

Sitka School District Mission:
The Sitka School District will intentionally develop
Haa Latseení
(Our Strength of Mind, Body, and Spirit)
to inspire and prepare students to be compassionate, empowered,
and equipped critical thinkers within a global community.

School Board Meeting

Wednesday, May 4, 2022 | 6:00 PM | Harrigan Centennial Hall, 330 Harbor Drive, Sitka, AK 99835

Proposed Agenda

1. **Call to Order**
2. **Flag Salute**
3. **Land Acknowledgment**
4. **Roll Call**
5. **Approval of the Proposed Agenda and Consent Agenda**
 - 5.a. April 6, 2022 Minutes
 - 5.b. April 18, 2022 Minutes
 - 5.c. April 20, 2022 Minutes
 - 5.d. Personnel Report
 - 5.e. NANA Lunch RFP
 - 5.f. Approve 2022-2023 and 2023-2024 School Calendars - 2nd Reading
 - 5.g. Adoption of Canvas Learning Management System in SSD - 2nd Reading
 - 5.h. Sealaska Heritage Institute Middle School STEAM MOA
 - 5.i. Sealaska Heritage Institute: Thru the Cultural Lens MOA
 - 5.j. Approval of BP 3100 - Budget - First Reading
 - 5.k. Approval of AR 3100 - Budget - First Reading
 - 5.l. Approval of BP 3200 - Revenue - First Reading
 - 5.m. Approval of BP 3260 - Materials Fees - First Reading
 - 5.n. Approval of BP 3400 - Management of District Assets and Accounts - First Reading
 - 5.o. Approval of BP 3440 - Inventories - First Reading
 - 5.p. Approval of AR 3515 - School Safety and Security - First Reading
 - 5.q. Approval of BP 3530 - Risk Management - First Reading
6. **Special Reports: Government to Government**
7. **Recognitions**
 - 7.a. National Teacher Appreciation Day and National Teacher Appreciation Week
 - 7.b. Recognize Spirit of Youth Award recipients.
 - 7.c. National Honor Society Tutors at BMS
8. **Persons to be Heard**
9. **School Highlights - PHS and SHS**
10. **Reports and Presentations**
11. **Board Member Reports**

12. **Administrative Reports**
 - 12.a. Budget Update
 - 12.b. Enrollment Update
 - 12.c. Superintendent Update
13. **New Business**
 - 13.a. Discussion of Renaming Baranof Elementary School
 - 13.b. PHS Garden Greenhouse RFP
 - 13.c. Rescheduling June School Board Meeting
 - 13.d. Approval of BP 3000 - Concepts and Roles - First Reading
 - 13.e. Approval of BP 3270 - Sale and Disposal of Books, Equipment, and Supplies - First Reading
 - 13.f. Approval of BP 3290 - Gifts, Grants, and Bequests - First Reading
 - 13.g. Approval of BP 3300 - Expenditures/Expending Authority - First Reading
 - 13.h. Approval of BP 3315 - Relations With Vendors - First Reading
 - 13.i. ADOPTION of BP 3440.1 Fixed Asset Capitalization - First Reading
 - 13.j. Approval of BP 3450 - Money in School Buildings - First Reading
 - 13.k. ADOPTION of AR 3450 - Petty Cash Funds - First Reading
 - 13.l. ADOPTION of BP 3470 - Fund Balance Classification - First Reading
 - 13.m. Approval of BP 3510 - Maintenance - First Reading
 - 13.n. Approval of BP 3514.1 - Hazardous Substances and Pesticides - First Reading
 - 13.o. Approval of BP 3515 - School Safety and Security - First Reading
 - 13.p. ADOPTION of BP 3515.6 - Use of School Safety Video Surveillance Monitoring Systems - First Reading
14. **Correspondence and Information (Separate Packet)**
15. **Future Agenda Items/Upcoming Events**
 - 15.a. Policy Committee - May 11, 2022 6:00PM, District Office Boardroom
 - 15.b. PHS Graduation - Saturday, May 14, 2022, 2:00 pm at Odess Theater, Sitka Fine Arts Campus
 - 15.c. SHS Graduation - Monday, May 16, 2022, 7:00 pm in SHS Gym
 - 15.d. Next Regular School Board Meeting - June 22, 2022, 6:00 p.m. Harrigan Centennial Hall.
16. **Adjournment**

Note: All items listed under Agenda & Consent Agenda are considered routine by the School Board and will be approved in one motion. Items may be removed at the request of a School Board Member.

SITKA SCHOOL BOARD MEETING
April 6, 2022 – 6:00 p.m.
Harrigan Centennial Hall

Sitka School District

Superintendent: Frank Hauser

CALL TO ORDER

The Sitka School Board meeting was called to order by **President Amy Morrison** at 6:03 p.m. at Harrigan Centennial Hall

ROLL CALL

Members present were Paul Rioux, Blossom Teal-Olsen, Todd Gebler, Vice-President Andrew Hames, and President Amy Morrison. The meeting was quorate.

APPROVAL OF PROPOSED AGENDA AND CONSENT AGENDA

Mr. Hames moved to approve the consent agenda. **Mr. Gebler** seconded the motion. The motion PASSED by a unanimous roll call vote of all members present.

- **APPROVAL OF MARCH 2, 2022 MINUTES**
- **PERSONNEL REPORT**
- **BUDGET REVISION**

SPECIAL REPORTS

- **GOVERNMENT TO GOVERNMENT**
- **Rebecca Himschoot** – Ms. Himschoot mentioned her disappointment in seeing a change of leadership in the School Board. She also expressed that she is listening closely as the budget season wraps up.

RECOGNITIONS

- The School Board recognized the SHS Drama, Debate, and Forensics team, which finished the season as the Region V State Champion for the sixth year in a row. Coach **Christian Litten** was recognized as DDF Coach of the Year, and **Darby Osborne** was recognized as DDF Student of the Year.
- The School Board recognized the SHS Girls Basketball team for placing second at the state tournament. **Mindy Bartolaba** was recognized as being named the 3A Coach of the Year.
- Also recognized was **Jase Horton**, the 2022 ASTE IDida Thing winner, for building a robot that follows a flashlight.

PERSONS TO BE HEARD

- **Annette Evans**, Ventures Coordinator – Ms. Evans spoke to the Board to bring attention to how the Ventures program operates, and to share her concerns about the program. She

stated that Ventures is facing is a staffing issue. Employees are not benefitted, not represented by a union, and are underpaid. She would like to see addressed by SSD the following: 1. Suitable staffing and retention. 2. Transparency of the Ventures independent operating funds and budget, and 3. Childcare Program Office ARPA Child Care Stabilization Funds and appropriate distribution within the Ventures program. Ms. Evans extended an invitation for the Board to visit Ventures.

- **Cody Loomis** addressed the Board about the adverse effect that COVID vaccination is having on American military personnel.
- **Mike Vieira, SEA President**, introduced the President of NEA Alaska who visited the schools that day. Mr. Vieira reported that a grant-funded visiting artist/teacher taught himself and his students metal art, an expansion of what his students had previously learned about metal working.

SCHOOL HIGHLIGHTS

Principal Casey Demmert and Mindy Barry – Keet Gooshi Heen shared a presentation created with Sway. Things happening in the school include: 4th grade Iditaread; 5th grade Oregon Trail unit; Social/Emotional learning with Second Step; 2nd grade cultural rotations – cooking herring eggs in bentwood boxes, coordinated by Jule LeBlanc; Scientists in the Classroom with Sitka Sound Science Center; 4th grade STEAM projects – engineering problem solving; Boys Run is half-way through the spring season; 5th grade playground presentations that included persuasive essay writing and building playground models. STA has generously donated playground toys and storage carts.

There were no reports or presentations at this meeting.

REPORTS AND PRESENTATIONS

BOARD MEMBER REPORTS

- **Mr. Gebler** – went to the Celebration of the Herring with Ms. Buxton where the traditional method of harvesting herring eggs was taught.
- **Ms. Teal-Olsen** – Reported that she attended land acknowledgement panel on April 5th, representing herself and her own views, not the Board. As a parent – her children coming home reporting the things they’ve learned in school on cultural traditions. Ms. Teal-Olsen was not able to go to Juneau to advocate for education, however, she encouraged the public to assist the board in advocating for funding.

- **Mr. Hames** – Mr. Hames thanked teachers and community members for participation in strategic planning finalization. He also reported that his children at Blatchley Middle School were glad to get a locker. Mr. Hames is glad to see activities increasing in the district.
- **Mr. Rioux** – Expressed how fast the month is progressing while focusing on the district budget. He then thanked those students in the audience for attending the School Board meeting. He also remarked that he has not heard of any students complaining and has been made aware that students have been so appreciative to be back in active mode.
- **Ms. Morrison** – Shared that she has had a great four years serving on the Board, and that it is exciting to feel on the other side of a difficult period. She also said a special thanks to her family for their support of the time and energy she’s been able to spend dedicated as a School Board member.

ADMINISTRATIVE REPORTS:

- **BUDGET REPORT**
- **ENROLLMENT UPDATE**
- **SUPERINTENDENT UPDATE**

Superintendent Hauser presented the monthly financial report.

Superintendent Hauser reported that enrollment is steady at 1125 and is seeing some good indicators that next year’s number will be stable, too.

Superintendent Hauser began by highlighting activities in each school. He then addressed the heating issues at Blatchley Middle School and Pacific High School.

Mike Bartolaba, Maintenance Director, updated the Board on the heating system at BMS, pointing out that the coils are deteriorating on the heat pumps and need to be replaced. He has requested bids for replacing the coils, which could reach over \$25,000.

Mr. Hauser then gave the Board an update on the Strategic Plan, presenting a couple of examples of the plan’s next steps.

Mr. Hauser closed by sharing the updated COVID page on the district’s website.

UNFINISHED BUSINESS:

- **RENAMING BARANOF ELEMENTARY SCHOOL**

Mr. Hames moved, and **Mr. Rioux** seconded to take from the table the motion to accept the Sitka Tribe of Alaska's recommendation to change the name of Baranof Elementary School to 'Charlie Joseph Sr. Awdigaan Hit.'

Public Comment:

Harriet Miyasato Beleal spoke in favor of the motion.

Nancy Douglas, former SSD Cultural Director, used her time to inform the Board of Sealaska traditional elders and culture bearers. She remarked that Charlie Joseph was a ‘cultural renaissance elder.’

Ethel Williams spoke as one of the original Gajaa Heen dancers. She remarked that groups all over Southeast Alaska are still giving Charlie Joseph credit for preserving their Native heritage.

Melonie Boord is also a graduate of the SNEP program. She summarized her opinion about not naming a building after a person.

Crystal Duncan thanked the Board for taking the time to educate themselves on the process taken in choosing the name.

Pauline Duncan, retired SSD teacher, also restated her thoughts about the possibility of choosing the name of a female native educator for the school.

Richard Williams shared that his son was educated through SNEP and stated that much of the Native culture was brought back due to the efforts of Charlie Joseph.

