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

School Board Meeting

Tuesday, November 3, 2026 | 5:45 PM | Sitka High School Library, 1000 Lake Street, Sitka, AK 99835

Proposed Agenda

1. **Recognitions - 5:45 - 6:00 p.m.**
    - **Haa Latseeni**
    - **Boys and Girls Cross Country Teams**
    - **SHS Construction Program - DEED CTE Recognition Award**
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 October 7, 2026
    6.b. Minutes from October 16, 2026 Special Meeting
    6.c. October 14th Policy Committee Recap
    6.d. Personnel Report
7. **Persons to be Heard**
8. **Special Reports: Government to Government**
9. **School Report - PHS**
10. **Reports and Presentations**
    10.a. Food Services Update
    10.b. Federal Grants Report
11. **Board Member Reports**
12. **Administrative Reports**
    12.a. Business Manager Report
    12.b. Superintendent Update
13. **New Business**
    13.a. Batch Approval of Board Policies in FIRST Reading from Policy Committee
        13.a.1. BP 4119.25/4219.25/4319.25 All Personnel - Political Activities of Employees
        13.a.2. BP 4112.6/4212.6/4312.6 All Personnel - Personnel Records
        13.a.3. BP 4113 Assignment
        13.a.4. BP 4119.3/4219.3/4319.3 All Personnel - Duties of Personnel
        13.a.5. BP 4158/4258/4358 All Personnel - Employee Security
        13.a.6. BP 4122 Certificated Personnel - Student Teachers

13.a.7. BP 4133/4233/4333 All Personnel - Travel Expenses
13.a.8. BP 4118 Certificated Personnel - Suspension/Disciplinary Action
13.a.9. BP 4119.23/4219.23/4319.23 All Personnel - Unauthorized Release of Confidential Information

13.b. Approve Annual Priorities for the School Board
13.c. Approve Board's Annual Priorities for the District
13.d. Board Presentation and Activities Calendar

14. **Future Agenda Items/Upcoming Events**
    14.a. November 4-8, 2026 - AASB Annual Conference, Anchorage
    14.b. November 11, 2026 - Policy Committee | 5:00 p.m. | DO Boardroom
    14.c. December 2, 2026 - Next Work Session | 4:30 p.m. DO Boardroom
    14.d. December 2, 2026 - Next Regular School Board Meeting | 5:45 p.m. | **Harrigan Centennial Hall**
15. **Final Comments from the Public**
16. **Final Comments from the Board**
17. **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
October 7, 2026 – 5:45 p.m.
Harrigan Centennial Hall

Sitka School District

Superintendent: Dr. Deidre Jenson

1. RECOGNITIONS

- Haa Latseeni
  - XTS: Isla Scott
  - KGH: LaShanti Bogle
  - BMS: Isabella Michael
  - SHS: Aeon Joaquin
  - PHS: Aiden Bernhardt
- SHS Softball - Region V Champs; ASAA Division I State Runner-Up
- Track and Field - Boys and Girls Region V Champs; Boys Division II State Champs
- SHS Student Government
  - Resolution of the Conference
  - Delegate of the Region
- Principal Appreciation Month

2. CALL TO ORDER

The meeting was called to order at 6:15 p.m. by School Board Clerk Courtney Amundson.

3. FLAG SALUTE

4. LAND ACKNOWLEDGMENT

5. ROLL CALL

In attendance were Kat Richards, Matt Potter, Courtney Amundson, Paul Rioux (via Zoom), Student Representatives Sarah Todd and Sydney Lindstrom, and President Phil Burdick (via Zoom). The meeting was quorate.

6. APPROVAL OF THE PROPOSED AGENDA AND CONSENT AGENDA

- **a. MINUTES FROM SEPTEMBER 2, 2026**
- **b. SEPTEMBER 9, 2026 POLICY COMMITTEE MEETING RECAP**
- **c. PERSONNEL REPORT**

Ms. Richards moved, and **Mr. Potter** seconded to approve the proposed agenda and consent agenda, as presented.

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

7. PERSONS TO BE HEARD

Jessica Keaveny, SEA President, thanked members for serving on the board and informed them that SEA had sent the district a letter to open negotiations. Ms. Keaveny will keep the board updated on the progress of negotiations.

8. GOVERNMENT TO GOVERNMENT

There was no Government to Government report at this meeting.

9. SCHOOL HIGHLIGHTS – BMS

Principal Ben White shared attendance and AK Star data with the board. Principal White emphasized the lack of curriculum at BMS to support Tier 1 instruction. He also shared with the board about fall activities and the family BBQ at BMS.

10. REPORTS AND PRESENTATIONS

a. PRE-K

Dr. Jenson gave an update to the board regarding the Xóots Yádi PreK program, including information about enrollment and behavior and achievement outcomes.

11. BOARD MEMBER REPORTS

Sydney Lindstrom, PHS Student Representative, shared with the board about activities at Pacific High School, including the garden center grand opening, PHS first camping trip of the year, and teacher conferences. PHS is having its first spirit week to raise student morale and attendance rates. Ms. Lindstrom will be attending the AASB Youth Leadership Institute in November.

Sarah Todd, SHS Student Representative, reported on fall sports, noting that the SHS cross country team is the Region V champions.

Mr. Potter informed the board of his activities as Liaison to Pacific High School.

Ms. Richards reported on her attendance at the AASB Fall Boardsmanship Academy in September.

Mr. Burdick shared regarding his participation on the AASB ad hoc tribal consultation committee, and reported that the second tribal consultation document is ready. His other board activities included serving on the district evaluation committee, reporting to

the Sitka Assembly, and joining the school tours.

Mr. Rioux informed the board that he had attended the AASB State Maintenance Employees Conference. Mr. Rioux also reported that he had attended the AASB Fall Boardsmanship Academy session on negotiations, as well as the KGH Family Night and Policy Committee.

Ms. Amundson shared that she had met with Casey Demmert, Interim Principal at XTS.

