-K programs, once a district has an approved pre-K program, students in that program will be funded through the foundation formula. Additionally, the pre-K grant program provides funds for a school district to recruit, hire, and train educators and staff in building their high quality pre-K program.

Pre-Filed Bills:

There are a number of pre-filed education related bills. We will be watching the movement of all of these bills but paying special attention to the following:

SB 8 - PRE-K/ELEM ED PROGRAMS/FUNDING; READING - "An Act relating to early education programs provided by school districts; relating to school age eligibility; relating to funding for early education programs; establishing early education programs and a voluntary parent program; relating to the duties of the Department of Education and Early Development; relating to certification of teachers; establishing a

reading intervention program for public school students enrolled in grades kindergarten through three; establishing a reading program in the Department of Education and Early Development; establishing a teacher retention working group; and providing for an effective date."

SB 17 - ENERGY EFFICIENCY & POLICY: PUBLIC BLDGS - "An Act relating to the retrofitting of certain public facilities and community facilities; relating to the performance of energy audits on schools and community facilities; relating to the duties of the Alaska Energy Authority and the Alaska Housing Finance Corporation; creating a rapid economic recovery office in the Alaska Industrial Development and Export Authority; and relating to the state energy policy and energy source reporting by state agencies."

SB 20 - OUT OF STATE TEACHER RECIPROCITY - "An Act relating to recognition of certificates of out-of-state teachers."

SB 32 - COLLEGE CREDIT FOR HIGH SCHOOL STUDENTS - "An Act establishing the Alaska middle college program for public school students; and relating to the powers of the University of Alaska."

HB 7 - INTERACTIVE COMPUTER SVC CONTENT RESTRICT - "An Act relating to restrictions placed on users of interactive computer services based on content or viewpoint; and adding unlawful acts to the Alaska Unfair Trade Practices and Consumer Protection Act."

HB 15 - TEMP PERMITS & LICENSES; MILITARY LICENSE - "An Act relating to occupational licensing; relating to temporary licenses and permits; relating to certification of teachers; and providing for an effective date."

HB 25 - PUBLIC SCHOOLS: SOCIAL/EMOTIONAL LEARNING - "An Act relating to the duties of the state Board of Education and Early Development; relating to statewide standards for instruction in social-emotional learning; and providing for an effective date."

HB 49 - APPROP: EARLY LITERACY PROGRAMS - "An Act making special appropriations from the general fund for early literacy programs in public schools; and providing for an effective date."

Strategic Planning Goals and Objectives Survey Results

To be announced during School Board meeting

Advisory School Council/Community Council/City Council Participation:

I continue to participate in all school Advisory School Council meetings either in person or by distance. I have also started attending City/Community Council meeting for outer sites. I continue to attend the Thorne Bay City Council Meetings when possible.

Port Alexander

While picking up a float plane passenger in Naukati, I met with the pilot (and new mayor of Port Alexander) Kevin Mulligan, and discussed growing concerns with the future of the school due to decreased population in Port Alexander and declining enrollment. I shared brainstorm ideas with the Mayor and it was requested that SISD attend the upcoming City Council Meeting to share some of the concerns and ideas. The meeting took place on January 4, 2021 and was very well attended by Port Alexander residents as well as a team of SISD staff. By the end of that meeting, it was decided that

they develop a committee to discuss the ideas and determine how the district and the City of Port Alexander could work together to solve this problem. Additional meetings with the committee are planned and SISD staff will be members of the committee, which will be led by the City of Port Alexander.

AK-TRAILS Correspondence/Homeschool:

A team of SISD staff are planning to meet over the next couple of months to develop a strategic plan for our Correspondence/Homeschool Program. We will be focusing on policy, procedures, curriculum and an advertisement campaign. More information on the team's progress will be announced as it becomes available.

Business Items:

10.A. I recommend approval of the Electrical Quote from Tongass Electric for VEEP LED Lighting Upgrades for \$29,380.00

10.B. I recommend approval of the Edna Bay Library Memorandum of Agreement, 2021 - 2025

10.C. I recommend moving all of the board policy updates (10.C.1. BP 3300, Expenditures/Expending Authority, 10.C.2. BP 3310, Purchasing Procedures, 10.C.3. BP 3311, Bids, and 10.C.4. BP 3312, Contracts) to a second reading.

10.D. I recommend approval of the addendum to the Memorandum of Agreement with Hydaburg City School District for Special Education Services

10.E. I recommend ratifying the Agreement with Apptegy for Mobile App and Website Development Services

10.F. I recommend approval of the FY21 General Fund Budget Revision

10.G. I support the decision of the School Board on their choice for the appointment of the Legislative Liaison

Thorne Bay School



1010 Sandy Beach Road
Thorne Bay, AK 99919
(907) 828-3921

Home of the Wolverines!

1.21.21

We are thrilled to be back in green! There is nothing quite so desolate and forlorn as a school robbed of its student presence. It becomes a shroud of its former self. Spirits are high and eyes are bright as students and staff mingle again!

Staff did a phenomenal job supporting students while we were red. The community appreciated all the ways staff was visible and flexible while students educated remotely. Staff volunteered for many roles and took the lead in organizing the distribution of meals and materials, consistently putting students' first. They realized their goal of contacting students daily. We are blessed to have such a team!

Our newly elected student council is off and running with many ideas to make the school more memorable for students! President Grace, Vice President Jordan, Secretary/Treasurer Jakob, ASC Student Liaison Emily, High School Representative Francesco and Junior High Representative Bonnie are working together to bring the student body together. We appreciate their enthusiasm and candor!

We are working on a new class schedule for semester two. Staff are excited about new electives they are offering. Student input was gathered ahead of time to ascertain their interests and ensure electives offered would be classes they would enjoy. It is a delight to see staff and students working together to create an educational experience that is specifically designed for our students!

Power School is really coming along. We are over the moon with the dedication our scheduling team (Matt Gore, Amy Jennings, Amy McDonald, and Charles Becker) has shown in creating such a stupendous online tool for which teachers have been diligent in compiling data in order to ensure we have current information on student progress. It is amazing how many areas of school life Power School touches and how much it supports staff and students when it is running so smoothly. We are looking forward to the start of the second half of the school year and all the opportunities it holds!

Student Services Special Education Board Report – January 2021
Submitted by: Carol Randolph

The special education department has been receiving praise from the special education teachers in regard to working with Presence Learning. Presence Learning offers a live videoconferencing-based program including direct video contact with certified specialists. Our students tend to be more engaged during their speech, occupational, and physical therapy sessions. In order for our students to receive services during the COVID-19 pandemic Presence Learning has been providing services within the students' home using school provided technology. If a student lacks the ability to join via the internet, either the therapist or school paraprofessional would contact the student over the phone as a way to provide the necessary services.

Special education teachers and staff have been working diligently in order to provide the necessary personal contact and educational supports for our students when the district was in Red/High-Risk status by delivering meals, making phone calls and holding zoom meetings.

Special education paraprofessionals participated in a week-long training to learn how to more effectively deliver instruction to students in general and how to implement interventions targeted at systematically teaching reading, writing, and math skills to 'close the gaps' in particular. This is an intervention that will be used with a number of students and this training is designed to teach specific skills needed to be effective instructors.

The Special Education department will be sending out Child Find information by the first of February. Child Find is a legal requirement that schools find all children who have disabilities and who may be entitled to special education services and covers every child from birth through age 21.

SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road Thorne Bay, Alaska 99919

Board Report January 2021 Brian Krosschell, Grants Department

***Vision:** Students are equipped to realize their dreams and aspirations.*

***Mission:** Together we will foster student skills to achieve their goals and adapt to an ever-changing world.*

Migrant Education Program

We continue to contact and recruit potential migrant families throughout the school year. During the next month, we will start ordering supplies for families including, books, school supplies, clothing, safety gear, etc. We are reviewing some options for holding safe family engagement activities as the pandemic hopefully winds down as well as options for summer migrant opportunities.

Title Budget Revisions

Since it is mid-year already, this month we are reviewing the remaining funds in the Title grants to ensure they get spent and to request any budget revisions to make the best use of the funds.

Mid-year grant meetings

This month is busy with mid-year grant meetings with DEED and other funders including, Alaska Energy Authority, Pre-School, CLSD Literacy, Farm to School, AmeriCorps, and Perkins.

Agriculture Program

The agriculture program continues to produce some produce across the district. Many people have been doing an excellent job maintaining the greenhouses. We continue to have some outstanding volunteers including, Sabrina Marconi, Amy Erfling, Mary Cook, Shane Williams, Matt Gore, Julie & Patrick Trischman, Heather & Matt Mendonsa, Lauren Burch, and Priscilla Goulding. Without these volunteers, the chickens and plants would not survive. We hope to provide parent engagement activities for our families and students as the pandemic allows.

**If you have any suggestions or ideas that need funding,
please feel free to email me at bkrosschell@sisd.org .**

Curriculum-Literacy Report January 2021

Elective Course Descriptions

Teachers proposed several new electives for the second semester by completing Elective Course Descriptions. In some cases, teachers also created course descriptions for long-standing electives such as Journalism which previously did not have a formal course description. These descriptions will be a valuable asset for teachers across the district in years to come as a guide in how to offer various areas of interest which may be outside the teacher's area of expertise.

Scheduling Team

Difficulties last year in scheduling and tracking high school students' courses combined with a large turnover in staff this year highlighted the need for a collaboration amongst curriculum, counseling, technology, and registration staff. Mr. Becker has joined with Ms. McDonald, Ms. Jennings, and Mr. Gore to collect course offering, selection, and enrollment data. This has allowed teachers to reference a single point of contact for student schedules while also ensuring that schedules are reviewed for graduation requirements and placement at the appropriate level. Members of the scheduling team check requests for courses against Board Policy and graduation requirements, and follow a flow chart to track the progress of teacher and student requests.

DEED Surveys

As part of the Comprehensive Statewide Literacy Development (CLSD) Grant the Alaska Department of Education and Early Development (DEED) had a contractor send out two surveys to all staff who work with students in an instructional capacity. The surveys were intended to measure teachers' and paraprofessionals' content knowledge and instructional abilities in English language Arts. Congratulations to our team on getting these surveys completed and returned.

Responses To Intervention (RTI) Virtual Conference

Five teachers and one administrator will be attending the annual RTI conference on January 22nd, 23rd, and 24th. The registration for this conference was covered as a part of the CLSD grant. Sessions offered at the conference will aid teachers in; identifying deficiencies in student literacy skills, creating plans and monitoring student progress, and providing targeted interventions for students who are below grade level.

Ongoing projects for SISD, and a look at some of the other Maintenance related work.

1. CIP projects:
 - A. Kassan covered play area had AP&T power going through our location for footers. This has been moved by AP&T and footing and foundation work will follow with better weather.
 - B. Bus barn is 100% done. Final payment out paperwork being completed.
 - C. Thorne Bay play area all materials on site and contractor is currently working on this and at about 90%. New upper play is done we still have some borders on the lower area and additional chips to add and this project will be completed.
 - D. Hollis design is on schedule. We are working to add our Commissioning portion of design to this meeting but that will be determined by responses from perspective contractors.
2. I have worked with AP&T and am going over the changes on a few of our sites from commercial A to commercial B rates and it does not seem it will be as drastic a cost as first thought and will even low cost in some of the higher use sites.
3. VEEP I am doing what I can to push through as much of this as I can before the deadline. I have notice out to three companies for bids and the ones I receive back will be up for approval during this board meeting.
4. Working with Forest Service to see about more partnership projects with them this summer.
5. Replacement of boiler in Kasaan design work is done and as soon as I can start on RFP for that project we will move forward to solicit bids.

Respectfully,

Branzon Anania

Food Services Board Report January 2021

Submitted by
Susan Greene, Contracted Director of Child Nutrition Program
Natalie McAuliffe, Coordinator Child Nutrition Program

Summer Foods Service Program November/ December Claim

- During November SISD Child Nutrition Program served 1,199 breakfasts and 1,601 lunches, an average of 108 students ate daily.
- Pending reimbursement is \$15,399.89.
- During December 1,050 breakfasts and 1,174 lunches were served, an average of 106 students ate daily.
- Pending reimbursement is \$11,949.71.

Invitation to Bid

- In collaboration with Chris Page Huff & Lucienne Smith, the National School Breakfast & Lunch Program (NSLP) Food Product Bid was issued on November 9, 2020.
- All bids were due Monday, January 11, 2021 by 8:00 AM
- Bid opening was conducted through Zoom at 9:00 AM, January 11, 2021
- Susan Greene, Natalie McAuliffe, and Terri Kohn were present.
- No bids were submitted.
- Documentation of bid opening is on file.
- SISD Food Service Program intends to continue purchasing from the current vendor, US Foods. The company provides quality products and services.

Site Packing List

- In an effort to control cost, streamline food distribution from Throne Bay, and provide the best quality food to our students a Site Packing List is being developed. The Packing List specifies what food items are needed weekly and in what amount each site needs. It is designed to facilitate clear communication between sites and Throne Bay distribution.

Drive 2:08 PM Thu Jan 14 77%

SITE PAKING LIST.xlsx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	WEEK 3 ROTATION													
2	SCHOOL	WP		18-Jan			19-Jan			20-Jan			21-Jan	
3	ENROLLEMENT	20		BAGEL, WG			MUFFIN, WG			FRENCH TOAST STICKS, WG			PRAFAIT	
4	ADP BREAKFAST	11		CREAM CHEESE JELLY			SPICED OATMEAL			SYRUP			(YOGURT, GRANOLA)	
5	ADP LUNCH	17		SAUSAGE			DRIED CRANBERRIES			APPLE SAUCE			APPLE JUICE	
6				PEACHES APPLE JUICE			GRAPE JUICE			ORANGE JUICE				
7	Amount needed for breakfast has been doubled to cover weeks 1&3.													
8				TOASTED CHEESE SANDWICH			NACHOS			POPCORN CHICKEN			SPAGHETTI, V	
9				TOMATO SOUP			TORTILLA CHIPS, WG			SWEET POTATO FRIES			MEAT SAUCE	
10				BROCCOLI			SPANISH RICE			GREEN BEANS			MIXED VEGETABLES	
11				POTATO WEDGES			REFRIED BEANS			BISCUIT, WG			WG GARLIC BREAD	
12				PEARS			SALSA LETTUCE TOMATOES			HONEY			APPLE SAUCE	
13							MIXED FRUIT			PEACHES			LOW FAT RANCH DRESSING	
14				CHEESE SAUCE										
15	MILK/MONTH		25 CASES											
16	*CAN BE TACOS USING BEEF CRUMBLES AND TACO SEASONING, PULLED PORK WITH BBQ SAUCE, OR CHICKEN STRIPS USE CHIPS OR WRAPS													
17	** INDIVIDUAL CHEESE CUPS FOR SMALLER SCHOOLS													
18	FOOD ITEM	PACK SIZE	SER/PAK	SUBSTITUTION SENT			AMOUNT NEEDED	IN STOCK AT SITE?		COMMENT				
19	FROZEN FOOD							YES	NO					
20	BAGEL	72/CASE	72				1/2CASE			BREAKFAST BAR, CINNAMON ROLL,				
21	SAUSAGE	2/5# BAG	20/BAG				1 BAG							
22	MUFFIN	72/CASE	72 IW				25							
23	FRENCH TOAST	72/3 oz	72 BULK				1/2 CASE							
24	FRENCH TOAST	72/3 oz	72 IND							WORKING ON FINDING SER INFO				
25	CHICKEN STRIPS	2/5# BAG	25 /BAG				3/4 BAG			PULLED PORK/BBQ SAUCE, OR BEEF CRUMBLES/TACOS				

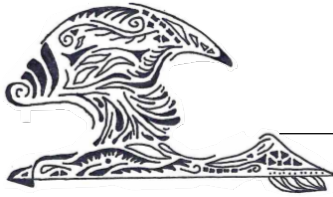
WEEK 3 HVCC Sheet1 WEEK 3 TB WEEK 3 HOLI WEEK 3 WP WEEK 3 KAS WEEK 3 NAU FORM WEEK

Jan, 12, 2020

Kasaan School Monthly Teacher Report

Kasaan School has jumped from 17 to 21 students this last month, and may have one more pre-school student coming soon. Because we now have 7 Kindergarten students and may be get one more soon, we are very much in the need for a Paraprofessional to assist Jessica West with her groups. Also, having another person to help would provide us with a sub if needed. We do have a local parent that has shown interest in the job, and has taken the appropriate test. Our school has been functioning very smoothly and we have not experienced any problems thus far. We are looking forward to having our new covered play area, (which we hope will start its construction soon). Our students have been very excited to finish our syringe robots project this quarter. Our students have been working very hard in small groups to construct robotic arms to move an object X, Y, and Z motions, and are planning on having a small competition to pick up as many small objects in a given time.

Michael W Congdon Lead Teacher



HOLLIS SCHOOL
 JANUARY 13, 2021
 SISD BOARD REPORT

CONNECTION:

Connecting our stories, connecting our cultures, connecting our world history, connecting with each other, connecting with our community, connecting with our elders.



The Hollis Tulip Test Garden Planting Crew November 2020:

Gratitude: *Doyackshin, Gunalchéesh, Háw'aa, Muchas gracias, Thank you, Thank you from all of our Hollis School student community – Tsimshian, Tlingit, Haida, Spanish, English*



Thank you to the Hollis Community Council for hearing our request for our High School students' Covid Funds grant project.



Thank you to a community member's donation to provide additional resources for our students.



Thank you community members Sandy and Tia for the holiday gift bags for our students and staff. They loved their treats.



Thank you Nick Brazille for all of your efforts to help us locate resources and, despite the rain, address many of the many small projects that make life easier for all.



Thank you Charlie for your selfless support of our students and inspiring Charlie's Closet! Thank you community members who, along with Charlie, keep Charlie's Closet inventory supplied - the recent gloves and sweat pants donation sure came in handy with all of this cold rain.

Southeast Island School District Vision, Mission, and Goals

Vision: Students are equipped to realize their dreams and aspirations.

Mission: Together we will foster student skills to achieve their goals and adapt to an ever-changing world.

Goal Targets:

GOAL: Prepare students for post-secondary life



We have submitted course descriptions for three electives: Technical Reading and Writing, Journalism, and DIVE (Diverse Independent Vital Exploration) all of which build upon the soft skills and academic skills 21st century employers report they are seeking when hiring.



Our high school students worked with the Hollis Community Council to complete a proposal and process for Covid Grant Funds. We are hopeful that they will be able to continue their involvement now that the times lines have been extended



We had a great experience with a school wide guest speaker presentation on Materials science. It was very clear our presenter was both enthusiastic about her topic as well as informed. She had put a lot of effort into provide an accessible and interesting presentation.



We have started our exploration to create our small student store for authentic life skills learning and allow for students to earn funds to make purchases.



This is a reminder as to much time has passed since our last report: We are arranging for guest cooks, artists, and travelers to share about some of the many world cultures we are exploring. *Please let us know if you would like to speak with our students about a place you have traveled and or a cultures you have experiences.* We would love to share favorite stories, art, poetry, plays, celebrations, foods, memories. *Please let us know if you are interested in being a part of our world exploration.*





GOAL: Provide sufficient/effective staff support




We have gratitude that we have been given some time for Bus-driver Nick to help us with small maintenance projects. His ability to help address small issues before they become big ones has been a treat.









Thank you to District staff who check in before they head our way to see what we may need. We so appreciate when they bring needed food, tech, curriculum, etc. It sure makes a difference.


