

**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**

**Tuesday, June 20, 2023 | 6:00 PM | District Office Board Room, 300 Kostrometinoff Street, Sitka, AK**  
**99835**

### ***Proposed Agenda***

1. **Recognitions - 5:45 - 6:00 p.m.**
2. **Call to Order - 6:00 p.m.**
3. **Flag Salute**
4. **Land Acknowledgment**
5. **Roll Call**
6. **Approval of the Proposed Agenda and Consent Agenda**
  - 6.a. Minutes from May 3, 2023
  - 6.b. Personnel Report
  - 6.c. SNEP in Schools MOA
  - 6.d. ADOPTION of BP 6161.4 - Internet, 2nd Reading
7. **Persons to be Heard - On or Off the Agenda**
8. **Special Reports: Government to Government**
9. **Reports and Presentations**
  - 9.a. SHS Student Council
10. **Board Member Reports**
11. **Administrative Reports**
  - 11.a. Budget Update
  - 11.b. Enrollment Update
  - 11.c. Superintendent Update
12. **New Business**
  - 12.a. FY 23 Budget Revision
  - 12.b. Approval of a Year-Long Pilot for K-1ELA Curriculum
  - 12.c. Approve 2023-2024 School Board Calendar
  - 12.d. ADOPTION of BP and AR 1114 - District Sponsored Social Media, 1st Reading
  - 12.e. ADOPTION of BP and AR 3522 - District Data Protection Program, 1st Reading
  - 12.f. ADOPTION of BP 3590 - Electronic Signatures, 1st Reading
  - 12.g. ADOPTION of BP 6161.5 - Web Sites\_\_Pages, 1st Reading
  - 12.h. ADOPTION of BP and AR 6145.22 - Concussion in Student Athletes, and related Exhibits, 1st Reading.
  - 12.i. Acceptance of Blossom Teal-Olsen's Resignation from the School Board

**13. Future Agenda Items/Upcoming Events**

13.a. August 9, 2023 - Next Regular School Board Meeting, 6:00 p.m., Harrigan Centennial Hall

**14. 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

May 3, 2023 – 6:00 p.m.  
Harrigan Centennial Hall

Sitka School District

*Superintendent: Frank Hauser*

## RECOGNITIONS (5:45)

The Board honored retiring teachers Nicole Riggs, Cindy Conforti, Tony Conforti, Mikolas Bekeris, EJ Treadway, David Lass, and retiring Principal, Casey Demmert with a reception prior to the meeting. The Board recognized **Haa Latseeni** Students of the Month: Stephen Black (KGH), Iyari Macias and Claire Delacruz (BMS), Claire Mullin (SHS), and Avi Rioux and Brigit Wentworth (PHS).

The Board also recognized the **SHS Mock Trial** teams, which won 1<sup>st</sup> and 3<sup>rd</sup> place at state competition. On the 1<sup>st</sup> place team: Jamison Dunn, Felix Myers, Isabelle Schmetzer, Sam McLaughlin, Kelcey Simic, and Zoe Trafton (awarded Best Witness). The 3<sup>rd</sup> place team: Dimitri Bennett, Francis Myers (awarded Best Attorney), Aiden LaFriniere, Danica Majeski, Liam Laybourn, and Sally Everson. The Board recognized **Sondra Lundvick** – SE Region Principal of the Year, and **Felix Myers** – nominated for Spirit of Youth Award.

## CALL TO ORDER

The Sitka School Board meeting was called to order by **President Blossom Teal-Olsen** at 6:12 p.m. at Harrigan Centennial Hall.

## ROLL CALL

Members present were Todd Gebler, Melonie Boord, Tristan Guevin, Dani Snyder, Student Representative Felix Myers, and President Blossom Teal-Olsen. The meeting was quorate.

## APPROVAL OF PROPOSED AGENDA AND CONSENT AGENDA

**Mr. Guevin** moved to amend the proposed agenda and consent agenda to move item 6h from the consent agenda and add it to New Business. **Mr. Gebler** seconded the motion. Following a roll call vote, the motion, as amended, **PASSED** unanimously.

- APPROVAL OF APRIL 5, 2023, MINUTES
- APPROVAL OF APRIL 6, 2023, MINUTES
- APPROVAL OF APRIL 17, 2023, MINUTES
- APPROVAL OF APRIL 19, 2023, MINUTES
- APPROVAL OF APRIL 20, 2023, MINUTES
- PERSONNEL REPORT

- FY 24 FOOD SERVICES  
CONTRACT RENEWAL

**PERSONS TO BE HEARD  
(NON-AGENDA ITEMS)**

**Joe Montagna**, SEA Vice-President, thanked the Board for passing the FY24 Budget and encouraged them to sign the contracts for non-tenured teachers. Also speaking in favor of issuing contracts to non-tenured teachers were Diana Fulton, Drew Larson, Freddie Charbonneau, Ashley Nessler, and Megan Devine.

**PERSONS TO BE HEARD  
(AGENDA ITEMS)**

There were no persons to be heard on agenda items.

**SPECIAL REPORTS**

- **GOVERNMENT TO  
GOVERNMENT**

**Sarah Ferrency**, of STA, invited the Board to attend the SNEP end of year performance on May 12<sup>th</sup>. Ms. Ferrency also informed the board of the upcoming SNEP summer camps. STA has been working with other agencies in town, like Sitka Trail Works, to develop camps and work on programming.

**SCHOOL HIGHLIGHTS**

**Jill Lecrone**, Principal at Baranof Elementary School, reported on events that happened recently at BES, including the Spring Concert and the first Spring Carnival in three years. The Reading Buddies program paired first graders with a kindergarten student for reading practice.

**Mindy Barry**, Learning Support Coordinator at Keet Gooshi Heen, reported on the coming end of the year, with the wrapping up of AK Star and map growth testing, lots of field trips, guest presenters, the Girls Run 5k, and a surprise for Mr. Demmert on his birthday.

**Diana Fulton**, Vice-Principal at Blatchley Middle School shared with the board about BMS students participating in the recent SHS track meet. Other events she shared about were soccer activity and Spirit Week during the volleyball tournament. The upcoming Pops Concert will feature the combined concert bands from BMS and Sitka High School.

**Sondra Lundvick**, Principal of Sitka High School, reported that students from the SHS Traditional Ecological Knowledge (TEK) class participated in the regional American Indian Science and Engineering (AISES) Project Fair, hosted by Sealaska Heritage Institute, and sponsored by the American Indian Science and Engineering Society. SHS students brought back over \$1,000 in cash prizes for their presentations. Ms. Lundvick also highlighted several spring activities and events at SHS. SHS is looking forward to the end of the school year and graduation, as well as hosting the Region V Softball Tournament and the State Baseball Tournament.

**REPORTS AND  
PRESENTATIONS**

**Mandy Summer**, Principal of Pacific High School, also informed the board about PHS student participation at the AISES Project Fair. PHS students received awards for their projects on the scientific method - 2<sup>nd</sup> place on a project with Tlingit potatoes, and 3<sup>rd</sup> place for their yellow cedar project. The PHS garden project has received new grant funding from Sitka Conservation Society, which will provide 18 months of funding for the PHS gardener.

## **REPORTS AND PRESENTATIONS**

There were no reports or presentations at this meeting.

## **BOARD MEMBER REPORTS**

**Felix Myers** reported to the board about attending the AASG (Alaska Association of Student Government) in Skagway with other members of SHS's Student Council. The SHS contingent presented a resolution at the conference on establishing a mental health hotline to display in schools, and a resolution against HB 105, which was noted as the best resolution and was passed nearly unanimously.

**Dani Snyder** stated that it was her first meeting as a school board member and had nothing to report.

**Melonie Boord** said that she had nothing to report and thanked the school principals for sharing highlights.

**Tristan Guevin** shared that he planned on attending a city Assembly meeting to encourage them to pass a resolution in support of increasing the BSA.

**Todd Gebler** welcomed new member, Ms. Snyder. He expressed disappointment that the State had not yet come through with what they had promised regarding school funding.

**Blossom Teal-Olsen** commended the students in Student Government who presented resolutions at the AASG conference. She also reported on attending prom and expressed relief that the budget process is complete.

## **ADMINISTRATIVE REPORTS:**

- **BUDGET REPORT**

**Superintendent Hauser** reported to the board that there has been an increase in revenue; rebate numbers are \$16,000 above predictions, and reimbursement from E-rate is \$215,000 for technology purchased for Blatchley and Sitka High School. The money will go back into the general fund. Mr. Guevin asked Mr. Hauser about the expected fund balance; Mr. Hauser explained that

once the end of year expenses related to staffing have closed out, the fund balance will be finalized.

- **ENROLLMENT UPDATE**

Current enrollment is 1106.

- **SUPERINTENDENT UPDATE**

**Superintendent Hauser** shared some highlights from the past month, including some activities Keet Gooshi Heen kids enjoyed, led by Charlie Skultka. Kindergarten students assisted in the planting of Tlingit potatoes in the Pacific High School garden. He shared pictures from SHS prom, the science mobile display at SHS, and the TEK Science Fair at Sitka Sound Science Center.

Mr. Hauser reported that the committee for the purpose of renaming Baranof Elementary is being formed.

Mr. Hauser expressed appreciation for the staff in all SSD schools and plans a formal recognition of Teacher Appreciation Week.

## **NEW BUSINESS**

- A. **FY24 FOOD SERVICES CONTRACT RENEWAL**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to approve the FY24 Food Services Contract Renewal.

In board comment, Mr. Guevin shared why he asked for this item to be moved to New Business, which allowed Mr. Hauser to give clarification on the contract renewal. When originally put out to bid, NANA was the only company to submit a bid, and with this first-year renewal, SSD negotiated to find the lowest price possible. Mr. Hauser gave the board an explanation for the increase in cost to provide food services to SSD, including the general increase in food prices, the cost of doing business locally, and that fewer students are purchasing meals, possibly due to the higher per meal cost. The cost for lunches won't be determined until July.

**President Teal-Olsen** cited a conflict of interest and informed the board that she would be abstaining from voting to approve the contract.

Following a roll-call vote, the motion **PASSED**, unanimously.

**B. APPROVAL OF  
RESOLUTION IN  
OPPOSITION TO  
HB105**

**Ms. Boord** moved, and **Mr. Guevin** seconded to approve the resolution of the school board stating opposition to HB 105.

**Public Comment:**

**Sarah Ferrency** thanked the board for bringing the resolution for approval, stating that students need to hear that they are supported.

**Board Comment:**

**Mr. Guevin**, who drafted the resolution, shared that he was inspired by Felix Myers and students from Pacific High School, and felt affirmed by past SSD school boards and the previously established board policies and administrative regulations.

**Ms. Boord** stated that she wants schools to be welcoming and safe, and expressed her support for the resolution.

**Felix Myers** thanked Mr. Guevin for writing the resolution and is pleased to be presenting a unified front in Sitka regarding student rights.

**President Teal-Olsen** also thanked Mr. Guevin for presenting the resolution.

The motion **PASSED**, without opposition.

**C. KGH PRINCIPAL**

**Mr. Gebler** moved, and **Ms. Snyder** seconded to approve the hiring of Mindy Barry to the position of Principal of Keet Gooshi Heen Elementary School, beginning FY24.

**Ms. Boord** asked if the recommendation came from a committee process. Mr. Hauser answered that the recommendation came from a committee consisting of staff, parents, and administration.

**President Teal-Olsen** remarked that she is proud to see Ms. Barry assume the position of Principal.

Following a roll call vote, the motion **PASSED** unanimously.

**D. APPROVAL TO USE  
COVID ESSER FUNDS  
FOR TECH NEEDS**

**Ms. Boord** moved, and **Mr. Guevin** seconded to use \$150,000 in COVID ESSER funds to purchase new student computers under the Technology Refresh plan, and for the purchase of other technology needs.

**Board Comment:**

**Mr. Guevin** thanked Mr. Hauser and Ms. Young for working on using restricted funds for technology needs in the district. He also acknowledged STA for their help in purchasing computer devices for student use during the pandemic. He also acknowledged contributions from AASB and the City and Borough of Sitka that

were used to offset costs in providing the technology needed during the pandemic.

Following a roll call vote, the motion **PASSED**, unanimously.

**E. ADOPTION OF BP  
6161.4 – INTERNET,  
1<sup>ST</sup> READING**

**Mr. Gebler** moved, and **Ms. Snyder** seconded to ADOPT BP 6161.4 – Internet, in 1<sup>st</sup> Reading.

The motion **PASSED** unanimously.

**F. FUTURE AGENDA  
ITEMS/UPCOMING  
EVENTS**

- a. MAY 10, 2023 –  
POLICY  
COMMITTEE  
MEETING – 5:00 PM  
IN DO BOARDROOM
- b. MAY 13, 2023 –  
PACIFIC HIGH  
SCHOOL  
GRADUATION – 2:00  
PM IN ODESS  
THEATER
- c. MAY 22, 2023 – SITKA  
HIGH SCHOOL  
GRADUATION – 7:00  
PM SHS GYM
- d. JUNE 21, 2023 – NEXT  
REGULAR SCHOOL  
BOARD MEETING

**ADJOURNMENT**

The meeting was adjourned at 7:46 p.m.

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Blossom Teal-Olsen, President

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Tristan Guevin, Clerk

# Sitka School District Personnel Report

as of 6/1/2023

<b>Certified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
<b>Certified Employees Left Employment</b>		
Name	Current Position	Date Effective
Demmert, Casey	Principal KGH	06/15/2023
Roberts, Jamie	Teacher BES	05/25/2023
Bastoky, Zachary	Teacher BES	05/25/2023
Bartolaba, Melinda	Teacher KGH	05/25/2023
<b>Classified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
<b>Classified Employees Left Employment</b>		
Name	Current Position	Date Effective
Keith, Sunni	Paraprofessional	05/01/2023
Bartolaba, Michael	Maintenance Director	06/13/2023
Rogers, James	Paraprofessional	05/25/2023
Argubright, Mary	Pool Director	07/14/2023
<b>Classified Employees Changed Positions</b>		
Name	Current Position	Date Effective
Williams, Jared	Maintenance Tech to Director	07/01/2023



## SNEP in Schools Memorandum of Agreement

between  
Sitka Tribe of Alaska and the Sitka School District  
April 2023



Sitka Tribe of Alaska (the Tribe) is a federally recognized Indian tribe and the Sitka School District (the District) is a sub-division of state government in Alaska with the primary purpose of providing compulsory education in Sitka. Collectively, the Tribe and the District, shall be referred to as the Parties. The Parties desire to enter into this Agreement for the mutual support of two District employees with American Rescue Plan Act (ARPA) funds from the Tribe for the purpose of reducing educational disparities related to COVID-19 pandemic effects in Sitka.

- I. **POSITIONS TO BE FUNDED BY THE TRIBE:** For the term of this Agreement, funds from the Tribe shall only fund two District positions; (2) ACT Curriculum Specialists. These funds shall under no circumstances be utilized by the District for any other staffing needs
- II. **TERM:** This agreement is valid from June 1, 2023 through June 30, 2026, as approved by the Sitka Tribal Council for utilization of Tribal funds.
- III. **TOTAL FUNDING UNDER THIS AGREEMENT: \$1,018,457**, reimbursed for actual expenses on a quarterly basis
- IV. **SCOPE OF WORK:** The District is required to carry out the following tasks with the funds provided by this Agreement:
  - a. The District shall have Position 1 and Position 2 in an employment relationship no later than July 1, 2023.
  - b. The District shall establish an appropriate job description for the two positions that reflect the following:

The two positions shall work collaboratively with the Sitka Native Education Program (SNEP) Co-Directors and STA Curriculum Specialist to accomplish the following goals:

- i. Create a PK-12 scope & sequence for cultural education in SSD and SNEP, including cultural content, values, and pedagogy;
- ii. Catalog existing ACT curriculum pilots and SNEP out-of-school curriculum and align to scope & sequence and each other;
- iii. Convert existing ACT curriculum pilots and SNEP units into well-documented, easily replicable units;

- iv. Identify areas of the scope and sequence that are not addressed by existing instructional units;
- v. Develop additional instructional resources needed to teach content in the scope and sequence in SSD or SNEP;
- vi. Work with SSD and SNEP out-of-school classroom staff to pilot, refine, and embed new resources into the District curriculum; and
- vii. Plan and provide professional learning to SSD and SNEP staff in support of providing a culturally sustaining education, usage of curriculum materials, and developing readiness to build healing-centered relationships between schools and Tribal Citizens.
- viii. STA-funded staff shall be supervised by the SSD Cultural Director.
- c. The District shall coordinate travel/lodging/per diem for 3 SSD staff selected by the Cultural Director to attend the annual Sealaska Heritage Institute Culturally Relevant Education Conference in Juneau, Alaska.
- d. The District shall enter into extra-duty contracts with SSD teachers as supported by the budget for this Agreement and as determined necessary by the SSD Cultural Director to support curriculum development, piloting and implementation.
- e. SSD will purchase necessary supplies as supported by the budget for this Agreement and as determined necessary by the SSD Cultural Director to support curriculum development, piloting and implementation.
- f. SSD shall consult with STA and obtain a written agreement prior to any transfer/termination of staff funded by this Agreement; and
- g. The District shall bill STA for reimbursement of the above expenses on a quarterly basis, and may charge the lesser of 10% or the District's federally negotiated indirect rate for administrative costs.

**V. REPORTING:** The District shall provide the following reports regarding implementation of this Agreement:

- a. SSD shall provide an annual presentation at a mutually agreed-upon STA Tribal Council Meeting to share programs and activities covered under this Agreement. This presentation may include the program activity for the previous year, and plans for the coming year.
- b. SSD shall provide an annual presentation to the community and Native parents and families as part of the annual School Board meeting in March focused on the Education of Indian / Native Students (SSD Board Policy 6174.1).

**VI. POINTS OF CONTACT:**

- a. For the Tribe: STA CREED Deputy Director, Sarah Ferrency, [sarah.ferrency@sitkatriben-sn.gov](mailto:sarah.ferrency@sitkatriben-sn.gov), 907-738-3944
- b. For the District: SSD Cultural Director, Jule LeBlanc, [leblancj@sitkaschools.org](mailto:leblancj@sitkaschools.org), 907-966-1542

- VII. MODIFICATION.** This contract is the entire understanding between the parties with respect to the subject matter of this contract and may only be modified by executing a written addendum to this contract or a new written contract.
- VIII. NO ASSIGNMENT CLAUSE:** This contract for services shall not be assigned or subcontracted to any other person or entity without the prior written consent of the Sitka Tribe and the District.
- IX. TERMINATION OF THE CONTRACT:** Notwithstanding anything in this contract to the contrary, the Tribe may terminate this contract if the District has not performed in accordance with this contract **upon 30 days** written notice to the District. In the event of such termination initiated by the Tribe, no compensation will be paid unless the services rendered are deemed sufficient for the purposes of this agreement. Notwithstanding anything in this contract to the contrary, the Tribe may terminate this contract, in whole or in part, upon **thirty days written notice to the District when it is in the Tribe's interest.** In the event of such termination initiated by the Tribe, the District will be paid for all work performed up until the date the notice is received by the District based on documentation provide by the District and approved by the Tribe.
- X. CONFIDENTIALITY:** The District shall hold any information made available by the Sitka Tribe pursuant to the provisions of this contract in strict confidence. The District shall also keep confidential any information acquired pursuant to the provisions of this contract.
- XI. LIABILITY:** The District agrees to fully defend, indemnify and hold harmless the Sitka Tribe and its officers, employees and agents, from and against every claim, demand, or cause of action, and any liability, cost or expense (including but not limited to attorney's fees), arising out of, or incidental to, any act, omission, or negligence of the District.
- XII. THE DISTRICT' S REPRESENTATION:** The District warrants and represents that he/she/ it is qualified to perform the provisions of this contract and has obtained business licenses, permits or governmental approvals, or professional licenses required for the performance of this contract.
- XIII. PRIVACY ACT:** The District agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.
- XIV. NO OBLIGATION TO FEDERAL GOVERNMENT:** Sitka Tribe and the District acknowledge and agree that, notwithstanding any concurrence by the Federal

Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Sitka Tribe or the District, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

- XV. PROHIBITION ON USE OF FUNDS FOR LOBBYING:** No funding made available under this contract may be used by The District, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by Sitka Tribe and the federal granting agency. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.
- XVI. FALSE CLAIMS ACT:** False statements or claims made in connection with this contract may result in fines, imprisonment, and debarment from participating in federal grants or contracts, and/or other remedy available by law. Sitka Tribe will notify any potential fraud, waste, abuse, or misconduct to the appropriate federal official.
- XVII. DISPUTE RESOLUTION:** In the event of any disagreement arising under the terms of this contract the parties shall first confer and exercise reasonable efforts to resolve such a dispute. Any disagreement that cannot be resolved by conference between the parties shall be resolved in the Tribal Court of the Sitka Tribe of Alaska. The Sitka Tribe of Alaska is a federally recognized Indian Tribe that possesses sovereign immunity from suit. Nothing in this agreement shall be construed to be a waiver of sovereign immunity by Sitka Tribe of Alaska.
- XVIII. AUTHORIZING OFFICIALS**



Alicia Gassman, General Manager  
Sitka Tribe of Alaska

May 5, 2023

Date



Frank Hauser, Superintendent  
Sitka School District

May 5, 2023

Date










# SNEP in Schools Final MOA- SSD STA ARPA

Final Audit Report

2023-05-06

Created:	2023-04-27
By:	Sarah Ferrency (sarah.ferrency@sitkatriben-sns.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQoFlec_aJA2MtLX7_n8A2I75RxS0K2Tw

## "SNEP in Schools Final MOA- SSD STA ARPA" History

-  Document created by Sarah Ferrency (sarah.ferrency@sitkatriben-sns.gov)  
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-  Document emailed to Alicia Gassman (lisa.gassman@sitkatriben-sns.gov) for signature  
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-  Document e-signed by Alicia Gassman (lisa.gassman@sitkatriben-sns.gov)  
Signature Date: 2023-05-05 - 6:30:05 PM GMT - Time Source: server
-  Document emailed to Frank Hauser (hauserf@sitkaschools.org) for signature  
2023-05-05 - 6:30:07 PM GMT
-  Email viewed by Frank Hauser (hauserf@sitkaschools.org)  
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-  Document e-signed by Frank Hauser (hauserf@sitkaschools.org)  
Signature Date: 2023-05-06 - 0:24:41 AM GMT - Time Source: server
-  Agreement completed.  
2023-05-06 - 0:24:41 AM GMT

## WORKING

### BP 6161.4 INTERNET AASB MODEL Policy

Note: The following policy should be used by all districts providing student access to the Internet and other computer networks. An Internet safety policy is required for schools receiving universal service discounts.

Note: The Children's Internet Protection Act requires school districts to adopt Internet safety policies as a condition of receiving technology funds under the Every Student Succeeds Act for the purpose of purchasing computers with Internet access or paying the direct costs associated with accessing the Internet. Additionally, districts must adopt an Internet safety policy to qualify for most federal universal service discounts (47 U.S.C. § 254). A district in which one or more schools qualify for a discounted rate for Internet services under the federal universal services program may apply to the Department of Education and Early Development to receive funds for each school sufficient to bring the applicant's share to 10 megabits of download per second, in accord with AS 14.03.127 and AAC 33.600-.690.

The district's internet safety policy must include a "technology protection measure" that blocks or filters Internet access by both adults and minors to visual depictions that are obscene, child pornography, or with respect to use by minors, harmful to minors. As part of the funding application process, the district must certify that the required policy is in place and that the district is enforcing the use of these technology protection measures. The filter may be disabled by an administrator, supervisor, or other authorized person for "bona fide research or other lawful purpose."

Effective July 1, 2012, the Internet safety policy must also include monitoring the online activities of minors when using district computers or networks. Further, the policy must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response.

As a condition of receiving universal service discounts, schools must also adopt and implement an Internet safety policy that addresses (1) access by minors to inappropriate matter on the Internet and World Wide Web; (2) safety and security of minors when using electronic mail, chat rooms, and other forms of electronic communication; (3) unauthorized access ("hacking") and other unlawful activities by minors online; (4) unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and (5) measures designed to restrict minors' access to harmful materials. Schools must hold at least one public hearing before adopting the policy. The types of materials considered inappropriate for minors will be determined by the local school board. Schools must make this policy available to the FCC upon request.

The Sitka School Board recognizes the educational and communication opportunities that exposure to the Internet and ~~eter~~other computer networks can provide students and staff. The Sitka School Board intends that these technological resources provided by the district be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning. The Sitka School Board has established the Internet acceptable use policy to ensure appropriate use of this resource.

## Authority

The Superintendent or designee shall notify students and parents/guardians about authorized uses of district technology and the Internet, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. This includes the following:

1. The electronic information available to students and staff does not imply endorsement of the content by the district, nor does the district guarantee the accuracy of the information received

on the Internet. The district shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet.

2. The Sitka School District ~~school-district~~ shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
3. The use of the Internet and similar communication networks by students and staff is a privilege -- not a right. Failure to follow established rules can lead to appropriate disciplinary action as well as the loss of access to the Internet or other networks through school accounts. Legal action may be taken where/when appropriate.
4. School computers are the property of the Sitka School District. At no time does the district relinquish its exclusive control of computers provided for the convenience of the students and staff. Computers shall not be used to disseminate sexually explicit, vulgar, indecent, offensive, or lewd communications. Nor may computers be used for harassment or bullying. *(cf. 5131.43 Harassment, Intimidation and Bullying)*

*(cf. 5131.43 Harassment, Intimidation and Bullying)*

5. The Sitka School District reserves the right to inspect and review files and data on district computers, and to monitor the online behavior of minors and other users when using district computers or networks. Such inspection and monitoring is for the purpose of ensuring compliance with laws and appropriate use of technology as specified in this and other policies. Monitoring may be conducted by school authorities when they deem it necessary, without notice, without student or user consent, and without a search warrant.

The Superintendent or designee shall ensure that all district computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are (1) obscene, (2) child pornography, or (3) harmful or inappropriate to minors as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for adults only for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

## **Internet Safety**

To reinforce these measures, the Superintendent or designee shall implement measures to address the following:

1. Restricting student access to harmful or inappropriate matter on the Internet and World Wide Web;
2. Ensuring student safety and security of students and student information when using electronic communications;
3. Ensuring that students do not engage in unauthorized access, including "hacking," and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

Note: The Children's Internet Protection Act, defines "harmful to minors" as: ...any picture, image, graphic image file, or other visual depiction that – (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## Use Guidelines

*Internet access is limited to only those acceptable uses as detailed in this policy. Internet users may not engage in unacceptable uses.*

1. Sitka School District officials will develop a written permission slip for Internet use. This signed form must be on file prior to allowing students direct access to the Internet.
2. School officials must apply the same criterion of educational suitability used for other educational resources when providing access to Internet informational resources. The district will not allow school access for on-line games or any other areas determined to be non- education related.
3. Students and staff have the right to examine a broad range of opinions and ideas in the educational process, including the right to locate, use, and exchange information and ideas via all information formats including interactive electronic media and the Internet.
4. Users are responsible for the ethical and educational use of their own Internet accounts. These accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users on the network. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
5. Users have the responsibility to respect the privacy of other Internet users. The illegal installation of copyrighted software for use on district computers is prohibited.
6. Users are expected to display proper “netiquette” (network etiquette) at all times.
7. Staff members shall supervise students while students are using district Internet access to ensure that the students abide by these procedures. Users must follow all rules and regulations posted in the computer lab or other room where computers are in use. Users must follow the directions of the adult in charge of the computer lab or other room where computers are in use.
8. Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:
  - a. Use of the network to facilitate illegal activity.
  - b. Use of the network for commercial or for-profit purposes.
  - c. Use of the network for non-work or non-school related work.
  - d. Use of the network for product advertisement or political lobbying.
  - e. Use of the network for hate mail, discriminatory remarks, offensive or inflammatory communication, harassment, or bullying.
  - f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
  - g. Use of the network to access obscene or pornographic material.
  - h. Use of inappropriate language or profanity on the network.
  - i. Use of the network to transmit material likely to be offensive or objectionable to recipients.
  - j. Use of the network for hacking or intentionally obtaining, accessing, or modifying files, passwords, and data belonging to other users.
  - k. Impersonation of another user, anonymity, and pseudonyms.
  - l. Use of network facilities for fraudulent copying, communications, or modification of

materials in violation of copyright laws.

