

**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, February 4, 2026 | 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 January 7, 2026
  - 6.b. Minutes from January 14, 2026 Special Meeting
  - 6.c. January 21, 2026 Policy Committee Meeting Recap
  - 6.d. Personnel Report
  - 6.e. Revisions to AR 5141.1 Pediculosis - Head Lice
  - 6.f. (ADOPT) E 5141.1 Head Lice Parent Guide
  - 6.g. (ADOPT) E 5141.2 Head Lice References/Resources
  - 6.h. Revisions to BP 3290 Gifts, Grants, and Bequests, Second Reading
  - 6.i. E 3290 School District Donor Recognition Plan
7. **Persons to be Heard**
8. **Special Reports: Government to Government**
9. **School Highlights - KGH**
10. **Board Member Reports**
11. **Superintendent Report**
12. **New Business**
  - 12.a. Budget Revision
  - 12.b. Approval of Retirement Incentive
13. **Future Agenda Items/Upcoming Events**
  - 13.a. February 5, 2026 - Joint Work Session - SSD and CBS Assembly - 6:00 p.m. | Harrigan Centennial Hall
  - 13.b. February 11, 2026 - Policy Committee Meeting | 5:00 p.m. | DO Boardroom
  - 13.c. February 18, 2026 - Meeting with Auditors - TBA
  - 13.d. February 18, 2026 - Budget Work Session | 6:00 p.m. | DO Boardroom

- 13.e. March 4, 2026 - Next Regular School Board Meeting | 5:45 p.m. | Sheet'ká Kwáan Naa Kahídi Community House
- 13.f. Staff Budget Hearings - TBA
- 13.g. Community Budget Hearings - TBA
- 14. **Final Comments from the Public**
- 15. **Final Comments from the Board**
  - 15.a. Date for Tour of Schools
- 16. **Adjournment**

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

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

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

**SITKA SCHOOL BOARD MEETING**  
**January 7, 2026 – 6:00 p.m.**  
**Harrigan Centennial Hall**

**Sitka School District**

*Superintendent: Dr. Deidre Jenson*

1. **RECOGNITIONS** Sitka High School Swimming and Wrestling teams
  
2. **CALL TO ORDER** The meeting was called to order at 6:00 p.m. by School Board President Phil Burdick at Harrigan Centennial Hall.
  
3. **FLAG SALUTE**
  
4. **LAND ACKNOWLEDGMENT**
  
5. **ROLL CALL** In attendance were board members Courtney Amundson (via Zoom), Amanda Williams, Paul Rioux, Tom Williams (via Zoom), President Phil Burdick, and Student Representative Francis Myers. The meeting was quorate.
  
6. **APPROVAL OF THE PROPOSED AGENDA AND CONSENT AGENDA** Ms. Williams moved, and Mr. Rioux seconded to approve the proposed agenda and consent agenda, as presented.
  - a. **MINUTES FROM DECEMBER 3, 2025**
  - b. **MINUTES FROM DECEMBER 17, 2025** Following a roll call vote, the motion PASSED without opposition.
  - c. **PERSONNEL REPORT**
  - d. **DECEMBER 10<sup>TH</sup> POLICY COMMITTEE MEETING RECAP**
  - e. **REVISIONS TO BP 6010 GOALS AND OBJECTIVES – SECOND READING**
  - f. **REVISIONS TO BP 4133 TRAVEL EXPENSES – SECOND READING**
  - g. **E 3290 DONOR RECOGNITION PLAN**
  
7. **PERSONS TO BE HEARD** There were no persons to be heard at this meeting.

**8. GOVERNMENT TO GOVERNMENT**

**Martha Moses**, Sitka Tribe of Alaska Liaison to SSD, reported to the board that STA's education department has been redesigned into two programs – SNEP in Schools, and CAP, which focuses on cultural and academic resources. Tribal staff will continue to work with district staff on an MOU, addressing key changes to the MOU. Mrs. Moses noted that STA has paid \$17,000 to the district for outstanding school lunch balances. Most tribal student accounts are now up to date. STA has also paid \$7,300 to youth activities.

**9. BOARD MEMBER REPORTS**

**Ms. Amundson** stated that she attended the XTS Holiday assembly.

**Mr. Myers** reported on the December activities at SHS, including the Holiday Shootout.

**Mr. Rioux** shared that he attended the PHS culmination presentation, SSD Policy Committee, and attended Tribal Council in his role as the STA School Board Liaison.