-  Thank you to Branzon Arena for his continued work to keep our water system working, for arranging to teach all of us wood fired boiler protocols, and for committing to send someone to weed-eat and get our campus spiffed up.
-  Thank you Charles for assisting with a course challenge and the modification of our developing our elective course descriptions.
-  Thank you Carol for agreeing to schedule some time for pancakes and paperwork.
-  Thank you Sherry for your time and conversations to review perceptions and needs and remove barriers.


GOAL: Improve communication district and community wide

-  We have struggled with communication in these past months – first the copier broke and when replaces we were unable to scan. Our scanner now works but we await the fax. Outgoing calls were not always possible but incoming calls were typically ok. Now – we cannot call out or received calls except once in a blue moon and then – they typically get cut off. This last problem does appear to be a Hollis landline challenge. We know these issue has been reported to AP&T but we are following up and we are not giving up. We are getting around this frustration with Messenger calling as well as Google meets.


GOAL: Increase visibility to share lifestyle and increase enrollment

-  Our Journalism students will be submitting articles to southeast radios and newspapers for publication.
-  We have resumed our pre-K & Kinder Library story time. We are recording with and publishing on our You Tube channel to share with others. Our students will be sharing on Facebook live in a few weeks after they master the recording.
-  Our High School students created a “Toilet Paper roll” art challenge. They have extended the deadline and will create and publish as digital art show with a distanced gallery opening.
-  Hollis High School students hope to resume their efforts to work with an Advisory Group and the Hollis Community Council to coordinate the Hollis Community CARES Funds use, access and distribution. This will include managing the entire project to include report completion and formally reporting to the Council and the community.
-  Hollis primary and intermediate students are resuming their work to create a news program that will air on our school’s You Tube channel. We will be asking for some advice and support from the SISD Tech Department.
-  We are completing the documentation of the remote school planning process we were requested to create to send our for other schools and districts to use.


 Our Pre-K and Kinder students are working on a digital book and database about our chickens that we will publish.

 Our bike shop is getting some excited support and we have hope that the idea will soon become a reality.


Ongoing:


 Hollis staff and students launched some ongoing service projects and others are in the planning phase:


- Launched:
 - Gratitude bag trash pickup on Hollis Chilkat Road (we were appointed to the task by the Hollis Community Council – we are exploring getting a sign similar to those on the “Adopt a Highway” program.
- Launched but in need of further revision:
 - Hollis Resource Cooperative - Connecting People (Building Upon This with the CARES Funding project.
 - Hollis Community food pantry
 - Tiny Little library (needs repair) and we want to add a Tiny Little Pantry and we are planning a shared community refrigerator.
- Planning:
 - Taking over management of the Hollis Seed Library.
 - Community bus stops (James Stevens mentor)
 - Phone Booth reactivation
 - Upgrading the “Alaska Kids Don’t Float “ life jacket shed.

 Citizen Science: We are anxiously waiting upon word to know if we can resume wolves research. We are preparing to adopt an important salmon stream adoption and cannot wait to begin our work. Launched citizen science projects include:

- reporting to the US Weather Service.
- documenting observations on Journey North.
- participating in the annual virtual Monarch Butterfly migration.
- caring for Yellow-cedar seedlings and recording our data.

 For updates and ongoing information please feel free to check out our Hollis School Facebook Page. We committed to keeping that current and students and all staff are pitching in to share all perspectives. It is a tool for us to document our learning, access resources and provide school information to our target audience – our parents and community. The link is: <https://www.facebook.com/groups/1483681851918203/> and they tell us it will be caught up this weekend.

 Hollis School staff and students continue to volunteer at the Hollis Public Library, the Volunteer Fire Department, and the Volunteer Emergency Medical Services.

 The school continues to report as an official part of the Hollis Community Council agenda and we have been added to the town’s website.

Howard Valentine Coffman Cove School Report, by Nhung Dinh

Elementary School- Fossil Hunting field trip to enrich rock study unit. Amy Erfling doing P.E activities with the students.

High School- Introduction to Scholastic Action Shooting Program (SISD has the only team in the state), Alder stool building project, Screen printing, Mariana will be volunteering to teach a Spanish 1 class next semester.

Elementary and High School had their first ceramics projects completed before Christmas.



Naukati Bay School January 2021 Board Report



Before Winter Break, all students had the opportunity to practice some hand sewing and embroidery skills while making potholders out of upcycled material. Also, even though we had to move to distance education for two weeks, our students helped us come up with innovative ideas for continuing some of the activities we had planned, such as by offering a Secret Santa messenger service, and opening gifts during a school-wide collaborative Zoom session. It was amazing to watch everyone share their gifts.

In the elementary classroom, students have been taking part in hands-on science experiments and enjoying new sensory station activities. Additionally, two of our sixth grade students entered Appelley Publishing's National Student Poetry Contest. We recently learned that both of their poems have been selected for inclusion in the *2021 Rising Stars Collection*, which will be published as a limited edition in July. We are so excited to have a pair of budding authors in our school.

The students have chosen their electives of Sewing, Art II, Small Wood Projects and Engineering and Design. They are looking forward to starting them near the end of January.

Several students have joined up to participate in Archery and we will still continue with Marksmanship. We were all glad we had an opportunity to accommodate archery earlier in the year as now, when it seems like “crunch time” our archers feel ready to jump back in and give it their all. They are doing great! The students participating in Marksmanship are willing to stand out in the rain and wind to get their turn with the targets. There has been so much shared learning happening, each practice leads into new questions and personal growth. Thank you to a few Thorne Bay families for coming to join us. Thank you to the Naukati Families who come to support and help at the pit as well. Thank you to John and James Stevens for coming all the way out for *little old us*. We appreciate all you and James have done to get and keep these extra sports going for our district.

We are hoping everyone the best in 2021. Stay happy and healthy.

Naukati Bay School Staff

Compiled by: Laura Anania and Cassandra Christopherson

Southeast Island School District Vision, Mission, and Goals

Vision: Students are equipped to realize their dreams and aspirations.

Mission: Together we will foster student skills to achieve their goals and adapt to an ever-changing world.

Goals:

Prepare students for post-secondary life.

- Our students will continue to explore and learn skills that will benefit them in post Secondary life.
- Students helped raise money for an employee who was involved in an accident on Sunday, Nov. 8th during a fire that destroyed the employee's home and shed. The community came together to make sure that the house across the boardwalk didn't catch fire. The wind worked against us the whole time.
- Students made and sold Christmas stocking hats, wrapping paper, cards, and nachos. They raised around \$300 plus the Saffolds donated the money they raised from their booth to the students as well.

Provide sufficient/effective staff support

- I am excited to be working with Sarah Cordova. She brings many years of experience into our school. She is working with the elementary students.
- Molly Kimzey is now working in the afternoons with the MS/HS students.
- We are still looking for a paraprofessional for Kindergarten and a food service person.
- Covid-19 has played a huge role in Port Alexander losing employees and people not applying for the positions.

Improve communication district and community wide

- The Port Alexander School ASC has created a Facebook page and email address to post events and spread the word about the amazing things that will be going on in our school and our community.
- The students made and advertised their Christmas stocking hat ornaments on the school Facebook page and the Port Alexander Community Facebook page.

Increase visibility to share lifestyle and increase enrollment

- The Port Alexander ASC held the January meeting on January 7th. The ASC hosted the annual Christmas Bazaar on December 5th in the gym for 1 hour. Students helped sell the community's items (Covid)
- There were 43 calendars also sold making over \$400 for the students. The next meeting will be February 4th at 3:30 p.m.

I am still starting the generator every morning, teaching, and cooking, with Sarah Cordova, now helping in the mornings with the elementary students while I work with the MS/HS students. I also have a volunteer that helps monitor students when I have to leave the room to cook. One of our HS students helps me in the kitchen to make sure my time out of the classroom is as minimal as possible. Paul Young is continuing as our custodian and has volunteered to do the maintenance for the school while the other employee is on leave.

Educationally Yours,

Sharlet Collins



SOUTHEAST ISLAND SCHOOL DISTRICT

Whale Pass School

Box WWP #38

Whale Pass, Alaska 99950

907-846-5320, fax: 907-846-5319

January 2020 Board Report

Whale Pass School

Submitted by: Christine Cook

Southeast Island School District Vision, Mission, and Goals

Vision: Students are equipped to realize their dreams and aspirations.

Mission: Together we will foster student skills to achieve their goals and adapt to an ever-changing world.

Goals:

► Prepare students for post-secondary life

- ❖ Mr. Cook's MS/HS photography and subsistence classes are underway. The photography class is has finished our gun calendar and are currently working on different mediums for taking photographs. The subsistence class has been working on fixing crab and shrimp pots.
- ❖ Our HS students are currently working on scheduling a few SAT and ACT tests this spring.
- ❖ One of our HS students, Joe Cook, is currently working on dual enrollment classes.
- ❖ We currently have the following electives.
 1. HS-VAULTT---Students are learning how to prepare for SAT, ACT, and PSAT tests.
 2. HS-Photography/Art—Students are learning various photography techniques and art mediums.
 3. MS/HS-Outdoor Survival Skills and Subsistence Skills
 4. MS-Code.org
- ❖ The Spring Semester is coming up and we are currently working on the new Electives. The students will be taking Health this semester and continuing with the Outdoor Survival Skills class.

► Provide sufficient/effective staff support

- ❖ All staff are raring to go since the return to school on January 11. We are all so happy to see the students back in school and not wearing masks. We still

continue to separate classes, each lunch in our rooms, and have separate recesses. Our number one goal is to keep our staff and students safe.

► **Improve communication district and community wide**

- ❖ Our Facebook page has all the current state and health mandates, as well as, current updates from the district.
<https://www.facebook.com/WhalePassSchool/>
- ❖ Our next ASC meeting and gun drawing will be Tuesday, January 26th at 3:30. We are posting results on our Facebook page.
- ❖ We did have a Christmas gathering for the students and staff at the fellowship hall on Friday, December 18. We had a “white elephant”, Christmas gift giving. The students and staff had a great time.
- ❖ We regret that the school was not able to have our annual Christmas dinner and show.

► **Increase visibility to share lifestyle and increase enrollment**

- ❖ Our current enrollment is 20 students PreK-11th grades. We have 5 High school students, 4 Middle school students and 11 elementary.
- ❖ The Elementary class is currently working on seed ordering for our greenhouse. During the last storm one of the panels on the room peeled back so we have that to fix before any more bad weather hits us.



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Rd Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 Email: sisd@sisd.org

MEMORANDUM

TO: SISD BOARD OF EDUCATION
THRU: Sherry Becker, Superintendent
FROM: Lucienne Smith, Contracted Business Manager,
Alaska Education & Business Services, Inc. *Lucienne Smith*
Date: January 13, 2021
SUBJECT: BUSINESS MANAGER'S REPORT NARRATIVE

FY 2021 BUDGET REVISION – The FY 2021 budget revision will be reviewed during the Board Work session. This budget revision was completed with the collaboration of an 11-member team.

E-RATE – Our form 471 for FY 2022 Internet will be submitted on the USAC website by month end. Since we are in the 3-year contract with GCI, and it was approved this year coupled with submitting relatively early, we should receive and respond to the questions and then receive approval early. We will submit for all the current Southeast Island School District school sites Internet. If any sites close between the approval and next year, we will not claim the expense for the Internet and will later remove that amount from our request thru another process on line with USAC.

END OF YEAR TASKS – W2's are in the mail and we are working on the 1099's. It is our plan to issue all W2's electronically via email next year once we receive consent from employees. The great thing about this is the employee will always have an electronic copy (without contacting their employer) should they print and lose it before filing taxes or if they need one in future years. Additionally it creates an efficiency as the District staff will not have to spend an afternoon folding, stuffing and mailing W2's – thereby saving on forms, envelopes, postage and labor.

FY 2022 BUDGET – As a reminder, the budget timeline for our FY 2022 budget follows. Again this will be thoroughly deliberated by the 11-member team that will meet regularly to insure the budget meets the District's Strategic Goals as well as the vision & mission.

FY 2020 PPE REPORT – The required Per Pupil Expenditure (PPE) report was submitted to DEED in early December. This information is required by law for the ESEA (Elementary & Secondary Education Act) as amended by the ESSA (Every Student Succeeds Act). The information is scheduled to be included in the State Report Card to the Public.

STANDARD OPERATION PROCEDURES (SOPs) – In the future, I will include a few of the Standard Operating Procedures (SOPs) with my report so you may see that the District is reviewing them annually, as well as adding new ones as deemed appropriate. In this month report we submit SOP #1- District Communications; #2 – Human Relations; and #3 Workers’ Compensation Claims.

Please do not hesitate to ask questions.



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Rd., Thorne Bay, Alaska 99919
(907) 828-8254 Fax: (907) 828-8257 Email: sisd@sisd.org

FY 2022 BUDGET PROCESS AND TIMELINE

Administrators meet with Staff - Administrators identify priorities/needs
January 2021

Business Manager presents projected revenues
January 21, 2021

**Business Manager Provides Superintendent Update Estimate & Budget Parameters and
FY 2022 Draft Budget discussed**
February 2021

FY 2022 1st Proposed Budget presented to the Board
March Board Work session 2021

Public Budget Hearing (*The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. A public hearing shall be held prior to the adoption of the budget or a revised budget.*)

FY 2022 2nd Proposed Budget Presented to the Board
April Board Work session 2021

FY 2022 3rd (and Final) Proposed Budget Presented to the Board
May Board Work session 2022
Adoption of Budget May Regular Board Meeting

Vision: *Students are equipped to realize their dreams and aspirations.*

Mission: *Together we will foster student skills to achieve their goals and adapt to an ever-changing world.*

SOUTHEAST ISLAND SCHOOL DISTRICT
Thorne Bay, Alaska

Effective: July 2019

SOP No. 1 DISTRICT COMMUNICATIONS

1. PURPOSE: To establish uniform procedures for district communications.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: All employees
4. PROCEDURES: The following are procedures for district communications:
 - a. The Southeast Island School District website will be the repository of all District documents, instructions, guidelines, and procedures.
 - b. Employees should check their email at least once each day and immediately acknowledge receipt as appropriate. If unable to comply with an email request at the time requested, then the email recipient shall communicate such and collaboratively determine a response date.
 - c. Employees are required to respond to telephone inquiries as soon as possible, but no later than 24 hours after receipt of a telephone call.
 - d. If there is any question about whether responding to an email or phone call falls within the responsibility of an employee, the employee should immediately refer the matter to his/her supervisor.
 - e. Employees who are out of the office are required to initiate an email auto-reply offering another school district employee as a contact. They are also required to place a similar message on their telephone when out of the office, or they may forward their phone as appropriate. Communicate advanced notice of upcoming planned absences at least [2] days prior to the absence.

- f. Create an email signature block. Contact IT for assistance.
 - 1. First & Last Name
 - 2. Department/Position
 - 3. Phone/Fax
 - 4. Mailing Address
 - 5. Disclosure message (optional)

REFERENCES: BP 4119.3 – Duties of Personnel; BP 3523 – Electronic Mail

EXHIBITS: NONE

SOUTHEAST ISLAND SCHOOL DISTRICT
Thorne Bay, Alaska

Effective: July 2019

Revised: January 2021

SOP No. 2 HUMAN RELATIONS

1. PURPOSE: To establish uniform procedures for management of employee relations.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: Superintendent or designee, Supervisors, all employees.
4. PROCEDURES FOR HIRING:
 - a. The Superintendent shall approve position vacancies in accordance with the Board-approved budget.
 - b. Approved vacant positions shall be advertised on the school district website and posted locally, with Alaska Job Service, on Alaska Teacher Placement, and/or elsewhere as appropriate. A record of all school district postings shall be retained by the HR department for two (2) years [Reference RRDS 06.19] or as otherwise required [Reference RRDS 06.20 and 06.21].
 - c. Prospective employees should not be informed of the availability of a position until it is posted.
 - d. Electronic applications are preferred; however, hard-copy applications will be accepted.
 - e. All qualified applicants shall go through initial screening. Before a position is offered, at least three (3) professional references must be checked, including one from the most recent employer, and an appropriate number of candidates interviewed – at least three (3) if three (3) or more candidates are qualified; all candidates if less than three (3) candidates are qualified. All offers of employment are contingent upon successfully passing a background check.
 - f. Employees must have all hire paperwork completed and must have an approved personnel action form (PAF) or contract before starting work. If paperwork is not completed within 7 (seven) days, the offer of employment may be rescinded. Employees shall electronically sign their contracts (or PAF's) and submit through the District's online HR program, TalentEd, within three (3) days of receipt or the first day of work, whichever is earlier.

- g. All regular or contracted employees shall receive job description, a work year calendar, and a work schedule within three (3) days of hire.
- h. Positions designated as temporary may be hired at the discretion of the Superintendent and based on available funds.
- i. Hiring Department will provide a New Hire Orientation to all successful new hires. At a minimum, the following information will be introduced and explained to the new hires: job/position description, employee handbook, standard operating procedures, board policies and administrative regulations, workers' compensation procedures, and mandated training.

5. PROCEDURES FOR PERSONNEL FILES

- a. A permanent human resources (HR) file shall be maintained for all employees to include all mandated documents. This file is the only and official record of employment for all employees.
- b. A separate permanent HR employee health file shall be maintained for all employees and secured per HIPAA standards. Consult the U.S. DHHS website for current HIPAA standards. <https://www.hhs.gov/hipaa/forprofessionals/index.html>
- c. A separate HR employee security file shall be maintained for all non-certificated employees and secured per Administrative Regulation (AR 3580.1).
- d. Copies of all employee payroll related records, including contracts and PAFs, shall be electronically signed and submitted by the hiring manager (i.e. lead teacher or administrator) within three (3) days of receipt in TalentEd.
- e. Retain employee records (Human Resources and Payroll files) according to Alaska School District Model General Administrative Records Retention and Disposal Schedule (see REFERENCES below).

6. PROCEDURES FOR VOLUNTARY TERMINATION:

- a. Employees must submit resignations by completing the Resignation form in TalentEd, providing advanced notice as identified in board policy, employee handbook, collective agreement, and/or employee contract.
- b. Per AS 23.05.140, employment terminated by the employee must be paid on the next regular payday that is at least three days after the employer received notice of the termination.

7. PROCEDURES FOR INVOLUNTARY TERMINATION:

- a. Unacceptable behavior that may require involuntary termination must be reported by the supervisor to the Superintendent or designee immediately. It may be necessary to implement disciplinary action. In the event of dangerous behavior toward students or staff, the local authorities should be contacted first, then the Superintendent or designee. It may be necessary to implement the Emergency Preparedness & Disaster Prevention plan.
- b. Contact HR to ensure that the district's attorney is consulted when considering involuntary termination of an employee. It is a condition of the District's liability insurance coverage that an attorney be consulted before an involuntary termination.
- c. When an employee is involuntarily terminated, the supervisor shall complete the Termination form in TalentEd.
- d. All wages payable to an involuntarily terminated employee are due to the employee within three (3) business days according to state law [AS 23.05.140]. As such, Payroll must be notified on the day of termination in order to process the employee's pay and associated liabilities in a timely manner.

8. PROCEDURES FOR JOB ABANDONMENT/ABANDONMENT OF DUTIES

- a. If an employee does not call in for two (2) consecutive days, HR should be contacted, re: possible job abandonment. The CBA and/or Employee Handbook should be consulted to assist in terminating an employee who abandons their job.
- b. Consult the district attorney when terminating an employee for abandonment of duties.

9. EMPLOYEE EVALUATION

- a. Employees must be evaluated at least annually and more often should job performance require such evaluation.
- b. Should a Plan of Improvement be necessary, consult the district's attorney and commercial insurance company to ensure timelines and due process are followed and to ensure the district is protected should this process be legally challenged.

10. PROCEDURES FOR STAFFING:

- a. District administration will review and revise the certificated staffing and classified staffing needs annually.

