

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, April 9, 2025 | 5:00 PM | District Office Board Room, 300 Kostrometinoff Street, Sitka, AK
99835

Proposed Agenda

1. **Gifts, Grants, and Bequests**
2. **Employee Security**
3. **Memorial Policy**
4. **Certificated Personnel - Layoff/Rehire**
5. **Purchasing Procedures**
6. **Concepts and Roles**
7. **Bids**
8. **Childcare and Development Programs**

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

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

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

BP 3290 GIFTS, GRANTS AND BEQUESTS

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

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

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

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

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

Recognition of Donors:

Recognition of donors, including businesses and organizations that contribute to student activities or programs, shall be consistent with district policy and administrative regulation. Recognition may not imply district endorsement or promote commercial products or services. The Superintendent or designee shall establish procedures for appropriate acknowledgment, including signage and sponsorship at events.

Commented [DJ1]: The reason I want to look at this policy is because we currently have a "booster club" of sorts at the high school where businesses contribute funds and then their name goes on a banner or board on the wall in the gym. We need to be consistent with policy, so is there a way we can write an exception for this in this policy or how do other school district handle "booster clubs"

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

(cf. 3430 - Investing)

(cf. 3440 - Inventories)

Adoption Date: June 8, 1995

Revision Date: June 1, 2022

Sitka School District

~~AR 3290 GIFTS, GRANTS AND BEQUESTS~~

AR 3290 – Student Activity Sponsorship and Donor Recognition

~~When a memorial scholarship fund is created, the District will administer the fund in the following manner:~~

- ~~1. Bequests that provide a scholarship of \$1000/year or less will be administered separately for up to five years at which time the remaining balance will be placed in a general memorial scholarship fund.~~
- ~~2. Bequests that provide a scholarship of \$1000 to \$5,000/year will be administered separately for up to ten years at which time the remaining balance will be placed in a general memorial scholarship fund.~~
- ~~3. Bequests that provide a scholarship in excess of \$5000/year will be administered for as long as the family desires.~~
- ~~4. The District will maintain in perpetuity a Memorial Scholarship Fund containing any of the proceeds identified herein.~~
- ~~5. The High School Principal or designee shall develop a process for the awarding of any memorial scholarship funds.~~

Purpose

To clarify acceptable practices regarding recognition of sponsors and donors in connection with school programs and student activities, including the role of booster clubs, while maintaining compliance with BP 3290 and avoiding the appearance of district endorsement.

1. General Principles

The Sitka School District encourages community support through sponsorships and donations that benefit student activities.

Recognition of sponsors is permitted as long as it does not imply endorsement, promote commercial products, or conflict with educational goals or district policy.

2. Booster Clubs

Booster clubs are independent organizations and may solicit sponsorships to support district activities.

When sponsorship results in public recognition on district property or at district events, the following guidelines apply.

3. Recognition Guidelines

Recognition (e.g., banners, printed programs, PA announcements) must:

- Be limited to the name, logo, and/or slogan of the sponsoring business.
- Not include promotional language, pricing, or calls to action (e.g., “Buy now!” or “Visit our website for deals!”).
- Be clearly labeled as recognition, not advertising (e.g., “Proud supporter of Sitka Wolves athletics”).
- Avoid references that suggest district or school endorsement, such as “official sponsor of Sitka High School.”

4. Signage on School Property

Banners or signage must be:

- Pre-approved by the school principal or designee.
- Limited in duration (e.g., for the season or event sponsored).
- Maintained in good condition and removed promptly after the agreed period.

No signage promoting alcohol, tobacco, cannabis, political candidates/issues, or any message inconsistent with the district’s values will be permitted.

5. Use of Funds

All funds raised or donated for student activities must be:

- Deposited into appropriate district or student activity accounts.
- Spent in accordance with district financial procedures and guidelines.

6. Oversight and Exceptions

The Superintendent or designee may develop further guidance or forms to assist in the approval and management of sponsorships.

Any exceptions must be approved by the Superintendent in writing.

