

## RSB Regular Meeting

Tuesday, September 9, 2025 6:00 PM

Administration Building, 500 Big Dog Salmon Way, Angoon, AK 99820

1. <b>Call to Order</b>	<b>Speaker (s) :</b> Board Chair or Vice Chair
1.1. Reading of the Mission Statement	<b>Speaker (s) :</b> Board Chair or Vice Chair
2. <b>Flag Salute</b>	<b>Speaker (s) :</b> Board Chair or Vice Chair
3. <b>Roll Call</b>	<b>Speaker (s) :</b> Board Chair or Vice Chair
4. <b>Recognition</b>	<b>Speaker (s) :</b> Board Chair or Vice Chair
5. <b>Approval of the Agenda</b>	<b>Speaker (s) :</b> Board Chair or Vice Chair
6. <b>Presentation: AASB Grant Partnership Updates: Full Service Community Schools grant and Project Transform</b>	
7. <b>Opportunity For Public Comment On Non-Agenda Items</b>	<b>Speaker (s) :</b> Board Chair or Vice Chair
8. <b>Consent Agenda</b>	<b>Speaker (s) :</b> Board Chair or Vice Chair
8.1. Adopt RSB Meeting Minutes from 08/12/2025, 08/26/2025, 09/02/2025	
8.2. Approve the hire of Brenna McLaughlin as a Paraprofessional in Gustavus for FY2026	
8.3. Approve the hire of Carol Martin in Angoon as Paraprofessional funded by Title I.	
8.4. Approve the transfer of Quynn Thompson in Gustavus back to Preschool Instructor, shared with her current Para position for 2026.	
8.5. Approve Extra Duty contract for Quynn Thompson in Gustavus as Hydroponics Site Coordinator in the amount of \$7,000 funded by the Farm to School Grant.	
8.6. Approve Extra Duty Contracts for Activities Director's Megan Bishop in Gustavus and Natasha Bennum in Angoon for \$2500 each for FY 2026.	
8.7. Approve Extra Duty contract for David Lueck District test coordinator in the amount of \$3,000 for FY 2026.	
8.8. Approve Extra Duty contract for Christine Ramey in the amount of \$2,000 in Angoon as Food Service Director for FY 2026.	
8.9. Approve Extra Duty Contract for Tracy Lowell in the amount of \$2500 for Culinary Arts funded from the Carl Perkins Grant.	
9. <b>Opportunity for Public Comment on Agenda Items</b>	
10. <b>Financial Report</b>	<b>Speaker (s) :</b> Teri Hoover
11. <b>Action Items</b>	
12. <b>Special Reports</b>	

12.1. Superintendent Report

12.2. ASB Minutes

**13. Information/Discussion Items**

13.1. Chatham Strategic Plan

13.2. Review of AASB recommended Policy Updates

13.3. The district has been awarded the .5 ADM  
for Preschoolers ages 4 and 5 years old for FY  
2026 by the State.

**14. Board Member Comments**

**15. Meetings/Work Sessions/and Other Announcements**

15.1. Work Session 9/23/25

15.2. The next Regular Meeting will be 10/14/25

15.3. RSB Elections Date is approaching-October  
7th, 2025

**16. Adjournment**



## THE SOUTHEAST ALASKA FULL SERVICE COMMUNITY SCHOOLS (SAFSCS) MODEL

Full Service Community Schools (FSCS) go beyond traditional education to create a comprehensive support system for students, families, and the community to improve student success and strengthen community ties. FSCS draw on the region's rich culture and community resources to integrate academics, Tlingit/Haida/Tsimshian cultural knowledge, social services, and family engagement in the school.

Southeast Alaska has 6 FSCS sites (Angoon, Hydaburg, Klukwan, Yakutat and Kaxdigoowu Héen & Sayéik elementary schools in Juneau) that draw on the region's rich culture and community resources to integrate academics, Tlingit/Haida cultural knowledge, social services, and family engagement in the school. Each site is led by an FSCS Coordinator with strong ties to both school and community.

### THE FULL SERVICE COMMUNITY SCHOOLS APPROACH IS BASED ON 4 INTERCONNECTED APPROACHES:

#### 1 INTEGRATED STUDENT SUPPORTS

At a Full-Service Community School, every student and family is known, understood, and supported from the moment they join the school community. Sites use a welcoming early intake process that honors each family's strengths, needs and goals and provides the opportunity to share vital information and allows schools to connect students to a wide range of individual and family supports within the school and wider community. Full service Community schools provide family engagement events or services that bring families and other community members into the school.

#### 2 EXTENDED & ENRICHED LEARNING

Full-Service Community Schools focus on teaching that respects different cultures, provides early education, offers culturally based STEAM (Science, Technology, Engineering, Arts & Math) activities, and supports students to develop and reach academic and career goals into and beyond high school through the Bridging to the Future program. Extended and enriched learning focuses on creating school environments where all students can succeed and learn.

#### 3 COMMUNITY & FAMILY ENGAGEMENT

Full-Service Community Schools are committed to building strong, authentic partnerships between families and schools that help all students thrive. Our community and family engagement work focuses on developing the skills, confidence, and shared understanding needed by both educators and families to work together effectively in support of student learning and long-term success using approaches such as family advisory committees, community dialogues and opportunities for community members to share their knowledge with students.

## 4 COLLABORATIVE LEADERSHIP

FSCS sites are dedicated to working collaboratively with school leaders, families, students, and community partners to strengthen the full range of Full-Service Community School activities. Collaborative leadership emphasizes shared decision-making, and strong coordination across all levels of the school community. There is a focus on providing opportunities for community members to have meaningful input into district decision making through structures such as family advisory councils.

### **STRONG START KINDER TRANSITION:**

Strong Start is the foundation for building relationships between schools and families. Strong Start honors each family's strengths, needs and goals, and connects incoming students to a wide range of individual and family supports within the school and the community. School staff meet one on one with families and then work as a multidisciplinary team to support their needs.

### **BRIDGING TO THE FUTURE:**

Bridging to the Future supports students and families for successful middle/high school transitions, as well as college/career planning. School sites are a hub for community support to help students meet their academic and career goals through activities such as career presentations, college/financial aid application support, and homework assistance.

Through SAFSCS partnerships a range of professional Learning and supports are offered on topics including Family and youth engagement, Trauma-engaged schools, maximizing culture and language programs, and community dialogues.



**AASB Offers Professional Learning and Supports for Full Service Community Schools in**  
Family Engagement, Integrating Local Knowledge, Trauma Engaged Schools, and Integrated Student Supports. For more information email [fscs@aab.org](mailto:fscs@aab.org)

SAFSCS is funded by the US Department of Education and it serves as a partnership between the Association of Alaska School Boards (AASB), the Central Council of Tlingit and Haida, Four school districts (Chatham, Juneau, Yakutat, Hydaburg), Haa Tóoch Lichéesh and Sealaska Heritage Intsitute's Baby Raven Reads program.