12. ADMINISTRATIVE REPORTS

a. BUSINESS MANAGER REPORT

Business Manager Kathrynn Hollis-Buchanan informed the board that the audit has been completed and went very smoothly this year. She also explained that the district has moved to a different payroll system which gives staff better access to their payroll information.

b. ENROLLMENT UPDATE

District enrollment is currently 1019 students. This is a headcount of all students, including part-time students.

c. SUPERINTENDENT UPDATE

Superintendent Jenson's update to the board included these topics:

- Professional Development:
  - Leadership Paradigm with the Admin team and DO staff
  - Staff attended the School Safety and Well Being Summit
  - Improvement in district travel procedures has made it easier for staff to take advantage of PD opportunities
- Superintendent's Conference
  - Crisis planning
  - District communication
  - Federal Scholarship Tax Credit
- New Grants:
  - The Hunter's Ed grant will expand to SHS and PHS
  - American Heart Association grant
  - Presidential Fitness Award: $80,000
  - Quality Schools Grant for ELA curriculum

13. UNFINISHED BUSINESS

a. APPROVAL OF BOARD POLICIES IN SECOND READING FROM POLICY COMMITTEE

Mr. Burdick moved, and **Mr. Rioux** seconded to approve the revisions made to Board Policies from the Policy Committee in Second Reading, as presented.

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

14. NEW BUSINESS

a. REQUEST FOR OUT OF STATE TRAVEL WITH STUDENTS

Ms. Amundson moved, and **Ms. Richards** seconded to approve the SHS out-of-state travel request, as presented.

SHS Principal **Laura Rogers** explained to the board that 8 students (Migrant Ed or Alaska Native students qualifying through Project Achieve) would explore university and technical pathways, admissions, housing, financial aid, skilled trades, healthcare, aviation, manufacturing, IT, and workforce opportunities connected to Alaska careers.

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

b. APPROVAL OF UPDATED CERTIFIED EVALUATION CONTINUOUS GROWTH SYSTEM

Mr. Burdick moved, and **Ms. Richards** seconded to approve the update to the Certified Evaluation Continuous Growth System, as presented.

Chris Voron, Learning Support Director, explained to the board that the evaluation committee has reviewed and is recommending the addition of these job descriptions and evaluation rubrics to the current Certified Evaluation Continuous Growth Tool.

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

c. FY27 BUDGET REVISION

Mr. Burdick moved, and **Ms. Amundson** seconded to approve the FY27 Budget Revision, as presented.

Business Manager Kathrynn Hollis-Buchanan reported that the district is set to receive an Energy Relief Grant in the approximate

amount of $324,860 and BSA equivalent one-time funding $1,092,063.

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

d. APPROVAL OF 2026 AASB RESOLUTIONS

Ms. Amundson moved, and **Mr. Burdick** seconded to approve the AASB 2027 Resolutions and renew the sunsetting resolutions as presented.

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

e. EXECUTIVE SESSION TO REVIEW AND APPROVE SUPERINTENDENT CONTRACT

Ms. Amundson moved, and **Mr. Potter** 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 is the review and approval of Superintendent Jenson's contract.

Following a roll call vote, the motion PASSED without opposition. The board entered executive session at 8:01 p.m. and resumed the regular meeting at 8:33 p.m.

Ms. Amundson moved, and **Mr. Burdick** seconded to extend the Superintendent's contract through June 30, 2029, and approve the contract language, revised by the Board President, as authorized by the board.

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

15. FUTURE AGENDA ITEMS/UPCOMING EVENTS

a. OCTOBER 14, 2026 – POLICY COMMITTEE MEETING
b. OCTOBER 16-17, 2026 – SCHOOL BOARD RETREAT AND AASB TRAINING
c. NOVEMBER 3, 2026 – NEXT REGULAR SCHOOL BOARD MEETING
d. NOVEMBER 5-8, 2026 – AASB ANNUAL CONFERENCE, ANCHORAGE

16. <u>FINAL COMMENTS FROM THE PUBLIC</u>	There were no final comments from the public.
17. <u>FINAL COMMENTS FROM THE BOARD</u>	There were no final comments from the board.
18. <u>ADJOURNMENT</u>	The meeting adjourned at 8:37 p.m.

Phil Burdick, President	Courtney Amundson, Clerk

SITKA SCHOOL BOARD
SPECIAL MEETING
October 16, 2026 – 6:00 p.m.
District Office Boardroom

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.

2. FLAG SALUTE

3. LAND ACKNOWLEDGMENT

4. ROLL CALL

In attendance were Courtney Amundson, Paul Rioux, and President Phil Burdick. The meeting was quorate.

5. APPROVAL OF THE PROPOSED AGENDA AND CONSENT AGENDA

Ms. Amundson moved, and **Mr. Rioux** seconded to approve the proposed agenda as presented.

Following a roll call vote, the motion PASSED unanimously.

6. PERSONS TO BE HEARD

There were no persons to be heard at this meeting.

7. NEW BUSINESS

a. OATH OF OFFICE

The School Board Secretary administered the Oath of Office to **Phil Burdick, Matt Potter,** and **Kat Richards**.

b. SCHOOL BOARD REORGANIZATION

Mr. Rioux moved, and **Mr. Burdick** seconded to reorganize the Board, effective October 16, 2026.

Following a roll call vote, the motion PASSED unanimously.

The election of board officers was led by Superintendent Jenson until a new President was selected.

School Board President:

Mr. Rioux made the motion to nominate **Mr. Burdick** to School Board President.

There were no further nominations.

Mr. Rioux moved to close nominations for the position of School Board President.

Ms. Amundson moved, and **Mr. Rioux** seconded to appoint **Phil Burdick** to the office of School Board President.

Following a roll call vote, the motion PASSED unanimously.

Mr. Burdick presided over the remainder of the meeting.

School Board Vice President:

Mr. Burdick made the motion to nominate **Mr. Rioux** to School Board Vice President.