**Ms. Williams** reported on her work on the policy committee and on attending the KGH Whoville celebration before Winter Break.

**Mr. Burdick** shared that he attended the SHS winter concert and reported on the December 17<sup>th</sup> budget work session. He also gave an overview of the upcoming legislative session and the state of education funding.

**10. SUPERINTENDENT REPORT**

**Superintendent Jenson** reported to the board on a number of topics, including:

- January Inservice professional development for staff
- Stakeholder feedback survey
- Tech department – working on forms and a tech review cycle
- Business Office – the district audit is nearly complete. We have five additional intensive students to add to the upcoming budget revision

- Secure Rural Schools – has been signed by the President and should be retroactive to 2024
- Met with the Interim General Manager of STA and discussed continuing work on the MOU

**Business Manager Dr. Hollis-Buchanan**

answered questions from the board regarding the monthly finance report.

**11. NEW BUSINESS**

**a. APPROVAL OF THE  
FY27 CIP LIST**

**Ms. Williams** moved, and **Mr. Rioux** seconded to approve the FY27 City CIP List, as presented.

There was no public comment.

Connor Dunlap and Brooke Volschenk from the City of Sitka answered the board’s questions regarding the timeline of project completion and how the seasonal sales tax impacts project priority.

The results of a roll call vote on the motion are as follows:

Voting YES: Courtney Amundson, Board Clerk  
Paul Rioux, Amanda Williams, and Board  
President Phil Burdick.

Voting NO: Tom Williams

The motion PASSED by majority vote.

**b. EXECUTIVE SESSION  
– COMPLAINT  
REGARDING  
SUPERINTENDENT**

**Ms. Williams** moved, and **Mr. Rioux** seconded to enter into Executive Session in accordance with and under the provision of AS 44.62.310 (c) (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion. The matter to be discussed is a formal complaint regarding Superintendent Jenson.

Following a roll call vote, the motion PASSED without opposition. The board entered into

Executive Session at 6:53 p.m. and resumed its regular meeting at 7:30 p.m.

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

- a. JANUARY 14, 2026 – SPECIAL MEETING FOR SUPERINTENDENT EVALUATION
- b. JANUARY 21, 2026 – POLICY COMMITTEE MEETING
- c. FEBRUARY 4, 2026 – NEXT REGULAR SCHOOL BOARD MEETING
- d. FEBRUARY 5, 2026 – SCHOOL BOARD/ASSEMBLY JOINT WORK SESSION

**13. FINAL COMMENTS FROM THE PUBLIC**

There were no final comments from the public at this meeting.

**14. FINAL COMMENTS FROM THE BOARD**

There were no final comments from the board at this meeting.

**15. ADJOURNMENT**

**Ms. Williams** moved, and **Mr. Rioux** seconded to adjourn the meeting at 7:31 p.m.

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Phil Burdick, President

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Paul Rioux, Clerk

# SITKA SCHOOL BOARD SPECIAL MEETING

January 14, 2026 – 6:00 p.m.

District Office Board Room

Sitka School District

*Superintendent: Dr. Deidre Jenson*

1. **CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by School Board President Phil Burdick in the District Office Boardroom.

2. **FLAG SALUTE**

3. **LAND ACKNOWLEDGMENT**

4. **ROLL CALL**

In attendance were board members Courtney Amundson, Amanda Williams, Paul Rioux, Tom Williams, and President Phil Burdick. The meeting was quorate.

5. **APPROVAL OF THE PROPOSED AGENDA**

**Mr. Rioux** moved, and **Mr. Williams** seconded to approve the proposed agenda and consent agenda, as presented.

The motion PASSED without opposition.

6. **PERSONS TO BE HEARD**

There were no persons to be heard at this meeting.

7. **UNFINISHED BUSINESS**

a. **REGARDING  
JANUARY 7, 2026  
EXECUTIVE SESSION**

**President Burdick** reported that the board completed its Executive Session on January 7, 2026 regarding the formal complaint against Superintendent Jenson. Mr. Burdick stated that the board determined the complaint was unfounded and the matter is now considered closed. The Complainant will receive a written response to the complaint from the board.

8. **NEW BUSINESS**

a. **EXECUTIVE SESSION  
– SUPERINTENDENT  
EVALUATION**

**Mr. Williams** moved, and **Mr. Rioux** seconded to go into Executive Session in accordance with and under the provision of AS 44.62.310 (c) (2),

subjects that tend to prejudice the reputation and character of any person. The subject of the executive session was Superintendent Jenson's evaluation. Dr. Jenson was invited.