- b. All staffing needs for the subsequent year shall be determined by April 30 annually.
 - c. When an employee separates from district employment, per potential budget limitations or grant funding changes, that position shall be reviewed for continuation.
 - d. Position descriptions should be reviewed and updated periodically (at least every three years).
11. EMPLOYEE LEAVE: For Additional Information, Please See Governing Employee Handbook or CBA
- a. Leave requests shall be submitted through TalentEd. Prior approval by supervisors is required for all leave requests; employees calling in sick must have their sick leave approved immediately upon their return to work. Sick leave absences in excess of three (3) days require a physician's note if requested by the supervisor or human resources department.
 - b. Leave will be granted according to the governing CBA, Employee Handbook, and/or board policy. Exceptions may be granted on a limited basis by the Superintendent or designee for extenuating circumstances that are not deemed precedent setting.
 - c. Employee leave may be granted provided an employee has sufficient leave balance. Unpaid leave is approved on a case by case basis.

REFERENCES:

BP 4111 Recruitment and Selection; BP 4111.2 Legal Status Requirement; BP 4112.1 Contracts; BP 4112.5 Security Check; BP 4112.6 Personnel Records; BP 4112.8 Employment of Relatives; BP 4115, Evaluation/Supervision; BP 4117.2 Resignation; BP 4118 Suspension/Disciplinary Action; BP 4119.23/4219.3/4319.3, Unauthorized Release of Confidential Information; BP 4161/4261, Leaves; BP 4161.1, Sick Leave; BP 4161.2/4261.2/4361.2, Personal Leaves, BP 4161.4/4261.4/4361.4, Family and Medical Leave; BP 4211 Recruitment and Selection; BP 4215, Evaluation/Supervision; BP 4218 Dismissal/Suspension/Disciplinary Action; BP 4212 Appointment and Conditions of Employment; BP 4217.2, Resignation, BP 4313.2 Promotion/Demotion/Reclassification;

HIPAA info <https://www.hhs.gov/hipaa/forprofessionals/index.html> (5.b.)

AS 23.05.140. Pay periods; penalty. (6.c., 7.b.),
web links to Employee Handbook(s) and CBA(s).

RRDS: Alaska School District Model General Administrative Records Retention and Disposal Schedule: Click on "School Districts, #400.1" <http://archives.alaska.gov/rims> 2013 edition, <https://archives.alaska.gov/documents/rims/schedules/400-1.pdf>

SOUTHEAST ISLAND SCHOOL DISTRICT
Thorne Bay, Alaska

Effective: July 2009
Revised: July 2013
Revised: July 2019

SOP No. 3 WORKERS' COMPENSATION CLAIMS

1. PURPOSE: To establish uniform procedures for handling all job-related injury or illness, to protect the employee and district, and to insure that the injured employee receives all benefits to which he/she is entitled.
2. AUTHORITY: Superintendent or designee
3. RESPONSIBILITY: Superintendent or designee, supervisors or designee, all employees
4. TRAINING PROCEDURES:
 - a. The [Hiring Manager] will inform each new hire of the reporting responsibilities and procedures for work-related injuries by giving them a copy of this SOP. Employees will sign a statement attesting that they have been informed of their rights and responsibilities for work-related injuries.
 - b. Each site must post a copy of the district's Certificate of (WC) Insurance in at least one location that is easily viewable by all employees of that site.
5. REPORTING PROCEDURES:
 - a. Employers are required to notify the Occupational Safety and Health Administration (OSHA) when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye. A work-related fatality must be reported within 8 hours of occurrence. An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.

To report, call AKOSH at: 1-800-770-4940 or (907) 269-4940 (8 am to 5 pm M-F; AK time) or 1-800-321-6742 (After 5 pm or on weekends and holidays) or contact OSHA at :1-800-321-OSHA (1-800-321-6742); www.osha.gov

OSHA reporting requirements: ⁴⁸<https://www.osha.gov/report.html>

SOP No. 3 Workers' Compensation Clams

Effective: July 2009

Revised: July 2013

Revised: July 2019

- b. **Employees should report injuries or illnesses to their supervisor or designee immediately, but no later than 30 days after the injury or illness began.** The supervisor is responsible for notifying the Human Resources Manager.
- c. Upon injury, employees must complete Employee ROII-Report of Occupational Injury or Illness (State of AK Form 07-6100). The form can be found on the district's website, at <http://www.amljia.org/claims/>, or at http://labor.alaska.gov/wc/pdf_list.htm.

If the employee is unable to complete the form, it must be completed by a designee, which may be a co-worker, witness, or family member who either has knowledge of the injury or can record the employee's narration of the event. Submit this form to the supervisor or designee.

Upon receipt of an Employee ROII, the Superintendent, Supervisor, or designee will send the form to the Human Resource Manager, who must complete Employer ROII (State of AK Form 07-6101). This form can be found on the district's website, at <http://www.amljia.org/claims/>, or at http://labor.alaska.gov/wc/pdf_list.htm. This form must be completed and sent to the district's worker's compensation policy claims adjuster **within ten (10) days after the employer has knowledge of the injury or illness**, except as noted in paragraph (a) above.

- d. If the injured employee goes to a physician or hospital, he/she must inform the physician that it is a job-related injury so the physician will complete and mail a "Physician's Report of Injury."
- e. The injured employee will receive one copy of the completed claim form and must read all the instructions and information provided on the back of the form.
- f. Workers' compensation claims must be submitted to the District's Workers' Compensation insurer (AML/JIA) within **ten (10)** days of the injury. The insurance carrier will submit the forms to the Alaska Department of Labor. A completed copy of the workers' compensation form must be filed in the employee's HR health file and a copy must be sent to payroll. The incident must be recorded in the OSHA
- g. Retain Workers' Compensation records as required by ASLAM/DEED Records Retention Schedule (see REFERENCES below).

SOP No. 3 Workers' Compensation Clams

Effective: July 2009

Revised: July 2013

Revised: July 2019

6. GENERAL PROCEDURES:

- a. A health care provider's release is required for an employee to be absent from work and before an employee may return to work due to a work-related injury if medical attention was obtained. This protects the employee from potential reinjury.
- b. Workers' Compensation will reimburse the injured employee for covered expenses incurred in going to a physician or hospital. The employee should keep all receipts and submit them to the current Workers' Compensation insurance carrier (AML/JIA) if the physician or hospital doesn't submit them on the employee's behalf. The first three days off work as a result of work-related injury may be charged against the employee's accrued leave or leave without pay, according to governing district policy or collective agreement.
- c. The Payroll Technician should continue to submit timesheets for the injured employee, showing no hours worked, and that the employee is receiving Workers' Compensation from the insurance carrier and is not receiving pay from the District. The employee will not be compensated for lost salary by Workers' Compensation if their injury resulted in work absence of 3 days or less. In that case a sick leave or personal leave form should be completed.
- d. If an employee misses more than 3 days of work, Workers' Compensation pays approximately 66% of their regular salary for the days absent due to the injury (Workers' Compensation benefits are not taxed). It is unlawful for an employee to claim both sick leave and be paid from their employer for the days absent due to an injury and claim Workers' Compensation for those days and be paid by the Workers' Compensation insurance carrier. (It is unlawful to receive pay from both the employer and the Worker's Compensation carrier.)

REFERENCES:

ASLAM/DEED Records Retention Schedule: "School District Model General Administrative Records Retention and Disposition Schedule, #400.1" January 2013 edition
<https://archives.alaska.gov/documents/rims/schedules/400-1.pdf>

EXHIBITS:

OSHA: 1-800-321-OSHA (1-800-321-6742); www.osha.gov
OSHA reporting requirements: <https://www.osha.gov/report.html>
Alaska Department of Labor: http://labor.alaska.gov/wc/pdf_list.htm
Alaska Form 07-6101: Employer Report of Occupational Injury Alaska
Alaska Form 07-6100: Employee Report of Occupational Injury

EMPLOYER'S NOTICE OF INSURANCE

TO THE EMPLOYEES OF THE UNDERSIGNED:

Your employer is insured by:

Alaska Municipal League Joint Insurance Association, Inc.

Insurer

807 G Street, Suite 356

Street and Number

Anchorage

City

AK

State

99501

Zip Code

For the period from 07/01/2020

Through 07/01/2021

AMLJIA Claims Department

Adjusting Company

807 G Street, Suite 356

Street and Number

Anchorage

City

AK

State

99501

Zip Code

(907)258-2625

Telephone

This insurance pays benefits for job-connected injuries, illnesses or death as provided by the Alaska Workers' Compensation Act

Southeast Island School District

Employer

By *Sherry Becker*

Title *Superintendent*

Witness *[Signature]*

Witness *[Signature]*

Immediately (not later than 30 days from injury or death date) give your employer and the Alaska Workers' Compensation Division written notice of a job-related injury, illness, or death. Get the "Report of Occupational Injury or Illness" form from your employer for this purpose

If you have questions about your rights or benefits under the Alaska Workers' Compensation Act, contact the insurer at the above address and the Alaska Workers' Compensation Division at the nearest office listed below:

ANCHORAGE
3301 Eagle Street
Suite 304
Anchorage AK 99503
(907) 269-4980

FAIRBANKS
675 7th Ave
Station K
Fairbanks AK 99701-4531
(907) 451-2889

JUNEAU
PO Box 115512
1111 W 8th St Rm 305
Juneau AK 99811-5512
(907) 465-2790

NOTICE TO EMPLOYER: AS 23.30.060 requires that you post this notice in three conspicuous places on the employer's premises.

JANUARY 21ST, 2021
SISD SCHOOL BOARD REPORT

PO Box 803
Craig Alaska 99921
Telephone: 907-530-7108
FAX: 907-530-7111

E-mail: caitlin_aspery@sisd.org

Across the district, we have many events and activities occurring in our schools, strengthening our students, and in turn our district. From a teacher's perspective these are opportunities for growth, learning, and may be crucial in the development of a student. To a student, the lens shows a different view, and now, we get to hear it.

Since our last board meeting in November a lot has happened in the district. Schools were put on code red, winter break happened, a new year kicked off, and now we're all back in school. It's only been two weeks since school has been back on site, but even still, it's been a busy two weeks for everyone.

In Thorne Bay students are getting back into their sports! Basketball practice is back in session, as well as archery practice with 20-25 students attending after school practices. Thorne Bay High School is also very excited that they are now able to use their lockers for school. Hollis School kicked off the 2021 school year with a classroom screening of Disney's Soul followed by group discussion about the film and its meanings. As for the other sites, students reported that not much has occurred, which is fair given we're only two weeks back in physical session.

As usual with our brilliant SISD students though, they see opportunities for improvement so our district can excel. Whale Pass School, as well as the Hollis High School, trek on in the quest for more meat in school lunches. Whale Pass students began advocating specifically for meat egg rolls since the winter of 2019. Since then they have asked every month when I check in with students, and during my visit mentioned their request for more meat meals. When asked why they gave a thoughtful, well constructed response, the ratio of people who consume meat, to the people who don't in SISD. While the vegetarian option is great and progressive, it is not applicable to every person. A majority of our students exert themselves heavily throughout a day, and they find meat based meals best suit their needs. I must say after conversing with them they present a valid point and lunch menus should be further discussed, especially with students themselves. Students have begun to mention that the breakfast and lunch menus aren't as good as they could be and I believe communication with food service and students could allow room for growth and improvement.

A student from Thorne Bay has advocated for better toilet paper. They report the one being used is has a low ply count and isn't great for using. On another note students advocate for the ability to select elective courses they take. This is a fair request. Electives allow students to find themselves and their sparks. One elective can be the difference between a student growing into a career they work solely for money, and a student finding a path that offers them fulfillment in their spirit. A big part of electives that I observe as a student, is that it allows students to pursue self discovery and help them figure out who they want to become.

January 21st, 2021 Student Representative Board Report

Finally students advocate for more opportunities to see their friends from other schools. Despite the circumstances, the truth is these are all youth, and youth need connections. We need to look for ways for students to continue to form friendships and connections with students from outer sites and look for ways to encourage those connections.

Overall the past school year has been surprising, a lot of twists and turns, and unknowns. With that being said, SISD students have kept going and will continue to keep going. There still many things to come, many challenges and adventures to happen, but rest assured that we all are doing great, and will continue to do so.

BP 3300 Expenditures/Expending Authority

Note: The following sample policy should be revised as appropriate to reflect district philosophy and needs. [A.S. 14.14.060](#) and [14.14.065](#) provide that the borough assembly/city council, with the consent of the borough/city school district, may by ordinance delegate to the school district responsibility for a centralized treasury and/or accounting system. [A.S. 14.08.101](#) empowers regional school boards to establish their own fiscal procedures and exempts them from [A.S. 36.30](#) (State Procurement Code) and [A.S. 37.05](#) (Fiscal Procedures Act). [A.S. 14.08.111](#) requires the regional school board to designate employees authorized to direct disbursements from school funds of the School Board. All contracts made under federal awards must comply with the Office of Management and Budget's procurement procedures found in [2 CFR 200.317-326](#). Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

The Superintendent or designee may purchase supplies, materials, equipment and services in accordance with law. Prior Board approval is required for purchases over ~~\$10,000~~ \$50,000. The School Board shall approve or ratify all transactions.

(cf. 3310 - Purchasing Procedures)

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

(cf. 3460 - Financial Reports and Accountability)

Note: [A.S. 14.17.225](#) requires districts to operate under a balanced budget and provides that the state

The Superintendent or designee shall not authorize any proposed expenditure which exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

The Board shall not recognize obligations incurred contrary to Board policy and administrative regulations.

Legal Reference:

ALASKA STATUTES

[14.08.101](#) Powers (Regional school boards)

[14.08.111](#) Duties (Regional school boards)

[14.14.060](#) Relationship between borough school district and borough

[14.14.065](#) Relationship between city school district and city

[14.17.190](#) Restrictions governing receipt and expenditure of money from public school foundation account

[36.30.](#) State Procurement Code

[37.05](#) Fiscal Procedures Act

Revised 3/1/17, 09/2018

Adoption Date: 04/09/98

Southeast Island School District

BP 3310 Purchasing Procedures

Note: Pursuant to [A.S. 14.14.060](#) and [14.14.065](#), city and borough school districts may establish their own procedures for purchase of supplies and equipment. [A.S. 14.08.101](#) empowers regional school boards to establish their own fiscal procedures, including the purchase of supplies and equipment. All contracts made under Federal awards must comply with the Office of Management and Budget's procurement procedures found in [2 CFR 200.317-326](#). Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

The School Board desires to ensure that maximum value is received for money spent by the district and that records are kept in accordance with law. The Superintendent or designee may issue and sign purchase orders and shall submit them for School Board approval or ratification. Purchase orders in excess of ~~\$25,000~~ \$50,000 will require prior approval of the Board. Purchases may not be segmented in order to circumvent the requirement for prior approval.

All purchases under federal awards will meet general standards as follows:

1. The District will maintain written procurement policies and procedures that meet the following standards and any other applicable laws and regulations.
2. Costs incurred must be necessary and cost-effective.
3. All procurement transactions must provide full and open competition.
4. The District will maintain written standards of conduct covering conflicts of interest.
5. The District will maintain documentation addressing cost and price analysis, and vendor selection, as applicable for the selected method of procurement.

(cf. 3310 - Bids)

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-substantial gifts of nominal value may be accepted if the item is non-solicited.

Employees in violation of this conflict of interest section are subject to disciplinary measures set forth in statute, board policy, and applicable negotiated agreements, up to and including termination.

(cf. 3300 - Expenditures/Expending Authority)

(cf. 3400 - Management of District Assets)

(cf. 3460 - Financial Reports and Accountability)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 9270 - Conflict of Interest)

Note: [A.S. 36.15.050](#) establishes a preference for purchasing Alaskan agricultural and fisheries products. [A.S. 14.03.085](#) makes school districts, except REAA's, subject to [A.S. 29.71.050](#), which establishes a preference for purchasing recycled Alaska products.

The School Board encourages the selection of Alaskan products when such products meet the needs of the district and shall adhere to state law regarding purchasing preferences for Alaskan products.

(cf. 3311 - Bids)

(cf. 3312 - Contracts)

Note: A U.S. Supreme Court decision ([City of Richmond v. J. A. Croson Co.](#)) indicates that before enacting an affirmative action purchasing program, the district would have to have strong evidence of past district discrimination against minority contractors and the district's program would have to be narrowly tailored to accomplish its remedial purpose.

Legal Reference:

ALASKA STATUTES

[14.08.101](#) Powers (Regional school boards)

[14.14.060](#) Relationship between borough school district and borough

[14.14.065](#) Relationship between city school district and city

[14.17.190](#) Restrictions governing receipt and expenditure of money from public school foundation account

[29.71.050](#) Procurement preferences for recycled Alaska products

[36.30](#). *State Procurement Code*

[37.05](#)*Fiscal Procedures Act*

CODE OF FEDERAL REGULATIONS

[2 C.F.R. 200.317-326](#), *Procurement Standards*

[City of Richmond v. J.A. Croson Co.](#), 109 S.Ct. 706 (1982)

Reviewed 4/07, 3/1/17

Revised 10/2017, 09/2018, 10/2018

Adoption Date: 04/09/98

Southeast Island School District

BP 3311 Bids

The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to implement these requirements. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

Purchases Made Under Federal OMB Funding Awards

All bids under Federal awards must be made in accordance with the standards set forth in [2 CFR 200.320](#).

One of the following five methods of procurement shall be used for each purchase under a federal award:

1. Micro-purchases: Less than \$3,000 (\$2,000 for purchases subject to the Davis-Bacon Act)
 - a. No competitive quotes required
 - b. Purchases should be spread among qualified suppliers
2. Small Purchases: Between \$3,000 and \$150,000
 - a. Rate quotes must be obtained from an adequate number of qualified sources
 - b. Quotes can be obtained from suppliers or from public websites
3. Sealed bids: Purchases more than \$150,000
 - a. Two or more qualified bidders are required
 - b. Bids must be publicly advertised and solicited from adequate suppliers
 - c. Lowest bidder for the fixed price contract with specific requirements shall be awarded the contract
4. Competitive Proposals: Purchases more than \$150,000
 - a. A written policy must be adopted for conducting technical evaluations of reviewing proposals and selecting the recipient
5. Sole Source: Purchases of any amount that meet one of the following four requirements
 - a. Good/service is only available from a single source
 - b. Only one source can provide the good/service in the time frame required
 - c. Written pre-approval from the Federal awarding agency
 - d. Competition is deemed inadequate, after solicitation attempts through one of the other methods

Minority Bidding

When procuring contracts under federal awards set forth in [2 CFR 200.320](#), the District must take affirmative steps to utilize minority businesses, women's business enterprises, and labor surplus area firms when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

Other Purchases not subject to 2 CFR 200.320

1. Micro-purchases: Less than \$50,000
 1. No competitive quotes required
 2. Purchases should be spread among qualified suppliers
2. Small Purchases: Between \$50,000 and \$150,000
 1. Rate quotes must be obtained from an adequate number of qualified sources
 2. Quotes can be obtained from suppliers or from public websites
3. Sealed bids: Purchases more than \$150,000
 1. Two or more qualified bidders are required
 2. Bids must be publicly advertised and solicited from adequate suppliers
 3. Lowest bidder for the fixed price contract with specific requirements shall be awarded the contract
4. Competitive Proposals: Purchases more than \$150,000
 1. A written policy must be adopted for conducting technical evaluations of reviewing proposals and selecting the recipient
5. Sole Source: Purchases of any amount that meet one of the following four requirements
 1. Good/service is only available from a single source
 2. Only one source can provide the good/service in the time frame required
 3. Written pre-approval from the Regional School Board
 4. Competition is deemed inadequate, after solicitation attempts through one of the other methods

~~The Superintendent or designee shall establish procedures to insure that verbal quotes are obtained for purchases between \$500 and \$2,000, that informal written quotes from at least three (3) vendors are obtained for purchases between \$2,000 and \$50,000, and that formal advertised bids are solicited for purchases over \$50,000.~~

Exemption from Formal Competitive Procedures and Reporting

Even when the estimated amount of equipment, supplies, and services is one hundred fifty thousand dollars (\$150,000) and above, formal competitive procedure requirements in Board Policy need not be followed in conjunction with the acquisition of the following:

1. Books, films, periodicals, and other educational materials;
2. Proprietary (sole source) items for which no competition exists;
3. Weekly and monthly food service requirements relative to perishables, emergency requirements, and the requests which cannot reasonably be obtained on a timely basis through the formal competitive procedures;
4. Goods or services available from local vendors on State of Alaska or Federal GSA contracts;
5. Professional services (such as property and casualty insurance) purchased jointly with the State of Alaska or Federal GSA;
6. Goods or services purchased for and to be reimbursed by student/parent teacher organizations;
7. Items traded in on like items;
8. Professional or consultant services (such as legal, negotiations, or educational services) not including architectural/engineering design services;
- 8-9. Goods or services purchased for replacement of losses covered by the District's property, casualty, or other insurance.