Tom Gamble assured the Board that he holds nothing against Charlie Joseph but was opposed to the process by which the name was chosen.

Larry Garrity pointed out that there are other school buildings that could be named after a female Native educator. By renaming the school after Charlie Joseph, it provides opportunities to teach the lessons of Charlie Joseph.

Al Duncan encouraged the Board to take time in making its decision because it is an important issue. The school will house many different people groups.

Board Comments:

Ms. Teal-Olsen asked to take a moment of silence to remember that they were speaking of elders who had passed.

Mr. Hames thanked those who offered public comment. He recalls growing up learning about Charlie Joseph and how the name brought respect with it. He then thanked STA for the guidance and deliberation that has already taken place. He expressed that the last thing the Board wants to cause is division.

Mr. Rioux shared how he has reviewed the process from even before the January 2021 meeting. He gave a summary of that meeting and a summary of the comments made by the public at that time. He also shared how he attended some of the STA meetings concerning the name change as liaison.

Mr. Gebler stated how he felt the March meeting was full of anxiety and emotion, and overwhelming. He spoke of the division within the community and how it is hard to find the native perspective because of the fierce division. To move forward, Mr. Gebler suggested starting again by taking both names off the table. He recommends asking STA to start again and give a new recommendation.

Ms. Teal-Olsen agreed with Mr. Gebler that to make sure there isn't a continued divide, go back to the Tribe for a new suggestion. She suggested amending the motion on the table to create a naming

committee with STA and ask for at least three names to choose from, then use a District led survey for guidance from the community on the final choice.

Ms. Morrison stated that she has felt this to be discouraging from Board’s perspective, expressing that everything was done with the best intentions, and yet division has been evident within the Native community. She shared that she would like to see a broader committee formed to select a new name for Baranof Elementary.

Mr. Hames expressed that the biggest and most important relationship as Board member is with the community. He stated his desire to honor the Tribe and what the Board asked them to do. With the intent to get as much consensus on the issue as possible, Mr. Hames was supportive of taking more time.

Ms. Teal-Olsen assured the indigenous community that every opinion is valid and respected.

Mr. Rioux expressed a desire for there to be more participation in the process going forward.

Ms. Morrison then read the motion on the table to accept the Sitka Tribe of Alaska's recommendation to change the name of Baranof Elementary School to 'Charlie Joseph Sr. Awdigaan Hit.'

A roll call vote proceeded.

Todd Gebler		No
Blossom Teal-Olson		No
Andrew Hames		No
Amy Morrison		No
Paul Rioux	Yes	

The motion **failed**.

Ms. Morrison stated that Renaming Baranof Elementary School will be placed on the May 4th, 2022, agenda for discussion of next steps in the process.

NEW BUSINESS

A. TITLE VIII – IMPACT AID PUBLIC HEARING (BP 6174.1)

Ms. Morrison – opened the floor for public comment.

Tom Gamble – expressed his support to the Board for prioritizing Native Education in the community. He encouraged the School Board to consider using Title VIII funds for professional development for SSD staff, students, and School Board. He thanked Ms. Morrison for her leadership on the Board, and then asked that the Board offer an explanation to the public about what Title VIII Impact Aid is and how it is to be used, and what would happen if it were not used correctly.

B. AMY MORRISON RESIGNATION

Mr. Rioux moved, **Mr. Hames** seconded to accept Amy Morrison's resignation from the School Board. The motion passed with no opposition.

Board Comment:

Ms. Morrison explained that although her resignation is not effective until May 18th, she will not be able to attend the May 4th meeting since she will be attending her daughter's college graduation.

Mr. Rioux commented on the honor it was to serve as a team with Mr. Morrison.

Ms. Teal-Olsen thanked Ms. Morrison's leadership, organization, and attention to detail.

Mr. Hames expressed how he will miss Ms. Morrison's leadership and his appreciation for everything he has learned from her.

C. SCHOOL BOARD REORGANIZATION

Mr. Rioux moved, and **Mr. Gebler** seconded to reorganize the School Board effective April 6, 2022.

President Morrison then passed the gavel to **Superintendent Hauser**, who stated that nomination ballots would be distributed and if one person received three or more votes that person would be eligible for nomination to the elected office.

For the office of President, the majority of the board members voted to nominate **Andrew Hames**. **Mr. Rioux** moved, and **Ms. Morrison** seconded to elect **Andrew Hames** as Board President. The motion passed unanimously. The gavel was then passed to **Mr. Hames**.

For the office of Vice-President, the majority of the board members voted to nominate **Paul Rioux**. **Ms. Morrison** moved, and **Mr. Gebler** seconded to elect **Paul Rioux** as Board Vice-President. The motion passed unanimously.

For the office of Clerk, the majority of the board members voted to nominate **Blossom Teal-Olsen**. **Mr. Rioux** moved, and **Ms. Morrison** seconded to elect **Blossom Teal-Olsen** as Board Clerk. The motion passed unanimously.

D. ADOPTION OF CANVAS LEARNING MANAGEMENT SYSTEM

Ms. Morrison moved, and **Mr. Gebler** seconded to approve the adoption of Canvas Learning Management System.

Cindy Duncan gave a presentation on Canvas Learning Management System. After a brief Board discussion, **President Hames** invited public comment.

Mike Vieira - shared concerns that there will be significant labor that will go into making the program usable for students, and suggested that Professional Development time be carved out in June or August to get Canvas ready.

The motion to adopt Canvas LMS passed with no opposition.

**E. APPROVE 2022-2023
AND 2023-2024
SCHOOL
CALENDARS**

Mr. Rioux moved, and **Ms. Teal-Olsen** seconded to approve the 2022-2023 and 2023-2024 school calendars, as presented.

Public Comment:

Mike Vieira – SEA President, has concerns that it is a significantly different calendar. It will be a big change for elementary school teachers. He shared that Sitka Education Association is willing to pilot the new calendar and revisit in a year.

Calendars were approved without opposition.

**F. FREE ADMISSION
FOR SCHOOL BOARD
MEMBERS TO
SCHOOL ACTIVITIES**

Ms. Morrison – stated that School Board members give so much of their time dedicated to the District and feels that members should receive free admission to school functions.

Plan of implementation – Frank will talk to administrative staff about how to implement.

UPCOMING EVENTS

**A. BUDGET WORK SESSION
– APRIL 11, 2022 6:00PM
AT CENTENNIAL HALL**

**B. POLICY COMMITTEE –
APRIL 19, 2022 6:00PM AT
DO BOARDROOM**

**C. FINAL BUDGET HEARING
AND ADOPTION APRIL 20,
2022 6:00PM AT
CENTENNIAL HALL**

**D. NEXT REGULAR SCHOOL
BOARD MEETING – MAY
4, 2022 6:00PM AT
CENTENNIAL HALL**

**E. PHS GRADUATION – MAY
14, 2022 2:00PM AT ODESS
THEATER**

**F. SHS GRADUATION MAY
16, 2022 7:00PM IN SHS
GYM**

**EXECUTIVE SESSION TO
DISCUSS UNION
NEGOTIATIONS**

Mr. Rioux moved, and **Ms. Morrison** seconded to go into Executive Session in accordance with and under the provision of AS 44.62.310 (c)(1); the immediate knowledge of which would clearly have an adverse effect upon the finances of the district. The matter discussed was union negotiations.

Public Comment:

Mike Vieira, SEA President - had emailed the Board his detailed thoughts about the negotiation process. He expressed concern that contracts would not be ratified before teachers are required to sign. Teachers need to make a living wage. Percentage raises are higher around the state. He informed the Board that there are staff retirements coming up and the district will not be able to attract staff to replace retirees.

The motion to move to Executive Session was passed without opposition at 9:50PM.

Mr. Rioux moved, and **Ms. Morrison** seconded to reconvene the School Board in regular session at 10:24PM. The motion passed without opposition.

ADJOURNMENT

The Board adjourned at 10:24PM.

Andrew Hames, President

Blossom Teal-Olsen, Clerk

SITKA SCHOOL BOARD SPECIAL MEETING

April 18, 2022
Sitka School District

Superintendent: Frank Hauser

CALL TO ORDER

The Sitka School Board Special Meeting was called to order by **President Andrew Hames** at 6:08 p.m. in the District Office Board Room.

ROLL CALL

Members present were, **President Andrew Hames, Vice-President Paul Rioux, Clerk Blossom Teal-Olsen, Amy Morrison, and Todd Gebler**. The meeting was quorate.

APPROVAL OF PROPOSED AGENDA

Mr. Rioux moved, and **Mr. Gebler** seconded to approve the agenda as presented. The motion passed without opposition.

NEW BUSINESS

- **EXECUTIVE SESSION TO DISCUSS UNION NEGOTIATIONS AND SUPERINTENDENT HAUSER'S EVALUATION**

Ms. Morrison moved, and **Mr. Rioux** seconded to go into Executive Session in accordance with and under the provisions of AS 44.62.310(c)(1) & (2), the immediate knowledge of which would clearly have an adverse effect upon the finances of the district, and subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion. The matters to be discussed were union negotiations and Superintendent Hauser's evaluation. Mr. Hauser was invited. The motion passed without objection at 6:11 p.m.

REGULAR SESSION

The Board exited Executive Session and re-entered Regular Session at 8:55 p.m. In Executive Session, the Board discussed union negotiations and approved Superintendent Hauser's evaluation, leaving his current contract intact.

ADJOURNMENT

Meeting adjourned at 8:55 p.m.

Andrew Hames, President

Blossom Teal-Olsen, Clerk

**SITKA SCHOOL BOARD SPECIAL MEETING
FINAL BUDGET HEARING AND APPROVAL**

April 20, 2020 - 6:00 p.m.

Harrigan Centennial Hall

*Sitka School District
Superintendent: Frank Hauser*

CALL TO ORDER

The Sitka School Board Special Meeting was called to order by **President Andrew Hames** at 6:03 p.m. in Centennial Hall, 330 Harbor Dr. Sitka, AK 99835

ROLL CALL

Members present were **Todd Gebler, Blossom Teal-Olsen, Amy Morrison, Andrew Hames, and Paul Rioux**. The meeting was quorate.

**APPROVAL OF PROPOSED
AGENDA**

Ms. Morrison moved, and **Ms. Teal-Olsen** seconded to approve the agenda as presented.

The motion PASSED without opposition.

PERSONS TO BE HEARD

Mike Vieira, SEA President, addressed the Board regarding negotiations and the declared impasse. He expressed that although an impasse hasn't happened for several years, negotiations could now become divisive; he wishes for it to not be. He encouraged the Board to look at the offer on the table, thinking it is fair. Over 70% of staff do not have dedicated contributions for retirement and no Social Security. He stated that the situation requires a new solution to bring SSD into a healthy place.

Following Mr. Vieira, SSD teachers **Howard Wayne, Stacy Golden, Beau Hedrick, and Bettie Richter** each encouraged the Board to make raising teacher salaries a priority.

