

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

## **School Board Meeting**

**Wednesday, January 3, 2024 | 5:45 PM | Harrigan Centennial Hall, 330 Harbor Drive, 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 December 6, 2023
  - 6.b. Personnel Report
7. **Persons to be Heard**
  - 7.a. Persons to be Heard - Non-Agenda Items
  - 7.b. Persons to Be Heard - Agenda Items
8. **Special Reports: Government to Government**
9. **Board Member Reports**
10. **Administrative Reports**
  - 10.a. Budget Update
  - 10.b. Enrollment Update
  - 10.c. Superintendent Update
11. **New Business**
  - 11.a. Discussion of the FY25 Budget Letter to Assembly
  - 11.b. ADOPTION of BP 6147 - Alaska Reads Act Intervention Programs, First Reading
  - 11.c. Approval of BB 9200 - Board Members, First Reading
  - 11.d. Approval of BB 9260 - Legal Protection, First Reading
  - 11.e. Approval of BB 9270 - Conflict of Interest, First Reading
  - 11.f. Executive Session to Discuss SEA Negotiations
12. **Future Agenda Items/Upcoming Events**
  - 12.a. January 9, 2024 - Policy Committee - 5:00 p.m. District Office Boardroom (open to the public)
  - 12.b. January 10, 2024 - Budget Work Session - 6:00 p.m. Harrigan Centennial Hall (open to the public)
  - 12.c. January 18, 2024 - School Board Joint Work Session with Assembly - 6:00 p.m. Harrigan Centennial Hall (open to the public)

- 12.d. January 20, 2024 - School Board meets to review Superintendent applications.
  - 12.e. January 29, 2024 - Staff Hearings on the FY25 Budget - 3:45-5:45 p.m., Sitka High School Library.
  - 12.f. January 30, 2024 - Superintendent Interviews - TBA
  - 12.g. January 31, 2024 - Superintendent Interviews - TBA
  - 12.h. February 1, 2024 - Staff Hearings on the FY25 Budget - 3:45-5:45 p.m., Sitka High School Library.
  - 12.i. February 7, 2024 - Next Regular School Board Meeting - 5:45 p.m. Harrigan Centennial Hall
  - 12.j. February 9-13, 2024 - AASB Leadership Academy & Legislative Fly-In and Youth Advocacy Institute, Juneau
  - 12.k. February 15, 2024 - Community Hearing on the FY25 Budget - 6:00 p.m. Harrigan Centennial Hall
  - 12.l. March 6, 2024 - Regular School Board Meeting - 5:45 p.m. - Sheet'ka Kwaan Naa Kahidi Community House
  - 12.m. March 7, 2024 - Budget Work Session - 6:00 p.m. Harrigan Centennial Hall (open to the public)
  - 12.n. April 3, 2024 - Regular School Board Meeting - 5:45 p.m. Harrigan Centennial Hall
  - 12.o. April 11, 2024 - Budget Work Session - TBA
  - 12.p. April 17, 2024 - Board Approves FY25 Budget - TBA
13. **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**  
**December 6, 2023 – 5:45 p.m.**  
**Harrigan Centennial Hall**

**Sitka School District**

*Interim Superintendent: Steve Bradshaw*

1. **RECOGNITIONS**

Haa Latseeni Students of the Month: Skye Benavides, KGH; Evi Rice, BMS; Kaeden Skultka, SHS, Katie Elder, PHS.  
The Board recognized SSD Principals for Principal Appreciation Month, and SHS Principal Sondra Lundvick, who was named Region V Principal of the Year.
2. **CALL TO ORDER**

The Sitka School Board meeting was called to order by Vice-President Todd Gebler at 6:00 p.m. at Harrigan Centennial Hall.
3. **FLAG SALUTE**
4. **LAND ACKNOWLEDGEMENT**
5. **ROLL CALL**

In attendance were Board members Todd Gebler, Tom Williams, Phil Burdick, Steve Morse, and Student Representatives Felix Myers and Aubrey LaRue. Tristan Guevin was absent and excused. The meeting was quorate.
6. **APPROVAL OF PROPOSED AGENDA AND CONSENT AGENDA**

**Mr. Gebler** moved, and **Mr. Williams** seconded to amend the proposed agenda, moving Reports and Presentations to before Persons to be Heard.