- m. Loading or use of unauthorized games, programs, files, or other electronic media.
  - n. Use of the network to disrupt the work of other users.
  - o. Destruction, modification, or abuse of network hardware and software.
  - p. Quoting personal communications in a public forum without the original author's prior consent.
  - q. Invading the privacy of individuals, this includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature.
  - r. Using or accessing any free Internet-based email service, such as Yahoo or Hotmail, when using the district computer network, unless authorized for a specific activity.
9. Loss of access and other disciplinary actions shall be consequences for inappropriate use. When appropriate, law enforcement agencies may be involved.

*(cf. 6161.5 - Web Sites/Pages)*

*(cf. 6184 - Virtual/Online Courses)*

## Education

Note: Effective July 1, 2012, the Children's Internet Protection Act requires that a school district's Internet safety policy provide for educating students about appropriate online behavior, including interacting with other individuals on social networking web sites and in chat rooms, as well as cyberbullying awareness and response. Under Alaska law, it is a crime (harassment in the second degree) to repeatedly send or publish an electronic communication that insults, taunts, challenges or intimidates a person under 18 years of age in a manner that places the person in reasonable fear of physical injury, if done with intent to harass or annoy another person. [AS 11.61.120\(a\)](#).

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

*(cf. 5131.43 Harassment, Intimidation and Bullying)*

~~Note: the following optional paragraph addresses access to social networking sites such as MySpace, Facebook, Xanga, Friendster, and others, and may be revised by districts that choose to allow limited access for educational purposes.~~

Student use of district computers to access social networking sites is prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

## Policy Review

The Sitka School District, with input from students and appropriate staff, shall regularly review and update this policy, the accompanying administrative regulation, and other relevant procedures to enhance the safety and security of students using the district's technological resources and to help ensure that the district adapts to changing technologies and circumstances.

Legal Reference:

ALASKA STATUTES

[14.03.127](#) Funding for Internet Services

[11.61.120](#) Harassment in the second degree ALASKA

ADMINISTRATIVE CODE

[4 AAC 33.600-690](#) Funding for the Improvement of Internet Speed at Public Schools UNITED STATES

CODE

[15 U.S.C. 6501-6505](#) Children's Online Privacy Protection Act

[20 U.S.C. 6751-6777](#), Enhancing Education through Technology Act, Title II, Part D

[47 U.S.C. § 254](#), Children's Internet Protection Act, as amended by the Broadband Data Improvement Act ([P.L. 110-385](#))

Every Student Succeeds Act, [P.L. 114-95](#) CODE OF

FEDERAL REGULATIONS

[47 C.F.R. § 54.520](#), as updated by the Federal Communications Commission Order and Report 11-125 (2011)

Revised 4/2022

9/92

**AASB Policy Reference Manual**

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**Alaska Association of Student Governments**

**Resolution # \_\_\_\_**

**Anonymous Phone Line for Students in Need**

**Submitted by: Kylie Orlando and Francis Myers**

**[4/23/2023]**

**Be it Resolved by the Alaska Association of Student Governments that:** All high schools across the state of Alaska should implement an anonymous phone line that students can call or text, so students can voice concerns about any situations/people they may find worrying; including problems with drugs, weapons, mental behaviors, etc.

- 1. Whereas,** Sitka High Student Council believes that an anonymous reporting tip line for students would help with the increasing issue of drug use and declining mental well-being among our peers, while also creating a safer environment for all students.
- 2. Whereas,** anonymity will be forfeited in the case of (1) an active threat, such as threat of suicide, or (2) a malicious false report of a threat.<sup>6</sup>
- 3. Whereas,** The availability of the tip line will be communicated with students, at a minimum, quarterly.<sup>8</sup>
- 4. Whereas,** The phone number to the tip line will be shared on all school and district websites.<sup>8</sup>
- 5. Whereas,** The Alaska Youth Risk Behavior Survey states, “The percentage of students attempting suicide during the past year nearly doubled, from 10.7% in 2007 to 19.7% in 2019.”<sup>1</sup>
- 6. Whereas,** 38.1% of Alaskan highschoolers had felt sad or hopeless for more than two weeks in 2019, which is an 11.2% increase from 2007.<sup>1</sup>
- 7. Whereas,** the University of Michigan reports that, “among children and teens who commit suicide, 54% had communicated about, or engaged in behaviors related to, suicide or self-harm. In some cases, multiple friends knew that the attacker was suicidal.”<sup>2</sup>
- 8. Whereas,** Teenagers in Alaska are 25.67% more likely to have used drugs in the

last month than the average American teen.<sup>4</sup>

9. **Whereas**, More than one-fourth of students in Alaska were bullied at school in the past 12 months.<sup>1</sup>
10. **Whereas**, 8.5% of Alaskan students carried a weapon onto school property in the past 30 days.<sup>1</sup>
11. **Whereas**, 66% of school shooters tell someone what they plan to do beforehand, and 89% had displayed objectively concerning behaviors which were observed by others.<sup>2</sup>
12. **Whereas**, Colorado state implemented Safe2Tell, a phone app and website tipline, in 2004, allowing callers and app users to remain anonymous. In 2017-18, Safe2Tell fielded 2,786 tips about suicide, 1,831 tips about possible drug use, 1,641 tips about bullying, and 692 tips about possible school attacks.
13. **Whereas**, The Safe School Hotline was initiated by Crimestoppers in February 2004 after the shooting at John McDonough High School in select New Orleans Parish high schools. Upon the close of 2004-2014 school years, Crimestoppers assisted school officials in solving over 300 campus crimes including the removal of guns and knives.<sup>3</sup>
14. **Whereas**, Just over half of the public middle and high schools in the U.S. have tiplines, according to the U.S. Department of Justice.<sup>5</sup>
15. **Whereas**, Students are more likely to report warning signs of potentially threatening behavior if an anonymous reporting system is available to them.<sup>2</sup>
16. **Whereas**, Sitka High Student Council believes that if the majority of highschoolers with violent thoughts towards themselves or others tell their peers what they plan to do, and an anonymous tip line increases the chances of students reporting on violent behaviors, then it is within the best interests of the student body to implement an anonymous tip line.

**Therefore, be it resolved that the Alaska Association of Student Governments** supports the implementation of anonymous tip lines throughout Alaskan high schools.

**Action Statement:** if passed by the General Assembly of AASG, this resolution will be brought before the Sitka School District School Board for their consideration, as well as the House Education Committee and the Senate Education Committee.

Sources:

1. 2019 Results | Alaska Youth Risk Behavior Survey.  
<https://health.alaska.gov/dph/chronic/pages/yrbs/yrbs19.aspx>. Accessed 20 Mar. 2023.
2. Anonymous Reporting Systems in Schools Can Reduce Violence, Increase Student

Connectedness | News Center | University of Michigan Public Health | Firearms.  
<https://sph.umich.edu/news/2022posts/anonymous-reporting-systems-in-schools-can-reduce-violence-increase-student-connectedness.html>. Accessed 20 Mar. 2023.

3. Safe Schools Hotline - Youth Program | Crimestoppers GNO.  
<https://www.crimestoppersgno.org/safe-schools-hotline>. Accessed 27 Mar. 2023.
4. “Teenage Drug Use Statistics [2023]: Data & Trends on Abuse.” NCDAS,  
<https://drugabusestatistics.org/teen-drug-use/>. Accessed 27 Mar. 2023.
5. “School Violence Is Rising. Michigan’s OK2SAY Tipline Can Help.” Chalkbeat Detroit, 22 Dec. 2021, <https://detroit.chalkbeat.org/2021/12/22/22848935/michigan-schools-ok2say-anonymous-tiplines-oxford-school-shootings>.
6. “Implementing a School Tip Line? New Research Provides a Blueprint.” National Institute of Justice, <https://nij.ojp.gov/topics/articles/implementing-school-tip-line-new-research-provides-blueprint>. Accessed 23 Apr. 2023.
7. Blad, E. (2020, November 29). More Schools Are Using Anonymous Tip Lines to Thwart Violence. Do They Work? Education Week. <https://www.edweek.org/leadership/more-schools-are-using-anonymous-tip-lines-to-thwart-violence-do-they-work/2018/08>
8. Carl, Michelle. “School Crisis Toolkit – Before an Incident.” ACSA Resource Hub -, 8 Oct. 2018, <https://content.acsa.org/school-crisis-toolkit-before-an-incident/>.
- 9.



**Alaska Association of Student Governments**

**Resolution # \_\_\_\_**

**AASG Against House Bill 105**

**Submitted by: Kylie Orlando and Francis Myers**

**[4/27/2023]**

**Be it Resolved by the Alaska Association of Student Governments that:** Members of AASG should be opposed to the implementation of House Bill 105, due to its unethical and discriminatory nature.

1. **Whereas**, House Bill 105 states, “The policies must include procedures requiring written permission from a parent before the name or pronoun used by a public school to address or refer to that parent’s child in person, on school identification, or in school records is changed.”<sup>2</sup>
2. **Whereas**, educators must choose between forcibly outing a student’s gender identity/sexuality to their parents or facing legal consequences.<sup>3</sup>
3. **Whereas**, transgender people, when compared to cisgender people, report significantly higher family rejection, lower social support, higher loneliness, higher depression, lower protective factors, and higher negative risk factors, related to suicidal behavior, and are less certain in avoiding sexual risk behaviors.<sup>8</sup>
4. **Whereas**, In the United States, Alaska ranks number two in child abuse cases.<sup>5</sup>
5. **Whereas**, Alaska has one of the highest rates of suicide per capita in the country.<sup>7</sup>
6. **Whereas**, suicide is the leading cause of death for youth and young adults age 15 to 24 in Alaska.<sup>7</sup>
7. **Whereas**, 82% of transgender individuals have considered killing themselves and 40% have attempted suicide, with suicidality highest among transgender youth compared to all other groups.<sup>6</sup>
8. **Whereas**, a parent has complete access to a student’s records unless, “a reasonably prudent person would believe that disclosure of the information would result in child abuse or neglect.”<sup>2</sup>
9. **Whereas**, there is not a definite way for teachers, or anyone else, to know whether the information in a student’s record could potentially lead to harm.
10. **Whereas**, Sitka High Student Council believes that requiring teachers to forcibly out students to their parents regarding matters of pronoun use and gender identity could

lead to disastrous consequences, as transgender youth have significantly higher chances of family rejection and suicide.

11. **Whereas**, House Bill 105 states, “The program ... includes written procedures to address the physical safety and privacy of students in locker rooms and restrooms through the separation of students by biological sex, access to single occupant facilities, or other safety and privacy protocols,” disregarding the students’ gender identity.<sup>2</sup>
12. **Whereas**, “gender identity” means an internal sense of being male, female, or something else, which may or may not correspond to an individual’s sex assigned birth or sex characteristics.<sup>2</sup>
13. **Whereas**, Transgender and gender-nonbinary teens face greater risk of sexual assault in schools that prevent them from using bathrooms or locker rooms consistent with their gender identity.<sup>10</sup>
14. **Whereas**, A recent study found that 36% of transgender or non-binary students reported being sexually harassed in locker rooms not consistent with their gender identity.<sup>10</sup>
15. **Whereas**, Transgender and gender nonbinary adolescents experience high rates of peer victimization.<sup>11</sup>
16. **Whereas**, because of iterative encounters of surveillance, scrutiny, harassment, and violence—trans people regularly adopt strategies for navigating locker rooms as nonmembers of that specified biological sex.<sup>9</sup>
17. **Whereas**, House Bill 105 proposes that parents must be given two weeks’ notice and they must provide written permission before, “any activity, class, or program that includes content involving gender identity, human reproduction, or sexual matter is provided to a child.”<sup>2</sup>
18. **Whereas**, Bree’s Law states that dating violence education must be taught in grades 7-12 in all Alaskan public schools. It instructs teens how to develop healthy relationships, practice supportive communication skills, recognize the warning signs of an abusive relationship, and where to go for help.<sup>1</sup>
19. **Whereas**, The Bree’s Law curriculum, which includes education on sexual abuse, could fall under “any sexual matter” proposed by House Bill 105, making it required for parents to give permission in order for their kids to attend these talks.
20. **Whereas**, House Bill 105 and Bree’s Law are in direct contradiction to one another.
21. **Whereas**, Half of all women in Alaska (50%) have experienced physical violence, threats of it, or sexual violence from a partner at some point in their lives.<sup>1</sup>
22. **Whereas**, Because of Bree’s law, within 3 years of Bree’s murder, teen dating violence was significantly reduced nearly in half.<sup>4</sup>
23. **Whereas**, Sitka High Student Council believes that if Bree’s Law education significantly reduces teen violence and sexual misconduct, and House Bill 105 makes it so parents must provide written permission before a class can talk about any sexual matters, then House Bill 105 could potentially get in the way of life saving information if a parent decides their kid can’t participate in these talks.
24. **Whereas**, if this bill passes it will be enacted July 1, 2023, before next school year.<sup>2</sup>
25. **Whereas**, “Governor Dunleavy recently announced House Bill 105, which, on the surface, is intended to expand parental rights in education. But what it actually does is strip schools of their ability to educate, affirm, and protect trans and gender non-conforming youth who cannot safely share their identity with their families.” (Margot

O'Connell and Michael Mausbach)<sup>3</sup>

**Therefore, be it resolved that the Alaska Association of Student Governments** does not support House Bill 105 and its implementation.

**Action Statement:** If passed by the General Assembly of AASG, this resolution will be brought before the House Education Committee and the Senate Education Committee for their consideration.

#### Sources

1. *Why Bree's Law?* | *breeslaw*. (n.d.). Breeslaw. <https://www.breeslaw.org/about-bree-s-law#:~:text=Because%20of%20Bree's%20Law%2C%20dating,where%20to%20go%20of%20help>.
2. Alaska State Legislature. <https://www.akleg.gov/basis/Bill/Text/33?Hsid=HB0105A>. Accessed 25 Apr. 2023.
3. News, KCAW. "Commentary: HB 105 Puts Alaska's LGBTQ+ Youth at Risk. We Must Fight It at Every Step." KCAW, 27 Mar. 2023, <https://www.kcaw.org/2023/03/27/commentary-hb-105-puts-alaskas-lgbtq-youth-at-risk-we-must-fight-it-at-every-step/>.
4. *Home*. (n.d.). <https://www.murkowski.senate.gov/>
5. Which U.S. States Have the Highest Rates of Child Abuse Cases? [https://nyrequirements.com/blog/which\\_us\\_states\\_have\\_the\\_highest\\_rates\\_of\\_child\\_abuse\\_cases](https://nyrequirements.com/blog/which_us_states_have_the_highest_rates_of_child_abuse_cases). Accessed 25 Apr. 2023.
6. Austin, Ashley, et al. "Suicidality Among Transgender Youth: Elucidating the Role of Interpersonal Risk Factors." *Journal of Interpersonal Violence*, vol. 37, no. 5–6, Mar. 2022, pp. NP2696–718. PubMed, <https://doi.org/10.1177/0886260520915554>.
7. *Alaska Suicide Facts & Statistics*. <https://health.alaska.gov/SuicidePrevention/Pages/statistics.aspx>. Accessed 26 Apr. 2023.
8. *Home - CMHA - Haliburton, Kawartha, Pine Ridge*. (2018, September 24). CMHA Haliburton, Kawartha, Pine Ridge. <https://cmhahkpr.ca/>
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10. "Transgender Teens With Restricted Bathroom Access at Higher Risk of Sexual Assault." *News*, 7 May 2019, [www.hsph.harvard.edu/news/hsph-in-the-news/transgender-teens-restricted-bathroom-access-sexual-assault](http://www.hsph.harvard.edu/news/hsph-in-the-news/transgender-teens-restricted-bathroom-access-sexual-assault).
11. <https://publications.aap.org/pediatrics/article/143/6/e20182902/76816/School-Restroom-and-Locker-Room-Restrictions-and?autologincheck=redirected>. Accessed 27 Apr. 2023.



**Sitka School District**  
**June 2023 Board Report**

**Monthly Revenue Report**

Account No	Account Description	Current Budget	YTD Encum	YTD Revenues	Remaining Balance	Percent Outstanding
23-100-000-000-000-011	CITY/BORO APPROPRIATION	7,981,665.00	0.00	7,986,868.00	-5,203.00	-0.07%
23-100-000-000-000-040	MISC. LOCAL REVENUE	45,000.00	0.00	62,714.01	-17,714.01	-39.36%
23-100-000-000-000-047	E-RATE REVENUE	74,159.00	0.00	289,548.34	-215,389.34	-290.44%
23-100-000-000-000-050	QUALITY SCHOOLS	42,359.00	0.00	42,781.00	-422.00	-1.00%
23-100-000-000-000-051	FOUNDATION	11,229,748.00	0.00	11,313,156.00	-83,408.00	-0.74%
23-100-000-000-000-052	HB281 ALLOCATION	588,411.00	0.00	588,411.00	0.00	0.00%
23-100-000-000-000-056	TRS ON-BEHALF	1,171,744.00	0.00	0.00	1,171,744.00	100.00%
23-100-000-000-000-057	PERS ON-BEHALF	82,485.00	0.00	0.00	82,485.00	100.00%
23-100-000-000-000-090	MISC. STATE REVENUE	0.00	0.00	6,138.00	-6,138.00	#DIV/0
23-100-000-000-000-110	IMPACT AID	70,000.00	0.00	68,590.00	1,410.00	2.01%
23-100-000-000-000-190	FEDERAL THROUGH OTHER IN	360,000.00	0.00	500,000.00	-140,000.00	-38.89%
23-100-000-000-000-250	FUND TRANSFER	1,042,218.00	0.00	0.00	1,042,218.00	100.00%
23-100-000-000-491-040	CC Fee REACH	0.00	0.00	100.29	-100.29	#DIV/0
<b>Report Total</b>		<b>22,687,789.00</b>	<b>0.00</b>	<b>20,858,306.64</b>	<b>1,829,482.36</b>	

**Monthly Expense Report**

Accounts Summarized By Function	Current Budget	YTD Encumbrance	YTD Expenditures	Remaining Balance	Percent Available
100 - REGULAR INSTRUCTION	8,883,604.89	15,660.80	7,989,540.41	878,403.68	9.89%
120 - BILINGUAL/BICULTURAL	54,406.39	0.00	48,432.20	5,974.19	10.98%
130 - ENRICHMENT	3,498.06	0.00	3,111.68	386.38	11.05%
140 - CORRESPONDENCE STUDY	318,418.93	40.00	242,665.45	75,713.48	23.78%
160 - VOCATIONAL EDUCATION	367,817.77	2,645.04	341,303.30	23,869.43	6.49%
200 - SPECIAL ED INSTRUCTION	4,753,784.19	24,000.00	4,163,590.68	566,193.51	11.91%
220 - SPECIAL ED SUPPORT	772,228.02	0.00	748,274.44	23,953.58	3.10%
300 - PUPIL SUPPORT	9,568.00	0.00	1,100.00	8,468.00	88.50%
320 - GUIDANCE	532,829.60	0.00	463,893.55	68,936.05	12.94%
330 - HEALTH SERVICES	110,051.62	0.00	109,176.59	875.03	0.80%
350 - SUPPORT SERVICES	243,000.00	30,555.12	164,901.95	47,542.93	19.56%
351 - IMPROVEMENT INSTRUCTION	3,000.00	0.00	0.00	3,000.00	100.00%
352 - LIBRARY SERVICE	303,016.41	0.00	279,241.15	23,775.26	7.85%
400 - SCHOOL ADMINISTRATION	1,147,213.89	182.09	1,054,635.62	92,396.18	8.05%
450 - SCHOOL ADMIN. SERVICES	676,969.31	0.00	660,126.10	16,843.21	2.49%
510 - DISTRICT ADMINISTRATION	200,285.05	6,971.65	210,131.95	-16,818.55	-8.40%
511 - SCHOOL BOARD	90,148.14	6,549.50	63,015.39	20,583.25	22.83%
512 - SUPERINTENDENT'S OFFICE	328,233.17	0.00	277,548.23	50,684.94	15.44%
518 - SAFETY AND SECURITY	1,000.00	0.00	0.00	1,000.00	100.00%
550 - DISTRICT ADMIN. SUPPORT	517,414.36	2,500.00	558,435.88	-43,521.52	-8.41%
556 - TECHNOLOGY SERVICE	404,248.61	522.50	217,030.42	186,695.69	46.18%
600 - MAINTENANCE/OPERATIONS	2,527,788.73	87,493.51	2,426,123.14	14,172.08	0.56%
700 - Athletics	283,524.86	0.00	280,899.69	2,625.17	0.93%
780 - COMMUNITY SERVICES	4,739.00	0.00	0.00	4,739.00	100.00%
900 - FUND TRANSFERS	151,000.00	0.00	0.00	151,000.00	100.00%
<b>Report Total</b>	<b>22,687,789.00</b>	<b>177,120.21</b>	<b>20,303,177.82</b>	<b>2,207,490.97</b>	

**Revenue - Expenses Totals: 555,128.82**

\*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 6/15/2023

	BES	KGH	BMS	SHS	PHS	RCH	Total
PK	22					0	22
KG	76					1	77
1	71					4	75
2		56				2	58
3		63				4	67
4		66				1	67
5		79				4	83
6			92			3	95
7			72			3	75
8			97			2	99
9				80	8	1	89
10				80	13	2	95
11				70	14	6	90
12				77	7	0	84
<b>Bldg Total</b>	<b>169</b>	<b>264</b>	<b>261</b>	<b>307</b>	<b>42</b>	<b>33</b>	<b>1076</b>



**SITKA**

SCHOOL DISTRICT

DISCOVER | NURTURE | INSPIRE

# Superintendent Report

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June 20, 2023



# REACH Homeschool

- DEED approved REACH as a statewide homeschool program
- Allows families across Alaska who are looking for a more personalized program
- Provide Sitka families who are moving, but staying in the state, to stay connected to and enrolled in SSD
- REACH already has two statewide enrollments
- Seven new to SSD enrollments

# BARANOF ELEMENTARY SCHOOL RENAMING COMMITTEE

Per AR 1332, the naming committee may include the following:

- School Board President or designee
- The school principal
- Sitka Tribe of Alaska Representative
- Sitka School District Cultural Director
- A SEA and/or SESPAs representative from the school
- A school parent representative
- Community member(s)
- Tribal Elder
- City of Sitka Representative
- Student body representative(s)



# Comprehensive Literacy State Development Grant Supplemental Funds

## REQUEST FOR APPLICATIONS FY24

SSD is applying for the Comprehensive Literacy Grant for FY24. Deadline is June 30

- Approximately \$10,000,000 will be available to the state to distribute
- Maximum grant award is \$25,000-\$500,000.

### Grant will provide:

1. professional development, for best practices in literacy instruction with a focus on the Science of Reading
2. fund personnel to provide both in-school literacy support and after-school tutoring specific to literacy instruction and support.
3. purchase materials and supplemental curriculum to support the Science of Reading
4. a well-structured afterschool program that is meeting the needs of students identified as below proficient as outlined in the Alaska Reads Act

# Pacific High School Graduation





# Sitka High School Graduation

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Last Day of School

# Announcements

- BMS Jump Start July 24-August 10
- Teacher's first day is August 15
- Student's first day is August 22





## Agenda Item Details

Meeting	June 20, 2023 – Regular School Board Meeting
Category	New Business
Subject	FY23 General Fund Budget Revision
Type	Action

### SITKA SCHOOL DISTRICT SITKA, ALASKA

SSD MEMORANDUM # 10 (2022-2023)

June 20 2023

TO: SCHOOL BOARD  
FROM: FRANK HAUSER, SUPERINTENDENT  
SUBJECT: FY23 Budget Revision 3

RECOMMENDATION: Approval of the FY2023 Budget Revision 3.

#### PERTINENT FACTS:

The attached FY2023 General Fund Budget Revision #3 details the variances from the second budget revision approved by the board on February 1, 2023. District revenues were impacted by this revision, the increase was \$382,890 over the second budget revision. End of year revenues are anticipated at \$22,028,461 before transfers. Expenditures were increased in this revision; they increased by \$160,643. This difference includes an increase to district and maintenance operations and decreases due to truing up staffing costs.

To maintain a balanced budget, the District will need to use \$819,972 from fund balance. This is a \$222,247 decrease from the anticipated \$1,042,218 use of the available FY23 fund balance from the second revision. Revenue and expenditure changes are summarized below.

#### Revenues

- **City/Borough Appropriation** – Remained unchanged.
- **Misc. Local Revenue** – Increased due to additional technology rebates awarded.
- **E-Rate** – Increase of \$215,390 due to Erate/ BEAR Reimbursements from FY22 technology purchase.
- **Foundation and Quality Schools** – Anticipated to remain unchanged.
- **Other State Revenue (TRS / PERS)** – These amounts correspond to increases within the on-behalf expenditures due to changes in staffing.
- **Other State Revenue (HB281)** – Remained unchanged.
- **Impact Aid** – Anticipated to remain unchanged.
- **Forest Receipts (pass-thru)** – Increase of \$140,000 due to additional funding provided by the City of Sitka.

#### Expenditures

- **Instructional Support – Function 100-400** – The \$64,876 decrease from Revision #2 can be attributed to truing up staffing fluctuations and reallocating technology to instructional. Notable changes were in function 220 Special Education Support and 200 Special Education Instruction for unfilled or partial year filled positions.

***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.*

- **Administrative – Function 450-780** – The \$225,519 increase from Revision #2 can be attributed to truing up administrative expenses. A notable increase of \$276,012 is for increased maintenance expenses which include increased cost to district-wide electric heating. District administration costs increased with additional support duties, legal, audit preparation, and data processing support. Expenditures for these increases include SEA grievance, contract reviews, additional accounting transition support for switching over decentralized student accounting to centralized accounting.
- **Reallocations -**
  - The district anticipates transfers to the pool and transportation to be overall the same. The transfers between the two funds are anticipated to be \$65,000 for transportation and \$86,000 for pool operations. Providing an estimated FY24 starting fund balance of \$35,000-\$40,000 in each fund.
  - The district has reallocated funding from Technology Service (districtwide function 556) to districtwide Regular Instruction (districtwide function 100) to cover additional student technology instructional expenses.
  - Districtwide Regular Instruction has been separated to better illustrate the cultural and curriculum budgets within regular districtwide instruction.
- **General Fund to Grant Fund reallocations:** Many district grants do not allow carryover funds into FY24. Eligible general fund expenditures that can fulfill unused grant expenditures may provide additional general funds savings. These adjustments will be determined as remaining grants are closed out.