There were no further nominations.

Ms. Amundson moved to close nominations for the position of School Board Vice President.

Ms. Richards moved, and **Mr. Burdick** seconded to appoint **Paul Rioux** to the office of School Board Vice President.

Following a roll call vote, the motion PASSED unanimously.

School Board Clerk:

Mr. Burdick made the motion to nominate **Ms. Amundson** as School Board Clerk.

There were no further nominations.

Mr. Rioux moved to close nominations for the position of School Board Clerk.

Mr. Rioux moved, and **Mr. Burdick** seconded to appoint **Courtney Amundson** to the office of School Board Clerk.

Following a roll call vote, the motion PASSED unanimously.

8. ADJOURNMENT The meeting adjourned at 6:10 p.m.

Phil Burdick, President

Courtney Amundson, Clerk

Dawn Georgia

From: Dawn Georgia
Sent: Thursday, October 15, 2026 3:48 PM
To: Roxann Gagner; Jessica Keaveny; Jamie Eells; Kathy Forrester; Laura Rogers; Deidre Jenson; Kat Richards; Paul Rioux; Keith Shelton
Cc: Phil Burdick
Subject: October 14th Meeting Recap

In Attendance
Paul Rioux
Dawn Georgia
Deidre Jenson
Keith Shelton
Laura Rogers
Jessica Keaveny
Jamie Eells

Moving forward to present to the board at the November 3rd meeting (*We were on fire*!):
BP 4119.25/4219.25/4319.25 All Personnel – Political Activities of Employees
BP 4112.6/4212.6/4312.6 All Personnel – Personnel Records
BP 4113 Assignment
BP 4118 Certificated Personnel – Suspension/Disciplinary Action
BP 4119.23/4219.23/4319.23 All Personnel – Unauthorized Release of Confidential Information
BP 4119.3/4219.3/4319.3 All Personnel – Duties of Personnel
BP 4158/4258/4358 Employee Security
BP 4161.1 Certificated Personnel – Sick Leave
BP 4122 Certificated Personnel – Student Teachers
BP 4133/4233/4333 All Personnel - Travel Expenses

Other Discussion:
Waiting for a SESPA rep on the committee:

- BP 4117.2/4217/2/4317.2 All Personnel – Resignation
- BP 4212 Classified Personnel – Appointment and Conditions of Employment
- BP 4253 Classified Personnel – Overtime Pay/Compensatory Time Off

Needing more research:

- BP 4161.1 Certificated Personnel – Sick Leave
- BP 4314 Management and Supervisory Personnel – Transfer/Reassignment – check alignment with Admin CBA

The committee reviewed the following policies and decided not to adopt them into SSD Policy:

- BP 4119.22 Dress and Grooming
- BP 4161.2 Personal Leaves
- BP 4161 Leaves

NEXT MEETING: November 11th.

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

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Sitka School District Personnel Report

as of 10/02/2026

Certified Employees Recommended for Employment		
Name	Current Position	Date Effective
Certified Employees Left Employment		
Name	Current Position	Date Effective
Classified Employees Recommended for Employment		
Name	Current Position	Date Effective
Jayla Palcios	PARA-XTS	10/20/26
Mackenzie Smith	PARAXTS	10/26/26
Evelyn Edenshaw	PARA-XTS	10/19/2026
Classified Employees Left Employment		
Name	Current Position	Date Effective
Employees Changed Positions		
Name	Current Position/New Position	Date Effective

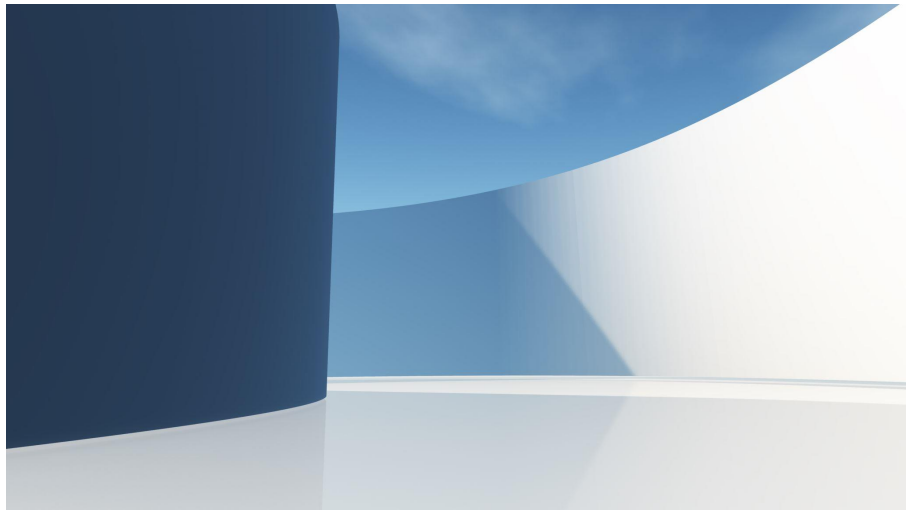
Sitka School District Grants Summary

2026-27

SITKA
SCHOOL DISTRICT
DISCOVER | NURTURE | INSPIRE

There are basically three kinds of grants;

* Formula grants: (non-competitive) based on the count of targeted, eligible students: title grants, migrant ed, special education.
*These grants renew annually and have stringent oversight PRIOR to spending and are monitored through the grants management system (GMS).
*These grants are reimbursed quarterly; if we do not spend the money accurately, we will not receive reimbursement.