Adoption Date: June 8, 1995

Sitka School District

AR 3290 – Student Activity Sponsorship and Donor Recognition

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Approved:

(leave blank for now)

Model Policy

BP 4158/4258/4358 EMPLOYEE SECURITY

Note: Alaska school districts are required to adopt standards relating to when a teacher, teacher's assistant, or other person responsible for students is authorized to use reasonable and appropriate force to maintain classroom safety and discipline. Effective October 2014, the use of restraint and seclusion of students is strictly limited and in some situations prohibited by law. [AS 14.33.125](#). Any use of restraint or seclusion by a district employee of a student must comply with all legal requirements. A teacher, teacher's assistant, principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. [AS 14.33.130](#). This group is protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. [AS 14.33.140](#), and the Every Student Succeeds Act.

Commented [DG1]: Send to attorney for review

An employee may use ~~approved~~ **reasonably necessary and appropriate** methods of physical restraint if a student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

Commented [DJ2]: wondering if we should reference training

Commented [DJ3R2]: Look up state statute and possibly reference it if it is used.

Commented [DJ4R2]: add reporting timelines

Commented [DJ5R2]: AS 14.33.127

Commented [DG6R2]: Sec. 14.33.125 b.4

(cf. 5144 - Discipline)

(cf. 5142.3 – Restraint and Seclusion)

Note: A teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. [AS 14.33.130](#). The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. [AS 11.81.900](#).

Commented [DG7]: ask about this note

Employees shall promptly report any student attack, assault or threat against them to their ~~direct supervisor-Superintendent or designee~~. The employee and the principal or other immediate supervisor both ~~shall~~ **may** promptly report such instances to the

appropriate local law enforcement agency. Any reports to local law enforcement will be reported to the superintendent as soon as practicable.

(cf. 1410 – Interagency Cooperation for Student and Staff Safety)

Legal Reference:

ALASKA STATUTES

[11.81.430](#) Justification, use of force, special relationships

[11.81.900](#) Definitions

[14.33.120-.140](#) School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

[4 AAC 07.010-4 AAC 07.900](#) Student rights and responsibilities

UNITED STATES CODE

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

Revised 4/2022

AASB POLICY REFERENCE MANUAL

9/92

AASB Policy Reference Manual

Commented [DG8]: CPI training is referenced in this code

Alaska Administrative Code

Title 4. Education and Early Development (Refs & Annos)

Chapter 7. Student Rights and Responsibilities

4 AAC 07.900

4 AAC 07.900. Definition.

Currentness

As used in this chapter, “**corporal** punishment” means the application of physical force to the body of a student for disciplinary purposes. It does not include the use of reasonable and necessary physical restraint of a student to protect the student, or others, from physical injury, to obtain possession of a weapon or other dangerous object from a student, to maintain reasonable order in the classroom, or on school grounds, or to protect property from serious damage or destruction.

Credits

(Eff. 8/25/89, Register 111)

AUTHORITY: [AS 14.07.020\(a\)](#), [AS 14.07.060](#)

Current with amendments received through the Quarterly Supplement, January 2025 (Register 252).

Alaska Admin. Code tit. 4, § 07.900, 4 AK ADC 07.900

End of Document

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BP 1331 MEMORIAL POLICY

Note: Sitka School District recognizes that the loss of a student or staff member deeply impacts students, staff, families, and community members. The purpose of this policy is to ensure that the Sitka School District support staff, students and families impacted from a death by assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, Sitka School District policy will provide parameters for memorial decision-making, as well as Board approved policies regarding memorial activities. Careful and deliberate consideration has been given in determining approved memorial activities on district property. This policy will be reviewed, as needed, by the district to ensure it continues to further the stated purpose.

The intent of the District is to help in the grieving and healing processes. The District is obligated, however, to exercise caution in the method used to recognize the deceased person and his/her family. Research indicates two potential problems:

1. Memorials can be an ongoing visual reminder of what happened. From this perspective, memorials in the school or on school property pose a significant risk simply because a school is a "closed" environment. It becomes almost impossible for students to avoid the physical reminders of a death when a memorial is located on school premises. Memorials need to be an opportunity of choice, as we all grieve differently. For some, it is healthier not to be reminded.
2. Physical memorials have the potential to re-traumatize young people who have experienced trauma. Communicating immortalization may also support distorted thoughts about death or trigger impulsive acts of harm towards self or others in young people who suffer from depression, other psychological difficulties, or impulsivity.

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. The district will guide families and students in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. Memorial activities expressed at school will be approved by the superintendent or their designee.