The board entered Executive Session at 6:05 p.m. and resumed the special meeting at 8:52 p.m.

President Burdick stated that the board completed Dr. Jenson's evaluation in Executive Session and that she had met or exceeded the board's expectations.

**b. APPROVAL OF  
SUPERINTENDENT  
JENSON'S  
EVALUATION**

**Mr. Williams** moved, and **Mr. Rioux** seconded to approve Superintendent Jenson's Evaluation and extend her contract for one year.

Following a roll call vote, the motion PASSED without opposition.

**9. ADJOURNMENT**

**Mr. Williams** moved, and **Ms. Amundson** seconded to adjourn the meeting at 8:54 p.m.

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Phil Burdick, President

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Paul Rioux, Clerk

**From:** [Dawn Georgia](#)  
**To:** [Deidre Jenson](#); [Diana Fulton](#); [Roxann Gagner](#); [Jessica Keaveny](#); [Jamie Eells](#); [Jill Lecrone](#); [Amanda Williams](#); [Ryan Haug](#); [Paul Rioux](#); [Hillary Nutting](#)  
**Subject:** January 21st Meeting Recap  
**Date:** Thursday, January 22, 2026 4:01:00 PM  
**Attachments:** [image001.png](#)

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In Attendance:

Roxann Gagner  
Hillary Nutting  
Diana Fulton  
Jessica Keaveny  
Jamie Eells  
Jill Lecrone  
Paul Rioux  
Deidre Jenson  
Dawn Georgia

Moving forward to present to the board at the February 4<sup>th</sup> meeting:

AR 5141.1 Pediculosis – Head Lice  
E 5141.1 Head Lice Parent Guide  
E 5141.2 Head Lice References/Resources  
BP 3290 Gifts, Grants, and Bequests  
E 3290 School District Donor Recognition Plan

Other Discussion:

We began looking at revising the district’s cell phone policy [BP 5138 - SSD](#). The committee reviewed Juneau’s cell phone policy [BP 5138 - Juneau](#) and agreed to use it as a starting point for creating a policy for SSD. Deidre will share Juneau’s policy with principals to get their input and feedback.

We also looked at revising either the [BP 6153](#) or [AR 6153](#) School-Sponsored Trips to include a section addressing chaperones. We will continue to examine this and discuss changes at the February Policy Committee Meeting.

Next Policy Committee Meeting: February 11, 2026

**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](mailto:georgiad@sitkaschools.org)



# Sitka School District Personnel Report

as of 1/30/2026

<b>Certified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
<b>Certified Employees Left Employment</b>		
Name	Current Position	Date Effective
<b>Classified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
Charles Wright	Food Services Student	02/02/2026
Aaron Elstad	Food Services Student	02/02/2026
Rawl Weathers	Food Services Student	01/22/2026
Mike Miller	Cultural Dept - SNEP Aide	02/02/2026
Izzie Jackson	Cultural Dept - SNEP Aide	11/15/2025
Melissa Gibson	On Call Lifeguard	01/15/2026
Ava Kovpiewski	Food Services Student	01/12/2026
Kaden Skultke	Food Services Student	01/12/2026
Talia Chavarillo	Food Services Part Time	01/12/2026
<b>Classified Employees Left Employment</b>		
Name	Current Position	Date Effective
Shane Snyder	Food Services	12/23/2026
<b>Classified Employees Changed Positions</b>		
Name	Current Position	Date Effective

## AR 5141.1 PEDICULOSIS - HEAD LICE

### NOTE

The management of head lice (*Pediculus Human Capitis*) infestation in school setting should not disrupt the educational process. Sitka School District (SSD) acknowledges head lice is not a communicable disease and no health risks have been associated with head lice. SSD is committed to working with families to ensure that head lice is addressed and managed through active partnership, education and mitigation.