The contents of this flyer were developed under a grant from the U.S. Department of Education (Department). The Department does not mandate or prescribe practices, models, or other activities described or discussed in this document. The contents of this [insert type of publication] may contain examples of, adaptations of, and links to resources created and maintained by another public or private organization. The Department does not control or guarantee the accuracy, relevance, timeliness, or completeness of this outside information. The content of this flyer does not necessarily represent the policy of the Department. This publication is not intended to represent the views or policy of, or be an endorsement of any views expressed or materials provided by, any Federal agency. [89 FR 70333, Aug. 29, 2024]

# Project Transform: Trauma-Engaged Schools

U.S. Department of Education: Education Innovation and Research (EIR) Early Phase Grant  
Project Period: January 2023 - June 2028  
*A Trauma-Engaged Approach to Improve Social, Emotional, and Academic Outcomes*

## Partners:

- Chatham School District
- Copper River School District
- Juneau Borough School District
- Ketchikan Gateway Borough School District
- Lower Kuskokwim School District
- Sitka School District
- North Slope School District
- Lower Yukon School District
- Yupiit School District

## Project Overview:

Project Transform leverages funding from the US Department of Education and the Alaska Mental Health Trust Authority to build on the evidence base for creating trauma-informed school environments and uses evidence-based professional development strategies to support educator practices. The project includes a 2-year comprehensive professional learning program for school staff using the Transforming Schools framework and provides supports to schools in developing and carrying out school-level strategies for building a trauma-engaged school (TES).

**Short-Term Outcomes:** Preliminary project results show improvements in staff confidence and skills with using trauma-engaged practices, improved staff wellbeing, and better school-wide approaches for addressing trauma.

"Some of the most transformational PD that I've ever participated in during my career. I feel so supported by the AASB staff."

-Project Transform participant

**Long-Term Outcomes:** Trauma-engaged approaches are linked to improved school climate, student academic and behavioral outcomes, and student social-emotional skills.

**Timeline:** Part of this project is to rigorously evaluate the impact of the Project Transform activities on academic achievement, student behavior, and social-emotional skills, compared to schools that have not (yet) implemented Project Transform activities. In order to do this, schools that opted-in were randomly assigned to an implementation timeline (Cohort 1, Cohort 2, or Cohort 3):

For more information about which of your district schools are in each cohort, [Click Here](#)

2023 - 2024 School Year	2024 - 2025 School Year	2025 - 2026 School Year	2026 - 2027 School Year	2027 - 2028 School Year
Cohort 1 (YR 1)	Cohort 1 (YR 2)			
	Cohort 2 (YR 1)	Cohort 2 (YR 2)		
			Cohort 3 (YR 1)	Cohort 3 (YR 2)

# Services (Activities) Included in Project Transform 2-year Implementation Period

## Annual Foundations Training

**Goal:** To improve educators' understanding of trauma and their role in supporting a trauma-engaged school

**Timeframe:** 2 trainings, at the beginning of each school year

**District Participants:** Full staff team at participating school sites

- Introduces the TES model and builds the initial knowledge and skills of staff
- Each staff member will complete a self-assessment to identify priorities for their individualized learning.

## Incentivized Ongoing Professional Learning Opportunities

**Goal:** To support educators to utilize trauma-engaged practices

**Timeframe:** Up to 7 hours per month during 2-year cohort period

**District Participants:** School staff, opt-in

- Monthly group and individual learning opportunities
- Self care and wellness support
- UAA credits and cash incentives provided directly to staff participants

## Planning and Capacity Building Activities

**Goal:** To build school's capacity to implement a TES approach

**Timeframe:** 1x monthly meetings during 2-year cohort period

**District Participants:** Small team at each school led by site-level coach

- Planning and implementing school-level components of a trauma-engaged model
- Policy and structure



RSB Regular Meeting  
Tuesday, August 12, 2025 6:00 PM Alaskan

Administration Building  
500 Big Dog Salmon Way  
Angoon, AK 99820

Elizabeth Hooge: Absent

III Albert Kookesh: Absent

Stacey Proctor: Present

Jack Strong: Present

Jen Todd: Present

Present: 3, Absent: 2.

III Albert Kookesh: Present

Present: 4, Absent: 1.

#### 1. Call to Order

Meeting called to order at 6:03 pm

##### 1.1. Reading of the Mission Statement

Reading of the mission statement by Jennifer Todd

#### 2. Flag Salute

Flag Salute Completed

#### 3. Roll Call

quorum determined

#### 4. Recognition

Klukwan:

Michael Akes

Rita Brouillette

Angoon:

Emma Demmert

Natasha Bennum

Gustavus:

Karen McSpadden

Liesl Barker

Danielle Patrick

Quynn Thompson

Tenakee Springs:

Anne Connelly

Serrc:

Christina Ferguson

#### 5. Approval of the Agenda

I make a motion to approve tonight's agenda as presented. Roll call vote passed unanimously.

This motion, made by Jack Strong and seconded by Stacey Proctor, Carried.

Elizabeth Hooge: Absent, III Albert Kookesh: Absent, Stacey Proctor: Yea, Jack Strong: Yea, Jen Todd: Yea

Yea: 3, Nay: 0, Absent: 2

Are there any additions or changes at this time?

#### 6. Opportunity For Public Comment On Non-Agenda Items

None

#### 7. Consent Agenda

I make a motion to approve the consent agenda. Roll call vote passed unanimously. Motion carries. This motion, made by Stacey Proctor and seconded by Jack Strong, Carried.

Elizabeth Hooge: Absent, III Albert Kookesh: Absent, Stacey Proctor: Yea, Jack Strong: Yea, Jen Todd: Yea

Yea: 3, Nay: 0, Absent: 2

Does anything need to be pulled from the consent agenda?

7.1. Adopt RSB Meeting Minutes from 06/10/25, 06/24/25, 07/02/25

7.2. Approve Amendment to Superintendent Contract

7.3. Approve annual review of the Chatham Crisis Response Plan

7.4. Approve the Increase of hours back to previously approved D/O Secretary Sheri Singson 8hrs per day, and school secretaries Rita Brouillette, Danielle Patrick, Sally Joseph, and Natasha Bennum back to 7.5 hrs per day at the Superintendent and Principal's discretion.

7.5. Approve Hourly Wage Increase for Sam Buck as Maintenance Staff, and supervising student interns

7.6. Move from Droplet to Jot Form for electronic PO's, and other forms due to a decrease in cost.

7.7. Approve the hire of Giovanna Wilde as Grade 2-4 Teacher in Klukwan for FY 2026

7.8. Approve the Extra Duty contract for Karen McSpadden as District Special Education Director in the amount of \$20,000 for FY 2026.

7.9. Approve Andrew Polland's hire as Maintenance for Angoon school and District Maintenance Director, as a salaried employee, and CSD providing housing as a supplement to his pay, in lieu of higher salary.

#### 8. Opportunity for Public Comment on Agenda Items

None

#### 9. Financial Report

Christina Ferguson gave a brief summary of the narrative submitted in the packet.

#### 10. Action Items

10.1. Approve Policy update to BP 3300 Expenditure/Expending Authority to allow the Superintendent Expenditure approval over \$10,000 for grants.

I make a motion to approve policy update BP 3300 Expenditure/expending authority to allow the Superintendent expenditure approval over \$10,000 for grants. Roll call vote passed

unanimously. Motion carries. This motion, made by Stacey Proctor and seconded by III Albert Kookesh, Carried.