**Funding Sources**

**Account: 23-100-XXX-XXX-XXX-XXX**

by: Leslie Young, Business Manager

## SITKA SCHOOL DISTRICT

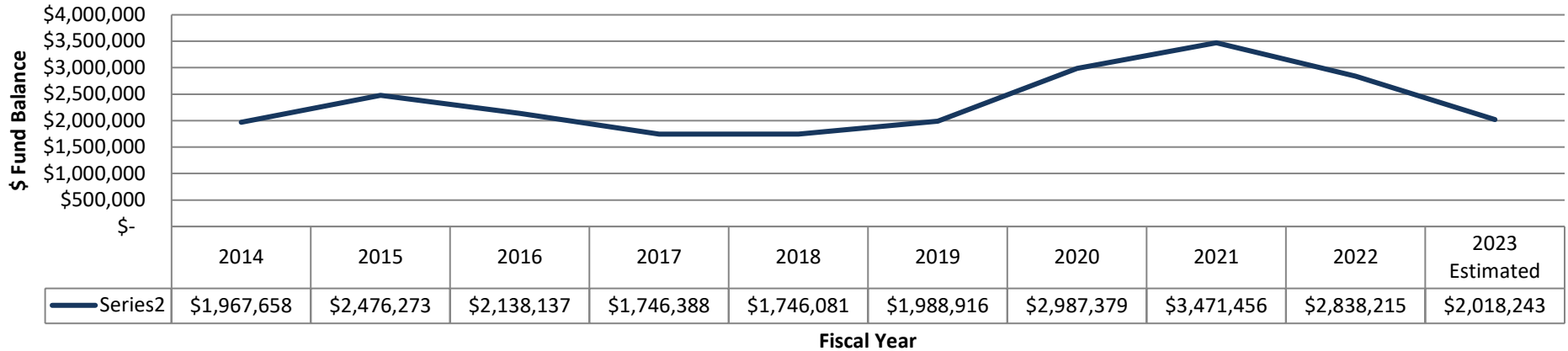
### Revenue Budget

#### FY 2023 Budget

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Revision #1	FY 2023 Revision #2	FY 2023 Revision #3	Change
<i>Enrollment Projection</i>	<i>1082.10+45IN 48.85 corresp</i>	<i>1084.35+40IN 48.85 corresp</i>	<i>1075.95+45IN 35.95 corresp</i>	<i>1075.95+45IN 35.95 corresp</i>	<i>1075.95+45 IN 35.95 Corresp</i>	<i>No Change No Change</i>
<b>FUND 100: General Fund</b>						
011 City/Borough Appropriation	\$ 7,424,930	\$ 7,981,665	\$ 7,981,665	\$ 7,981,665	\$ 7,981,665	\$ -
040 Other Revenue (Local)	128,251	45,000	45,000	45,000	64,000	19,000
047 E-rate Revenue (Federal)	179,737	69,076	69,076	74,159	289,549	215,390
050 Quality Schools	43,213	41,619	42,359	42,359	42,359	-
051 State Foundation	11,816,364	10,955,505	11,229,767	11,229,748	11,229,748	-
056 Other State Revenue (TRS)	1,621,317	1,026,771	1,079,501	1,171,744	1,181,042	9,299
057 Other State Revenue (PERS)	234,958	69,369	68,361	82,485	81,686	(799)
05X Other State Revenue (HB281)	-	-	577,508	588,411	588,411	-
110 Impact Aid (Federal)	60,816	70,000	70,000	70,000	70,000	-
190 Forest Receipts (pass-thru)	600,000	360,000	360,000	360,000	500,000	140,000
Fund Balance	<u>483,461</u>	<u>1,438,623</u>	<u>1,203,761</u>	<u>1,042,218</u>	<u>819,972</u>	<u>(222,247)</u>
FUND TOTAL	\$ 22,593,047	\$ 22,057,629	\$ 22,726,998	\$ 22,687,789	\$ 22,848,432	\$ 160,643

## SITKA SCHOOL DISTRICT

### Fund Balance 10 Year History FY 2014 - FY 2023 Projected



Projected Total Fund Balance - School Operating Fund (General Fund 100) at June 30, 2023:	\$ 2,018,243
Less Exemptions per 4 AAC 09.160(a)	
Inventory (Fuel)	\$ -
Prepaid Items (Liab Insurance, other)	\$ -
Federal Impact Aid Received	\$ 76,228
<b>Fund Balance Subject to 10% Limitation</b>	<b>\$ 1,942,015</b>

Nonexempt fund balance as a percentage of current year expenditures:								
<table> <tr> <td style="text-align: right;">Fund Balance Subject to Limitation</td> <td style="text-align: right;">\$ 1,942,015</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Current Year Expenditures (Fxs 100-780)</td> <td style="text-align: right;">\$ 22,697,432</td> <td style="text-align: center;">=</td> <td style="text-align: right;">8.56%</td> </tr> </table>	Fund Balance Subject to Limitation	\$ 1,942,015			Current Year Expenditures (Fxs 100-780)	\$ 22,697,432	=	8.56%
Fund Balance Subject to Limitation	\$ 1,942,015							
Current Year Expenditures (Fxs 100-780)	\$ 22,697,432	=	8.56%					

**SITKA SCHOOL DISTRICT**  
**Expenditure Summary by Function**

**FY 2023 Budget**

Function	FY 2023 Adopted	FY 2023 Revision #1	FY 2023 Revision #2	FY 2023 Revision #3	Increase (Decrease)	Percent Increase	Percent of FY 2023 Total
Instruction:							
100 Regular Instruction	\$ 8,583,767	\$ 8,901,915	\$ 8,883,605	\$ 9,009,163	\$ 125,557	1.39%	39.43%
120 Bilingual/Bicultural	51,399	53,803	54,406	54,406	(0)	0.00%	0.24%
130 Enrichment	3,461	3,468	3,498	3,498	-	0.00%	0.02%
140 Correspondence Study	327,533	318,419	318,418	291,424	(26,994)	-9.26%	1.28%
160 Vocational Education	357,964	373,273	367,817	367,817	0	0.00%	1.61%
200 Special Education Instruction	4,410,929	4,595,307	4,753,785	4,657,312	(96,473)	-2.07%	20.38%
220 Special Education Support	857,121	989,611	772,227	726,679	(45,548)	-6.27%	3.18%
300 Pupil Support	9,000	9,000	9,568	9,568	(1)	-0.01%	0.04%
320 Guidance	584,655	538,435	532,829	526,650	(6,179)	-1.17%	2.30%
330 Health Services	135,758	110,031	110,052	110,881	829	0.75%	0.49%
350/351 Support Services - Instruction	246,000	246,000	246,000	220,000	(26,000)	-11.82%	0.96%
352 Library Services	286,607	300,008	303,016	306,079	3,063	1.00%	1.34%
400 School Administration	1,105,582	1,154,635	1,147,211	1,154,081	6,870	0.60%	5.05%
Sub Total Instruction	\$ 16,959,776	\$ 17,593,905	\$ 17,502,435	\$ 17,437,559	\$ (64,876)	-0.37%	76.32%
450 School Administration Support	\$ 663,242	\$ 668,774	\$ 676,970	\$ 685,309	\$ 8,339	1.22%	3.00%
510 District Administration	148,386	148,767	200,285	259,261	58,976	22.75%	1.13%
511 School Board	85,940	86,148	90,149	75,429	(14,720)	-19.51%	0.33%
512 Superintendent's Office	331,838	332,581	328,234	363,910	35,676	9.80%	1.59%
518 Safety & Security	1,000	1,000	1,000	1,000	-	0.00%	0.00%
550 District Administration Support	590,837	558,305	517,414	502,917	(14,497)	-2.88%	2.20%
555/556 Data Processing/Tech Services	470,240	384,232	404,248	255,427	(148,821)	-58.26%	1.12%
600 Maintenance & Operations	2,386,893	2,526,681	2,527,789	2,803,801	276,012	9.84%	12.27%
700 Student Activities	268,476	275,605	283,527	308,081	24,554	7.97%	1.35%
780 Community Services	-	-	4,739	4,739	0		
Sub Total Admin/M&O	\$ 4,946,853	\$ 4,982,093	\$ 5,034,354	\$ 5,259,873	\$ 225,519	4.29%	23.02%
Sub Total Inst/Admin/M&O	\$ 21,906,629	\$ 22,575,998	\$ 22,536,789	\$ 22,697,432	\$ 160,643	0.71%	99.34%
900 Transfers							
900..550 Transfers to Pupil Transportati	125,000	125,000	125,000	65,000	(60,000)	-92.31%	0.28%
900..550 Transfers to Pool	26,000	26,000	26,000	86,000	60,000	0.00%	0.38%
Sub Total Transfers	\$ 151,000	\$ 151,000	\$ 151,000	\$ 151,000	\$ -	0.00%	0.66%
<b>Total General Fund</b>	<b>\$ 22,057,629</b>	<b>22,726,998</b>	<b>\$ 22,687,789</b>	<b>\$ 22,848,432</b>	<b>\$ 160,643</b>	<b>0.70%</b>	<b>100.00%</b>



# DISTRICTWIDE

FY 2023 Budget

Location 000

Artwork to the left by:  
Dane Refshaw - Grade 10  
Drypoint Intaglio



	FY 2023 Revision #2	FY 2023 Revision #3	\$ Change	% Change
<b>Fund 100: School Operating</b>				
Function: 100 Regular Instruction	\$ 1,352,366	\$ 1,422,509	70,143	5.19%
120 Bilingual/Bicultural	54,196	54,196	-	0.00%
130 Enrichment	588	588	-	0.00%
140 Correspondence Study	318,418	291,424	(26,994)	-8.48%
160 Vocational Education	30,036	30,036	-	0.00%
200 Special Education Instruction	502,826	583,610	80,784	16.07%
220 Special Education Support	772,227	726,679	(45,548)	-5.90%
300 Pupil Support	9,568	9,568	-	0.00%
320 Guidance	46,280	40,901	(5,379)	-11.62%
330 Health Services	109,552	110,381	829	0.76%
350 Support Services	243,000	217,000	(26,000)	-10.70%
351 Improvement of Instructional Services	3,000	3,000	-	0.00%
352 Library Services	32,093	32,093	-	0.00%
400 School Administration	100,245	100,357	112	0.11%
450 School Administration Support	13,646	13,632	(14)	-0.10%
510 District Administration	200,285	259,261	58,975	29.45%
511 School Board	90,149	75,429	(14,720)	-16.33%
512 Superintendent's Office	328,234	363,910	35,676	10.87%
518 Safety & Security	1,000	1,000	-	0.00%
550 District Admin Support	517,414	502,917	(14,496)	-2.80%
555 Data Processing Services	-	-	-	
556 Technology Services	404,248	255,427	(148,821)	-36.81%
600 Maintenance & Operations	1,425,365	1,509,577	84,212	5.91%
700 Student Activities	18,464	19,949	1,485	8.04%
780 Community Services	-	4,739	4,739	100%
900 Transfers	151,000	151,000	-	0.00%
<b>Fund Total</b>	<b>6,724,199</b>	<b>6,779,181</b>	<b>54,983</b>	<b>0.82%</b>
<b>TOTAL</b>	<b>\$ 6,724,199</b>	<b>\$ 6,779,181</b>	<b>54,983</b>	<b>0.82%</b>
REACH (Function 140) Calculations Only:				
# REACH Students (PK-12th)	41.00	36.0	(5)	-12.32%
# REACH Teachers	1.0	1.0	-	0.00%
# REACH Classified	1.0	0.7	(0)	-30.00%
Pupil / Teacher Ratio	41.0	36.0	(5)	-12.32%
Average REACH Per Pupil Expenditure	\$ 7,766.30	\$ 8,106.38	340	4.38%

# SITKA SCHOOL DISTRICT

## FY2023 Budget

Location 000 Districtwide

Districtwide Account Code	Description	Comments	FY 2023 Revision #2	FY 2023 Revision #3	\$ Change
<b>Regular Instruction</b>					
100-000-100-310	Cert-Director	0.00 FTE - Cultural Director (Prgm 355)	\$ 100,248	100,248	\$ -
100-000-100-315	Cert-Teacher	1.00 FTE - Raven's Way	87,929	89,129	1,200
100-000-100-316	Extra Duty Pay	Includes \$5,000 for SEA PD Extra Duty	17,999	17,999	-
100-000-100-326	Classified Extra Duty Pay		-	1,000	1,000
100-000-100-327	Substitute - Non-Cert		15,000	8,000	(7,000)
100-000-100-329	Substitute - Classified		5,000	1,000	(4,000)
100-000-100-361	Health/Life Insurance		39,095	39,095	-
100-000-100-363	Worker's Compensation		73,868	73,868	-
100-000-100-364	FICA		3,284	3,156	(128)
100-000-100-365	TRS		25,896	26,046	151
100-000-100-375	TRS On-Behalf		723,773	727,143	3,369
100-000-100-366	PERS		-	220	220
100-000-100-376	PERS On-Behalf		2,451	2,493	41
100-000-100-369	SBS		1,244	631	(613)
100-000-100-410	Professional & Technical		83,500	63,500	(20,000)
100-000-100-410	Professional & Technical	(Curriculum Math 500, ELA 501)		55,000	55,000
100-000-100-410	Professional & Technical	(Cultural Prgm 355)		20,000	20,000
100-000-100-420	Staff Travel			5,000	5,000
100-000-100-420	Staff Travel	(Professional Learning Prgm 410)	49,000	40,000	(9,000)
100-000-100-425	Student Transportation	(Cultural Prgm 355)	2,100	2,100	-
100-000-100-440	Other Purchased Services		5,000	16,000	11,000
100-000-100-451	Teaching Supplies		73,613	6,500	(67,113)
100-000-100-451	Teaching Supplies	(TECH 556)		65,000	65,000
100-000-100-451	Teaching Supplies	(Cultural Prgm 355)		16,015	16,015
100-000-100-471	Textbooks	Math, ELA, SS Curriculum	15,000	15,000	-
100-000-100-491	Dues & Fees		28,365	28,365	-
100-000-100-510	Equipment		-	-	-
<b>-100-000-510</b>	<b>100 Regular Instruction</b>		<b>1,352,366</b>	<b>1,422,509</b>	<b>70,143</b>
<b>Total</b>				<b>352,480</b>	
<b>Bilingual/Bicultural</b>					
100-000-120-315	Cert-Teacher	0.50 FTE	42,236	42,236	-
100-000-120-363	Worker's Compensation		346	346	-
100-000-120-364	FICA		612	612	-
100-000-120-365	TRS		5,305	5,305	-
100-000-120-375	TRS On-Behalf		5,697	5,697	-
<b>Total</b>	<b>120 Bilingual/Bicultural</b>		<b>54,196</b>	<b>54,196</b>	<b>-</b>
<b>Enrichment</b>					
100-000-130-363	Worker's Compensation		347	347	-
100-000-130-375	TRS On-Behalf		241	241	-
<b>Total</b>	<b>130 Enrichment</b>		<b>588</b>	<b>588</b>	<b>-</b>

Districtwide			FY 2023	FY 2023	
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change
<b>Correspondence Study</b>					
100-000-140-	315	Cert-Teacher 1.00 FTE	69,065	69,065	-
100-000-140-	316	Extra Duty		1,300	1,300
100-000-140-	317	Substitute - Certified	-	-	-
100-000-140-	324	Support Staff 0.70 FTE	24,524	24,524	-
100-000-140-	361	Health/Life Insurance	45,361	45,361	-
100-000-140-	363	Worker's Compensation	346	346	-
100-000-140-	364	FICA	1,357	1,376	19
100-000-140-	365	TRS	8,675	8,838	163
100-000-140-	375	TRS On-Behalf	8,329	8,486	157
100-000-140-	366	PERS	5,395	5,395	-
100-000-140-	376	PERS On-Behalf	684	684	-
100-000-140-	369	SBS	1,503	1,503	-
100-000-140-	410	Professional & Technical	20,000	20,000	-
100-000-140-	433	Communications	6,800	8,301	1,501
100-000-140-	440	Other Purchased Services	745	745	-
100-000-140-	443	Equipment Repair/Maintenance	2,001	500	(1,501)
100-000-140-	451	Teaching Supplies	100,000	90,000	(10,000)
100-000-140-	454	Office Supplies/Postage	18,633	5,000	(13,633)
-140-000-510	510	Equipment	5,000	-	(5,000)
<b>Total</b>	<b>140</b>	<b>Correspondence Study</b>	<b>318,418</b>	<b>291,424</b>	<b>(26,994)</b>
<b>Vocational Education</b>					
100-000-160-	363	Worker's Compensation	3,789	3,789	-
<b>100-000-160-</b>	<b>375</b>	<b>TRS On-Behalf</b>	<b>26,247</b>	<b>26,247</b>	<b>-</b>
<b>Total</b>	<b>160</b>	<b>Vocational Education</b>	<b>30,036</b>	<b>30,036</b>	<b>-</b>
<b>Special Education Instruction</b>					
100-000-200-	316	Extra Duty Pay	-	7,000	7,000
100-000-200-	326	Classified Extra Duty Pay	-	2,200	2,200
100-000-200-	327	Substitute - Non-Cert	4,400	-	(4,400)
100-000-200-	363	Worker's Compensation	7,461	7,461	-
100-000-200-	364	FICA	64	1,252	1,188
100-000-200-	365	TRS	-	10,530	10,530
100-000-200-	375	TRS On-Behalf	171,960	172,482	523
100-000-200-	366	PERS	-	550	550
100-000-200-	376	PERS On-Behalf	39,271	38,238	(1,033)
100-000-200-	369	SBS	270	153	(116)
100-000-200-	410	Professional & Technical	160,000	160,000	-
100-000-200-	420	Staff Travel	6,000	6,000	-
100-000-200-	425	Student Transportation	650	58,000	57,350
100-000-200-	440	Other Purchased Services	8,500	1,500	(7,000)
100-000-200-	451	Teaching Supplies	20,000	6,000	(14,000)
100-000-200-	510	Equipment	6,000	-	(6,000)
100-000-200-	315	Cert-Teacher Summer School - Program 260	13,527	27,000	13,473
100-000-200-	323	Aides Summer School - Program 260	25,000	30,000	5,000
100-000-200-	364	FICA Summer School - Program 260	622	2,078	1,456
100-000-200-	365	TRS Summer School - Program 260	1,699	13,922	12,223
100-000-200-	366	PERS Summer School - Program 260	5,500	7,150	1,650
100-000-200-	369	SBS Summer School - Program 260	1,802	1,992	190
100-000-200-	410	Professional & Summer School - Program 260	11,500	11,500	-
100-000-200-	425	Student Transp Summer School - Program 260	18,000	18,000	-
100-000-200-	451	Teaching Supp Summer School - Program 260	600	600	-
<b>Total</b>	<b>200</b>	<b>Special Education Instruction</b>	<b>502,826</b>	<b>583,610</b>	<b>80,784</b>

Districtwide				FY 2023	FY 2023	
Account Code	Description	Comments		Revision #2	Revision #3	\$ Change
<b>Special Education Support</b>						
100-000-220-	310	Director/Coord	1.00 FTE	109,414	110,414	1,000
100-000-220-	315	Cert-Teacher	3.00 FTE	246,581	251,431	4,850
100-000-220-	316	Extra Duty Pay		-	10,000	10,000
100-000-220-	324	Support Staff	1.43 FTE	70,592	70,683	91
100-000-220-	361	Health/Life Insurance		123,847	123,847	-
100-000-220-	363	Worker's Compensation		3,484	3,484	-
100-000-220-	364	FICA		6,186	6,417	231
100-000-220-	365	TRS		44,713	46,704	1,991
100-000-220-	375	TRS On-Behalf		43,084	44,845	1,761
100-000-220-	366	PERS		15,530	15,550	20
100-000-220-	376	PERS On-Behalf		1,970	1,972	3
100-000-220-	369	SBS		4,327	4,333	6
100-000-220-	410	Professional & Technical		30,000	5,000	(25,000)
100-000-220-	420	Staff Travel		13,000	9,000	(4,000)
100-000-220-	440	Other Purchased Services		39,500	3,000	(36,500)
100-000-220-	451	Teaching Supplies		15,000	15,000	-
100-000-220-	454	Office Supplies/Postage		5,000	5,000	-
<b>Total</b>	<b>220</b>	<b>Special Education Support</b>		<b>772,227</b>	<b>726,679</b>	<b>(45,548)</b>
<b>Pupil Support</b>						
100-000-300-	315	Cert-Teacher	Unfilled	-	-	-
100-000-300-	361	Health/Life Insurance		-	-	-
100-000-300-	363	Worker's Compensation		-	-	-
100-000-300-	364	FICA		-	-	-
100-000-300-	365	TRS		-	-	-
100-000-300-	375	TRS On-Behalf		-	-	-
100-000-300-	376	PERS On-Behalf		568	568	-
100-000-300-	410	Professional & Cold Water Survival - Program 268		5,500	7,000	1,500
100-000-300-	425	Student Transp; Cold Water Survival - Program 268		3,500	2,000	(1,500)
<b>Total</b>	<b>300</b>	<b>Pupil Support</b>		<b>9,568</b>	<b>9,568</b>	<b>-</b>
<b>Guidance</b>						
100-000-320-	327	Substitute - Non-Cert		5,000	-	(5,000)
100-000-320-	363	Worker's Compensation		346	346	-
100-000-320-	364	FICA		73	-	(73)
100-000-320-	369	SBS		307	-	(307)
100-000-320-	375	TRS On-Behalf		40,555	40,555	-
<b>Total</b>	<b>320</b>	<b>Guidance</b>		<b>46,280</b>	<b>40,901</b>	<b>(5,379)</b>
<b>Health Services</b>						
100-000-330-	324	Support Staff	1.00 FTE	59,180	59,806	626
100-000-330-	361	Health/Life Insurance		29,340	29,340	-
100-000-330-	363	Worker's Compensation		376	376	-
100-000-330-	364	FICA		858	867	9
100-000-330-	366	PERS		13,020	13,157	138
100-000-330-	376	PERS On-Behalf		1,651	1,669	17
100-000-330-	369	SBS		3,628	3,666	38
100-000-330-	399	Employee Physicals		500	500	-
100-000-330-	451	Teaching Supplies		1,000	1,000	-
<b>Total</b>	<b>330</b>	<b>Health Services</b>		<b>109,552</b>	<b>110,381</b>	<b>829</b>

Districtwide			FY 2023	FY 2023	
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change
<b>Support Services</b>					
100-000-350-	410	Professional & Technical	5,000	5,000	-
100-000-350-	420	Staff Travel	10,000	10,000	-
100-000-350-	433	Communicatio E-Rate applicable	225,000	200,000	(25,000)
100-000-350-	451	Teaching Supplies	2,000	1,000	(1,000)
100-000-350-	491	Dues & Fees Art Consortium - Program 202	1,000	1,000	-
<b>Total</b>	<b>350</b>	<b>Support Services</b>	<b>243,000</b>	<b>217,000</b>	<b>(26,000)</b>
<b>Improvement of Instructional Services</b>					
100-000-351-	451	Teaching Supplies	3,000	3,000	-
<b>Total</b>	<b>351</b>	<b>Improvement of Instructional Services</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>Library Services</b>					
100-000-352-	363	Worker's Compensation	346	346	-
100-000-352-	375	TRS On-Behalf	23,247	23,247	-
100-000-352-	410	Professional & Technical	8,500	8,500	-
<b>Total</b>	<b>352</b>	<b>Library Services</b>	<b>32,093</b>	<b>32,093</b>	<b>-</b>
<b>School Administration</b>					
100-000-400-	363	Worker's Compensation	7,760	7,872	112
100-000-400-	375	TRS On-Behalf	92,485	92,485	-
<b>Total</b>	<b>400</b>	<b>School Administration</b>	<b>100,245</b>	<b>100,357</b>	<b>112</b>
<b>School Administration Support</b>					
100-000-450-	363	Worker's Compensation	3,656	3,660	4
100-000-450-	376	PERS On-Behalf	9,990	9,972	(17)
<b>Total</b>	<b>450</b>	<b>School Administration Support</b>	<b>13,646</b>	<b>13,632</b>	<b>(14)</b>
<b>District Administration</b>					
100-000-510-	362	Unemployment Insurance	18,943	19,321	379
100-000-510-	363	Worker's Compensation	865	882	17
100-000-510-	410	Professional & Technical	5,000	7,500	2,500
100-000-510-	412	Audit	32,921	68,000	35,079
100-000-510-	414	Legal Services	35,000	40,000	5,000
100-000-510-	417	Data Processing	32,000	49,000	17,000
100-000-510-	420	Staff Travel	7,000	7,500	500
100-000-510-	440	Other Purchased Services	18,000	20,000	2,000
100-000-510-	441	Equipment Rentals	1,800	800	(1,000)
100-000-510-	448	Fidelity Bond	24,257	24,257	-
100-000-510-	454	Office Supplies/Postage	8,500	6,000	(2,500)
100-000-510-	491	Dues & Fees	16,000	16,000	-
<b>Total</b>	<b>510</b>	<b>District Administration</b>	<b>200,285</b>	<b>259,261</b>	<b>58,975</b>
<b>School Board</b>					
100-000-511-	324	NonCert-Suppl - FTE	3,308	3,308	-
100-000-511-	364	FICA	48	48	-
100-000-511-	366	PERS	728	728	-
100-000-511-	376	PERS On-Behalf	92	92	-
100-000-511-	369	SBS	203	203	-
100-000-511-	410	Professional & Technical	40,000	20,000	(20,000)
100-000-511-	420	Staff Travel	25,000	25,000	-
100-000-511-	425	Student Rep Travel	10,000	10,000	-
100-000-511-	440	Other Purchased Services	6,770	8,000	1,230
100-000-511-	479	Other Supplies/Media	2,000	2,000	-
100-000-511-	490	Dues and Fees	2,000	6,050	4,050
<b>Total</b>	<b>511</b>	<b>School Board</b>	<b>90,149</b>	<b>75,429</b>	<b>(14,720)</b>

Districtwide			FY 2023	FY 2023	
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change
<b>Superintendent's Office</b>					
100-000-512-	311	Superintendent 1.00 FTE	161,100	161,100	-
100-000-512-	312	Assistant Superintendent			-
100-000-512-	312	Extra Duty - Assistant Superintendent		30,000	30,000
100-000-512-	324	Support Staff 1.00 FTE	57,574	57,574	-
100-000-512-	361	Health/Life Insurance	44,571	44,571	-
100-000-512-	364	FICA	3,156	3,591	435
100-000-512-	365	TRS	18,024	19,280	1,256
100-000-512-	375	TRS On-Behalf	17,306	18,512	1,206
100-000-512-	366	PERS	12,666	14,866	2,200
100-000-512-	376	PERS On-Behalf	1,606	1,885	279
100-000-512-	369	SBS	3,529	3,529	-
100-000-512-	410	Professional & Technical	500	400	(100)
100-000-512-	420	Staff Travel Supt Travel	6,700	6,800	100
100-000-512-	440	Other Purchas Asst. Supt & Supt.	1,000	1,600	600
100-000-512-	451	Teaching Supplies	-	-	-
100-000-512-	454	Office Supplies/Postage	500	200	(300)
<b>Total</b>	<b>512</b>	<b>Superintendent's Office</b>	<b>328,234</b>	<b>363,910</b>	<b>35,676</b>
<b>Safety &amp; Security</b>					
100-000-518-	450	Supplies/Materials/Media	1,000	1,000	-
<b>Total</b>	<b>518</b>	<b>Safety &amp; Security</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>District Administration Support</b>					
100-000-550-	321	Director/Coorc 1.00 FTE	89,013	88,734	(279)
100-000-550-	324	NonCert-Suppl 2.50 FTE	147,035	154,857	7,821
100-000-550-	361	Health/Life Insurance	86,092	66,912	(19,180)
100-000-550-	363	Worker's Compensation	2,417	2,417	-
100-000-550-	364	FICA	3,423	3,532	109
100-000-550-	366	PERS	51,931	53,590	1,659
100-000-550-	376	PERS On-Behalf	7,533	7,744	210
100-000-550-	369	SBS	14,470	14,932	462
100-000-550-	410	Professional & Technical -SERRC Grant application(s)	10,000	5,000	(5,000)
100-000-550-	447	Liability Insurance 3% increase budgeted	195,000	195,000	-
100-000-550-	454	Office Supplies/Postage	500	200	(300)
100-000-550-	495	Indirect Costs	(90,000)	(90,000)	-
<b>Total</b>	<b>550</b>	<b>District Administration Support</b>	<b>517,414</b>	<b>502,917</b>	<b>(14,496)</b>
<b>Data Processing Services</b>					
100-000-555-	361	Health/Life Insurance Budgeted under 556 for FY23	-	-	-
<b>Total</b>	<b>555</b>	<b>Data Processing Services</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Technology Services</b>					
100-000-556-	316	Extra Duty Pay	5,000	11,000	6,000
100-000-556-	321	Director/Coorc - FTE	-	-	-
100-000-556-	324	NonCert-Suppl 2.00 FTE	109,179	85,225	(23,954)
100-000-556-	326	Extra Duty Pay	-	-	-
100-000-556-	329	Substitutes/Temporary	-	-	-
100-000-556-	361	Health/Life Insurance	20,594	13,797	(6,797)
100-000-556-	363	Worker's Compensation	950	950	-
100-000-556-	364	FICA	1,656	1,395	(260)
100-000-556-	365	TRS	628	1,382	754
100-000-556-	375	TRS On-Behalf	603	1,327	724
100-000-556-	366	PERS	24,019	18,749	(5,270)
100-000-556-	376	PERS On-Behalf	3,046	2,378	(668)
100-000-556-	369	SBS	6,693	5,224	(1,468)
100-000-556-	410	Professional & Technical	73,000	40,000	(33,000)
100-000-556-	440	Other Purchased Services	68,880	35,000	(33,880)
100-000-556-	451	Teaching Supplies	80,000	35,000	(45,000)