NEW BUSINESS

• **APPROVAL OF FY22
BUDGET**

Ms. Morrison moved, and **Mr. Rioux** seconded to approve the FY23 Budget in the amount of \$22,057,629.

Public Comment

Susan Brandt-Ferguson spoke to the Board about using Reserve Funds to balance the budget, as opposed to cutting staff positions.

Mike Vieira informed the Board that he went to Juneau to advocate for the restoration of retirement plan for teachers, and while there, he heard that HB272 and HB273 would be passed.

Board Discussion

Superintendent Hauser – outlined the final budget.

Ms. Morrison had questions about the impact of eliminating the science/enrichment/GT teacher from Keet Gooshi Heen. In answer to her question, **Principal Casey Demmert** replied that any cuts made would impact the school significantly. Staff would be looking for creative ways to fill the Enrichment and GT void. The Board asked Superintendent Hauser clarifying questions about the proposed Final Budget.

Ms. Morrison made a motion to amend the FY23 Budget to include funding for an Assistant Superintendent. For lack of a second to the motion, the motion died.

Mr. Hames made a motion to amend the FY23 Budget, increasing it to \$22,167,629 to pay for the Science/Enrichment/GT position at Keet Gooshi Heen. For lack of a second to the motion, the motion died.

Board President Hames called for a vote for the motion on the table: to approve the FY23 Budget in the amount of \$22,057,629.

A roll call vote proceeded as follows:

Todd Gebler	Yes	
Blossom Teal-Olson	Yes	
Andrew Hames	Yes	
Amy Morrison		No
Paul Rioux	Yes	

By a majority vote, the motion to approve the FY23 Budget in the amount of \$22,057,629 passed.

ADJOURNMENT

The meeting adjourned at 8:15 p.m.

Andrew Hames, President

Blossom Teal-Olsen, Clerk

Sitka School District Personnel Report

as of 5/3/2022

Certified Employees Recommended for Employment		
Name	Current Position	Date Effective
Certified Employees Left Employment		
Name	Current Position	Date Effective
Kernin, Michael	Teacher (SHS)	05/24/2022
Loomis, Marlie	Teacher (BES)	05/24/2022
Classified Employees Recommended for Employment		
Name	Current Position	Date Effective
Classified Employees Left Employment		
Name	Current Position	Date Effective
Jarvill, Eric	Pool Supervisor	05/20/2022
Charlton, Seth	Boiler Operator (Maintenance)	04/22/2022
Classified Employees Changed Positions		
Name	Current Position	Date Effective



300 Kostrometinoff Street
Sitka, Alaska 99835
Phone: (907) 747-8622
Fax: (907) 966-1260
www.ssd.k12.ak.us

April 28, 2022

TO: Frank Hauser, Superintendent
Sitka School Board Members

FROM: Leslie Young, Business Manager

RE: Food Services Request for Proposals

The request for proposals for food services closed on April 15, 2022. We received only one proposal from Nana Management Services, LLC out of Anchorage. After review, the proposal was found to be responsive. Sitka School District has been contracting out the food service program since the late 80' and Nana Management Services has been the contractor since 2000.

The contract is for the period July 1, 2022 to June 30, 2023 with annual renewals for four additional years.

The bid was as follows:

	Bid #1
Meal Type/ Bidder	NANA Management
Breakfast	\$3.63
Lunch	\$6.71
Adult Lunch	\$6.71

Due to the increase to the food service contract, the amount charged for paid lunches will increase. Reimbursement rates are expected to be available by July, and the district will be recommending increasing paid meal prices during the June board meeting.

The District Administration recommends that the Board award Nana Management Services the one (1) year contract, with renewal options for four (4) years, to perform the District Food Services.

Sitka School District School Calendar 2022-2023

July 2022

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2022

(12T/7S)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	D	D	B	B	20
21	W	so	24	25	26	27
28	29	30	31			

September 2022

(21T/20S)

S	M	T	W	T	F	S
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	●	

October 2022

(21T/20S)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	er	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

(20T/18S)

S	M	T	W	T	F	S
		1	2	C	N	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	H	H	26
27	28	29	30			

December 2022

(12T/12S)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	V	V	V	V	V	24
25	V	V	V	V	V	31

January 2023

(20T/17S)

S	M	T	W	T	F	S
1	H	●	●	sr	6	7
8	9	10	11	12	●	14
15	H	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023

(20T/20S)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	er	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

(18T/15S)

S	M	T	W	T	F	S
			1	2	W	4
5	6	7	8	C	N	11
12	V	V	V	V	V	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

(20T/19S)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	●	22
23	24	25	26	27	28	29
30						

May 2023

(19T/18S)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	LD	●	26	27
28	29	30	31			

June 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

All Schools:
August 23 – January 13
January 10 - May 24

183 Days
6 Holidays

189 Contract Days

Inservice/Conference Dates:

- SO = School Opens
- C = Parent/Teacher Conference (No School)
- N = No School – All Schools
- H = Holiday (no school)
- V = Vacation (no school)
- = In-service (no school)
- W = Teacher Work Day (no school)
- er = Early Release
- LD = Last Day of School
- SB = School Board Meeting

○ = Quarter Ends

Q1 ends Oct. 27, 2022
Q2 ends Jan. 12, 2023
Q3 ends Mar. 24, 2023
Q4 ends May 24, 2023

Early Release Dates:

Oct. 18 – AK Day (er)
Feb. 16 – E. Peratrovich (er)

6 Holidays:

Sept. 5 – Labor Day
Nov. 24 & 25 – Thanksgiving
Dec. 25 – Christmas
Jan. 1 – New Year's Day
Jan. 16 – MLK Day

Sitka School District School Calendar 2023-2024

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 2023 (13T/8S)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	D	D	B	B	19
20	W	so	23	24	25	26
27	28	29	30	31		

September 2023 (20T/19S)

S	M	T	W	T	F	S
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	●	30

October 2023 (22T/21S)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	er	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023 (20T/18S)

S	M	T	W	T	F	S
			1	C	N	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	H	H	25
26	27	28	29	30		

December 2023 (11T/11S)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	V	V	V	V	V	23
24	V	V	V	V	V	30
31						

All Schools:
August 23 – January 12
January 16 - May 23

183	Days
6	Holidays
<hr/>	
189	Contract Days

Inservice/Conference Dates:

SO = School Opens
 C = Parent/Teacher Conference (no school)
 H = Holiday (no school)
 N = No School – All Schools
 V = Vacation (no school)
 ● = In-service (no school)
 W = Teacher Work Day (no school)
 w/ = ≥ 3 hr work time for teachers
 er = Early Release
 LD = Last Day of School
 SB = School Board Meeting

○ = Quarter Ends

Q1 ends Oct. 26, 2022
 Q2 ends Jan. 11, 2023
 Q3 ends Mar. 22, 2023
 Q4 ends May 22, 2023

Early Release Dates:

Oct. 18 – AK Day (er)
 Feb. 16 – E. Peratrovich (er)

6 Holidays:

Sept. 4 – Labor Day
 Nov. 23 & 24 – Thanksgiving
 Dec. 25 – Christmas
 Jan. 1 – New Year's Day
 Jan. 15 – MLK Day

January 2024 (21T/18S)

S	M	T	W	T	F	S
	H	●	●	sr	5	6
7	8	9	10	11	●	13
14	H	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024 (21T/21S)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	er	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024 (16T/13S)

S	M	T	W	T	F	S
					W	2
3	4	5	6	C	N	9
10	V	V	V	V	V	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024 (22T/21S)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	●	20
21	22	23	24	25	26	27
28	29	30				

May 2024 (17T/16S)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	LD	●	24	25
26	27	28	29	30	31	

June 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

LMS COMMITTEE



BES

Jessica P

KGH

Jacki H

Kristine H

BMS

Heidi L

Joe P

SHS & PHS

Matt G

Bridgett R

Kerri G

Emily D

SSD STRATEGIC PLAN

Mission: The Sitka School District will intentionally develop Haa Latseeni (Our Strength of Mind, Body and Spirit) to inspire and prepare students to be compassionate, empowered, and equipped critical thinkers within a global community.

Identify Strategies to Close Learning Gap

Develop an Internal and External District Communication Plan

Strengthen Culturally Responsive Programming

Expand Opportunities and Remove Participation Barriers for Students

Expand and Strengthen Partnerships

Produce a Professional Development/Mentorship/Induction Program

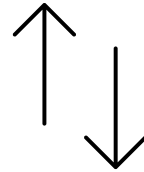
WHAT IS A LEARNING MANAGEMENT SYSTEM OR LMS?

SIS

Student Information System

PowerSchool SIS

Official Grading, Reporting, Attendance, etc.



LMS

Learning Management System

A LMS is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement

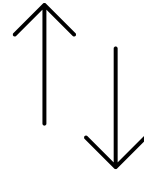
WHAT IS A LEARNING MANAGEMENT SYSTEM OR LMS?

SIS

Student Information System

PowerSchool SIS

Official Grading, Reporting, Attendance, etc.



LMS

Learning Management System

A LMS is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement

ONE-STOP SHOP

- Create a communication hub (Inbox, Announcements, Discussions)
- Connected Resources - Integrate your favorite edtech tools directly into the LMS through the use of External Apps, LTI, embedding or linking.
 - Teams, OneDrive, Journeys Think Central, McGraw-Hill ConnectEd Math, IXL, Moby Max, Raz Kids, Reading A to Z, Starfall, BrainPop, BrainPop Jr, Prodigy, Typing Club, Book Creator, Code.org.
- Students can access content from anywhere, anytime
- Create a gallery to share student work and display class photos
- Differentiate and personalize learning

LMS DECISION PROCESS



LMS Demos

Schoology and Canvas Demos

Feedback

Open Informational meeting with opportunity for feedback

Recommendation

Committee will meet to review and determine recommendation to the school board

Approval

School Board Review of Committee's recommendation



canvas

STATEWIDE CANVAS LICENSE

DEED procured a statewide license for the widely-used Canvas Learning Management System (LMS). This relationship allowed districts, schools, educators, and DEED to create educational materials and professional development that could be shared statewide.

Costs covered by the state:

Canvas License

Implementation Training & Assistance

Ongoing Training for Educators

End User Support - 24 hours a day/7 days a week

Canvas Studio

CANVAS

Canvas LMS is an open and reliable web-based software that allows institutions to manage digital learning, educators to create and present online learning materials and assess student learning, and students to engage in courses and receive feedback about skill development and learning achievement.