E-Rate Purchases

Purchases made pursuant to the E-Rate program, which is governed by the Federal Communications Commission, shall be made on a competitive basis subject to the provisions of this paragraph. Such purchases are not subject to any provisions in the school district purchasing policies or regulations that may be inconsistent with the E-Rate purchasing provisions.

The Superintendent is designated to oversee the E-Rate application process in order to ensure that it is accurate and that the equipment and services to be purchased are eligible for E-Rate funding. Said individual shall devise an open, fair, competitive bidding process, separate and apart from other District procurement policies, that meets all rules of the E-Rate program. This process shall be overseen by, and subject to the approval of, the Superintendent for the District.

(cf. 9270 - Conflict of Interest)

(cf. 4030 - Nondiscrimination in Employment)

(e. 3310 - Purchasing Procedures, Procurement)

Legal Reference:

ALASKA STATUTES

[14.14.060](#) Relationship between borough school district and borough

[14.14.060\(h\)](#) Procurement of supplies and equipment

[14.14.065](#) Relationship between city school district and city

[14.03.085](#) Procurement preference for recycled Alaska products

[29.71.050](#) Procurement preferences for recycled Alaska products

[35.15](#) Construction Procedures

[36.15.020](#) Use of local agricultural and fisheries products required in purchases with state money

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.085](#) Competitive pupil transportation proposals

[4 AAC 31.080](#) Construction and acquisition of public school facilities

CODE OF FEDERAL REGULATIONS

[2 C.F.R. 200.317-326](#), Procurement Standards

[FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS](#), 851 P.2d 56 (AK 1992)

Revised 9/93, 6/09, 3/1/17, 10/2017, 09/2018

Reviewed 4/07

Adoption Date: 04/09/98

Southeast Island School District

BP 3312 Contracts

The Superintendent or designee may enter into contracts on behalf of the district. All contracts over \$50,000 must be approved or ratified by the School Board.

(cf. 3300 - Expenditures/Expending Authority)

Contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee. Contracts, where appropriate, shall be submitted to the legal advisor of the district for review and approval.

The district shall not enter into any contract with a person, agency, or organization if it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, gender, religion, ancestry, national origin, age or non job-related handicap or disability, either in employment practices or in the provision of benefits of services to students or employees.

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

Legal Reference:

ALASKA STATUTES

[14.08.101](#)*Powers*

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.085](#)*Competitive pupil transportation proposals*

[4 AAC 27.100](#)*Contractor's duties*

[4 AAC 31.065](#)*Selection of designers and construction managers*

[4 AAC 31.080](#)*Construction and acquisition of public school facilities*

CODE OF FEDERAL REGULATIONS

[2 C.F.R. 200.317-326](#), *Procurement Standards*

Reviewed 3/1/17

Revised 10/2017

Adoption Date: 04/09/98

Southeast Island School District



SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1218 A Shoreline Drive Thorne Bay, Alaska 99919
 (907) 828-8254 Fax: (907) 828-8257 Email: sisd@sisd.org

MEMORANDUM

TO: SISD BOARD OF EDUCATION

THRU: Sherry Becker, Superintendent

FROM: Lucienne Smith, Contracted Business Manager
 Alaska Education & Business Services, Inc. *Lucienne Smith*

Date: January 15, 2021

SUBJECT: FY 2021 BUDGET REVISION

PURPOSE:

A budget is a spending plan that is based on what is financially known at a given point in time. The revised FY2021 budget has been adjusted to reflect the salary and benefits for employees hired for this school year, staffing turnover, adjustment that have been made in the year, and updated expense information we had once all grants have been awarded.

Information about the general fund budget recommendations is described below with detailed information included in the attached FY2021 budget revision spreadsheet for the general fund, food service fund, pupil transportation, and the employee housing fund. This will be the only FY2021 budget revision required this year.

PERTINENT INFORMATION – GENERAL FUND:

REVENUE BUDGET

The October 2020 OASIS enrollment resulted in 24 students less than the enrollment projection and 8 less Intensive students than projected; therefore, SISD is receiving a decrease of \$792,804 in state revenue per the foundation funding formula. The decrease in enrollment placed us into a new hold harmless so we have been able to reduce our decrease in foundation by nearly \$525K (without the hold harmless it would have been a \$1,388,907 decrease in foundation). The PERS/TRS on-behalf revenue amount equals the total of these accounts included in the expenditure budget. The PERS/TRS on-behalf represent the State's contribution toward SISD retirement costs which is awarded annually through the legislative process.

EXPENDITURE BUDGET

SALARY AND BENEFITS: Salary and benefit accounts have been reviewed and updated to reflect the costs for employees hired this year, staff turnover, as well as any grant funding we have received that will offset employee's salaries & benefits.

COMMUNICATIONS: We increased Internet in Technology \$105K and decreased the communication expense in other District functions based on YTD expenditures by \$2,200 for a net increase of \$102,800.

STAFF AND STUDENT TRAVEL: We decreased staff and student travel by \$62,975. Due to COVID19 most travel has been eliminated YTD; however, we have left some travel budgeted in the event travel resumes later in the year.

OTHER PURCHASED SERVICES AND PROFESSIONAL AND TECHNICAL SERVICES: Professional and technical budgets have been decreased by \$4,300. Other purchased services were reduced by \$23K.

FISCAL SERVICES & MAINTENANCE INSURANCE: Our insurance costs did increase \$7,596 even with increasing our deductible, with the single largest increase being for the Float House Marine insurance.

SUPPLIES - TEXTBOOK AND LIBRARY BOOK SUPPLIES: We have reduced the textbook budget for this year by \$10K, and also reduced supplies in sites regular instruction budgets for the reduced enrollment, correspondence, DW School Administration, Business Office, & Maintenance & Operations by \$90K.

Indirect Cost Recovery: With the addition of recent grants and carryover from last year, indirect recovery from those grants will increase by \$22,516K.

EQUIPMENT: We removed the \$10K budgeted for equipment in the Maintenance & Operation Department.

TRANSFERS: The line item for special revenue overruns was reduced by \$2,500, however I really do not foresee us having any special revenue funds overruns.

FY2021 GENERAL FUND BUDGET REVISION RECAP**General Fund Revenue Budget**

Approved FY2021 Budget	<u>\$ 7,614,691</u>
Net decrease in State Revenue	-792,804
PERS/TRS on-behalf net adjustment	-17,776
Timber Receipts decrease	-20,000
E-Rate increase	105,607
Net decrease in Pupil Transportation	<u>-34,248</u>
Revenue Budget Decrease	<u>-759,221</u>
Revised FY2021 Revenue Budget	<u>\$ 6,855,470</u>

General Fund Expenditure Budget

Approved FY2021 Budget	<u>\$ 7,614,691</u>
Decrease Salary & Benefits Accounts (Incl PERS/TRS)	-229,724
Decrease Professional & Technical services	-4,300
Decrease Staff & Student Travel	-62,975
Decrease Other Purchased Services	-23,300
Increase Insurance (Property & Liability)	7,596
Decrease Textbook, Library Books, Supplies	-55,532
Decrease Maintenance Supplies	-44,700
Decrease Utilities	-6,000
Increase Telecommunications	102,800
Decrease Energy	-59,000
Increase Other Expenses	-32,061
Increase Indirect Cost Recovery	-22,516
Decrease Equipment	-10,000
Decrease Transfers	-2500
Expenditure Budget Decrease	<u>-442,212</u>
Revised FY2021 Expenditure Budget	<u>\$ 7,172,479</u>
<i>Difference</i>	<i>-317,009</i>

PERTINENT INFORMATION – PUPIL TRANSPORTATION FUND:

Due to the decrease in enrollment, it caused our pupil transportation grant (which is calculated based on adjustment enrollment) we have decreased its revenue by \$34K. We did end the year June 30, 2020 with a \$385K fund balance in this fund and will likely add to that this year as the expenses are less than the overall revenue we will receive.

RECOMMENDATION:

The administration recommends the Board of Education approve the revision to the FY2021 general fund, food service fund, and pupil transportation fund. The recommended revenue and expenditures budgets are as follows:

	Original	Revised	
	Revenue Budget	Revenue Budget	Difference
General Fund	\$ 7,136,299	\$ 6,411,326	-\$ 724,973
Pupil Transportation	\$ 249,892	\$ 215,644	-\$ 34,248
Food Service Fund	\$ 118,500	\$ 118,500	\$ 0
Employee Housing Fund	\$ 110,000	\$ 110,000	\$ 0



Southeast Island School District
Thorne Bay, Alaska

FY 2021 FINAL BUDGET REVISED
January 21, 2021

Sherry Becker, Superintendent
Shannon Silverthorn, Board President
Sandy Curtis, Board Clerk
Rebecca Saffold, Board member
Shane Scamahorn, Board Member
Deena Taylor, Board Member

SOUTHEAST ISLAND SCHOOL DISTRICT

Revenue Budget

FY 2021 FINAL BUDGET - REVISED

	2021 FINAL <u>169+10+17</u>	2021 REVISED <u>145+.8+9</u>	Change <u>-24/-9.2-8</u>
FUND 100: Enrollment			
School Operating			
State Foundation	\$ 5,130,237	\$ 4,337,433	\$ (792,804)
Other State Revenue	-	-	-
PERS On behalf (057)	75,985	76,559	574
TRS On behalf (056)	299,213	280,863	(18,350)
Timber Receipts	300,000	280,000	(20,000)
E-Rate - Federal	1,305,864	1,411,471	105,607
Other Revenue*	25,000	25,000	-
FUND TOTAL	\$ 7,136,299	\$ 6,411,326	\$ (724,973)
FUND 205: Student Transportation			
Student Transportation (St	249,892	215,644	(34,248)
FUND TOTAL	\$ 249,892	\$ 215,644	\$ (34,248)
FUND 255: Food Service			
School Lunch Revenue	8,500	8,500	-
Food Service (State)	110,000	110,000	-
	\$ 118,500	\$ 118,500	\$ -
FUND 375: Employee Housing			
Local Revenues	110,000	110,000	-
FUND TOTAL	\$ 110,000	\$ 110,000	-
Fund Balance Transfer	-	-	-
FUND TOTAL	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 7,614,691	\$ 6,855,470	\$ (759,221)

SOUTHEAST ISLAND SCHOOL DISTRICT

Expenditure Summary by Department

FY 2021 FINAL BUDGET - REVISED

<u>Loc/Function</u>	<u>Department</u>	<u>FY 2021 FINAL</u>	<u>FY 2021 FINAL</u> <u>BUDGET</u>	<u>Change</u>
649 100	Regular Instruction	\$ 155,493	\$ 145,493	(10,000)
649 140	Correspondence Instruction	31,696	15,829	(15,867)
649 220	Special Education Support Services	123,147	142,840	19,693
649 300	Support Services - Students - Guida	32,822	32,822	0
649 350	Support Services Instruction	55,150	13,651	(41,499)
649 352	Support Services Instruction-Librar	4,000	4,000	-
649 353	Technology	1,539,610	1,613,585	73,975
649 354	Inservice	3,500	3,500	-
649 400	School Administration	85,320	32,136	(53,184)
649 511	Board of Education	100,691	90,316	(10,375)
649 512	Office of Superintendent	350,873	330,799	(20,074)
649 550	District Admin Support Services	354,788	286,379	(68,409)
649 600	DW Operations & Maintenance	706,241	733,875	27,634
649 600	DW Employee Housing	50,000	50,000	-
649 700	DW Student Activities	67,865	67,865	(0)
649 760	DW Pupil Transportation	104,176	94,867	(9,309)
649 790	DW Food Services	153,388	182,715	29,327
900	DW Transfers	55,000	52,500	(2,500)
621	Howard Valentine	423,391	314,959	(108,432)
624	Kasaan	228,211	186,420	(41,791)
625	Naukati	442,529	429,845	(12,684)
628	Thorne Bay	1,433,633	1,346,239	(87,394)
667	Hollis	509,568	440,508	(69,060)
669	Port Alexander	222,582	187,302	(35,280)
680	Hyder	-	-	-
682	Whale Pass	381,017	374,034	(6,983)
Totals		\$ 7,614,691	\$ 7,172,479	\$ (442,212)

SOUTHEAST ISLAND SCHOOL DISTRICT

Expenditure Summary by Function

FY 2021 FINAL BUDGET - REVISED

<u>Function</u>	<u>FY 2021 FINAL</u>	<u>FY 2021 FINAL REVISED</u>	<u>Increase (Decrease)</u>	<u>Percent of FY 2020 Total</u>
Instruction				
100 Regular Instruction	\$ 1,965,756	\$ 1,873,789	\$ (91,967)	26.12%
140 Correspondence Instruction	31,696	15,829	(15,867)	0.22%
160 Vocational Education	18,304	18,304	-	0.26%
200 Special Education Instruction	698,861	566,640	(132,221)	7.90%
220 Special Education Support Services	123,147	142,840	19,693	1.99%
300 Support Services - Students - Guidance	32,822	32,822	0	0.46%
350 Support Services - Instruction	59,150	17,651	(41,499)	0.25%
353 Technology	1,539,610	1,613,585	73,975	22.50%
354 Inservice	3,500	3,500	-	0.05%
400 School Administration	274,972	235,336	(39,636)	3.28%
Sub Total Instruction	\$ 4,747,818	\$ 4,520,297	\$ (227,521)	63.02%
Administration				
450 School Administration Support	97,868	47,240	(50,628)	0.66%
550 District Administration	354,788	286,379	(68,409)	3.99%
511 School Board	100,691	90,316	(10,375)	1.26%
512 Office of Superintendent	350,873	330,799	(20,074)	4.61%
600 Maintenance & Operations	1,300,203	1,259,692	(40,511)	17.56%
600 Teacher Housing	50,000	50,000	-	0.70%
700 Pupil & Athletic Activities	164,553	123,073	(41,480)	1.72%
Sub Total Admin/M&O	\$ 2,418,976	\$ 2,187,499	\$ (231,477)	30.50%
760 Pupil Transportation	175,285	162,061	(13,224)	2.26%
790 Food Services	217,612	250,122	32,510	3.49%
900 Fund Transfers	55,000	52,500	(2,500)	0.73%
Sub Total Transfers, Pupil Trans & Food Svcs	\$ 447,897	\$ 464,684	\$ 16,787	6.48%
TOTAL ALL EXPENSES	\$ 7,614,691	\$ 7,172,479	\$ (442,212)	100.00%



District Wide

FY 2021 FINAL BUDGET - REVISED

Location 649

	<u>FY 2021 FINAL</u>	<u>FY 2021 REVISED</u>	<u>Change</u>
Fund 100: School Operating			
<u>Location 649 District-Wide</u>			
Function 100 Regular Instruction	\$ 155,493	\$ 145,493	(10,000)
Function 140 Correspondence Instruction	31,696	15,829	(15,867)
Function 220 Special Education Support Services	123,147	142,840	19,693
Function 300 Support Services - Students - Guidance	32,822	32,822	0
Function 350 Support Services-Instruction	55,150	13,651	(41,499)
Function 352 Support Services-Instruction - Library	4,000	4,000	0
Function 353 Technology	1,539,610	1,613,585	73,975
Function 354 Inservice	3,500	3,500	0
Function 400 School Administration	85,320	32,136	(53,184)
Function 511 Board of Education	100,691	90,316	(10,375)
Function 512 Office of Superintendent	350,873	330,799	(20,074)
Function 550 District Admin Support Services	354,788	286,379	(68,409)
Function 600 Operations & Maintenance	706,241	733,875	27,634
Function 700 Student Activities	67,865	67,865	(0)
Function 900 Transfers	55,000	52,500	(2,500)
Fund Total	<u>\$ 3,666,196</u>	<u>\$ 3,565,590</u>	<u>(100,606)</u>
Fund 205: Student Transportation	<u>\$ 104,176</u>	<u>\$ 94,867</u>	<u>(9,309)</u>
Fund 255: Food Service Fund	<u>\$ 153,388</u>	<u>\$ 182,715</u>	<u>29,327</u>
Fund 375: Employee Housing	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>0</u>
TOTAL	<u>\$ 3,973,760</u>	<u>\$ 3,893,172</u>	<u>(80,588)</u>

Southeast Island School District

FY 2021 FINAL BUDGET - REVISED

District Wide Location 649

Districtwide Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
<u>Regular Instruction</u>				
100.649.100.. 314	Cert-Director/Coordinator/Manager	.70 FTE	\$ 56,000	\$ 56,000
100.649.100.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		28,963	28,964
100.649.100.. 365	TRS On Behalf		10,030	10,030
100.649.100.. 369	Other Employee Benefits	(Tuition Reimb. Per CBA)		24,000
100.649.100.. 410	Professional & Technical Servcies		-	-
100.649.100.. 420	Staff Travel		-	-
100.649.100.. 450	Supplies/Material/Media		1,500	1,500
100.649.100.. 471	Textbooks	DW Textbook/Consumable Purchases - Governor's Performance Classes	35,000	25,000
100.649.100.. 490	Other Expenses	(Tuition Reimb. Per CBA)	24,000	-
Total 100	Regular Instruction		155,493	145,493
<u>Correspondence Instruction</u>				
100.649.140.. 314	Cert-Director/Coor/Mgr.	.10 FTE	8,000	8,000
100.649.140.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		3,696	3,696
100.649.140.. 365	TRS On Behalf		-	1,433
100.649.140.. 410	Professional & Technical Services			700
100.649.140.. 450	Supplies/Material/Media		20,000	2,000
100.649.140.. 471	Textbooks		-	-
Total 140	Correspondence Instruction		31,696	15,829
<u>Special Education Instruction Support Services</u>				
100.649.220.. 314	Certificated Salary	.70 FTE	52,000	64,000
100.649.220.. 324	Non-Cert - Support Staff		-	-
100.649.220.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		24,025	29,569
100.649.220.. 365	TRS On Behalf		9,313	11,462

