

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, December 10, 2025 | 5:00 PM | District Office Board Room, 300 Kostrometinoff Street,
Sitka, AK 99835

Proposed Agenda

1. **November 19th Policy Committee Recap**
2. **School District Donor Recognition Plan**
3. **BP and AR 5112.1 - Exemptions from Attendance**
4. **BP 4133 Travel Expenses**
5. **BP 6010 Goals and Objectives**
6. **AR 9230 Board Member Orientation (Adopt)**
7. **BB 9323 Meeting Conduct**
8. **Liaison Board Bylaw**

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.

Dawn Georgia

From: Dawn Georgia
Sent: Friday, November 21, 2025 9:27 AM
To: Deidre Jenson; Diana Fulton; Roxann Gagner; Jessica Keaveny; Jamie Eells; Jill Lecrone; Amanda Williams; Ryan Haug; Paul Rioux; Nutting, Hillary
Cc: Phil Burdick
Subject: November 19th Meeting Recap

In Attendance

Jessica Keaveny
Hillary Nutting
Amanda Williams
Paul Rioux
Roxann Gagner
Diana Fulton
Deidre Jenson
Dawn Georgia
Haley White, guest
Jeanine Brooks, guest

Moving forward for board approval at the December 3rd meeting:

Adopt BP 6151 – Class Size
Revision to AR 5128 - Alaska Performance Scholarship Program (replacing the current SSD AR with the model policy AR)
Adopt E 5128 – Alaska Performance Scholarship Appeal Form

Other Discussion:

Hayley White and Jeanine Brooks spoke to the committee regarding the head lice protocol currently being practiced in schools. They gave recommendations to the committee for revisions to the current administrative regulation in the district policy manual to align more with the currently practiced protocol. The committee agreed to move the AR from BP 5112.2 – Exclusions from Attendance to BP 5141 – Health Care and Emergencies. It will be renamed AR 5141.1 Pediculosis – Head Lice. An exhibit to the AR will be created as an educational piece by the district nurse, and will be presented to the committee in December.

The committee also decided to begin a review of Series 6000 – INSTRUCTION.

Gunalchéesh!

Dawn Georgia

Executive Administrative Assistant
Sitka School District
300 Kostrometinoff St.
Sitka, AK 99835
907.621.8081 office | 907-917-5419 fax
georgiad@sitkaschools.org





Donor Recognition Plan

Purpose

Establish a structured, thoughtful, and consistent approach to acknowledging the financial and in-kind contributions of individuals and organizations to the [Fairbanks North Star Borough Sitka](#) School District.

Donor Levels:

- \$1,000 - \$4,999
- \$5,000 - \$9,999
- \$10,000 - \$24,999
- \$25,000+

Donation Acceptance Process

- Financial and in-kind donations valued at less than \$1,000 may be immediately accepted by a principal or director and submitted to accounting.
- Financial and in-kind donations valued at \$1000-\$10,000 may be accepted by the superintendent. Donation information should be sent to jensond@sitkaschools.org for approval.
- Over \$10,000 must be accepted by the school board at a regular meeting. Funds cannot be deposited until school board acceptance.
- Once funds are accepted, school principals or program directors should follow the Donor Stewardship Matrix below.

Donor Stewardship Matrix

Purpose of Outreach	Action / Method	Timeline	\$1,000 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$24,999	\$25,000+
Acknowledge	Thank You Email from Principal/Director	Within 1 week	X	X	X	X
	Handwritten Thank You from Principal/Director	Within 2 weeks		X	X	X
	Thank You Email from Superintendent	Within 1 week			X	X
	Handwritten Thank You from Superintendent	Within 2 Weeks				X
Recognize	Added to Donor Webpage	Within 1 Week	X	X	X	X
	Group Recognition Social Media Post	1x/Week	X	X		
	Individual Recognition Social Media Post	Within 1 Week			X	X
	Spotlight in Family Newsletter	1x/Month				X
Report	Donor Report to Board by Superintendent	1x/Month	X	X	X	X

Commented [AW1]: Is this the minimum. I wonder if recognition in the newsletter for donors less than \$25000 is still appropriate. (maybe not mandatory bit allowable?).

Model Policy

BP 5112.1 EXEMPTIONS FROM ATTENDANCE

Note: Under [AS 14.30.010](#), every child between the ages of seven and 16 must attend public school, except in certain authorized instances. (cf. AR 5112.1) As amended in 2002, if a parent or guardian elects to enroll a child who is six years of age in first grade, the child is subject to compulsory education. However, if a parent or guardian subsequently determines, within 60 days after the child is enrolled, that the best interests of the child are not being served by enrollment in the first grade, the child may be withdrawn from school. If this occurs, the compulsory attendance laws do not apply to the child until the child is seven years of age.