Usability

[Canvas Studio \(Additional Product paid by the state\)](#)

Parent/Guardian App

[Canvas Parent App](#)
[Canvas Student App](#)
[Canvas Teacher App](#)

Communication

[Teacher to Student](#)
[Parent to Teacher](#)

Collaboration

[AK Commons](#)
[Canvas Commons](#)

Integration

LTI - Microsoft Teams, Office 365
Immersive Reader (Translator)
OneNote

Reports & Standards-Based Grading

Possible add on - Mastery Connect

Migrating Material

Will Train & Does Offer Migration (additional cost)

Budget & Time Frame

Paid for by the State Contract
Training can start as early as April 15th [Adoption Workflow](#)

☆ Training

-Paid for by the State Contract. Unlimited Training Portal Access. Learning Services by AK Learning Consultant

☆ Support

24x7 Tier 1 Support -Paid for by the State Contract

☆ Privacy & Security

[Privacy|Instructure](#)

☆ Reliability

Connects to our PowerSchool SIS



MEMORANDUM OF AGREEMENT

Between

SEALASKA HERITAGE INSTITUTE and

SITKA SCHOOL DISTRICT

This MEMORANDUM OF AGREEMENT (MOA) is designed to further the communication, collaboration, and partnership between SEALASKA HERITAGE INSTITUTE and SITKA SCHOOL DISTRICT.

A. PURPOSE

Sealaska Heritage Institute (SHI) is submitting a project proposal to the U.S. Department of Education's (DOE) Alaska Native Education program for its FY 2022 funding opportunity. SHI is submitting the proposal request DOE's support for the ***Opening the Box: Culturally Responsive STEAM Education for Middle School*** project.

The three-year ***Opening the Box: Culturally Responsive STEAM Education for Middle School*** initiative builds on the integrative inquiry-based learning and the implementation of culturally responsive STEAM curriculum development of the current three-year project ***STEAM-Making: A Culturally Responsive Approach to STEM Education in Southeast Alaska's Middle Schools***. The continued and expanded project initiative will allow SHI and the Sitka School District to integrate more culturally relevant curricula and activities for Alaska Native youth to increase academic success in STEAM-related courses. The ***Opening the Box: Culturally Responsive STEAM Education for Middle School*** will be guided by three objectives: Student Success, Cultural Support for Professionals, and a Southeast Alaska Makerspace.

- 1. Student Success** Illuminate pathways to STEAM successes with culturally relevant enhanced methods, mentors, and makerspaces grounded in Tlingit, Haida, and Tsimshian knowledge.
- 2. Cultural Support for Professionals** Increase the capacity of educators to offer culturally relevant STEAM learning throughout the school year.

3. **SE AK Makerspace Rooted in Tlingit, Haida & Tsimshian Pedagogies Include 21st Century Technology** Develop, disseminate, and host programming benefitting schools and communities.

Execution of this MOA will allow **SHI** and the **Sitka School District (SSD)** to enact the partnership necessary to implement **Objectives 1, 2, & 3** of the project. It is anticipated that participating SSD Alaska Native students will directly benefit from this partnership and their involvement in the collaborative three-year *Opening the Box: Culturally Responsive STEAM Education for Middle School*.

B. PARTNERS

Sealaska Heritage Institute (SHI) was chartered by Sealaska Corporation Inc. (Sealaska) in 1980 as a nonprofit 501(c)(3). Sealaska recognizes SHI as its tribal organization established for the purposes of applying on its behalf for grants and contracts - and to administer programs and funding - to enhance the culture, education, heritage, and well-being of its tribal members. Further, Sealaska sanctioned SHI to apply for and operate projects funded by the DOE's Alaska Native Education program to serve its tribal members.

SHI is governed entirely by Alaska Natives and operates with a mission to "*Perpetuate and enhance the Tlingit, Haida, and Tsimshian cultures.*" SHI is located in Alaska's capital city of Juneau and it serves the region of Southeast Alaska. SHI has 42 years of experience partnering with Alaska Native parents and youth, Tribal Elders, educators, leaders, local communities, and school districts to develop and collaboratively manage educational programming that meets the: (1) State of Alaska Content and Performance Standards for Alaska Students and (2) Alaska Standards for Culturally Responsive Schools.

The **Sitka School District (SSD)** operates with a mission that is "*Discovering potential, nurturing growth, and inspiring lifelong curiosity.*" Its vision is "*Educating our children to realize their potential and contribute in a connected global society.*" SSD is a K-12 public school district serving about 1, 250 students. Sitka is one of the largest cities in Alaska with about 9,000 residents. Sitka is located on the western edge of Baranof Island and faces the Gulf of Alaska. SSD strives to make learning relevant and engaging, and 83% of its alumni agree that the students graduate from SSD prepared for life. The SSD is the second largest employer in Sitka, and 29% of its teachers and staff, and 74% of its elected officials are SSD graduates.

Recognizing our collective responsibilities to those that we serve, and that through the combined efforts, knowledge, and resources of our organizations we can better achieve our common goals and initiatives, **SHI** and the **SSD** will partner to achieve the three objectives identified in the *Opening the Box: Culturally Responsive STEAM Education for Middle School* project.

C. VISION

The SSD and SHI have a common vision for the *Opening the Box: Culturally Responsive STEAM Education for Middle School*. Alaska Native middle school students receiving instruction from educators who support each other - and who are supported by their schools, communities, and their region - are more likely to succeed academically in school; further, Alaska Native students who engage in place-based STEAM classes and project-based “maker” activities will increase their science and mathematics skills, enhance their understanding of indigenous arts, and expand their awareness of STEAM-related careers - better preparing these Alaska Native students to matriculate to high school.

D. SCOPE

SHI will work collaboratively with the Sitka School District staff to ensure the objectives of the *Opening the Box: Culturally Responsive STEAM Education for Middle School* project are met, expanding educational opportunities for Alaska Native Middle school students and for their teachers, by carrying out the following activities over the proposed three-year project:

SHI agrees to working on achieving the goals and outcomes of the project through the following activities:

- a. Provide funding for 1.0 FTE to the Sitka School District and administrative costs associated with grant implementation.
- b. Facilitate monthly community of practice meetings to support regional collaboration.
- c. Coordinate for community of practice members, including one to two teachers from SSD, to participate in two annual professional development workshops each year.
- d. Provide ongoing administrative support including ordering and funding supplies and guest speakers for the implementation of culturally relevant elective classes and continued use and resupply of the SHI Makercarts for cultural integration efforts.
- e. Host a middle school STEAM Summer Academy each year of the grant.
- f. Travel to Sitka School at least twice during the 2022-2023 school year and three times during the 2023-2024 and 2024-2025 school years to lead culturally relevant maker activities.

SSD agree to working on achieving the goals and outcomes of the project through the following activities:

- a. Offer at least 3 sections of Culturally Relevant STEAM electives using curriculum developed during the STEAM-Making grant.
- b. Support teacher collaboration and integration of cultural content and pedagogies in STEAM classes including communication during in-service times and relevant PLCs.
- c. Consult and obtain a written agreement with SHI Education Director prior to any transfer funded staff.

- d. Work with SHI to schedule and promote STEAM Summer Academy
- e. Work with SHI to schedule and promote SHI-led maker activities in Sitka
 - i. two in year 1, three in years 2 & 3
- f. Support the teaching staff with reporting requirements including:
 - i. Administration of student surveys as needed.
 - ii. Tracking of indirect and direct classroom support including photos and videos of classroom activities with any necessary media release forms.
 - iii. Sharing of sample lessons.
- g. Provide substitute teachers to support teacher participation in Community of Practice workshops

Collectively, SSD and SHI Agree To:

- a. Use opportunities to educate governments, educational institutions, and public and private foundations about the Alaska Native Education Equity Program (20 U.S.C. 7515 7511-7546).
- b. Support each other's programs and protect annual congressional appropriations.
- c. Support continued funding for SHI of Alaska Native STEAM programs.
- d. Support each other's efforts by consistent and clear communication.
- e. Designate a lead person for collaboration at each institution.
- f. Meet quarterly to review and assess progress toward the purpose of this MOA and to modify the MOA as necessary to advance Alaska Native language and Alaska Native youth academic performance.

E. PAYMENT

Sealaska Heritage Institute – Financial Support				
What	2022-2023 School Year	2023-2024 School Year	2024-2025 School Year	Payment Schedule
1.0 STEAM Mentor Teachers	Up to \$140,000	Up to \$140,000	Up to \$140,000	Per negotiated teacher contract-invoiced to SHI quarterly for the following quarters: <ul style="list-style-type: none"> • Oct-Dec 2022 • Jan-Mar • Apr-Jun • Jul-Sep 2025
Administrative support & substitute teachers	\$10,000	\$10,000	\$10,000	Invoiced to SHI in Oct

This MEMORANDUM OF AGREEMENT hereby efforts between SEALASKA HERITAGE INSTITUTE and SITKA SCHOOL DISTRICT for the ***Opening the Box: Culturally Responsive STEAM Education for Middle School*** project submitted in response to the U.S. Department of Education, Alaska Native Education Program funding opportunity.

ACCEPTANCE:

CLIENT:

CONTRACTOR:

By:

By:


Rosita Worl (Apr 11, 2022 12:16:00 PT)



Rosita Worl, Ph.D.
President
Sealaska Heritage Institute
105 S. Seward St., Suite 201
Juneau, Alaska 99801

Mr. Frank Hauser
Superintendent
Sitka School District
hauserf@sitkaschools.org

Date: Apr 11, 2022

Date: Apr 14, 2022



MEMORANDUM OF AGREEMENT

Between

SEALASKA HERITAGE INSTITUTE and

SITKA SCHOOL DISTRICT

This MEMORANDUM OF AGREEMENT (MOA) is designed to further the communication, collaboration, and partnership between SEALASKA HERITAGE INSTITUTE and SITKA SCHOOL DISTRICT.

A. **PURPOSE**

Sealaska Heritage Institute (SHI) is submitting a project proposal to the U.S. Department of Education's (DOE) Alaska Native Education program for its FY 2022 funding opportunity. SHI is submitting the proposal to request DOE's support for the *Thru the Cultural Lens* project.

The three-year *Thru the Cultural Lens* initiative builds on the development and implementation of cultural competency training, creating place-based culturally relevant resources, and building on the cohort of culturally knowledgeable educators to improve academic success and graduation rates for Alaska Native youth through the second generation of *Thru the Cultural Lens* project. The continued and expanded project initiative will allow SHI and the SITKA SCHOOL DISTRICT to increase the number of educators and school district staff with cultural competency training to improve academic success and graduation rates for Alaska Native youth. The *Thru the Cultural Lens* will be guided by three objectives: cultural orientation, building cultural capacity, and deepening connections.

1. Cultural Orientation

Expand Sealaska Heritage Institute's culturally responsive training to a wider range of professionals and providers in Southeast Alaska communities.

1.1: Introduce educators to concepts of place-based and culturally responsive practice, and examining their own cultural lens.

1.2: Bring culturally responsive training to a wider range of providers in SE Alaska communities.

2. Building Cultural Capacity

Support and guide educators in integrating culturally sustaining pedagogy, and evaluating curriculum and practice through a culturally responsive framework.

2.1: Support and guide educators in integrating culturally sustaining pedagogy, and evaluating curriculum and practice through a culturally responsive framework

2.2: Apply learning through practice: Culturally Responsive Understanding by Design (UbD) workshop

3. Deepening Connections

Build a strong peer network to foster ongoing reflection and leadership in culturally responsive practice.