**Mr. Gebler** moved, and **Mr. Williams** seconded to approve the consent agenda and proposed agenda, as amended.

The motion **PASSED** without opposition.
10. **REPORTS AND PRESENTATIONS**
  - a. **MATH GROWTH AT BLATCHLEY MIDDLE SCHOOL**

Blatchley Middle School Math teachers **Jeff Clay, Joe Ploetzner, and Kate Mullin** presented data from the past five years showing the growth in math skills at BMS.
  - b. **PHS GREENHOUSE UTILITIES PROJECT**

**PHS Principal, Mandy Summer, Andrea Frega**, PHS Gardener, and **Chandler O'Connell**, from Sitka Conservation Society gave a report to the board on the Greenhouse Utility Project, including a summary of grants received and the project timeline.

- c. **TESTING REPORT UPDATE** Chris Voron, Learning Support Director, informed the board that the AK Star test results would not be available until March.
7. **PERSONS TO BE HEARD** There were no persons to be heard at this meeting
8. **SPECIAL REPORTS: GVT TO GVT** There were no Government-to-Government reports at this meeting.
9. **SCHOOL HIGHLIGHTS** **Stacy Golden**, SHS Science teacher, shared with the board about the Whale Rearticulation Project, in collaboration with University of Alaska Southeast (UAS) and Sitka Sound Science Center (SCCS). Once the rearticulation project is completed, the skeleton will be hung in the SHS commons area. She stated that the project should be completed by October.
11. **BOARD MEMBER REPORTS**
- Mr. Williams** reported that he attended the Activities Committee meeting to discuss the distribution of the Prop I funds. The committee worked on a draft proposal for distribution of the funds and hopes to present their recommendations for distribution to the board at the February meeting.
- Mr. Burdick** shared about the board retreat, delving into the SCCS and discussing the parameters around the new superintendent search. He also shared his takeaways from the AASB annual conference in November. Mr. Burdick reported that the KGH Parent Advisory Committee held its first meeting. There was a discussion about fundraising for upgrading the playground. He gave an update on the work of the Baranof Renaming Committee
- Mr. Morse** communicated that he met with BMS Principal Ben White, got a tour of the school, and plans to meet with Mr. White monthly.
- Mr. Myers** acknowledged the work that the board is doing and stated to the board that he appreciates all of the opportunities that are available in the district.
- Ms. LaRue** shared that the students at Pacific High School would be participating in Culmination Week, a time when students share with members of the community the projects that they have been working on during the semester. She invited board members to attend.
- Mr. Gebler** reported on the AASB conference and noted the

emphasis being put on education funding, and the issues of mental health among students.

**12. ADMINISTRATIVE REPORTS**

In his Administrative Report to the board, **Interim Superintendent Bradshaw** stated that the monthly budget report did not include any foundation money. Enrollment is holding. The budget revision that is being presented to the board shows an updated beginning fund balance of over \$3 million. He informed the board that the Superintendent's Association voted to advocate for an increase to the BSA of \$1650, which aligns with AASB's position on increasing the BSA. The district is continuing to work with the City of Sitka on managing district facilities, however, pool management will not be transferred to the City in the near future.

**13. NEW BUSINESS**

**a. STACY GOLDEN - REQUEST TO PURCHASE A VAN**

**Ms. Golden** requested permission from the board to purchase a van for use by the SHS science department to transport students to local sites for field trips and other instructional purposes. The van will be partly funded by SHS, partly by grants, and partly by fundraising.

**Mr. Burdick** moved, and **Mr. Morse** seconded to allow the purchase of a van for use by the SHS science department and other SHS activities in an amount not to exceed \$50,000, plus delivery, subject to availability of funds.

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

**b. APPROVAL OF THE FY23 AUDIT**

**Mr. Burdick** moved, and **Mr. Gebler** seconded to approve the FY23 Audit, as presented.

**Board Comment:**

**Mr. Burdick** stated that the district received a finding in the audit, explaining that the student activities accounting needs to have oversight by the business office.

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

**c. FY24 BUDGET REVISION**

**Mr. Burdick** moved, and **Mr. Morse** seconded to approve the FY24 Budget Revision, as presented.

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

**d. CURRICULUM COMMITTEE DISCUSSION AND ASSIGNMENT**

**Mr. Burdick** spoke of the need for the board to establish a curriculum review cycle conducted by the Curriculum Committee.

Following a brief discussion, **Mr. Burdick** and **Mr. Guevin** were assigned to the Curriculum Committee.

e. ADOPTION OF BP  
3523 – ELECTRONIC  
MAIL (EMAIL) IN  
FIRST READING

**Mr. Burdick** moved, and **Mr. Morse** seconded to re-commit BP 3523 – Electronic Mail (Email) to the Policy Committee.