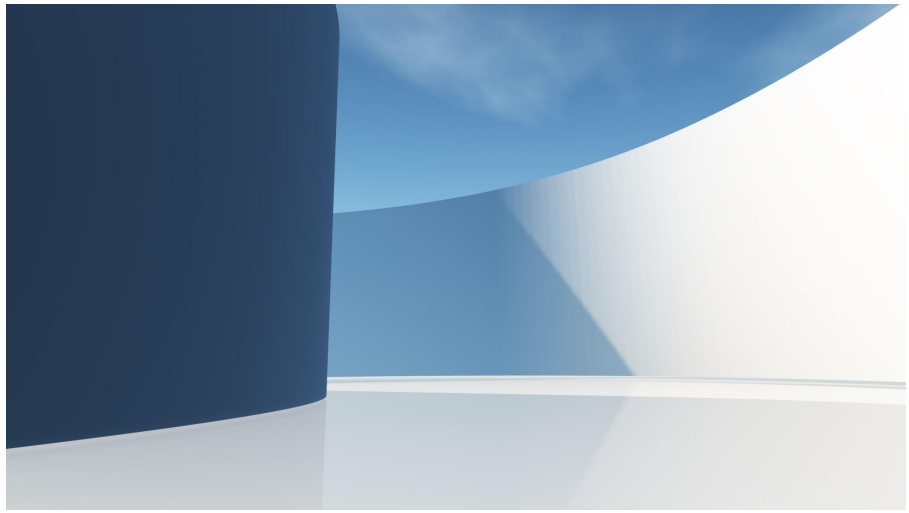


*Competitive grants: (discretionary) awarded based on an application process: demonstrated need, clear goals to meet the needs, and a clear action plan and budget.
*Oversight is still stringent but requires an evaluator for accountability.
*Funds are provided up front but then more reporting on goals to the granting agency is required.

SITKA
SCHOOL DISTRICT
DISCOVER | NURTURE | INSPIRE

There are basically three kinds of grants;

* Local grants: (competitive and non-competitive)
*Awarded either off a goal that the local agency has a desire to meet, a grant that a local agency has funds to use, or smaller grants that have a broader goal.
*These grants vary on oversight and fund procurement process.



SITKA
SCHOOL DISTRICT
DISCOVER | NURTURE | INSPIRE

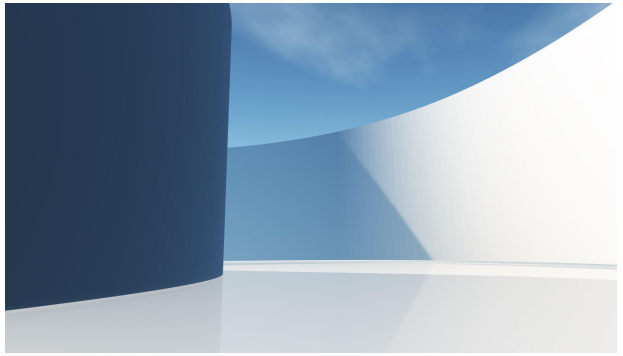
Other grants:

*There are a number of smaller grants that require very little oversight and limited competition. We have developed the Grants SOP more for these grants than others, so we can provide internal oversight.

Other key points:

*Lines 5-18 reflect formula grants that are received through the state grant management system (GMS).

*SHI, SNEP in School (from STA), and AmeriCorps, are large partner grants. We are fortunate that these agencies see us as a partner that can achieve the goals of their grant or see us as a pathway to create change. Because of that, we need to collaborate with them while meeting their grant goals.



SITKA SCHOOL DISTRICT
DISCOVER | NURTURE | INSPIRE

NYCP Grant

*Project Achieve provides us $500,000 for 5 years for the following goals: 1. Articulate the components of a community-rooted sustaining education in Sitka. 2. Identify and create instructional resources needed to implement community-based, student–centered education. 3. Implement a K-12 College and Career Readiness Model. We are in year 2 of this grant.

*Many of our grants are used for staff salaries.
*Some grant funds are used for contracted services for professional development, supplies, travel, and other misc.
*Project Achieve provides the most items listed above.

Staffing:

Grant	Teacher FTE	Administrator FTE	Total FTE
Title I-A	1.55	0.00	1.55
Title IV-A	0.1055	0.00	0.1055
ESEA Consolidated Admin Pool	0.00	0.3086	0.3086
Raven Writes	1.00	0.5289	1.5289
Project Achieve	2.50	0.25	2.75
SHI HS	2.00	0.00	2.00
TOTAL	7.1555	1.0875	8.2430

*Summary of Staffing:

- Teachers: 7.1555 FTE
- Administrators: 1.0875 FTE
- Total grant-funded certified positions: 8.2430 FTE

Questions?