3.1: Build a strong peer network to foster ongoing reflection and leadership in culturally responsive practice

3.2: Convene practitioners to learn and connect at culturally responsive education conference

Execution of this MOA will allow **SHI** and the **SITKA SCHOOL DISTRICT (SSD)** to enact the partnership necessary to implement **Objectives 1, 2, & 3** of the project.

B. PARTNERS

Sealaska Heritage Institute (SHI) was chartered by Sealaska Corporation Inc. (Sealaska) in 1980 as a nonprofit 501(c)(3). Sealaska recognizes SHI as its tribal organization established for the purposes of applying on its behalf for grants and contracts - and to administer programs and funding - to enhance the culture, education, heritage, and well-being of its tribal members. Further, Sealaska sanctioned SHI to apply for and operate projects funded by the DOE's Alaska Native Education program to serve its tribal members.

SHI is governed entirely by Alaska Natives and operates with a mission to “*Perpetuate and enhance the Tlingit, Haida, and Tsimshian cultures.*” SHI is located in Alaska's capital city of Juneau and it serves the region of Southeast Alaska. SHI has 42 years of experience partnering with Alaska Native parents and youth, Tribal Elders, educators, leaders, local communities, and school districts to develop and collaboratively manage educational programming that meets the: (1) State of Alaska Content and Performance Standards for Alaska Students and (2) Alaska Standards for Culturally Responsive Schools.

The Sitka School District (SSD) operates with a mission of: “*The Sitka School District will intentionally develop Haa Latseeni (Our Strength of Mind, Body, and Spirit) to inspire*



and prepare students to be compassionate, empowered, and equipped critical thinkers within a global community.” **Its vision is:** “Educating our children to realize their potential and contribute to a connected global society.” SSD is a K-12 public school district serving about 1,250 students. Sitka is one of the largest cities in Alaska with about 9,000 residents. Sitka is located on the western edge of Baranof Island and faces the Gulf of Alaska. SSD strives to make learning relevant and engaging, and 83% of its alumni agree that the students graduate from SSD prepared for life. The SSD is the second largest employer in Sitka, and 29% of its teachers and staff and 74% of its elected officials are SSD graduates.

Recognizing our collective responsibilities to those that we serve, and that through the combined efforts, knowledge, and resources of our organizations we can better achieve our common goals and initiatives, **SHI** and the **SSD** will partner to achieve the three objectives identified in the *Thru the Cultural Lens* project.

C. VISION

To empower educators and administrators of Alaska Native students to be culturally aware and relevant in their instructional materials and methods while striving to exceed required educational standards, improve graduation rates and provide a seamless transition and pursuit of a higher educational experience.

D. SCOPE

Sealaska Heritage Institute agrees to work with SSD, administrators, and instructors and students to design structured learning opportunities to further expand and develop Native students' experiences and knowledge, including native arts, language and history. Sealaska Heritage Institute agrees to the following:

1. Sealaska Heritage Institute will introduce educators and administrators to concepts of place-based and culturally responsive practice geared toward examining their cultural lens in a 50-hour virtual seminar.
2. Provide annual Culturally Proficient Coach Training.
3. Support and guide educators in integrating culturally sustaining pedagogy, and evaluating curriculum and practice through a culturally responsive framework.
4. Provide educators the opportunity to apply their learning through practice in a virtual “*Culturally Responsive Understanding by Design*” workshop.
5. Provide the school district \$7,000/year to pay teacher stipends and/or travel to the annual Culturally Responsive Education Conference.

Sitka School District agrees to the following:

1. Recruit 15 teachers, administrators, and other support staff and encourage them to participate in the 50 hour- virtual Thru the Cultural Lens Seminar Series once a year.
2. Recruit 6 teachers or administrators to participate in the “*Culturally Proficient Coaching*” in-person summer institute training.
3. Recruit 10 teachers and or administrators to participate in the 25-hour virtual workshop on culturally responsive approach to unit design (TCL 2.0: UbD).



4. Utilize funds provided by SHI to pay teacher stipend and or travel to the annual Culturally Responsive Education Conference.
5. Promote other leadership and professional development opportunities such as the SHI annual education conference, attend hybrid education, art, and cultural lectures, watch past recorded lectures on SHI's website and YouTube, and use culturally responsive lessons and resources in their classes and daily interactions with students.

Furthermore, through this partnership, SHI and SSD will:

- Bring Sealaska Heritage Institute's culturally responsive training to a wider range of professionals and providers in Southeast Alaska communities.
- Support and guide educators in integrating culturally sustaining pedagogy, and evaluating curriculum and practice through a culturally responsive framework.
- Apply learning through practice: Culturally Responsive Understanding by Design workshop.
- Build a strong peer network to foster ongoing reflection and leadership in culturally responsive practice.
- Convene practitioners to learn and connect at a culturally responsive education conference.


ACCEPTANCE:

CLIENT:

CONTRACTOR:

By:

By:


Rosita Worl (Apr 11, 2022 13:53 AKDT)



Rosita Worl, Ph.D.
President
Sealaska Heritage Institute
105 S. Seward St., Suite 201
Juneau, Alaska 99801

Mr. Frank Hauser
Superintendent
Sitka School District
hauserf@sitkaschools.org

Date:

Date:

Apr 11, 2022

Apr 14, 2022





Note: Pursuant to A.S. 14.12.020, Regional Educational Attendance Areas are maintained by the state. Borough and city school districts are funded through local contributions authorized by the borough assembly or city council and state apportionments based on the amount of local contributions as defined in A.S. 14.17.410. A.S. 14.17.900 requires districts to operate under a balanced budget and provides that the state is not responsible for the debts of school districts.

The School Board shall establish and maintain a balanced budget. The School Board shall adopt an annual budget which is compatible with the district's mission, vision, and strategic plan, and the Board's goals and objectives.~~The School Board shall adopt an annual budget which is compatible with district goals and objectives.~~

(cf. 0200 - Goals for the School District)
(cf. 3460 - Financial Reports and Accountability)

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~~The School Board shall take public input prior to the adoption of the budget or a revised budget. A public hearing shall be held prior to the adoption of the budget or a revised budget.

Note: The following optional paragraph provides for early public input and may be revised as desired.

~~In order to receive p~~Public input early in the budget preparation process is encouraged.; ~~Aa~~ budget advisory committee, composed of members of the community and staff, which shall review the proposed budget at regular intervals during its preparation and shall report its findings and recommendations to the School Board, is recommended.

(cf. 1220 - Citizen Advisory Committees)

Legal Reference:

ALASKA STATUTES

14.07.030 Powers of state department
14.07.170 Additional powers and duties of state board
14.12.020 Support, management and control
14.14.060 Relationship between borough school district and borough
14.14.065 Relationship between city school district and city
14.17.300 - 14.17.990 Financing of public schools

ALASKA ADMINISTRATIVE CODE

4 AAC 09.006 - 4 AAC 09.050 State Aid
4 AAC 09.110 - 4 AAC 09.990 School Operating Fund

Public Hearing and Availability of Proposed Budget

The proposed budget, showing expenditures, cash balances and all revenues, shall be made available for public inspection before the public hearing date.

The Board shall hold a public hearing on the proposed budget for the purpose of permitting any district resident to appear and speak to the budget or any item on the budget.

Adoption of the Budget

The adoption of the budget shall not take place until the public hearing is concluded. The district budget shall conform to state regulations regarding form and content.

Note: The following paragraph applies to borough and city school districts and may be expanded as appropriate. If the borough assembly /city council doesn't respond within 30 days the amount submitted is automatically approved.

By May 1, or at an earlier date if required by local ordinance, the Board shall adopt and submit an annual budget to the borough assembly/city council for approval of the local contribution of revenue to the school district. If budget revisions are necessary based on the amount of local contribution to the schools approved by the borough assembly/city council, enrollment changes, or other budget change, the Board shall conduct a public hearing prior to adopting a revised budget. (A.S. 14.14.060/14.14.065)

Note: The following paragraph reflects the requirements of 4 AAC 09.110 and 4 AAC 09.120 regarding state approval of the district budget.

By July 15, the adopted budget shall be submitted to the state department of education for approval. The state commissioner may reject the district budget if it is not in the form required by the state, is not balanced, does not meet local effort requirements of law, or does not otherwise meet the requirements of AS 14.17.910. If rejected by the state, the district is not eligible for state aid under AS 14.09 or AS 14.17 until the district has submitted a revised budget that has been approved by the department. If the budget contains a prior year fund balance as revenue, the budget shall be revised and resubmitted if the annual audit shows the fund balance to be less than projected. (4 AAC 09.110/09.120/09.130)

Revised 3/2017/10/2021

Business and Noninstructional Operations

INCOMEREVENUE

BP 3200

Effective district planning depends upon accurate projection and calculation of anticipated district incomerevenue. The Superintendent or designee shall ensure that all income-revenue sources are identified and received as early as possible each year.

Note: A.S. 14.07.070 provides that state funds may not be paid to a district or teacher who fails to comply with state school laws and regulations.

Legal Reference:

ALASKA STATUTES

14.07.070 Withholding state funds

14.17.080 Student count estimates

14.17.082 Fund balance in school operating fund

Revised 10/2021

AASB POLICY REFERENCE MANUAL
9/92

MATERIALS FEES

BP 3260

The School Board will make every effort to provide the ~~instructional equipment, books and materials~~resources needed to maintain the desired instructional program so that teachers, students, and parents/guardians do not feel compelled to provide such items and school fund raising activities are minimized. The sale of any school supplies or materials must be authorized by the Superintendent or designee ~~or the School Board.~~

(cf. 1321 - Soliciting Funds from and by Students)

Revised 10/2021

MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

BP 3400

Note: 4 AAC 06.120 lists state adopted basic guides for public school accounting systems and the annual audit and requires that districts implement procedures consistent with these guides.

Accounting Systems

The Superintendent or designee shall provide ongoing internal accounting controls and a means for the accounting of income-revenue and expenditures as outlined in the adopted budget.

(cf. 3440 - Inventories)

Audits

Note: A.S. 14.14.050 requires an audit by October 1 of each year. The School Board is not required to provide for an audit if an audit is conducted pursuant to A.S. 29.35.110.

The School Board shall provide for an annual audit of all district accounts by an independent public accountant who has no personal interest in district fiscal affairs. The audit shall be conducted in accordance with the requirements of federal and state regulations.

Note: Pursuant to A.S. 14.17.505, if the state department's review of the district's audit finds that the district's unreserved portion of its school operating fund year-end balance exceeds 10% of its expenditures for that year, the amount greater than 10% is deducted from state foundation aid for the current year.

Legal Reference:

ALASKA STATUTES

14.08.111 Duties (Regional school boards)

14.14.050 Annual Audit

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.17.505 Fund balance in school operating fund

ALASKA ADMINISTRATIVE CODE

4 AAC 06.120 Accounting and audit manuals, charts of accounts, code descriptions

4 AAC 06.121 Annual financial reporting requirements

4 AAC 09.130 School district audit

4 AAC 09.160 Fund balance

Revised ~~1/09~~10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

INVENTORIES

BP 3440

Note: The State Department of Education and Early Development recommends inventories include items valued at \$300 or more. Identical items may be grouped together in assessing value for purposes of inventory. If desired, the School Board may specify a lower amount below.