### Procedure:

- 1) Education- SSD takes an active role in education of parents/guardians, students, and staff to promote actual/relevant evidence-based practices for **treatment, management, and prevention** of head lice.
  - a) Beginning of the year school education for:
    - i) Staff
    - ii) Parents/guardians
    - iii) Students
  - b) Re-education implemented during the school year when increase of cases is noted within a specific class/school.
    - i) Focused education, as indicated, for families that struggle with reoccurring lice infestation.
- 2) Environment/Mitigation-SSD recognizes the importance of mitigation (reducing severity) through implementation of transmission reduction measures.
  - a) SSD staff will conduct ongoing assessment of environmental factors that allow for transmission of lice from person to person.
  - b) SSD staff will work to alter the environment within the school setting to decrease the transmission of lice.
- 3) Referral/Discovery
  - a) SSD staff will examine student's or staff member's hair
    - i) When a parent/guardian, student, or staff member requests.
    - ii) If it is noted that the student or staff member has
      - (1) Increase scalp itching
      - (2) Sensation of movement within the hairline
      - (3) Visualization of lice
  - b) Examination for lice/nits will be in a private setting. If live lice are seen, SSD will offer and encourage examination of other household members who attend an SSD school.

- i) Treatment of household members will decrease the incidence of recurrence and overall assist in a successful treatment plan.
- 4) Support
- a) If live lice are found, SSD staff will contact parents/guardians upon discovery.
    - i) Parent/guardian are encouraged to communicate with school staff if treatment was completed, and no live lice remain in student's hair
    - ii) Upon return to school, staff will examine student's hair after treatment completed by parent/guardians to ensure no live lice are found.
  - b) SSD staff will evaluate the level of support student's support system needs and
    - i) Educate families on treatment and management strategies
    - ii) Provide and/or administer treatment if needed

Implementation Date: NOVEMBER 7, 1995

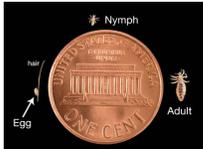
Revision Date: August 1, 2000

Sitka School District

# Head Lice: What Parents/Guardians Need to Know

E 5141.1

## What are head lice?



Head lice are small insects that live on the scalp and hair and feed on human blood. Their eggs, called nits, attach firmly to hair near the scalp and can be mistaken for dandruff.

## How are head lice spread?



Head lice spread mainly through direct head-to-head contact. This often happens during play dates, family gatherings, or other close contact at home or school. Less commonly, lice spread by sharing personal items such as hats, combs, hair accessories, or towels. Head lice cannot fly or jump, cannot be spread by pets, and are not a sign of poor hygiene or cleanliness.

## What are some prevention tips?



- Avoid head-to-head contact during play or activities
- Teach children not to share hats, helmets, combs, or hair accessories
- Check children's hair regularly, especially after situations of possible exposure
- Keep hair in braids or buns during situations of possible exposure

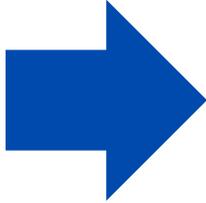
**School staff are here to assist families**

**Xóots Elementary School**  
**907-621-8000**

**Kéet Gooshí Héen Elementary**  
**907-621-8050**

# Head Lice: What Parents/Guardians Need to Know

## What are some common signs and symptoms?



- Itching/tickling of the scalp, neck, or ears
- White flecks on the hair shaft that aren't easily removed
- Sores on the scalp from scratching
- Trouble sleeping (lice are more active at night)
- Seeing movement in hair

## How do I treat head lice?

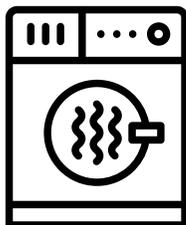
Use over the counter or prescription treatments to kill lice. Always follow the instructions exactly as written on the product label or provided by your healthcare provider.



- **Treat all affected household members at the same time**
- Use a fine-tooth nit comb to remove lice and nits after treatment (manually removing nits is very important)
- Wash all clothing and bedding that have come in contact with infected persons (pillows, hats, coats, backpacks)
- Do not fumigate
- Speak to a healthcare provider if over the counter treatment is not working

**Home remedies such as mayonnaise, olive oil, or butter have not been proven effective.**

## What about cleaning and household care?



- Wash clothing, bedding, and towels used in the past 2 days in hot water and dry on high heat
- Soak combs and brushes in hot water for at least 5-10 minutes
- Vacuum floors and furniture where the person sat or lay
- Seal unwashable items in a plastic bag for 2 weeks

## E 5141.2 PEDICULOSIS - HEAD LICE

### The following references were used to inform the writing of AR 5141.1 Pediculosis – Head Lice:

National Association of School Nurses. (2020). Head lice management in schools (Position Statement). Author.