SITKA SCHOOL DISTRICT
DISCOVER | NURTURE | INSPIRE

Grant Award/Title	Program Manager	Current Award Amount FY27	Start Date (need update FY27)	End Date	Purpose	FUND	NOTES
Alternative Schools Grant (PHS)	Matt Groen	$8,600.00	Oct-26	June 30,2027	for PHS for support for at-risk students.	233	
PBIS	Matt Groen	$5,000.00	Oct-26	June 30,2027	Comprehensive School Improvement	244	
FFVP Fresh Fruits and Vegetables Program	Mandy Summer	$33,168.76	Oct-25	30-Jun-27	Restricted use; Only to introduce and provide health fruit and vegetable snacks to PreK-5 students XTS & KGH	256 & 257	estimated, waiting for Qtr 2 approval amount in NOV
Title I-A	Jule LeBlanc	$165,193.60	**Annual**, but amount changes every year, based off free and reduced lunch applications	June 30,2027	PHS, KGH and XTS; primarily for intervention teachers, limited supplies for homeless students.	259..000.	
EHCY Travel Grant	Keith Shelton	$1,800.00	One Time Event specific Travel Grant	Event End Date: Oct	SSD Homeless Liaison to attend FY25 Fall Homeless Liaison Conference	259..259.	
Title VI-B (special education)	Chris Voron	$347,307.66	Annual	June 30,2027	Primarily used for Special Education Staff wages/salaries and minimal amount (8K) for program for IEP goal development.	261	
SPED Preschool (619)	Chris Voron	$15,412.00	Annual	June 30,2027	Partial wages for preK sped para and special ed curriculum program	263	
Title IV A Student Support & Academic Enrich	Jule LeBlanc	$13,142.72	Annual	June 30,2027	Partial salary for one of our counselors.	265	
SPED VI-B Disctretionary	Chris Voron		Annual			267	
Migrant Supplemental Literacy	Keith Shelton	$4,250.00	Annual	June 30,2027	Books, magazine subscriptions, other literature for migrant students.	269..205	
Title I C Migrant Ed	Keith Shelton	$223,700.21	Annual	June 30,2027	Wages and benefits for migrant recruiter, extra duty stipends for programming, tutoring, dual credit planning, etc. Student travel and other academic supplementary supports for students.Summer enrichment programs, Cold water gear and safety, First aid programming. A broad range of supplementary programming for students.	269.300..	
Title Consolidated Admin Pool	Jule LeBlanc	$42,137.02	Annual	June 30,2027	Partial salary for our Assistant Superintendent(Migrant) and Federal programs(Cultural)	270	
School Improvement (SIP)	Matt Groen	$32,500.00	Annual	June 30,2027	For PHS only: Extra duty stipends for staff to work on School Improvement plan, PBIS, data management, parent engagement, PD on circle practices and restorative approaches, Student field trips, incentives and SEL supports.	273	
CTE Carl Perkins	Mike Viera	$30,415.00	Annual	June 30,2027	Extra duty stipends for coordination of grant, programming, curriculum and cross-walk update and purchase, dual credit coordination, equipment and supplies, staff travel.	275	
Presidential Fitness Grant	Keith Shelton	$80,000.00	Annual- for 5 years		Specifics yet to be determined	277	
Title II-A Supporting Effective Instruction	Jule LeBlanc	$57,194.80	Annual	June 30,2027	Registration Fees and Travel for Professional Development	283	
Safety & Well-being Travel Grant	Diana Fulton	$10,000.00		30-Sep-26	Staff travel for the School Safety and Well-Being Summit in Anchorage this September.	285	
Americorps	Sarah Lawrie	$309,565.64	Aug-26	JUL 31 2027	Funds Americorps members some working in the schools as Para's, and also funds Americorps Director (S. Lawrie) and	299	
Hunter Education	Keith Shelton	$16,061.00	Oct-26	30-Jun-27		322	
SHI Thru the Cultural Lense (TCL)	Jule LeBlanc	$7,000.00	9/30/2026 Event specific	June 30,2027	Travel for staff for cultural PD (same amount for 3 years)	325	
SHI High School STEAM	Jule LeBlanc	$290,000.00	Jul-25	30-Jun-27	Covers 2 teachers: 1 at PHS and 1 at SHS	326	
SHI Raven Writes	Jule LeBlanc	$247,769.84	Aug-26	01-Jun-27	Partial salary for two teachers and one admin	327	
Title VI IEA (Indian Education Act)	Jule LeBlanc	$111,587.00	July 30,2026	June 30,2027	Two cultural paraprofessionals	355	
Project Achieve	Jule LeBlanc	$500,000.00	Oct-25	Sept. 30, 2030	Annual amount for 5 years for cultural programming; including teachers, culture camps, pd, family and community partnerships.	358	
Charitable Trust	Stacy Golden	$17,913.00	Jun-26	01-Jun-27	SHS =Science Program	373-011	
Charitable Trust	Matt Groen	$8,227.04	Jul-26	01-Jun-27	PHS Science Program	373-994	Rollover from FY26, waiting on award info for FY27
Quality Schools	Deidre Jenson	40,625.00	Annual	June 30,2027	$26,625 for ela curriculum, and $14,000 for AI implementation and training		waiting on confirmation of Award

SITKA
SCHOOL DISTRICT
DISCOVER | NURTURE | INSPIRE

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Phone: (907) 621-8080
Fax: (907) 917-5419
www.sitkaschools.org

Kathrynn Hollis-Buchanan
District Business Manager
10/30/2026 Board Meeting Finance Report

REPORT COVERAGE:
For this board meeting, I am presenting the financial summary through end of day on 10/30/2026.

FY27 Finance Report:

- Budget revision revenue approved in October meeting is presented on this finance report.
- Reminder that negative revenue means we have already received more than was budgeted.
- Note the negative balance for function 556 (technology) is related to the approval by the board to purchase of student devices in anticipation of the additional funding of which we had been notified.

The audited financial reports are being prepared, as we have finally come to an agreement with the auditors as to how to handle the aforementioned issue regarding CBS local contribution.

We have made lots of progress on the payroll system and are looking forward to our training for our new finance system to begin in January.

Sitka School District

October 30, 2026

Monthly Revenue Report

Account No	Account Description	Current Budget	YTD Revenues	Remaining Balance	Percent Outstanding
27-100-000-000-000-011	CITY/BORO APPROPRIATION	8,326,912.00	1,366,985.34	6,959,926.66	83.58%
27-100-000-000-000-040	MISC. LOCAL REVENUE	60,000.00	351.49	59,648.51	99.41%
27-100-000-000-000-047	E-RATE REVENUE	69,076.00	0.00	69,076.00	100.00%
27-100-000-000-000-050	QUALITY SCHOOLS	39,899.00	0.00	39,899.00	100.00%
27-100-000-000-000-051	FOUNDATION	12,962,368.00	2,125,224.00	10,837,144.00	83.60%
27-100-000-000-000-056	TRS ON-BEHALF	1,259,430.00	0.00	1,259,430.00	100.00%
27-100-000-000-000-057	PERS ON-BEHALF	82,516.00	0.00	82,516.00	100.00%
27-100-000-000-000-059	SB18 ALLOCATION	684,399.00	0.00	684,399.00	100.00%
27-100-000-000-000-190	FEDERAL THROUGH OTHER IN	1,777,700.00	0.00	1,777,700.00	100.00%
27-100-000-140-000-040	MISC. LOCAL REVENUE	0.00	1,205.00	-1,205.00	#DIV/0
Report Total		**25,262,300.00**	**3,493,765.83**	**21,768,534.17**	