Elizabeth Hooge: Absent, III Albert Kookesh: Yea, Stacey Proctor: Yea, Jack Strong: Yea, Jen Todd: Yea

Yea: 4, Nay: 0, Absent: 1

David gave a verbal summary

Board member comment

Add that this only applies to grants, and update SOP 10 to match this policy.

## 11. Special Reports

Any additions, changes or questions on the reports?

### 11.1. Superintendent Report

David gave a summary

### 11.2. ASB Minutes: None since May

Any questions on the minutes?

## 12. Information/Discussion Items

### 12.1. ESEA Consolidated Application Review and Public Comment

David reviewed the documents included in the packet.

No comments

## 13. Board Member Comments

Stacey commented that she had traveled to Angoon, and was thankful for Emma showing her around the community and school.

## 14. Meetings/Work Sessions/and Other Announcements

### 14.1. The RSB Work Session will be Tuesday, August 26th 2025

### 14.2. The next RSB Regular meeting is scheduled for September 9th 2025

This may be Elizabeth's last meeting.

## 15. Adjournment

Jack made a motion to adjourn

No objections to adjournment

Adjourned at 6:39 pm

RSB Special Meeting  
Tuesday, August 26, 2025 Before start of work  
session

ZOOM  
500 Big Dog Salmon Way  
Angoon, AK 99820

Elizabeth Hooge: Present  
III Albert Kookesh: Absent  
Stacey Proctor: Present  
Jack Strong: Present  
Jen Todd: Absent

Present: 3, Absent: 2.

Jen Todd: Present

Present: 4, Absent: 1.

1. Call Special Meeting to Order  
Called to order at 6:03 PM

2. Roll call to determine quorum

3. Approve Agenda

I make a motion to approve the agenda as presented. Roll call vote passed unanimously. Motion carries. This motion, made by Stacey Proctor and seconded by Jack Strong, Carried.

Elizabeth Hooge: Yea, III Albert Kookesh: Yea, Stacey Proctor: Yea, Jack Strong: Yea, Jen Todd: Yea  
Yea: 5, Nay: 0

4. Public comment on agenda or non-agenda items

No Public Comment

Recognition of guests:

Karen McSpadden

Liesl Barker

Justina Hotch

Andy Polland

Sam Buck

5. Action Items:

5.1. Approve the Capital Improvement Project list for the FY 2026 Chatham CIP Application to DEED.

I make a motion to approve the Capital Improvement Project list for the FY 2026 Chatham CIP Application to DEED. This motion, made by Stacey Proctor and seconded by Jack Strong, Carried.

III Albert Kookesh: Absent, Jen Todd: Absent, Elizabeth Hooge: Yea, Stacey Proctor: Yea, Jack Strong: Yea

Yea: 3, Nay: 0, Absent: 2

David gave a verbal summary

He then asked the district maintenance director to give a description of what he had to do to get the district back on the CIP list with the State.

Board member comment

Elizabeth comments about the history; she is aware of how CSD has utilized a lot of time and resources to try to get on the list in the past.

Roll call vote passed unanimously. Motion carries

## 6. Board Member Comment

### 7. Adjournment

Jack makes a motion to adjourn.

No objections to adjourn

Adjourned at 6:45 PM

RSB Special Meeting  
Tuesday, September 2, 2025 6:00 PM Alaskan

ZOOM  
500 Big Dog Salmon Way  
Angoon, AK 99820

Elizabeth Hooge: Present  
III Albert Kookesh: Absent  
Stacey Proctor: Present  
Jack Strong: Present  
Jen Todd: Present

Present: 4, Absent: 1.

1. Call Special Meeting to Order  
Meeting called to order at 6:07 PM  
Quorum determined

2. Roll call to determine quorum

3. Approval of Agenda

I make a motion to approve the agenda as presented. Roll call vote passed unanimously. Motion carries. This motion, made by Jack Strong and seconded by Jen Todd, Carried.

III Albert Kookesh: Absent, Elizabeth Hooge: Yea, Stacey Proctor: Yea, Jack Strong: Yea, Jen Todd: Yea

Yea: 4, Nay: 0, Absent: 1

4. Public comment on agenda or non-agenda items  
None

5. Action Items:

5.1. Approve the grant award amount of \$250,000.00 to Chatham School District from *the Thriving Communities team at Philanthropy Northwest, for **Culturally-Sustaining and Place-Based Curriculum Development for Klukwan School.***"

I make a motion to approve the grant award amount of \$250,000.00 to Chatham School District from the Thriving Communities team at Philanthropy Northwest, for Culturally-Sustaining and Place-Based Curriculum Development for Klukwan School. This motion, made by Jack Strong and seconded by Stacey Proctor, Carried.

III Albert Kookesh: Absent, Elizabeth Hooge: Yea, Stacey Proctor: Yea, Jack Strong: Yea, Jen Todd: Yea

Yea: 4, Nay: 0, Absent: 1

David gave a verbal summary

Clara explained the grant and what the funding will be used for.

Roll call vote passed unanimously. Motion carries.

6. Board Member Comment

7. Adjournment

Adjourned at 6:19 PM

**Bank Account - Check Details**

Wednesday, September 3, 2025

Period: 08/01/25..08/31/25

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Chatham School District

CHRISTINAF

This report also includes bank accounts that only have balances.

