

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, June 15, 2022 | 6:00 PM | District Office Board Room, 300 Kostrometinoff Street, 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. June 1, 2022 Minutes
 - 5.b. Approval of BP 3440 - Inventories - Second Reading
 - 5.c. ADOPTION of BP 3440.1 Fixed Asset Capitalization - Second Reading
 - 5.d. Approval of BP 3540 - Transportation - Second Reading
 - 5.e. Approval of BP 3541.1 - School Related Trips - Second Reading
 - 5.f. Approval of BP 3541.5 - Alternative Transportation Arrangements - Second Reading
 - 5.g. Approval of BP 3550 - Food Service - Second Reading
 - 5.h. Approval of BP 3554 - Other Food Sales - Second Reading
6. **Persons to be Heard**
7. **New Business**
 - 7.a. Interview Candidates for Vacant Board Seats
 - 7.b. Appointment of School Board Vacant Seats
 - 7.c. Oaths of Office
 - 7.d. School Board Reorganization
 - 7.d.1. Election of Officers
8. **Future Agenda Items/Upcoming Events**
 - 8.a. Back to School Staff Inservice - August 16, 2022, 8:30a.m. in PAC
 - 8.b. Next Regular School Board Meeting - August 17, 2022, 6:00 p.m. at Harrigan Centennial Hall
 - 8.c. First Day of School - August 23, 2022
9. **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.

Note: Meetings will adjourn by 10:30 p.m. Alaska Standard Time (or Alaska Daylight Standard Time) unless by a majority vote of the board the meeting is extended 30 minutes to 11:00 p.m. Further 30-minute extensions will require each a separate motion that will require a unanimous vote of those members present and constituting a quorum.

Note: The School Board reserves the right to go into executive session as and to the extent permitted by AS 44.62.310 and Board Bylaw 9321. An executive session may be called to consider the following subjects: (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and (4) matters involving consideration of government records that by law are not subject to public disclosure. The motion to go into executive session must clearly specify the subject of the proposed session without defeating the purpose of addressing the subject in executive session.

SITKA SCHOOL BOARD MEETING

**June 1, 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 Andrew Hames** at 6:02 p.m. at Harrigan Centennial Hall

ROLL CALL

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

**APPROVAL OF PROPOSED
AGENDA AND CONSENT
AGENDA**

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

- **APPROVAL OF May 4, 2022
MINUTES**
- **PERSONNEL REPORT**
- **SSD/AASB FALL BOARD
RETREAT MOA**
- **KGH FIRE SUPPRESSION
AWARD**
- **APPROVAL OF TENURE
AND NON-TENURE
TEACHER CONTRACTS**
- **APPROVAL OF
ADMINISTRATOR
CONTRACTS**
- **APPROVAL OF BP 3300**
- **APPROVAL OF BP 3270**
- **APPROVAL OF BP 3290**
- **APPROVAL OF BP 3300**
- **APPROVAL OF BP 3315**
- **APPROVAL OF BP 3450**
- **ADOPTION OF BP 3470**
- **APPROVAL OF BP 3510**
- **APPROVAL OF BP 3514.1**
- **APPROVAL OF BP 3515**
- **ADOPTION OF BP 3515.6**
- **APPROVAL OF BP 3542**

- APPROVAL OF BP 3580

SPECIAL REPORTS

- GOVERNMENT TO GOVERNMENT
 - **Lakrisha Brady-Johnson**, Sitka Tribe of Alaska and Sitka Native Education Program – reported to the Board recent activities in the STA/SNEP program.
 - **Rebecca Himschoot**, Sitka Assembly
Ms. Himschoot stated that she was particularly interested in the Board’s discussion of the proposed marijuana tax to fund SSD extra-curricular activities.

RECOGNITIONS

Retiring teachers and administrator Laura Rogers, Mike Kernin, and Phil Burdick were recognized.

PERSONS TO BE HEARD

Mike Vieira, SEA President offered congratulations to the SSD retirees

SCHOOL HIGHLIGHTS

There were no School Highlights at this meeting.

REPORTS AND PRESENTATIONS

There were no Reports and Presentations at this meeting.

BOARD MEMBER REPORTS

Each Board member offered congratulations to the SSD retirees.

- **Mr. Gebler** – remarked on how enjoyable and meaningful each graduation ceremony was.
- **Ms. Teal-Olsen** – thanked Laura Rogers for her years of dedication to the students of the district.
- **Mr. Hames** – shared that he felt honored to be a part of the Board as each graduate passed across the stage during the graduation ceremonies. He added that he visited the REACH homeschool office to sign diplomas and was very impressed with the program. He encouraged other Board members to check out the program.

ADMINISTRATIVE REPORTS:

- BUDGET REPORT

Superintendent Hauser informed the Board that the Legislature passed the budget in session, meaning a one-time distribution to the district of approximately \$577,000 will be made. However, neither of the bills raising the Base Student Allocation passed. He also shared that the READS act passed, which will mean more funding for reading supports. \$100 million will be distributed for Capital

Improvement Projects around the state, but Sitka will not make the cut this time around.

- **ENROLLMENT UPDATE**

Superintendent Hauser reported that enrollment for the fall looks promising, with full Kindergarten and 1st grade classes.

- **SUPERINTENDENT UPDATE**

Superintendent Hauser highlighted many of the end-of-year activities and events in each school.

NEW BUSINESS

A. ANDREW HAMES RESIGNATION

Ms. Teal-Olsen moved, and **Mr. Rioux** seconded the motion to accept **Andrew Hames** resignation, effective June 2, 2022.

Public Comment:

Mike Vieira thanked Mr. Hames for serving on the board, commenting that Hames was just coming into his stride as a Board member and was sorry to see him resigning, but happy about his future opportunities

The motion passed unopposed.

B. APPROVAL OF SELECTION OF NEW BOARD MEMBER

President Hames acknowledged that there was a draft motion for the agenda item, but in lieu of an additional vacant Board seat, he led the Board into a discussion regarding filling the two vacancies. Only one letter of interest for the first vacancy had been received before the deadline for submission. A special meeting for filling the vacancies would need to happen on or before June 17th to be within the 30-day deadline to fill the vacancy created by Amy Morrison's resignation, which was effective May 18th, 2022.

Following **Ms. Teal-Olsen** moved, and **Mr. Roux** seconded the motion, "In light of the addition of a second vacant Board seat," to postpone the selection of a new Board member to fill Amy Morrison's vacant seat until June 15th, when the vacancy left by Andrew Hames would also be filled. The date set for submitting a letter of interest was set at June 9th.