Districtwide Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
100.649.220.. 366	PERS On Behalf		-	-
100.649.220.. 410	Professional & Technical	LRP + Other Pro Svcs	20,859	20,859
100.649.220.. 420	Staff Travel		5,000	5,000
100.649.220.. 450	Supplies/Materials/Media	PowerSchool	11,950	11,950
Total 220	Special Education Instruction Support Svcs		123,147	142,840
<u>Support Services-Students - Guidance</u>				
100.649.300.. 314	Certificated Salary	.25 FTE	20,000	20,000
100.649.300.. 318	Certificated Salary - Specialist		-	-
100.649.300.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		9,240	9,240
100.649.300.. 365	TRS On Behalf		3,582	3,582
Total 300	Support Services - Students - Guidance		32,822	32,822
<u>Support Services-Students - Support Services</u>				
100.649.350.. 318	Cert Salary - Specialist	.5 FTE Curr/Prof Devel	40,400	10,000
100.649.350.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		7,514	1,860
100.649.350.. 365	TRS On Behalf		7,236	1,791
Total 350	Support Services-Students - Support Services		55,150	13,651
<u>Support Services-DW Library</u>				
100.649.352.. 440	Other Purchased Services		500	500
100.649.352.. 450	Supplies/Material/Media	Library books DW	3,000	3,000
100.649.352.. 490	Dues and Fees		500	500
Total 352	Support Services - DW Library		4,000	4,000
<u>Technology</u>				
100.649.353.. 321	Non-Cert Director/Coor/Mgr	1.0 FTE	65,000	65,000
100.649.353.. 324	Non-Cert Support Staff	.60 FTE - 1/2 Yr.	-	-
100.649.353.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		46,544	46,545
100.649.353.. 366	PERS On Behalf		5,753	5,753
100.649.353.. 380	Transportation Allowance		750	-
100.649.353.. 410	Professional & Technical Servi	(Contractor; E-rate Submittal Fee)	10,000	10,000
100.649.353.. 420	Staff Travel		2,500	225
100.649.353.. 433	Communications	Internet, WIFI	1,329,613	1,434,613
100.649.353.. 440	Other Purchased Services	(Annual Rolling Stock - Computers, GCI VPN)	30,000	5,000
100.649.353.. 475	Tech Supplies/Material/Media	(Software annual licenses)	35,000	35,000
100.649.353.. 491	Dues & Fees	Other Tech Dues & Fees	14,450	11,450
Total 353	Technology		1,539,610	1,613,585

Districtwide Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
<u>Inservice</u>				
100.649.354..	420	Staff Travel	-	500
100.649.354..	450	Supplies/Material/Media	3,500	3,000
Total	354	Inservice	3,500	3,500
<u>School Administration</u>				
100.649.400..	310	Certificated Salary	0.5 FTE	46,575
100.649.400..	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		19,703
100.649.400..	365	TRS On Behalf		8,342
100.649.400..	390	Transportation Allowance		-
100.649.400..	410	Professional & Technical Services		-
100.649.400..	420	Staff Travel	7,500	1,500
100.649.400..	433	Communications	1,200	400
100.649.400..	450	Supplies, Materials & Media	2,000	300
100.649.400..	491	Dues & Fees	(ACSA)	-
Total	400	School Administration	85,320	32,136
<u>Board of Education</u>				
100.649.511..	324	NonCert-Support Staff	4 FTE .5 FTE	34,110
100.649.511..	329	Substitutes/Temporaries (Board Stipends)		5,000
100.649.511..	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		19,087
100.649.511..	366	PERS On Behalf		3,019
100.649.511..	410	Professional & Technical Services	Board Policy)	10,000
100.649.511..	420	Staff Travel		6,000
100.649.511..	425	Student Travel		1,500
100.649.511..	433	Communications		600
100.649.511..	440	Other Purchased Services		3,700
100.649.511..	450	Supplies/Material/Media		1,500
100.649.511..	486	Bruce Hill Scholarship *		2,000
100.649.511..	491	Dues & Fees	(AASB Annual Dues & Board	14,175
Total	511	Board of Education	100,691	90,316
<u>Office of Superintendent</u>				
100.649.512..	311	Cert-Superintendent	1.0 FTE	135,000
100.649.512..	312	Cert- Asst. Superintendent	3 FTE	27,945
100.649.512..	324	NonCert-Support Staff	4 FTE .5 FTE	34,110
100.649.512..	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		83,910
100.649.512..	365	TRS On Behalf		24,179
100.649.512..	366	PERS On Behalf		3,019
100.649.512..	380	Transportation Allowance		1,250
100.649.512..	410	Professional & Technical Services		15,000
100.649.512..	414	Legal Fees		10,000

Districtwide Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
100.649.512..	420 Staff Travel		8,500	2,500
100.649.512..	433 Communications		1,200	1,200
100.649.512..	450 Supplies/Material/Media		500	500
100.649.512..	458 Gasoline/Diesel/Oil	Vehicle Fuel	4,660	4,660
100.649.512..	491 Dues & Fees		1,600	1,600
Total	511 Office of Superintendent		350,873	330,799
<u>District Admin Support Service</u>				
100.649.550..	324 NonCert-Support Staff	1.65 Staffing	86,524	86,524
100.649.550..	329 Substitute/Temporary		2,500	2,500
100.649.550..	360 Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		73,346	73,345
100.649.550..	366 PERS On Behalf		7,657	7,657
100.649.550..	410 Professional & Technical Servi (Business Contract, Audit)		125,000	120,000
100.649.550..	420 Staff Travel		4,000	1,500
100.649.550..	433 Communications (DO Telephone, Postage)		6,500	5,500
100.649.550..	441 Rentals	Meter Rental ; background cks	4,000	4,000
100.649.550..	445 Insurance - Liabilit (General Liability, Crime, E&O, Excess, et		76,193	45,000
100.649.550..	450 Supplies/Material/Media		7,000	3,000
100.649.550..	475 Tech Supplies/Material/Media (PowerSchool HR)		5,200	3,000
100.649.550..	491 Dues & Fees	Blk Mountain software annual maint; Bank Fees	16,000	16,000
100.649.550..	495 Indirect Recovery	Indirect Recovery of Admin Expense for Grants - 4.20%	(59,132)	(81,648)
100.649.550..	510 Equipment		-	-
Total	550 District Admin Support Service		354,788	286,379
<u>Operations & Maintenance</u>				
100.649.600..	321 Director/Coord/Mgr	1.0 FTE	57,758	64,347
100.649.600..	325 NonCert-Maint/Custodial	2.75 FTE	134,144	134,144
100.649.600..	324 NonCert-Support Staff	.30 FTE	11,862	11,862
100.649.600..	329 Substitutes/Temporaries		60,000	60,000
100.649.600..	360 Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		112,078	114,333
100.649.600..	366 PERS On Behalf		11,872	11,872
100.649.600..	410 Professional & Technical Services	Maint Mgmt Sys	7,000	7,000
100.649.600..	420 Staff Travel	649	6,000	6,000
100.649.600..	431 Water & Sewage		4,000	4,000
100.649.600..	432 Garbage		4,800	4,800
100.649.600..	433 Communications		3,000	3,000
100.649.600..	435 Other Energy		2,500	2,500
100.649.600..	436 Electricity		8,750	8,750
100.649.600..	437 Natural/Bottled Gas		200	200
100.649.600..	438 Gas, Diesel, Oil		6,800	6,800

Districtwide Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
100.649.600.. 440	Other Purchased Services	Fire sys inspection, gym flr: SERRC CIP	41,146	41,146
100.649.600.. 445	Insurance & Bond Premiums	Property & Auto	131,211	170,000
100.649.600.. 452	Maintenance Supplies (Incl closed sites - EB, PP, HY)		66,920	56,920
100.649.600.. 458	Vehicle Gas. Diesel. Oil		15,000	15,000
100.649.600.. 490	Other Expense (Due & Fees)		1,200	1,200
100.649.600.. 510	Equipment		20,000	10,000
Total 600	Operations & Maintenance		706,241	733,875
Student Activities				
100.649.700.. 316	Cert-Extra Duty	Coaching Stipends	18,600	18,600
100.649.700.. 327	NonCert-Bus Drivers		3,500	3,500
100.649.700.. 329	Substitutes/Temporaries	Referees/Scorekeepers	4,090	4,090
100.649.700.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		7,344	7,344
100.649.700.. 365	TRS On Behalf		3,331	3,331
100.649.700.. 420	Staff Travel		4,500	4,500
100.649.700.. 425	Student Travel		18,000	18,000
100.649.700.. 450	Supplies/Material/Media		6,000	6,000
100.649.700.. 491	Dues & Fees		2,500	2,500
Total 700	Student Activities		67,865	67,865
Transfers				
100..900.. 552	Transfers to Special Revenue Funds		5,000	2,500
100..900.. 554	Transfers to CIP Funds		50,000	50,000
Total 600	Employee Housing		55,000	52,500
Total 100	General Operating Fund		\$ 3,666,196	\$ 3,565,590
Student Transportation				
205.649.760.. 314	Cert - Director/Coor/Mgr	0.1 FTE	9,315	3,628
205.649.760.. 325	Maintenance	.25 FTE	15,543	15,543
205.649.760.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		51,724	49,121
205.649.760.. 365	TRS On Behalf		1,668	650
205.649.760.. 366	PERS On Behalf		1,376	1,376
205.649.760.. 410	Professional & Technical		1,200	1,200
205.649.760.. 420	Travel & Per Diem		250	250
205.649.760.. 440	Other Purchased Services		2,500	2,500
205.649.760.. 452	Maintenance Supplies		20,000	20,000
205.649.760.. 458	Vehicle Gas, Diesel, & Oil		-	
205.649.760.. 490	Dues & Fees		600	600
Total 205	Student Transportation		104,176	94,867
Food Services Fund				
255.649.790.. 314	Cert - Director/Coord/Mgr	.10 FTE	9,315	3,628
255.649.790.. 321	NonCert-Dir/Coor/Mgr	.625 FTE	7,470	18,572

Districtwide Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
255.649.790.. 326	NonCert-Food Service Support		2,366	2,166
255.649.790.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		7,308	8,438
255.649.790.. 365	TRS On Behalf		1,668	1,668
255.649.790.. 366	PERS On Behalf		661	1,644
255.649.790.. 410	Professional & Technical		-	22,000
255.649.790.. 420	Staff Travel (Annual Req'd CNP Training)		2,500	2,500
255.649.790.. 450	Supplies/Materials/Media		6,500	6,500
255.649.790.. 458	Vehicle Gas, Diesel, & Oil		1,000	1,000
255.649.790.. 459	Food		110,000	110,000
255.649.790.. 460	Milk		4,000	4,000
255.649.790.. 491	Dues and Fees		600	600
Total 255	DW Food Services Fund		153,388	182,715
Employee Housing				
375.649.600.. 452	Maintenance Supplies		50,000	50,000
Total 600	Employee Housing		50,000	50,000
Total	District Wide		\$ 3,973,760	\$ 3,893,172



Howard Valentine Timberwolves

FY 2021 FINAL BUDGET - REVISED

Location 621

	FY 2021 FINAL	FY 2021 REVISED	Change
Fund 100: School Operating			
Function: Regular Instruction	\$ 249,831	\$ 149,499	\$ (100,332)
Vocational Education	-	1,500	1,500
Special Education	92,580	98,739	6,159
School Administration	6,926	6,926	(1)
Operations & Maintenance	60,710	47,110	(13,600)
Student Activities	8,466	6,216	(2,250)
Fund Total	\$ 418,513	\$ 309,990	\$ (108,523)
Fund 255: Food Service Fund	\$ 4,878	\$ 4,970	92
TOTAL	\$ 423,391	\$ 314,959	\$ (108,432)
# Students (PreK-12)	17	10.7	(6.3)
# Teachers	2.5	2.5	0
# Classified	0.775	0.775	0
# Administrators	0	0	0
Pupil/Teacher Ratio	6.80	4.28	(2.52)
Average Per Pupil Expenditure	\$ 24,905	\$ 29,435	\$ 4,530

Southeast Island School District

FY 2021 FINAL BUDGET - REVISED

Location 621 Howard Valentine

Howard Valentine Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
Regular Instruction				
100.621.100. 315	Cert-Teacher	2.0 FTE 1.0 FTE	\$ 130,250	\$ 84,765
100.621.100. 323	NonCert-Aides		-	-
100.621.100. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		72,803	43,032
100.621.100. 365	TRS On Behalf		23,328	15,181
100.621.100. 366	PERS On Behalf		-	-
100.621.100. 410	Professional Services	(Americorps)	15,000	-
100.621.100. 420	Staff Travel		500	200
100.621.100. 425	Student Travel		1,000	-
100.621.100. 433	Communications		2,500	2,500
100.621.100. 450	Supplies/Material/Media		4,200	3,570
100.621.100. 490	Other Expenses (Dues & Fees)		250	250
Total 100	Regular Instruction		249,831	149,499
Vocational Education				
100.621.160. 450	Supplies/Material/Media	Speciality Classes	-	1,500
Total 160	Vocational Education		-	1,500
Special Education				
100.621.200. 315	Cert-Teacher	.5 FTE	28,000	28,240
100.621.200. 323	NonCert-Aides	.3750 FTE	33,491	38,307
100.621.200. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		23,110	23,744
100.621.200. 365	TRS On Behalf		5,015	5,058
100.621.200. 366	PERS On Behalf		2,964	3,390
Total 200	Special Education		92,580	98,739
School Administration				
100.621.400. 315	Principal		5,000	5,000
100.621.400. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,030	1,030
100.621.400. 365	TRS On Behalf		896	896
Total 400	School Administration		6,926	6,926

Howard Valentine			FY 2021	FY 2021
Account Code	Description	Comments	FINAL	REVISED
Operations & Maintenance				
100.621.600.	325 NonCert-Maint/Custodial	.20 FTE	5,074	5,074
100.621.600.	360 Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,737	1,737
100.621.600.	366 PERS On Behalf		449	449
100.621.600.	430 Snow Removal		1,000	-
100.621.600.	431 Water & Sewer		-	-
100.621.600.	432 Garbage		2,700	2,700
100.621.600.	436 Electricity		19,000	18,000
100.621.600.	437 Natural/Bottled Gas		350	350
100.621.600.	438 Gas, Diesel, Oil		7,500	7,500
100.621.600.	439 Other Energy		15,000	2,000
100.621.600.	440 Other Purchased Services		1,200	2,600
100.621.600.	452 Maintenance Supplies		5,500	5,500
100.621.600.	453 Custodial Supplies		1,200	1,200
Total	600 Maintenance & Operations		60,710	47,110
Student Activity				
100.621.700.	316 Cert-Extra Duty		4,000	4,000
100.621.700.	329 Non-Cert-Support		250	250
100.621.700.	360 Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		-	-
100.621.700.	365 TRS On Behalf		716	716
100.621.700.	420 Staff Travel		1,000	-
100.621.700.	425 Student Travel		1,500	250
100.621.700.	450 Supplies/Material/Media		1,000	1,000
Total	700 Student Activity		8,466	6,216
Total	100 School Operating Fund		\$ 418,513	\$ 309,990
Food Services Fund				
255.621.790.	326 Food Service Staff	.20 FTE	4,104	4,104
255.621.790.	360 Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		502	502
255.621.790.	366 PERS On Behalf		272	363
255.621.790.	459 Food	} Food and Milk is part of District wide budget	-	-
255.621.790.	460 Milk		-	-
Total	255 Food Services Fund		\$ 4,878	\$ 4,970
Total	621 Howard Valentine		\$ 423,391	\$ 314,959



Barry C. Stewart Kasaan School

FY 2021 FINAL BUDGET - REVISED

Location 624

	<u>FY 2021 FINAL</u>	<u>FY 2021 REVISED</u>	<u>Change</u>
Fund 100: School Operating			
Function: Regular Instruction	\$ 161,090	\$ 142,220	\$ (18,870)
Vocational Education	-	1,500	1,500
Special Education	1,801	1,801	(0)
School Administration	6,926	6,926	(1)
Maintenance & Operations	45,340	28,840	(16,500)
Student Activities	8,016	-	(8,016)
	<u>\$ 223,173</u>	<u>\$ 181,287</u>	<u>\$ (41,886)</u>
Fund 255: Food Service Fund	<u>\$ 5,038</u>	<u>\$ 5,133</u>	<u>95</u>
TOTAL	<u>\$ 228,211</u>	<u>\$ 186,420</u>	<u>\$ (41,791)</u>
# Students (PreK-12)	13	17.1	4
# Teachers	1	1	-
# Classified	0.8	0.8	-
# Administrators	0	0	-
Pupil/Teacher Ratio	13.00	17.10	4
Average Per Pupil Expenditure	\$ 17,555	\$ 10,902	\$ (6,653)

Southeast Island School District

FY 2021 FINAL BUDGET - REVISED

Location 624 Barry C Stewart Kasaan School

Barry C Stewart Kasaan Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
Regular Instruction				
100.624.100.. 315	Cert-Teacher	1.0 FTE	\$ 61,086	\$ 59,166
100.624.100.. 328	NonCert-Aides - Sub/Temps	0.52 FTE	20,900	20,900
100.624.100.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		45,014	44,658
100.624.100.. 365	TRS On Behalf		10,940	10,597
100.624.100.. 366	PERS On Behalf		1,850	1,850
100.624.100.. 420	Staff Travel		500	-
100.624.100.. 425	Student Travel		1,000	250
100.624.100.. 433	Communications		1,800	1,800
100.624.100.. 450	Supplies/Material/Media	Add'l \$15K	18,000	3,000
Total 100	Regular Instruction		161,090	142,220
Vocational Education				
100.624.160.. 450	Supplies/Material/Media	Speciality Classes	-	1,500
Total 160	Vocational Education		-	1,500
Special Education				
100.624.200.. 315	Cert-Teacher		-	-
100.624.200.. 323	NonCert-Aides	.14 FTE	1,259	1,259
100.624.200.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		431	431
100.624.200.. 366	PERS On Behalf		111	111
Total 200	Special Education		1,801	1,801
School Administration				
100.624.400.. 313	NonCert Staff		5,000	5,000
100.624.400.. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,030	1,030
100.624.400.. 365	TRS On Behalf		896	896
Total 400	School Administration		6,926	6,926

Barry C Stewart Kasaan				FY 2021	FY 2021
Account Code	Description	Comments		FINAL	REVISED
Operations & Maintenance					
100.624.600..	329	NonCert-Maint/Custodial		10,000	5,000
100.624.600..	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,000	500
100.624.600..	430	Snow Removal		1,000	-
100.624.600..	431	Water & Sewage		1,000	1,000
100.624.600..	432	Garbage		840	840
100.624.600..	436	Electricity		6,500	6,500
100.624.600..	437	Natural/Bottled Gas		500	500
100.624.600..	438	Gas, Diesel, Oil		5,500	5,500
100.624.600..	439	Other Energy		10,000	-
100.624.600..	440	Other Purchased Services		1,500	1,500
100.624.600..	452	Maintenance Supplies		5,500	5,500
100.624.600..	453	Custodial Supplies		2,000	2,000
Total	600	Maintenance & Operations		45,340	28,840
Student Activity					
100.624.700..	316	Cert-Extra Duty		4,000	-
100.624.700..	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		800	-
100.624.700..	365	TRS On Behalf		716	-
100.624.700..	420	Staff Travel		1,000	-
100.624.700..	425	Student Travel		1,500	-
Total	700	Student Activity		8,016	-
Total	100	School Operating Fund		\$ 223,173	\$ 181,287
Food Services Fund					
255.624.790..	326	Food Service Staff	.14 FTE	3,587	3,587
255.624.790..	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,229	1,228
255.624.790..	366	PERS On Behalf		222	317
255.624.790..	459	Food	} Food and Milk is part of District wide budget	-	-
255.624.790..	460	Milk		-	-
Total	255	Food Services Fund		\$ 5,038	\$ 5,133
Total	624	Kasaan		\$ 228,211	\$ 186,420