No.: B001, Date Filter: 08/01/25..08/31/25

Check Date	Check No.	Description	Amount	Printed Amount	Voided Amount	Entry Status	Original Entry Status	Bal. Account Type	Bal. Account No.	Entry No.
<b>B001</b>	<b>General Fund Checking</b>									
	Phone No.									
08/01/25	34579	AK Communications Systems	2,639.47	2,639.47	0.00	Posted		Vendor	ACS	55400
08/01/25	34580	Alaska Power Company	1,142.52	1,142.52	0.00	Posted		Vendor	AK POWER	55401
08/01/25	34581	Alaska Telephone Company	290.78	290.78	0.00	Posted		Vendor	ALASKA TELEPHONE CO	55402
08/01/25	34582	Alfie Asilom	350.00	350.00	0.00	Posted		Vendor	ALFIE ASILOM	55403
08/01/25	34583	Andrew Lee	25,000.00	25,000.00	0.00	Posted		Vendor	ANDREW LEE	55404
08/01/25	34584	Apple, Inc.	3,073.16	3,073.16	0.00	Posted		Vendor	APPLE K12	55405
08/01/25	34585	City of Gustavus	224.55	224.55	0.00	Posted		Vendor	CITY OF	55406
08/01/25	34586	Cody Fisher	4,100.00	4,100.00	0.00	Posted		Vendor	CODY FISHER	55407
08/01/25	34587	Delta Western	585.39	585.39	0.00	Posted		Vendor	DELTA	55408
08/01/25	34588	Donald Hotch, Jr.	1,500.00	1,500.00	0.00	Posted		Vendor	DONALD	55409
08/01/25	34589	Eric Benedict	446.65	446.65	0.00	Posted		Vendor	ERIC BENEDICT	55410
08/01/25	34590	Fernan Lopez	350.00	350.00	0.00	Posted		Vendor	FERNAN LOPEZ	55411
08/01/25	34591	Frank Coenraad	3,438.75	3,438.75	0.00	Posted		Vendor	FRANK	55412
08/01/25	34592	Hilda Mendenhall	350.00	350.00	0.00	Posted		Vendor	HILDA	55413
08/01/25	34593	Jonathan Wunrow	5,500.00	5,500.00	0.00	Posted		Vendor	JONATHAN	55414
08/01/25	34594	Justina Starzynski-Hotch	896.00	896.00	0.00	Posted		Vendor	JUSTINA	55415
08/01/25	34595	Yeithgahkoogei Karlie Spud	860.00	860.00	0.00	Posted		Vendor	KARLIE SPUD	55416
08/01/25	34596	Paul Washington, III	1,165.00	1,165.00	0.00	Posted		Vendor	PAUL	55417
08/01/25	34597	Public Education Health Trust	31,130.30	31,130.30	0.00	Posted		Vendor	PEHT	55418
08/01/25	34598	PowerSchool Group LLC	10,175.31	10,175.31	0.00	Posted		Vendor	POWERSCHOO	55419
08/01/25	34599	Purchase Power	126.98	126.98	0.00	Posted		Vendor	PURCHASE	55420
08/01/25	34600	Matthew Kookesh, III	500.00	500.00	0.00	Posted		Vendor	RAVENCOHO	55421
08/01/25	34601	Reanna Kookesh	2,850.00	2,850.00	0.00	Posted		Vendor	REANNA	55422
08/01/25	34602	Shiann Kookesh	2,500.00	2,500.00	0.00	Posted		Vendor	SHIANN	55423
08/05/25	34020	Equitable Equi-Vest Unit	700.00	700.00	0.00	Posted		Vendor	EQUITABLE	55424
08/05/25	34021	Tlingit & Haida TCSU	30.00	30.00	0.00	Posted		Vendor	T & H TRIBAL	55425
08/07/25	33394	US Foods, Inc.	4,242.87	4,242.87	0.00	Posted		Vendor	US FOODS	55426
08/18/25	34603	See Stories	20,226.44	20,226.44	0.00	Posted		Vendor	SEE STORIES	55427
08/19/25	34604	Alaska Consulting & Training	193.50	193.50	0.00	Posted		Vendor	AK CONSULTING T	55428
08/20/25	33416	US Foods, Inc.	1,073.81	1,073.81	0.00	Posted		Vendor	US FOODS	55429
	<b>General Fund Checking</b>		<b>125,661.48</b>	<b>125,661.48</b>	<b>0.00</b>					

**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from July 1, 2025 to August 31, 2025

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)

	Annual Budget	Period To Date - Actual	Year To Date - Actual	Year To Date - Encumbrance	Budget Remaining
031-Earnings on Investments	-50.00				-50.00
040-Other Local Revenues	-20,000.00				-20,000.00
046-Rental Income	-1,500.00	-300.00	-300.00		-1,200.00
047-E-Rate	-352,000.00				-352,000.00
051-Foundation Program Revenue	-3,990,682.00	-624,574.00	-624,574.00		-3,366,108.00
056-TRS On-Behalf Revenue	-239,389.00				-239,389.00
057-PERS On-Behalf Revenue	-44,785.00				-44,785.00
090-Other State Revenues	-1,000.00				-1,000.00
110-Impact Aid	-206,204.00				-206,204.00
<b>Total Revenue</b>	<b>-4,855,610.00</b>	<b>-624,874.00</b>	<b>-624,874.00</b>		<b>-4,230,736.00</b>
311-Certified Superintendent	124,000.00	12,500.00	12,500.00		111,500.00
313-Certified Principal	176,110.00	16,286.80	16,286.80		159,823.20
315-Certified Teacher	950,986.00				950,986.00
316-Certified Extra Duty Pay	20,400.00	2,550.08	2,550.08		17,849.92
323-Non-Certified Aide	199,963.00	108.92	108.92		199,854.08
324-Non-Certified Support Staff	276,186.00	33,949.50	33,949.50		242,236.50
325-Non Cert Maintenance Custodial	167,199.00	19,767.59	19,767.59		147,431.41
329-Non-Certified Substitute/Temp	56,800.00	10,941.36	10,941.36		45,858.64
361-Life/Health Insurance	381,968.00	10,975.10	10,975.10		370,992.90
362-Unemployment Insurance	9,865.00	683.86	683.86		9,181.14
363-Workers' Compensation	29,387.00	1,426.03	1,426.03		27,960.97
364-FICA Contribution	71,932.00	5,636.96	5,636.96		66,295.04
365-TRS	398,731.00	3,935.91	3,935.91		394,795.09
366-PERS	181,810.00	11,002.76	11,002.76		170,807.24
369-Other Employee Benefits		4,636.30	4,636.30		-4,636.30
390-Transportation Allowance	20,000.00				20,000.00
410-Professional Technical Service	253,000.00	14,118.33	14,118.33		238,881.67
412-Auditing Accounting Service	88,000.00				88,000.00
414-Legal Services	10,000.00	790.60	790.60		9,209.40
420-Staff Travel & Per Diem	73,000.00	350.00	350.00		72,650.00
425-Student Travel	70,000.00				70,000.00
430-Utility Services	250.00				250.00
431-Water & Sewer	33,520.00	2,997.37	2,997.37		30,522.63
432-Garbage	3,680.00	200.00	200.00		3,480.00
433-Communications	470,700.00	3,340.21	3,340.21		467,359.79
434-Other Utility Services	400.00	355.00	355.00		45.00
435-Energy	31,350.00	1,167.75	1,167.75		30,182.25
436-Electricity	197,896.00	4,656.19	4,656.19		193,239.81
438-Heating Fuel	119,382.00	491.36	491.36		118,890.64
440-Other Purchased Services	58,600.00	39.95	39.95		58,560.05
441-Rentals/Leases	22,700.00	1,194.44	1,194.44		21,505.56
442-Building Repair & Maintenance	19,000.00				19,000.00
443-Equipment Repair & Maintenance	8,700.00	28.99	28.99		8,671.01
446-Property Insurance	121,120.00				121,120.00
447-Liability Insurance	62,117.00				62,117.00
450-Supplies	17,600.00	3,477.16	3,477.16		14,122.84

**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from July 1, 2025 to August 31, 2025

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
452-Maintenance Supplies	10,200.00	30.00	30.00		10,170.00
453-Janitorial Supplies	10,050.00				10,050.00
454-Office Supplies	4,800.00	304.85	304.85		4,495.15
458-Vehicle Gasoline, Diesel, Oil	2,225.00	470.84	470.84		1,754.16
471-Textbooks	1,500.00				1,500.00
479-Other Supplies Materials Media	500.00				500.00
490-Other Expenses	2,360.00				2,360.00
491-Dues and Fees	18,945.00	10,521.30	10,521.30		8,423.70
493-Interest Expense	2,000.00	829.07	829.07		1,170.93
495-Indirect Cost Recovery	-75,000.00	-867.95	-867.95		-74,132.05
550-Transfer to Other Funds	151,678.00				151,678.00
<b>Total Expenditures</b>	<b>4,855,610.00</b>	<b>178,896.63</b>	<b>178,896.63</b>		<b>4,676,713.37</b>

**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from July 1, 2025 to August 31, 2025

Fund: 370-Staff Housing (370), Fund Class: Unrestricted (UNRESTRICT)