**Mr. Burdick** explained that the policy was to have been approved in June, but upon further consideration, it was agreed that more attention should be paid to the issue of confidentiality of student information shared by email.

The motion **PASSED** without opposition.

f. LEGISLATIVE FLY-IN  
ATTENDANCE  
DISCUSSION

**Mr. Bradshaw** explained that the district usually sends the superintendent, two board members, and two student representatives to the fly-in. Mr. Bradshaw encouraged anyone who was willing to attend the fly-in. Members will let Ms. Georgia know if they intend to attend.

g. EXECUTIVE SESSION

**Mr. Burdick** moved, and **Mr. Williams** seconded to go into Executive Session to discuss SEA negotiations. Mr. Bradshaw was invited.

The motion **PASSED** without opposition. The board entered Executive Session at 9:04 p.m.

The board moved out of Executive Session at 10:56 p.m.

ADJOURNMENT

The meeting adjourned at 10:56 p.m.

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Todd Gebler, Vice-President

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Tom Williams, Clerk

# Sitka School District Personnel Report

as of 1/1/2024

<b>Certified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
<b>Certified Employees Left Employment</b>		
Name	Current Position	Date Effective
Hora, Eve	KGH Paraprofessional	01/02/2024
<b>Classified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
<b>Classified Employees Left Employment</b>		
Name	Current Position	Date Effective
<b>Classified Employees Changed Positions</b>		
Name	Current Position	Date Effective

Demographic / Enrollment (Headcount) Breakdown

As of 1/2/2024

	BES	KGH	BMS	SHS	PHS	RCH	Total
PK	14					0	14
KG	71					11	82
1	75					4	79
2		71				6	77
3		57				5	62
4		70				4	74
5		73				2	75
6			82			1	83
7			89			6	95
8			75			3	78
9				97	13	0	110
10				79	8	2	89
11				84	12	2	98
12				73	10	4	87
<b>Bldg Total</b>	<b>160</b>	<b>271</b>	<b>246</b>	<b>333</b>	<b>43</b>	<b>50</b>	<b>1103</b>

## FY25 Sitka School District Local Contribution and Non-Instructional Contribution Request to the CBS Assembly

		FY24	FY25 Request	Notes
1	Foundation Formula Local Contribution	\$7,697,278.00	\$7,716,076.00	FY 24 funded to "Cap" based on state number with reduction of \$284,387 from FY23 based on decrease value of CBS property tax base
	<i>Non-Instructional Contributions</i>			
2	Facilities and Major Maintenance	\$150,000.00	\$155,175.00	
3	BMS Pool Operations and Maintenance	\$122,000.00	\$126,209.00	
4	Performing Arts Center (PAC) Utilities	\$66,000.00	\$68,277.00	
5	Student Activities Supplement	\$132,000.00	\$136,554.00	
6	Secure Rural Schools	\$360,000.00	\$360,000.00	
	<b>Total:</b>	<b>\$8,527,278.00</b>	<b>\$8,562,291.00</b>	CBS FY24 GF budget for schools equals \$8,527,498 (i.e. discrepancy of \$220 with this number)
	<i>Ballot Proposition Funding Passed by Voters</i>			
	2022 Proposition 1 Marijuana Excise Tax	\$300,000.00	\$300,000.00	Projected and dedicated to student activities (meant to supplement and not supplant existing \$132,000 city contribution per assembly, school board, and public discussions of Proposition 1)
	2023 Proposition 2 Seasonal Sales Tax	N/A	\$2,200,000.00	Projected and dedicated to school facilities and maintenance

**Notes**

1. Requested FY25 increases to non-instructional CBS contributions include an increase of 3.45% to account for inflation over the last year per the US Bureau of Labor Statistics Inflation / CPI calculator for the period December 2022 - November 2023 (best available data on inflation over the past year)
2. There had been minimal to no discussion with the assembly about the annual \$150,000 Facilities and Major Maintenance non-instructional contribution and whether that would be eliminated with the passage of 2023 Proposition 2

# Sitka School District

Fiscal Year 2023-2024

## Basic Need Calculation

<b>Base</b>		<b>ADM</b>
Baranof Elementary (420010)		153.00
Blatchley Middle School (420020)		244.00
Keet Gooshi Heen Elementary (420170)		273.00
Pacific High School (427010)	<i>(ADM Combined with SHS)</i>	-
Sitka High School (420130)		376.00
<b>Total</b>		<b>1,046.00</b>