The Superintendent or designee shall provide for the proper control and conservation of district property. He/she shall maintain an inventory for all items currently valued in excess of \$500 or a lesser amount if required by state or federal grant requirements or regulations.

Note: Pursuant to A.S. 14.11.017 equipment purchased for school construction projects funded with state funds must be accounted for under a fixed asset inventory system approved by the State Department of Education and Early Development.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

(cf. 3440.1 Fixed Assets Capitalization)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3400 - Management of District Assets/Accounts)

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.017 School construction grant conditions

14.14.050 Annual audit

ALASKA ADMINISTRATIVE CODE

4 AAC 06.120 Accounting and audit manuals, charts of accounts, code descriptions

4 AAC 51.300 Vocational facilities and equipment

CARL D. PERKINS VOCATIONAL EDUCATION ACT, Public Law 98-524, 99-159

34 CODE OF FEDERAL REGULATIONS, 74.132-74.140

Office of Management and Budget, Circular A-102, Attachment N, Property Management Standards

Revised 10/2021

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Business and Noninstructional Operations

SCHOOL SAFETY AND SECURITY

AR 3515(a)

Note: The following sample regulation may be revised or deleted.

The ~~school principal~~Superintendent or designee shall establish procedures to:

1. minimize fire hazards
2. reduce the probability of faulty equipment
3. guard against the chance of electrical shock
4. maintain physical records and funds in a safe place
5. protect against vandalism and burglary
6. assign responsibility for use of school building keys
7. maintain locked buildings during non-business hours
8. provide routine patrolling of the schools and school grounds
9. secure outdoor areas and reduce the number of entrances which give access to the schools, by means such as fencing or landscaping

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

Keys

Key refers to any object or process that allows access to a locked room or building. Keys may include a physical key, an electronic badge, electronic passcode, electronic key card, or other technology not yet developed.

All keys used in ~~a school~~district buildings shall be the responsibility of the principal or building administrator. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal shall set up a record keeping system so as to know at all times the location of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights, air conditioning, heat, appliances etc., when leaving the room or building.

SCHOOL SAFETY AND SECURITY (continued)

AR 3515(b)

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Business and Noninstructional Operations

The duplication of ~~school~~ keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal or building administrator immediately and shall pay for a duplicate key. Duplicate keys may be obtained only through the district ~~business~~ office.

Keys shall be used only by authorized employees and shall never be loaned to students.

School Ground Security

Note: The following paragraph is optional.

The principal may appoint a security advisory committee composed of parents/guardians, students and staff. This committee shall examine the school's degree of security and existing site procedures for emergencies in order to recommend measures by which security may be enhanced and site procedures expanded or improved.

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

RISK MANAGEMENT

BP 3530

Note: A.S. 14.03.150 requires districts to maintain adequate property insurance for replacement cost of district facilities and equipment. 4 AAC 31.200 requires that Regional Education Attendance Areas include the state as an additional insured on property loss insurance. The following sample policy may be revised as needed.

The School Board desires to maintain a program of risk management to protect district property and resources against harm or loss by identifying risks and administering a program designed to minimize and/or prevent losses. The risk management schedule shall include, but not be limited to:
~~The School Board desires to protect district resources by maintaining a program of risk management including, but not be limited to:~~

1. Property Loss Insurance (buildings and equipment)
2. Workers Compensation Insurance
3. Liability Insurance

(cf. 4154 - Personnel Insurance/Health & Welfare Benefits)

(cf. 5143 - Students/Insurance/Athletic Insurance)

Note: A.S. 14.08.091 requires that the officer of the regional school board responsible for custody of district funds file a bond for \$50,000 with the State Commissioner. A.S. 14.14.020 requires that districts or municipalities obtain a bond not to exceed \$50,000 before the officer responsible for district moneys begins his/her duties, unless the officer has already been bonded pursuant to A.S. 29.20.610, and that the bond be filed with the clerk of the school board.

The district officer responsible for the custody of district moneys and property shall be bonded as required by law. The School Board may require the bonding of employees holding positions which have extensive access to property and money.

The Alaska Statutes and Administrative Codes listed herein outline the minimum requirements.

Legal Reference:

ALASKA STATUTES

14.03.150 Property Insurance required

14.08.091 Administration-Organization; oath and bond. (Regional Education Attendance Areas)

14.11.011 Grant applications

14.12.115 Indemnification

14.14.020 Bond required

21.76.010-21.76-900 Joint insurance arrangements

ALASKA ADMINISTRATIVE CODE

4 AAC 31.200 Loss protection required

4 AAC 31.205 Self-insurance programs

4 AAC 31.210 Deductible amounts

4 AAC 31.215 Proceeds

4 AAC 31.220 Proof of insurance

4 AAC 31.225 Failure to procure insurance

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

Revised: 09/2021

AASB POLICY REFERENCE MANUAL
9/92



February 24, 2022

We are excited that student(s) from your community/district have been nominated for a Spirit of Youth Award! Spirit of Youth recognition is unique in showing appreciation for acts that typically are not formally recognized, such as community service, media, science and environmental efforts, cultural activities, and overcoming challenges.

Enclosed, you will find Spirit of Youth Award recognition certificate(s), for a youth or a group of youths in your community/district who have been nominated to receive Spirit of Youth awards. Teens who are nominated receive public recognition in their community to celebrate their contributions, thanks to you and other school boards around the state. Out of all the teens recognized, several will be selected for statewide recognition. These annual award winners are notified in April.

Please have the school superintendent, school board president, mayor, or other adult "Community Member" sign the enclosed certificate(s).

Please do not hesitate to contact me if you have any questions at 907-272-2875 or kzeman@spiritofyouth.org.

Sincerely,

A handwritten signature in cursive script that reads "Karen Zeman".

Karen Zeman
Executive Director
Spirit of Youth

Sitka School District
May 4, 2022 Board Report

Monthly Revenue Report

Account No	Account Description	Current Budget	YTD Encum	YTD Revenues	Remaining Balance	Percent Outstanding
2-100-000-000-000-011	CITY/BORO APPROPRIATION	7,557,150.00	0.00	6,165,405.00	1,391,745.00	18.42%
2-100-000-000-000-040	MISC. LOCAL REVENUE	73,000.00	0.00	32,131.86	40,868.14	55.98%
2-100-000-000-000-047	E-RATE REVENUE	251,581.00	0.00	52,152.30	199,428.70	79.27%
2-100-000-000-000-050	QUALITY SCHOOLS	43,213.00	0.00	43,213.00	0.00	0.00%
2-100-000-000-000-051	FOUNDATION	11,816,363.00	0.00	10,280,236.00	1,536,127.00	13.00%
2-100-000-000-000-110	IMPACT AID	25,000.00	0.00	58,376.00	-33,376.00	-133.50%
2-100-000-000-000-190	FEDERAL THROUGH OTHER IN	194,000.00	0.00	0.00	194,000.00	100.00%
2-100-000-000-000-250	FUND TRANSFER	1,320,484.00	0.00	0.00	1,320,484.00	100.00%
2-100-000-000-056-056	TRS ON-BEHALF	1,662,120.00	0.00	0.00	1,662,120.00	100.00%
2-100-000-000-057-057	PERS ON-BEHALF	193,722.00	0.00	0.00	193,722.00	100.00%
2-100-000-000-491-040	CC Fee REACH	0.00	0.00	26.51	-26.51	#DIV/0
Report Total		23,136,633.00	0.00	16,631,540.67	6,505,092.33	

Monthly Expense Report

Accounts Summarized By Function	Current Budget	YTD Encumbrance	YTD Expenditures	Remaining Balance	Percent Available
100 - REGULAR INSTRUCTION	9,044,890.26	17,854.93	5,865,034.17	3,162,001.16	34.96%
120 - BILINGUAL/BICULTURAL	53,964.97	0.00	31,361.67	22,603.30	41.89%
130 - ENRICHMENT	138,165.00	0.00	83,148.95	55,016.05	39.82%
140 - CORRESPONDENCE STUDY	391,007.29	114,851.78	201,747.63	74,407.88	19.03%
160 - VOCATIONAL EDUCATION	367,060.01	19,928.42	222,676.74	124,454.85	33.91%
200 - SPECIAL ED INSTRUCTION	4,451,014.54	-25,952.06	3,096,727.46	1,380,239.14	31.01%
220 - SPECIAL ED SUPPORT	837,112.00	89,838.79	580,258.29	167,014.92	19.95%
300 - PUPIL SUPPORT	9,000.00	0.00	0.00	9,000.00	100.00%
320 - GUIDANCE	585,010.10	0.00	344,037.39	240,972.71	41.19%
330 - HEALTH SERVICES	82,471.00	0.00	50,656.14	31,814.86	38.58%
350 - SUPPORT SERVICES	174,000.00	40,587.66	214,375.24	-80,962.90	-46.53%
351 - IMPROVEMENT INSTRUCTION	500.00	0.00	0.00	500.00	100.00%
352 - LIBRARY SERVICE	257,735.21	0.00	156,850.50	100,884.71	39.14%
400 - SCHOOL ADMINISTRATION	1,159,937.82	1,816.51	750,862.29	407,259.02	35.11%
450 - SCHOOL ADMIN. SERVICES	681,103.29	0.00	523,141.33	157,961.96	23.19%
510 - DISTRICT ADMINISTRATION	189,721.98	12,126.24	168,618.20	8,977.54	4.73%
511 - SCHOOL BOARD	52,901.40	3,194.20	37,108.61	12,598.59	23.82%
512 - SUPERINTENDENT'S OFFICE	338,138.41	643.24	249,328.51	88,166.66	26.07%
518 - SAFETY AND SECURITY	1,000.00	0.00	0.00	1,000.00	100.00%
550 - DISTRICT ADMIN. SUPPORT	517,575.25	0.00	503,592.53	13,982.72	2.70%
556 - TECHNOLOGY SERVICE	822,078.20	75,957.66	905,217.24	-159,096.70	-19.35%
600 - MAINTENANCE/OPERATIONS	2,453,613.40	309,617.95	1,791,577.05	352,418.40	14.36%
700 - STUDENT ACTIVITIES	278,632.87	0.00	169,848.81	108,784.06	39.04%
900 - FUND TRANSFERS	250,000.00	0.00	0.00	250,000.00	100.00%
Report Total	23,136,633.00	660,465.32	15,946,168.75	6,529,998.93	

Revenue - Expenses Totals: 685,371.92

*The State has required all Districts to recognize and report on their financial statements their portion of the TRS/PERS relief as passed by 2008 Legislature appropriation.