	<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
046-Rental Income	-78,000.00	-9,764.64	-9,764.64		-68,235.36
<b>Total Revenue</b>	<b>-78,000.00</b>	<b>-9,764.64</b>	<b>-9,764.64</b>		<b>-68,235.36</b>
431-Water & Sewer	5,000.00	312.00	312.00		4,688.00
432-Garbage	1,500.00	96.00	96.00		1,404.00
436-Electricity	9,500.00	522.19	522.19		8,977.81
437-Natural or Bottled Gas	800.00				800.00
438-Heating Fuel	26,000.00				26,000.00
443-Equipment Repair & Maintenance	5,000.00				5,000.00
446-Property Insurance	22,000.00				22,000.00
452-Maintenance Supplies	8,100.00				8,100.00
491-Dues and Fees	100.00	57.93	57.93		42.07
<b>Total Expenditures</b>	<b>78,000.00</b>	<b>988.12</b>	<b>988.12</b>		<b>77,011.88</b>

**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from July 1, 2025 to August 31, 2025

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
 School: Angoon (060)

	Annual Budget	Period To Date - Actual	Year To Date - Actual	Year To Date - Encumbrance	Budget Remaining
Total Revenue					
313-Certified Principal	98,784.00	8,232.00	8,232.00		90,552.00
315-Certified Teacher	370,194.00				370,194.00
316-Certified Extra Duty Pay	7,000.00	2,550.08	2,550.08		4,449.92
323-Non-Certified Aide	50,738.00				50,738.00
324-Non-Certified Support Staff	40,725.00	1,525.04	1,525.04		39,199.96
325-Non Cert Maintenance Custodial	81,579.00	6,990.31	6,990.31		74,588.69
329-Non-Certified Substitute/Temp	18,500.00	7,806.36	7,806.36		10,693.64
361-Life/Health Insurance	65,076.00	1,407.67	1,407.67		63,668.33
362-Unemployment Insurance	3,444.00	166.22	166.22		3,277.78
363-Workers' Compensation	10,121.00	411.06	411.06		9,709.94
364-FICA Contribution	21,485.00	1,427.89	1,427.89		20,057.11
365-TRS	149,491.00	1,354.23	1,354.23		148,136.77
366-PERS	50,504.00	1,354.19	1,354.19		49,149.81
410-Professional Technical Service	5,200.00	3,843.29	3,843.29		1,356.71
420-Staff Travel & Per Diem	12,000.00				12,000.00
425-Student Travel	35,000.00				35,000.00
430-Utility Services	250.00				250.00
431-Water & Sewer	11,520.00	960.00	960.00		10,560.00
432-Garbage	2,220.00	200.00	200.00		2,020.00
433-Communications	195,000.00	1,296.16	1,296.16		193,703.84
435-Energy	31,350.00	1,167.75	1,167.75		30,182.25
436-Electricity	117,500.00	2,377.18	2,377.18		115,122.82
438-Heating Fuel	4,000.00				4,000.00
441-Rentals/Leases	10,000.00	477.78	477.78		9,522.22
442-Building Repair & Maintenance	8,000.00				8,000.00
443-Equipment Repair & Maintenance	4,000.00				4,000.00
446-Property Insurance	52,548.00				52,548.00
450-Supplies	6,700.00				6,700.00
452-Maintenance Supplies	3,000.00				3,000.00
453-Janitorial Supplies	5,000.00				5,000.00
454-Office Supplies	700.00	304.85	304.85		395.15
458-Vehicle Gasoline, Diesel, Oil	1,575.00	357.74	357.74		1,217.26
471-Textbooks	500.00				500.00
479-Other Supplies Materials Media	500.00				500.00
490-Other Expenses	100.00				100.00
491-Dues and Fees	1,150.00				1,150.00
550-Transfer to Other Funds	50,000.00				50,000.00
Total Expenditures	1,525,454.00	44,209.80	44,209.80		1,481,244.20

**Chatham School District**  
Revenue & Expense Accounts  
Budget vs Actual - Actual, Encumbrance  
For the Period from July 1, 2025 to August 31, 2025

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: Angoon (060)

<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
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**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from July 1, 2025 to August 31, 2025

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
 School: Gustavus (062)

	Annual Budget	Period To Date - Actual	Year To Date - Actual	Year To Date - Encumbrance	Budget Remaining
Total Revenue					
313-Certified Principal	77,326.00	8,054.80	8,054.80		69,271.20
315-Certified Teacher	370,125.00				370,125.00
316-Certified Extra Duty Pay	6,400.00				6,400.00
323-Non-Certified Aide	72,290.00				72,290.00
324-Non-Certified Support Staff	31,066.00	1,136.16	1,136.16		29,929.84
325-Non Cert Maintenance Custodial	47,578.00	5,465.86	5,465.86		42,112.14
329-Non-Certified Substitute/Temp	11,000.00				11,000.00
361-Life/Health Insurance	178,354.00	5,552.09	5,552.09		172,801.91
362-Unemployment Insurance	3,079.00	66.02	66.02		3,012.98
363-Workers' Compensation	9,238.00	219.84	219.84		9,018.16
364-FICA Contribution	18,971.00	655.29	655.29		18,315.71
365-TRS	142,193.00	1,011.68	1,011.68		141,181.32
366-PERS	42,763.00	1,452.46	1,452.46		41,310.54
369-Other Employee Benefits		2,306.70	2,306.70		-2,306.70
390-Transportation Allowance	10,000.00				10,000.00
410-Professional Technical Service	13,400.00	3,343.28	3,343.28		10,056.72
420-Staff Travel & Per Diem	9,000.00				9,000.00
425-Student Travel	35,000.00				35,000.00
431-Water & Sewer	22,000.00	2,037.37	2,037.37		19,962.63
432-Garbage	1,460.00				1,460.00
433-Communications	105,000.00	882.22	882.22		104,117.78
436-Electricity	30,845.00	1,084.55	1,084.55		29,760.45
438-Heating Fuel	32,704.00				32,704.00
441-Rentals/Leases	5,000.00	238.89	238.89		4,761.11
442-Building Repair & Maintenance	5,000.00				5,000.00
443-Equipment Repair & Maintenance	4,000.00	28.99	28.99		3,971.01
446-Property Insurance	26,702.00				26,702.00
450-Supplies	6,000.00				6,000.00
452-Maintenance Supplies	3,000.00				3,000.00
453-Janitorial Supplies	2,000.00				2,000.00
454-Office Supplies	1,000.00				1,000.00
458-Vehicle Gasoline, Diesel, Oil	400.00	19.07	19.07		380.93
471-Textbooks	500.00				500.00
490-Other Expenses	500.00				500.00
491-Dues and Fees	750.00				750.00
550-Transfer to Other Funds	25,000.00				25,000.00
Total Expenditures	1,349,644.00	33,555.27	33,555.27		1,316,088.73

**Chatham School District**  
Revenue & Expense Accounts  
Budget vs Actual - Actual, Encumbrance  
For the Period from July 1, 2025 to August 31, 2025

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
School: Gustavus (062)

<b>Annual Budget</b>	<b>Period To Date - Actual</b>	<b>Year To Date - Actual</b>	<b>Year To Date - Encumbrance</b>	<b>Budget Remaining</b>
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**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from July 1, 2025 to August 31, 2025

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
 School: Correspondence Program (064)