It is further recognized that building administration, in consultation with the Superintendent, will have discretion in these situations to make professional judgments to best meet the overall needs of students, staff, parents and the community as a whole.

Sitka School District

AR 1331 MEMORIAL POLICY

The intent of the District is to help in the grieving and healing processes. As such, the following Administrative Regulation provides guidance in how to aide students, families, and the public in honoring individuals (students or others with strong connections to the district) who have died.

Approved temporary memorabilia may be displayed for two weeks following the death, after which time they will be given to the family by designated district officials. Acceptable memorabilia are age-appropriate gestures of sympathy and remembrance, such as photographs, artwork, cards, and flowers. Temporary memorabilia cannot permanently alter district owned property, including lockers, desks, and uniforms/jerseys. All temporary memorabilia and memorial activities must occur under the direct supervision of the Superintendent or their designee.

School will not be dismissed early or cancelled on the day of a memorial or funeral service. Formal, school-wide recognition of anniversary dates will not occur. Flags may be lowered only in accordance with state and federal law. Student and staff absences for a memorial service will follow district policy.

MEMORIALS

The life of any deceased student, staff member, or board member who dies while in attendance or active service may be commemorated. Only a perpetrator of an act of violence is excluded from commemoration. Appropriate memorials/activities that extend beyond two weeks may include:

- Creation of scholarship fund.
- Contribution to an existing scholarship fund.
- Donation to a charity or program that is dedicated to helping students.
- Collection of money to be donated to the deceased's family or charity of their choice.
- One page in the yearbook on the year of the death, or on the year the student would have graduated. Students will be included in the yearbook of the school they were enrolled in at the time of their death. Students and families may individually create additional personalized pages within the yearbook, to be included within their respective yearbook (will not be included in all yearbooks). Requires approval of building administrator.

Memorial activities following a suicide must be handled in a thoughtful manner that considers their potential impact on all students. Deaths caused by suicide may

dramatize, sensationalize, or create an opportunity for continuing attention to the death, and may communicate that suicide is an appropriate or desired response to stress. Appropriate memorials/activities that extend beyond two weeks in this case may include:

- Contribution to an existing scholarship fund.
- Donation to a charity or program that is dedicated to helping students (i.e. purchase of a suicide prevention program for students).
- Collection of money to be donated to the deceased's family or charity of their choice.
- One page in the yearbook on the year of the death, or on the year the student would have graduated. Students will be included in the yearbook of the school they were enrolled in at the time of their death. Students and families may individually create additional personalized pages within the yearbook, to be included within their respective yearbook (will not be included in all yearbooks). Requires approval of building administrator.

GRADUATION

Reading the names of students in the graduating class who died during the period of time the student cohort was in the school may help many of those participating in the graduation ceremony honor the memory of those with whom they formed close attachments. An inclusive list of those who died who will be acknowledged at the graduation ceremony can best be generated as a collaboration between school staff and the student class and should include students and school staff who died during the time the class was together regardless of the reason for the death (e.g., accident, suicide, medical illness). While the graduation ceremony is not a time to provide a tribute to those who died, since this will shift the focus away from the celebration of graduating students, it can be a time to briefly acknowledge those members of the school community who are unable to be present due to death. Their names can be read before or after the graduates are presented with their diplomas, perhaps followed by a moment of silence to provide an opportunity for personal reflection. Families of those that died, as well as students and the school staff, should be informed beforehand. If family members of a student who died wish to attend the graduation ceremony, they should be welcomed to participate as an observer rather than as part of the graduation ceremony.

Additional Administrative Support:

- The District Crisis Response Team will be contacted immediately and be on campus to help students deal with the grief caused by the loss.
- Students will be encouraged to extend their support to the family.

- Administration will oversee the safe return of the student's personal effects that may be in a school locker or classroom.