Centers for Disease Control and Prevention (2024). About Head Lice. <https://www.cdc.gov/lice/about/head-lice.html>

Centers for Disease Control and Prevention. (2024). Providing Care for Individuals with Head Lice. <https://www.cdc.gov/lice/caring-head>

Cummings, C. S., Finlay, J.C., & MacDonald, N. E. (2018). Head lice infestations: A clinical update. *Pediatrics & Child Health*, 23(1), e18-e24.  
<https://doi.org/10.1093/pch/pxx165> (MUST HAVE MEMBERSHIP TO REVIEW)

[Dawn Nolt, MD, MPH, FAAP](#); [Scot Moore, MD, FAAP](#); [Albert C. Yan, MD, FAAP, FAAD](#);

[Laura Melnick, MD, FAAP, FAAD](#); [COMMITTEE ON INFECTIOUS DISEASES, COMMITTEE ON PRACTICE AND AMBULATORY MEDICINE, SECTION ON DERMATOLOGY](#) *Pediatrics* (2022) 150 (4): e2022059282.  
<https://doi.org/10.1542/peds.2022-059282>

Koch, E., Clark, J.M., Cohen, B., Meinking, T. L., Ryan, W. G., Stevenson, A., Yetman, R., & Yoon, K. S. (2016). Management of head louse infestations in the United States-A literature review. *Pediatric Dermatology*, 33(5), 466-472.  
<https://doi.org/10.1111/pde.12982> (MUST HAVE MEMBERSHIP TO REVIEW)

Pontius, D. (2014). Demystifying pediculosis: School nurses taking the lead. *Pediatric Nursing*, 40(5), 226-235.

## 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 \$45,000 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.

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.

**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"

*(cf. 3430 - Investing)*

*(cf. 3440 - Inventories)*

**Adoption Date: June 8, 1995**

**Revision Date: June 1, 2022**

**Sitka School District**



# 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 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-\$5,000 may be accepted by the superintendent. Donation information should be sent to [info@sitkaschools.org](mailto:info@sitkaschools.org) for approval.
- Over \$5,000 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+
<b>Acknowledge</b>	Thank You Email from Principal/Director	Within 1 week	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	Handwritten Thank You from Principal/Director	Within 2 weeks		<b>X</b>	<b>X</b>	<b>X</b>
	Thank You Email from Superintendent	Within 1 week			<b>X</b>	<b>X</b>
	Handwritten Thank You from Superintendent	Within 2 Weeks				<b>X</b>
<b>Recognize</b>	Added to Donor Webpage (to be developed)	Within 1 Week	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
	Group (multiple individuals) Recognitions Social Media Post	1x/Week	<b>X</b>	<b>X</b>		
	Individual Recognitions Social Media Post	Within 1 Week			<b>X</b>	<b>X</b>
	Spotlight in Family Newsletter	1x/Month				<b>X</b>
<b>Report</b>	Donor Report to Board by Superintendent	1x/Month	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>



Dr. Deidre Jenson  
Superintendent Report  
2/4/26 Board Meeting

**Donations:**

- First Bank donated \$5000 to put toward school lunch balances.
- As mentioned at our last board meeting, STA has donated \$16,832.19.

**Professional Development:** (Strategy 1: We will Identify strategies to close learning gaps. Strategy 4: We will produce a Professional Development/Mentorship/Induction program for SSD staff)

- Pete Hall is a nationally respected educator and author who partners with teachers and school leaders to strengthen instruction, build collaborative cultures, and turn research into practical classroom practice.
  - Our KGH principal, Mindy Barry, has worked closely with him at the Alaska School Leadership Academy and convinced him to come to Sitka. He graciously accepted the invite for a significantly reduced cost.
  - Mr. Hall met with our Admin and District Office team for a half-day about school culture and professional interactions
  - Mr. Hall also met with KGH staff and had an open conversation and dialogue allowing teachers to ask questions about relationships with students and families in classrooms, trauma informed practices, and executive functioning.
- February 6<sup>th</sup> is our next in-service day. We are inviting community partners to join a session on building student webs of support.

**Survey for Families/Staff:** (Strategy 5: We will develop an internal and external District communication plan.)

- The family/staff survey closed on January 27<sup>th</sup>.
- The questions were varied in nature to get feedback on certain topics. We want to evaluate progress, address possible concerns, and gather information about potential upcoming changes. The results are under review by administrators to consider next steps.