	Annual Budget	Period To Date - Actual	Year To Date - Actual	Year To Date - Encumbrance	Budget Remaining
Total Revenue					
323-Non-Certified Aide	21,347.00	108.92	108.92		21,238.08
324-Non-Certified Support Staff	8,930.00	362.08	362.08		8,567.92
325-Non Cert Maintenance Custodial	10,436.00	1,453.50	1,453.50		8,982.50
362-Unemployment Insurance	204.00	19.24	19.24		184.76
363-Workers' Compensation	611.00	28.87	28.87		582.13
364-FICA Contribution	3,115.00	147.22	147.22		2,967.78
366-PERS	4,304.00	103.62	103.62		4,200.38
410-Professional Technical Service	3,200.00	3,343.28	3,343.28		-143.28
433-Communications	63,000.00	429.08	429.08		62,570.92
434-Other Utility Services	400.00	355.00	355.00		45.00
438-Heating Fuel	17,000.00				17,000.00
440-Other Purchased Services	47,600.00	39.95	39.95		47,560.05
441-Rentals/Leases	700.00				700.00
442-Building Repair & Maintenance	3,000.00				3,000.00
443-Equipment Repair & Maintenance	500.00				500.00
446-Property Insurance	15,735.00				15,735.00
450-Supplies	200.00				200.00
452-Maintenance Supplies	100.00				100.00
453-Janitorial Supplies	50.00				50.00
491-Dues and Fees	45.00				45.00
Total Expenditures	200,477.00	6,390.76	6,390.76		194,086.24

**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from July 1, 2025 to August 31, 2025

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
 School: Klukwan (067)

	Annual Budget	Period To Date - Actual	Year To Date - Actual	Year To Date - Encumbrance	Budget Remaining
Total Revenue					
315-Certified Teacher	210,667.00				210,667.00
316-Certified Extra Duty Pay	7,000.00				7,000.00
323-Non-Certified Aide	55,588.00				55,588.00
324-Non-Certified Support Staff	20,363.00	831.84	831.84		19,531.16
325-Non Cert Maintenance Custodial	27,606.00	5,857.92	5,857.92		21,748.08
329-Non-Certified Substitute/Temp	3,500.00				3,500.00
361-Life/Health Insurance	98,737.00	2,215.34	2,215.34		96,521.66
362-Unemployment Insurance	1,624.00	66.90	66.90		1,557.10
363-Workers' Compensation	4,871.00	100.35	100.35		4,770.65
364-FICA Contribution	11,347.00	511.76	511.76		10,835.24
365-TRS	68,198.00				68,198.00
366-PERS	30,132.00	1,471.74	1,471.74		28,660.26
410-Professional Technical Service	3,200.00	3,343.28	3,343.28		-143.28
420-Staff Travel & Per Diem	21,000.00				21,000.00
433-Communications	103,000.00	579.16	579.16		102,420.84
436-Electricity	44,725.00	1,075.98	1,075.98		43,649.02
438-Heating Fuel	65,678.00	491.36	491.36		65,186.64
441-Rentals/Leases	4,000.00	238.89	238.89		3,761.11
442-Building Repair & Maintenance	3,000.00				3,000.00
443-Equipment Repair & Maintenance	200.00				200.00
446-Property Insurance	26,135.00				26,135.00
450-Supplies	3,700.00				3,700.00
452-Maintenance Supplies	4,000.00	30.00	30.00		3,970.00
453-Janitorial Supplies	3,000.00				3,000.00
454-Office Supplies	1,000.00				1,000.00
458-Vehicle Gasoline, Diesel, Oil	250.00	94.03	94.03		155.97
471-Textbooks	500.00				500.00
Total Expenditures	823,021.00	16,908.55	16,908.55		806,112.45

**Chatham School District**  
**Revenue & Expense Accounts**  
 Budget vs Actual - Actual, Encumbrance  
 For the Period from July 1, 2025 to August 31, 2025

Fund: 100-General Fund (100), Fund Class: Unrestricted (UNRESTRICT)  
 School: District Wide (099)

	Annual Budget	Period To Date - Actual	Year To Date - Actual	Year To Date - Encumbrance	Budget Remaining
Total Revenue					
311-Certified Superintendent	124,000.00	12,500.00	12,500.00		111,500.00
324-Non-Certified Support Staff	175,102.00	30,094.38	30,094.38		145,007.62
329-Non-Certified Substitute/Temp	23,800.00	3,135.00	3,135.00		20,665.00
361-Life/Health Insurance	39,801.00	1,800.00	1,800.00		38,001.00
362-Unemployment Insurance	1,514.00	365.48	365.48		1,148.52
363-Workers' Compensation	4,546.00	665.91	665.91		3,880.09
364-FICA Contribution	17,014.00	2,894.80	2,894.80		14,119.20
365-TRS	38,849.00	1,570.00	1,570.00		37,279.00
366-PERS	54,107.00	6,620.75	6,620.75		47,486.25
369-Other Employee Benefits		2,329.60	2,329.60		-2,329.60
390-Transportation Allowance	10,000.00				10,000.00
410-Professional Technical Service	228,000.00	245.20	245.20		227,754.80
412-Auditing Accounting Service	88,000.00				88,000.00
414-Legal Services	10,000.00	790.60	790.60		9,209.40
420-Staff Travel & Per Diem	31,000.00	350.00	350.00		30,650.00
433-Communications	4,700.00	153.59	153.59		4,546.41
436-Electricity	4,826.00	118.48	118.48		4,707.52
440-Other Purchased Services	11,000.00				11,000.00
441-Rentals/Leases	3,000.00	238.88	238.88		2,761.12
447-Liability Insurance	62,117.00				62,117.00
450-Supplies	1,000.00	3,477.16	3,477.16		-2,477.16
452-Maintenance Supplies	100.00				100.00
454-Office Supplies	2,100.00				2,100.00
490-Other Expenses	1,760.00				1,760.00
491-Dues and Fees	17,000.00	10,521.30	10,521.30		6,478.70
493-Interest Expense	2,000.00	829.07	829.07		1,170.93
495-Indirect Cost Recovery	-75,000.00	-867.95	-867.95		-74,132.05
550-Transfer to Other Funds	76,678.00				76,678.00
Total Expenditures	957,014.00	77,832.25	77,832.25		879,181.75

# Chatham School District

## Finance Narrative – August 2025



Prepared by: Christina Ferguson, Contracted Business Manager

### General Fund Overview

As of August 31, 2025, the Chatham School District has completed the second month of FY26 operations. At this early point in the fiscal year, approximately 3.7% of the unrestricted General Fund budget has been expended—\$178,896.63 out of an annual budget of \$4,855,610.

This spending level remains consistent with expectations for the first two months of the fiscal year. Major instructional and school-based activities are only just beginning, with the bulk of staffing and supply costs expected to post in the months ahead.

### Revenue Activity

Year-to-date revenue recognized totals **\$624,874**, primarily made up of:

- State Foundation Program Revenue: **\$624,574**. This includes the adjusted BSA amount increase of \$700 retroactive to July 1st.
- Rental and local earnings: modest initial postings.