Monthly Expense Report

Accounts Summarized By Function	Current Budget	YTD Expenditures	Remaining Balance	Percent Available
100 - REGULAR INSTRUCTION	8,940,892.00	494,235.83	8,446,656.17	94.47%
120 - BILINGUAL/BICULTURAL	273,490.00	997.60	272,492.40	99.64%
130 - ENRICHMENT	2,522.00	0.00	2,522.00	100.00%
140 - CORRESPONDENCE STUDY	370,256.00	41,743.60	328,512.40	88.73%
160 - VOCATIONAL EDUCATION	404,404.00	17,068.69	387,335.31	95.78%
200 - SPECIAL ED INSTRUCTION	5,326,392.00	77,727.37	5,248,664.63	98.54%
220 - SPECIAL ED SUPPORT	1,280,816.00	30,884.28	1,249,931.72	97.59%
300 - PUPIL SUPPORT	9,669.00	0.00	9,669.00	100.00%
320 - GUIDANCE	712,775.00	2,643.68	710,131.32	99.63%
330 - HEALTH SERVICES	145,136.00	3,214.38	141,921.62	97.79%
350 - SUPPORT SERVICES	63,800.00	24,783.88	39,016.12	61.15%
352 - LIBRARY SERVICE	8,000.00	0.00	8,000.00	100.00%
400 - SCHOOL ADMINISTRATION	1,364,352.00	9,172.00	1,355,180.00	99.33%
450 - SCHOOL ADMIN. SERVICES	813,628.00	8,729.84	804,898.16	98.93%
510 - DISTRICT ADMINISTRATION	157,052.00	123,413.08	33,638.92	21.42%
511 - SCHOOL BOARD	134,113.00	26,070.04	108,042.96	80.56%
512 - SUPERINTENDENT'S OFFICE	459,343.00	30,602.88	428,740.12	93.34%
518 - SAFETY AND SECURITY	1,000.00	0.00	1,000.00	100.00%
550 - DISTRICT ADMIN. SUPPORT	803,089.00	182,517.56	620,571.44	77.27%
556 - TECHNOLOGY SERVICE	188,830.00	265,940.50	-77,110.50	-40.84%
600 - MAINTENANCE/OPERATIONS	1,888,146.00	758,036.92	1,130,109.08	59.85%
700 - Athletics	305,287.00	0.00	305,287.00	100.00%
780 - COMMUNITY SERVICES	0.00	2,882.79	-2,882.79	0.00%
900 - FUND TRANSFERS	200,000.00	0.00	200,000.00	100.00%
Report Total	**23,852,992.00**	**2,100,664.92**	**21,752,327.08**	
		Percentage of School Year Remaining		**77.78%**
		Percentage of Fiscal Year Remaining		**66.67%**

*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.

BP 4119.25/4219.25/4319.25 All Personnel - POLITICAL ACTIVITIES OF EMPLOYEES

The School Board believes that district employees have an obligation to prevent the improper use of school time, materials, or facilities for political or partisan purposes. The Superintendent or designee shall regulate political activities on school property ~~during the instructional day~~. Employees are prohibited from engaging in any activity in the presence of students during performance of the employee's duties, where the activity is designed or intended to promote, further, or assert a position on any voting issue, board issue, or collective bargaining issue. This prohibition does not apply to classroom instruction that is part of the approved curriculum.

The Board respects the right of school employees to engage in political activities on their own time. When engaging in political activities, employees shall make it clear that they are acting as individuals and not as representatives of the district.

Nothing in the policy shall prevent the District or Board from engaging in advocacy regarding education or disseminating factual information regarding school bond projects.

(cf. 4119.21 - *Code of Ethics)*

Legal References:

ALASKA STATUTES

14.03.090 Sectarian or denominational doctrines prohibited

14.20.095 Right to comment and criticize not to be restricted

14.20.370-.510 Professional Teaching Practices Act

ALASKA ADMINISTRATIVE CODE

4 AAC 06.135 Use of school funds in elections

20 AAC 10.010-10.900 Professional Teaching Practices Commission

Adoption Date: December 5, 1995

Revision Date: February 14, 2002

Revision Date: August 19, 2020

Sitka School District

BP 4112.6/4212.6/4312.6 All Personnel - PERSONNEL RECORDS

Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as shall seem appropriate to the administration. Records shall be kept for applicants for District positions for the periods of time required by federal and state law.

(cf. 1340 - Access to District Records)

(cf. 3580 – District Records

(cf. 1312.1 - Complaints Concerning Personnel)

All personnel records are confidential except as provided in BP 1340 and AR 1340. Confidential personnel records shall be available for inspection only to the individual who is the subject of the record, persons authorized by the individual, the Superintendent or designee, and those individuals authorized by the Superintendent or School Board in accordance with administrative procedures. Recommendations and other reports obtained during the application process as a result of confidential inquiries shall be used only for the purpose of making a decision regarding whether to hire an applicant and shall not be made available to the applicant or to anyone who is not involved in the hiring decision without the authorization of the Superintendent or School Board.

The School Board may collectively request to review an employee's file at an executive session of the School Board, pursuant to a specific employee action and/or complaint process, and in accordance with the Alaska Open Meetings Act

Employees shall be notified whenever unfavorable information is to be placed in their personnel records. An employee may review and comment on the contents of his/her personnel record. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator or designee.