<b>School Size Adjustment</b>		<b>ADM</b>
Baranof Elementary (420010)	Applied Multiplier: 1.45	221.34
Blatchley Middle School (420020)	Applied Multiplier: 1.31	319.62
Keet Gooshi Heen Elementary (420170)	Applied Multiplier: 1.28	348.41
Pacific High School (427010)	<i>Combined with Largest School</i>	-
Sitka High School (420130)	Applied Multiplier: 1.19	448.32
<b>Total</b>		<b>1,337.69</b>

<i>Special Education Intensive Count</i>		47.00
<i>Correspondence Enrollment</i>	<i>REACH (428010)</i>	50.00

<b>Other Factor Adjustments</b>	<b>Factor</b>	<b>ADM</b>
+ Hold Harmless (if applicable)	-	1,337.69
x District Cost Factor	1.195	1,598.54
x Special Needs Factor	1.200	1,918.25
x Vocational/Technical Factor	1.015	1,947.02
+ Correspondence 90%	45.000	1,992.02
+ Intensive Services Factor	611.000	2,603.02

**Total Adjusted ADM** **2,603.02**

**Base Student Allocation (BSA)** **5,960**

<b>Funding</b>		
Base Need Total		15,514,006
- Required Local Effort		(4,138,275)
- Deductible Impact Aid	<i>Based on FY23 Actuals</i>	<i>68,881</i> (35,888)
+ Quality Schools	<i>\$16/ Adjusted ADM</i>	41,648
<b>Projected State Entitlement (Foundation)</b>		<b>11,381,492</b>
		11,339,843.29

## Local Effort Calculation

2023 Full Value Determination		1,561,613,284
Prior Year Basic Need		15,578,229
Projected Basic Need		15,514,006

Full Value x 0.00265	<i>Whichever is lesser.</i>	4,138,275
45% Prior Year Basic Need		7,010,203

**Minimum Required Local Contribution** **4,138,275**

Full Value x 0.00200	<i>Whichever is greater.</i>	3,123,227
23% of Projected Base Need + Quality Schools		3,577,801

**Additional Allowable Local Contribution** **3,577,801**

<b>Maximum Allowable Local Contribution</b>	<i>Minimum + Additional Allowable</i>	<b>7,716,076</b>
FY24 City Contribution budgeted		7,697,278

*Estimate updated November 10, 2023*

**ALASKA READS ACT INTERVENTION PROGRAMS**

BP 6147

Note: The purpose of this policy is to implement the intervention programs set forth in the Alaska Reads Act, HB 114.

The Superintendent shall coordinate the establishment of a District-wide reading intervention programs in accordance with AS 14.30.765. The services provided under these programs must, to the extent practicable:

1. Be provided by a district reading teacher, or paraprofessional under the supervision of a reading teacher, to all students in grades kindergarten through three who are determined to have a reading deficiency based on the statewide screening tool provided by the Department.
2. Provide explicit and systematic instruction in phonemic awareness, phonics, vocabulary development, reading fluency, oral language skills, and reading comprehension, as necessary.
3. Use evidence-based reading intervention methods that have shown proven results in accelerating student reading achievement within a single school year.
4. Include instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error correction and feedback.
5. Incorporate daily targeted small group reading instruction based on student needs, either in person or online.
6. Monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to student needs.
7. Be implemented during regular school hours through any available method, including in person or through online delivery by teachers or specialty reading coaches.
8. Be implemented additionally outside of regular school hours, as directed in the student's individual reading improvement plan, for a student who scores at the lowest achievement level on the statewide screening tool.
9. Be reviewed based on a department-approved response to intervention or multi-tiered system support models, addressing additional support and services needed to remedy identified needs.
10. Support reading intervention at home ~~by parents or guardians~~ by offering a list of adult literacy resources and organizations to parents or guardians, as well as providing opportunities for parent or guardian participation in training workshops, and encouraging regular parent or guardian-guided home reading activities.

**Individual Reading Improvement Plans**

The District shall provide each student in grades kindergarten through three who is determined to have a reading deficiency based on the statewide screening tool an individual reading improvement plan. This plan must be in accordance with the provisions set forth in AS 14.30.765(b).