Public Comment:

Valerie Nelson shared that she disagreed with the Board's decision to postpone filling the vacancy, citing her experience as an Assembly member and dealing with the SSD budget, as well as being familiar with many issues before the Board.

Sarah Ferrency thanked the Board for considering a wider pool of candidates for the vacancy, pointing to Board policy that states that,

when filling a vacancy, the Board desires to draw from the widest number of candidates.

Board Discussion:

Mr. Gebler agreed that one person is not a pool.

Mr. Rioux suggested reviewing Board policy to be more effective in garnering interest in filling vacancies.

Mr. Hames assured **Ms. Nelson** that she will still be considered when the Board fills the vacant seats.

Ms. Teal-Olsen thanked **Ms. Nelson** for complying with the deadline for submitting a letter of interest.

Following Board discussion, a vote was taken on the motion on the table to postpone filling the vacant Board seats until June 15, 2022.

The motion passed unopposed.

**C. APPROVAL OF SEA
NEGOTIATED
AGREEMENT**

Mr. Gebler moved, and **Ms. Teal-Olsen** seconded to approve the SEA Negotiated Agreement, as presented.

After a roll-call vote of all members, the motion passed unanimously.

**D. APPROVAL OF SESPA
NEGOTIATED
AGREEMENT**

Ms. Teal-Olsen moved, and **Mr. Rioux** seconded to approve the SESPA Negotiated Agreement, as presented.

After a roll-call vote of all members, the motion passed unanimously.

**E. APPROVAL OF
SCHOOL LUNCH FEE
INCREASE**

Mr. Hames moved, and **Mr. Rioux** seconded to approve the School Lunch Fee Increase.

Discussion:

Leslie Young, Business Manager, explained to the Board that an increase in school lunch fees is necessary to offset what has seen to be much higher bids from vendors, mainly due to the present economy.

Prior to a vote, **Ms. Teal-Olsen** recused herself from voting on the grounds that her family is a shareholder in the company that contracts food services with SSD.

After a roll-call vote of all members, with Ms. Teal-Olsen abstaining, the motion passed unanimously.

RECESS

At 7:17 p.m., **Mr. Rioux** moved for a 5-minute recess. **Ms. Teal-Olsen** seconded the motion. The motion passed unopposed. **President Hames** called to reconvene at 7:22 p.m.

F. DISCUSSION OF PROPOSED MARIJUANA TAX FUNDING

Board discussion centered around the concern that the language in the proposed ordinance would have a negative effect on District finances, designating the tax revenue toward the funded cap but earmarking it for student extra-curricular activities, thereby reducing the amount funded for instructional purposes.

Public Comment:

Assembly member, Rebecca Himschoot, addressed the Board's concerns by informing them that the cosponsors to the ordinance have drafted new language that will go before the Assembly in first reading on June 14th.

G. SET AUGUST 2022 SCHOOL BOARD MEETING DATE

Mr. Rioux moved, and **Ms. Teal-Olsen** seconded to set the August School Board meeting date for August 17, 2022.

The motion passed unopposed.

H. APPROVAL OF 2022-2023 SCHOOL BOARD MEETINGS CALENDAR

Mr. Rioux moved, and **Mr. Gebler** seconded to approve the 2022-2023 School Board Meetings Calendar, following discussion and amendment, as amended.

The motion passed unopposed.

I. APPROVAL OF BP 3440, 1ST READING

Mr. Gebler moved, and **Mr. Rioux** seconded to approve BP 3440, as presented, in 1st Reading.

The motion passed unopposed.

J. ADOPTION OF BP 3440.1, 1ST READING

Mr. Rioux moved, and **Ms. Teal-Olsen** seconded to approve BP 3440.1, as presented, in 1st Reading.

The motion passed unopposed.

K. APPROVAL OF BP 3540, 1ST READING

Mr. Gebler moved, and **Ms. Teal-Olsen** seconded to approve BP 3540, as presented, in 1st Reading.

The motion passed unopposed.

L. APPROVAL OF BP 3541.1 1ST READING

Ms. Teal-Olsen moved, and **Mr. Gebler** seconded to approve BP 3541.1, as presented, in 1st Reading.

The motion passed unopposed.

**M. APPROVAL OF BP
3541.5, 1ST READING**

Mr. Rioux moved, and **Mr. Gebler** seconded to approve BP 3541.5, as presented, in 1st Reading.

The motion passed unopposed.

**N. APPROVAL OF BP
3550, 1ST READING**

Mr. Gebler moved, and **Mr. Rioux** seconded to approve BP 3550, as presented, in 1st Reading.

The motion passed unopposed.

**O. APPROVAL OF BP
3554, 1ST READING**

Mr. Gebler moved, and **Ms. Teal-Olsen** seconded to approve BP 3554, as presented, in 1st Reading.

The motion passed unopposed.

UPCOMING EVENTS

- Sitka School Board Special Meeting – June 15, 2022, 6:00 p.m. in the District Office Board Room
- Back to School Staff Inservice – August 16, 2022, 8:30 a.m. in PAC
- First day of school for students – August 23, 2022

ADJOURNMENT

Ms. Teal-Olsen moved, and **Mr. Rioux** seconded to adjourn. The meeting adjourned at 8:35 p.m.

Paul Rioux, Vice-President

Blossom Teal-Olsen, Clerk

[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~~ **\$5,000** 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](#)

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

TRANSPORTATION

BP 3540(a)

The School Board desires to provide transportation for eligible students in accordance with state and federal law.

The goals of the transportation service are:

1. to provide maximum safety for students between home and school and on school-sponsored trips.
2. to promote desirable student behavior and respect for traffic safety.
3. to provide assistance and transportation for ~~handicapped~~ students with disabilities.
4. to provide transportation for field trips.

(cf. 3312 - Contracts)

(cf. 3541.5 - Alternative Transportation Arrangements)

Note: Secondary students who do not have daily access to school by being transported a reasonable distance must be offered a boarding program pursuant to 4 AAC 09.050.

When necessary, the School Board shall make available a boarding program for secondary students whose transportation needs make daily access to school impractical and who are not participating in an alternative educational program.