Districtwide			FY 2023	FY 2023	
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change
100-000-556-	475	Technology Supplies-Software	15,000	15,000	-
<b>Total</b>	<b>556</b>	<b>Technology Services</b>	<b>404,248</b>	<b>255,427</b>	<b>(148,821)</b>
<b>Maintenance &amp; Operations</b>					
100-000-600-	321	Director/Coord 1.00 FTE	86,445	103,409	16,964
100-000-600-	325	Maintenance/In 4.00 FTE	211,516	208,024	(3,493)
100-000-600-	329	Substitutes/Temporary	20,000	25,000	5,000
100-000-600-	361	Health/Life Insurance	112,537	99,946	(12,591)
100-000-600-	363	Worker's Compensation	3,492	3,492	-
100-000-600-	364	FICA	4,610	4,878	268
100-000-600-	366	PERS	65,551	68,515	2,964
100-000-600-	376	PERS On-Behalf	8,637	9,080	443
100-000-600-	369	SBS	19,491	20,623	1,132
100-000-600-	325	Maintenance/CustodiaStand-by Time - Program 325	11,605	14,000	2,395
100-000-600-	364	FICA Stand-by Time - Program 325	168	203	35
100-000-600-	366	PERS Stand-by Time - Program 325	2,553	3,080	527
100-000-600-	369	SBS Stand-by Time - Program 325	711	858	147
100-000-600-	410	Professional & Technical	20,000	93,000	73,000
100-000-600-	420	Staff Travel	5,000	-	(5,000)
100-000-600-	431	Water & Sewer	5,306	4,500	(806)
100-000-600-	436	Electricity	5,306	4,500	(806)
100-000-600-	440	Other Purchased Services	8,000	1,500	(6,500)
100-000-600-	440	Other Purchased Services NMS Contract - Program 997	584,069	584,069	-
100-000-600-	442	Building Repair/Maintenance	11,000	8,500	(2,500)
100-000-600-	443	Equipment Repair/Maintenance	22,500	27,000	4,500
100-000-600-	444	Site Repair/Maintenance	1,300	400	(900)
100-000-600-	446	Property Insurance	159,000	159,000	-
100-000-600-	452	Maintenance Supplies	22,000	22,000	-
100-000-600-	453	Janitorial Supplies	25,000	37,000	12,000
100-000-600-	458	Gas/Oil	9,567	7,000	(2,567)
<b>Total</b>	<b>600</b>	<b>Maintenance &amp; Operations</b>	<b>1,425,365</b>	<b>1,509,577</b>	<b>84,212</b>
<b>Student Activities</b>					
100-000-700-	375	TRS On-Behalf	18,217	19,777	1,559
100-000-700-	376	PERS On-Behalf	246	172	(74)
<b>Total</b>	<b>700</b>	<b>Student Activities</b>	<b>18,464</b>	<b>19,949</b>	<b>(74)</b>
<b>Community Services</b>					
100-000-780-	376	PERS On-Behalf	4,739	4,739	-
<b>Total</b>	<b>780</b>	<b>Community Services</b>	<b>4,739</b>	<b>4,739</b>	<b>-</b>
<b>Transfers</b>					
100-000-900-	550	Transfers to Other Funds Pupil Transportation	125,000	65,000	(60,000)
100-000-900-	550	Transfers to Other Funds Pool	26,000	86,000	60,000
<b>Total</b>	<b>900</b>	<b>Transfers</b>	<b>151,000</b>	<b>151,000</b>	<b>-</b>
<b>Total</b>	<b>100</b>	<b>School Operating Fund</b>	<b>6,728,938</b>	<b>6,779,181</b>	<b>48,684</b>
<b>Total</b>	<b>000</b>	<b>Districtwide</b>	<b>6,728,938</b>	<b>6,779,181</b>	<b>\$ 48,684</b>

Greta Suminski - Grade 9  
Watercolor/Pen and Ink



## SITKA HIGH SCHOOL

FY 2023 Budget

Location 011



	FY 2023 Revision #2	FY 2023 Revision #3	\$ Change	% Change
<b>Fund 100: School Operating</b>				
Function: 100 Regular Instruction	\$ 1,979,477	\$ 1,937,419	(42,058)	-2.12%
120 Bilingual/Bicultural	210	210	-	0.00%
130 Enrichment	1,140	1,140	-	0.00%
160 Vocational Education	333,132	333,132	0	0.00%
200 Special Education	1,070,293	1,046,105	(24,188)	-2.26%
320 Guidance	233,651	232,851	(800)	-0.34%
352 Library Services	119,085	119,085	-	0.00%
400 School Administration	298,732	297,682	(1,049)	-0.35%
450 School Administration Support	219,805	219,805	-	0.00%
600 Maintenance & Operations	385,665	470,665	85,000	22.04%
700 Student Activities	239,149	264,765	25,616	10.71%
<b>Fund Total</b>	<b>4,880,338</b>	<b>4,922,859</b>	<b>42,521</b>	<b>0.87%</b>
<b>TOTAL</b>	<b>\$ 4,880,338</b>	<b>\$ 4,922,859</b>	<b>42,521</b>	<b>0.87%</b>
# Students (9th-12th)	325.75	325.75	-	0.00%
# Teachers	26.00	26.00	-	0.00%
# Classified	14.00	15.00	1	7.14%
# Administrators	2.00	2.00	-	0.00%
Pupil / Teacher Ratio	12.53	12.53	-	0.00%
Average Per Pupil Expenditure	\$ 14,981.85	\$ 15,112.38	131	0.87%

# SITKA SCHOOL DISTRICT

## FY 2023 Budget

### Location 011 Sitka High School

Sitka High School			FY 2023	FY 2023	
Account Code	Description		Revision #2	Revision #3	\$ Change
<b>Regular Instruction</b>					
100-011-100-	310 Cert-Teacher	16.00 FTE	\$ 1,304,601	1,315,101	\$ 10,500
100-011-100-	316 Extra Duty Pay		15,288	15,288	-
100-011-100-	317 Substitute - Certified		60,000	20,000	(40,000)
100-011-100-	327 Substitute - Non-Cert		25,000	10,000	(15,000)
100-011-100-	361 Health/Life Insurance		322,109	322,109	-
100-011-100-	364 FICA		20,371	19,726	(645)
100-011-100-	365 TRS		165,715	167,034	1,319
100-011-100-	369 SBS		5,241	1,870	(3,372)
100-011-100-	410 Professional & Technical		-	500	500
100-011-100-	420 Staff Travel		-	-	-
100-011-100-	425 Student Transportation		500	510	10
100-011-100-	440 Other Purchased Services		7,500	8,200	700
100-011-100-	441 Equipment Rentals		1,800	1,400	(400)
100-011-100-	443 Equipment Repair/Maint		500	100	(400)
100-011-100-	451 Teaching Supplies		31,353	40,603	9,250
100-011-100-	471 Textbooks		7,500	5,700	(1,800)
100-011-100-	472 Library Books		2,000	500	(1,500)
100-011-100-	479 Other Supplies/Media		10,000	8,780	(1,220)
100-011-100-	510 Equipment		-	-	-
<b>Total</b>	<b>100 Regular Instruction</b>		<b>1,979,477</b>	<b>1,937,419</b>	<b>(42,058)</b>
<b>Bilingual/Bicultural</b>					
100-011-120-	451 Teaching Supplies		210	210	-
<b>Total</b>	<b>120 Bilingual/Bicultural</b>		<b>210</b>	<b>210</b>	<b>-</b>
<b>Enrichment</b>					
100-011-130-	316 Extra Duty Pay		1,000	1,000	-
100-011-130-	364 FICA		15	15	-
100-011-130-	365 TRS		126	126	-
<b>Total</b>	<b>130 Enrichment</b>		<b>1,140</b>	<b>1,140</b>	<b>-</b>
<b>Vocational Education</b>					
100-011-160-	315 Cert-Teacher	2.50 FTE	217,635	217,635	-
100-011-160-	361 Health/Life Insurance		32,166	32,166	-
100-011-160-	364 FICA		3,156	3,156	-
100-011-160-	365 TRS		27,335	27,335	-
100-011-160-	441 Equipment Rentals (Prgm 825)		1,000	1,000	-
100-011-160-	451 Teaching Supplies (Prgm 160)		41,830	44,149	2,319
100-011-160-	451 Teaching Supplies (Prgm 825)			5,830	5,830
100-011-160-	510 Equipment (Prgm 160)		10,010	1,861	(8,149)
<b>Total</b>	<b>160 Vocational Education</b>		<b>333,132</b>	<b>333,132</b>	<b>0</b>

Sitka High School				FY 2023	FY 2023	
Account Code	Description			Revision #2	Revision #3	\$ Change
<b>Special Education</b>						
100-011-200-	315	Cert-Teacher	3.50 FTE	274,042	274,042	-
100-011-200-	316	Extra Duty Pay		-	-	-
100-011-200-	323	NonCert-Aides	11.00 FTE	317,054	298,387	(18,667)
100-011-200-	361	Health/Life Insurance		343,519	343,519	-
100-011-200-	364	FICA		8,571	8,300	(271)
100-011-200-	365	TRS		34,420	34,420	-
100-011-200-	366	PERS		69,752	65,645	(4,107)
100-011-200-	369	SBS		19,435	18,291	(1,144)
100-011-200-	425	Student Transportation		-	-	-
100-011-200-	451	Teaching Supplies		3,500	3,500	-
<b>Total</b>	<b>200</b>	<b>Special Education</b>		<b>1,070,293</b>	<b>1,046,105</b>	<b>(24,188)</b>
<b>Guidance</b>						
100-011-320-	315	Cert-Teacher	2.00 FTE	152,768	152,768	-
100-011-320-	316	Extra Duty Pay		-	-	-
100-011-320-	361	Health/Life Insurance		58,680	58,680	-
100-011-320-	364	FICA		2,215	2,215	-
100-011-320-	365	TRS		19,188	19,188	-
100-011-320-	454	Office Supplies/Postage		800	-	(800)
<b>Total</b>	<b>320</b>	<b>Support Services - Students</b>		<b>233,651</b>	<b>232,851</b>	<b>(800)</b>
<b>Library Services</b>						
100-011-352-	315	Cert-Teacher	1.00 FTE	89,179	89,179	-
100-011-352-	361	Health/Life Insurance		17,412	17,412	-
100-011-352-	364	FICA		1,293	1,293	-
100-011-352-	365	TRS		11,201	11,201	-
<b>Total</b>	<b>352</b>	<b>Support Services - Instruction - Library</b>		<b>119,085</b>	<b>119,085</b>	<b>-</b>
<b>School Administration</b>						
100-011-400-	313	Principal	2.00 FTE	224,422	227,666	3,244
100-011-400-	361	Health/Life Insurance		34,824	34,824	-
100-011-400-	364	FICA		3,225	3,272	47
100-011-400-	365	TRS		27,861	27,861	-
100-011-400-	410	Professional & Technical		3,500	1,200	(2,300)
100-011-400-	420	Staff Travel		1,200	-	(1,200)
100-011-400-	433	Communication		1,000	260	(740)
100-011-400-	454	Office Supplies/Postage		2,700	2,600	(100)
<b>Total</b>	<b>400</b>	<b>School Administration</b>		<b>298,732</b>	<b>297,682</b>	<b>(1,049)</b>
<b>School Administration Support</b>						
100-011-450-	324	NonCert-Support	4.00 FTE	123,031	123,031	-
100-011-450-	329	Substitutes/Temporary		1,000	1,000	-
100-011-450-	361	Health/Life Insurance		59,306	59,306	-
100-011-450-	364	FICA		1,798	1,798	-
100-011-450-	366	PERS		27,067	27,067	-
100-011-450-	369	SBS		7,603	7,603	-
<b>Total</b>	<b>450</b>	<b>School Administration Support</b>		<b>219,805</b>	<b>219,805</b>	<b>-</b>

Sitka High School			FY 2023	FY 2023	
Account Code	Description		Revision #2	Revision #3	\$ Change
<b>Maintenance &amp; Operations</b>					
100-011-600-	431 Water & Sewer		52,000	52,000	-
100-011-600-	434 Other Utility Services		951	951	-
100-011-600-	435 Heating Electricity		135,000	245,000	110,000
100-011-600-	436 Electricity		164,714	164,714	-
100-011-600-	438 Heating Fuel		33,000	8,000	(25,000)
<b>Total</b>	<b>600 Maintenance &amp; Operations</b>		<b>385,665</b>	<b>470,665</b>	<b>85,000</b>
<b>Student Activity</b>					
100-011-700-	315 Cert-Teacher	1.00 FTE - Athletic Director	89,179	90,379	1,200
100-011-700-	316 Extra Duty Pay		49,181	72,084	22,903
100-011-700-	326 Classified Extra Duty Pay		51,948	50,767	(1,181)
100-011-700-	361 Health Insurance		9,755	9,755	-
100-011-700-	364 FICA		2,759	3,092	332
100-011-700-	365 TRS		17,032	19,466	2,434
100-011-700-	369 SBS		3,184	3,112	(72)
100-011-700-	425 Student Travel		10,000	10,000	-
100-011-700-	451 Teaching Supplies		450	450	-
100-011-700-	491 Dues & Fees	ASAA Dues	5,660	5,660	-
<b>Total</b>	<b>700 Student Activity</b>		<b>239,149</b>	<b>264,765</b>	<b>25,616</b>
<b>Total</b>	<b>100 School Operating Fund</b>		<b>4,880,338</b>	<b>4,922,859</b>	<b>42,521</b>
<b>Total</b>	<b>011 Sitka High School</b>		<b>4,880,338</b>	<b>4,922,859</b>	<b>\$ 42,521</b>



**BLATCHLEY**  
MIDDLE SCHOOL

**BLATCHLEY MIDDLE SCHOOL**

FY 2023 Budget

**Location 111**

	<u>FY 2023</u>	<u>FY 2023</u>	<u>\$ Change</u>	<u>% Change</u>
	<u>Revision #2</u>	<u>Revision #3</u>		
<b>Fund 100: School Operating</b>				
Function: 100 Regular Instruction	\$ 1,908,930	\$ 1,921,250	12,321	0.65%
130 Enrichment	1,770	1,770	-	0.00%
160 Vocational Education	4,650	4,650	-	0.00%
200 Special Education	1,001,422	1,003,722	2,300	0.23%
320 Guidance	72,948	72,948	-	0.00%
330 Health Services	500	500	-	0.00%
400 School Administration	292,878	296,081	3,203	1.09%
450 School Administration Support	154,048	154,048	-	0.00%
600 Maintenance & Operations	240,600	263,600	23,000	9.56%
700 Student Activities	25,915	23,367	(2,547)	-9.83%
Fund Total	<b>3,703,660</b>	<b>3,741,936</b>	<b>38,276</b>	<b>1.03%</b>
<b>TOTAL</b>	<b>\$ 3,703,660</b>	<b>\$ 3,741,936</b>	<b>38,276</b>	<b>1.03%</b>
# Students (6th-8th)	264.50	264.50	-	0.00%
# Teachers	22.5	21.5	(1)	-4.44%
# Classified	13.0	13.0	-	0.00%
# Administrators	2.0	2.0	-	0.00%
Pupil / Teacher Ratio	11.8	12.3	1	4.65%
Average Per Pupil Expenditure	\$ 14,002.50	\$ 14,147.21	145	1.03%

# SITKA SCHOOL DISTRICT

## FY 2023 Budget

### Location 111 Blatchley Middle School

Blatchley Middle School			FY 2023	FY 2023	
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change
<b>Regular Instruction</b>					
100-111-100-315	Cert-Teacher	18.00 FTE	\$ 1,326,862	1,340,776	\$ 13,915
100-111-100-316	Extra Duty Pay		21,461	23,511	2,050
100-111-100-317	Substitute - Certified		20,000	10,000	(10,000)
100-111-100-327	Substitute - Non-Cert		20,000	20,000	-
100-111-100-361	Health/Life Insurance		276,658	281,536	4,877
100-111-100-364	FICA		20,131	20,217	86
100-111-100-365	TRS		168,189	170,194	2,005
100-111-100-369	SBS		3,018	2,405	(613)
100-111-100-410	Professional & Technical Services		2,000	200	(1,800)
100-111-100-425	Student Transportation		700	700	-
100-111-100-440	Other Purchased Services		11,000	11,000	-
100-111-100-441	Equipment Rentals		4,000	4,000	-
100-111-100-443	Equipment Repair/Maint		500	500	-
100-111-100-451	Teaching Supplies		31,911	32,611	700
100-111-100-472	Library Books		500	1,600	1,100
100-111-100-473	Periodicals		1,000	1,000	-
100-111-100-479	Other Supplies/Media		1,000	1,000	-
100-111-100-510	Equipment		-	-	-
<b>Total</b>	<b>100 Regular Instruction</b>		<b>1,908,930</b>	<b>1,921,250</b>	<b>12,321</b>
<b>Enrichment</b>					
100-111-130-316	Extra Duty Pay		1,000	1,000	-
100-111-130-364	FICA		15	15	-
100-111-130-365	TRS		126	126	-
100-111-130-451	Teaching Supplies		630	630	-
<b>Total</b>	<b>130 Enrichment</b>		<b>1,770</b>	<b>1,770</b>	<b>-</b>
<b>Vocational Education</b>					
100-160-111-451	Teaching Supplies		4,650	4,650	-
<b>Total</b>	<b>160 Vocational Education</b>		<b>4,650</b>	<b>4,650</b>	<b>-</b>
<b>Special Education</b>					
100-111-200-315	Cert-Teacher	3.50 FTE	253,414	253,414	-
100-111-200-323	NonCert-Aides	11.00 FTE	327,310	329,084	1,775
100-111-200-361	Health/Life Insurance		285,928	285,928	-
100-111-200-364	FICA		8,420	8,446	26
100-111-200-365	TRS		31,829	31,829	-
100-111-200-366	PERS		72,008	72,399	390
100-111-200-369	SBS		20,064	20,173	109
100-111-200-451	Teaching Supplies		2,350	2,350	-
100-111-200-479	Other Supplies/Media		100	100	-

## Blatchley Middle School

Account Code	Description	Comments	FY 2023 Revision #2	FY 2023 Revision #3	\$ Change	
<b>Total</b>	<b>200</b>	<b>Special Education</b>	<b>1,001,422</b>	<b>1,003,722</b>	<b>2,300</b>	
<b>Guidance</b>						
100-111-320-	315	Cert-Teacher	FTE	48,054	48,054	-
100-111-320-	361	Health/Life Insurance		17,412	17,412	-
100-111-320-	364	FICA		697	697	-
100-111-320-	365	TRS		6,036	6,036	-
100-111-320-	454	Office Supplies/Postage		750	750	-
<b>Total</b>	<b>320</b>	<b>Guidance</b>		<b>72,948</b>	<b>72,948</b>	-
<b>Health Services</b>						
100-111-330-	454	Office Supplies/Postage		500	500	-
<b>Total</b>	<b>330</b>	<b>Health Services</b>		<b>500</b>	<b>500</b>	-
<b>School Administration</b>						
100-111-400-	313	Principal	2.00 FTE	218,523	221,680	3,157
100-111-400-	361	Health/Life Insurance		39,095	39,095	-
100-111-400-	364	FICA		3,140	3,185	46
100-111-400-	365	TRS		27,120	27,120	-
100-111-400-	454	Office Supplies/Postage		5,000	5,000	-
<b>Total</b>	<b>400</b>	<b>School Administration</b>		<b>292,878</b>	<b>296,081</b>	<b>3,203</b>
<b>School Administration Support</b>						
100-111-450-	324	NonCert-Support	2.00 FTE	79,968	79,968	-
100-111-450-	329	Substitutes/Temporary		1,000	1,000	-
100-111-450-	361	Health/Life Insurance		49,349	49,349	-
100-111-450-	364	FICA		1,174	1,174	-
100-111-450-	366	PERS		17,593	17,593	-
100-111-450-	369	SBS		4,963	4,963	-
<b>Total</b>	<b>450</b>	<b>School Administration Support</b>		<b>154,048</b>	<b>154,048</b>	-
<b>Maintenance &amp; Operations</b>						
100-111-600-	431	Water & Sewer		35,000	35,000	-
100-111-600-	434	Other Utility Services		600	600	-
100-111-600-	435	Heating Electricity		75,000	103,000	28,000
100-111-600-	436	Electricity		115,000	115,000	-
100-111-600-	438	Heating Fuel		15,000	10,000	(5,000)
<b>Total</b>	<b>600</b>	<b>Maintenance &amp; Operations</b>		<b>240,600</b>	<b>263,600</b>	<b>23,000</b>
<b>Student Activity</b>						
100-111-700-	316	Extra Duty Pay		10,000	11,500	1,500
100-111-700-	326	Classified Extra Duty Pay		13,200	9,550	(3,650)
100-111-700-	364	FICA		336	305	(31)
100-111-700-	365	TRS		1,287	1,130	(157)
100-111-700-	366	PERS		297	143	(154)
100-111-700-	369	SBS		794	739	(55)
<b>Total</b>	<b>700</b>	<b>Student Activity</b>		<b>25,915</b>	<b>23,367</b>	<b>(2,547)</b>
<b>Total</b>	<b>100</b>	<b>School Operating Fund</b>		<b>3,703,660</b>	<b>3,741,936</b>	<b>38,276</b>
<b>Total</b>	<b>111</b>	<b>Blatchley Middle School</b>		<b>\$ 3,703,660</b>	<b>3,741,936</b>	<b>\$ 38,276</b>



**KEET  
GOOSHI  
HEEN**  
ELEMENTARY

## KEET GOOSHI HEEN ELEMENTARY

FY 2023 Budget

**Location 300**

	FY 2023 Revision #2	FY 2023 Revision #3	\$ Change	% Change
<b>Fund 100: School Operating</b>				
Function: 100 Regular Instruction	\$ 2,148,214	\$ 2,189,822	41,608	1.94%
130 Enrichment	-	-	-	0.00%
200 Special Education	981,121	979,369	(1,752)	-0.18%
320 Guidance	109,722	109,722	-	
352 Library Services	117,446	117,446	-	0.00%
400 School Administration	160,037	161,504	1,466	0.92%
450 School Administration Support	145,683	146,759	1,076	0.74%
600 Maintenance & Operations	213,011	242,011	29,000	13.61%
Fund Total	<b>3,875,235</b>	<b>3,946,633</b>	<b>71,398</b>	<b>1.84%</b>
 <b>TOTAL</b>	 <b>\$ 3,875,235</b>	 <b>\$ 3,946,633</b>	 <b>71,398</b>	 <b>1.84%</b>
 # Students (2nd-5th)	276.65	276.65	-	0.00%
# Teachers	25.40	25.35	(0)	-0.20%
# Classified	11.00	12.00	1	9.09%
# Administrators	1.00	1.00	-	0.00%
Pupil / Teacher Ratio	10.89	10.91	0	0.20%
Average Per Pupil Expenditure	\$ 14,007.72	\$ 14,265.80	258	1.84%

# SITKA SCHOOL DISTRICT

## FY 2023 Budget

Location 300 Keet Gooshi Heen Elementary

Keet Gooshi Heen Elementary			FY 2023	FY 2023		
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change	
<b>Regular Instruction</b>						
100-300-100	315	Cert-Teacher	19.00 FTE	\$ 1,402,969	1,384,543	\$ (18,427)
100-300-100	316	Extra Duty Pay		12,333	17,533	5,200
100-300-100	317	Substitute - Certified		90,000	129,000	39,000
100-300-100	327	Substitute - Non-Cert		10,000	24,000	14,000
100-300-100	361	Health/Life Insurance		364,994	364,994	-
100-300-100	364	FICA		21,972	22,549	577
100-300-100	365	TRS		177,762	176,101	(1,661)
100-300-100	369	SBS		6,130	9,379	3,249
100-300-100	410	Professional & Technical Services		600	200	(400)
100-300-100	425	Student Transportation		1,750	1,750	-
100-300-100	440	Other Purchased Services		11,250	10,120	(1,130)
100-300-100	441	Equipment Rentals		6,500	6,200	(300)
100-300-100	443	Equipment Repair/Maint		200	200	-
100-300-100	451	Teaching Supplies		26,054	26,054	-
100-300-100	471	Textbooks		6,100	6,100	-
100-300-100	472	Library Books		6,100	6,100	-
100-300-100	473	Periodicals		3,000	3,000	-
100-300-100	479	Other Supplies/Media		500	2,000	1,500
<b>Total</b>	<b>100</b>	<b>Regular Instruction</b>		<b>2,148,214</b>	<b>2,189,822</b>	<b>41,608</b>
<b>Enrichment</b>						
100-300-130	315	Cert-Teacher	0.00 FTE	-	-	-
100-300-130	361	Health/Life Insurance	Moved to STEAM grant	-	-	-
100-300-130	364	FICA		-	-	-
100-300-130	365	TRS		-	-	-
<b>Total</b>	<b>130</b>	<b>Enrichment</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Special Education</b>						
100-300-200	315	Cert-Teacher	4.50 FTE	338,888	338,888	-
100-300-200	316	Extra Duty Pay		1,500	1,500	-
100-300-200	323	NonCert-Aides	10.00 FTE	279,329	277,749	(1,579)
100-300-200	361	Health/Life Insurance		235,873	235,873	-
100-300-200	364	FICA		8,587	8,562	(25)
100-300-200	365	TRS		42,753	42,753	-
100-300-200	366	PERS		55,400	55,019	(380)
100-300-200	369	SBS		17,123	17,026	(97)
100-300-200	451	Teaching Supplies		1,670	2,000	330
<b>Total</b>	<b>200</b>	<b>Special Education</b>		<b>981,121</b>	<b>979,369</b>	<b>(1,752)</b>

Keet Gooshi Heen Elementary			FY 2023	FY 2023		
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change	
<b>Guidance</b>						
100-300-320	315	Cert-Teacher	0.85 FTE	73,926	73,926	-
100-300-320	361	Health/Life Insurance		24,939	24,939	-
100-300-320	364	FICA		1,072	1,072	-
100-300-320	365	TRS		9,285	9,285	-
100-300-320	454	Office Supplies/Postage		500	500	-
<b>Total</b>	<b>320</b>	<b>Guidance</b>		<b>109,722</b>	<b>109,722</b>	-
<b>Library Services</b>						
100-300-352	315	Cert-Teacher	1.00 FTE	76,841	76,841	-
100-300-352	361	Health/Life Insurance		29,340	29,340	-
100-300-352	364	FICA		1,114	1,114	-
100-300-352	365	TRS		9,651	9,651	-
100-300-352	454	Office Supplies/Postage		500	500	-
<b>Total</b>	<b>352</b>	<b>Library Services</b>		<b>117,446</b>	<b>117,446</b>	-
<b>School Administration</b>						
100-300-400	313	Principal	1.00 FTE	119,115	120,856	1,741
100-300-400	316	Extra Duty Pay		-	-	-
100-300-400	361	Health/Life Insurance		17,412	17,412	-
100-300-400	364	FICA		1,713	1,738	25
100-300-400	365	TRS		14,798	14,798	-
100-300-400	454	Office Supplies/Postage		7,000	6,700	(300)
<b>Total</b>	<b>400</b>	<b>School Administration</b>		<b>160,037</b>	<b>161,504</b>	<b>1,466</b>
<b>School Administration Support</b>						
100-300-450	324	NonCert-Support	2.00 FTE	78,920	78,920	-
100-300-450	329	Substitutes/Temporary		2,000	3,000	1,000
100-300-450	361	Health/Life Insurance		41,267	41,267	-
100-300-450	364	FICA		1,173.35	1,188	15
100-300-450	366	PERS		17,362	17,362	-
100-300-450	369	SBS		4,960	5,022	61
<b>Total</b>	<b>450</b>	<b>School Administration Support</b>		<b>145,683</b>	<b>146,759</b>	<b>1,076</b>
<b>Maintenance &amp; Operations</b>						
100-300-600	431	Water & Sewer		35,000	35,000	-
100-300-600	434	Other Utility Services		550	550	-
100-300-600	435	Heating Electricity		65,000	97,000	32,000
100-300-600	436	Electricity		99,461	99,461	-
100-300-600	438	Heating Fuel		13,000	10,000	(3,000)
<b>Total</b>	<b>600</b>	<b>Maintenance &amp; Operations</b>		<b>213,011</b>	<b>242,011</b>	<b>29,000</b>
<b>Total</b>	<b>100</b>	<b>School Operating Fund</b>		<b>3,875,235</b>	<b>3,946,633</b>	<b>71,398</b>
<b>Total</b>	<b>300</b>	<b>Keet Gooshi Heen Elementary</b>		<b>\$ 3,875,235</b>	<b>3,946,633</b>	<b>\$ 71,398</b>