Naukati Wildcats

FY 2021 FINAL BUDGET - REVISED

Location 625

	<u>FY 2021 FINAL</u>	<u>FY 2021 REVISED</u>	<u>Change</u>
Fund 100: School Operating			
Function: Regular Instruction	\$ 235,730	\$ 233,566	\$ (2,164)
Vocational Education	-	1,500	1,500
Special Education	90,862	91,189	327
School Administration	11,283	11,386	103
Maintenance & Operations	82,677	72,477	(10,200)
Student Activities	<u>8,016</u>	<u>5,766</u>	<u>(2,250)</u>
Fund Total	<u>\$ 428,568</u>	<u>\$ 415,884</u>	<u>\$ (12,684)</u>
Fund 205: Pupil Transportation Fund	<u>\$ 7,321</u>	<u>\$ 7,321</u>	<u>\$ (0)</u>
Fund 255: Food Service Fund	<u>\$ 6,640</u>	<u>\$ 6,640</u>	<u>\$ (0)</u>
TOTAL	<u>\$ 442,529</u>	<u>\$ 429,845</u>	<u>\$ (12,684)</u>
# Students (PreK-12)	21	11.85	(9)
# Teachers	2.5	2.5	-
# Classified	2	2	-
# Administrators	0	0	-
Pupil/Teacher Ratio	8.40	4.74	(3.66)
Average Per Pupil Expenditur	\$ 21,073	\$ 36,274	\$ 15,201

Southeast Island School District

FY 2021 FINAL BUDGET - REVISED

Location 625 Naukati

Naukati Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
Regular Instruction				
100.625.100 315	Cert-Teacher	2.0 FTE	\$ 127,930	127,930
100.625.100 323	NonCert-Aides		-	-
100.625.100 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		76,788	76,789
100.625.100 365	TRS On Behalf		22,912	22,912
100.625.100 420	Staff Travel		500	-
100.625.100 425	Student Travel		1,000	250
100.625.100 433	Communications		2,000	2,000
100.625.100 450	Supplies/Material/Media		4,600	3,685
Total 100	Regular Instruction		235,730	233,566
Vocational Education				
100.625.160 450	Supplies/Material/Media	Speciality Classes	-	1,500
Total 160	Vocational Education		-	1,500
Special Education				
100.625.200 315	Cert-Teacher	.5 FTE	28,000	28,240
100.625.200 323	NonCert-Aides	1.49 FTE	28,862	28,862
100.625.200 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		26,131	26,175
100.625.200 365	TRS On Behalf		5,015	5,058
100.625.200 366	PERS On Behalf		2,554	2,554
100.625.200 450	Supplies/Material/Media		300	300
Total 200	Special Education		90,862	91,189
School Administration				
100.625.400 315	Principal		8,696	8,783
100.625.400 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,030	1,030
100.625.400 365	TRS On Behalf		1,557	1,573
Total 400	School Administration		11,283	11,386

Naukati Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
Operations & Maintenance				
100.625.600	325	NonCert-Maint/Custodial .20 FTE + WFB	19,505	19,365
100.625.600	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)	3,296	3,248
100.625.600	366	PERS On Behalf	1,726	1,714
100.625.600	430	Snow Removal	1,000	-
100.625.600	432	Garbage	1,200	1,200
100.625.600	436	Electricity	15,000	15,000
100.625.600	437	Natural/Bottled Gas	400	400
100.625.600	438	Gas, Diesel, Heating Oil	10,000	10,000
100.625.600	439	Other Energy	15,000	6,000
100.625.600	440	Other Purchased Services	7,900	7,900
100.625.600	452	Maintenance Supplies	5,500	5,500
100.625.600	453	Custodial Supplies	2,000	2,000
100.625.600	458	Vehicle Gas, Diesel, & Oil	150	150
Total	600	Operations & Maintenance	82,677	72,477
Student Activity				
100.625.700	316	Cert-Extra Duty Pay	4,000	4,000
100.625.700	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)	800	800
100.625.700	365	TRS On Behalf	716	716
100.625.700	420	Staff Travel	1,000	-
100.625.700	425	Student Travel	1,500	250
Total	700	Student Activity	8,016	5,766
Total	100	School Operating Fund	\$ 428,568	\$ 415,884
Pupil Transportation Fund				
205.625.760	329	NonCert-Support Staff .10 FTE	5,632	5,632
205.625.760	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)	689	689
205.625.760	458	Vehicle Gas, Diesel, & Oil	1,000	1,000
Total	760	Pupil Transportation	\$ 7,321	\$ 7,321
Food Services Fund				
255.625.790	326	Food Service Staff .21 FTE	5,916	5,916
255.625.790	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)	724	724
255.625.790	459	Food	-	-
255.625.790	460	Milk	-	-
		} Food and Milk is part of District wide budget		
Total	255	Food Services Fund	\$ 6,640	\$ 6,640
Total	625	Naukati	\$ 442,529	\$ 429,845



Thorne Bay Wolverines

FY 2021 FINAL BUDGET - REVISED

Location 628

	<u>FY 2021 FINAL</u>	<u>FY 2021 REVISED</u>	<u>Change</u>
Fund 100: School Operating			
Function: Regular Instruction	\$ 573,998	\$ 633,731	\$ 59,733
Vocational Education	18,304	9,304	(9,000)
Special Education	277,097	168,886	(108,211)
Pupil Support	-	-	-
School Administration	137,204	150,496	13,292
School Administration Support	87,744	47,240	(40,504)
Maintenance & Operations	232,401	251,864	19,463
Student Activity	56,174	34,924	(21,250)
Fund Total	<u>\$ 1,382,922</u>	<u>\$ 1,296,445</u>	<u>\$ (86,477)</u>
Fund 205: Student Transportation	<u>\$ 23,492</u>	<u>\$ 19,578</u>	<u>\$ (3,914)</u>
Fund 255: Food Service Fund	<u>\$ 27,219</u>	<u>\$ 30,217</u>	<u>\$ 2,998</u>
TOTAL	<u>\$ 1,433,633</u>	<u>\$ 1,346,239</u>	<u>\$ (87,394)</u>
# Students (PreK-12)	69	60.5	(9)
# Teachers	6	6	-
# Classified	6.64	6.37	(0.3)
# Administrators	1	1	-
Pupil/Teacher Ratio	11.50	10.08	(1.42)
Average Per Pupil Expenditure \$	20,777	\$ 22,252	1,474.59

Southeast Island School District

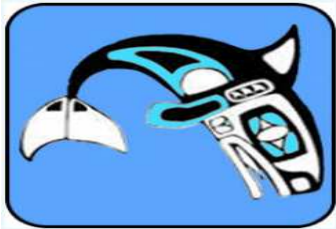
FY 2021 FINAL BUDGET - REVISED

Location 628 Thorne Bay

Thorne Bay Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
<u>Regular Instruction</u>				
100.628.100. 315	Cert-Teacher	5.0 FTE	\$ 303,906	\$ 352,745
100.628.100. 323	Non Cert - Aides		-	-
100.628.100. 329	Substitutes/Temporaries		13,000	7,500
100.628.100. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		175,762	186,010
100.628.100. 365	TRS On Behalf		54,430	63,177
100.628.100. 366	PERS On Behalf		-	-
100.628.100. 380	Transportation Allowance		-	-
100.628.100. 410	Professional & Technical Serv (Americorps)		-	-
100.628.100. 420	Staff Travel	Thursday Elective Travel	500	-
100.628.100. 425	Student Travel		1,500	250
100.628.100. 433	Communications		8,000	8,000
100.628.100. 450	Supplies/Material/Media		16,900	16,050
Total 100	Regular Instruction		573,998	633,731
<u>Vocational Education</u>				
100.628.160. 329	Substitutes/Temporaries	Speciality Classes	9,993	-
100.628.160. 316	Cert-Extra Duty Pay		-	-
100.628.160. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		3,311	-
100.628.160. 410	Professional & Technical Services		-	-
100.628.160. 450	Supplies/Material/Media	(Quality Schools)	5,000	9,304
Total 160	Vocational Education		18,304	9,304
<u>Special Education</u>				
100.628.200. 315	Cert-Teacher	1.0 FTE	67,000	1,910

Thorne Bay Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
100.628.200. 323	NonCert-Aides	2.63 FTE	106,405	105,222
100.628.200. 329	Substitutes/Temporaries		10,500	10,500
100.628.200. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		70,975	40,800
100.628.200. 365	TRS On Behalf		12,000	342
100.628.200. 366	PERS On Behalf		9,417	9,312
100.628.200. 450	Supplies/Material/Media		800	800
Total 200	Special Education		277,097	168,886
<u>Pupil Support</u>				
100.628.350. 366	PERS On Behalf		-	-
Total 350	Pupil Support		-	-
<u>School Administration</u>				
100.628.400. 313	Principal/Assist Prin	(+Interim)	80,000	90,000
100.628.400. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		41,376	42,877
100.628.400. 365	TRS On Behalf		14,328	16,119
100.628.400. 380	Housing Allowance/Subsidy		-	-
100.628.400. 420	Staff Travel		-	-
100.628.400. 450	Supplies, Materials, & Media		1,500	1,500
Total 400	School Administration		137,204	150,496
<u>School Administration Support</u>				
100.628.450. 324	NonCert-Support Staff	1.0 FTE	39,658	31,267
100.628.450. 329	Substitutes/Temporaries		2,500	2,000
100.628.450. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		40,076	10,706
100.628.450. 366	PERS On Behalf		3,510	2,767
100.628.450. 420	Staff Travel		1,500	-
100.628.450. 450	Supplies, Materials, & Media		500	500
Total 450	School Administration Support		87,744	47,240
<u>Maintenance & Operations</u>				
100.628.600. 325	NonCert-Maint/Custodial	1.73 FTE	26,770	39,823
100.628.600. 329	Substitutes/Temporaries		25,000	25,000
100.628.600. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		21,837	34,891
100.628.600. 366	PERS On Behalf		2,369	3,524
100.628.600. 430	Snow Removal		1,000	-
100.628.600. 431	Water & Sewage		6,000	6,000
100.628.600. 432	Garbage		5,000	5,000
100.628.600. 436	Electricity		50,000	50,000
100.628.600. 437	Natural/Bottled Gas		1,500	1,500

Thorne Bay Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
100.628.600. 438	Gas, Diesel, Heating Oil		45,000	45,000
100.628.600. 439	Other Energy		5,500	2,000
100.628.600. 440	Other Purchased Services		15,000	20,000
100.628.600. 452	Maintenance Supplies		24,925	14,925
100.628.600. 453	Custodial Supplies		2,500	4,200
Total 600	Operations & Maintenance		232,401	251,864
Student Activity				
100.628.700. 316	Cert-Extra Duty Pay	Coaching Stipends	18,000	18,000
100.628.700. 325	Bus Drivers		5,000	5,000
100.628.700. 329	Substitutes/Temporaries	Referees/Scorekeepers	3,000	250
100.628.700. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		4,200	4,200
100.628.700. 365	TRS On Behalf		3,224	3,224
100.628.700. 420	Staff Travel		7,000	1,000
100.628.700. 425	Student Travel		15,000	2,500
100.628.700. 450	Supplies/Material/Media		750	750
Total 700	Student Activity		56,174	34,924
Total 100	School Operating Fund		\$ 1,382,922	\$ 1,296,445
Student Transportation				
205.628.760. 325	Maintenance	.29 FTE	12,811	12,871
205.628.760. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,947	1,968
205.628.760. 366	PERS On Behalf		1,134	1,139
205.628.760. 440	Other Purchased Service In Lieu of Transp.		1,100	1,100
205.628.760. 452	Maintenance Supplies		6,500	2,500
Total 205	Student Transportation		\$ 23,492	\$ 19,578
Food Services Fund				
255.628.790. 326	Food Service Staff	.72 FTE	19,022	21,117
255.628.790. 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		6,514	7,231
255.628.790. 366	PERS On Behalf		1,683	1,869
255.628.790. 459	Food	Food and Milk is part of District wide budget	-	-
255.628.790. 460	Milk		-	-
Total 255	Food Services Fund		\$ 27,219	\$ 30,217
Total 628	Thorne Bay		\$ 1,433,633	\$ 1,346,239



Whale Pass

FY 2021 FINAL BUDGET - REVISED

Location 632

	<u>FY 2021 FINAL</u>	<u>FY 2021 REVISED</u>	<u>Change</u>
Fund 100: School Operating			
Function: Regular Instruction	\$ 226,799	\$ 228,643	\$ 1,844
Vocational Education	-	1,500	1,500
Special Education	90,647	93,118	2,471
School Administration	11,283	11,386	103
Operations & Maintenance	38,361	27,961	(10,400)
Student Activities	5,500	3,000	(2,500)
Fund Total	<u>\$ 372,590</u>	<u>\$ 365,607</u>	<u>\$ (6,983)</u>
Fund 255: Food Service Fund	<u>\$ 8,427</u>	<u>\$ 8,427</u>	<u>0</u>
TOTAL	<u>\$ 381,017</u>	<u>\$ 374,034</u>	<u>\$ (6,983)</u>
# Students (PreK-12)	20	18.5	(1.5)
# Teachers	2	2	0
# Classified	1.41	1.41	0
# Administrators	0	0	0
Pupil/Teacher Ratio	10.00	9.25	(0.75)
Average Per Pupil Expenditure	\$ 19,051	\$ 20,218	\$ 1,167

Southeast Island School District

FY 2021 FINAL BUDGET - REVISED

Location 632 Whale Pass

Whale Pass Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
<u>Regular Instruction</u>				
100.632.100.	315 Cert-Teacher	1.75 FTE	\$ 126,093	\$ 128,396
100.632.100.	323 NonCert-Aides		-	-
100.632.100.	360 Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		69,823	70,251
100.632.100.	365 TRS On Behalf		22,583	22,996
100.632.100.	420 Staff Travel		500	100
100.632.100.	425 Student Travel		1,000	250
100.632.100.	433 Communications		2,300	2,300
100.632.100.	450 Supplies/Material/Media		4,500	4,350
Total	100 Regular Instruction		226,799	228,643
<u>Vocational Education</u>				
100.632.160.	450 Supplies/Material/Media	Speciality Classes	-	1,500
Total	160 Vocational Education		-	1,500
<u>Special Education</u>				
100.632.200.	315 Cert-Teacher	.25 FTE	21,029	21,029
100.632.200.	323 Non-Cert - Aides	1.0 FTE	38,449	40,175
100.632.200.	360 Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		23,700	24,292
100.632.200.	365 TRS On Behalf		3,766	3,766
100.632.200.	366 PERS On Behalf		3,403	3,556
100.632.200.	450 Supplies/Material/Media		300	300
Total	200 Special Education		90,647	93,118
<u>School Administration</u>				
100.632.400..	313 Principal/Lead Teacher		8,696	8,783
100.632.400..	360 Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,030	1,030
100.632.400..	365 TRS On Behalf		1,557	1,573
			11,283	11,386
<u>Operations & Maintenance</u>				
100.632.600.	325 NonCert-Maint/Custodial	.16 FTE	5,043	5,043

Whale Pass			FY 2021	FY 2021
Account Code	Description	Comments	FINAL	REVISED
100.632.600.	329	Substitutes/Temporaries	3,000	3,000
100.632.600.	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)	618	617
100.632.600.	430	Snow Removal	1,000	-
100.632.600.	431	Water & Sewer	300	300
100.632.600.	436	Electricity	7,500	7,500
100.632.600.	438	Gas, Diesel, Oil	3,900	1,500
100.632.600.	439	Other Energy	8,000	1,000
100.632.600.	441	Other Purchased Services (Rentals, etc.)	1,500	1,500
100.632.600.	452	Maintenance Supplies	5,500	5,500
100.632.600.	453	Custodial Supplies	2,000	2,000
Total	600	Maintenance & Operations	38,361	27,961
Student Activities				
100.632.700	316	Extra Duty Pay	2,500	2,500
100.632.700	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)	500	500
100.632.700	420	Staff Travel	1,000	-
100.632.700	425	Student Travel	1,500	-
Total	700	Student Activities	5,500	3,000
Total	100	School Operating Fund	372,590	365,607
Food Services Fund				
255.632.790.	326	Food Service Staff .25 FTE	6,278	6,278
255.632.790.	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)	2,149	2,149
255.632.790.	459	Food	-	-
255.632.790.	460	Milk	-	-
Total	255	Food Services Fund	\$ 8,427	\$ 8,427
Total	632	Whale Pass	\$ 381,017	\$ 374,034



Hollis Hawks

FY 2021 FINAL BUDGET - REVISED

Location 667

	<u>FY 2021 FINAL</u>	<u>FY 2021 REVISED</u>	<u>Change</u>
Fund 100: School Operating			
Function: Regular Instruction	\$ 227,311	\$ 223,312	\$ (3,999)
Vocational Education	-	1,500	1,500
Special Education	145,574	108,707	(36,867)
School Administration	9,104	9,156	52
School Administration Support	10,124	-	(10,124)
Maintenance & Operations	64,670	47,763	(16,907)
Student Activities	<u>8,016</u>	<u>5,301</u>	<u>(2,715)</u>
Fund Total	<u>\$ 464,799</u>	<u>\$ 395,740</u>	<u>\$ (69,059)</u>
Fund 205: Student Transportation Fund	<u>\$ 40,296</u>	<u>\$ 40,296</u>	<u>\$ (0)</u>
Fund 255: Food Service Fund	<u>\$ 4,473</u>	<u>\$ 4,473</u>	<u>\$ (0)</u>
TOTAL	<u>\$ 509,568</u>	<u>\$ 440,508</u>	<u>\$ (69,060)</u>
# Students (PreK-12)	17	17	-
# Teachers	2	2	-
# Classified	2.75	2.75	-
# Administrators	0	0	-
Pupil/Teacher Ratio	8.50	8.50	0.00
Average Per Pupil Expenditure	\$ 29,975	\$ 25,912	\$ (4,062)

Southeast Island School District

FY 2021 FINAL BUDGET - REVISED

Location 667 Hollis

Hollis Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
<u>Regular Instruction</u>				
100.667.100 315	Cert-Teacher	1.5 FTE	\$ 130,589	\$ 130,589
100.667.100 323	NonCert-Aides		-	-
100.667.100 329	Substitutes/Temporaries		2,500	-
100.667.100 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		64,034	64,035
100.667.100 365	TRS On Behalf		23,388	23,388
100.667.100 410	Professional & Technical	(Music & Americorps)	-	-
100.667.100 420	Staff Travel		500	-
100.667.100 425	Student Travel		1,000	-
100.667.100 433	Communications		1,100	1,100
100.667.100 450	Supplies/Material/Media		4,200	4,200
Total 100	Regular Instruction		227,311	223,312
<u>Vocational Education</u>				
100.667.160 450	Supplies/Material/Media	Speciality Classes	-	1,500
Total 160	Vocational Education		-	1,500
<u>Special Education</u>				
100.667.200 315	Cert-Teacher	.5 FTE	43,018	43,018
100.667.200 323	NonCert-Aides	1.0 FTE	51,850	26,085
100.667.200 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		38,112	29,291
100.667.200 365	TRS On Behalf		7,705	7,705
100.667.200 366	PERS On Behalf		4,589	2,309
100.667.200 450	Supplies/Material/Media		300	300
Total 200	Special Education		145,574	108,707
<u>School Administration</u>				
100.667.400 315	Principal		6,848	6,891
100.667.400 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,030	1,030
100.667.400 365	TRS On Behalf		1,226	1,234
Total 400	School Administration		9,104	9,156