**Technology:** (Strategy 5: We will develop an internal and external District communication plan. Strategy 6: We will expand opportunities and remove participation barriers for students)

- The technology department and administrative team are working on technology forms and tech review cycle.

### **Post-secondary Planning:**

- Sitka prides itself in providing CTE options for our students, including woodshop, metals, small engines, etc., as well as working with our partners that promote CTE, like UAS, Sitka Sound Science Center, SEARHC, and others.
- To learn about these CTE opportunities, as well as other dual credit opportunities and internships, tune into Raven Radio on February 18<sup>th</sup>, March 25<sup>th</sup>, and April 15<sup>th</sup> at 8:18 a.m. to hear our CTE coordinator, Mike Viera!
- We have purchased a post-secondary planning tool for students for career exploration, post-secondary planning, and tracking. Staff will be learning more about this to begin using this tool with some of our students this spring. A more complete implementation will occur in the Fall of FY27.
- With our strengths, we are continuing to build our K-12 vision for post-secondary planning and pathways.

### **PreK update:**

- Alaska's early learning system reflects a continuum of credentialing, ranging from community-based childcare with minimal requirements, to early childhood credentials (Child Development Associate), supporting childcare reimbursement, and DEED-certified teachers qualified to deliver state-funded PreK programming.
- The PreK program operates under the same childcare license as Ventures. That is how we can charge tuition AND how families can get reimbursed from the state if they qualify.
- .5 ADM requires a teacher certified through DEED, as well as significant reporting requirements.
- Four Districts that applied for .5 ADM for PreK did not receive the funding that they anticipated for that .5 ADM.
- Our original goal was to qualify for .5 ADM after 3 years of state PreK approval. Since we are in year two of PreK, we could apply for .5 ADM next year with a conditional waiver, but with the information we are receiving from other districts about the loss of funding, we will not be applying for that conditional waiver next year.
- Our family and staff feedback survey asked the question: "Do you think the district should continue offering this combined prekindergarten and childcare program as an option to help meet Sitka's childcare needs?"
- Results from the 231 responses to that question:
  - Yes: 71.43% 75 people
  - Yes, with changes: 7.36% 17 people
  - No: 2.6% 6 people
  - Unsure: 11.69% 27 people
  - Not enough information: 6.93% 16 people
- There is a possibility of PreK grant opportunities opening soon for the upcoming year. If there are, we will apply, which may require us to have a DEED certified teacher. We could continue programming in the future with CDA staffing, instead of a certified teacher.
- The updated PreK budget is attached to this report.
- For your information, the City of Sitka has appropriated \$25,000 to hire an external entity to conduct a childcare study in Sitka.

**PreK Budget – Revised 2.4.2026**

<b>Expense Item</b>	<b>Expenses</b>	<b>Revenue</b>	<b>Balance</b>	<b>Notes</b>
Tuition (20 students x 1000 per 9 months)		\$180,000		This is what is anticipated, but as with all billing, people at times fall behind. Reimbursements from the state or STA are also behind, at times. However, this is improving.
Ventures funds for childcare coordinator				\$77,500 expense removed. These funds were not used for a certified teacher since we have now filled this role with classified staff.
1 Teacher Salary (1/2 Teacher, ½ Coordinator)	\$137,242			\$110,000 was an average anticipated, but this changed when we included benefits and step allowance.
Full Time PreK Paraprofessional	\$68,748			This was anticipated lower, but with benefits, this was increased.
Part-time Para: \$22.30 per 30 hours/week				\$25,000 expense was removed. We do not have a part-time para at the present time.
Preschool Development Grant		\$25,000		Spent on teaching supplies and payroll and benefits.
Teaching Supplies	\$3,519			\$5,000 is what we anticipated needing. We received a \$25,000 grant that covered this as well as the workbooks for the Early Childhood high school course.
	\$205,990	\$205,000	-\$990	