Note: Effective July 1, 2014, AS 14.09.010 was amended to require that school districts adopt a policy addressing transportation services to students attending a charter school operated by the district. Department of Education and Early Development regulations require a charter school transportation policy if: 1) the district provides pupil transportation services under AS 14.09.010; and 2) the district operates a charter school or an application for the establishment of a charter school in the district is pending. A district must submit its charter school transportation policy to the Department for approval by: 1) April 15, 2015 if a charter school is in operation in the district on July 1, 2014; or 2) no later than 30 days after approval of a new charter school if the district does not already have an approved charter school transportation policy in effect. See 4 AAC 27.057 for further guidance on the transportation policy approval process. The policy is to be developed with input solicited from individuals involved in the charter school, including staff, students, and parents. If a district fails to adopt a policy, the district is required to allocate the amount of state transportation funding received for each charter school student to the charter school. AS 14.09.010(f).

TRANSPORTATION (continued)

BP 3540 (b)

Charter School Transportation

The School Board recognizes that charter school students may benefit from transportation services. On a space available basis, charter school students may access school bus transportation on those regular school bus routes that run within the attendance area where the charter school is located. Transportation access is subject to the following:

There must be adequate space available (seating) on the bus to accommodate the attendance area school students and additional charter school students. There must be adequate space on the bus schedule so that transportation to charter schools does not interfere with transportation to attendance area schools.

- a. ~~Charter school students may only access those school bus routes that are appropriate to their school level, i.e., elementary school, middle school or high school.~~
- b. ~~Charter school students who reside within a mile and a half of the charter school are not eligible for transportation unless they must cross a designated hazardous road area. Special education routes are not subject to the mile and a half restriction.~~
- c. ~~Charter school students must comply with all rules for safe and appropriate conduct while waiting for, boarding, riding, and exiting the bus, and while riding the bus. Charter school students are subject to the same sanctions as other students for bus violations.~~
- d. ~~Annually, the charter school must provide information to charter school families who are accessing school bus transportation about the district's school bus rules.~~
- e. ~~School bus transportation is not available to charter school students enrolled in charter schools identified as correspondence programs.~~

Annually, the Superintendent or designee shall communicate to the charter school the space availability on applicable transportation route(s) and determine the transportation needs of charter school students. If the number of charter school students desiring transportation exceeds available space, the charter school is responsible for developing a written process for addressing ridership on a fair and equitable basis. A copy of the written process shall be provided to the district.

Note: The above language reflects the minimum transportation obligation for charter school students as required by AS 14.09.010(e)(2). A district is not obligated to provide greater service, to establish dedicated routes for exclusive use of the charter schools, or to permit charter schools to opt out of the policy and receive transportation funding. The following is optional language for those districts desiring a process to consider, and act upon, requests by charter schools for additional transportation services.

TRANSPORTATION (continued)

BP 3540 (c)

~~OPTIONAL: The district is not required to establish dedicated transportation routes for the exclusive use of charter school students, but may choose to do so.~~

~~A charter school desiring additional or dedicated student transportation may submit a written proposal to the Superintendent or designee. The proposal shall identify, at a minimum, student transportation needs, charter school funding available to support additional transportation, and the transportation routes and services being requested. The Superintendent will make a recommendation to the School Board to approve or deny the request. The Superintendent and the Board will consider the funding, equipment and personnel necessary to accommodate the requested transportation; the impact on operations of the district; the needs of the charter school and its students; equity with other charter schools and district alternative and optional programs; and the best interests of the district. The School Board will approve or deny the transportation request at a regularly scheduled meeting.~~

(cf. 6182 - Secondary Boarding Program)

(cf. 6181 - Charter School)

(cf. 5112.6 – Education For Homeless Children and Children in Foster Care)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.09.030 School buses

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

4 AAC 27.006-990 Transportation

4 AAC 27.057 Charter school transportation policy

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Non-instructional Operations

AASB POLICY REFERENCE MANUAL

9/92

Trips by School Vehicles

Note: Federal safety regulations enacted in 2000 govern the number of students that may be transported in vans. These regulations are applicable to the purchase or lease of new vans by Alaska school districts. After 1 September 2000, new vehicles designed by the manufacturer to carry 11 or more persons (rated capacity if equipped with full seating) that are used for transporting students to or from school or school-related activities are required to meet all Federal Motor Vehicle Safety Standards for school buses. As a result, passenger vans are limited to transporting a total of ten passengers, including the driver, unless the passenger van or suburban meets the Federal Motor Vehicle Safety Standards applicable to school buses. The large majority of passenger vans do not meet and comply with Federal school bus safety standards. Although used vans are not covered under the federal regulations, for risk management purposes, districts may want to require the new van standards for the purchase of used vans.

~~Note: The following optional language may revised or deleted as appropriate.~~

Besides taking students to and from school, the Board may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the district transportation, including vans, for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip. To the extent that funding has been approved by the Board, such costs may be charged to the district.

Transportation by Private Automobile

Note: In spite of any waiver of liability, in certain cases a court may find schools liable for injuries to students occurring in private vehicles during school-sponsored activities. Therefore, AASB recommends that districts consult their attorneys before deciding whether or not to allow the use of private automobiles for school-related trips.

OPTION 1: Private automobiles shall not be used to transport students on any school-related trips.

Note: The following option and exhibit are provided for districts that allow transportation by private vehicles.

OPTION 2: The Superintendent or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult registered with the district for such purposes. Drivers shall be issued safety instructions and emergency information. All student passengers shall provide permission slips signed by their parents/guardians.

Drivers shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

Note: AASB strongly recommends that districts require at least \$100,000 minimum liability. If desired, however, the district may change the above specification to read "liability insurance in amounts required by law."

SCHOOL-RELATED TRIPS

BP 3541.1(b)

Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents which may occur. District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of ~~\$300,000~~\$1,000,000 or more per occurrence.

A seat belt must be provided for each passenger. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment.

Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle. Reimbursement for the use of private transportation may be made from district funds.

Transportation by other private means (boat, ATV, off-road vehicles, snow machines)

Note: The following optional language addresses remote districts and schools where there may be a need to transport students via alternate means such as boats, ATV's or snow machines.

The Superintendent or designee may authorize the transportation of students by other private means for approved field trips and activities when an adult registered with the district for such purposes operates the vehicle. Operators shall be issued safety instructions and emergency information. Operators must abide by the specific vehicle safety ratings such as passenger capacity, maximum speed and required safety equipment (helmets, life jackets, etc.)

All student passengers shall provide permission slips signed by their parents/guardians. Operators shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence.

(cf. 6153 - School-sponsored Trips)

Revised ~~3/2019~~10/2021

ALTERNATIVE TRANSPORTATION ARRANGEMENTS

BP 3541.5

Note: The following option is intended to address the unique transportation needs of some students.