The School Board is responsible for enforcing state compulsory attendance laws. The School Board may excuse a child from compulsory public school attendance as allowed by law. Parents/guardians of children granted exemption shall not incur penalties for violations of the compulsory attendance laws.

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5113 - Absences and Excuses)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension/Expulsion)

Legal Reference:

ALASKA STATUTES

[14.30.010](#) When attendance compulsory

[14.30.020](#) Violations

[14.30.030](#) Prevention and reduction of truancy

[14.30.340](#) When not required to enroll

[14.45.030-14.45.200](#) Private and denominational schools

Revised 1/03

9/92

Commented [PR1]: is this and the AR some that got missed in boardbook changeover?

Commented [DG2R1]: I'm not sure there was a reason this had not previously been adopted. The committee can decide if we should or not.

AASB Policy Reference Manual

Model Policy

AR 5112.1 EXEMPTIONS FROM ATTENDANCE

Note: The following ~~sample~~ regulation reflects the provisions of [AS 14.30.010](#).

Requests for exemption from compulsory full-time attendance must include satisfactory evidence of conditions upon which an exemption can be legally justified.

A child may be exempt from compulsory public school attendance if he/she:

1. is provided a comparable academic education by attending private school in which teachers are certificated, or by being tutored by certificated personnel, or by attending a religious or private school operated in compliance with [AS 14.45.100 - 14.45.200](#);
2. attends a school operated by the federal government;
3. has a physical or mental condition which a competent medical authority determines will make attendance impractical;
4. is in the custody of a court or law enforcement authorities;
5. is temporarily ill or injured;
6. has been suspended or expelled under [AS 14.03.160](#) or suspended or denied admittance under [AS 14.30.045](#);
7. resides more than two miles from a public school or public school transportation route and no federal or private schools are available to him/her within two miles of his/her home;
8. is excused by School Board action or by action of the Superintendent or designee subject to School Board approval;
9. has completed 12th grade;
10. is enrolled in the state boarding school or in a full-time state-approved correspondence study program;
11. is equally well-served in educational experience approved by the School Board contingent upon the written request of the parent/guardian and approval of the school principal;

12. is being educated in the child's home by a parent or legal guardian.

Revised 9/97

9/92

AASB Policy Reference Manual

BP 4133/4233/4333 All Personnel - TRAVEL EXPENSES

The School Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. Expenses shall be reimbursed within limits established by the Board.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

The Superintendent or designee may authorize an advance of funds to cover necessary expenses. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. The daily per diem shall be \$~~50~~65.00 for FY~~25~~14 beginning January 1, 20~~25~~14, \$55.00 for FY15, and \$60.00 for FY16 and thereafter for meals and incidentals. Review of daily per diem shall occur every 3 years. Other expenses may be allowed for reimbursement if pre-authorized and receipts are presented.

The Board may establish an allowance on either a mileage, monthly or annual basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

(cf. 3300 - Expenditures/Expending Authority)

Adoption Date: December 5, 1995

Revision Date: January 7, 2014

Sitka School District

Commented [DF1]: per diem is now \$65 per day on the travel form

Commented [DG2R1]: How do we want to increase it over time?

Commented [AW3R1]: If we are this specific in the board policy about the per diem amount than the policy would need to be updated every three years, I wonder if it would be appropriate to take out the specific amounts and create an exhibit that is referenced in the policy with the amounts. (Since we obviously have not been following this for quite some time). Or just leave it at \$65 without an annual increase, as increasing it annually without a cap does not seem feasible.

Commented [4R1]: Good points Amanda. I think it's wise to not list the amounts in the policy but utilize an exhibit.

Commented [PR5]: aasb in state B-12 L-16 D- 23
out of state B-23 L-26 D-38

Commented [AW6]: Can we just take this out? We do not really travel for conference by car, Are there employees that request reimbursement for any duties currently?

Commented [DF7R6]: Yes we do utalize this currently and there is a mileage tracking form that the business office uses to calculate the reimbursement. I think this needs to be kept in.