Hollis Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
<u>School Administration Support</u>				
100.667.450 324	NonCert-Support Staff	0.25FTE	7,075	-
100.667.450 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		2,423	-
100.667.450 366	PERS On Behalf		626	-
Total 450	School Administration Support		10,124	-
<u>Operations & Maintenance</u>				
100.667.600 325	NonCert-Maint/Custodial	.50 FTE	11,741	12,231
100.667.600 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		2,370	2,430
100.667.600 366	PERS On Behalf		1,039	1,082
100.667.600 430	Snow Removal		1,000	-
100.667.600 431	Water & Sewer		2,400	2,400
100.667.600 432	Garbage		2,000	2,000
100.667.600 436	Electricity		8,000	8,000
100.667.600 437	Natural/Bottled Gas		120	120
100.667.600 438	Gas, Diesel, Heating Oil		6,500	6,500
100.667.600 439	Other Energy		18,000	2,500
100.667.600 440	Other Purchased Services		4,000	4,000
100.667.600 452	Maintenance I Supplies		5,500	5,500
100.667.600 453	Custodial Supplies		2,000	1,000
Total 600	Operations & Maintenance		64,670	47,763
<u>Student Activity</u>				
100.667.700 316	Cert-Extra Dutv Pav		4,000	2,800
100.667.700 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		800	500
100.667.700 366	TRS On Behalf		716	501
100.667.700 420	Staff Travel		1,000	500
100.667.700 425	Student Travel		1,500	1,000
Total 700	Student Activity		8,016	5,301
Total 100	School Operating Fund		\$ 464,799	\$ 395,740
<u>Student Transportation</u>				
205.667.760 327	Bus Drivers	.80 FTE	24,667	24,667
205.667.760 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		8,446	8,446

Hollis Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
205.667.760	366	PERS On Behalf	2,183	2,183
205.667.760	458	Gasoline & Oil	5,000	5,000
Total	205	Student Transportation	\$ 40,296	\$ 40,296
Food Services Fund				
255.667.790	326	Food Service Staff .20 FTE	3,694	3,694
255.667.790	360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)	452	452
255.667.790	366	PERS On Behalf	327	327
255.667.790	459	Food	-	-
255.667.790	460	Milk	-	-
		} Food and Milk is part of District wide budget		
Total	255	Food Services Fund	\$ 4,473	\$ 4,473
Total	667	Hollis	\$ 509,568	\$ 440,508



Port Alexander Eagles

FY 2021 FINAL BUDGET - REVISED

Location 669


	FY 2021 FINAL	FY 2021 REVISED	Change
Fund 100: School Operating			
Function: 100 Regular Instruction	\$ 135,504	\$ 117,325	\$ (18,179)
Vocational Education	-	1,500	1,500
200 Special Education	300	4,200	3,900
400 School Administration	6,926	6,926	(1)
600 Maintenance & Operations	69,803	49,803	(20,000)
700 Student Activities	2,500	-	(2,500)
Fund Total	\$ 215,033	\$ 179,753	(35,280)
 Fund 255: Food Service Fund	 \$ 7,549	 \$ 7,549	 \$ 0
TOTAL	\$ 222,582	\$ 187,302	\$ (35,280)
# Students (PreK-12)	13	9	(4)
# Teachers	1	1	-
# Classified	0.885	0.885	-
# Administrators	0	0	-
Pupil/Teacher Ratio	13.00	9.00	(4.00)
Average Per Pupil Expenditure	\$ 17,122	\$ 20,811	\$ 3,690

Southeast Island School District

FY 2021 FINAL BUDGET - REVISED

Location 669 Port Alexander

Port Alexander Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
Regular Instruction				
100.669.100 315	Cert-Teacher	1.0 FTE	\$ 67,305	\$ 66,075
100.669.100 323	NonCert-Aides		-	-
100.669.100 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		34,600	34,371
100.669.100 365	TRS On Behalf		12,054	11,834
100.669.100 380	Travel Allowance		-	-
100.669.100 420	Staff Travel		500	-
100.669.100 425	Student Travel		1,000	-
100.669.100 433	Communiations		2,045	2,045
100.669.100 450	Supplies/Material/Media		<u>18,000</u>	<u>3,000</u>
Total 100	Regular Instruction		<u>135,504</u>	<u>117,325</u>
Vocational Education				
100.669.160 450	Supplies/Material/Media	Speciality Classes	-	<u>1,500</u>
Total 160	Vocational Education		<u>-</u>	<u>1,500</u>
Special Education				
100.669.200 315	Cert-Teacher		-	-
100.669.200 323	NonCert-Aides		-	3,500
100.669.200 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		-	400
100.669.200 450	Supplies/Material/Media		<u>300</u>	<u>300</u>
Total 200	Special Education		<u>300</u>	<u>4,200</u>
School Administration				
100.669.400 315	Principal		5,000	5,000
100.669.400 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		1,030	1,030
100.669.400 365	TRS On Behalf		<u>896</u>	<u>896</u>
Total 400	School Administration		<u>6,926</u>	<u>6,926</u>
Operations & Maintenance				
100.669.600 325	NonCert-Maint/Custodial	.40 FTE	16,767	16,767
100.669.600 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		2,052	2,052
100.669.600 366	PERS On Behalf		1,484	1,484
100.669.600 431	Water & Sewage		100	100

Port Alexander Account Code	Description	Comments	FY 2021 FINAL	FY 2021 REVISED
100.669.600 432	Garbage		400	400
100.669.600 436	Electricity		-	-
100.669.600 437	Natural/Bottled Gas		-	-
100.669.600 438	Gas, Diesel, Heating Oil		40,000	22,000
100.669.600 440	Other Purchased Services		1,500	500
100.669.600 452	Maintenance Supplies		5,500	5,500
100.669.600 453	Custodial Supplies		2,000	1,000
Total 600	Maintenance & Operations		69,803	49,803
<u>Student Activity</u>				
100.669.700 420	Staff Travel		1,000	-
100.669.700 425	Student Travel		1,500	-
Total 700	Student Activity		2,500	-
Total 100	School Operating Fund		\$ 215,033	\$ 179,753
<u>Food Services Fund</u>				
255.669.790 326	Food Service Staff	.28 FTE	6,726	6,726
255.669.790 360	Benefits: (Health, SS, Med, Unem, WC, TRS-PERS)		823	823
255.669.790 366	PERS On Behalf		-	-
255.669.790 459	Food	 Food and Milk is part of District wide budget	-	-
255.669.790 460	Milk		-	-
Total 255	Food Services Fund		7,549	7,549
Total 669	Port Alexander		\$ 222,582	\$ 187,302

SISD BOARD MEETINGS CALENDAR OF AGENDA ITEMS

August	<ul style="list-style-type: none"> • Welcome Staff and Students • Crisis Response Plan Review • Student Handbook Review • Parent Involvement Policy and Handbook Review • Annual Public Notices to Parents • Six Year Capital Improvement Plan Approval • Board Policy Updates • Title I District and School-Wide Plans
September	<ul style="list-style-type: none"> • Site Enrollment • Review Student Assessment Data • Graduation Date Approvals • SISD Resolutions (AASB Call for Resolutions) • Plan AASB Leadership Conference Attendance • Annual Progress & Summary Report for Student Nutrition and Physical Activity • Work Session: ASC Officer Election Certification; ASC Training & School Year Goals/Objectives Development
October	<ul style="list-style-type: none"> • New Board Member Orientation Work Session/Oath of Office • Board President and Clerk Elections • Appoint Legislative Liaison & Advocate for AK Youth Liaison • Appoint Student Board Representative(s) • Review AASB Resolutions • Report Student Count • Board Public Opinion Survey
November	<ul style="list-style-type: none"> • Audit Review/Budget Revisions • Annual audit of student organization accounts (ASC) • AASB Conference • Review and Refresh Strategic Plan/timeline
December	No Scheduled Meeting
January	<ul style="list-style-type: none"> • Budget Revisions • Plan for February Legislative Visits • ID Lobbying Strategies & Issues for Legislative Visits • Superintendent Evaluation
February	<ul style="list-style-type: none"> • Plan for AASB Spring Fly-In (if attending) • Board Self-Evaluation/Goal Update and Review
March	<ul style="list-style-type: none"> • Budget Development • Teacher Contracts • AK STEPP Needs Assessments • School Calendar Adoption
April	<ul style="list-style-type: none"> • Graduation Attendees • Budget Development • Teacher Contracts • Capital Improvement Plan/Facility Needs Report
May	<ul style="list-style-type: none"> • Budget Development • School District Report Card to the Public • Bruce Hill Scholarship
June	<ul style="list-style-type: none"> • Budget Adoption • Board Policy Updates from AASB • Disciplinary Action Data Review • Curriculum Quarterly Reports
Every Month	<ul style="list-style-type: none"> • Policy Review • Stipend and Mileage Forms 104 • Exemplary Stakeholder Nominations

Howard Valentine School
ADVISORY SCHOOL COUNCIL AGENDA
Date: Monday, December 14, 2020 Time: 4:00pm

- A. Call to order:** Judy calls to order @ 4:03
- B. Approval of agenda:** Nhung makes a motion, Judy seconds
- C. Approval of minutes from (Date)** No minutes taken in the last meeting
- D. People to be heard:** N/A
- E. Student Council Report (5min):** N/A
- F. Communications (5 min):** N/A
- G. Committee Reports (5 min):** N/A
- H. Superintendent's or Principal's Report (5 min):** N/A
- I. Administrative Reports**
 - 1. Lead Teacher Report (5 min)- Distance learning is going well. Students who doesn't have internet access at home are coming into school to use the internet daily. Students are picking up their work on Monday and turning it in on Thursday.
 - 2. Treasurer (5 min) – Same amount as last time.
 - 3. President's/Vice-President Report (10 min) –
- J. Items for Advisory School Council Consideration**
 - 1. Old Business
 - a. Signers for the account- Judy makes a motion to take off April White and Kate Holtman as signers for the account, and to add Nhung Dinh as a signer for the account, Nhung seconds.
 - 2. New Business
 - a. Swim lesson funding \$440 total for K-5 grader, four sessions / one hour each- Nhung makes a motion to use \$440 from the ASC account to fund swim lessons for K-5 graders, Judy seconds.
 - b. Swim day for 7-12 graders Nhung makes a motion to use the \$100 credit at the pool to fund a swim day for 7-12th graders, Judy seconds.
 - c. Nhung makes a motion to fund six \$10 Amazon gift cards to use as rewards for students, Judy seconds.
 - d. Janie makes a motion to approve additional spending, after city contributions, of \$250 if needed for Christmas presents, Judy seconds.
 - e. Janie makes a motion to discuss about the box of apples the school received. Janie talked to Roxy about ordering box of apples for the school. Janie thought that Roxy was donating it, but Roxy is now charging her for the apples. It cost \$36 for the box and \$36 for shipping. Janie will seek funding from the food bank.
- K. Attendance:** **Judy, Nhung, Janie (arrived at 4:08)**
- L. Adjournment:** **Judy makes a motion to adjourn the meeting at 4:20, Janie seconds.**
- M. "After Meeting Workshop" starts.** (Discussion topics can be forwarded to the next meeting agenda if more member input is needed.)

Next meeting to be on Thursday, January 14 @ 3:45pm.



Naukati School

ADVISORY SCHOOL COUNCIL MEETING MINUTES

DATE: November 2, 2020 TIME_5:30 pm_
PO Box NKI, Ketchikan, AK 99950
(907) 629-4121



- A. Call to order: 5:37 pm**
- B. Roll Call: Branzon Anania, Laura Anania, Cassandra Christopherson, Cari Jones
Sherry Becker**
- C. Visitors:** _____
- D. Motion by Laura to approve the meeting agenda as written**
Seconded
Approved
- E. Motion by Laura to approve minutes from 10/26/20 as written**
Seconded
Approved
- F. Public Comment (none)**
- G. Committee Reports**
- 1. One student, Aticaz Anania has applied for the Student Council**
Motion by Cassandra to appoint Aticaz Anania to Student Council
Seconded
Approved
 - 2. Fundraising Report – Laura reported \$500 profit from October Pizza sales**
 - 3. Sports –Branzon and Laura report:**
Currently Middle School Volleyball is in practice;
Marksmanship has started practice with gun safety class being planned
Archery practice starts soon
e-sports for HS students with online gaming is starting up
- H. Administrative Reports**
- 1. ASC Presidents Report:**
 - 2. Lead Teacher Report:**
 - Halloween Lit night was well-received. Students and families participated. Liaison organized a variety of games. Laura will order more books for next event.**
 - One new student is enrolled.**
 - Schedules are getting worked out**
 - Letters about Smart Start have been sent home**
 - Students are writing holiday gift wish-lists and brainstorming ideas for holiday activities**
 - 3. Treasurer's Report:**
 - Current balance \$15,243.2**
 - Laura reported \$500.00 profit from October pizza sales**
 - 4. District Administrative Report**
Sherry Becker reported:
 - District Administration approved Smart Start policy to align with Governor's policy.**
 -

- Parent Teacher conferences are upcoming
- Shane Scamahorn filled the vacant school board seat
- Aticaz Anania will participate with Student Council Members from the district in Student Leadership Training.

J. Unfinished Business

1. Branzon has finalized design for hat and sweater for school gear fundraiser. He purchased samples out of his own pocket.
2. Veterans Dinner—Branzon requested \$250 for supplies to provide dinners to be delivered to vets per Smart Start

Motion by Laura to approve \$250 for supplies for Veterans Dinner

Seconded

Approved

3. Thanksgiving dinner for community still undecided

Branzon requested \$250 for supplies in case a dinner is planned

Motion by Laura to approve \$250 for dinner supplies

Seconded

Approved

K. New Business: None

L. Public Comment: None

M. Schedule Next Meeting: Monday, December 7, 2020 5:30

N. Adjournment:

Motion by Laura

Seconded. Approved

Meeting adjourned at 6:08 pm

Minutes Submitted by: Cari Jones, Secretary

Approved date: _____

Approved by President: _____

Branzon Anania



Naukati School

ADVISORY SCHOOL COUNCIL MEETING MINUTES

DATE: November 30, 2020 TIME_5:30 pm_
PO Box NKI, Ketchikan, AK 99950
(907) 629-4121



- A. Call to order: 5:30 pm**
- B. Roll Call: Branzon Anania, Laura Anania, Cassandra Christopherson, Josh Musser, Tara Musser, Aticaz Anania, Cari Jones ,Sherry Becker**
- C. Visitors:_____None_____**
- D. Motion by Josh to approve the meeting agenda as written**
Seconded
Approved
- E. Motion by Cassandra to approve minutes from 11/2/20 as written**
Seconded
Approved
- F. Public Comment (none)**
- G. Committee Reports**
- 1. Student Council report: Aticaz Anania reports that students have been choosing electives and looking forward to more Phlight Club. E-sports have started consisting of computer science—building computers-- and video games.**
 - 2. Fundraising Report – Tara reports plans for delivery dinner fundraiser in January, 2021**
 - 3. Sports –Laura reports:
Marksmanship has ongoing practice
Archery practice starts soon**
- H. Administrative Reports**
- 1. ASC Presidents Report:
Styrofoam food dishes have been ordered for the next delivery meal fundraiser
A logo has been chosen but no other action taken for gear**
 - 2. Lead Teacher Report:
AAA tutoring has started. Hours may need to be switched in January**
 - 3. Treasurer’s Report:
-Current balance \$15,243.20**
 - 4. District Administrative Report: Sherry Becker reported Hollis school is code red; Thorne Bay and Whale Pass are both zone yellow. Winter break is Dec 21-31, 2020. When school commences on January 4, 2021 all schools will reopen in red zone.**
- I. Unfinished Business NONE**
- J. New Business**
Tara requested \$150 for volleyball after-season party.
Motion by Josh to spend up to \$200 for food and party
Seconded
Approved

Party scheduled for Friday, December 11, 2p—6p. Party to include open gym, pizza, ice cream and a movie.

K. Public Comment: None

L. Schedule Next Meeting: Monday, January 4, 2021 5:30pm

M. Adjournment:

Motion by Josh

Seconded. Approved

Meeting adjourned at 5:55 pm

Minutes Submitted by: Cari Jones, Secretary

Approved date:_____

Approved by President:_____

Branzon Anania

ASC Meeting December minutes

1 message

Molly Kimzey <mollyowentaylorkimzey@yahoo.com>

Fri, Jan 1, 2021 at 3:57 PM

To: "cpage@sisd.org" <cpage@sisd.org>, Sharlet Collins <scollins@sisd.org>

Port Alexander ASC Zoom meeting, December 2, 2020.

Meeting was called to order at 3:44pm by Molly. Present Molly Kimzey, Sharlet Collins, Becky Saffold, Sarah Patrick and Sherry Becker.

Reports:

District Office- Superintendent Sherry Becker would like to schedule a training for the ASC, the PA school has about \$13,000 available for supplies to still use, and \$1500 for vocational classes, janitor supplies. The issues of keeping the school open was discussed since we did not have 10 kids for count this year. Nothing has been decided but there will not be a school unless 10 kids are enrolled.

Teacher- Sharlet Collins, school is getting ready for christmas. Other items are on the agenda. Sarah and Molly are both working at the school and Cyndi is volunteering. Snacks are getting low.

Treasurer- Shanna was absent

Old Business:

none

New Business:

Bazaar- It will be December 4th 12-1pm, instead of the indoor Bear Hall location it will be in the open air of the play court. Kids will take pictures to post on FB.

Christmas program- There will be a potluck on December 17th, with Santa visit and short program. Those in the school bubble will be invited to attend.

Wreaths- Molly will have a Friday activity at the school making wreaths and ornaments that the kids will sell. 2pm on Friday.

Tsunami drill- the 1st semester test will be to tract A location.

Forward planning... Next meeting will be January 7th, at 3:30.

Becky motioned to adjourn, Sharlet 2nd. AIF

Molly adjourned the meeting at 4:11pm

Respectfully submitted,
Molly Kimzey

ASC Minutes

Molly Kimzey <mollyowentaylorlorkimzey@yahoo.com>

Sun, Jan 17, 2021 at 3:07 PM

To: Sharlet Collins <scollins@sisd.org>, "cpage@sisd.org" <cpage@sisd.org>

Hi Here are the January Minutes..

Minutes

ASC meeting January 7th, 2021 at 3:30pm

Molly called the meeting to order at 3:41. Present where Sharlet Collins, Molly Kimzey, Becky Saffold, Debra Gifford, Shanna Smith, Sue Taylor and Sherry Beckers.

Sarah motioned to accept minutes as written, Becky 2nd. AIF motion passed.

Reports:

D.O.- Sherry reported that she had a talked to the City about options to keep the school open. PA need a commitment of 10 kids for the school to be funded next year.

Teacher- Sharlet reported that the kids made wreaths, wrapping paper, nachos and ornaments to sell at the Bazaar. Archery they are working on getting ready for the tournament and they need Targets and Arrows. Kids are working at grade level. Excited to be back and getting into it. We had a Tsunami drill to tract A side.

Treasurer- There is about \$6500 in the account, presents for Christmas were spent but bazaar money is going back into the account.

Old Business:

School count and Options- There is going to be a committee with the City to see about options to keeping the school count stable. Sarah volunteered to be on and Sue asked to be kept informed.

Bazaar- For the few people in town the kids did well and made about \$220, also the Saffolds donated their proceeds \$100. The calendars have arrived and when paid we expect to make about \$350 if we sell the last 7.

Snacks- Shanna is going to reorder again

New Business:

ASC Bank- The SISD reported that we might want to change banks as Wells Fargo said they will be charging a monthly fee. Molly will contact First Bank in Sitka about a new appointment.

Aluminum Recycling- Molly asked about restarting the aluminum cans to Sitka. The discussion included how to get it in Sitka and to make sure its always clean and JUST cans. Molly will report back at the next meeting.

Super Bowl Pizzas- We will get the list in for ordering and this will be a kid fundraiser. The expectation is about 30-35 pizza's. Becky will check the bulk store in Sitka. Sarah said she would help with crusts.