**SITKA SCHOOL DISTRICT FINANCE REPORT**  
As of 1/30/2026

**Monthly Revenue Report**

Accounts Summarized By Function	Account Description	Current Budget	YTD Encumbrance	YTD Revenues	Remaining Balance	Percent Outstanding
26-100-000-000-000-011	City/Boro Appropriation	7,972,424.04	-	3,332,035.10	4,640,388.94	58%
26-100-000-000-000-040	Misc. Local Revenue	60,000.00	-	2,787.97	57,212.03	95%
26-100-000-000-000-047	E-Rate Revenue	69,076.00	-	-	69,076.00	100%
26-100-000-000-000-050	Quality Schools	39,482.81	-	39,482.81	-	0%
26-100-000-000-000-051	Foundation	12,192,537.00	-	5,459,025.00	6,733,512.00	55%
26-100-000-000-000-055	Supplemental Aid	7,000.00	-	-	7,000.00	100%
26-100-000-000-000-056	TRS ON-BEHALF	1,121,045.00	-	-	1,121,045.00	100%
26-100-000-000-000-057	PRS ON-BEHALF	84,005.00	-	-	84,005.00	100%
26-100-000-000-000-090	Misc. State Revenue	-	-	500.00	(500.00)	0%
26-100-000-000-000-110	Impact Aid	68,000.00	-	-	68,000.00	100%
26-100-000-000-162-011	Local Revenue	-	-	38,672.00	(38,672.00)	0%
26-100-000-140-000-040	Misc. Local Revenue	-	-	1,880.00	(1,880.00)	0%

**Monthly Expense Report**

Accounts Summarized By Function	Current Budget	YTD Encumbrance	YTD Expenditures	Remaining Balance	Percent Available
100 - REGULAR INSTRUCTION	9,048,585.00	122,850.09	2,489,000.90	6,436,734.01	71.14%
120 - BILINGUAL/BICULTURAL	98,271.00	0.00	30,941.44	67,329.56	68.51%
130 - ENRICHMENT	2,522.00	0.00	2,174.41	347.59	13.78%
140 - CORRESPONDENCE STUDY	414,833.00	143,352.25	81,135.83	190,344.92	45.88%
160 - VOCATIONAL EDUCATION	400,189.00	2,021.68	116,534.13	281,633.19	70.38%
200 - SPECIAL ED INSTRUCTION	5,221,283.00	53,787.86	1,396,734.84	3,770,760.30	72.22%
220 - SPECIAL ED SUPPORT	1,185,512.00	0.00	304,268.89	881,243.11	74.33%
300 - PUPIL SUPPORT	9,669.00	0.00	0.00	9,669.00	100.00%
320 - GUIDANCE	795,959.00	0.00	144,611.33	651,347.67	81.83%
330 - HEALTH SERVICES	134,371.00	0.00	27,712.40	106,658.60	79.38%
350 - SUPPORT SERVICES-tied to erate revt	63,800.00	0.00	50,192.69	13,607.31	21.33%
351 - IMPROVEMENT INSTRUCTION	43,000.00	0.00	14,100.55	28,899.45	67.21%
352 - LIBRARY SERVICE	8,000.00	0.00	5,297.18	2,702.82	33.79%
400 - SCHOOL ADMINISTRATION	1,302,991.00	1,565.35	345,432.74	955,992.91	73.37%
450 - SCHOOL ADMIN. SERVICES	880,974.00	0.00	253,820.90	627,153.10	71.19%
510 - DISTRICT ADMINISTRATION	127,052.00	0.00	81,065.94	45,986.06	36.19%
511 - SCHOOL BOARD	75,000.00	0.00	57,111.30	17,888.70	23.85%
512 - SUPERINTENDENT'S OFFICE	440,608.00	0.00	135,854.00	304,754.00	69.17%
518 - SAFETY AND SECURITY	1,000.00	0.00	0.00	1,000.00	100.00%
550 - DISTRICT ADMIN. SUPPORT	759,016.00	0.00	322,894.36	436,121.64	57.46%
556 - TECHNOLOGY SERVICE	583,980.00	16,581.50	305,601.36	261,797.14	44.83%
560 -	0.00	0.00	0.00	0.00	0.00%
600 - MAINTENANCE/OPERATIONS	1,831,310.00	419,424.74	765,723.03	646,162.23	35.28%
700 - Athletics	328,660.00	0.00	61,026.97	267,633.03	81.43%
900 - FUND TRANSFERS	150,000.00	0.00	0.00	150,000.00	100.00%
<b>Report Total</b>	<b>23,906,585.00</b>	<b>869,583.98</b>	<b>6,924,697.10</b>	<b>16,112,303.92</b>	

\*The State has required all Districts to recognize and report on their financial statements their portion of the TRS/PERS relief as passed by 2008 Legislature appropriation. This causes the total budget to appear inflated by 2,404,470 from the approved 2011 budget due to this recognition. The value is represented in the Revenue section as TRS On-Behalf (2,270,918) and PERS On-Behalf (133,552) and the Expenditure section it is included in the various functions as a portion of benefits (2,404,470). No actual dollars pass through the District.