Legal Reference:

ALASKA STATUTES

44.62.310 Government meetings public

40.25.120 Inspection and copying of public records

23.40.070 Declaration of Policy (PERA)

14.20.149 Employee Evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.040 Use of the evaluation

Municipality of Anchorage v. Anchorage Daily News, 794 P.2d 584 (Alaska 1990)

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P2d 1316 (Alaska 1982)

Adoption Date: DECEMBER 5, 1995

Revision Date: MAY 21, 1998

Revision Date: September 11, 2012

BP 4113 ASSIGNMENT

The School Board recognizes strategic assignments are essential to supporting student success and maintaining a healthy, consistent school environment. While assignments must comply with applicable laws and credentialing requirements, the strengths, experiences, and well-being of district staff are important considerations. Since both students and staff benefit from stability, continuity, and positive relationships, assignment decisions should also consider the impact on school climate by minimizing unnecessary disruptions and promoting consistency in student-teacher relationships. The Superintendent or designee may assign certificated personnel to any position for which their preparation, certification, experience, and aptitude qualify them.

Teachers may be assigned to any school within the district. Teachers shall not be assigned outside the scope of their teaching certificates or their fields of study except as allowed by law.

(cf. 4112.8 - Employment of Relatives)

The assignment of certificated personnel shall comply with applicable collective bargaining agreements and alternative and charter school contracts..

Legal Reference:

ALASKA STATUTES

14.20.147 Transfer or absorption of attendance area or federal agency school

14.20.148 Interdistrict teacher assignment

14.20.158 Continued contract provisions

23.40.070 Declaration of policy (PERA)

UNITED STATES CODE, TITLE 20

Every Student Succeeds Act, P.L. 114-95

Adoption Date: DECEMBER 5, 1995

Revision Date: July 17, 2003

Revision Date: April 2022

Sitka School District

BP 4119.3/4219.3/4319.3 All Personnel - DUTIES OF PERSONNEL

Note: By requiring employers to reasonably accommodate persons with disabilities who are capable of performing the job, the Americans with Disabilities Act spotlights the need for complete, specific job descriptions. Job descriptions are expected to play an important part in implementing this federal law.

The School Board recognizes the importance of having adequate job descriptions for every district employee. Student safety, the district's fiscal stability, and the success of the educational program all depend on employees' fully understanding their responsibilities and duties.

The Superintendent or designee shall prepare and regularly update job descriptions for all positions. Job descriptions shall clearly specify all essential and peripheral/marginal functions and duties of the position, the degree of responsibility the position entails, the type and extent of training required, and the position of the person to whom the employee reports. As a best practice, job descriptions should be reviewed ~~annually~~ as part of the evaluation process, or whenever any major change in job duties has taken place.

All employees shall fulfill the duties and responsibilities set forth in their job descriptions and shall comply with Board policies, administrative regulations, applicable employee agreements, and local, state and federal laws.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4115/ - Evaluation/Supervision)

(cf. 4118- Suspension/Disciplinary Action)

Legal Reference:

AMERICANS WITH DISABILITIES ACT P.L. 101-336

42 U.S.C.12101 et seq.

Adoption Date: DECEMBER 5, 1995

Sitka School District

BP 4158/4258/4358 ALL PERSONNEL 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.

An employee may use 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.

(cf. 5144 - Discipline)

(cf. 5142.3 – Restraint and Seclusion)

Employees shall promptly report any assault or threat against them to their direct supervisor. The employee and the principal or other immediate supervisor may promptly report such instances to the appropriate local law enforcement agency,. The Superintendent or designee shall be made aware of all police reports made by district personnel. 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

ADOPTED: June 18, 2025

Sitka School District

BP 4122 Certificated Personnel - STUDENT TEACHERS

Note: Effective August 1, 2015, a student teacher must be under the general supervision of a teacher who holds a valid teaching certificate, has at least one year of teaching experience in the district where the student teacher is serving, has at least three years total teaching experience, and meets or exceeds professional content and performance standards described in 4 AAC 04.200. Additional requirements for student teachers are stated in 4 AAC 30.020.

The School Board is legitimately interested in the quality of teacher training programs and encourages the use of student teachers/interns in the district. Such use shall support the instructional needs of the district and may enable future teachers to fulfill state requirements, learn how to teach, and receive valuable feedback which can enhance their competence.

The Superintendent or designee may enter into agreements with accredited colleges and universities to allow student teachers/interns to have supervised teaching experiences and/or observations within the district. The Superintendent or designee may collaborate with the program administrators of teacher preparation institutions to jointly develop, supervise, and evaluate practical programs which provide training, support and evaluation for the student teacher/intern.

The Superintendent or designee ~~shall~~ may approve or deny the participation of a host teacher's sponsorship of a student teacher. ~~establish the criteria for host teacher participation in a teacher training program., such as including a minimum number of years of teaching experience and positive evaluations.~~

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 30.020 Student teachers

4 AAC 04.200 Professional Content and Performance Standards

Adoption Date: DECEMBER 5, 1995

Sitka School District

BP 4133/4233/4333 All Personnel - TRAVEL EXPENSES

The School Board shall pay for approved expenses, including travel, incurred by any employee performing authorized services for the district. Approved expenses shall be reimbursed according to district procedures. ~~The employee shall be on work status when on district funded travel.~~

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

The Superintendent or designee shall establish procedures for the submission and verification of expense claims. All expenditures shall be made in accordance with established standard operating procedures and shall reflect current, reasonable, and customary rates. 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

Revision Date: January 7, 2026

BP 4118 Certificated Personnel - SUSPENSION/DISCIPLINARY ACTION

The School Board expects its employees to perform their duties in accordance with state law and Board policy and administrative regulations.

(cf. 4119.21 /4219.21/4319.21 - Codes of Ethics)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

The Superintendent or designee may take disciplinary action, including 1) verbal warning, 2) written warning, 3) letter of reprimand, 4) suspension without pay, and 5) dismissal, as they deem appropriate and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.

Note: A teacher may be suspended pending an investigation to determine whether cause exists for dismissal. However, the teacher's regular compensation must be continued during the temporary suspension. *AS 14.20.170*

The Superintendent or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.

Certificated management and supervisory personnel who are not covered by a collective bargaining agreement are subject to the disciplinary procedures set forth in BP 4218, except for discipline involving dismissal or nonretention. The District will provide the statutory and policy rights afforded to all certificated staff for dismissal and nonretention actions.