## BARANOF ELEMENTARY SCHOOL

FY 2023 Budget

**Location 333**

	FY 2023 Revision #2	FY 2023 Revision #3	\$ Change	% Change
<b>Fund 100: School Operating</b>				
Function: 100 Regular Instruction	\$ 1,177,152	\$ 1,217,277	\$ 40,125	3.41%
200 Special Education	1,081,177	927,560	(153,617)	-14.21%
320 Guidance	70,229	70,229	-	0.00%
352 Library Services	34,392	37,455	3,063	
400 School Administration	142,803	144,378	1,575	1.10%
450 School Administration Support	101,402	108,679	7,277	7.18%
600 Maintenance & Operations	134,626	154,126	19,500	14.48%
Fund Total	<b>2,741,781</b>	<b>2,659,703</b>	<b>(82,078)</b>	<b>-2.99%</b>
 <b>TOTAL</b>	<b>\$ 2,741,781</b>	<b>\$ 2,659,703</b>	<b>\$ (82,078)</b>	<b>-2.99%</b>
# Students (PK-1st)	161.15	161.15	0.0	0.00%
# Teachers	17.5	16.5	(1.0)	-5.71%
# Classified	12.3	15.3	3.0	24.39%
# Administrators	1.0	1.0	0.0	0.00%
Pupil / Teacher Ratio	9.2	9.8	0.6	6.06%
Average Per Pupil Expenditure	\$ 17,013.84	\$ 16,504.52	\$ (509.33)	-2.99%

# SITKA SCHOOL DISTRICT

## FY 2023 Budget

Location 333 Baranof Elementary School

Baranof Elementary School			FY 2023	FY 2023		
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change	
<b>Regular Instruction</b>						
100-333-100	315	Cert-Teacher	11.10 FTE	\$ 801,123	\$ 811,623	\$ 10,500
100-333-100	316	Certified Extra Duty Pay		8,058	\$ 8,058	-
100-333-100	317	Substitute - Certified		32,450	\$ 55,000	22,550
100-333-100	326	Classified Extra Duty Pay		-	\$ -	-
100-333-100	327	Substitute - Non-Cert		15,000	\$ 15,000	-
100-333-100	361	Health/Life Insurance		157,363	161,958	4,594
100-333-100	364	FICA		12,421	12,900	479
100-333-100	365	TRS		101,570	102,889	1,319
100-333-100	366	PERS		-	-	-
100-333-100	369	SBS		2,939	4,322	1,382
100-333-100	410	Professional & Technical Services		950	950	-
100-333-100	425	Student Transportation		2,000	2,000	-
100-333-100	440	Other Purchased Services		5,900	5,900	-
100-333-100	441	Equipment Rentals		8,000	8,000	-
100-333-100	443	Equipment Repair/Maint		-	-	-
100-333-100	451	Teaching Supplies		28,477	27,777	(700)
100-333-100	471	Textbooks		-	-	-
100-333-100	472	Library Books		200	200	-
100-333-100	473	Periodicals		200	200	-
100-333-100	479	Other Supplies/Media		500	500	-
100-333-100	510	Equipment		-	-	-
<b>Total</b>	<b>100</b>	<b>Regular Instruction</b>		<b>1,177,152</b>	<b>1,217,277</b>	<b>40,125</b>
<b>Special Education</b>						
100-333-200	315	Cert-Teacher	4.00 FTE	355,692	\$ 262,712	(92,980)
100-333-200	316	Extra Duty Pay		-	\$ -	-
100-333-200	323	NonCert-Aides	13.80 FTE	324,575	\$ 278,386	(46,189)
100-333-200	324	NonCert-Support	0.00 FTE	-	\$ -	-
100-333-200	361	Health/Life Insurance		253,568	265,109	11,541
100-333-200	364	FICA		9,864	7,846	(2,018)
100-333-200	365	TRS		44,675	32,997	(11,678)
100-333-200	366	PERS		71,407	61,245	(10,162)
100-333-200	369	SBS		19,896	17,065	(2,831)
100-333-200	451	Teaching Supplies		1,500	2,200	700
<b>Total</b>	<b>200</b>	<b>Special Education</b>		<b>1,081,177</b>	<b>927,560</b>	<b>(153,617)</b>

Baranof Elementary School			FY 2023	FY 2023		
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change	
<b>Guidance</b>						
100-333-320	315	Cert-Teacher	1.00 FTE	61,525	\$ 61,525	-
100-333-320	361	Health/Life Insurance		84	84	-
100-333-320	364	FICA		892	892	-
100-333-320	365	TRS		7,728	7,728	-
100-333-320	454	Office Supplies/Postage				-
<b>Total</b>	<b>320</b>	<b>Guidance</b>		<b>70,229</b>	<b>70,229</b>	<b>-</b>
<b>Library Services</b>						
100-333-352	315	Cert-Teacher	0.40 FTE	26,743	\$ 26,743	-
100-333-352	361	Health/Life Insurance		3,902	6,965	3,063
100-333-352	364	FICA		388	388	-
100-333-352	365	TRS		3,359	3,359	-
100-333-352	454	Office Supplies/Postage		-	-	-
<b>Total</b>	<b>352</b>	<b>Library Services</b>		<b>34,392</b>	<b>37,455</b>	<b>3,063</b>
<b>School Administration</b>						
100-333-400	313	Principal	1.00 FTE	106,323	\$ 107,875	1,552
100-333-400	316	Extra Duty Pay		-	-	-
100-333-400	361	Health/Life Insurance		17,412	17,412	-
100-333-400	364	FICA		1,527	1,550	23
100-333-400	365	TRS		13,191	13,191	-
100-333-400	410	Professional & Technical		350	350	-
100-333-400	454	Office Supplies/Postage		4,000	4,000	-
<b>Total</b>	<b>400</b>	<b>School Administration</b>		<b>142,803</b>	<b>144,378</b>	<b>1,575</b>
<b>School Administration Support</b>						
100-333-450	324	NonCert-Support	1.50 FTE	55,784	\$ 55,163	(622)
100-333-450	329	Substitutes/Temporary		3,100	\$ 3,100	-
100-333-450	361	Health/Life Insurance		25,782	33,864	8,082
100-333-450	364	FICA		854	845	(9)
100-333-450	366	PERS		12,273	12,136	(137)
100-333-450	369	SBS		3,610	3,572	(38)
<b>Total</b>	<b>450</b>	<b>School Administration Support</b>		<b>101,402</b>	<b>108,679</b>	<b>7,277</b>
<b>Maintenance &amp; Operations</b>						
100-333-600	431	Water & Sewer		27,475	27,475	-
100-333-600	434	Other Utility Services		575	575	-
100-333-600	435	Heating Electricity		45,000	70,000	25,000
100-333-600	436	Electricity		46,076	46,076	-
100-333-600	438	Heating Fuel		15,500	10,000	(5,500)
<b>Total</b>	<b>600</b>	<b>Maintenance &amp; Operations</b>		<b>134,626</b>	<b>154,126</b>	<b>19,500</b>
<b>Total</b>	<b>100</b>	<b>School Operating Fund</b>		<b>2,764,811</b>	<b>2,659,703</b>	<b>(82,078)</b>
<b>Total</b>	<b>333</b>	<b>Baranof Elementary School</b>		<b>\$ 2,764,811</b>	<b>\$ 2,659,703</b>	<b>\$ (82,078)</b>

# VOCATIONAL CENTER

FY 2023 Budget

Location 400

	<u>FY 2023 Revision #2</u>	<u>FY 2023 Revision #3</u>	<u>\$ Change</u>	<u>% Change</u>
<b>Fund 100: School Operating</b>				
Function: 600 Maintenance & Operations	\$ 14,772	\$ 18,272	\$ 3,500	23.69%
Fund Total	<b>14,772</b>	<b>18,272</b>	<b>3,500</b>	<b>23.69%</b>
<b>TOTAL</b>	<b>\$ 14,772</b>	<b>\$ 18,272</b>	<b>\$ 3,500</b>	<b>23.69%</b>



*Kaia Lass - Grade 12  
Ceramics*



# SITKA SCHOOL DISTRICT

## FY 2023 Budget

### Location 400 Vocational Center

Vocational Center			FY 2023	FY 2023	
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change
<b>Maintenance &amp; Operations</b>					
100-400-600	431	Water & Sewer	3,200	3,200	-
100-400-600	434	Other Utility Services	572	572	-
100-400-600	436	Electricity	11,000	14,500	3,500
<b>Total</b>	<b>600</b>	<b>Maintenance &amp; Operations</b>	<b>14,772</b>	<b>18,272</b>	<b>3,500</b>
<b>Total</b>	<b>100</b>	<b>School Operating Fund</b>	<b>14,772</b>	<b>18,272</b>	<b>3,500</b>
<b>Total</b>	<b>400</b>	<b>Vocational Center</b>	<b>\$ 14,772</b>	<b>\$ 18,272</b>	<b>\$ 3,500</b>

# PERFORMING ARTS CENTER

FY 2023 Budget

**Location 500**

	FY 2023 Revision #2	FY 2023 Revision #3	\$ Change	% Change
<b>Fund 100: School Operating</b>				
Function: 600 Maintenance & Operations	\$ 97,250	\$ 127,250	\$ 30,000	30.85%
Fund Total	<b>97,250</b>	<b>127,250</b>	<b>30,000</b>	<b>30.85%</b>
<b>TOTAL</b>	<b>\$ 97,250</b>	<b>\$ 127,250</b>	<b>\$ 30,000</b>	<b>30.85%</b>

# SITKA SCHOOL DISTRICT

## FY 2023 Budget

### Location 500 Performing Arts Center

Performing Arts Center			FY 2023	FY 2023	
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change
<b><u>Maintenance &amp; Operations</u></b>					
100-500-600-	434	Other Utility Services	850	850	-
100-500-600-	435	Heating Electricity	56,000	92,000	36,000
100-500-600-	438	Heating Fuel	8,000	2,000	(6,000)
100-500-600-	446	Property Insurance	32,400	32,400	-
<b>Total</b>	<b>600</b>	<b>Maintenance &amp; Operations</b>	<b>97,250</b>	<b>127,250</b>	<b>30,000</b>
<b>Total</b>	<b>100</b>	<b>School Operating Fund</b>	<b>97,250</b>	<b>127,250</b>	<b>30,000</b>
<b>Total</b>	<b>500</b>	<b>Performing Arts Center</b>	<b>\$ 97,250</b>	<b>\$ 127,250</b>	<b>\$ 30,000</b>



**PACIFIC**  
HIGH SCHOOL

## PACIFIC HIGH SCHOOL

FY 2023 Budget

**Location 994**

	FY 2023 Revision #2	FY 2023 Revision #3	\$ Change	% Change
<b>Fund 100: School Operating</b>				
Function: 100 Regular Instruction	\$ 317,466	\$ 320,886	\$ 3,420	1.08%
200 Special Education	116,946	116,946	-	0.00%
400 School Administration	152,517	154,079	1,563	1.02%
450 School Administration Support	42,386	42,386	-	0.00%
600 Maintenance & Operations	16,500	18,300	1,800	10.91%
Fund Total	<b>645,815</b>	<b>652,598</b>	<b>6,783</b>	<b>1.05%</b>
 <b>TOTAL</b>	 <b>\$ 645,815</b>	 <b>\$ 652,598</b>	 <b>\$ 6,783</b>	 <b>1.05%</b>
 # Students (9th-12th)	47.90	47.90	0.0	0.00%
# Teachers	4.0	4.0	0.0	0.00%
# Classified	0.5	0.5	0.0	0.00%
# Administrators	1.0	1.0	0.0	0.00%
Pupil / Teacher Ratio	12.0	12.0	0.0	0.00%
Average Per Pupil Expenditure	\$ 13,482.56	\$ 13,624.17	\$ 141.61	1.05%

# SITKA SCHOOL DISTRICT

## FY 2023 Budget

Location 994 Pacific High School

Pacific High School			FY 2023	FY 2023	
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change
<b>Regular Instruction</b>					
100-994-100	315	Cert-Teacher	3.00 FTE	\$ 196,633	\$ 199,633 \$ 3,000
100-994-100	316	Certified Extra Duty Pay		3,593	\$ 3,593 -
100-994-100	317	Substitute - Certified		8,000	\$ 5,000 (3,000)
100-994-100	327	Substitute - Non-Cert		1,500	\$ 4,500 3,000
100-994-100	361	Health/Life Insurance		68,435	\$ 68,435 -
100-994-100	364	FICA		3,041	\$ 3,085 44
100-994-100	365	TRS		25,148	\$ 25,525 377
100-994-100	369	SBS		582	\$ 582 -
100-994-100	410	Professional & Technical Services		100	100 -
100-994-100	420	Staff Travel		500	500 -
100-994-100	425	Student Transportation		200	200 -
100-994-100	440	Other Purchased Services		1,500	1,500 -
100-994-100	441	Equipment Rentals		1,200	1,200 -
100-994-100	443	Equipment Repair/Maint		1,000	1,000 -
100-994-100	451	Teaching Supplies		5,184	5,184 -
100-994-100	458	Gas/Oil		850	850 -
<b>Total</b>	<b>100</b>	<b>Regular Instruction</b>		<b>317,466</b>	<b>320,886 3,420</b>
<b>Special Education</b>					
100-994-200	315	Cert-Teacher	1.00 FTE	76,841	\$ 76,841 -
100-994-200	361	Health/Life Insurance		29,340	29,340 -
100-994-200	364	FICA		1,114	1,114 -
100-994-200	365	TRS		9,651	9,651 -
<b>Total</b>	<b>200</b>	<b>Special Education</b>		<b>116,946</b>	<b>116,946 -</b>
<b>School Administration</b>					
100-994-400	313	Principal	1.00 FTE	107,591	109,131 1,540
100-994-400	361	Health/Life Insurance		29,340	29,340 -
100-994-400	364	FICA		1,546	1,568 22
100-994-400	365	TRS		13,350	13,350 -
100-994-400	420	Staff Travel		50	50 -
100-994-400	454	Office Supplies/Postage		640	640 -
<b>Total</b>	<b>400</b>	<b>School Administration</b>		<b>152,517</b>	<b>154,079 1,563</b>

Pacific High School			FY 2023	FY 2023		
Account Code	Description	Comments	Revision #2	Revision #3	\$ Change	
<b>School Administration Support</b>						
100-994-450	324	NonCert-Support	0.50 FTE	20,345	20,345	-
100-994-450	329	Substitutes/Temporary		500	500	-
100-994-450	361	Health/Life Insurance		15,485	15,485	-
100-994-450	364	FICA		302	302	-
100-994-450	366	PERS		4,476	4,476	-
100-994-450	369	SBS		1,278	1,278	-
<b>Total</b>	<b>450</b>	<b>School Administration Support</b>		<b>42,386</b>	<b>42,386</b>	<b>-</b>
<b>Maintenance &amp; Operations</b>						
100-994-600	431	Water & Sewer		7,500	9,200	1,700
100-994-600	434	Other Utility Services		-	600	600
100-994-600	436	Electricity		9,000	8,500	(500)
<b>Total</b>	<b>600</b>	<b>Maintenance &amp; Operations</b>		<b>16,500</b>	<b>18,300</b>	<b>1,800</b>
<b>Total</b>	<b>100</b>	<b>School Operating Fund</b>		<b>677,910</b>	<b>652,598</b>	<b>6,783</b>
<b>Total</b>	<b>994</b>	<b>Pacific High School</b>		<b>\$ 677,910</b>	<b>\$ 652,598</b>	<b>\$ 6,783</b>



## Agenda Item Details

Meeting	June 20, 2023 – Regular School Board Meeting
Category	Action Item
Subject	SSD Memorandum – K-2 ELA Curriculum Pilot
Type	Action

SITKA SCHOOL DISTRICT  
SITKA, ALASKA

SSD MEMORANDUM # 09 (2022-2023)

June 20, 2023

TO: SCHOOL BOARD

FROM: FRANK HAUSER, SUPERINTENDENT

SUBJECT: Approval of a Year-Long Pilot for K-1 English Language Art (ELA) Curriculum

SSD STRATEGY: *We will Identify strategies to close learning gaps.*

### RECOMMENDATION:

The Administration recommends that the Sitka School Board approve the Core Knowledge Language Arts (CKLA) K-1 ELA curriculum year-long pilot program.

### PERTINENT FACTS:

In June 2022, Governor Mike Dunleavy signed the Alaska Reads Act into law, creating four new programs to support early literacy.

The Department of Education & Early Development (DEED) is responsible for supporting and training pre-kindergarten through third-grade teachers, curriculum specialists, and other educators by providing evidence-based instructional strategies on literacy.

The new program of the Alaska Reads Act, together with Department efforts previously underway, are both incorporated into **Alaska's Strategic Reading Plan**.

In accordance with AK Reads Act, the Sitka School District needs to have an evidence-based ELA program grounded in the Science of Reading.

DEED has provided a list of evidence-based instructional materials grounded in the Science of Reading to support districts in choosing Tier I Core Instruction for of English Language Arts. The list of programs that follow the Science of Reading framework include:

1. Core Knowledge Language Arts (CKLA)
2. Benchmark
3. Advance
4. Into Reading
5. Open Court 2023
6. Reading mastery Transformations
7. Wonders 2023

## 8. EL Education

Currently, the National Geographic (Nat Geo) ELA program used in the Sitka School District is not evidence based.

BES staff reviewed three of the ELA curricula vetted by DEED and provided for parent feedback. After careful review, the recommendation of the committee is to conduct a year-long pilot of CKLA for grades K-1. It was the belief of the committee that students in grades K-1 would benefit from having consistent, year-long access to an evidence-based ELA program.

Why CKLA? CKLA is a "skeleton" type of ELA program that provides foundational skills in reading, writing (including handwriting and the ability to express yourself in writing), listening and speaking. The CKLA framework allows teachers to create place-based, hands-on, thematic units that inspire and motivate our young learners to read, write, listen, and speak.

It is the recommendation of SSD administration that the Sitka School Board approve the Core Knowledge Language Arts (CKLA) K-1 ELA curriculum year-long pilot program.

### **Funding Sources**

**Account: 24-100-000-100-501-471**

by: Frank Hauser, Superintendent

## Alaska Evidence-based Core Program List 2023

This is a supportive resource for districts and schools seeking evidence-based instructional materials grounded in the Science of Reading.

The purpose of this list is to provide districts with support in choosing evidence-based Tier I Core instruction. This is not intended to be an all-inclusive or exhaustive list. This list is a collection of reviewed programs vetted by other state department of educations, which we are providing to districts as a resource. While DEED has approved this list, it does not endorse individual products. This will be a growing and continually updated document.

Alaska Department of Education and Early Development Tier I Core Programs aligned to Reading Science															
Publisher	Product Title	Usability Score	Grade Levels	Phonological Awareness	Phonics	Vocabulary	Comprehension	Fluency	Oral Language	AR	CO	LA	AR	MS	Program Type
Amplify	<a href="#">Core Knowledge Language Arts</a>	4	K-5	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒		C
Benchmark	<a href="#">Benchmark Advance</a>	4	K-5	☒	☒	☒	☒	☒	☒	☒	☒				C
HMH	<a href="#">Into Reading</a>	4	K-6	☒	☒	☒	☒	☒	☒	☒	☒	☒ *3 <sup>rd</sup> , 5 <sup>th</sup>	☒ *3 <sup>rd</sup> , 5 <sup>th</sup>	☒	C
McGraw Hill	<a href="#">Open Court 2023</a>	4	K-5	☒	☒	☒	☒	☒	☒	☒	☒ **v. 2016		☒ **v. 2016		C
	<a href="#">Reading Mastery Transformations</a>	4	K-5	☒	☒	☒	☒	☒	☒	☒	☒				C
	<a href="#">Wonders 2023</a>	4	K-5	☒	☒	☒	☒	☒	☒	☒	☒	☒ *3 <sup>rd</sup> , 5 <sup>th</sup> **v. 2020	☒ *3 <sup>rd</sup> , 5 <sup>th</sup> **v. 2020		C
Open Up EL	<a href="#">EL Education</a>	4	K-8	☒	☒	☒	☒	☒	☒	☒	☒ *v. 2 <sup>nd</sup>	☒		☒	C

\*Approved for only noted grade levels by that state department of education

\*\*Different publication year approved by that state department of education



March 2023





# Price Quote

## Amplify

55 Washington Street, Suite 800  
 Brooklyn, NY 11201  
 Phone: (800) 823-1969  
 Fax: (646) 403-4700

Quote #: Q-235370-2  
 Date: 6/6/2023  
 Expires On: 7/6/2023

### Customer Contact Information

Jill Lecrone  
 Sitka School District  
 9079661500  
 lecronej@sitkaschools.org

### Amplify Contact Information

Kristen Rockstroh  
 Inside Sales Representative  
 krockstroh@amplify.com

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL PRICE
CKLA 2nd Edition GK Skills Activity Books, All Units (1 of each)_NS	\$32.00	0	80	\$2,560.00
CKLA 2nd Ed GK Skills Dig Exp Teacher License _NS - 1yr (2023-2024)	\$55.00	5	0	\$0.00
CKLA GK Skills Dig Exp Student License - 1yr (2023-2024)	\$0.00	0	80	\$0.00
CKLA 2nd Ed GK Skills Classroom Kit_NS	\$1,850.00	0	5	\$9,250.00
CKLA 2nd Edition G1 Skills Activity Books, All Units (1 of each)_NS	\$32.00	0	80	\$2,560.00
CKLA 2nd Ed G1 Skills Dig Exp Teacher License _NS - 1yr (2023-2024)	\$55.00	5	0	\$0.00
CKLA G1 Skills Dig Exp Student License - 1yr (2023-2024)	\$0.00	0	80	\$0.00
CKLA 2nd Ed G1 Skills Classroom Kit_NS	\$1,650.00	0	5	\$8,250.00
<b>TOTAL</b>				<b>\$22,620.00</b>

PROFESSIONAL DEVELOPMENT	QUANTITY	PRICE	TOTAL PRICE
Amplify CKLA 2nd Ed GK-2 Enhancing Planning & Practice (1/2 Day Remote)	1.00	\$750.00	\$750.00
Amplify CKLA 2nd Ed GK-2 Initial Training for Teachers (Two 1/2 Days Remote)	1.00	\$1,500.00	\$1,500.00
CKLA 2nd Ed Strengthening Consultation Session (Three 1 Hour Remote)	1.00	\$1,000.00	\$0.00
<b>TOTAL</b>		<b>\$3,250.00</b>	<b>\$2,250.00</b>

SHIPPING AND HANDLING	SHIPPING COST	TOTAL PRICE
Amplify Shipping and Handling	\$1,809.60	\$1,809.60

**GRAND TOTAL**

**\$26,679.60**

## Scope and Duration

### Payment Terms:

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.
- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: <http://www.amplify.com/w-9.pdf>

### License and Services Term:

- Licenses: 07/01/2023 until 06/30/2024.
- Services: 18 months from order date. Unless otherwise stated above, all training and other services purchased must be scheduled and delivered within such term or will be forfeited.

### Special Terms:

- FOR SHIPPED MATERIALS:
  - Expedited shipping is available at extra charge.
  - Print materials and kits are non-returnable and non-refundable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.
- FOR SERVICES:
  - Training and professional development sessions cancelled with less than one week notice will be deemed delivered.

## How to Order Our Products

Amplify would like to process your order as quickly as possible. Please visit [amplify.com/ordering-support](https://www.amplify.com/ordering-support) to find all the information you need for submitting your order. We accept the following forms of payment: purchase orders, checks, and credit card payments (Visa, MasterCard, Discover and American Express). In order for us to assist you, please help us by following these instructions:

### **Please include these three documents with your order:**

- Authorized purchase order or check
- A copy of your Price Quote
- A copy of your Tax-Exemption Certificate

### **If submitting a purchase order:**

To expedite your order, please visit [amplify.com/ordering-support](https://www.amplify.com/ordering-support) where you can submit your signed purchase order. You can also email a purchase order to [IncomingPO@amplify.com](mailto:IncomingPO@amplify.com) or fax it to (646) 403-4700. Purchase Orders can also be mailed to our Order Management Department at the address below.

### **If submitting your order via credit card:**

- Please email [Accountsreceivable@amplify.com](mailto:Accountsreceivable@amplify.com) to request a secure credit card payment link

### **If submitting your order via sending a check:**

- Please mail your documents directly to our Order Management Department and notify your sales representative of the check number and check amount.
- Please note that mailing a check can add up to two weeks of processing time for your order. For faster processing of your order, please submit your order via Purchase Order or Credit Card Authorization Form.

The information requested above is essential to ensure the smooth completion of your order with Amplify. Failure to submit documents will prevent your order from processing.

Our Order Management Department is located at 55 Washington Street, Suite 800, Brooklyn, NY 11201. Please note that mailing any documents can result in delays of up to two weeks. **For faster processing of your order, we recommend you submit a purchase order via our website: [amplify.com/ordering-support](http://amplify.com/ordering-support).**

This Price Quote is subject to the Customer Terms & Conditions of Amplify Education, Inc. attached and available at [amplify.com/customer-terms](http://amplify.com/customer-terms). Issuance of a purchase order or payment pursuant to this Price Quote, or usage of the products specified herein, shall be deemed acceptance of such Terms & Conditions.

## Terms & Conditions

1. Scope. Amplify Education, Inc. ("Amplify") and Customer wish to enter into the agreement created by the price quote, proposal, renewal letter, or other ordering document containing the details of this purchase (the "Quote") and these Customer Terms & Conditions, including any addendums hereto (this "Agreement") pursuant to which Amplify will deliver one or more of the products or services specified on the Quote (collectively, the "Products").
2. License. Subject to the terms and conditions of this Agreement, Amplify grants to Customer a non-exclusive, non-transferable, non-sublicenseable license to access and use, and permit Authorized Users to access and use the Products solely in the U.S. during the Term for the number of Authorized Users specified in the Quote for whom Customer has paid the applicable fees to Amplify. "Authorized User" means an individual teacher or other personnel employed by Customer, or an individual student registered for instruction at Customer's school, whom Customer permits to access and use the Products subject to the terms and conditions of this Agreement, and solely while such individual is so employed or so registered. Each Authorized User's access and use of the Products shall be subject to Amplify's Terms of Use available through the Products, in addition to the terms and conditions of this Agreement, and violations of such terms may result in suspension or termination of the applicable account.
3. Restrictions. Customer shall access and use the Products solely for non-commercial instructional and administrative purposes of Customer's school. Further, Customer shall not, except as expressly authorized or directed by Amplify: (a) copy, modify, translate, distribute, disclose or create derivative works based on the contents of, or sell, the Products, or any part thereof; (b) decompile, disassemble or otherwise reverse engineer the Products or otherwise use the Products to develop functionally similar products or services; (c) modify, alter or delete any of the copyright, trademark, or other proprietary notices in or on the Products; (d) rent, lease or lend the Products or use the Products for the benefit of any third party; (e) avoid, circumvent or disable any security or digital rights management device, procedure, protocol or mechanism in the Products; or (f) permit any Authorized User or third party to do any of the foregoing. Customer also agrees that any works created in violation of this section are derivative works, and, as such, Customer agrees to assign, and hereby assigns, all right, title and interest therein to Amplify. The Products and derivatives thereof may be subject to export laws and regulations of the U.S. and other jurisdictions. Customer may not export any Product outside of the U.S. Further, Customer will not permit Authorized Users to access or use any Product in a U.S.-embargoed country or otherwise in violation of any U.S. export law or regulation. The software and associated documentation portions of the Products are "commercial items" (as defined at 48 CFR 2.101), comprising "commercial computer software" and "commercial computer software documentation," as those terms are used in 48 CFR 12.212. Accordingly, if Customer is the U.S. Government or its contractor, Customer will receive only those rights set forth in this Agreement in accordance with 48 CFR 227.7201-227.7204 (for Department of Defense and their contractors) or 48 CFR 12.212 (for other U.S. Government licensees and their contractors).
4. Reservation of Rights. SUBSCRIPTION PRODUCTS ARE LICENSED, NOT SOLD. Subject to the limited rights expressly granted hereunder, all rights, title and interest in and to all Products, including all related IP Rights, are and shall remain the sole and exclusive property of Amplify or its third-party licensors. "IP Rights" means, collectively, rights under patent, trademark, copyright and trade secret laws, and any other intellectual property or proprietary rights recognized in any country or jurisdiction worldwide. Customer shall notify Amplify of any violation of Amplify's IP Rights in the Products, and shall reasonably assist Amplify as necessary to remedy any such violation. Amplify Products are protected by patents (see <http://www.amplify.com/virtual-patent-marking>).
5. Payments. In consideration of the Products, Customer will pay to Amplify (or other party designated on the Quote) the fees specified in the Quote in full within 30 days of the date of invoice, except as otherwise agreed by the parties or for those amounts that are subject to a good faith dispute of which Customer has notified Amplify in writing. Customer shall be responsible for all state or local sales, use or gross receipts taxes, and federal excise taxes unless Customer provides a then-current tax exemption certificate in advance of the delivery, license, or performance of any Product, as applicable.