Note: *Upon formal Board adoption of this policy and administrative regulation, current memorials will be addressed in the following manner:*

- 1. All photographs, plaques and memorabilia will be returned to the family of the deceased.*
- 2. All scholarships will be maintained until funds are exhausted.*
- 3. All non-monetary award plaques will be maintained until nameplates are filled.*
- 4. Memorials for adults that demonstrated exceptional service to their country and/or community may be displayed, as determined by the Superintendent or their designee.*

***Existing district facilities named in honor of school/community members, and their accompanying pictures/plaques, will be retained.*

Sitka School District

Model Policy

BP 4117.31 - CERTIFICATED PERSONNEL - LAYOFF/REHIRE

Note: Before a school district lays off any tenured teacher, the school board must adopt a layoff plan. The plan must identify academic and other programs that the district intends to maintain in implementing the layoff plan. The plan must also include procedures for layoff and recall of tenured teachers. The following plan contains those provisions required by Alaska's reduction in force statute, [AS 14.20.177](#). This statute also prohibits a district and its teachers' association from entering into collective bargaining agreement terms which conflict with [AS 14.20.177](#).

The School Board believes that any reduction in staff which is required should be undertaken so as to minimize disruption to the education program and to the provision of instructional services to students, and to cause the least deviation from the present assignment of personnel. The terms "reduction in certificated staff" or "layoff" refer to action the district takes to reduce the number of certificated staff due to decreased enrollment and/or due to a reduction in the district's basic need in an amount established by law.

1. Position Categories

The following categories and specialties are established to ensure the qualifications of personnel assigned to retained positions:

- A. Elementary teachers will be considered for retention in one category.
- ~~B. Secondary teachers (7-12) will be considered for retention by teaching specialties, such as Math, Science, Language Arts, Social Studies, Vocational Education (Industrial Arts, Home Economic, Vocational Business, Vocational Agriculture) Career and Technical Education, or combination thereof.~~
- ~~C. B. Other certificated staff members will be considered for retention according to their specialties, which will include:~~

- A. Music
- B. Technology
- C. Special Education
- D. Librarian
- E. Physical Education
- F. Speech Pathology
- Art
- Counselor

- C. or combination thereof.
-

Commented [DG1]: Incorporate ENDORSEMENTS

Commented [AW2]: Curious if we should add having a special education endorsement a "teaching specialty" and therefore be considered a separate category then gen ed elementary teachers?

Commented [DJ3]: Career and Technical Education teachers.

2. Qualifications

Each teacher, in accordance with criteria set forth in Section 3 below, will be considered for retention in the category of specialty appropriate to the position he or she holds at the time of the implementation of these procedures; and, in addition, in such other categories or specialties as any teacher may designate in writing to the Superintendent or designee, provided that in order to qualify for consideration in any such category, the employee must have:

- A. For positions in grades K-8, an elementary endorsement.
- B. For positions in middle school:
 - A. an elementary endorsement;
 - B. a secondary certificate with a subject area endorsement in the area of assignment constituting at least 40% of the teacher's time; or
 - C. within the five years preceding the last date of teaching in the district, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the District's performance standards.
- C. For positions in grades 9-12.
 - A. endorsement for each subject area in which the teacher will spend at least 40% of teaching time; or
 - B. within five years preceding the last date of teaching in the district, the teacher has received an evaluation indicating that the teacher's performance in the relevant subject area(s) meets the district's performance standards.

3. Implementation

Teachers shall be considered for retention in available positions within the categories or specialties for which they qualify under Section 2. In the event that there are more qualified employees than available positions in a given category or specialty, the following criteria shall be used to determine which employees shall be recommended for retention. No tenured teacher will be placed on layoff status until the district has given notice of nonretention to all nontenured teachers. However, the district may retain a nontenured teacher and place a tenured teacher on layoff status ~~a tenured teacher~~ if there is no tenured teacher in the district who is qualified to replace the nontenured teacher under the criteria in Section 2 above.

4. Hiring Preference

~~All teachers who are not retained in accordance with these procedures shall be laid off and placed in an employment pool for possible re-employment for a period up to three (3) years. Teachers placed in the employment pool under this layoff plan are entitled to a hiring preference. Teachers in the pool will be given the opportunity to fill open positions within the categories or specialties identified in~~

Commented [AW4]: do we need the word available here?? Can we just state "Teachers shall be considered for retention for positions they are qualified for under section 2."?

Commented [DJ5R4]: I think it does need to be there otherwise a teacher could say they should be considered for any position at any time. Maybe it would be better to say current open positions?