Enrollment (Headcount) Summary

As of 2/4/2026

	XTS	KGH	BMS	SHS	PHS	RCH	Total
PK	32					0	32
KG	71					4	75
1	54					3	57
2		63				8	71
3		80				3	83
4		69				7	76
5		59				7	66
6			68			9	77
7			63			1	64
8			85			1	86
9				88	10	4	102
10				67	6	1	74
11				86	13	1	100
12				74	8	2	84
<b>Bldg Total</b>	<b>157</b>	<b>271</b>	<b>216</b>	<b>315</b>	<b>37</b>	<b>51</b>	<b>1047</b>



## Agenda Item Details

Meeting February 4, 2026 – School Board Meeting  
Category Action Item  
Subject Budget Revision  
Type New Business  
Recommended Action: Board approval of revised FY26 Budget

SITKA SCHOOL DISTRICT  
SITKA, ALASKA

SSD MEMORANDUM #006 (2025-2026)

February 4, 2026

TO: SCHOOL BOARD

FROM: DEIDRE JENSON, SUPERINTENDENT

SUBJECT: Budget Revision

SSD Guiding Principle #9: *The District will be open, transparent, and accountable to the public.*

**RECOMMENDATION:** Superintendent Jenson recommends that the board approve the revision to the FY26 Budget.

### **PERTINENT FACTS:**

- Increased Revenue of \$973,061.76 due to a conservative estimated ADM (average daily membership).
- Decreased Revenue of \$65,000 in Impact Aid due to incomplete verification responses from required entities, which affected our eligibility calculation. This decrease will actually increase foundation payments at the end of the current fiscal year.
- We moved part of the executive assistant's salary and benefits from the Superintendent's office to the School Board expenditure line. No change in expenditures, but this better reflects the work that is being done.
- No other changes in the expenditure lines, indicating that we are on target with spending.

Prepared by: Dr. Deidre Jenson



## Agenda Item Details

Meeting	February 4, 2026 – School Board Meeting
Category	Action Item
Subject	Additional Early Notification Provision
Type	New Business
Recommended Action:	Approval of Additional Early Notification Provision.

SITKA SCHOOL DISTRICT  
SITKA, ALASKA

SSD MEMORANDUM #007 (2025-2026)

February 4, 2026

TO: SCHOOL BOARD

FROM: DEIDRE JENSON, SUPERINTENDENT

SUBJECT: ADDITIONAL EARLY NOTIFICATION PROVISION

SSD Guiding Principle: *The District will be open, transparent, and accountable to the public.*

**RECOMMENDATION:** Superintendent Jenson recommends the approval of the additional early notification provision of \$4000 as outlined below.

**PERTINENT FACTS:**

- Notification of 10 staff requesting early retirement will save the district a minimum of \$92,000.
- The following elements have been reviewed by Sitka Education Association; they have agreed to the terms of the agreement.
- The District must have received a minimum of 5 (five) qualifying teacher resignations by the deadline of February 27, 2026. If this number is not met, teachers will have until March 4th at 5:00 p.m. to withdraw their resignation. If notification of resignation withdrawal has not been received by the Superintendent by this deadline, the resignation will be assumed official, and the District will start the separation process.
- The maximum number of teacher resignations that will qualify for the incentive will be 10 (ten). Seniority within the district will determine who will receive the incentive in the event that there are more than 10 (ten) teachers applying.

- If more than 10 (ten) teachers apply, and there is a group in the same seniority year that are in the last qualifying group, a lottery will determine who will receive the incentive.
- The incentive will be \$4,000 in addition to the \$2,500 as stated in the Early Notification Provision in the SEA Negotiated Agreement. The \$4,000 will qualify as part of the teacher's compensation for TRS benefits, with a requirement to complete extra duties (mutually acceptable curriculum or other educational project), in addition to the \$2,500 Early Notification provision per the language in the SEA Negotiated Agreement.
- All resignations must be submitted to the Superintendent on or before 5:00 p.m. February 27th, 2026. The deadline for the Early Notification Provision, as defined in Article IV Section 1.2 of the SEA Negotiated Agreement, will also be extended to February 27th, 2026.

Prepared by: Dr. Deidre Jenson