BP 6010 GOALS AND OBJECTIVES

Note: The following policy may be revised to reflect a local school board's goals and objectives for student achievement. ~~However, Alaska Regulation 4 AAC 06.825 requires school districts to set target dates for a graduation rate of 90% or better, and an attendance rate of 95% or better. Effective 2014, if a school or subgroup does not meet the four-year or five-year graduation rate, it may qualify for an alternative graduation rate. If 10 or fewer students, after approved adjustments, enrolled in the ninth grade four or five years earlier, then the target graduation rates are satisfied if all but one of those students graduate. The target rates are applicable to each school and to each subgroup with at least five students.~~ The subgroups are identified at [4 AAC 06.830](#) as follows: 1) students with limited English proficiency; 2) students with disabilities; 3) economically disadvantaged students; 4) African-Americans; 5) Alaska Native and American Indians; 6) students of two or more races; 7) Asians or Pacific Islanders; 8) Hispanics; and 9) whites.

Student Achievement

The Board recognizes that the key work of school boards is to establish and promote a clear vision of student achievement as the top priority of the district. Student achievement will be defined by the district and include but not be limited to, assessment results, student attendance and drop-out rates, graduation rates and percentages of students earning certificates of completion and diplomas.

The School Board recognizes that student achievement cannot occur if students do not regularly attend school. For this reason, the School Board sets a target date of 20290 to achieve an attendance rate of 95% or better for the district's schools and its students.

Graduation represents the culmination of a student's achievement in the district. The School Board believes that all students have the potential to graduate. The Board sets a target date of 20290 to achieve a graduation rate of 950% or better for the district's schools and its students.

The superintendent will ensure development and implementation of a comprehensive, collaborative planning process that engages the school community in the district's continuous student achievement improvement program efforts.

The district's program will be consistent with the Alaska Department of Education and Early Development requirements for content standards and high school graduation.

The Board will, in striving for continuous improvement of student achievement, annually review district and individual school data on student achievement, prioritize, allocate and realign resources as necessary.

Commented [PR1]: does this match strategic plan goal?

The superintendent will develop administrative regulations as needed to implement this policy.

(cf. 0100 - Philosophy)

(cf. 0210 - Goals for Student Learning)

(cf. 0500 - Review and Evaluation)

(cf. 5000 - Concepts and Roles)

(cf. 6000 - Concepts and Roles)

(cf. 9000 - Role of Board and Members)

ALASKA STATUTES

[14.03.075](#) *College and career readiness assessment retroactive issuance of diploma*

ALASKA ADMINISTRATIVE CODE

[4 AAC 04.140](#) *Content standards*

[4 AAC 06.825](#) *Graduation and attendance rates*

Adoption Date: June 6, 2000

Revision Date: October 6, 2015

Sitka School District

AR 9230 BOARD MEMBER ORIENTATION (Petersburg)

The following are the specific topics to be covered or materials to be provided in the orientation of new board members. Orientation will be provided by the Superintendent, by the board president, by individual board members independently, and through board work sessions in October and November of each school year.

Commented [PR1]: or when member is appointed

Superintendent will provide:

1. minutes from the board meetings of the previous six months
2. copy of and orientation to the board policy manual
3. discussion of policy versus regulation
4. copy of Board Member Handbook
5. review of Superintendent duties
6. copy of negotiated agreements with ~~Associated Teachers of Petersburg~~ Sitka Education Association (ATPSEA), ~~Petersburg District Support Personnel~~ Sitka Education Support Professional Association (PDSPESPA), and Superintendent's contract and resume
7. discussion of instructional standards and strategic plan
8. visits with other district management personnel (principals, food service director, district office staff)
9. copy of student handbook

Commented [AW2]: I wonder what is meant by instructional standards as there are many. We have the teaching standards by subjects and grade, also cultural standards,
Or maybe just change the instructional standards to strategic plan.....

Commented [PR3]: handbooks plural?

Board president will provide:

1. discussion of mission statement and board goal(s)
2. Review of Liaison Policy

Individual board members will provide:

1. visits with incumbent board members
2. facilities tour with maintenance/custodial manager

Commented [PR4]: facilities tour should be under sup?

October orientation work session will provide:

1. a session on interactive communication styles
2. an overview of the strategic plan
3. the School Board meeting process and the ~~reporting to~~ KFSK KCAW and newspaper?? plays in of board meetings
4. an overview of the Board master calendar
5. a review of the Board committees and board member interest in committee assignments

Commented [AW5]: Can this one be removed...
Not sure what they are referring to. Maybe this is an overview of the regulations on what is confidential and what types of communications we should be responding to from the public??? Maybe we need to define what it is we want to do here as that is important to discuss, but not sure this wording is helpful.