6. Shipments. Unless otherwise specified on the Quote, physical Products will be shipped FOB origin in the US (Incoterms 2010 EXW outside of the US) and are deemed accepted by Customer upon receipt. Upon acceptance of such Products, orders are non-refundable, non-returnable, and non-exchangeable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.

7. Account Information. For subscription Products, the authentication of Authorized Users is based in part upon information supplied by Customer or Authorized Users, as applicable. Customer will and will cause its Authorized Users to (a) provide accurate information to Amplify or a third-party authentication service as applicable, and promptly report any changes to such information, (b) not share or allow others to use their account, (c) maintain the confidentiality and security of their account information, and (d) use the Products solely via such authorized accounts. Customer agrees to notify Amplify immediately of any unauthorized use of its or its Authorized Users' accounts or related authentication information. Amplify will not be responsible for any losses arising out of the unauthorized use of accounts created by or for Customer and its Authorized Users.

8. Confidentiality. Customer acknowledges that, in connection with this Agreement, Amplify has provided or will provide to Customer and its Authorized Users certain sensitive or proprietary information, including software, source code, assessment instruments, research, designs, methods, processes, customer lists, training materials, product documentation, know-how and trade secrets, in whatever form ("Confidential Information"). Customer agrees (a) not to use Confidential Information for any purpose other than use of the Products in accordance with this Agreement and (b) to take all steps reasonably necessary to maintain and protect the Confidential Information of Amplify in strict confidence. Confidential Information shall not include information that, as evidenced by Customer's contemporaneous written records: (i) is or becomes publicly available through no fault of Customer; (ii) is rightfully known to Customer prior to the time of its disclosure; (iii) has been independently developed by Customer without any use of the Confidential Information; or (iv) is subsequently learned from a third party not under any confidentiality obligation.

9. Student Data. The parties acknowledge and agree that Customer is subject to federal and local laws relating to the protection of personally identifiable information of students ("PII"), including the Family Educational Rights and Privacy Act ("FERPA"), and that Amplify is obtaining such PII as a "school official" under Section 99.31 of FERPA for the purpose of providing the Products hereunder. Subject to the terms and conditions of this Agreement, Amplify will not take any action to cause Customer to be out of compliance with FERPA or applicable state laws relating to PII. Amplify's Customer Privacy Policy at <http://www.amplify.com/customer-privacy> will govern collection, use, and disclosure of information collected or stored on behalf of Customer under this Agreement.

10. Customer Materials. Customer represents, warrants, and covenants that it has all the necessary rights, including consents and IP Rights, in connection with any data, information, content, and other materials provided to or collected by Amplify on behalf of Customer or its Authorized Users using the Products or otherwise in connection with this Agreement ("Customer Materials"), and that Amplify has the right to use such Customer Materials as contemplated hereunder or for any other purposes required by Customer. Customer is solely responsible for the accuracy, integrity, completeness, quality, legality, and safety of such Customer Materials. Customer is responsible for meeting hardware, software, telecommunications, and other requirements listed at <http://www.amplify.com/customer-requirements>.

11. Warranty Disclaimer. PRODUCTS ARE PROVIDED "AS IS" AND WITHOUT WARRANTY OF ANY KIND BY AMPLIFY. AMPLIFY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY AS TO TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR USE. CUSTOMER ASSUMES RESPONSIBILITY FOR SELECTING THE PRODUCTS TO ACHIEVE CUSTOMER'S INTENDED RESULTS AND FOR THE ACCESS AND USE OF THE PRODUCTS, INCLUDING THE RESULTS OBTAINED FROM THE PRODUCTS. WITHOUT LIMITING THE FOREGOING, AMPLIFY MAKES NO WARRANTY THAT THE PRODUCTS WILL BE ERROR-FREE OR FREE FROM INTERRUPTIONS OR OTHER FAILURES OR WILL MEET CUSTOMER'S REQUIREMENTS. AMPLIFY IS NEITHER RESPONSIBLE NOR LIABLE FOR ANY THIRD PARTY CONTENT OR SOFTWARE INCLUDED IN PRODUCTS, INCLUDING THE ACCURACY, INTEGRITY, COMPLETENESS, QUALITY, LEGALITY, USEFULNESS OR SAFETY OF, OR IP RIGHTS RELATING TO, SUCH THIRD PARTY CONTENT AND SOFTWARE. ANY ACCESS TO OR USE OF SUCH THIRD PARTY CONTENT AND SOFTWARE MAY BE SUBJECT TO THE TERMS AND CONDITIONS AND INFORMATION COLLECTION, USAGE AND DISCLOSURE PRACTICES OF THIRD PARTIES.

12. Limitation of Liability. IN NO EVENT SHALL AMPLIFY BE LIABLE TO CUSTOMER OR TO ANY AUTHORIZED USER FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, RELIANCE OR COVER DAMAGES, DAMAGES FOR LOST PROFITS, LOST DATA OR LOST BUSINESS, OR ANY OTHER INDIRECT DAMAGES, EVEN IF AMPLIFY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. TO THE EXTENT PERMITTED BY APPLICABLE LAW, AMPLIFY'S ENTIRE LIABILITY TO CUSTOMER OR ANY AUTHORIZED USER ARISING OUT OF PERFORMANCE OR NONPERFORMANCE BY AMPLIFY OR IN ANY WAY RELATED TO THE SUBJECT MATTER OF THIS AGREEMENT, REGARDLESS OF WHETHER THE CLAIM FOR SUCH DAMAGES IS BASED IN CONTRACT, TORT, STRICT LIABILITY OR OTHERWISE, SHALL NOT EXCEED THE AGGREGATE OF

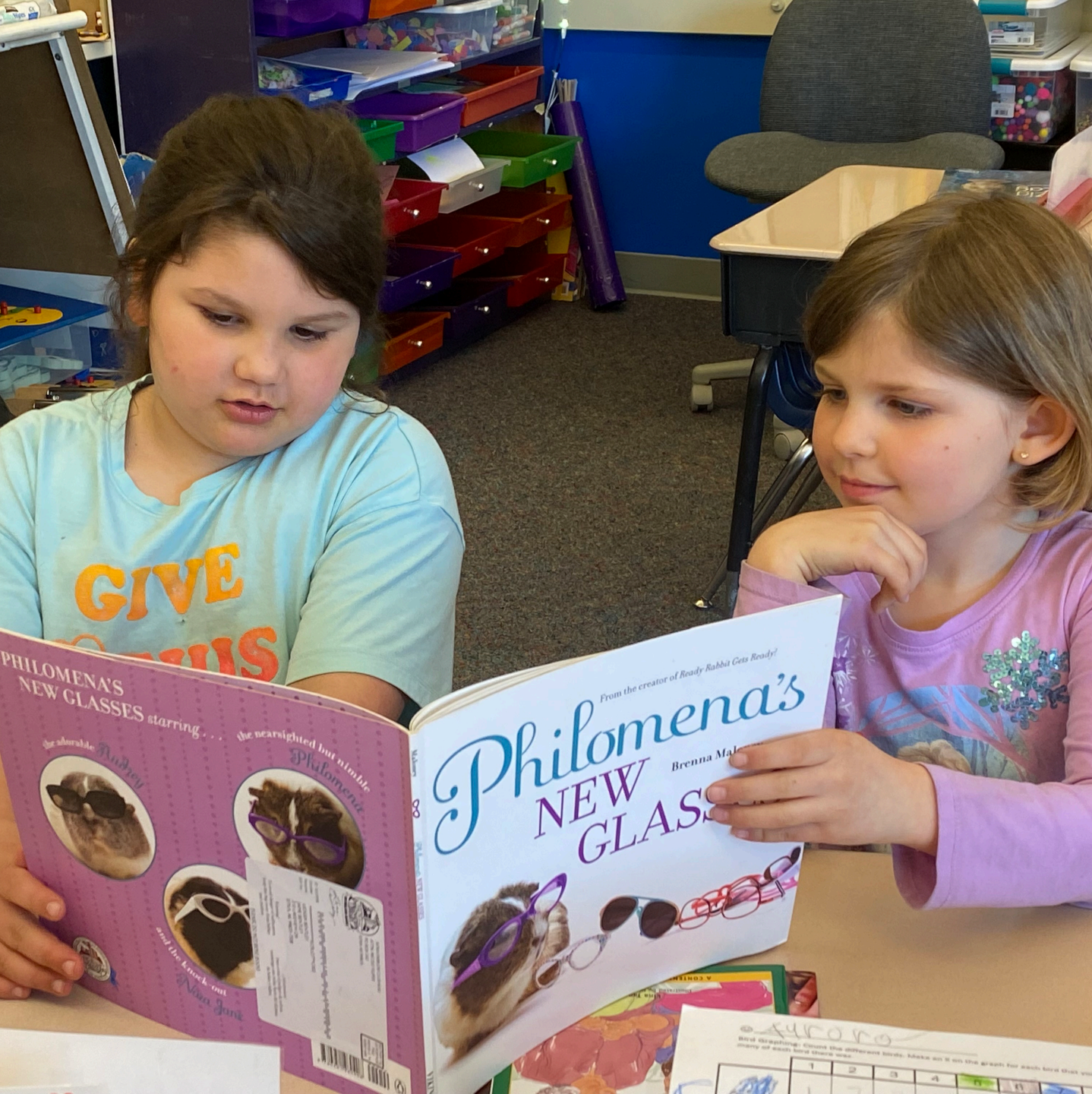
CUSTOMER'S OR ANY AUTHORIZED USER'S DIRECT DAMAGES UP TO THE FEES PAID BY CUSTOMER TO AMPLIFY FOR THE AFFECTED PORTION OF THE PRODUCTS IN THE PRIOR 12 MONTH-PERIOD. UNDER NO CIRCUMSTANCES SHALL AMPLIFY BE LIABLE FOR ANY CONSEQUENCES OF ANY UNAUTHORIZED USE OF THE PRODUCTS THAT VIOLATES THIS AGREEMENT OR ANY APPLICABLE LAW OR REGULATION.

13. Term; Termination. This Agreement will be in effect for the duration specified in the Quote and may be renewed or extended by mutual agreement of the parties. Without prejudice to any rights either party may have under this Agreement, in law, equity or otherwise, a party shall have the right to terminate this Agreement if the other party (or in the case of Amplify, an Authorized User) materially breaches any term, provision, warranty or representation under this Agreement and fails to correct the breach within 30 days of its receipt of written notice thereof. Upon termination, Customer will: (a) cease using the Products, (b) return, purge or destroy (as directed by Amplify) all copies of any Products and, if so requested, certify to Amplify in writing that such surrender or destruction has occurred, (c) pay any fees due and owing hereunder, and (d) not be entitled to a refund of any fees previously paid, unless otherwise specified in the Quote. Customer will be responsible the cost of any continued use of Products following such termination. Upon termination, Amplify will return or destroy any PII of students provided to Amplify hereunder. Notwithstanding the foregoing, nothing shall require Amplify to return or destroy any data that does not include PII, including de-identified information or data that is derived from access to PII but which does not contain PII. Sections 3-13 shall survive the termination of this Agreement.

14. Miscellaneous. This Agreement, including all addendums, attachments and the Quote, as applicable, constitutes the entire agreement between the parties relating to the subject matter hereof. The provisions of this Agreement shall supersede any conflicting terms and conditions in any Customer purchase order, other correspondence or verbal communication, and shall supersede and cancel all prior agreements, written or oral, between the parties relating to the subject matter hereof. This Agreement may not be modified except in writing signed by both parties. All defined terms in this Agreement shall apply to their singular and plural forms, as applicable. The word "including" means "including without limitation." This Agreement shall be governed by and construed and enforced in accordance with the laws of the state of New York, without giving effect to the choice of law rules thereof. This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns. The parties expressly understand and agree that their relationship is that of independent contractors. Nothing in this Agreement shall constitute one party as an employee, agent, joint venture partner, or servant of another. Each party is solely responsible for all of its employees and agents and its labor costs and expenses arising in connection herewith. Neither this Agreement nor any of the rights, interests or obligations hereunder may be assigned or delegated by Customer or any Authorized User without the prior written consent of Amplify. If one or more of the provisions contained in this Agreement shall for any reason be held to be unenforceable at law, such provisions shall be construed by the appropriate judicial body to limit or reduce such provision or provisions so as to be enforceable to the maximum extent compatible with applicable law. Amplify shall have no liability to Customer or to third parties for any failure or delay in performing any obligation under this Agreement due to circumstances beyond its reasonable control, including acts of God or nature, fire, earthquake, flood, epidemic, strikes, labor stoppages or slowdowns, civil disturbances or terrorism, national or regional emergencies, supply shortages or delays, action by any governmental authority, or interruptions in power, communications, satellites, the Internet, or any other network.

We are delighted to work with you and we thank you for your order!

Amplify Education, Inc. - Confidential Information



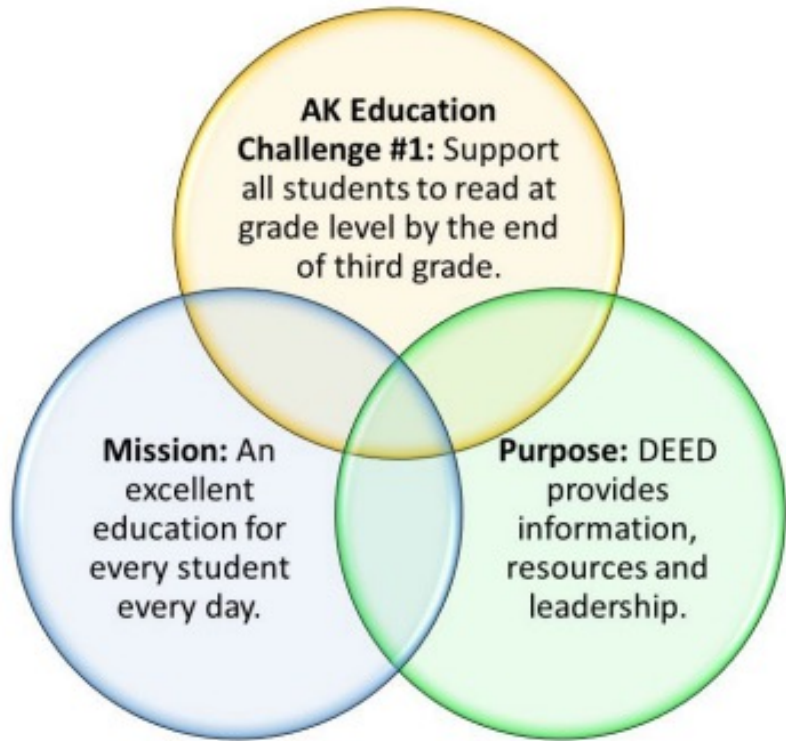
# ELA CURRICULUM PILOT

Baranof Elementary





**Alaska Reads**  
#akreads



# MISSION, VISION, & PURPOSE

# SCIENCE OF READING

- SOR is a framework based on research and evidence of what works in literacy instruction.



- Basic Model of: **RC = D x LC**  
(reading comprehension = decoding x language comprehension)

This is a supportive resource for districts and schools seeking evidence-based instructional materials grounded in the Science of Reading.

The purpose of this list is to provide districts with support in choosing evidence-based Tier I Core Instruction. This is not intended to be an all-inclusive or exhaustive collection of reviewed programs vetted by other state departments of education. This list is provided to districts as a resource. While DEED has approved these materials, it does not guarantee individual products. This will be a growing and continuing list.

# DEED EVIDENCE-BASED CORE PROGRAM LIST

## Alaska Department of Education and Early Childhood Development Tier I Core Programs aligned to Reading and Oral Language

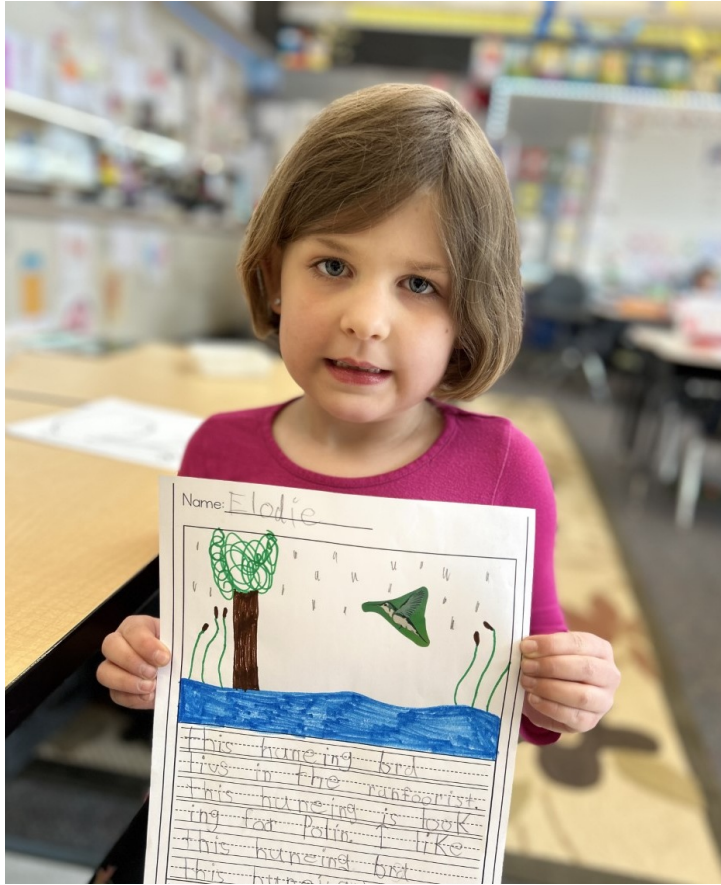
Publisher	Product Title	Grade Level	Language Arts	Reading	Oral Language	Vocabulary	Comprehension
Amplify	Amplify Language Arts	K-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Benchmark	Benchmark Advance	K-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HMH	HMH Reading	4	K-6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
McGraw Hill	Open Court 2023	4	K-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Reading Mastery	4	K-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Transformations	4	K-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Wonders 2023	4	K-5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Open Up EL	EL Education	4	K-8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Core Program Defined:**  
A Core Program is aligned to the Science of Reading and the Alaska Reads Act. It promotes systematic and explicit Tier I Instruction and is designed to teach grade level standards for the **five components of reading and oral language**. Instruction is designed in part for whole group and small group instruction and leads to differentiation of instruction. Comprehensive instructional materials are evidence-based, do not include three-cueing instructional practices foundational skill instruction, and are designed to ensure **all grade-level content standards** are addressed in sufficient depth, breadth, and utilizing a learning continuum in a defined scope and sequence of interconnected skills for all learners.

**Supplemental Program Defined:**  
A Supplemental Program is aligned to the Science of Reading and the Alaska Reads Act. It is designed to support and extend the core instruction for oral language and reading. Instruction in a supplemental program does not provide direct instruction or practice in a specific skill or strategy to address the needs of the student. Supplemental programs are often used to prevent or address gaps before they occur. If additional support beyond the core program provides, schools may use supplemental programs to differentiate instruction, provide additional practice in Tier II or Tier III, or to intensify instruction in three ways: (1) more time, (2) more instruction, and (3) smaller groups. A supplemental program is not a replacement of core instruction and must not include direct instruction.

**ELA MATERIALS THAT SUPPORT OUR  
TEACHERS SO THEY CAN INSPIRE AND  
EDUCATE OUR STUDENTS!**





**WHY?**

	Small Group Reading Reading Comprehension: Multiple Choice			*
<b>Lesson 11</b>	Review: Tricky Words Partner Reading Reading Comprehension: Multiple Choice *	Identifying Nouns	Chaining: One-Syllable Long Vowel Words	Word Writing: One-Syllable Words with Long Vowel Digraphs Response to Text: Sentences
<b>Lesson 12</b>	Vowel Digraph 'u_e' Demonstration Story*		Dictation: One-Syllable Words with Long Vowel Digraphs	Word Writing: One-Syllable Words with Long Vowel Digraphs Response to Text: Sentences

# TEACHES FOUNDATIONAL SKILLS

<b>Lesson 15</b>	Review: Tricky Words Demonstration Story*	Review: Identifying Nouns
------------------	--	------------------------------

lessons call for students to practice retelling a previously read story, incorporating key story features by identifying the setting, describing the characters, and then recounting a sequential series of events from the plot. Students progress from writing a simple narrative retelling to writing a book report, in which they are also encouraged to include their opinion about the story that they have read.

All writing activities are presented in carefully scaffolded steps, modeled first by the teacher with the group, followed by additional student practice, with a gradual release of responsibility so students learn how to plan, draft, and edit pieces of writing. This unit also introduces a classroom visitor named Mr. Mowse, who leaves samples of his writing in the classroom overnight for students to edit the next day.

A note with regard to expectations regarding spelling accuracy during these writing activities is

Warranted. While students will have learned many sound/spellings by the end of this unit, there are

st well taught in  
G rite  
th uld  
be  
fo

**WRITING IS EXPLICITLY TAUGHT!**

Writing is one of the most tangible ways that teachers and students can gauge progress. Students enjoy looking back at their writing from time to time throughout the year to see how much they have grown as writers. For this reason, you should keep a portfolio of writing samples for each student. In

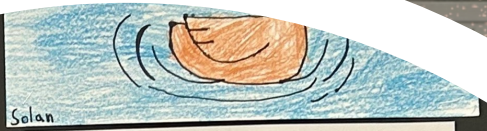
# BIRDS

By Solan  
 • My duk is swimming.  
 • My duk is in the sun.  
 • It is hot out. My duk  
 • can fli.

Stella  
 • I like ducks.  
 • Ducks can swim. Ducks  
 • can fly. Ducks migrate.  
 • Ducks have beaks.  
 • Ducks are birds.

By Will  
 • Ducks swim. All ducks fly.  
 • boy ducks are fun.  
 • I like ducks. I like  
 • them water.

By ANNE KYLE  
 • I love my duck.  
 • I see



Always do your best!  
 • My duck can swim.  
 • Ducks can fly.  
 • They eat litt fish.  
 • Liam



• Ducks swim.  
 • Ducks have  
 • feet. Ducks eat  
 • with a beak

Always do your best!  
 • Ducks are swimming.  
 • ducks are water  
 • of. A duck has  
 • a job. The duck has  
 • to hidid. The ducks are  
 • Swimming. I love the  
 • ducks. ducks are my favit  
 • duck is my favrit be  
 • is my fid. do you like  
 • him. this duck is a  
 • maldrd. his wif is  
 • facin a nap. The wif  
 • is sleeping on the babes.  
 • The maldrd is  
 • looking fr fod. I like...  
 • The ducks! the maldrd  
 • a green hed. the

Always do your best!  
 • My duk is swimming.  
 • My duk is in the sun.  
 • It is hot out. My duk  
 • can fli



Always do your best!  
 • My duck can swim.  
 • Ducks can fly.  
 • They eat litt fish.  
 • Liam

Baranof Elementary School  
Spring 2023

# THEMATIC UNITS

- Science
- Social Studies
- Place Based
- Hands-on

Here's families said:

1. Overall, I trust you. I have no clue how to teach reading. I like project-based learning!
2. Offers teachers freedom for topics!
3. Love this one-gives educators options to integrate place based, Sitka relevant, lifestyle, subsistence, indigenous, cultural education!

Families looked through 3 of the language arts programs that are recommended by the State of Alaska Department of Education. CKLA was everyone's top choice!

h Sitka High School Class of 2022.

**FAMILIES LOVED  
THE IDEA OF  
CKLA!**

## 2023-2024 Board Calendar

Month	Regular Meeting Date	Possible Work Sessions/Special Meetings	Other Calendar Items
<b>August</b>	August 9, 2023 <ul style="list-style-type: none"> <li>Approve New Teacher and Admin Contracts</li> </ul>	<ul style="list-style-type: none"> <li>Superintendent goal setting meeting</li> </ul>	
<b>September</b>	September 6, 2023	<ul style="list-style-type: none"> <li>Curriculum Review Cycle</li> </ul>	<ul style="list-style-type: none"> <li>Fall Boardsmanship Academy (9/16-17)</li> </ul>
<b>October</b>	October 4, 2023 <ul style="list-style-type: none"> <li>Maintenance Project Updates</li> </ul>	October 13-14 <ul style="list-style-type: none"> <li>Oath of Office for new members</li> <li>Election of Board Officers</li> <li>Board Training with AASB <ul style="list-style-type: none"> <li>Annual goal setting</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Principal Appreciation Month</li> </ul>
<b>November</b>	November 1, 2023	<ul style="list-style-type: none"> <li>Annual Audit Review</li> </ul>	<ul style="list-style-type: none"> <li>AASB Annual Conference (11/9-12)</li> </ul>
<b>December</b>	December 6, 2023 <ul style="list-style-type: none"> <li>Audit Report/Adoption</li> <li>K-5 ELA Curriculum Pilot Review</li> </ul>	<ul style="list-style-type: none"> <li>Budget development guidelines/work session</li> <li>Superintendent evaluation mid-year meeting</li> </ul>	
<b>January</b>	January 3, 2024	<ul style="list-style-type: none"> <li>Joint budget work session w/Assembly</li> <li>Staff budget hearings (?)</li> <li>Supt. Eval</li> <li>Legislative Priorities</li> </ul>	
<b>February</b>	February 7, 2024	<ul style="list-style-type: none"> <li>Community Budget Hearing Session</li> <li>STA Work Session</li> <li>Superintendent evaluation meeting</li> </ul>	<ul style="list-style-type: none"> <li>School Board Appreciation Month</li> <li>AASB Leadership Academy and Legislative Fly-In; Youth Advocacy Institute (2/10-13)</li> </ul>
<b>March</b>	March 6, 2024 – at Community House <ul style="list-style-type: none"> <li>Impact Aid Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>Budget Work Session</li> </ul>	
<b>April</b>	April 3, 2024 <ul style="list-style-type: none"> <li>K-5 ELA Curriculum Review/Adoption</li> <li>Maintenance Project Updates (Board approval for summer projects, if necessary)</li> </ul>	<ul style="list-style-type: none"> <li>Budget Work Session</li> <li>Budget Final Hearing and Adoption</li> </ul>	<ul style="list-style-type: none"> <li>Spring Boardsmanship Academy (4/20-21)</li> </ul>
<b>May</b>	May 1, 2024 <ul style="list-style-type: none"> <li>Reception for Retirees</li> </ul>		<ul style="list-style-type: none"> <li>Teacher Appreciation Week</li> </ul>
<b>June</b>	June 19, 2024	<ul style="list-style-type: none"> <li>Budget Revision</li> <li>Board Goals/Strategic Plan End-of Year Review</li> <li>Assistant Superintendent Contract</li> </ul>	

## Working

### BP 1114 DISTRICT-SPONSORED SOCIAL MEDIA AASB MODEL Policy

District strategies for effective use of online social media may be incorporated into the district's comprehensive communications plan; see BP 1100 - Communication with the Public.