The Superintendent or designee may create reimbursement agreements with parents/guardians in lieu of district transportation when it is more economical to do so.

~~Whenever it is more economical to do so, the School Board may seek agreement with the parents/guardians to reimburse parents/guardians in lieu of transportation.~~

Note: State regulation previously provided that if student travel time exceeds two hours per day, parent/guardian permission is required or the parent/guardian may select other reasonable and available educational or transportation alternatives. That regulation has been repealed. Districts may retain a two hour standard, select a different standard, or remove a maximum ride standard altogether. 4 AAC 27.032 provides the following limitations on in-lieu-of agreements: 1) unless the child is a special education student, the student's residence must be more than a mile and a half from both the nearest regular bus route and the student's attendance center; 2) the per-mile rate may not exceed the maximum reimbursement rate paid to district employees; and 3) reimbursement must be based on the actual miles traveled, not the number of students transported.

~~The Superintendent or designee will obtain the parent/guardian's acknowledgement to confirm alternative transportation/education arrangements when a student's designated travel time exceeds _____ hours per day. If a student's travel time exceeds _____ hours per day, the Superintendent or designee will obtain the parent/guardian's permission or ensure that the parent/guardian has made alternative transportation or educational arrangements.~~

(cf. 6181 - Correspondence Study Program)

(cf. 6182 - Secondary Boarding Program)

Legal Reference:

ALASKA STATUTES

14.09.010 Transportation of pupils

14.30.347 Transportation of exception children

ALASKA ADMINISTRATIVE CODE

4 AAC 09.050 Secondary Boarding Programs

4 AAC 27.990 Definitions

4 AAC 27.032 In-lieu-of agreements

Revised ~~3/2015~~10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

FOOD SERVICE

BP 3550(a)

Note: The following optional policy may be revised to reflect district philosophy and needs.

The School Board recognizes that students need adequate, nourishing food in order to grow, ~~and~~ learn, and to give a good foundation for their future physical well-being. The Board may provide for a food service program based on regular lunch service and ~~including such~~include other snack and breakfast programs as the needs of the students and the financial capacity of the district permit. The Board recognizes that ~~the breakfast,~~ lunch ~~and other nutrition~~ programs ~~are is~~ an important complement to the nutritional responsibilities of parents/guardians.

The Board believes that:

1. Foods and beverages available on school premises should contribute to the nutritional well-being of students and meet the nutritional criteria of the ~~National School Lunch and Breakfast Programs and current U.S. Dietary Guidelines for Americans~~ applicable child nutrition program operating in the District. Nutrition programs must comply with applicable state and federal law.
2. Foods can help students and families ~~to~~ feel comfortable in the school. ~~To further this,~~ The District may include cultural and subsistence foods if available and can be served in compliance with school safety and nutritional programs.
3. Foods and beverages available should be considered as carefully as other educational support materials ~~and as they~~ can serve to build cultural connectedness for students.
4. Foods and beverages should be prepared in ways which will appeal to students while retaining nutritive quality.
5. To further Alaskan values, food and beverages should be prepared and served in ways that reduce waste.
6. Food should be served in quantities appropriate to the needs of students at their age level and served in as pleasant and relaxed an atmosphere as possible, with adequate time for students to eat and travel to and from the cafeteria.
7. Schools are encouraged to assess common eating habits and eating times to establish appropriate meal and snack times.
8. Foods grown in the state provide nutritional, environmental, and economic benefits and should be utilized in the district's food service program to the extent feasible.
9. The District and its schools will have food safety plans and written guidance for procuring, receiving, and preparing subsistence foods harvested and donated to the school.
10. The District will include subsistence foods ~~within food pyramids~~ as a part of the nutritional and dietary guidelines for Americans.

Note: Effective January 14, 2010, the U.S. Department of Agriculture requires schools participating in the National School Lunch and Breakfast Programs to develop a written food safety program for the preparation and serving of school meals. The goal is to prevent and reduce the risk of food-borne illness among students. Schools are required to utilize the "hazard analysis and critical control point (HACCP) system" when developing their food safety programs. A written safety program must be in place for each food preparation and service facility that prepares and serves meals under the federal breakfast or lunch programs.

The Superintendent or designee will oversee the development of a written food safety program for each food preparation and serving facility in the district, as required by law. Foods and beverages will be stored, prepared and served in accordance with food safety regulations in order to prevent or reduce the risk of food-borne illness among students.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

FOOD SERVICE (continued)

BP 3550(b)

Note: Effective July 1, 2015, federal regulations of the Department of Agriculture, Food and Nutrition Service, require that certain food service personnel meet minimum professional standards. More specifically, school nutrition program directors who are responsible for management of the day-to-day food service operations for all schools in the district must meet minimum educational qualifications as a condition of hire. The qualifications vary depending upon the student enrollment (size) of the district. The qualification requirements are applicable to the hire of new directors only; current directors employed prior to the July 1, 2015 effective date are grandfathered. In addition, the new regulations require minimum continuing education and training requirements for all student nutrition staff, including school nutrition program directors, school nutrition program managers who are responsible for day-to-day operations of food service for a particular school, and other personnel who work an average of at least 20 hours per week. The hours of continuing education/training varies depending upon the position held by the individual.

Qualified and trained food service personnel are critical to a healthy and safe food service program. The Superintendent or designee shall hire qualified personnel and/or an independent contractor, taking into consideration professional standards required by law, and will ~~provide~~ ensure that continuing education and training is provided to food service personnel in compliance with applicable state and federal standards.

(cf. 4131 – Staff Development)

The School Board intends that, insofar as possible, the school food services program shall be self-supporting and may include foods from school gardens, greenhouses and farms. The Board shall review and approve of menu prices. Program financial reports shall be presented regularly for inspection by the Board.

(cf. 3554 – Other Food Sales)

(cf. 5040 – Student Nutrition and Physical Activity)

(cf. 6163.4 – School Gardens, Greenhouses and Farms)

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j

Child Nutrition Act of 1996, 42 U.S.C. 1771-1793

CODE OF FEDERAL REGULATIONS

7 C.F.R. Parts 210, 220, and 235 National School Lunch Program and Breakfast Program

FEDERAL REGISTER

Professional Standards for State and Local School Nutrition Programs Personnel as Required by the Healthy, Hunger-Free Kids Act of 2010, Vol. 80, No. 40 and No. 88 (2015)

Revised ~~3/2019~~10/2021

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business and Noninstructional Operations

AASB POLICY REFERENCE MANUAL

9/92

OTHER FOOD SALES —

—BP

3554

The Board believes that all food available at school should contribute to the development of sound nutritional habits and should reflect concern for the health and well-being of our students.