- 6. a review of the responsibility of the board (BP 1140)
- 7. a review of the Board Bylaws
- 8. the process for decision making
- 9. a review of the Board self-evaluation process and goal setting by the Board
- 10. a review of the Superintendent evaluation and goal setting for the Superintendent
- 11. a review of the meeting effectiveness scale
- 12. an overview of the AASB fall conference roles and references for board members

Date: June 17, 2008

Petersburg City School District

Commented [PR6]: i think this is slated elsewhere?

Commented [AW7]: We do not use this.

Commented [DG8R7]: Timi did give us one and I think we used it one time. We can look at it again if we feel the need to.

Commented [AW9]: I think that it is important to give an overview of the AASB site and the resources that are available to new board members here. It took me a while to get used to looking at the AASB portal for information. It would be a good refresher for existing board members as well.

BB 9323 MEETING CONDUCT

The School Board desires to conduct its meetings effectively and efficiently. All Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and other designated persons.

Parliamentary Procedure

Board meetings shall be conducted by the president in a manner consistent with adopted Board bylaws and generally accepted parliamentary procedures.

Quorum

A majority of the number of filled positions on the Board constitutes a quorum.

Unless otherwise provided by law, affirmative votes by a majority of the Board's membership are required to approve any action under consideration, regardless of the number of members present.

Abstentions

The Board recognizes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains because of a conflict of interest or for any other reason, their abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.

(cf. 9270 - Conflict of Interest)

Public Participation

Note: [A.S. 29.20.020](#) requires the board provide reasonable opportunity for the public to be heard at board meetings.

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board.

1. The Board shall give members of the public an opportunity to address the Board ~~either before or~~ during the Board's consideration of each agenda action item.
2. At a time so designated on the agenda, members of the public also may bring before the Board matters that are not listed on the agenda of a regular meeting. The Board may refer such a matter to the Superintendent or designee or take it under advisement. The matter may be placed on the agenda of a subsequent meeting for action or discussion by the Board.

Commented [DG1]: A lot of districts have a total time limit on Persons to be Heard. They also require people to sign up ahead of the start of the meeting if they want to speak.

Commented [DG2]: I'm suggesting changes to the language.

Commented [PR3R2]: should we consider language saying for each action item moved to the table?

3. A person wishing to be heard by the Board shall first be recognized by the president. They shall then identify themselves and proceed to comment **as briefly as the subject permits, for up to three minutes.**
4. With Board consent, the president may modify the time allowed for public presentation or may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
5. No oral presentation shall include charges or complaints against any employee of the **Board district, including the Superintendent,** regardless of whether or not the employee is identified by name or by another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints.

Commented [DG4]: We have a three-minute limit.

Commented [PR5]: I'm surprised to see this, my understanding is that the Sup and board members are not protected by this

(cf. 1312.1 - Complaints Concerning School Personnel)

(cf. 9312 - Executive Sessions)

6. No disturbance or willful interruption of any Board meeting shall be permitted. Persistence, by an individual or group, shall be grounds for the chair to terminate the privilege of addressing the meeting. The Board may remove disruptive individuals and order the room cleared if necessary.

(cf. 9320 - Meetings)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES

[29.20.020](#) Meetings public

Adoption Date: October 10, 1995

Sitka School District

School Liaison Policy

BB 9130.1 School Site Liaison

Each year upon organization of officers, the board shall appoint a member as a liaison to each school site ~~for one year~~. The role of the liaison shall be to attend special events at that school site as a representative of the board, when possible. Such events may include, but are not limited to, commencement ceremonies, family events, sporting events, and open houses. Board members should use the contact time with students, families, staff, and the community at large to engage and ~~assess~~ observe school climate.

Board members are encouraged to ~~participate~~ attend ~~in~~ any parent group meeting associated with their building assignments.

The representative to Xóots Elementary shall also serve as liaison to Xóots Yádi Preschool and Ventures programs.

The representative to Pacific High School will also serve as liaison to REACH homeschool program.

Board members should be cognizant that interactions with

staff should be generally informational of program and climate and ~~should not be considered oversight in nature~~.

E 9020 Board Standards (4.1 Advocacy)

BP 1311 Participation in Community Life

BP 5137 Positive School Climate

BP 1260 Visits to schools

BB 9271 Code of Ethics

Commented [AW1]: Maybe we should add to share a recap of pertinent information discussed at the parent meeting during board reports, so the rest of board is aware of important conversations happening at the parent meetings.

Commented [PR2]: should a line in narrative reflect the we are beholden to this policy?