~~Section 1, for which they are qualified under Section 2. If more than one teacher is qualified for an open position, the most senior teacher shall be offered the position.~~

~~When a vacancy occurs for ~~which~~ which, a teacher entitled to a hiring preference is qualified, notification from the district to the teacher will be by certified, return receipt mail. The teacher will have thirty (30) days from the receipt of the certified letter to accept the position. If the teacher fails to accept the position offered, the teacher is no longer considered to be on layoff status and will be dropped from the reemployment pool, unless the teacher is contractually obligated to provide professional services to another district or educational program.~~

~~No new teacher shall be hired in a category or specialty identified in Section 1 until all qualified teachers in the reemployment pool category have been ~~recalled, or~~ recalled or have declined an offer of recall. For a period of three (3) years after layoff, a tenured teacher is on layoff status and is entitled to a hiring preference in the District. Positions shall be offered to qualified tenured teachers on layoff status in inverse order of their layoff. Tenured teacher on layoff status will be notified by Certified Mail, Return Receipt Requested, and by read receipt email, of vacancies for which they are qualified. Such letters shall be sent to the last known mailing address of the employee, and to the personal email address provided by the employee.~~

~~The tenured teacher must notify the District Business Office in writing, by email, or by phone within ten (10) calendar days of the vacancy notice being mailed that they have received the offer of employment. Failure to notify the District Business Office within ten (10) calendar days will be treated as if the tenured teacher declined the vacancy.~~

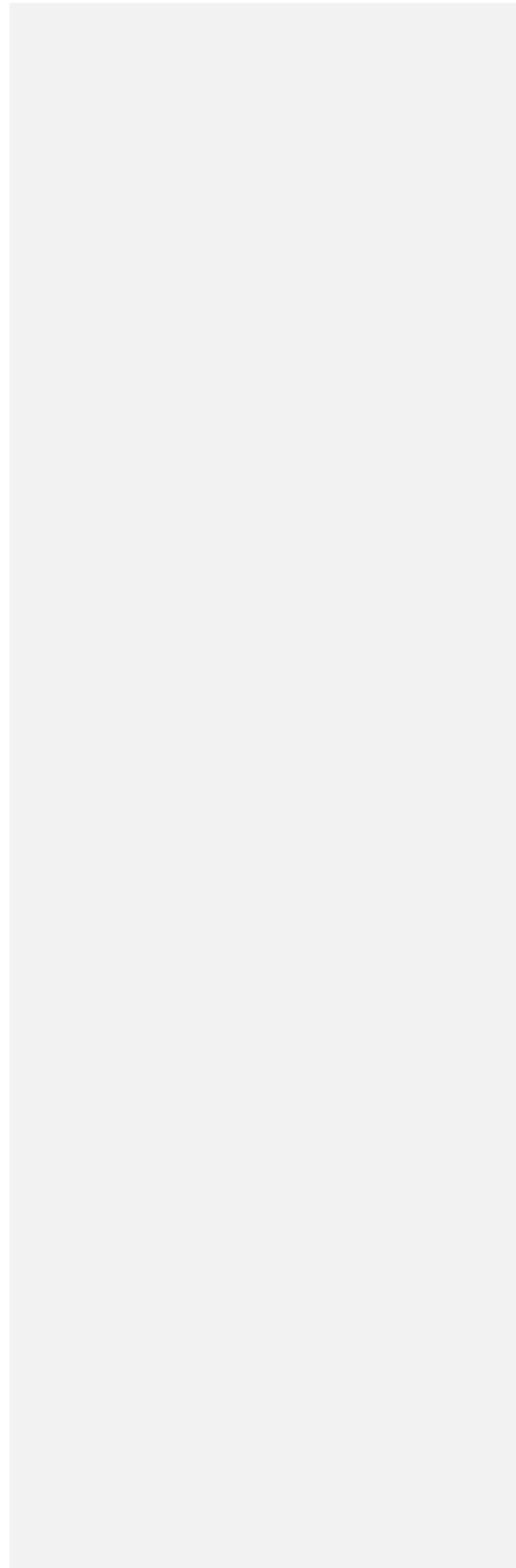
~~The tenured teacher must notify the District in writing, email, or by phone, within thirty (30) calendar days of their receipt of the vacancy notice of their acceptance or rejection of the position.~~

~~If a tenured teacher is offered a full-time position and declines it, or fails to accept it, within thirty (30) calendar days of the date of the receipt of the vacancy notice, the teacher is no longer considered to be on layoff status and is no longer entitled to a hiring preference. If the offer is declined because of a contractual obligation to provide professional services to another private or public educational program, the teacher remains eligible to continue on layoff status until the contractual obligation is fulfilled.~~