**Notice Requirements**

If at any time during the school year a student in grades kindergarten through three demonstrates a reading deficiency, a District representative shall notify the student's parent or guardian. This notification must be not later 15 days after identification of the reading deficiency and include the information described in AS 14.30.765(c).

**ALASKA READS ACT INTERVENTION PROGRAMS**

BP 6147(b)

**Progression**

Students identified with a reading deficiency shall progress through grades as set forth under AS 14.30.765(d) – (m).

Legal Reference:

ALASKA STATUTES

AS 14.30.760 Statewide screening and support

AS 14.30.765 Reading intervention services and strategies; progression

ALASKA ADMINISTRATIVE CODE

4 AAC 06.400 Statewide literacy screening and support

4 AAC 06.405 Reading intervention services and strategies

4 AAC 06.410 Individual reading improvement plan

4 AAC 06.415 Student Progression

4 AAC 06.490 Definitions

Created 9/2023

Note: The following sample bylaw may be revised to reflect district philosophy and needs.

### **Limits of Board Members Authority**

The School Board has broad but clearly limited powers. The exercise of its authority is restricted to the functions required or permitted by law, and then only when it acts in a legally constituted meeting. Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by Board action.

The Board is the unit of authority. The Board member is a part of the governing body which represents and acts for the community as a whole. Apart from the normal function as part of the unit, the Board member has no individual authority. No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the schools; nor, as an individual, command the services of any school employee. Individually, the Board member may not commit the district to any policy, act or expenditure.

### **Optional:**

School visits by Board members are encouraged. Principals should receive a courtesy call in advance of a visit. Board members, as with all visitors, must check in with the school office. Board members who visit schools of their own volition have no more authority than any other citizen.

*(cf. 1250 - Visits to the Schools)*

Note: The following is an optional process for Board members to make information requests.

### **Board Member Requests for Information**

Board members should make informed decisions on matters before them for a vote. The Superintendent or designee is responsible for providing the Board with relevant materials to inform the Board on those matters on which it is to act. If Board members desire further information, a request for information shall be directed to the Superintendent, pursuant to the following guidelines:

1. Requests for simple facts. Any Board member may make a request for simple facts to the Superintendent who will forward the request to the appropriate staff member. All responses to requests for simple facts will be provided to the requesting Board member, and copied to the Board President.

2. Requests for reports, research, administrative studies, detailed information, or for information relating to a problem or a potential problem in the District. Some information requests require significant administrative time and explanation to provide the requested response. Individual Board members shall submit such requests to the full Board for consideration. Upon [concurrence of the other board members/majority request of the Board], the request shall then be forwarded to the Superintendent for response.

**BOARD MEMBERS** (continued)

BB 9200(b)

3. Complaints regarding personnel. Board members may have their own complaints regarding District personnel ~~or may hear such complaints from the community~~. These concerns should be privately communicated to the Superintendent.

4. When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy. Such information will be conveyed to the superintendent as soon as possible.

5. Requests for legal advice or opinions by a Board member that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

*(cf. 6162.8 - Research)*

*(cf. 9322 - Agenda/Meeting Materials)*

**Obligations of Members**

Members of the Board must endeavor to attend all meetings, study all materials presented with the agenda prior to attending the meeting, participate in the discussion of any items which come before the Board, and vote on all motions and resolutions, abstaining only for compelling reasons. If no compelling reason requires abstention, members of the Board shall not abstain.

The Board member should not subordinate the education of children and youth to any partisan principle, group interest, or the member's own personal interest.

The Board member should be prepared and willing to devote a sufficient amount of time to the study of the problems of education in the district, the state, and the nation in order to interpret them to the people of the district.

*(cf. 9230 - Meetings)*

*Legal Reference:*

ALASKA STATUTES

*14.14.140 Restrictions on employment*

*Revised 4/20229/2023*

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

Bylaws of the Board

**AASB POLICY REFERENCE MANUAL**

**9/92**

Note: For all districts, Sections ~~2361-2368~~8551-8558 of the ~~No Child Left Behind Act~~Every Student Succeeds Act are designed to provide teachers, principals and other school professionals, including board members, the tools they need to undertake reasonable actions to maintain order, discipline and an appropriate educational environment. Section ~~2366-8556~~ limits the liability of a school employee or official for acts or omissions when he/she is acting within the scope of employment or district responsibilities and his/her actions were in conformity with federal, state and local laws in an effort to control, discipline, expel or suspend, or maintain order or control in the classroom or school.