During School Day

Between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales meet the requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School, [or other District programs](#), do not impair the food service's ability to be financially sound, and observe appropriate sanitation and safety procedures. [The superintendent or designee may permit food and beverage sales by student or adult entities or organizations that fall outside the requirements of the National School Lunch Act and the Nutrition Standards for All Foods Sold in Schools \(e.g., bake sales, fundraising events, class parties, etc.\).](#)

(cf. 5040 – Student Nutrition and Physical Activity)

(cf. 6163.4 – School Gardens, Greenhouses and Farms)

Outside of School Day

From 30 minutes after the conclusion of the instructional day until 12:00 AM, the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales comply with state and federal regulations and observe appropriate sanitation and safety procedures.

(cf. 1321 - Solicitations of Funds from and by Students)

Legal Reference:

UNITED STATES CODE

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j

Child Nutrition Act of 1996, 42 U.S.C. 1771-1793

CODE OF FEDERAL REGULATIONS

7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program

FEDERAL REGISTER

Nutrition Standards for All Foods Sold in Schools (“Smart Snacks in School”), Vol. 78, No. 125, Part II, Department of Agriculture (2013)

Revised [4/2014/10/2021](#)

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Business & Non-Instructional Operations

AASB POLICY REFERENCE MANUAL

9/92

Letter of Interest School Board

5/20/22

Valorie L Nelson

Please consider this to be my notice to you that I am interested in filling in for the temporary school board position. I'm a long term resident of Sitka, have served on our city assembly and as mayor. My family has four generations that have attended the Sitka School District so I'm very familiar with the majority of the issues currently before the board

If you would like to contact me or have questions my cell phone number is 907-738-0027, my landline is 907-747-4589 and my email is vnelson 1102@gmail.com

Thank you for your consideration.

Valorie L. Nelson

May 26th, 2022

**Mitch Mork
2821 Halibut Point Road Apt A
Sitka, AK 99835
(907) 223-0183**

Dear Sitka School Board,

I am writing to express my interest in volunteering for the interim school board position. I would love to help the school district in any way possible.

I have gone through all levels of my education in Alaska from Wrangell and Sitka in K-12 and college in Anchorage. I am also linked to the SSD through my two kids at Keet and Blatchley. I have even been a part of the UAA Alaska Native Science and Engineering Program (ANSEP) that has shown impressive graduation success.

My work experience is relevant to both the SSD facilities and the community needs. I am a retired engineer that worked as a facility engineer and project engineer for 12 years applying a pragmatic approach to minor repairs and projects up to \$30 million dollars. My specialty was challenging assumptions and coming up with hybrid ideas that often resulted in win-win solutions. This work experience will provide value in facilities related decisions. I am also a small business owner and a commercial fisherman. I have seen the outcome of a quality education and seek to promote an environment that allows the administration and teachers to maximize the potential of our kids.

Although I have a lot to learn about the issues that the SSD faces, my involvement with Anchorage and Sitka schools has given me insights to help aid SSD board discussions. I spent 15 years in anchorage with the final three years volunteering and experiencing how the ASD operates. This “big city” experience has given me a great appreciation for the education provided in the SSD. Additionally, once volunteers were allowed back in Sitka classrooms, I spent a few days per week volunteering at Keet teaching math. I even fixed a nagging plumbing problem recently that a teacher had been dealing with for months.

I am aware of some of the biggest issues with education in general and have some rough ideas how to help. I have recognized some minor pain points in the SSD system and I’m sure there are numerous others that could use improvement. I would love to help in any way that I can.

Thank you for your consideration.

Sincerely,

Mitch Mork

FROM THE DESK OF

Sarah H. Harris

May 28, 2022

SSD School Board
District Office
300 Kostrometinoff Street
Sitka, AK 99835

Dear Members of the SSD School Board,

I would like to apply for the open position on the board, as vacated by Amy Morrison. I am a Coast Guard spouse and mom of two teenagers, one of whom will be starting BMS next year, and the other will be a SHS junior, transferring from PHS. I homeschooled my children for 10 years prior to moving to Sitka. I am currently on the hiring committee for PHS as a parent representative.

My interest in serving is one of inclusivity and compassion. I am ready to be an active listener and would wholeheartedly welcome the opportunity to step up and become a voice as well. I'm ready to make the time commitment necessary, and wish to collaborate with more experienced members to advocate for a strong public education system at every level, for every child.

Sincerely,

Sarah Harris



May 25, 2022

Sitka School District School Board
C/O Frank Hauser, SSD Superintendent
300 Kostrometinoff St.
Sitka, Alaska 99835

Re: Tristan Guevin Letter of Interest for the Vacant Sitka School District School Board Position

Dear Sitka School Board,

I am writing to express interest in the current vacancy on the Sitka School District (SSD) School Board in the hopes that you will consider me for the position. If selected, I believe that my background in public administration and local government, my experience working closely with the SSD over the last decade, and my passion and commitment to public education will allow me to hit the ground running and serve SSD students, families, staff, and the community of Sitka.

For more than ten years, I have served in Sitka's local governments as a senior manager for Sitka Tribe of Alaska (STA), as an assembly member on the City and Borough of Sitka (CBS) Assembly (2014 - 2017), and as the current vice-chair of the CBS Health Needs and Human Services Commission. This public service experience, coupled with my close working relationship with SSD as both a tribal partner and as the CBS Assembly Liaison to the SSD School Board, have given me a firm understanding of SSD policy, the SSD budget and budget process, SSD's operations, SSD students, families, staff, and senior leadership, and the factors that affect them and the decisions that the SSD School Board must make. Moreover, my experience with STA and CBS, coupled with work for the Sitka Fine Arts Camp, have given me extensive experience with federal, state, and local statutes and regulations; have given me the opportunity to work with executive leadership and governing body officials in Sitka and at the state level; have allowed me to work in team settings with diverse stakeholders; and have given me the opportunity to build strong relationships with community members and Sitka's decision makers.