The Sitka School District School Board recognizes the value of technology such as social media platforms in promoting community involvement and collaboration. The purpose of any official district social media platform shall be to further the district's vision and mission, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

*(cf. 0000 - Concepts and Roles)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 4170/4270/4370 - District Issued Portable Technology)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

*(cf. 6161.5 - Web Sites/Pages)*

Note: To minimize liability to the district, it is important that the district's social media policy clearly define the official social media platforms over which it has control and to specify the standards, guidelines, and protocols for their use. An "official district social media platform" is defined in the accompanying administrative regulation. District policy and guidelines do not apply to personal social media platforms that may be created by students, staff members, or other individuals which may sometimes include discussion of district-related issues but are not sponsored by the district.

The Superintendent or designee shall develop content guidelines and protocols for official district social media platforms to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

#### Guidelines for Content

Note: Because of the open accessibility of social media, content will be posted by members of the public on the district's official platform without prior approval by district staff. By allowing the public to post comments, some legal analysts have opined that a "limited public forum" is created which grants individuals certain freedom of speech rights and limits the district's ability to remove comments or posts. In order to protect against possible constitutional challenges, any removal of content by the district should be based on viewpoint-neutral considerations, such as prohibitions of posts that violate laws against discrimination or harassment or that are unrelated to the purpose of the site. In addition, in order to help maintain the district's ability to remove content, users should be informed of the purpose of the site and the limited nature of the discussion and district staff should regularly monitor

sites so that materials are removed in an even-handed and consistent manner. See the accompanying administrative regulation for language regarding removal of posts and monitoring of sites. It is recommended that the district consult legal counsel prior to adopting this policy and regulation to ensure that any provisions related to removal of posts or discipline of students or staff are consistent with law.

Official district social media platforms shall be used only for their stated purposes and in a manner consistent with this policy and administrative regulation. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

*(cf. 5145.2 - Freedom of Speech/Expression)*

*(cf. 6145.5 - Student Organizations and Equal Access)*

The Superintendent or designee shall ensure that the limited purpose of the official district social media platforms is clearly communicated to users. Each site shall contain a statement that specifies the site's purposes, along with a statement that users are expected to use the site only for those purposes. Each site shall also contain a statement that users are personally responsible for the content of their posts.

Official district social media platforms may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

*(cf. 5131 - Conduct)*

Note: Staff and students who post prohibited content on official district social media platforms are subject to discipline in accordance with district policies and regulations. A student may be subject to suspension or expulsion if he/she engages in an act of bullying by means of an electronic act; see AR 5144.1 - Suspension and Expulsion, and BP 5131.43 - Harassment, Intimidation and Bullying.

When staff and students misuse the district's technological resources, they also may be subject to cancellation of user privileges in accordance with the district's Agreement for Acceptable Use of the Internet; see BP/AR/E 6161.4 - Internet

Staff or students who post prohibited content shall be subject to discipline in accordance with district policies and administrative regulations.

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4119.21/4219.21/4319.21 - Code of Ethics)*

*(cf. 4170/4270/4370 - District Issued Portable Technology)*

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

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion)*

*(cf. 6161.4 - Internet)*

Note: Communication on social media platforms may raise legal issues for users regarding public

records laws. In addition, individual School Board members using social media platforms must be careful not to violate the Open Meetings Act. In addition, information posted may be considered a record subject to the Public Records Act.

Users of official district social media platforms should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Act. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

*(cf. 1340 - Access to District Records)*

*(cf. 9012 - Communications to and from the School Board)*

## **Privacy**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official district social media platforms.

*(cf. 5125.1 - Release of Directory Information)*

Social media and networking sites and other online platforms shall not be used by district employees to transmit confidential information about students, employees, or district operations.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential Information)*

*(cf. 5145.15 - Student and Family Privacy Rights)*

*(cf. 5125 - Student Records)*

### **Legal Reference:**

#### UNITED STATES CODE

Federal copyright law, [17 U.S.C. 101-1101](#)

Federal Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#)

Employee rights to engage in concerted, protected activity, [29 U.S.C. 157](#)

Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites, [29 U.S.C. 794](#)

#### CODE OF FEDERAL REGULATIONS, TITLE 34

[34 C.F.R. 99.1-99.67](#) Family Educational Rights and Privacy

Added 3/2012

**9/92**

# WORKING

## Model Policy

### AR 1114 DISTRICT-SPONSORED SOCIAL MEDIA

Note: The following **optional** administrative regulation may be revised to reflect district practice and the types of online platforms used by the district.

#### Definitions

*Social media* means any online platform for collaboration, interaction, and active participation, including, but not limited to, social networking sites such as Facebook, Twitter, YouTube, LinkedIn, Instagram, SnapChat, TikTok, or blogs.

Note: To minimize liability to the district, it is important that the district clearly define the official social media platforms over which it has control and to specify the standards, guidelines, and protocols for their use. The following definition may be revised to reflect district practice. District policy and guidelines do not apply to personal social media platforms that may be created by students, staff members, or other individuals which may sometimes include discussion of district-related issues but are not sponsored by the district.

*Official district social media platform* is a site authorized by the Superintendent or designee. Sites that have not been authorized by the Superintendent or designee but that contain content related to the district or comments on district operations, such as a site created by a parent-teacher organization, booster club, or other school-connected organization or a student's or employee's personal site, are not considered official district social media platforms.

(*cf. 1240 - School-Connected Organizations*)

#### Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize the development of any official district social media platform. Teachers and coaches shall obtain approval from the building principal before creating an official classroom or team social media platform.

#### Guidelines for Content

The Superintendent or designee shall ensure that official district social media platforms provide current information regarding district programs, activities, and operations, consistent with the goals and purposes of this policy and regulation. Official district social media platforms shall contain content that is appropriate for all audiences.

*(cf. 0510 - School District Report Card)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 4170/4270/4370 - District Issued Portable Technology)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6145.5 - Student Organization and Equal Access)*

*(cf. 6161.5 - Web Sites/Pages)*

Note: Federal copyright law ([17 USC 107](#)) and the courts have generally provided that teachers, students, and schools are allowed to make "fair use" of materials for instructional purposes in situations which are not likely to deprive a publisher or an author of income; see BP/AR 6162.6 - Use of Copyrighted Materials. Unless there is a clear statement that text, art, or photos are in the "public domain" and available for free use, such material should not be replicated without prior permission of the owner of the copyright.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official district social media platforms.

*(cf. 4132/4232/4332 - Publication or Creation of Materials)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

Note: Because of the open accessibility of social media, content will be posted by members of the public on the district's official platform without prior approval by district staff. By allowing the public to post comments, some legal analysts have opined that a "limited public forum" is created which grants individuals certain freedom of speech rights and limits the district's ability to remove comments or posts.

The Superintendent or designee shall ensure that official district social media platforms are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as lack of relation to the site's purpose or violation of the district's policy, regulation, or content guidelines.

Each official district social media platform shall prominently display:

1. The purpose of the site, along with a statement that users are expected to use the site only for those intended purposes.
2. Information on how to use the security settings of the social media platform.

3. A statement that the site is regularly monitored and that any inappropriate post will be promptly removed. Inappropriate posts include those that:

a. Are obscene, libelous, or so incite students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation

b. Are not related to the stated purpose of the site, including, but not limited to, comments of a commercial nature, political activity, and comments that constitute discrimination or harassment

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

*(cf. 1325 - Advertising and Promotion)*

4. Protocols for users, including expectations that users will communicate in a respectful, courteous, and professional manner.

5. A statement that users are personally responsible for the content of their posts and that the district is not responsible for the content of external online platforms.

6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the district.

7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the district.

8. The individual(s) to contact regarding violation of district guidelines on the use of official district social media platforms.

### **Appropriate Use by District Employees**

<p><u>Note: For policy language regarding appropriate employee communications and relationships with students, see BP 4119.21/4219.21/4319.21 - Code of Ethics and BP 6161.4 - Internet.</u></p>
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District employees who participate in official district social media platforms shall adhere to all applicable district policies and procedures, including, but not limited to, professional standards related to interactions with students.

*(cf. 4119.21/4219.21/4319.21 - Code of Ethics)*

*(cf. 6161.4 - Internet)*

When appropriate, employees using official district social media platforms shall identify themselves by name and district title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the district or school.

All staff shall receive information about appropriate use of the official district social media platforms.

*(cf. 4131/4231/4331 - Staff Development)*

*Added 3/2012*

**9/92**

**AASB Policy Reference Manual**

## WORKING

### BP 3522 DISTRICT DATA PROTECTION PROGRAM AASB MODEL Policy

The protection of sensitive data and technology, including, but not limited to Internet access, privacy, electronic mail, hardware, software, and cloud resources, is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials.

The Sitka School District School Board recognizes data/information as a resource that must be protected from unauthorized access or use and as such supports a balance of security and access. The Board expects District staff, student, and parent data to be protected by adequate controls commensurate with the sensitivity of the data.

The Board directs the Superintendent to develop and maintain an effective District Data Protection Program and associated regulations and protocols for the protection of sensitive District information. Such regulations shall include developing appropriate controls to protect the confidentiality, availability, and integrity of District information.

*(cf. 1340 and AR 1340 - Access to District Records)*

*(cf. 3580 and AR 3580 - District Records)*

*(cf. 3522 - District Data Protection Program)*

*(cf. 3523 and AR 3523 - Employee Use of District Information Technology)*

*(cf. 3523.1 and AR 3523.1 - Blogging)*

*(cf. 3523.2 and AR 3523.2 - Social Media Use)*

*(cf. 4112.6 - Personnel Records)*

*(cf. 4119.23 - Unauthorized Release of Confidential Information)*

*(cf. 4119.25 and AR 4119.25, Political Activities of Employees)*

*(cf. 4419.5 - Electronic Communications Between Employees and Students)*

*(cf. 5125 - Student Records)*

*(cf. 5145 - Anti-Bullying/Anti-Cyberbullying)*

*(cf. 6161.4 - Student Use of District Information Technology)*

**Legal Reference:**

#### UNITED STATES CODE

[47 U.S.C. 201](#) et seq., Communications Decency Act of 1995, as amended

[20 U.S.C. 1232g](#), Federal Family Educational Rights and Privacy Act of 1974, as amended

[47 U.S.C. 231](#) et seq., Children's Online Privacy Protection Act of 2000, as amended

*Revised 5/2022*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**AASB Policy Reference Manual**

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**WORKING**

**AR 3522 DISTRICT DATA PROTECTION PROGRAM AASB MODEL Policy**

Note: This District Data Protection Program (DDPP) was developed by utilizing the National Institute of Standards and Technology (NIST) Common Security Framework (CSF). The following administrative regulation describes the framework and an outline of how a program may be implemented. This regulation may be modified to fit district needs.

**Introduction**

The Sitka School District Information Technology (IT) Department (or contracted services) has a responsibility to protect sensitive District data to include financial, employee, and student data, while allowing for a positive learning environment. The objective is to employ technology resources that create equitable and accessible learning systems that make learning possible everywhere and all the time.

**Section 1. Responsibilities**

The Sitka School District is responsible for providing the following activities in support of the District's data protection program:

Superintendent

- Superintendent annually reports to the board regarding the function and performance of the DDPP.
- Shall appoint a Data Protection Leader (see activities below) who will provide an annual risk assessment to the board in support of a separate District Data Protection Program.
  - The designated Data Protection Leader shall have sufficient decision-making capabilities to effectively manage all aspects of the DDPP to include:
- Executing emergency contracts in the event of a data breach. Directing staff/faculty activities as required in support of the DDPP.
- Directing or implementing changes to the network/operating environment as required. Provide incident information to Human Resources as needed.
- Shall participate in one “tabletop” disaster recovery exercise per year wherein a cybersecurity incident is simulated, and receive the report on the outcome of the exercise.
- Shall review an annual risk assessment and provide comments to the Data Protection Leader as required.
- Shall prepare a separately itemized annual security budget.

Data Protection Leader

- Shall be formally recognized as the District's Data Protection Program Leader.
- Shall be responsible for the design, architecture, implementation, program management and oversight of the DDPP on behalf of the District.
- Shall ensure that an annual Risk Assessment is prepared and delivered to the Superintendent in support of an Annual Security Budget Request.
- Shall be responsible for the maintenance and dissemination of all required security documentation to include training records, plans, policies, procedures, configurations, and standards applicable to the DDPP.
- Be responsible for conducting an annual tabletop exercise with the leadership simulating a Data Security Breach.

- Ensuring a successful restore from data backups on a quarterly basis.
- Shall lead annual security training for all staff and District personnel and maintain all training records as required.

#### Staff and Faculty

- Shall be responsible for completing all security training assignments in a timely manner. Maintaining all data in their purview in the manner directed by the Data Protection Leader.
- Reporting security incidents and problems in accordance with District policies and procedures.
- Comply with the District data security policies and procedures.

## Section 2. Framework

The Sitka School District recognizes an effective data protection program is essential to protecting sensitive data and ensuring information technology enables a rich learning environment. The District Data Protection Leader is responsible for recommending and implementing appropriate controls to protect District information and resources. The data protection framework will employ a layered defense strategy with protocols to prevent, detect, and respond to potential threats. The core framework shall be implemented through a combination of Department people, processes, and technologies capable of meeting the requirements and standards. In addition, the Data Protection Leader will develop and maintain a District knowledge base that will act as a document and information repository for all District data protection related information. The following sections outline the core governance framework for the DDPP.

- Data Protection Governance Training
- Network Security
- Endpoint Security
- Application Security
- Data Security
- Identity & Access Management

## Section 3. Data Protection Governance

The Data Protection Leader shall establish a governance structure to ensure the confidentiality, integrity, and availability of District systems and data. The Data Protection Leader shall maintain an electronic document repository with all required procedures, guidelines, and checklists including the following elements:

- **Data Protection Plan** – Develop and implement a DDPP that provides an overview of District data protection requirements and describes the controls, responsibilities, and expected behavior of individuals who access various systems. It shall include a 1-page training addendum outlining the training requirements, tools, and calendar. The Data Protection Leader shall update the DDPP annually.
- **Incident Response Plan** – Develop and establish an incident response plan that provides a set of instructions to help staff detect, respond to, and recover from network security incidents and document the approved recovery process. The Data Protection Leader shall update the incident response plan annually.

## Section 4. Training

The Data Protection Leader shall implement a district-cybersecurity training program that is comprised of static and interactive cybersecurity training. The program will be designed to deliver a yearly training event at a minimum. The training program shall include at a minimum the following elements:

- **Training records** for all events that track who took the training, how they performed during the training and any remedial actions that were required.
- **Deliver an annual organization wide synchronous training** identifying the following:
  - The Data Protection Leader
  - Critical program standards
  - What to do in the event of a disaster or security incident
  - Attendance will be included in the report
- **Interactive Cybersecurity Training** may include but is not limited to:
  - Phishing testing
  - Social engineering testing
  - Games
  - Awareness posters
  - Integrated into in-service and continuing education processes
  - Videos

## Section 5. Network Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls to protect the security of the network to include the following elements at a minimum:

- **Perimeter Security** – Develop and deploy network security devices and tools in such a manner as to ensure District data is appropriately protected from unauthorized use or access.
- **Network Design Documentation** – Develop and update network diagrams as needed and should include the following information at a minimum:
  - All entry points from the Internet
  - All firewalls, switches, routers, and wireless access points
  - Type, size, and bandwidth of all connections
  - External IP address and Internal virtual local area networks (VLANs)
  - Externally connected systems
- **Firewall Security** – Ensure the firewall configuration is documented and configured in accordance with District requirements. Policies for firewall rule changes, audit logging, and monitoring and managing perimeter and internal firewalls must be established and maintained at all times.
- **Remote Access** – Establish a secure process and deploy effective controls for remote access to District resources and. monitor remote access through approved monitoring tools to prevent unauthorized access.
- **Router and Switch Security** – Develop standards and configure routers and switches in accordance with best practices. Switch and router configurations shall be backed up as needed and routine audits should be conducted to ensure configurations are correct.
- **Wireless Security** – Enable and secure District wireless access points and networks in

accordance with industry and manufacturer best practices.

- **Internet Use** – Will be monitored and managed in accordance with a District Internet Use policy and at a minimum filtered in accordance with legal requirements such as CIPA, HIPPA, etc.
- **Network Monitoring** – The District must maintain an appropriate network monitoring capability to detect, identify, respond, and recover from network security events.
- **Vulnerability & Patch Management** – The District must develop and maintain an effective vulnerability and patch management process. This process shall include capabilities to scan the network for vulnerabilities and ensure appropriate system/software patches have been implemented.
- **Ports & Protocols** – The must develop and maintain a ports and protocols list to include permissible and blocked ports and protocols.

## Section 6. Endpoint Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that require endpoint device compliance before they are granted access to network resources. At a minimum the program will include:

- **Mobile Device Management** – Deploy network security devices and tools in such a manner to ensure District data is appropriately protected from unauthorized use or access and can be remotely managed.
- **Anti-Virus Protection** – Deploy effective anti-virus protection throughout the Sitka School District. Update and monitor this program routinely.
- **Vulnerability & Patch Management** – Develop and maintain an effective vulnerability and patch management process. Include capabilities to scan endpoints for vulnerabilities and implement appropriate system/software patches.
- **Endpoint Monitoring** – Assess and deploy an endpoint solution that addresses malware exploits by observing attack techniques and behaviors. Coordinate enforcement with network and cloud security to prevent successful attacks.

## Section 7. Application Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that enable application security. At a minimum the program will include:

- **Software Inventory** – The Data Protection Leader shall develop and maintain a software inventory of applications, systems, and databases for the Sitka School District.
- **Application Access Management** – The Data Protection Leader shall work with system owners to ensure appropriate application access controls are in place to protect information. **Data at Rest** – The Data Protection Leader shall implement data at rest controls as deemed appropriate in support of the Sitka School District's risk appetite.

## Section 8. Data Security

The Data Protection Leader shall implement appropriate policies and technical and physical controls to protect sensitive data. The Data Protection Leader shall work with data owners to identify sensitive data and implement controls to allow for the timely detection, response, and recovery of unauthorized access or handling of sensitive data. At a minimum the program:

- **Cloud Security** – Shall develop and maintain a process for managing all cloud applications

and identifying the types of data being stored.

- **Data Backup** – Shall develop, implement, and maintain data backup support based on coordinated Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) and outline off-site and off-line backup requirements.
- **Data in Transit** – Shall consider data in transit controls as deemed appropriate.

Account for and maintain the specific controls for externally managed systems accessed by the district in the normal course of business. Examples of this may include the Criminal Justice Information Services (CJIS) which requires the Data Protection Leader to work with a Local Agency Security Officer (LASO) to implement compliant security measures and procedures.

## Section 9. Identity & Access Management

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that comply with an established framework, such as NIST, and/or best practices. At a minimum the program will:

- **User Management** – Develop and maintain a directory service to manage user access to various IT resources such as systems, devices, applications, storage systems, and networks. The directory service and associated automation should enable admins to control user access and on-board and off-board users to and from IT resources. The directory service must authenticate, authorize, and audit user access to IT resources.
- **Privileged Account Management** – Ensure appropriate application/system access controls for various applications, systems, and network administrators.
- **Least Privilege** – Implement the principle of least privilege across the enterprise.
- **Access Controls** – Implement district-wide role-based access controls.
- **Multi-Factor Authentication** – Assess and deploy multi-factor authentication as deemed appropriate.

*(cf. 1340 and AR 1340 - Access to District Records) (cf.*

*3580 and AR 3580 - District Records)*

*(cf. 3523 and AR 3523 - Employee Use of District Information Technology) (cf.*

*3523.1 and AR 3523.1 - Blogging)*

*(cf. 3523.2 and AR 3523.2 - Social Media Use) (cf.*

*4112.6 - Personnel Records)*

*(cf. 4119.23 - Unauthorized Release of Confidential Information) (cf.*

*4119.25 and AR 4119.25 - Political Activities of Employees)*

*(cf. 4419.5 - Electronic Communications Between Employees and Students) (cf.*

*5125 - Student Records)*

*(cf. 5145 - Anti-Bullying/Anti-Cyberbullying)*

*(cf. 6161.4 - Student Use of District Information Technology)*

Legal References:

[47 U.S.C. 201](#) *et seq.*, Communications Decency Act of 1995, as amended.

[20 U.S.C. 1232g](#)., Federal Family Educational Rights and Privacy Act of 1974, as amended.

[47 U.S.C. 231](#) *et seq.*, Children’s Online Privacy Protection Act of 2000, as amended.

*Adopted 4/2022*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**AASB Policy Reference Manual**

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## **WORKING**

### **BP 3590 ELECTRONIC SIGNATURES AASB MODEL Policy**

#### **Sitka School District Use of Electronic Signatures**

When not practical or possible to have an approved individual physically sign a document, and not otherwise prohibited by applicable law, the Sitka School District School Board authorizes the use of electronic signatures.

Electronic signatures may satisfy the requirement of a written signature when transacting business with and/or for the Sitka School District and/or with parents/guardians when the authenticity and reliability of such electronic signature(s) meets the provisions of this policy. In such instances, the electronic signature shall have the full force and effect of a manual signature.

The Superintendent or designee will identify methods that are secure and practical, and in compliance with State and Federal law and the Sitka School District's procedures. An "electronic signature" is defined as an electronic sound, symbol, or process attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record.

In order to qualify for acceptance of an electronic signature the following additional requirements are applicable:

1. The electronic signature identifies the individual signing the document by his or her name and title;
2. The identity of the individual signing the document with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature, as well as the documents to which it is affixed, cannot be altered once the electronic signature is affixed. If the document needs to be altered, a new electronic signature must be obtained; and,
4. The electronic signature conforms to all other provisions of this policy.

The Sitka School District shall maintain District electronically signed records in a manner consistent with the District's document retention policies yet also capable of accurate and complete reproduction of the electronic records and signatures in their original form. Such retention should include a process whereby the District can verify the attribution of a signature to a specific individual, detect changes or errors in the information contained in the record submitted electronically and protect and prevent access and/or manipulation or access/use by an unauthorized person.

The Sitka School District shall maintain a hardcopy of the actual signature of any District employee authorized to provide an electronic signature in connection with school board business.

Abuse of the electronic signature protocols by any District employee serves as grounds for disciplinary action up to and including termination.

#### **Parent/Student Use of Electronic Signatures**

With regard to documentation received by the Sitka School District with an electronic signature from a parent/legal guardian, so long as the following provisions are met, the District may receive and accept such electronic signature as an original document:

1. Such communication with signature, on its face, appears to be authentic and unique to the person using such signature;
2. The District is unaware of any specific reason to believe that the signature has been forged;
3. The District is unaware of any specific reason to believe the document has been altered subsequent to the electronic signature; and

4. The signature is capable of verification.

The Sitka School District's Superintendent or designee may, at their discretion, request that an original of the electronic communication, signed manually by hand, be forwarded to the District in a timely manner.

District personnel may periodically audit the authenticity of such signature via a security procedure including such acts as making follow-up inquiry to the individual/entity who has submitted an electronic signature.

Should it be discovered that a student has falsified a parent's electronic signature on an official District document, the student may be subjected to discipline and the District Administration is authorized, at their discretion, to thereafter only accept manual signatures associated with any submitted school document.

*(cf. BP 3523 – Electronic E-mail) (cf. BP*

*6161.4 – Internet)*

*(cf. BP 3580 – District Records)*

*Legal Reference:*

ALASKA STATUTES

[09.80.010 - .195](#) *Alaska Uniform Electronic Transactions Act Adopted*

*4/2022*

**AASB POLICY REFERENCE MANUAL**

**9/92**

**AASB Policy Reference Manual**

## WORKING

### BP 6161.5 WEB SITES/PAGES AASB MODEL Policy

Note: School district Web sites commonly convey basic information such as school board minutes, lunch menus, bus scheduled, sports schedules, meeting schedules, school news and policy information. Such sites are important in establishing communications with other schools and fostering collaboration between students and teachers around the world. The district's Web site also provides direct and instant communication with anyone having an interest in the school district at any time of the day. Immediate access, however, raises important policy questions. In order to realize the positive benefits schools can achieve from exhibiting staff and student creativity via publishing on the Internet, schools need to establish and maintain high standards for quality and content as well as for student safety and community values. Any school publication requires editorial standards and this type of publication is no different. Web sites should have clear goals and editorial purposes which help eliminate personal student home pages that are more likely to contain questionable material. This policy and accompanying regulations and guidelines spell out responsibilities in the area of publishing.

The Sitka School District School Board allows the district and schools within the district to create and maintain World Wide Web sites for educational purposes. Web sites are avenues for educating, providing information, communicating and expressing creativity. district and individual school web sites shall be used to share information about school curriculum and instruction, school-authorized activities, and other information relating to our schools and our mission. Web sites shall also provide instructional resources for staff and students.

Materials displayed on web sites are published on the Internet. Therefore, the content should be professional quality and consistent with the education mission of the Sitka School District, established by the School Board. Web sites shall follow standards for ethical behavior in regard to information and technology by showing use of information and technology. Pages shall reflect an understanding that both internal and external audiences will be viewing the information.

Any pages or links representing the Sitka School District shall follow guidelines and responsibilities pertaining to content standards, student records, copyright, and technical standards which are contained in the administrative regulations which accompany this policy.

*(cf. 1100 - Communications with the Public)*

*(cf. 5125 - Student Records)*

*(cf. 5145.2 - Freedom of Speech/Expression)*

*(cf. 6145.3 - Publications)*

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

*(cf. 6161.4 - Internet)*

*(cf. 6162.6 - Use of Copyrighted Materials)*

*(cf. 6163.1 - Libraries/Media Centers)*

*Legal Reference:*

UNITED STATES CODE

6161.5

Family Educational Rights and Privacy Act of 1974, [20 U.S.C. 1232g](#).

[Public Law 94-553](#), The Copyright Act of 1976, [17 U.S.C. 101](#) et seq.

CODE OF FEDERAL REGULATIONS

Dept. of Educ. [34 C.F.R. Part 99](#) (May 9, 1980 45 FR 30802) regs. implementing FERPA.

Added 9/99

**9/92**

**AASB Policy Reference Manual**

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# WORKING

## AASB Model Policy

### BP 6145.22 CONCUSSION IN STUDENT ATHLETES

Note: Effective August 25, 2011, AS 14.30.142-.143 requires school districts to have a program for the prevention and management of concussions in student athletes. A concussion is a brain injury but the effects of concussion can be mitigated by prompt recognition and appropriate response. The statutes require school districts to consult with the Alaska School Activities Association ("ASAA") to develop and publish guidelines to educate coaches, students, and parents about the risks of concussion, and to develop standards for return to play. ASAA guidelines are incorporated into this policy and the accompanying AR. The law also requires annual dissemination of information to parents and athletes, verification of receipt of that information prior to participation, and specific procedures for removal and return to play of a student suspected of having a concussion.

The Board recognizes that students who participate in sports and other recreational activities are at risk for concussion. The Board promotes student, parent, and staff awareness of the risks of concussion and directs appropriate concussion management procedures to improve the health and safety of student athletes.

A concussion is a traumatic brain injury resulting from a forceful blow to the head or body that results in rapid movement of the head, causing any change in behavior, thinking, or physical functioning. The likelihood of serious injury increases when a concussion is not properly identified, evaluated, and managed.

*(cf. 6145 - Extra Curricular and Co-Curricular Activities)*

*(cf. 5141 - Health care and Emergencies)*

#### **Risk Awareness and Education**

The Superintendent will develop appropriate concussion management procedures to help ensure a safe and healthy athletic experience. These procedures shall include guidelines and other information to educate coaches, student athletes, and their parents/guardians of the nature and risk of concussion, including the dangers associated with returning to play before a concussion is fully healed.

On an annual basis, the District will distribute a concussion fact sheet to students participating in District-sponsored sports, and to their parents/guardians. The student and parent/guardian must return a signed, written acknowledgement indicating they have reviewed and understand the information. The written acknowledgement must be

received by the athlete and parent/guardian prior to the athlete's participation in any District-sponsored practice or competition.