~~No new teacher shall be hired for a three (3) year period unless all laid off regular certified tenured teachers who qualify for a vacancy have been recalled or have declined the opening.~~

Added 9/99

AASB Policy Reference Manual



AR 3310 PURCHASING PROCEDURES

Purchasing Requisitions/Purchase Orders

1. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, shipping costs, and trade-in values shall be considered when determining the most economical purchase price.
2. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
3. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, procurement card (P-card), formal contract, or receipt.
4. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.
5. The business office or other appropriate administrative entity shall verify the availability of funds and prepare a purchase order to commit the expenditures.
- 5-6. [Insert item regarding reimbursement]
7. ~~A "Local Purchase Order" system may be used to make purchases from local vendors up to \$75.00, if the immediate need precludes using the regular requisition system.~~
8. Goods and services purchased shall be obtained at the best value consistent with standard purchasing practice. Best value shall be based on the total life cycle cost of the item; which can include an assessment of the functionality of the item and can use cost/benefit analysis to determine the best combinations of quality, service, time and cost considerations over the useful life of the item as well as possible trade-in values for items being replaced.
9. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Vendor responsiveness, maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.
10. The District will maintain all records pertaining to the procurement of supplies, equipment, and services.
11. The District shall develop and maintain a log of contracts awarded for supplies, services and professional services together with any amendments to the contracts that include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The District may join with other units of government in cooperative procurement ventures where the best interest of the district shall be served.
12. The District shall compile and maintain, to the extent practicable, bidder and vendor lists for supplies, services and professional services utilized by the district.

Commented [DJ1]: We should cross reference this with our SOP that is still in creation - it's close though

Commented [AW2]: What about the district purchase cards? Are they still being used?

Commented [DJ3R2]: yes, they are. p-cards should be included in this list. Then I wonder about reimbursements.... we do allow these in some instances.

6-13. All procurement transactions should provide full and open competition when in the best interest of the District. The District will adopt standard specifications for supplies and services wherever practicable. The standard specifications adopted by the district shall be based, insofar as possible, upon those proposed by the requesting person or department, modified as necessary to maximize clarity, uniformity, and open competition, while effectively meeting the requirements of the requesting department or individual as well as the efficient operation of the district

Quantity Purchasing

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the school district.

Adoption Date: June 8, 1995

Revision Date: August 16, 2005

Sitka School District

Model Policy

BP 0000 CONCEPTS AND ROLES

The School Board recognizes that the success of our educational system relies heavily on educational planning and ongoing evaluation in order to adapt district programs and activities to the changing needs of society and the community. To guide these efforts, the School Board adopts the following definitions for the development of sound and responsible educational policies:

- "Philosophy" means a composite statement of the relationship between the individual and society based upon beliefs, concepts, and attitudes from which the goals and objectives of the district are derived.
- "Goal" means a statement of broad direction or intent which is general and timeless and is not concerned with a particular achievement within a specified time period.
- "Objective" means a specific accomplishment to be achieved which can be measured within a given time and under specifiable conditions and which, if attained, advances the system toward a corresponding goal.

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0500 - Review and Evaluation)

The School Board believes that in order for education to succeed there must be an ongoing partnership between educators, parents/guardians, students, and the community. The School Board encourages the participation of all segments of the community in order that an educational climate is created which promotes the positive and healthy development of each child.

Legal Reference:

ALASKA STATUTES

[14.03.010](#) *Establishment of school system*

ALASKA ADMINISTRATIVE CODE

[4 AAC 05.040](#) *Establishment of local schools*

Revised 9/97

AASB Policy Reference Manual

BP 3311 BIDS

The district shall purchase equipment, supplies and services on a competitive bidding or proposal basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to ensure that verbal quotes are obtained for purchases over \$2,000, that informal written quotes are obtained for purchases between \$5,000 and \$25,000, and that formal advertised bids or proposals are solicited for purchases over \$25,000, except as otherwise provided in this policy.