In addition to my above professional experience and public service, I have worked in the field of education for most of my career, and come from a long line of educators who have committed their lives to public education. Shortly after graduating college, I began working in the field of education as an intern at a Mexico City youth development center (2003); then as an afterschool program teacher and teacher's aide in the community of Knights Landing, CA (2003 - 2004); and as a Peace Corps Youth Development Volunteer in Eastern Ukraine (2005 - 2007). Since arriving in Sitka in late 2008, I have worked as a Sitka Native Education Program tutor at Sitka High School and Pacific High School (2009); as the project manager for a Lingít language revitalization project and member of the inter-agency team that established the Woch.éen Preschool (2009 - 2013); as the project manager for the Sitka Fine Arts Camp's MACP arts integration teacher training initiative (2014 - 2015); as chair of the UAS Sitka Campus Advisory Council and a member of the UAS Alaska Native Success Initiative Committee (2020 - present); and as a senior manager for STA where my focus has been primarily on education, employment and training, social services, and cultural resources programs (2013 - 2021). In addition to this experience, I have been involved in the last three SSD strategic planning processes, and I believe

strongly in the direction of the current strategic plan, and the teachers, staff, leadership, students and families, and partners who will see it through.

Through the above experience, I have gained a comprehensive understanding of what it takes to deliver high-quality education in both school and community-based settings, I have learned about public process and public policy, and I have learned how to work with diverse stakeholders in settings that require consensus building and teamwork. I recently transitioned to the position of Senior Director of Organizational Development at STA where my role and my responsibilities no longer encompass the STA – SSD relationship and STA’s education programs, but I still have a strong desire to contribute to SSD and to Sitka’s educational environments as a whole. If appointed to the vacant SSD School Board seat, I feel that I can do a great job of serving SSD students, families, staff, and the community of Sitka that I love by using my experience, expertise, and the relationships I have formed to continue the good work that SSD does, and to help improve on the things that SSD can do better.

I have attached my resume for your consultation as well (note: my resume has not been updated to reflect my current position at STA or my involvement in the UAS Alaska Native Success Initiative). I would also be happy to provide references upon request.

I hope this letter finds you all well and I look forward to the opportunity to be considered for a position on the SSD School Board,



Tristan Guevin

Tristan Guevin

tristan.guevin@gmail.com | 907.738.5415

ABOUT

Tristan Guevin has 20 years of experience working in the government and nonprofit sectors as an educator, program planner, and administrator. Most recently, Tristan has served as the Director of Sitka Tribe of Alaska's (STA) Cultural Resources, Education, and Employment Department where he oversees preschool through post-secondary academic and cultural education programs, and STA's government-to-government partnerships with the Sitka School District, University of Alaska Southeast, and the National Park Service. In addition to his work with STA, Tristan served a three-year term as a local elected official, designed and managed a public school teacher training program, served in the US Peace Corps, and is an adopted member of the Tlingit tribe's Dak'laweidí clan. Tristan's professional and academic work centers on questions of inclusion, equity, and justice in public institutions and policy, with a focus on school - family - community partnerships

EDUCATION

Middlebury Institute of International Studies, Middlebury College *Monterey, California*

Master of Public Administration

2018 Development Practice and Policy Monitoring, Evaluation, and Design Fellow

University of Southern California *Los Angeles, California*

Bachelor of Arts in International Relations, Cum Laude

PROFESSIONAL EXPERIENCE

Multiple Senior Management Positions, Education and Cultural Resources Programs **March 2016 – Present**

Sitka Tribe of Alaska, *Sitka, Alaska*

March 2012 – March 2015

- Oversee preschool through post-secondary education and cultural resources programs, including PK - 12 grade Tlingit language and culture classes; PK - 12 grade summer camps; PK - post-secondary student support services; parent, family, and community engagement programs; an American Indian Alaska Native Head Start preschool; PK - 12 grade teacher training programs; Alaska Native arts programs; the Sitka Boys and Girls Club; and the Sitka National Historical Park Interpretation and Education Division in partnership with the National Park Service
- Develop program and department level strategic plans; monitoring and evaluation tools; program status reports; financial analysis; program and staff work plans; schedules; partnership agreements; and public relations materials
- Supervise program managers and direct service staff, with up to 15 direct and 30 subordinate employees
- Develop and manage annual budgets of up to \$3,000,000
- Develop funding proposals, and manage federal, state, and private grants and contracts
- Support tribal consultation processes with the Sitka School District, National Park Service, and City of Sitka
- Develop and maintain partnerships with local, state, and federal agencies; public officials; tribal governments and Alaska Native corporations; local and regional nonprofit organizations; national service organizations; advocacy groups; researchers and research organizations; and colleges and universities

Course Instructor, Design, Partnering, Management, and Innovation (DPMI) Sitka

July 2019 – Present

Middlebury Institute of International Studies / Root Change, *Monterey, CA / Washington, DC*

- Collaborated with Middlebury Institute of International Studies faculty member, Dr. Beryl Levinger, to design and teach an ongoing graduate-level field course focused on program assessment and design in intercultural settings

City Assembly Member**October 2014 – October 2017**City and Borough of Sitka, *Sitka, Alaska*

- Held elected public office on the City and Borough of Sitka Assembly, the governing body of a 9,000 resident municipality in Southeast Alaska with publicly owned and operated utilities, a publicly owned and operated critical access hospital, and the sixth largest port by seafood harvest value in the United States
- Served as assembly liaison to the Sitka School Board, Health Needs and Human Services Commission, City Investment Committee, and Citizens Taskforce on City Services, Revenues, and Fees

Project Manager, Southeast Alaska Arts Teacher Initiative**September 2014 – March 2016**Sitka Fine Arts Camp, *Sitka, Alaska*

- Oversaw the planning and pilot implementation phases of a multi-year project focused on supporting the development of pre-service and new public school teachers in the areas of arts integration and Alaska Native culture through institution of higher education, public school district, and nonprofit arts organization partnerships
- Oversaw the development of a 10-year project plan, 2-year partnership agreement, and 2-year pilot implementation proposal funded under the Margaret A. Cargill Philanthropies Arts and Culture Arts Education Program
- Developed project materials, including project work plans and activity timelines; information and strategy documents; program budgets; data collection instruments; forms and applications; and public relations materials
- Designed and coordinated PK - 12 grade teacher professional development programs, including summer institutes, workshops, classroom artist residencies, and continuing education courses
- Collected, analyzed, and synthesized research and best practices in the areas of arts education, culturally responsive education, and teacher professional development to inform project approaches and strategies

Project Manager, a x̱andei yaan.toó át Tlingit Language Revitalization Project**May 2009 – March 2012**Sitka Native Education Program / Sitka Tribe of Alaska, *Sitka, Alaska*