Limitations on liability do not apply when the officer or employee: (1) acted with willful or criminal misconduct, gross negligence, recklessness or a conscious or flagrant indifference to the harmed student's right to safety; (2) caused harm by operating a motor vehicle; (3) violated a federal or state civil right law (e.g., sexual harassment, discrimination, IDEA claims); (4) was convicted of a sexual offense, crime of violence or act of terrorism; or (5) was under the influence of alcohol or drugs.

If a civil action is brought against the employee or officer, and the laws' conditions are satisfied, Sections ~~2366-8556~~ and ~~2367-8557~~ limit the amount of the employee's/officer's liability to a formula based on the percentage of responsibility for the harm, and also limits punitive damages. ~~The provisions of the law took effect on April 8, 2002.~~

The School Board shall provide insurance necessary to protect Board members, officers, and employees from any judgment resulting from suits brought against them alleging their liability while acting within the scope of their employment and/or under the direction of the Board. The insurance shall cover claims in such matters as civil rights actions, negligence, or other act resulting in accidental injury to any person or property damage in or out of the school buildings

*(cf. 3530 - Risk Management)*

*Legal Reference:*

ALASKA STATUTES

14.12.115 Indemnification

~~— No Child Left Behind Act of 2001~~Every Student Succeeds Act, §§ 2361-2368~~8551-8558 (P.L. 107-110)(P.L. 114-95)~~

*Revised ~~1/03~~4/2022*

Note: Alaska Statute 29.20.010 requires each municipality to adopt a conflict of interest code. Alaska Statute 39.50.145 authorizes a municipality to exempt municipal officers from state conflict of interest financial reporting requirements. ~~Accordingly, districts should consult local law to determine if additional conflict of interest requirements must be addressed. The following sample bylaw should be revised as appropriate to reflect district philosophy and needs.~~

In order to instill public confidence in public office and provide public accountability, School Board members shall disclose and avoid conflicts of interest involving any matter pending before the School Board. A conflict of interest exists when a member has a personal or financial interest on a matter coming before the Board that could render the member unable to devote complete loyalty and singleness of purpose to the public interest. School Board members owe the public a duty to act in the best interests of the district.

**Decision making.** The Board recognizes that when no conflict of interest requires abstention and/or recusal, its members must vote on issues before the Board. If a board member or his or her~~their~~ family member may benefit personally or financially from a Board decision, that board member must provide full disclosure of the conflict or potential conflict of interest to the Board. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting on the issue. If the Board determines a conflict of interest prohibits participation, the member shall recuse themselves and abstain from deliberations and voting.

**Appearance of impropriety.** When a situation may create the appearance of impropriety, even where state and federal laws do not require any action, the board member shall fully disclose the circumstances. The Board, without that member's participation, will then approve or disapprove of the member's deliberations and voting.

Board members who have an actual or potential conflict of interest requiring disclosure shall not seek to influence the decisions of staff or other board members on the underlying matter, or on the member's participation in the matter.

**Other duties.** School Board members are expected to avoid conflicts of interest in their other duties. This includes:

- a. **Confidential information.** School Board members shall not disclose or use confidential information acquired during the performance of official duties as a means to further their own personal or financial interests or the interests of a family member.
- b. **Gifts.** School Board members shall not accept a gift or economic benefit that would tend to improperly influence a reasonable person or where board members know or should know the gift is offered for the purpose of influencing or rewarding official action.
- c. **Business dealings with staff.** School Board members shall not engage in financial transactions for private business purposes with district staff whom board members directly or indirectly supervise.

- d. Compensation for services.** School Board members shall not receive any compensation for services rendered to the district from any source, except compensation for serving on the School Board and reimbursement of expenses incurred as a board member, as allowed by policy and law.

**Other legal obligations.** School Board members shall comply with state and federal laws pertaining to conflicts of interest. Nothing in this policy restricts or affects board members' duties to comply with those laws.

*(cf. 3115 - Relations with Vendors)*

*(cf. 4112.8 - Employment of Relatives)*

*(cf. 2300 - Conflict of Interest Code: Designated Personnel)*

*Legal Reference:*

ALASKA STATUTES

*14.08.131 Disqualification from voting for conflict of interest*

*14.14.140 Restriction on employment*

*11.56.100 - 11.56.130 Bribery and related offenses*

*29.20.010 Conflict of interest*

ADMINISTRATIVE CODE

*4 AAC 18.031 Employment of members of immediate families of school board members*

*4 AAC 18.900 Definitions*

*Revised [3/20154/2022](#)*