Bids shall be awarded to the lowest responsive and responsible bidder. Goods or services for which the Superintendent or designee determines that the best interests of the District require consideration of factors other than price, such as quality, scope and level of services proposed or other needs of the District, may be acquired through a request for proposals. The criteria for selecting a successful proposal shall be specified in the request for proposals. To ensure that good value is received for funds expended, specifications for bids and proposals shall be carefully designed and shall describe in detail the quality, delivery and service required.

Commented [AW1]: shipping costs too...

Commented [DJ2]: Is that the written policy in the model policy

Where bids, quotes, or proposals by local independent contractors or vendors are comparable in quality of work and/or material to those of non-local contractors or vendors, local contractors' or vendors' offers may be accepted if the difference does not exceed the lowest responsible offer by more than 5%. A local contractor or vendor is one who has maintained a place of business within the boundaries of the City and Borough of Sitka for a period of six months immediately preceding the date of the bid, quote or proposal. The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to implement these requirements. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures.

Purchases Made Under Federal OMB Funding Awards

All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320, set forth below. One of the following five methods of procurement shall be used for each purchase under a federal award:

Micro-purchases: Less than \$3,000 (\$2,000 for purchases subject to the Davis-Bacon Act)

No competitive quotes required

bPurchases should be spread among qualified suppliers

Small Purchases: Between \$3,000 and \$150,000

Rate quotes must be obtained from an adequate number of qualified sources

Quotes can be obtained from suppliers or from public websites

Sealed bids: Purchases more than \$150,000

Two or more qualified bidders are required

Bids must be publicly advertised and solicited from adequate suppliers

Lowest bidder for the fixed price contract with specific requirements shall be awarded the contract

Competitive Proposals: Purchases more than \$150,000

A written policy must be adopted for conducting technical evaluations of reviewing proposals and selecting the recipient

Sole Source: Purchases of any amount that meet one of the following four requirements

Good/service is only available from a single source

Only one source can provide the good/service in the time frame required

Written pre-approval from the Federal awarding agency

Competition is deemed inadequate, after solicitation attempts through one of the other methods

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

Exemptions

All purchases of services, supplies and equipment shall be based on competitive bids or proposals, EXCEPT that the following items or services need not be purchased through a competitive bidding or proposal process when the Superintendent determines that the use of such a process would not serve the interests of the District:

The following items are exempted from formal purchasing procedures:

- ~~1. Specialized services, supplies and/or equipment where no reasonable competition exists.~~
- ~~2. Purchases involving fair trade items.~~
- ~~3. Purchases involving repairs or replacements of equipment.~~
- ~~4.1. Goods or services for which fixed rates have been set bylaw.~~
- ~~5. Professional services.~~
- ~~6.2. Goods or services purchased on behalf of parent/teacher/student organizations for which the District will receive reimbursement.~~
- ~~7. Goods or services for which the District's requirements can be met solely by an article, service or process obtainable form a single source.~~
- ~~8. Computer software.~~
- ~~9. Insurance coverage.~~
- ~~10. Educational materials and programs.~~
- ~~11. Staff in-service and development speakers, programs, and materials.~~
- ~~12. Purchases that can be made through available State contracts, intergovernmental agreements, or through cooperative purchasing associations.~~
- ~~13. Goods or services for which competitive bid or proposal procedures have been followed, but no bid or proposal has been received.~~
- ~~3. Emergency purchases where the failure to make a purchase quickly will result in damage to or loss of district property or disruption, delay or cancellation of programs or operations.~~

3. Instructional materials for which purchasing guidelines have been established by School Board Policy in BP 6161.1(a); or
4. In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise; or
5. Professional or consultant services such as medical, legal, negotiation, technical, or educational, not including architectural/engineering design services; or
6. Professional or consultant services (such as property and casualty insurance) purchased jointly with Local, State, or Federal agencies; or
7. Public services, utilities or energy-related expenses, site licenses, upgrades, maintenance contracts, and specialized services, software, or equipment where no competition exists (single source) or the District has established a need for standardization of equipment, supplies, or services; or
8. Emergency supplies or supplies and equipment that augment previously purchased items of a similar nature whereby the District would incur substantial costs to switch products or product lines; or
9. Purchases involving replacement of equipment where similar equipment is being traded in; or
10. Purchases involving items regulated by Fair Trade Statutes; or
11. Purchases made through cooperative purchasing agreements, existing Federal/State or inter-district contracts including GSA pricing; or when cooperatively bidding with other public agencies; or

12. Contracts or purchases when time is of the essence for reasons of health or safety, or to comply with legal requirements in a timely manner.