- Managed a multi-year project focused on the revitalizing the Tlingit language in Sitka, Alaska through a master-apprentice learning model, and school and community based program offerings
- Worked with a diverse group of local and regional stakeholders, including tribal elders, teachers, community based educators, and Native corporations, to developed a long-range plan for Tlingit language revitalization in Sitka
- Oversaw the development and piloting of innovative Tlingit language programs, including preschool and kindergarten Tlingit language and culture classes and summer culture camps
- Collected, analyzed, and synthesized research and best practices in Native language revitalization, second language acquisition theory and pedagogy, and community language learning to inform project approaches and strategies

Summer School Art Teacher**June 2008 – August 2008**Tomorrow's Youth Organization, *Nablus, Palestine*

- Worked at a community center in the Northern West Bank city of Nablus serving Palestinian children, youth, and families from the Askar, Balata and El Ein refugee camps, and Khellat el Amud and Old City neighborhoods
- Developed curricula for and taught an 8-week children's theater class and 8-week documentary photography class
- Developed curricula for and co-facilitated a mother-child relationship building class
- Supervised program volunteers from An Najah National University

Peace Corps Youth Development Volunteer**March 2005 – April 2007**United States Peace Corps, *Molodogvardiysk, Ukraine*

- Served in a K - 12 grade public school as a member of Peace Corps Ukraine's inaugural youth development cohort
- Developed curricula for and taught art classes for K - 4 grades
- Coordinated and coached extracurricular sports classes for secondary students
- Developed curricula for and organized summer camps for at-risk rural and orphaned youth
- Elected by fellow volunteers to serve on the Volunteer Advisory Committee, a group of volunteers who meet quarterly with Peace Corps Ukraine staff to address volunteer issues, ideas, and concerns

Afterschool Program Teacher**December 2003 – October 2004**Knights Landing Family Resource Center, *Knights Landing, California*

- Collaborated with Knights Landing Family Resource Center and Grafton Elementary School staffs to address the academic and extracurricular needs of English and Spanish speaking students in Knights Landing, a rural community with a predominantly Spanish speaking population in California’s Central Valley
- Ran a classroom of 30 English and Spanish speaking 3 - 4 graders in an afterschool program setting
- Provided small group and individual instruction in English and Spanish language for students in multiple subject areas, including English language arts, English as a second language, math, science, and the arts

Project Staff, Cámara: Ahí nos Vemos Youth Communications Project**March 2003 – October 2003**Centro Juvenil Promoción Integral A.C. *Mexico City, Mexico*

- Worked at a Mexican nongovernmental organization on the Cámara: Ahí nos Vemos project that gives Mexico City’s most underrepresented youth a voice through the medium of film
- Developed curricula for and taught the Las Aguilas Children’s Theatre Workshop for children ages 8 - 12
- Edited and subtitled videos, and translated funding proposals

COMMUNITY SERVICE & LEADERSHIP POSITIONS

University of Alaska Southeast Honorary Doctorate Award Committee Member	September 2020 – Present
University of Alaska Southeast Sitka Campus Advisory Council Member	February 2020 – Present
Pathways to a Safer Sitka Coalition Member	January 2020 – Present
Sitka School District Strategic Planning Process Facilitator	March 2020 – July 2020
Local Progress Member	August 2015 – October 2017
Sitka School District Arts, Culture, and Technology Committee Member	September 2013 – August 2017
Sitka School District Strategic Planning Steering Committee Member	November 2012 – December 2015
Boys Run I toowu klatseen Afterschool Program Coach	August 2015 – December 2015
Alaska Native Language Policy Advisory Group Member	September 2013 – December 2014
Southeast Alaska Indian Cultural Center Board of Directors (Treasurer)	March 2012 – March 2014
Sitka Maritime Heritage Society Board of Directors	March 2010 – March 2012
Fletcher Radio Club President / WMFO Fletcher Radio Program Host	September 2008 – December 2008
Peace Corps Ukraine Medical Unit Peer Counselor	July 2005 – May 2007
Peace Corps Ukraine Volunteer Advisory Committee Group 28 Representative	May 2005 – May 2007

FOREIGN & INDIGENOUS LANGUAGES**Advanced Level Fluency in Spanish Language** (K - 6 Spanish Immersion and Graduate Level Courses, 1984 - 2019)**Novice to Intermediate Level Fluency in Russian Language** (US Peace Corps Language Training and Graduate Level Courses, 2005 - 2008)**Novice Level Fluency in Tlingit Language** (University Courses and Community Based Language Learning, 2009 - 2015)**PROJECT & GRANTS MANAGEMENT EXPERIENCE**

Listing of project and grants management experience 2009 - present provided upon request

Dear School Board members,

Hello, my name is Laurie Serka, and I am writing to express my interest in being a part of the school board. I am a parent of a child who is currently attending school in the Sitka School District. I also had a child graduate from Sitka High School, and I worked in the district from 2003-2007 as a paraprofessional.

Taking on one of the most important responsibilities--helping to plan the education of our city's youth is a duty that I will take on with a great deal of pride and integrity. These are critical times for public education fraught with many challenges. I find satisfaction in energetically confronting tough challenges and working collegially to overcome them. I feel I can bring many valuable attributes to this position and have attached my resume for your review.

I also fully appreciate that the children are our ultimate focus. I will work with other board members to create a shared vision for work and learning; build strategic partnerships; sustain the city's progress through continuous improvement; adopt and maintain current policies; maintain strong ethical standards; and objectively seek answers to questions and challenges as they arise.

I appreciate your time and consideration.

Respectfully,

Laurie Serka

Laurie Serka
102 Johnson St.
Sitka, AK 99835
serka.laurie.a@gmail.com
907-738-0847

WORK EXPERIENCE

Rescue Relief Program Eligibility Technician

Self-Governance- Central Council of the Tlingit & Haida Indian Tribes of Alaska

June 2021 – Current

Provide intake services for new clients in all phases of application and liaison to caseworkers as needed.

Answer phone calls and emails from applicants and public. Review and determine applicant eligibility. Research pending applications to mark eligible or not eligible.

Request required documentation for financial assistance program application. Complete data entry into Tribe Vue from application and/or client interview.

Responsible for all aspects of paper and electronic file management of applications. Responsible for submitting eligibility recommendations for the Rescue Funds Assistance Grants.

Chief Medical Officer Liaison (Executive Assistant)

SEARHC- Dr. Elliot Bruhl, Senior VP/Chief Medical Officer (SR VP/CMO)

March 2020 – May 2021

Provided support for the projects of differing complexity for the office of the Senior Vice President/Chief Medical Officer (SR VP/CMO), of SEARHC.

Planned, organized, and executed all the SR VP/CMO's internal and external logistics to ensure seamless transactions for all administrative support.