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

(cf. 4300 - Management Employee Definitions)

Legal Reference:

ALASKA STATUTES

14.20.030 Causes for revocation and suspension

14.20.170 Dismissal

14.20.175 Nonretention

14.20.180 Procedures upon notice of dismissal or nonretention

ALASKA ADMINISTRATIVE CODE

20 AAC 10.020 Code Ethics and Teaching Standards

Adoption Date: December 5, 1995

Revised August 7, 2019

Sitka School District

BP 4119.23/4219.23/4319.23 All Personnel - UNAUTHORIZED RELEASE OF CONFIDENTIAL INFORMATION

District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Records that are not subject to public disclosure should be treated as confidential, except where their release to a particular person or in a particular situation is expressly authorized by law or district policy, or where the Superintendent or designee has expressly authorized their release.

(cf. 1340 - Access to District Records)

Any employee who releases confidential district information without appropriate authorization from district records or violates any other obligation of confidentiality, including the obligation to maintain the confidentiality of discussions properly conducted in executive session, shall be subject to disciplinary action up to and including dismissal from district service. Repeated instances of negligent release of confidential information shall be grounds for disciplinary action, up to and including dismissal from district service.

The Superintendent or designee may also deny employees who have inappropriately released confidential information further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

(cf. 3580 - District Records)

(cf. 5125 - Student Records; Confidentiality)

(cf. 9321 - Executive Sessions)

Legal References:

ALASKA STATUTES

14.03.115 Access to school records by parent, foster parent, or guardian

14.14.090 Additional duties

25.220 Public Records Act

23.40.235 Public Involvement in School District Negotiations

ALASKA ADMINISTRATIVE CODE

4 AAC 06.738 Standards-Based Test Results

4 AAC 06.765 Test Security: Consequences of Breach

UNITED STATES CODE, TITLE 20

1232g FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

City of Kenai v. Kenai Peninsula Newspapers, Inc., 642 P.2d 1316 (Alaska 1982)

Adoption Date: December 5, 1995

Revision Date: October 16, 1998

Revision Date: June 19, 2000

Revision Date: May 1, 2001

Board Presentation and Activities Calendar

A	Action: Required
R	Report at Regular Board Meeting
W	Work Session
O	Optional Activity for Board Members

Revised 12/05/2022

	Topic	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Who is responsible?
August	Summer Programs		A											Any summer program director
	Develop School Board Goals and District Priorities		W											Board
	Annual School Board Calendar Setting		W											Board
	Welcome back Inservice and Employee Service Recognition		O											Superintendent
September	Review MOUs- Maintenance and Parks and Rec			A										Superintendent
	Annual Board Self-Evaluation of Annual Goals			A										Superintendent
	Superintendent Check-in and annual goals			A										Board
	Staffing Report			R										Superintendent
	Sitka High School Annual Report			R										SHS Principal
	District Wide Assessment Review			W										Superintendent
	School Visit (Maintenance and Programming)			O										Superintendent
	District Needs Assessment Survey			O										Superintendent will send out.
October	Oath of Office of New Board Member(s)				A									Exec. Assist. and Board
	Board Reorganization				A									Board
	Strategic Plan Review				A									Board and Superintendent
	PreK Program Update				R									Superintendent
	Federal Programs Report/Grants Update				R									Superintendent and team
	Food Service				R									Food Service Director
	Board Committee Appointments				O									Board
	Board Retreat				W									Board, Superintendent, and Exec. Assistant
	Work Session with STA Council				W									Board, Cult. Director, Superintendent
November	Virtual Meeting with Auditor					A								
	Kéet Gooshí Héen Elementary School Annual Report					R								KGH Principal
	Class Size Report District-wide					R								Superintendent
	Budget: District Needs Assessment for Next Fiscal Year					W								Board
	AASB Annual Conference					O								Board, Superintendent, and Exec. Assistant
December	Audit Report Approval						A							Board
	School Board Goals and District Priorities Check-in						W							Superintendent
January	Budget: Winter Revisions for Current Year							A						Business Manager and Superintendent
	Superintendent Evaluation							A						Board
	LOCAL CIP List (Final Approval)							A						Superintendent
	Blatchley Middle School Annual Report							R						BMS Principal
	Student Services Report (Snapshot demographic)							R						Superintendent
	Budget Work Session							W						Board and Superintendent
	Budget: Board and Assembly Joint Worksession							W						Board, Superintendent and Business Manager
February	Administrative Contracts								A					Superintendent
	Approve Next School Calendar								A					Superintendent
	Pacific High School Annual Report								R					PHS Principal
	Advocacy Work Session								W					Board President and Superintendent
	AASB Legislative Fly-In (Juneau)								O					Board
March	Certificated Tenured Contracts									A				Superintendent
	Competititive Bid Approvals									A				Superintendent
	Cultural Department (Title VI public Hearing)									R				Cultural Director
	Work Session with STA Council									W				Board, Cult. Director, Superintendent
	Budget: Public Hearings									O				Board and Superintendent
	Budget: Staff Hearings									O				Board and Superintendent
April	DEED CIP List										A			Superintendent
	Budget: Initial Adoption										A			Board, Superintendent and Business Manager
	Certificated Non-Tenured Contracts										A			Superintendent
	Budget: Spring Revisions for Current Year										A			Business Manager
	Xoots Elementary School Annual Report										R			XTS Principal
	Curriculum Work Session										W			Superintendent
May	Curriculum Adoption											A		Superintendent
	REACH Correspondance School											R		Correspondence Teacher
	School Climate and Connectedness Survey											W		Board
	CTE Report											O		CTE Director
	Graduation: PHS and SHS											O		Board

Items Reported Regularly													
Professional Learning Report		R	R	R	R	R	R	R	R	R	R	R	In superintendent report
Financial Report		A	A	A	A	A	A	A	A	A	A	A	Business Manager
State Testing Results		R	R	R	R	R	R	R	R	R	R	R	Principals during their month