13. Proprietary (sole source) items or services or items that are only available from a single source.

14.

(cf. 6161.1 Selection and Evaluation of Instructional Materials)

(cf. 9270 - Conflict of Interest)

(cf. 4030 - Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES

14.14.060 Relationship between borough school district and borough

14.14.060(h) Procurement of supplies and equipment

14.14.065 Relationship between city school district and city

14.03.085 Procurement preference for recycled Alaska products

29.71.050 Procurement preferences for recycled Alaska products

35.15 Construction Procedures

36.15.020 Use of local agricultural and fisheries products required in purchases with state money

ALASKA ADMINISTRATIVE CODE

4 AAC 27.085 Competitive pupil transportation proposals

4 AAC 31.080 Construction and acquisition of public-school facilities

2CFR 200.317-326 Procurement Standards

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

Adoption Date: June 8, 1995

Revision Date: June 1, 1999

Revision Date: December 2, 2010

Revision Date:

Sitka School District

Model Policy

BP 3311 BIDS

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

Purchases Made Under Federal OMB Funding Awards

All bids under federal awards must be made in accordance with the standards set forth in [2 CFR 200.320](#), set forth below. One of the following five methods of procurement shall be used for each purchase under a federal award:

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

Commented [DJ1]: Just lowest bidder?? That isn't always the best bid.

Commented [DJ2]: what does that mean?

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

Minority Bidding

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

Commented [DJ3]: what does that mean?

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

Exemptions

The following items are exempted from formal purchasing procedures:

- A. Instructional materials for which purchasing guidelines have been established by School Board Policy in BP 6161.1(a); or
- B. In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise; or
- C. Professional or consultant services such as medical, legal, negotiation, technical, or educational, not including architectural/engineering design services; or
- D. Professional or consultant services (such as property and casualty insurance) purchased jointly with Local, State, or Federal agencies; or
- E. Public services, utilities or energy-related expenses, site licenses, upgrades, maintenance contracts, and specialized services, software, or equipment where no competition exists (single source) or the District has established a need for standardization of equipment, supplies, or services; or
- F. Emergency supplies or supplies and equipment that augment previously purchased items of a similar nature whereby the District would incur substantial costs to switch products or product lines; or
- G. Purchases involving replacement of equipment where similar equipment is being traded in; or

- H. Purchases involving items regulated by Fair Trade Statutes; or
- I. Purchases made through cooperative purchasing agreements, existing Federal/State or inter-district contracts including GSA pricing; or when cooperatively bidding with other public agencies; or
- J. Contracts or purchases when time is of the essence for reasons of health or safety, or to comply with legal requirements in a timely manner.
- K. Proprietary (sole-source) items or services or items that are only available from a single source.

When applicable, prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with Uniform Guidance OMB's procurement procedures.

(cf. 9270 - Conflict of Interest)

(cf. 4030 - Nondiscrimination in Employment)

(e. 3310 – Purchasing Procedures, Procurement)

Legal Reference:

ALASKA STATUTES

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

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

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

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

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

[35.15](#) *Construction Procedures*

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

ALASKA ADMINISTRATIVE CODE

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

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

CODE OF FEDERAL REGULATIONS

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

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

Revised 9/2023

AASB POLICY REFERENCE MANUAL

9/92

AASB Policy Reference Manual

Model Policy

BP 6179 CHILD CARE AND DEVELOPMENT PROGRAMS

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

The School Board wishes to provide a safe environment with competent, caring supervision for children whose parents/guardians are working, in training, seeking jobs, incapacitated, or in need of respite. Besides attempting to help children develop intellectually, socially, emotionally and physically, district child care and preschool programs should strengthen families by enhancing parenting skills and reducing the strain on parents.

The Superintendent or designee shall ensure that district child care and preschool programs comply with requirements of law.

A district must submit annual assurances to the department indicating that the district has adopted written policies that ensure compliance with the programmatic requirements of [4 AAC 60.170](#), the pre-elementary education regulation. The assurances must be signed by the superintendent for the district.

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 5148 - Child Care)

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[4 AAC 60.010-4 AAC 60.180](#) *Pre-elementary (early childhood) school*

Revised 3/2018

9/92