### Expenditures by Category

**Personnel Costs** continue to represent the majority of early-year expenditures. Year-to-date totals include:

- Certified Salaries: Principals, Teachers, and Superintendent salaries posted as scheduled.
- Classified Support Staff: Wages for custodial and administrative roles have begun to appear.
- Benefits: Contributions to TRS, PERS, FICA, and health insurance are underway and tracking closely to projections.

Due to the district's limited cash flow, many Accounts Payable checks were held for approximately 4 weeks to ensure we could process payroll. Those checks have been released, but cash flow remains a closely monitored issue.

**Operational Spending** has also begun in several areas:

- **Professional & Technical Services:** \$14,118.33 year-to-date

- **Insurance:** Full monthly payments made for property (\$121,120) and liability insurance (\$62,117). Please remember that we are paying interest on these insurance amounts due to the need to arrange a payment plan with our insurer due to cash flow.
- **Utilities:** Water/sewer, electricity, and garbage services are active across sites.
- **Supplies and Travel:** Minimal activity to date; most site-based purchasing will occur in September and October.

## Site-Level Highlights

- **Angoon** has expended **\$44,209.80** (2.9% of its annual site budget), with the majority of costs tied to salaries and insurance.
- **Gustavus** has expended **\$33,555.27**, or 2.5% of its site budget. Early expenditures are largely related to payroll and initial services.
- **Klukwan** and the **Correspondence Program** reflect minimal early spending, each under 3% of their annual budget.
- **District-Wide** expenditures total **\$77,832.25**, due largely to insurance, payroll, dues/fees, and indirect cost recovery charges.

## Staff Housing Fund (Fund 370)

The Staff Housing Fund shows **\$9,764.64** in revenue from rental income and **\$988.12** in expenditures year-to-date. Early expenses include utilities (water, sewer, garbage, and electricity) and dues/fees. No major maintenance or fuel expenditures have posted yet, although they are anticipated for the winter months. This is another reason to conserve revenue and build cash reserves so that the district has enough cash on hand to accommodate any unforeseen expenses.

## Audit & Grant Alignment

Preparations for the FY25 audit, scheduled for the week of **September 22**, remain on track. We are finalizing schedules and documentation to ensure a smooth process and avoid any delays that could affect the submission of audited financials by the **November 15** state deadline.

The finance team continues to monitor charges closely and is evaluating opportunities to shift allowable costs from the General Fund to available grants. These shifts are essential to optimizing use of federal and state restricted funds and preserving the General Fund balance.

We are also working hard to strengthen our Accounts Payable and Procurement practices in line with Board policy and audit feedback from prior years. We will be implementing Jotform (replacing Droplet) for many of our purchasing and travel reimbursement forms. These new forms will streamline the process and make things easier for the end user.

## Conclusion

With FY26 off to a steady start, the district remains on moderately unstable financial footing. Expenditures are aligned with expectations for this early stage of the fiscal year, although we anticipate exceeding budgeted personnel costs across multiple areas. To keep a closer watch on those costs in the future, I recommend that the Board request an analysis of the financial impact of any contract (personnel or contractor) being considered before it is approved so that it's possible to ascertain alignment with the budget and understand the implications of approving costs outside of adopted budget amounts.

Revenue timing continues to be a focus, particularly around Foundation Aid and Impact Aid. We will continue to evaluate BSA-related legislative developments for any budget implications and anticipate revising the budget once the OASIS count is complete.

Please reach out to me at [christinaf@serrc.org](mailto:christinaf@serrc.org) with any questions about this report or the financial position of the district.

**AASB POLICY REFERENCE MANUAL UPDATE SERVICE  
SUMMER 2025  
INSTRUCTION SHEET**

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. Full text pages are included and are to be substituted as indicated below.

For ease of School Boards, AASB has identified those portions of the Update that require formal Board action in order to implement the policy changes. This is indicated by a “Yes” or “No.” A “No” is used if changes have been made only to an AR or an Exhibit, or if policy changes are limited to explanatory notes, legal reference or cross-reference updates, or minor grammatical or stylistic changes that have not changed the policy meaning.

<b>REPLACE/ADD</b>	<b>FORMAL ADOPTION REQUIRED</b>	<b>DESCRIPTION</b>
<b><u>ARTICLE 1, Series 1000 – Community Relations</u></b>		
AR 1250	No	This update corrects a minor typographical error.
AR 1260	No	<p>***New Administrative Regulation***</p> <p>This new administrative regulation provides a model regulation for appropriate conduct on school grounds. It provides that visitors must comply with applicable rules, laws, and regulations, and that they may be subject to both short and long term removal if conduct does not meet these standards.</p>
<b><u>ARTICLE 4, Series 4000 – Personnel</u></b>		
BP 4180/4280/4380	Yes	<p>***New Board Policy***</p> <p>This policy formally establishes that employees may be permitted to work remotely, if permitted by the District.</p>
AR 4180/4280/4380	No	<p>***New Administrative Regulation***</p> <p>Related to the above policy, this model regulation provides rules for employees who are remotely working. It may be modified to fit individual district needs.</p>
<b><u>ARTICLE 5, Series 5000 – Students</u></b>		
BP 5111	Yes	This policy update reflects current statutory rules on when a student may begin school, based on their age at admission. It also includes the statutory provision stating that students who are suspended or expelled are not guaranteed admission.
AR 5128	No	This regulation has been updated to reflect the current terms of the Alaska Performance Scholarship Program, following the adoption of HB 148 in 2024. It includes revisions to the GPA or test scores a student must achieve to qualify for

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
		<p>for a scholarship, as well as revised scholarship amounts. It also simplifies and updates outdated language.</p> <p>Additional regulatory proposals to modify the curriculum requirements are under consideration. This model AR will be further updated should those regulations go into effect.</p>
E 5128	No	<p>This exhibit is a model appeal form for students denied a scholarship under the Alaska Performance Scholarship Program. It has been updated to reflect the changes discussed, above.</p>
BP 5138	Yes	<p>This policy makes a number of changes to the model cell phone policy, in light of HB 57. It provides districts several options on how to regulate cell phones in schools, and provides clarifying definitions.</p> <p>Policy regarding cell phone use will vary by district needs and intentions, and this model policy should be updated as desired.</p>
<p><b><u>ARTICLE 6, Series 6000 – Instruction</u></b></p>		
Remove AR 6146.3	No	<p>***Remove Administrative regulation***</p> <p>The regulation establishing the waivers in this AR have been repealed, and the AR should be removed.</p>
Remove E 6146.3	No	<p>*** Remove Exhibit***</p> <p>The regulation establishing the waivers in this Exhibit have been repealed, and the Exhibit should be removed.</p>
BP 6151	Yes	<p>***New Board Policy***</p> <p>This new policy establishes the class size requirement provisions that districts must create under HB 57.</p>
Remove and Replace BP/AR 6181 with Model Charter School Policy Series	Yes	<p>***Remove and Replace BP and AR 6181***</p> <p>A full updated charter school policy series, Chapter 10000 has been created, which will replace BP/AR 6181.</p>

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Community Relations

## **VOLUNTEER ASSISTANCE**

AR 1250

Note: This AR addresses some of the details associated with the use of volunteers.

This regulation provides the procedures for approving members of the public to serve as volunteers, including chaperones.