Demographic / Enrollment (Headcount) Breakdown

As of 5/3/2022

	BES	KGH	BMS	SHS	PHS	RCH	Total
PK	21					0	21
KG	75					11	86
1	64					5	69
2		67				8	75
3		73				4	77
4		74				5	79
5		93				3	96
6			73			1	74
7			100			0	100
8			95			2	97
9				86	11	3	100
10				82	14	2	98
11				73	4	1	78
12				67	7	2	76
Bldg Total	160	307	268	308	36	47	1126



300 Kostrometinoff Street
Sitka, Alaska 99835
Phone: (907) 747-8622
Fax: (907) 966-1260
www.ssd.k12.ak.us

April 28, 2022

TO: Frank Hauser, Superintendent
Sitka School Board Members

FROM: Leslie Young, Business Manager

RE: Pacific High Garden Greenhouse Foundation and Site Work Project

The request for proposals for Pacific High Garden Greenhouse Foundation and Site Work Project closed on April 25, 2022.

The District asked bidders to submit a lump-sum total cost for providing labor, equipment, and materials to complete the Pacific High School Garden Greenhouse foundation and site work by June 30, 2022. Tasks to be performed are site preparations, drainage, fence modifications and installation of concrete footing, and stem wall foundation to support the high tunnel greenhouse structure. The district received two proposals. One was found responsive.

Company	Proposal Amount
K & E Alaska, Inc	\$66,400.00

Funding for this proposal will come from the food service account and major maintenance funding which is reimbursed by the City and Borough of Sitka.

Due to the quick turnaroud of this bid, the appeal threshold will end on May 5, 2022. Approval of this project is contingent on no appeals being filed being filed by May 5, 2022

The District Administration recommends that the Board award K & E Alaska, Inc the contract in the amount of \$66,400.00 to provide the Pacific High Garden Greenhouse Foundation and Site Work as of May 6th if no appeals are filed.

CONCEPTS AND ROLES

The School Board recognizes that ~~money and money management~~ fiscal resources and fiscal management comprise the foundational support of the entire school program. To make that support as effective as possible, the School Board intends to:

1. encourage advance planning through the best possible budget procedures.
2. explore practical sources of ~~dollar income~~ revenue.
3. guide the expenditure of funds so as to derive the greatest possible educational returns.
4. expect sound fiscal management from the administration.
5. advocate a level of per student funding sufficient to provide quality education.

The School Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

Role of The School Board

The School Board:

1. solicits public input on educational needs and utilizes that information in making budget decisions.
2. approves and adopts the annual budget and approves budget transfers.
3. is accountable for all district funds.
4. adopts written policies governing the purchase of supplies and equipment.
5. monitors all expenditures by receiving statements and approving payments.
6. ~~—r~~ Receives and reviews the annual audit of district accounts and business procedures.
7. ~~adopts p~~ Provides for an insurance program which complies with law and reflects prudent financial management.
8. provides for long-range plans to acquire or dispose of sites and to add, maintain, and staff new facilities.

9. advocates and secures community support for additional financing when necessary.

Role of Superintendent or Designee

The Superintendent or designee (e.g., Business Manager):

1. prepares the detailed annual budget and presents it to the School Board for adoption.
2. administers the budget and keeps expenditures within approved limits.
3. enforces requisition and purchase order policies and regulations.
4. establishes control/inventory systems to account for district funds, supplies and equipment in accordance with law and School Board policy.
5. makes all financial reports required by law or School Board policy and prepares reports for public release.
6. analyzes the district's financial condition and presents the School Board with proposals for meeting financial needs, including budget revisions.
7. provides for the annual audit of district accounts and business procedures.
8. helps the School Board to establish an adequate insurance program.
9. maintains the district's noninstructional and business operations.

Working Relationships of the School Board and Superintendent or Designee

The Superintendent or designee shall recommend financial plans to the School Board in accordance with the district's mission, vision, strategic goals and objectives, — The Superintendent shall recommend financial plans and options whenever district programs may be endangered by a lack of funds or when the continuation of district programs may result in an over expenditure of district funds.

The School Board desires complete information from the Superintendent or designee on all matters relating to the district's financial operations. The School Board shall closely scrutinize monitor all district financial operations so that it may fully discharge its legal responsibilities with regard to school finance. The School Board will workcollaborate with the Superintendent to determine the timing and format of certain financial reports, so information is useful in decision making.

(cf. 3460 - Financial Reports and Accountability)

Legal Reference:

ALASKA STATUTES

14.08.101 Powers (Regional School Boards)

14.08.111 Duties (Regional School Boards)

14.12.020 Support, Management and Control

14.14.060 Relationship between borough school district and borough

14.14.065 Relationship between city school district and city

14.14.090 Additional duties

Revised 10/2021

**SALE AND DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES
(Personal Property)**

BP 3270

Note: Borough and city districts should check city and borough ordinances for requirements, if any, regarding sale of equipment.

The School Board recognizes that the district may own personal property which is unusable, obsolete, or no longer needed by the district and that the disposal of such property may be in the best interests of the district.

The Superintendent or designee shall identify to the School Board all inventoried personal property not needed by the district, together with the estimated value and recommended disposition. With School Board approval, the Superintendent or designee shall arrange for the sale or disposal of district personal property in accordance with state and federal law.

Disposal of items with an estimated value of less than \$5,000 will be left to the discretion of the Superintendent or designee.

(cf. 3440- Inventories)

Revised 10/2021

GIFTS, GRANTS AND BEQUESTS

Note: This optional policy may be revised as needed to reflect district philosophy and needs.

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. -All donations greater than \$1,000 shall be brought before the School Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

1. not begin a program which the School Board would be unwilling-unable to continue when the donated funds are exhausted.
2. not entail undesirable or hidden costs, such as additional staff workload.
3. place no restrictions on the school program.
4. not be inappropriate or harmful to the best education of students.
5. not imply endorsement of any business or product.
6. not conflict with any provision of the School Board policy or public law.
7. have a purpose consistent with those of the district.

The School Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The School Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.

(cf. 3430 - Investing)
(cf. 3440 - Inventories)

Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

EXPENDITURES/EXPENDING AUTHORITY

BP 3300

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.

The Superintendent or designee may purchase supplies, materials and equipment in accordance with law. Prior School Board approval is required for purchases over \$ 25,000 . ~~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 is not responsible for the debts of school districts.

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 School Board shall not recognize obligations incurred contrary to School 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 10/2021

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED
Business and Noninstructional Operations

RELATIONS WITH VENDORS

BP 3315(a)

Note: The following optional policy should be revised as needed to reflect district philosophy and needs and is intended to avoid situations wherein a conflict of interest exists or appears to exist. A.S. 11.56.100-11.56.130 defines the felony offense of receiving a bribe and the misdemeanor offense of receiving unlawful gratuities. Receiving a bribe includes soliciting or receiving a benefit with the intention or understanding that a public servant's decisions or actions will be influenced. Receiving unlawful gratuities includes soliciting a benefit of any value or accepting any benefit having a value of \$50 or more for performing an official act not entitled to any special or additional compensation.

No district employee or School Board member shall accept personal gifts, commissions or expense-paid trips from individuals or companies selling equipment, materials or services required in the operation of district programs. Gifts include any gift purchased specifically for an employee which is not generally offered to other buyers.

This policy does not prohibit employees from accepting promotional or advertising items such as calendars, desk pads, notebooks and other office gadgets which are offered by business concerns free to all as part of their public relations programs.

District employees who work for or serve as consultants for potential vendors shall not participate in evaluating any equipment, materials or services of that vendor or its competitors.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 9270 - Conflict of Interest)

This policy does not prohibit the School Board from accepting materials and/or services which are of use and benefit to the district.

No employee, officer, or agent of the District may participate in the selection, award, or administration of a contract supported by federal funds 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 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 consideration for a contract. The employees, officers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Universal Service Program/E-Rate Vendors

Note: The following language should be adopted by those districts receiving E-rate discounts. Effective 2011, the FCC amended its E-rate program rules and adopted gift restrictions for schools and districts participating in E-rate. The receipt of gifts by applicants from service providers and potential providers is a competitive bidding violation. The gift prohibitions are always applicable, not just during the bidding process. Relevant school district personnel may not solicit or receive any gift or other thing of value from a service provider participating in or seeking to participate in the E-rate program. There are limited exceptions, including when the value of the item is worth \$20 or less, so long as items do not exceed \$50 per year per employee from any one service provider.

The District takes advantage of federal technology funding through the universal service program known as E-rate. E-rate participants may not, at any time, solicit or accept gifts or other things of value from an existing or potential E-rate service provider. Nominal gifts and refreshments may be allowed as authorized by the Superintendent or designee.

E-rate gift prohibitions apply to the School Board and to employees, consultants or contractors involved in the District's E-rate Program who: prepare, approve, sign, or submit E-rate applications, technology plans or other E-rate forms; prepare bids, communicate, or work with E-rate service providers, E-rate consultants, or the Universal Service Administrative Company; and those responsible for monitoring compliance with the E-rate program.

Charitable donations by service providers in support of the schools are permitted. These contributions may not be directly or indirectly related to E-rate procurement activities or decisions.

The Superintendent or designee shall develop guidelines to implement this policy in compliance with E-rate program rules.

(cf. 3290 - Gifts, Grants and Bequests)

Legal Reference:

CODE OF FEDERAL REGULATIONS

47 C.F.R. Part 54, subpart f, Universal Service Support for Schools and Libraries

ALASKA STATUTES

11.56.100-56.130 Bribery and related offenses

Revised ~~2/11/2021~~ 2/10/2021

Model Policy

BP 3440.1 FIXED ASSETS CAPITALIZATION

Note: The following policy is based on the GFOA recommended practice, "Establishing Appropriate Capitalization Thresholds for Fixed Assets" (1997) and GASB Statement No. 34.

The School Board recognizes the need to establish appropriate capitalization thresholds for its fixed assets to properly account for both the financial and economic resources of the district. The Superintendent or designee shall periodically review the capitalization threshold with the district's auditors to ensure compliance with federal and state mandates and recommendations. The capitalization threshold should be set at a level that will capture approximately 80% of all fixed assets.

The School Board sets the capitalization amount at \$5,000 for purposes of capitalization of fixed assets. An asset is to have a purchase cost of \$5,000 or more and a useful life of at least two years following the date of acquisition to be treated as a capitalized asset.

Assets that fall below the capitalization threshold may still be significant for insurance, warranty service and obsolescence/replacement tracking purposes. Assets more than \$500 but less than \$5,000 will be kept on a fixed asset inventory but will not be considered capitalized assets.