## Removal and Return-To-Play

Note: Effective July 1, 2015, an athletic trainer is required to be licensed under [AS 08.07.010](#) unless certain conditions apply. A coach or fitness trainer is not required to be licensed if he/she 1) does not use the title "athletic trainer," "licensed athletic trainer," "certified athletic trainer," "athletic trainer certified," "A.T.," "A.T.L.," "C.A.T.," "A.T.C.," or any combination; and 2) is acting within the scope of the person's duties as a coach or fitness trainer. [AS 08.07.010\(c\)](#). [AS 14.30.142\(d\)](#) requires that an athlete be evaluated and cleared for participation "in writing by an athletic trainer or other qualified person who has received training, as verified in writing or electronically by the qualified person, in the evaluation and management of concussions." State law defines a "qualified person" as either a health care provider who is licensed in Alaska or exempt from licensure, or a person acting at the direction or under the supervision of a physician who is licensed in Alaska, or exempt from licensing under [AS 08.64.370\(1\), \(2\), or \(4\)](#).

The Superintendent's guidelines will include procedures for the immediate removal from practice or competition of a student who has signs of concussion. A student who has been removed from participation may not return to participation in practice or game play until evaluated and cleared to do so by an athletic trainer or other qualified person who is trained in the evaluation and management of concussions, as established by law. Because of the risks of returning to play prematurely, a student should gradually be returned to the activity.

## Coaches Training

Note: [AS 14.30.142](#) provides that school districts are to work with ASAA to develop and publish guidelines and other information "to educate coaches[.]" ASAA recognizes that districts must individually decide how to implement and provide coaches training but requires that districts shall ensure training for coaches at least every three years, on the same cycle as the required Sports First Aid certification.

All coaches, including volunteer coaches, will complete training in the evaluation and management of concussions as specified in District procedures.

*Legal Reference:*

### ALASKA STATUTES

[AS 14.30.142](#) Concussions in student athletes: prevention and reporting

[AS 14.30.143](#) Concussions in student athletes: school district immunity

*Revised 3/2015*

**9/92**

**AASB Policy Reference Manual**

# ASAA PARENT AND STUDENT VERIFICATION OF RECEIPT OF INFORMATION CONCERNING CONCUSSIONS

In accordance with AS 14.30.142, the School District requires that each athlete, and each minor athlete’s parent/guardian, receive written information on the nature and risks of concussions each year. Students may not participate in school athletic activities unless the student and parent/guardian of a student who is under 18 years of age have signed a current verification that they have received the information provided by the District. Parents will be provided with a pamphlet provided by the Alaska School Activities Association entitled “A Parent’s Guide to Concussions in Sports.” Students will be provided with a fact sheet produced by the U.S. Dept. of Health and Human Services Centers for Disease Control and Prevention entitled “Head’s Up: Concussion in High School Sports – A Fact Sheet for Athletes.” Students who are 18 years of age or older will also be provided with the Parent’s Guide.

Parents and Students should review this information, discuss it at home, and direct any questions to the student’s coach, school principal or athletic activities director.

**Student Acknowledgement (required for all athletes)**

I acknowledge that I have received a copy of “Head’s Up: Concussion in High School Sports – A Fact Sheet for Athletes” and understand its contents.

**Student Signature**

**Print Name**

**Date**

**Parent/Guardian/Eligible Student Acknowledgement  
(Parent signature required for all students under 18 years of age; student signature required for students age 18 or older)**

I acknowledge that I have received a copy of “A Parent’s Guide to Concussions in Sports” and understand its contents.

**Parent/Guardian/ Eligible Student Signature**

**Print Name**

**Date**

# ASAA HEALTHCARE PROVIDER RELEASE AND RETURN TO PLAY PROTOCOL (RTP)

**Student Name:** \_\_\_\_\_

**Sport:** \_\_\_\_\_ **School:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

**Date of Injury:** \_\_\_\_\_ **Description:** \_\_\_\_\_

## IMPORTANT NOTE TO HEALTHCARE PROVIDER

Per AS 14.30.142, as amended, a student who has been removed from participation in a practice or game for suspicion of concussion may not return to play until the student has been evaluated and cleared for participation by an Athletic Trainer OR by a qualified person who verifies that he or she is currently trained in the evaluation and management of concussions.

“Qualified person” means either:

- 1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (AS 08.64.370(1), (2), or (4),  
**OR**
- 2) A person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

As interpreted by ASAA, Athletic Trainer means a Certified Athletic Trainer.

As interpreted by ASAA, “Trained” means that the provider:

- 1) Has completed the online CDC Concussion Course for Clinicians ([www.preventingconcussions.org](http://www.preventingconcussions.org)) in the last two years,  
**AND**
- 2) Has **a)** completed 2 hours of CME in Sports Concussion Management in the last 2 years, or **b)** has completed a one-year Sports Medicine Fellowship, a Certificate of Added Qualifications in Sports Medicine, or a Residency in Neurology or Neurosurgery.

**IF YOU DO NOT MEET THESE CRITERIA, PLEASE REFER THE STUDENT ATHLETE TO A HEALTHCARE PROVIDER WHO DOES**

**If an athlete is removed from participation in an activity because of a suspected concussion:**

BUT is found **not to have a concussion**, the athlete’s return to play should be determined by the athlete’s medical provider in accordance with the provider’s assessment of the athlete’s condition and readiness to participate;

AND is **determined to have sustained a concussion**, the athlete’s readiness to return to participation should be assessed in accordance with the Alaska School Activities Association’s graduated Return to Play (RTP) protocol. All student athletes with a concussion must successfully complete an appropriate RTP Protocol that lasts a minimum of six days before resuming full athletic activity. The Return to Play protocol recommended by ASAA’s Sports Medicine Advisory Committee is described below.

Students should begin with a period of complete rest in which they avoid cognitive and physical exertion. As symptoms diminish, and the athlete feels able, he/she can begin trials of cognitive work, e.g. reading, texting, computer, TV, school. The introduction of cognitive work should be in short increments which increase progressively in length and intensity so long as concussion symptoms do not recur or worsen. When several hours of cognitive work are well tolerated at home, then attendance at a half day of school is appropriate. When a full day of school is tolerated, then homework may be added. Academic accommodations may be necessary for student athletes as they return to school following a concussion. If cognitive work at any time provokes or exacerbates symptoms, then the work should be discontinued, additional cognitive work should be minimized until symptoms regress, and the student can attempt to advance cognitive work again on the following day.

Only when the concussion symptoms have been entirely absent for 24 hours, does Day 1 of the progressive return to physical activity begin. The **Return to Play Protocol** is to take place over a **minimum of six days, with at least 24 hours between each step**. The rate of progression through the steps in the program should be individualized. Factors which may slow the rate are young age, history of previous concussions, number/severity/duration of concussion symptoms, medical risk factors, and the concussion risk of the sports to which the athlete will return. Physical or cognitive activity that provokes recurrence of concussive symptoms will delay recovery and increase the risk of future concussion. Therefore, if symptoms recur at any step, then physical activity should stop until 24 hours after resolution of the symptoms, and then resume at the previous step.

**Student Name:** \_\_\_\_\_

<b>SYMPTOMATIC STAGE:</b> Physical and Cognitive Rest; Then Incremental Cognitive Work, without Provoking Symptoms.	
<b>Day 1</b>	Begin when symptom free for 24 hours. 15 min of light aerobic activity: walk, swim, stationary bike. <b>NO</b> resistance training.
<b>Day 2</b>	30 min light-moderate aerobic activity: jog, more intense walk, swim, stationary bike. <b>NO</b> resistance training. START PE class at previous day's activity level. As RTP Protocol activity level increases, PE activity level remains 1 day behind
<b>Day 3</b>	30 min mod-heavy aerobic activity: run, swim, cycle, skate, Nordic ski. <b>NO</b> resistance training.
<b>Day 4</b>	30 min heavy aerobic activity: hard run, swim, cycle, skate, Nordic ski. 15 min Resistance Training: push-up, sit-up, weightlifting
<b>Day 5</b>	Return to Practice, Non-contact Limited Participation: Routine sport-specific drills
<b>Day 6</b>	Return to Full-Contact Practice
<b>Day 7</b>	Medically Eligible for Competition after completing RTP Protocol and is cleared by Healthcare Professional. ASAA Eligibility Criteria must be met before return to competition.

**SECTION 1: THE CONCUSSED ATHLETE – to be completed by Healthcare Provider**

- Student has sustained a concussion and is not yet ready to begin the Return to Play Protocol.
- Student is cleared to begin ASAA's **Return to Play Protocol** with any modifications noted below. *This clearance is no longer effective if student's symptoms return and persist.*
- Student is entirely free of concussion symptoms and has completed the ASAA Return to Play Protocol as described above. The athlete is medically eligible to return to competition.**

Please note any additional modifications to ASAA's Return to Play Protocol below [attach more pages if needed]:

**SECTION 2: THE NON-CONCUSSED ATHLETE – to be completed by Healthcare Provider**

- Student has **NOT** sustained a concussions. The **Medical Diagnosis** which explains his/her symptoms is: This is **REQUIRED** if checking the first box: \_\_\_\_\_
- Student is cleared to return to full sports participation. Medical Dx: \_\_\_\_\_
- Student is cleared for limited participation with the following restrictions [attach more pages if needed]:

**SECTION 3: HEALTHCARE PROFESSIONAL ATTESTATION**

By signing this form, I attest that I am a **Qualified Healthcare provider authorized under AS 14.30.142** and that I meet the ASAA definition of "Currently Trained" in the evaluation and management of concussion, as explained above. I do hereby take responsibility for the daily monitoring and decision making in managing this student athlete's concussion.

\_\_\_\_\_  
 Healthcare Provider Signature                      HCP Printed Name                      AK License Number                      Date

**SECTION 3: ATHLETE AND PARENT CONSENT**

The **Return to Play Protocol** incorporates an internationally recognized process by which concussed athletes are returned to athletic participation as safely as possible. Participation in athletics is accompanied by the risk of injury, permanent disability, and death. Having recently sustained a concussion, an athlete is at more risk for another head injury with risk of permanent disability or death. By signing this form, the athlete and the parent indicate their understanding that the completion of the **Return to Play Protocol** is not a guarantee of safe return to athletic participation. The parent accepts the risk of additional injury in requesting and consenting to the athlete's return to athletic participation.

\_\_\_\_\_  
 Student Athlete Signature                      Date                      Parent Signature                      Date

\_\_\_\_\_  
 Student Athlete Printed Name                      Parent Printed Name

**Instruction**

E 6145.22(4)

PAGE 1 of 3

# ASAA School/Medical Concussion Care Plan

Patient Name: _____	
DOB: _____	Age: _____
Date: _____	ID/MR# _____
Date of Injury: _____	

**You have been diagnosed with a concussion** (also known as a mild traumatic brain injury). This personal plan is based on your symptoms and is designed to help speed your recovery. Your careful attention to it can also prevent further injury.

**Rest is the key.** You should not participate in any high risk activities (e.g., sports, physical education (PE), riding a bike, etc.) if you still have any of the symptoms below. It is important to limit activities that require a lot of thinking or concentration (homework, job-related activities), as this can also make your symptoms worse. If you no longer have any symptoms and believe that your concentration and thinking are back to normal, you can slowly and carefully return to your daily activities. Children and teenagers will need help from their parents, teachers, coaches, or athletic trainers to help monitor their recovery and return to activities.

<b>Today the following symptoms are present (circle or check).</b> _____ No reported symptoms				
Physical	Thinking	Emotional	Sleep	
Headaches	Sensitivity to light	Feeling mentally foggy	Irritability	Drowsiness
Nausea	Sensitivity to noise	Problems concentrating	Sadness	Sleeping more than usual
Fatigue	Numbness/Tingling	Problems remembering	Feeling more emotional	Sleeping less than usual
Visual problems	Vomiting	Feeling more slowed down	Nervousness	Trouble falling asleep
Balance Problems	Dizziness			

<b>RED FLAGS:</b> Call your doctor or go to your emergency department if you suddenly experience any of the following			
Headaches that worsen	Look very drowsy, can't be awakened	Can't recognize people or places	Unusual behavior change
Seizures	Repeated vomiting	Increasing confusion	Increasing irritability
Neck pain	Slurred speech	Weakness or numbness in arms or legs	Loss of consciousness

## ASAA School/Medical Concussion Care Plan Continued

### RETURNING TO DAILY ACTIVITIES

1. Get lots of rest. Be sure to get enough sleep at night- no late nights. Keep the same bedtime weekdays and weekends.
2. Take daytime naps or rest breaks when you feel tired or fatigued.
3. Limit physical activity as well as activities that require a lot of thinking or concentration. These activities can make symptoms worse. • Physical activity includes PE, sports practices, weight-training, running, exercising, heavy lifting, etc. • Thinking and concentration activities (e.g., homework, classwork load, job-related activity).
4. Drink lots of fluids and eat carbohydrates or protein to main appropriate blood sugar levels.
5. As symptoms decrease, you may begin to gradually return to your daily activities. If symptoms worsen or return, lessen your activities, then try again to increase your activities gradually.
6. During recovery, it is normal to feel frustrated and sad when you do not feel right and you can't be as active as usual.
7. Repeated evaluation of your symptoms is recommended to help guide recovery.

### RETURNING TO SPORTS

1. **You should NEVER return to play if you still have ANY symptoms** - (Be sure that you do not have any symptoms at rest and while doing any physical activity and/or activities that require a lot of thinking or concentration.)
2. Be sure that the PE teacher, coach, and/or athletic trainer are aware of your injury and symptoms.
3. It is normal to feel frustrated, sad and even angry because you cannot return to sports right away. With any injury, a full recovery will reduce the chances of getting hurt again. It is better to miss one or two games than the whole season.

#### **The following are recommended at the present time:**

- Do not return to PE class at this time
- Return to PE class
- Do not return to sports practices/games at this time
- Gradual return to sports practices under the supervision of an appropriate health care provider (e.g., athletic trainer, coach, or physical education teacher).
  - Return to play should occur in gradual steps beginning with aerobic exercise only to increase your heart rate (e.g., stationary cycle); moving to increasing your heart rate with movement (e.g., running); then adding controlled contact if appropriate; and finally return to sports competition.
  - Pay careful attention to your symptoms and your thinking and concentration skills at each stage of activity. Move to the next level of activity only if you do not experience any symptoms at the each level. If your symptoms return, let your health care provider know, return to the first level, and restart the program gradually.

# ASAA School/Medical Concussion Care Plan Continued

## GRADUAL RETURN TO PLAY PLAN

Day 0 - 24 hours without concussion symptoms during physical and cognitive rest.

- **If no return of symptoms, then:**

Day 1 - 15 Minutes of Light Aerobic Activity (Walk, Exercise Bike, Etc).

- Trial half day school. No homework. Not tests.

- **If no return of symptoms, then:**

Day 2 - 30 Minutes of Light to Moderate Aerobic Activity.

- Trial full day school. No homework. No tests.

- **If no return of symptoms, then:**

Day 3 - 30 Minutes of Moderate to Heavy Aerobic Activity

- Full day school. Regular homework assignments. No testing.

- **If no return of symptoms, then:**

Day 4 - 30 Minutes of Heavy Aerobic Activity and 15 Minutes of Resistance Exercise (Push-ups, Sit-ups, Weight Lifting).

- Full day school. Regular homework. Regular testing.

- **If no return of symptoms, then:**

Day 5 - Return to Practice for **NON CONTACT Limited Participation.**

- **If no return of symptoms, then:**

Day 6 - Return to Full Practice WITH CONTACT.

- **If no return of symptoms, then:**

Day 7 - Return to Competition

### This referral plan is based on today's evaluation:

\_\_\_ Return to this office. Date/Time \_\_\_\_\_

\_\_\_ Refer to: Neurosurgery \_\_\_ Neurology \_\_\_ Sports Medicine \_\_\_ Physiatrist \_\_\_ Other \_\_\_\_\_

\_\_\_ Refer for neuropsychological testing

\_\_\_ Other \_\_\_\_\_

### ASAA School/Medical Concussion Care Plan completed by:

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

# ***Model Policy***

## **E 6145.22(2) ASAA PARENT AND STUDENT VERIFICATION OF RECEIPT OF INFORMATION CONCERNING CONCUSSIONS**

View or print [ASAA PARENT AND STUDENT VERIFICATION OF RECEIPT OF INFORMATION CONCERNING CONCUSSIONS.](#)

**AASB Policy Reference Manual**

# ***Model Policy***

## **E 6145.22(3) ASAA HEALTHCARE PROVIDER RELEASE AND RETURN TO PLAN PROTOCOL (RTP)**

View or print [ASAA HEALTHCARE PROVIDER RELEASE AND RETURN TO PLAN PROTOCOL \(RTP\)](#).

**AASB Policy Reference Manual**

# WORKING

## AASB Model Policy

### AR 6145.22 CONCUSSION IN STUDENT ATHLETES

#### GUIDELINES FOR CONCUSSION MANAGEMENT

Concussions are a serious concern for students participating in sports. A concussion is a traumatic brain injury. The effects of concussion can be mitigated by prompt recognition and appropriate response. These guidelines focus on concussion education, prevention, uniform concussion response, and safe and appropriate return-to-play.

Education of coaches, athletes, and parents about the nature and risks of concussion is in the best interest of student-athletes at the middle and high school levels. A competitive athletic culture of playing through pain or "toughing it out" puts student-athletes at risk of brain injury, disability, and/or death as a result of concussion and repeat concussion injuries. Allowing a student-athlete to return to play before recovering from a concussion greatly increases the risk of serious and permanent injury.

#### TRAINING

Note: ASAA describes the following three resources for online coaches education:

"Concussion in Sports," available online, at no cost, through the NFHS Learning Center. <http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

"HEADS UP" Concussion in Youth Sports, available online, at no cost, through the CDC. [http://www.cdc.gov/concussion/HeadsUp/online\\_training.html](http://www.cdc.gov/concussion/HeadsUp/online_training.html)

Concussion Awareness, available online through USA Football. <http://www.usafootball.com/health-safety/home>

Initial Training for Coaches: All coaches must receive initial training in the recognition and management of sports concussions, including an understanding of these guidelines. Initial training is required prior to the start of the applicable season. Training may consist of face-to-face training and/or online training modules. The district will document that training has occurred.

Refresher Training: All coaches will receive subsequent training at least every three years. Coaches will complete refresher training in conjunction with their Sports First Aid certification three year renewal, even if the renewal date occurs sooner than three years following initial concussion training. The Superintendent or designee may require refresher training more often if it is determined to be necessary on an individualized or group basis.

## PREVENTION

Sports Equipment: Proper utilization of sports equipment can help prevent concussions. The district shall utilize the following procedures:

1. Safety equipment will be maintained in proper working condition.
2. The equipment utilized will be appropriate for the athlete and the position.
3. No athlete may be permitted to play without required equipment.
4. Safety equipment must fit properly and be worn correctly.

Athlete Education: The head coach and/or athletic trainer is responsible for ensuring that all participating athletes receive instruction on the risks of concussion. Instruction shall occur at the beginning of the season and throughout as appropriate. Instruction will cover the following:

1. The signs and symptoms of concussion.
2. The importance of reporting concussion symptoms experienced by the athlete or observed in a teammate.
3. The importance of full recovery for health, safety, and performance.
4. The importance of safety rules in minimizing the risk of concussion.
5. The importance of rules of the game and sportsmanship in minimizing the risks of concussion.
6. Any other procedures or prevention tools for the applicable sport.

## CONCUSSION FACT SHEET FOR PARENTS AND ATHLETES

Note: [Alaska Statute 14.30.142](#) requires districts to annually provide athletes and their parents written information on the nature and risks of concussion. A student may not participate in athletic activities unless the student and parent have signed a verification of receipt of this information.

E 6145.22(1) is ASAA's recommended fact sheet entitled "A Parent's Guide to Concussion in Sports" prepared by the National Federation of State High School Associations.

Each student who registers for a District-sponsored sport will receive a fact sheet on the nature and risks of concussions. The fact sheet will also be disseminated to each participant's parent or guardian for athletes under the age of 18.

Note: E 6145.22(2) is ASAA's written verification, entitled "Parent and Student Acknowledgement and Consent."

A student may not participate in school athletic activities unless the student and parent/guardian have signed a verification of receipt of this required information. Schools shall keep a copy of the signed form on file. Only one verification is needed per school year, even if the student participates in more than one sport.

## RISKS AND STANDARDS FOR RETURN TO PLAY

Note: The following standards for return to play include those guidelines developed by ASAA, utilizing recognized standards for gradual and safe return to play for a concussed athlete.

### Identifying Concussion and Determining the Level of Medical Response

A student who is suspected of having sustained a concussion during a practice or game shall be immediately removed from the activity. An individual who has received concussion training, to include a coach, EMT, or other medical provider, should immediately observe for any signs, symptoms and abnormalities to help determine whether an athlete has suffered a concussion and how urgently he or she should be sent for appropriate medical care. Assume a concussion occurred if the head was hit and even the mildest symptoms are present.

The following situations should result in immediate emergency care:

- An athlete has a loss of consciousness of any duration.
- An athlete has symptoms of concussion and is not stable because the athlete's condition is changing or deteriorating.
- An athlete exhibits or reports any of the following symptoms:
  - Any signs or symptoms of spine or skull fracture, or bleeding
  - Blurry or double vision
  - Decreased or irregular pulse or breathing
  - Difference in pupil size from right to left eye or pupils that do not react to light (fixed/dilated pupils)
  - Headache that gets significantly worse over time
  - Noticeable changes in the level of consciousness
  - Seizure activity
  - Slurred speech
  - Vomiting

If no emergency is apparent, but other signs of concussion are present, close observation of the athlete should continue for a few hours. No athlete will return to play (RTP) on the same day of concussion, even if symptoms clear within minutes.

### Return-to-Play Clearance

Note: E 6145.22(3) is ASAA's sample Release for Student to Resume Participation Following a Concussion.

A student who has been removed from participation in a practice or game for suspicion of concussion will not return to play until the student has been evaluated and cleared for participation. A student may be cleared in writing by an athletic trainer or other "qualified

person" who has received training, as verified in writing or electronically by the qualified person, in the evaluation and management of concussions. Under Alaska law, a "qualified person" means either

(a) a health care provider who is licensed in the state or exempt from licensure under state law; or

(b) a person who is acting at the direction and under the supervision of a physician who is licensed in the state or exempt from licensure under [AS 08.64.370\(1\)](#) [medical providers in the Armed Services or the United States Public Health Service while in the discharge of their official duties], (2) [out-of-state physicians or osteopaths consulting with in-state doctors or osteopaths in the diagnosis or treatment of cases], or (4) [medical providers in the Armed Services or the United States Public Health Service volunteering services without pay to a medical facility].

Note: Under Alaska law, effective July 1, 2015, an athletic trainer is required to be licensed, unless the individual is: 1) a student in an accredited athletic trainer program who is training under the supervision of an athletic trainer or a person licensed to practice medicine or osteopathy under [AS 08.64](#); 2) licensed, certified or registered as an athletic trainer in another state and is present in the state for not more than 90 days in a calendar year for an event; or 3) in the military service of the United States or as an employee of the federal government performing athletic training services in the scope of official duties. [AS 08.08.010\(a\)](#).

### **After Medical Clearance, Return to Play ("RTP") Step-Wise Protocol**

The District will utilize a protocol of gradual RTP to maximize student safety. Gradual RTP permits a greater assessment of student recovery and permits monitoring for the return of any signs or symptoms of concussion.

Note about cognitive impacts of concussion: Students with a concussion may be impacted in their ability to perform all activities, not just athletic ones. A concussion impacts a student's academic and cognitive abilities. Students may also experience mood changes. As they recover, students may need temporary accommodations regarding instructional time, course load, computer use, assistance with passing time, limitations on PE or other physical activity, etc. Coaches, athletes, and parents should inform teachers, counselors, and the school nurse when a student suffers a concussion.

Symptomatic Period - Rest is recognized as the best treatment for concussion. No exercise should be engaged in if any signs or symptoms of concussion are present. When there have been no symptoms for 24 hours, and the qualified provider has cleared the athlete to begin the Return-to-Play Protocol, then Day 1 begins.

**Return-to-Play Protocol** - This program begins only after all symptoms of concussion have resolved. It is to take place over a minimum of 6 days, with at least 24 hours between each step. The rate of progression through the steps in this program is individualized. Factors that may slow the rate are history of previous concussions, number/severity/duration of concussive symptoms, young age, and the risk of the sport. Physical or cognitive activity that provokes recurrence of concussive symptoms may delay recovery and increase the risk of future concussion. If symptoms recur at any step, then physical and cognitive activity stop for 24 hours and are then reinitiated at the previous step.

Note: This return-to-play protocol is based on ASAA guidelines and includes a corresponding gradual return to instructional/cognitive activity.

- Day 1** - 15 Minutes of Light Aerobic Activity (Walk, Exercise Bike, etc.)  
- Trial half day of school. No homework. No testing.  
- **If no return of symptoms, then:**
- Day 2** - 30 Minutes of Light to Moderate Aerobic Activity (Walk, Exercise Bike, etc.)  
- Trial full day of school. No Homework. No testing.  
- **If no return of symptoms, then:**
- Day 3** - 30 Minutes of Moderate to Heavy Aerobic Activity  
- Full day of school. Regular homework assignments. No testing.  
- **If no return of symptoms, then:**
- Day 4** - 30 Minutes of Heavy Aerobic Activity and 15 Minutes of Resistance Exercise (Push-ups, Sit-ups, Weight Lifting).  
- Full day of school. Regular homework. Regular testing.  
- **If no return of symptoms, then:**
- Day 5** - Return to Practice with NON CONTACT Limited Participation.  
- **If no return of symptoms, then:**
- Day 6** - Return to Full Practice WITH CONTACT

## School/Medical Concussion Care Plan

Note: E 6145.22(4) is ASAA's "School/Medical Concussion Care Plan."

Schools should establish a team comprised of a parent, school staff member and the qualified provider to develop and utilize a care plan for each student who has been diagnosed with a concussion. The plan should include the following sections:

- Determination of Symptoms
- Returning to Daily Activities
- Returning to Sports
- Gradual Return to School and Play (RTP) Protocol

The school should disseminate the Concussion Care Plan to all appropriate staff, including the student's teachers, the nurse, the athletic trainer, the coach, the athletic director, and the principal, as applicable.

Throughout the incremental return to school and exercise, the principal or designee should designate a staff member, preferably a school nurse if available, who meets with the athlete daily to determine the level of symptoms, to evaluate the response to increases in hours of school and intensity of exercise, to decide if the athlete will advance to the next increment of return, and to communicate daily status reports to the athlete, the parent, the health care provider supervising the concussion care, and senior school staff.

*Revised 3/2015*

**9/92**

**WORKING**

***Model Policy***

**E 6145.22(1) ASAA PARENT'S GUIDE TO CONCUSSIONS IN SPORTS  
(REVISED 4/14)**

View or print [ASAA PARENT'S GUIDE TO CONCUSSIONS IN SPORTS \(REVISED 4/14\)](#).

**AASB Policy Reference Manual**

**From:** [Blossom Teal-Olsen](#)  
**To:** [School Board](#)  
**Subject:** Resignation  
**Date:** Thursday, June 15, 2023 1:48:37 PM

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Good Afternoon,

I want to thank you for all serving on the Sitka School District Board. I think our time together has been productive, which is why I have had to give myself time before I moved forward with my resignation.

I understand that my term is close to its end, all the same, I am putting my family first. I've realized that, while I could most likely serve out my full term, it would take time and energy away from my children. I'm not willing to do that.

Thank you again, my date of resignation will be June 21, 2023.

Sincerely,

Blossom Teal-Olsen  
Paniiraq  
Sitka School Board President  
[tealolsenb@sitkaschools.org](mailto:tealolsenb@sitkaschools.org)  
1-907-738-9671



DATE: June 21, 2023  
TO: All Media  
FROM: Dawn Georgia, School Board Secretary  
RE: PSA

Please publish/announce periodically **starting June 21<sup>st</sup>**:

The Sitka School Board is seeking to appoint a candidate to fill one (1) vacancy on the SSD School Board until the October 3<sup>rd</sup> election. If you are interested, please deliver a Letter of Interest to the District Office by July 13<sup>th</sup> at 4:00 p.m. The candidates will be announced July 14<sup>th</sup> and public input will be accepted either in writing or by email to [info@sitkaschools.org](mailto:info@sitkaschools.org) by 4:00 p.m. on July 18<sup>th</sup>. At a special school board meeting on July 19<sup>th</sup>, the candidates will be interviewed, and one will be appointed by a majority vote.

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