### **Responsibilities of Principals:**

1. Coordinate the use of school volunteers.
2. Confirm that the school volunteer has completed the volunteer packet.
3. Require updated volunteer packets are received on the schedule set by the District.
4. Keep and maintain a register of volunteer activity at the school.
5. Inform volunteers of school rules and routines, answer questions, and provide volunteer support as appropriate.
6. When required to ensure the safety of students and the smooth operation of the educational program, principals may decline the services of any volunteer.
7. Determine which volunteers are required to complete mandatory reporting training and inform volunteers how to receive the training.

### **Responsibilities of the District**

1. Develop a volunteer packet for individuals to use to apply as a volunteer.
2. Facilitate the volunteer approval process.
3. Verify the identity of the volunteer with a photo id.
4. Maintain the volunteer packet materials in the volunteer's file.
5. Review the background check and make an individualized determination about the volunteer in accordance with BP 4112.5 / 4212.5 / 4312.5.
6. Keep and maintain an approved volunteer list, with the dates that the background check was completed, in order for school principals to verify the eligibility status of volunteers.
7. Notify the volunteer of their eligibility status.
8. Notify volunteers when background checks need renewal.
9. Inform volunteers that they are subject to the District's policies and regulations where applicable.

### **Responsibilities of Volunteers**

1. Complete the volunteer packet.
2. Obtain and pay for a background check.
3. Submit to the background check every two years.

WORKSHEETS for the district policy committee:

DISCARD WHEN FINISHED

4. Self-report any convictions that occur in the intervening time between background checks.
5. Recognize that they are neither employees nor an independent contractor and serve at the discretion of the District.

Community Relations

**VOLUNTEER ASSISTANCE**

AR 1250(b)

**Mandatory Reporting Training**

Volunteers who interact with children for more than four hours per week are required to complete mandatory reporting training. This direction will be provided by the school principal.

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Note: Pursuant to AS 47.17.020(a)(9), “volunteers who interact with children in a public or private school for more than four hours a week” must report child abuse and child neglect. AS 47.17.020(a) requires school districts to provide training to such volunteers on the recognition and reporting of child abuse and neglect.

Updated 6/2025

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**AASB POLICY REFERENCE MANUAL**  
9/92

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Community Relations

**VISITS TO THE SCHOOLS**

AR 1260

Building administrators shall ensure that prominent notices directing all visitors to sign in at the administrative office are posted at each entrance to the school building. Anyone who is not a regular staff member, approved volunteer, or student at the school is a visitor.

Visitor access to school buildings may be temporarily limited during emergency or safety drills, situations outlined in school safety plans, an emergency lockdown, periods of statewide testing, or other specific situations listed in District policy or building rules.

**Conduct on School Property**

The District expects civility, mutual respect, and orderly conduct among all individuals on District property or at a school event. No person on District property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, student, sports or activities official or coach, or any other person;
2. Damage or threaten to damage District property or another's property;
3. Violate any state or federal law or regulation, or district policy.
4. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal substances;
5. Impede, delay, disrupt, or otherwise interfere with any school activity or function, including using cellular phones in a disruptive manner;
6. Make a video recording in the classroom without prior approval of the building principal and classroom teacher.

The principal has authority to request that any unauthorized person, or visitor engaging in unacceptable conduct, leave the school grounds or school event. The principal further has authority to request assistance from law enforcement if any person refuses to leave school grounds upon request, or creates a disruption. The principal or designee shall notify the Superintendent's office immediately if such a situation develops.

Created 6//2025

WORKSHEETS for the district policy committee:  
DISCARD WHEN FINISHED

Personnel

**RESIDENCY AND REMOTE WORK**

BP 4180/4280/4380

Note: This model policy is adopted from a policy created by the Dillingham City School District.

The Board recognizes the educational and economic benefits that result from district personnel residing within the boundaries of the school district. The Superintendent or designee may determine that the best candidate for certificated or administrative position does not plan to maintain primary residency within the boundaries of the school district. In order to hire or continue the employment of such a candidate, the Superintendent or designee shall seek approval from the Board. The Superintendent or designee shall develop procedures to implement this policy.

*Created 6/25*

**AASB POLICY REFERENCE MANUAL**

**9/92**

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**WORKSHEETS for the district policy committee:**  
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Students

**ADMISSION**

BP 5111(a)

Note: Pursuant to 4 AAC 06.060, authority to deny admission to a student is vested with the School Board. The following sample policy authorizes the Superintendent or designee to deny admission to children who don't meet established entrance requirements.

The School Board believes that all children should have the opportunity to receive a free appropriate public education. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The School Board reserves the right to verify the residency or anticipated residency of any student and the validity of any affidavit of guardianship. These admission policies are not intended to be a barrier to the enrollment and retention of homeless children and youth.

The Superintendent or designee shall verify compliance with all entrance requirements established by law or School Board policy.

*(cf. 5112.6 - Education for Homeless Children and Children in Foster Care)*

*(cf. 5112.1 - Exemptions from Attendance)*

*(cf. 5112.2 - Exclusions from Attendance)*

*(cf. 5116 - School Attendance Boundaries)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.31 - Immunizations)*

Note: A child who is six years of age on or before September 1 following the beginning of the school year, and who is under the age of 20 and has not completed the 12<sup>th</sup> grade, is of school age. AS 14.03.070. The school year begins on July 1 and ends June 30. ▼

**Deleted:** Pursuant to AS 14.03.080, the School Board may admit children under school age who meet School Board standards of mental, physical, and emotional capacity necessary to perform satisfactorily in school and may admit children under school age to kindergarten, as provided below. In 2003, the legislature amended the early-entrance statute for the purpose of clarifying that two-year kindergarten programs are not authorized. Districts with early entry into kindergarten must have an educational program prescribing that under school age students advance through the curriculum or grade level by the following school year. This is a programmatic requirement and is not meant to limit individualized student assessment. In 2004, the early entrance statute was again amended to provide School Boards with the option of delegating early entrance decisions to the Superintendent or designee. The School Board may establish a kindergarten class for children who are five on or before September 1 following the beginning of the school year; must admit children under school age who move into the district and who were previously enrolled in public school in another district or state; and may admit students over school age and charge them tuition....

**WORKSHEETS for the district policy committee:**  
**DISCARD WHEN FINISHED**

Students

**ADMISSION** (continued)

BP 5111(b)

A child five years of age on or before September 1 may be admitted to kindergarten. The School Board authorizes the admission of students under school age who are at least four years of age at the beginning of the school year, provided they exhibit the mental, physical, and emotional capacity to perform satisfactorily, including advancement through the curriculum or grade level by the following year. The Superintendent or designee is delegated authority to make early-entrance determinations. Students under school age who were previously enrolled in public school shall be admitted to school at the grade level determined by the Superintendent or designee.

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Students subject to suspension or expulsion under AS 13.03.160 in the District or another district are not guaranteed admission.

*Legal Reference:*

ALASKA STATUTES

14.30.010 When attendance compulsory

14.03.020 School year

14.03.070 School age

14.03.080 Right to attend school

14.30.045 Grounds for suspension or denial of admission

14.03.160 Suspension or expulsion of students for possessing weapons

ALASKA ADMINISTRATIVE CODE

4 AAC 06.055 Immunizations required

UNITED STATES CODE

42 U.S.C. 11432 - 11433 McKinney-Vento Homeless Assistance Act

Revised 6/2025

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