Prepared essential materials for presentations, video conference calls, board meetings and meetings with outside parties as well as working collaboratively within the organization.

Provided effective communication and customer support on behalf of the SR VP/CMO.

Lead project management within the office of the SR VP/CMO on consortium wide, work plans for scope of efforts.

Ensured day to day schedule success, maintained budgets, and met key deliverables.

Prioritized requests and communications, monitoring multiple email accounts.

Coded and approved staff personal credit card statements (21 staff members), as well as the Sr VP/CMO credit card receipts and statement. Also approved timecards for 18 staff members.

Provided additional administrative support for Medical Directors, as well as Hospital Administrators, and other senior and administrative staff.

Created, updated and/or edited PowerPoint presentations as directed, as well as being proactive in the creation process.

Communicated with the office of the President to collaborate on key projects and meet deadlines throughout the consortium.

Supervised administrative assistant delegating specific job duties and providing evaluations.

Registrar Assistant

UAS Sitka Campus - Randy Nutting, Registrar

January 2019 - January 2020

Managed academic records for all current/former students and supervised grading, records' editing functions, the production of transcripts, enrollment/degree verifications, and the processing of requests from students for course changes (e.g., audits and pass/fail) while ensuring compliance with university policies and the Family Educational Rights and Privacy Act (FERPA).

Oversaw registration functions based on an understanding of university policies and procedures and database systems, including registration, course, and accounts receivable.

Developed and implemented policies and procedures for delivery of quality registration and other student support services, produced the class schedule, and maintained numerous data tables and systems.

Responsible for providing information and reports to departments across campus, represented the Office of the Registrar on the Scholastic Standards and Revision of Records Committee, and worked in cooperation with the Registrar and others to ensure academic policies and procedures were enforced and proper records were maintained.

Assisted in maintaining, troubleshooting, and enhancing the University's data management and related systems. Covered for the Registrar during their off time.

Sales Tax Multifunction Clerk

City and Borough of Sitka, Sitka, AK

June 2018 – January 2019

Performed, reviewed, and assisted in audits of all sales and bed tax returns.

Interpreted the sales and bed tax codes and issued responses to the public in writing and verbally to questions pertaining to said tax codes.

Responsible for the property tax billing and collection cycle and answering property tax billing questions.

Established and maintained effective working relationships with other Department and City employees, State agencies and the public.

Attended meetings, conferences, workshops and training sessions and reviewed publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.

Innovated improvements in processes to improve efficiency and effectiveness. Maintained all review and audit files for sales and bed tax businesses while also Investigating reports of active businesses not on tax rolls and accounts in non-compliance and tax ordinances.

Generated correspondence regarding reviews and audits performed. Advises the public as to the scope and applicability of sales tax code.

Prepared reports and account summaries as requested, or as needed and appropriate.

Reviewed and entered information from payroll timesheets.

Provided training to new employees in the same or similar class of positions. Keeping immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Customer Service Representative

City and Borough of Sitka - Katja Elixman, Utility Office

August 2017 - June 2018

Provided excellent customer service, completed work orders for utility service, settled revenue daily, and maintained excel spreadsheet for communications with Alaska Pacific waste.

Assisted in duties that are needed with head customer service represented and the Budget manager.

Processed customer payments for all City departments at the public counter and payments received by mail for all City departments.

Prepared insufficient check collection letters and pursued payment. Answered switchboard and directs calls while performing daily cash reconciliation and balancing.

Recorded customer payment arrangements as required including utility cut-off notifications.

Medical Assistant, CNA

Sitka Medical Center, Sitka, AK

August 2013 – January 2017

Interviewed patients to obtain medical information, weight and height measurements and vital signs. Documented patient information obtained from interviews.

Evaluated patient care needs, prioritized treatment, and maintained patient flow.

Assisted doctors with surgeries and non-invasive procedures.

Obtained and analyzed laboratory results.

Maintained accurate records of patient care, condition, progress, and concerns. Monitored vital signs, such as blood pressure and pulse.

Obtained information about clients' medical history, drug history, complaints, and allergies. Maintained a clean, healthy, and safe environment.

President/Owner

Sand Dollar Management Company, Sitka, AK

August 2009 to August 2013

Guided the development, promotion, and all financial aspects of property management including lease negotiations for a commercial business center.

Drafted and monitored budget for management teams in different departments.

Dealt with service vendors and property maintenance for all aspects of commercial property.

Managed a staff of 7-12 people. Recruited, retained, and developed staff while establishing and maintaining an effective communication system.

Identified and drove creative solutions for challenges in high-stress, changeable environment.

Assessed the need for and created new or enhanced processes, systems, and applications.

Earned exceptional ratings and reviews from customers on tripadvisor.com and booking.com for managed lodging property.

Education

University of Fairbanks:

Bachelor of Arts Dec. 2021, Summa Cum Laude

UAS Sitka Campus:

**Associates Degree, Graduate of Distinction for 2018
Summa Cum Laude**

UAS Sitka Campus:

CNA, December 2013

Bryant and Stratton Business Institute:

Business Associates 1991: Business Management

Skills

Microsoft O365 (Microsoft Outlook, Word, Excel, Teams, SharePoint, PowerPoint, Outlook Calendar, etc.), Adobe Pro, Zoom/Other meeting platforms, Mac/Apple, Alaska Air, EasyBiz, TribeVue. Property management and real estate background.

Certifications

CPR certified through American Heart Association. Professionally trained CNA with experience ensuring high standards of culturally competent care for wide variety of patients with diverse needs. First Aid and AED certified.

References

Sherry Aitken

Special Assistant for Tribal Development

Central Council Tlingit & Haida Indian Tribes of Alaska

320 West Willoughby Ave., Suite 300 | Juneau, AK 99801

m: 907.419.7764 | o: 907.463.7764 | e: saitken@ccthita-nsn.gov

Cell: 907-738-9239

George Bennett

Alaska VA Health Care

Alaska Rural VA Liaison

222 Tongass Drive Sitka AK 99835

Cell: 907-738-3688

Crystal Duncan

Alaska Native Health Consortium

Regional ANTHC Liaison for SEARHC Communities

4000 Ambassador Drive Anchorage AK 99508

Cell: 907-738-6986

Dr. Sul Ross Thorward

Psychiatrist

SEARHC

222 Tongass Drive, Sitka, AK 99835

Cell: 614-284-1259

Jessica Coonradt

Alaska Department of Fish and Wildlife

304 Lake St # 103, Sitka, AK 99835

Cell: 907-738-1324