(cf. 3400 - Management of District/Assets/Accounts)

(cf. 3440 - Inventories)

Legal Reference:

ALASKA STATUTES

[14.11.011](#) *Grant Applications*

[14.11.017](#) *School Construction Grant Conditions*

[14.14.050](#) *Annual Audit*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.120](#) *Accounting and audit manuals, charts of accounts, code descriptions*

[4 AAC 51.300](#) *Vocational facilities and equipment*

Added 2/06

9/92

AASB Policy Reference Manual

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

MONEY IN SCHOOL BUILDINGS

BP 3450

Money collected by ~~district employees and student~~ individuals and organizations on behalf of the District shall be handled according to prudent business procedures. Monies collected up to \$~~2,500~~ shall be recorded and deposited weekly. Over \$~~2,500~~ will be deposited daily. The individual recording the receipt of funds should not be the same individual who maintains custody of funds in the safe or other secured place. Whenever possible, two individuals should count funds and sign together. All money collected shall be receipted and accounted for and directed without delay to the proper location of deposit. Any money left overnight in schools shall be kept in locked locations provided for safekeeping of valuables.

Revised 10/2021

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Business and Noninstructional Operations

PETTY CASH FUNDS

AR

~~3451~~3450

Note: The following optional regulation and petty cash amount may be revised as desired to reflect district practice.

The purpose of a petty cash fund is to have cash available in the office of the principal or other administrative officer for express charges, postage due and other unforeseen small expenses which cannot conveniently be charged and handled in the usual manner.

1. The amount of petty cash funds at any school site shall not exceed \$250.
2. The principal or administrative official in whose name the fund is created will be responsible for all expenditures made from it.
3. Each disbursement will be supported by a cash register tape, a sales slip or other evidence of the expenditure. Such evidence will be summarized monthly, or earlier if the fund needs replenishment.
4. The documents and the summary will be forwarded to the business office where a check will be issued to replenish the fund.
5. The amount on deposit plus receipts of disbursement must always equal the original amount of the fund.
6. Funds will be regularly audited by the business office.
7. Funds are subject to audit by the district's auditor.
8. Money left overnight in schools shall be kept in a safe or secured place.

(cf. 3400 - Management of District Assets)

Revised 10/2021

FUND BALANCE CLASSIFICATION

BP 3470(a)

Note: This policy is consistent with the requirements of the Government Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The policy allows a school board to have greater control over the district's fund balances by addressing the order of spending.

Neither this policy nor GASB Statement No. 54 preclude the calculation required to be made in the Auditor's Report on Fund Balance Compliance as required by 4 AAC 06.121(5)(A).

The Board desires to establish a fund balance classification policy tailored to the needs of the School District in a manner consistent with governmental accounting standards. As provided for in Governmental Accounting Standards Board (GASB) Statement No. 54, the Board identifies the order of spending unrestricted resources applying the highest level of classification of fund balance, while honoring constraints on the specific purposes for which amounts in those fund balances can be spent.

It is the responsibility of the Superintendent or designee to make recommendations to the Board regarding fund balance designations. Formal Board action is required to establish, modify, and/or rescind a committed fund balance amount.

Fund Balance Classifications

Fund balances will be classified as follows:

- A. Nonspendable fund balance – The nonspendable fund balance classification includes amounts that cannot be spent because they are either: (a) not in spendable form; or, (b) legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories, prepaid expenses, supplies, and long-term receivables, and the principal of a permanent fund.
- B. Restricted fund balance – The restricted fund balance classification is utilized when constraints (restrictions) placed on the use of resources are either: (a) externally imposed by creditors, grantors, contributors, or governmental laws or regulations; or, (b) imposed by law through constitutional provisions or enabling legislation. This includes “categorical balances.”
- C. Committed Fund Balance – The committed fund balance classification reflects amounts that can only be used for specific purposes determined by formal action of the Board. Commitments may be removed or changed by formal Board action. This classification also includes contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. Any remaining excess fund balance in a special revenue or capital projects fund at fiscal year end shall be a committed fund balance and designated for the intended purpose of that special revenue or capital project fund. Such fund balances shall be carried over to the ensuing fiscal year as Committed Fund Balance.

FUND BALANCE CLASSIFICATION (continued)

BP 3470(b)

- D. Assigned Fund Balance – The assigned fund balance classification reflects amounts intended to be used by the district for specific purposes. Intent can be expressed by the Board or by the Superintendent, having been designated such authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. ~~Thus, the assigned fund balance classification is the residual classification for the special revenue, debt service, capital projects and/or permanent funds (unless that amount is negative, which requires classification as unassigned fund balance).~~
- E. Unassigned Fund Balance – The unassigned fund balance classification is the residual classification for the general fund and includes all amounts not contained in the other classifications. Positive unassigned amounts will be reported only in the general fund. If another governmental fund, other than the general fund, has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification of that fund.

Spending Prioritization

The order of spending regarding the restricted and unrestricted fund balances, when an expenditure is incurred for which both restricted and unrestricted fund balance is available, should first reduce restricted fund balance and then unrestricted fund balance. The order of spending regarding unrestricted fund balance is that committed amounts should be reduced first, followed by the assigned amounts, and then the unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

The Board authorizes the Superintendent to assign amounts to a specific purpose in compliance with GASB 54. An unassigned fund balance should also be reported in the order of spending unrestricted resources, but is not restricted or committed.

Legal Reference:

DEED Uniform Chart of Accounts

Added ~~3/2012~~10/2021

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED
Business and Noninstructional Operations

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

MAINTENANCE

BP 3510

Note: In order to qualify for a capital improvement project grant or debt reimbursement under AS 14.11.011, a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.

The School Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, and energy management for district buildings. The Superintendent or designee shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. 3511 - Energy Conservation)

(cf. 3514 - Environmental Safety)

(cf. 3515 - School Safety and Security)

(cf. 5142 - Safety)

The Superintendent or designee shall regularly inspect district facilities and operations and make recommendations for maintenance and capital expenditures which may help the district reach its energy consumption goals.

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.100 State aid for costs of school construction debt

Added 1/03 Revised 10/2021

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Business and Noninstructional Operations

AASB POLICY REFERENCE MANUAL
9/92

Hazardous Substances

The School Board recognizes that the daily operations of our schools entail the use of potentially hazardous substances. The Superintendent or designee shall insure that hazardous substances are inventoried, used, stored and regularly disposed of in a safe and legal manner.

Teachers shall instruct students as to the importance of proper handling, storage, disposal and protection with regard to all potentially hazardous substances within the classroom and other instructional areas.

The Superintendent or designee shall develop, execute, and monitor a hazard communication plan as required by applicable law.

Insofar as possible, the Superintendent or designee shall minimize the quantities of hazardous substances stored on school property. The Board encourages staff to substitute less dangerous materials for hazardous ones whenever feasible.

The Superintendent or designee shall ensure that the schools are regularly inspected to identify potential sources of risk and shall inform the Board of any environmental risks in the schools.

Pesticides

The Superintendent or designee shall, when practical, ensure the use of nonchemical methods to control pests, including proper sanitation practices, structural repair, and window screens.

When application of pesticides is necessary, the Superintendent or designee shall ensure timely notice to parents and the public.

Legal Reference:

*ALASKA ADMINISTRATIVE CODE
18 AAC 90.625 School use and notification*

Revised ~~1/03/10~~2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

SCHOOL SAFETY AND SECURITY

BP 3515

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent or designee and staff shall strictly enforce district policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

(cf. 3514 - Environmental Safety)

(cf. 3515.2 - Intruders on Campus)

(cf. 3440 – Inventory)

(cf. 3450 – Money in School Buildings)

(cf. 3451 – Petty Cash)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5131 - Student Conduct)

(cf. 5131.4 - Campus Disturbances)

(cf. 5131.5 - Vandalism)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5136 - Gangs)

(cf. 5141.4 - Child Abuse and Neglect)

(cf. 5142 - Student Safety)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 6114 - Emergencies and Disaster Preparedness Plan)

~~The Superintendent or designee shall establish procedures to secure physical records, district assets, and to protect against vandalism and burglary during non-business hours. The Superintendent or designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent or designee also shall investigate ways that school grounds can be made more secure.~~

The School Board encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

Revised 10/2021

WORKSHEETS for the district policy committee:
DISCARD WHEN FINISHED

Business and Noninstructional Operations

AASB POLICY REFERENCE MANUAL
9/92

[WORKSHEETS for the district policy committee:](#)

[DISCARD WHEN FINISHED](#)

Business & Non-Instructional Operations

USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BP 3515.6(a)

The ~~LKSD-Sitka~~ School Board authorizes the use of video surveillance equipment on school district property, school vehicles, and school contracted vehicles to ensure health, welfare, and safety of all staff, students, and visitors to district property and/or passenger in district contracted or authorized vehicles and to deter inappropriate behavior. Cameras will also be utilized to safeguard district facilities and equipment, as well as equipment owned by staff or students.

In dealing with surveillance of students and employees, the Board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduceds but not eliminated while under the supervision of the school. Thus, video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

District Administrators are responsible for determining whether video recordings are educational records as defined by the Family Educational Rights and Privacy Act (FERPA)), [20 U.S.C. § 1232g](#) and [34 CFR Part 99](#).

School safety video recordings which are not education records may be disclosed as provided in the Alaska Public Records Act, [AS § 40.25.110 – 40.25.125](#).

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the School Site Administrator or the officials of the school district. Public notification signs must be prominently displayed, indicating the use of video surveillance. The district shall also notify staff and students through student/parent and staff handbooks that security cameras are in place within district property.

Camera Placement

The security camera system will be installed in public areas only. These areas include school buses, grounds, athletic areas, exterior entrances or exits to school buildings and large gathering spaces such as classroom corridors, cafeteria, lobby, and main entrances. Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from surveillance camera use. Security camera usage is prohibited in any space where this a reasonable expectation for privacy.

Security

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, school officials are the Superintendent ~~or his~~ [his](#)/her expressly authorized designees. Only these school officials shall handle the camera or copies of the video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and/or relevant to legislation. Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct.

USE OF SCHOOL SAFETY VIDEO SURVEILLANCE MONITORING SYSTEMS BP 3515.6(B)

Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school site administrators, school official, or school staff members with direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operation of the system (for technical purposes only). Parents may submit a written request to view video recordings that pertain only to their children in relation to a disciplinary issue, but the viewing may be approved only if it does not violate the privacy of other students (see next paragraph).

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video ~~recordings~~ recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party or where protected from disclosure by law. All viewing requests must be submitted in writing.

Retention of Video Recordings

A copy of a video recording shall be made when an incident results in a long-term suspension, a student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have been expired.

Video recordings shall be maintained for no more than 30 days and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school site administrator. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

Review

Each school site administrator is responsible for the proper implementation and control of the video surveillance system. The Superintendent of Schools or designee shall develop regulations governing the use of video recordings in accordance with applicable law and board policy.

(*cf.* 1340 – Access to District Records)
(*cf.* 3515 – School Safety and Security)
(*cf.* 3580 – District Records)
(*cf.* 5125 – Student Records)

Legal References:

UNITED STATES CODE 20 U.S.C. 1232g
UNITED STATES CODE OF FEDERAL REGULATIONS 34 CFR Part 99
ALASKA STATUTES
40.21.070 – Records Management for Local Records 40.25.110-250 Public Records Act
ALASKA ADMINISTRATIVE CODE
2 AAC 96.100-370 Public Information

Added 7/2021 Revised 10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business & Non-Instructional Operations