Valentines Day- We are planning a party for a hour of the day. Becky motioned to spend 30\$, Sarah 2nd. AIF motion passes.

Next meeting will be February 4th @3:30.

Sharlet made a motion to adjourn, Becky 2nd. AIF

Molly adjourned the meeting at 4:18pm

Respectfully submitted,

Molly Kimzey

Whale Pass School Advisory School Council Meeting Agenda

Tuesday, November 17, 2020

- A. Call To order: **3:32**
- B. Approval of agenda: **yes**
- C. Approval of minutes from meeting: **Tuesday, October 27, 2020**
- D. People to be heard: **Christine Cook, Andy Cook,**
- E. Student Council Report:
- Principal— **Sherry Becker**
 - President— **Sarah Vasser Alford**
 - Treasurer— **The current bank balance \$14,742.37**
 - Lead Teacher— **Christine Cook—see below**
- F. Items for Advisory School Council Consideration:
- **New Business:**
 - *Students of the month—***Congratulations to Meadow, John, and Kelsey. It was a three way tie this month. Each student will receive a \$5 dollar bill.*
 - *Next ASC Meeting—***The next ASC meeting will be December 15*
 - *Information—***all up-to-date information will be posted on our Facebook page and emailed. Please contact Christine Cook or Andy Cook for questions or concerns.*
 - *Schedule—***current in green level. We continue to take temperatures upon entry everyday for staff and students. We continue to monitor students and any signs of sickness.*
 - *Gun Calendar—***Congratulations Dean Henrick from Ketchikan. We have only a few calendars left, so if you want one please contact Andy Cook.*
 - *Pledges for Walk-a-thon—***We have an awesome walk-a-thon on November 6th. The students raised around \$1100.00. The top students who collected the most pledges were Alayna Parsley and Sarah Cook. They each won a \$25 gift certificate from amazon.*
 - *Christmas Program—***We are in the process of discussing a Christmas program. We would like to have one, but need to research the parameters on how to do it. It is possible that we could do it at the library this year.*
 - *Sweatshirts and t-shirts—***The students and staff recently received their new sweatshirts and t-shirts. We have a few left for purchase if anyone wants one. The money the students collected for the walk-a-thon pretty much paid for this.*
- G. Adjournment: **4:00**
- H. Attendance: **Christine Cook, Andy Cook, Joe Cook, David Cook, Alex Cook, John Cook, Tommy Cook, Sarah Cook, Caren Cooke, Meadow Cooke, Logan Cooke, Brennen Cooke, Ashlen Cooke, Kayleena Toman, Jeremy Toman, Kelsey Toman, Kiya Toman, Jackson Toman, Tamara Weaver, Alayna Parsley, Jarehn Lockhart, Adam Lockhart**

Work Study Training Agreement

Student Trainee: _____

Business Supervisor: _____

Teacher-Coordinator: _____

In this agreement, the Business will permit the Student Trainee to enter its establishment for the purpose of securing training and knowledge pertaining to _____.

All persons concerned jointly agree to the following conditions:

1. **SCHEDULE.** The training will extend from _____ to _____ for the following amount of time _____ (days, length of time at job site, etc.).
2. **TRAINING PLAN.** A training plan shall be developed with the purpose of maximizing the job experiences for the Student Trainee while providing a work benefit for the Business. The training plan shall include relevant curricular objectives.
3. **PROBATION PERIOD: PERFORMANCE STANDARD.** The Student Trainee and the training Business will have a probation period of four weeks. At the end of this period the Student Trainee, the training Business, or the Teacher-Coordinator may terminate this agreement. Subsequent substandard performance by the Student Trainee will result in a one-week probation period. Severe violations may result in immediate termination of this agreement with prior contact between the Business Supervisor and the Teacher-Coordinator.
4. **SUPERVISION.** The Student Trainee will be supervised by the Business Supervisor on the job. When the Student Trainee is assigned work in a department other than the department of the Business Supervisor, the Business Supervisor will maintain regular communication with the delegated direct supervisor regarding the Student Trainee's progress.
5. **SAFETY TRAINING.** The Business is responsible for meeting regulations regarding safety training pertinent to occupational hazards.
6. **CONDUCT.** The Student Trainee promises to abide by all implied and stated terms included in this agreement. The Student Trainee shall be bound during the on-the-job period by ordinary school regulations. The parent or guardian shall be responsible for the conduct of the Student Trainee while in training.
7. **ATTENDANCE.** The Student Trainee will work at the assigned business site on school days according to the official school calendar provided. Acceptable reasons for being excused from work attendance shall be the same as those acceptable for being absent from school: illness, family emergency, participation in a school-sponsored activity, or other reason judged appropriate by the Teacher-Coordinator. On days when the Student Trainee is in school, the Student Trainee is also expected to be on the work site. The Student Trainee is responsible for notifying the Business Supervisor in advance of times when the Student Trainee must be absent or tardy. A poor attendance record will be considered cause for termination of this agreement. On school days when the Student Trainee is not needed at the work site, the Student Trainee will report to the Teacher-Coordinator at school.

8. **TRANSPORTATION.** If the Student Trainee is a licensed driver and operates an insured and properly licensed vehicle within the law, then the Student Trainee (with parental/guardian permission) may drive a private vehicle between the school campus and the base site. No side trips are authorized. Student Trainee is not authorized to drive to a field site.
9. **TARGETS.** As the Student Trainee demonstrates a performance rating of proficient or advanced s/he will meet or exceed the curriculum targets outlined in this plan.
10. **COMPENSATION.** No wage, salary or other compensation shall be paid by the Business for school time worked. The Business may arrange with the Student Trainee to provide compensation for work performed outside this agreement. Should the Student Trainee become an employee of the school district, the Student Trainee may earn a wage for his/her work hours. All work by students must meet all labor laws.
11. **WEEKLY PROGRESS REPORTING.** In addition to work performed on the job, the Student Trainee will, with the assistance of the Business Supervisor, complete a Student Weekly Progress Report each Friday and submit it on the following Monday to the Teacher-Coordinator.
12. **COMPLAINTS AND NONCOMPLIANCE.** All complaints shall be made to and adjusted by the Teacher-Coordinator.
13. **NONDISCRIMINATION.** Southeast Island School District (SISD) does not discriminate on the basis of race, ethnicity, color, religion, creed, sex, age, national origin, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, sexual orientation, gender identity or veteran status. SISD does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities which it operates. SISD does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities. Reports of non-compliance may be made to: Superintendent Sherry Becker, SISD Office, P.O. Box 19569, Thorne Bay, AK 99919; phone: 907-828-8254; fax: 907-828-8257

SIGNED:

(Business Supervisor/Date)

(Student/Date)

(Teacher-Coordinator/Date)

(Parent or Guardian/Date)

(School Site Administrator/Date)

(Superintendent/Date)

ADDENDA: School Calendar; Quarterly Student Trainee Assessments 4); Student Trainee Weekly Reports (36);

Quarterly Student Trainee Assessment

Student's Name: _____ Business: _____

Supervisor: _____ Period of this assessment: _____

1. **DEPENDABILITY:** Is the student regular, on time, and careful to notify in advance when unavoidably absent?

Very reliable () Reliable () Usually reliable () Unreliable ()

Comments:

2. **COOPERATION:** Does the student keep the rules, follow instructions, and exhibit an attitude of helpfulness?

Very cooperative () Cooperative () Generally cooperative () Uncooperative ()

Comments:

3. **APPEARANCE:** Does the student dress neatly and appropriately for the position?

Very neat/ & appropriate () Neat & appropriate () Generally satisfactory () Unsatisfactory ()

Comments:

4. **PUBLIC RELATIONS:** Does the student meet people well, establish good personal relations, and create good public relations for the Business?

Very satisfactory () Satisfactory () Moderately satisfactory () Inappropriate ()

Comments:

5. **INTEREST IN LEARNING:** Does the student make the most of the learning opportunities available in this situation?

Very interested () Interested () Moderately interested () Not interested ()

Comments:

6. **ABILITY TO LEARN:** Does the student evidence ability to learn this kind of work?

Very quick to learn () Learns readily () Needs repetition () Lacks effort ()

Comments:

7. **INITIATIVE:** Does the student exhibit initiative? Does s/he do work without being reminded?

Above average initiative () Expected initiative () Occasional initiative () Needs constant direction ()

Comments:

8. **ACCURACY:** Is the student accurate in his/her work? Does s/he take care in checking his/her work before submission?

Very few errors () Occasional errors () Often careless () Very careless ()

Comments:

Weekly Student Trainee Report

PART I. TO BE COMPLETED BY THE Business SUPERVISOR.

In general, the Student Trainee's performance during this period has been:

- Excellent - Advanced
- Satisfactory - Proficient
- Needs improvement - Developing
- Unsatisfactory - Emerging

Supervisor's Signature/Date

PART II. TO BE COMPLETED BY THE STUDENT TRAINEE.

Write a brief summary of the kind of work you performed each day this week and what you learned by doing it. If you did not work on a given day, describe what you were doing instead of your work assignment.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Student's Signature/ Date

Work Study Plan

Student Trainee:

Business:

Supervisor:

Date:

The student will do the following through the implementation of this work study program.

SIGNED:

(Business Supervisor/Date)

(Student/Date)

(Teacher-Coordinator/Date)

(Parent or Guardian/Date)

(School Site Administrator/Date)

(Superintendent/Date)

Virtual Leadership & Legislative Academy February 6-7 2021

Saturday February 6 2021: Leadership Day

8:30 am	Connectivity Check
9 am - 9:15 am	Welcome & Introductions
9:15 am -9:45 am	Welcome from Commissioner Michael Johnson, <i>Alaska Department of Education & Early Development</i>
9:45 am- 11 am	Superintendent Contracts John Sedor, Sedor Wendlandt Evan & Filippi
11 am- 11:10 am	Break
11:10 am- 12 pm	Communicating over the “Great Divide”
12 pm- 1 pm	Lunch
1-2 pm	How do we Communicate During These Pandemic Times?
2:05 pm -3pm	Mindfulness for the School Board <i>Timi Tullis, AASB</i>
3-3:15 pm	Closing

Sunday February 7: Legislative Day

8:30 am	Connectivity Check
9 am	Welcome & Introductions
9:15 am- 9:30 am	Welcome & Overview. Lon Garrison, AASB
9:15- 9:45 am	Legislative Process & Context Norm Wooten, AASB
10 am- 11 am	Key Legislative Issues & Bill Review Norm Wooten, AASB
11 am- 11:10 am	Break
11:10 am- 12 pm	Creating the Message
12 pm-12:30 pm	Lunch Break
12:30 pm-2 pm	Like Size District Forums <i>Jenni Lefing & Lon Garrison, AASB</i>
2 pm- 3 pm	Coming Together Talking Points Jenni Lefing & Lon Garrison, AASB
3 pm	Next Steps & Closing

Legislative meetings for school boards will be scheduled (via Zoom) over the week of February 8 and 15th. More information to come!

Virtual Youth Advocacy Institute

February 6-7 2021

Saturday February 6 2021: Leadership & Advocacy Day

8:30 am	Tech Check
9 am - 9:45 am	Welcome & Introductions
9:45 am- 10 am	Welcome from Commissioner Johnson, DEED
10-10:05 break	Break
10:05- 11:45 am	Using your voice to advocate <ul style="list-style-type: none"> • How do you make changes you want to see? • What to expect when you meet with legislators?
12- 1 pm	Virtual Luncheon with our Legislators
1- 1:30 pm	Power of Bills in the Legislative Process
1:30-1:45	Break
1:45 pm -3pm	Bill & Panel Testimony Practice
3 pm	Closing

Sunday February 7: Bringing It All Together

8:30 am	Tech Check
9 am-9:30 am	Welcome & Practice Testimony Prep
9:30 am- 10:15 am	Testimony Panel Practice Session
10:15- 10:30 am	Break
10:30- 11:30 am	Avenues for Change (<i>students will choose from the options below</i>) Option 1 Legislative Committee and Distance Testimony Option 2 Tribal Assembly Option 3 Serving on your Board
11:30 am- 12 pm	Preparing for Like Size District Forums
12 pm-12:30 pm	Lunch Break
12:30 pm- 2 pm	Like Size District Forums
2 pm- 3 pm	Coming Together: Talking Points
3 pm	Next Steps & Closing

Virtual Leadership & Legislative Academy and Youth Advocacy Institute – Register Now!



Registration is now open for
AASB's Virtual Leadership &
Legislative Academy and
Youth Advocacy Institute!

[REGISTER HERE](#)

Leadership Day & Legislative Day

Saturday and Sunday, February 6-7

The Leadership Day, Saturday, February 6, will be centered around communication during these times. This includes crucial training on:

- Superintendent Contracts with John Sedor
- Communicating on Your Board
- How to Communicate During These Pandemic Times?
- Mindfulness for the School Board

The Legislative Day, Sunday, February 7, will inform you of what's happening in the legislature this session. It will provide opportunities for school boards to develop talking points for this year's legislative priorities, to speak with a unified voice ~~to~~ advocate for public education.

Youth Advocacy Institute

Sunday, February 7

At the same time, students are invited to register for this year’s Youth Advocacy Institute. This is an opportunity for students to connect with peers from across the state, and their School Boards. Students will build and use their skills to advocate during this year’s Alaska State Legislature.

Sessions include:

- Using Your Voice to Advocate
- Bill & Testimony Practice

Students will join School Board Members for Like Size District Forums on Sunday to discuss legislative priorities.

SCHEDULE – Youth Advocacy Institute

Academy Follow-Up Sessions

Following the weekend, legislative meetings and workshops will be scheduled via Zoom for school boards over the weeks of February 8 and February 15. This will include:

- Daily meetings set up with legislators and the school districts they represent.
- Opportunities to share and connect with school boards before & after meetings.
- Support from AASB in connecting with the Alaska State Legislature.

\$250 per person

Includes weekend workshops & follow up sessions the weeks of 2/8 and 2/15.

REGISTER HERE

AASB MISSION

To advocate for children and youth by assisting school boards in providing quality public education, focused on student achievement, through effective local governance.

CONTACT

1111 W 9th Street
Juneau, AK 99801

(907) 463-1660
aasb@aasb.org

CONNECT



Subscribe to our monthly
Commentary Newsletter

PARTNERS



**2019-2024 Southeast Island School District Strategic Plan Summary
Developed Spring 2019**

Vision:

Students are equipped to realize their dreams and aspirations.

Mission:

Together we will foster student skills to achieve their goals and adapt to an ever-changing world.

Goal 1: Prepare Students for Post-Secondary Life

Objective 1: Students will graduate prepared for careers or postsecondary training and education.

Objective 2: Students will possess life skills for independent living.

Objective 3: Students will be prepared to be responsible citizens and community members.

Goal 2: Provide Sufficient/Effective Staff Support

Objective 1: Create a culture of praise, positive reinforcement, and recognition.

Objective 2: Provide more focused professional development based on staff needs and preferences

Objective 3: Staff will be provided with opportunities and time to grow professionally

Objective 4: Cultivate a culture of collaboration.

GOAL 3: Increase Communication District and Community Wide

Objective 1: Improved communication amongst all staff district wide.

Objective 2: Improved opportunities for student communication

Objection 3. Improve Communication with Community Stakeholders

Goal 4: Increase Visibility to Share Lifestyle and Increase Enrollment

Objective 1: Establish a clear brand identity for the district to build the district's image and reputation.

Objective 2: Increase online presence and visibility through a focused marketing plan

Objective 3: Research and create multiple types of enrollment/attendance

BP 2123 Evaluation of the Superintendent

The Board believes that an annual evaluation of the Superintendent's performance strengthens working relationships between the Superintendent and the Board. The evaluation process should clarify the Superintendent's role and give the Board and Superintendent an opportunity to jointly identify immediate priorities among the Superintendent's many responsibilities. Evaluations also should help the Board to monitor progress toward established goals and to set reasonable criteria for salary increases and/or contract extension.

The Board shall meet with the Superintendent to discuss the evaluation, including commendations in areas of strength and recommendations for improving effectiveness. The Superintendent and Board members shall agree upon and sign an evaluation summary. Additional evaluations may be arranged at any time during the school year at the request of either the Board or the Superintendent.

(cf. 2121 - Superintendent's Contract)

The evaluation process shall be reviewed annually to determine whether any of the following steps need improvement:

1. Developing or reviewing/revising the Superintendent's job description.
2. Adopting or reviewing/revising evaluation policy.
3. Establishing clear criteria to include progress on district goals.
4. Establishing or reviewing/revising the evaluation process.
5. Carrying out the evaluation.
6. Summarizing the results.
7. Discussing the results with the Superintendent.
8. Developing a plan for growth and improvement.

(cf. 9321 - Executive Sessions)

Adoption Date: 04/09/98

Southeast Island School District

BP 2122 Superintendent of Schools: Job Description

The job of Superintendent entails many complex duties, some specified in law and some assigned by the Board. The Board shall provide the Superintendent with a job description that shall indicate major responsibilities. The Board shall further define the Superintendent's responsibilities and duties through the adoption of Board policies.

(cf. 2000 - Concepts and Roles)

(cf. 2120 - Superintendent of Schools)

(cf. 2123 - Evaluation of the Superintendent)

Legal Reference:

ALASKA STATUTES

[14.14.130](#) *Chief School Administrator*

Adoption Date: 04/09/98

Southeast Island School District

E 2122 Superintendent of Schools: Job Description

Qualifications

1. A valid Alaska teaching and administrative certificate.
2. A master's degree from an accredited college or university with specialization in the areas of administration, supervision, curriculum development, and evaluation of educational programs.
3. At least five years' experience as a school administrator, preferably as a director of district wide programs or member of the central administrative staff with direct staff responsibilities.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Reports to the Board

Supervises

The superintendent shall select, appoint, and otherwise control all district employees serving under him/her subject to approval of the Board. All other responsibilities and functions are derived from the Board. The enumeration of specific duties in this section, however, does not limit the superintendent in the exercise of professional functions not otherwise specified or prohibited by Board regulation.

Goals

The superintendent has statutory authority to administer the district in accordance with the policies prescribed by the Board.

Performance Responsibilities

1. Serve as the administrative and executive officer of the Board.
2. Recommend to the Board such policies and procedures that in his/her judgment are necessary for the efficient conduct of the schools and carrying into effect with the aid of his/her staff such policies and procedures as are authorized by the Board.
3. With the assistance of the staff, prepare the annual budget and present it to the Board for consideration and approval. Supervise the expenditures of funds approved in the budget.
4. Have charge of all buildings, equipment, supplies, and records belonging to the district.
5. Submit to the Board each year a detailed report setting forth information, facts and statistics as tend to show the condition and progress of the schools.
6. Delegate duties and responsibilities to officers or employees employed by the district except where policy or regulations of the Board prohibit such delegation of authority. (Work completed by subordinate officers or employees upon delegation by the superintendent shall be deemed by the Board as having been done by the superintendent, and failure to perform duties delegated shall be deemed by the Board as a failure of the superintendent.)
7. Adhere to standards for Alaska Administrators, including:
 - a. providing leadership for the organization.
 - b. guiding instruction and supporting an effective learning environment.
 - c. overseeing the implementation of curriculum.
 - d. coordinating services that support student growth and development.
 - e. providing for staffing and professional development to meet student learning needs.
 - f. using assessment and evaluation information about students, staff and the community in making decisions.
 - g. communicating with diverse groups and individuals with clarity and sensitivity.
 - h. acting in accordance with established laws policies, procedures and good business practices.
 - i. understanding the influence of social, cultural, political, and economic forces on the educational environment and uses this knowledge to serve the needs of children, families, and communities.
 - j. facilitating the participation of parents and families as partners in the education of children.

Adopted 05/22/06

Adoption Date: 04/09/98