

Board of Education Special Meeting

Monday, November 3, 2025 6:30 PM

Central Office Small Conference Room F143, 722 Mill Bay Road, Kodiak, Alaska 99615

1.	KIBSD Board of Education	
2.	Preliminaries	
2.a.	Call to Order	Speaker (s) : Board President
2.b.	Legal Statements	Speaker (s) : Board President
2.c.	Public Notification of Recording	Speaker (s) : Board President
2.d.	Location of Board Meeting Agendas and Documents	Speaker (s) : Board President
3.	Opening Items	
3.a.	Pledge of Allegiance	Speaker (s) : Board President
3.b.	Alutiiq Land Acknowledgment	Speaker (s) : Board President
3.c.	Roll Call	Speaker (s) : Board President
4.	Community Comments	
4.a.	Community Comments	Speaker (s) : Board President
5.	Action Items	
5.a.	AASB Superintendent Search Proposal	Speaker (s) : Board President Kerry Irons
5.b.	FY26 Certificated Contracts	Speaker (s) : Assistant Superintendent Kim Saunders
5.c.	Immigration Legal Services	Speaker (s) : Assistant Superintendent Kim Saunders
5.d.	BSA Increase Salary Adjustment for the Superintendent	Speaker (s) : Board President Kerry Irons
6.	Adjournment	
6.a.	Adjournment	



Board Agenda Item

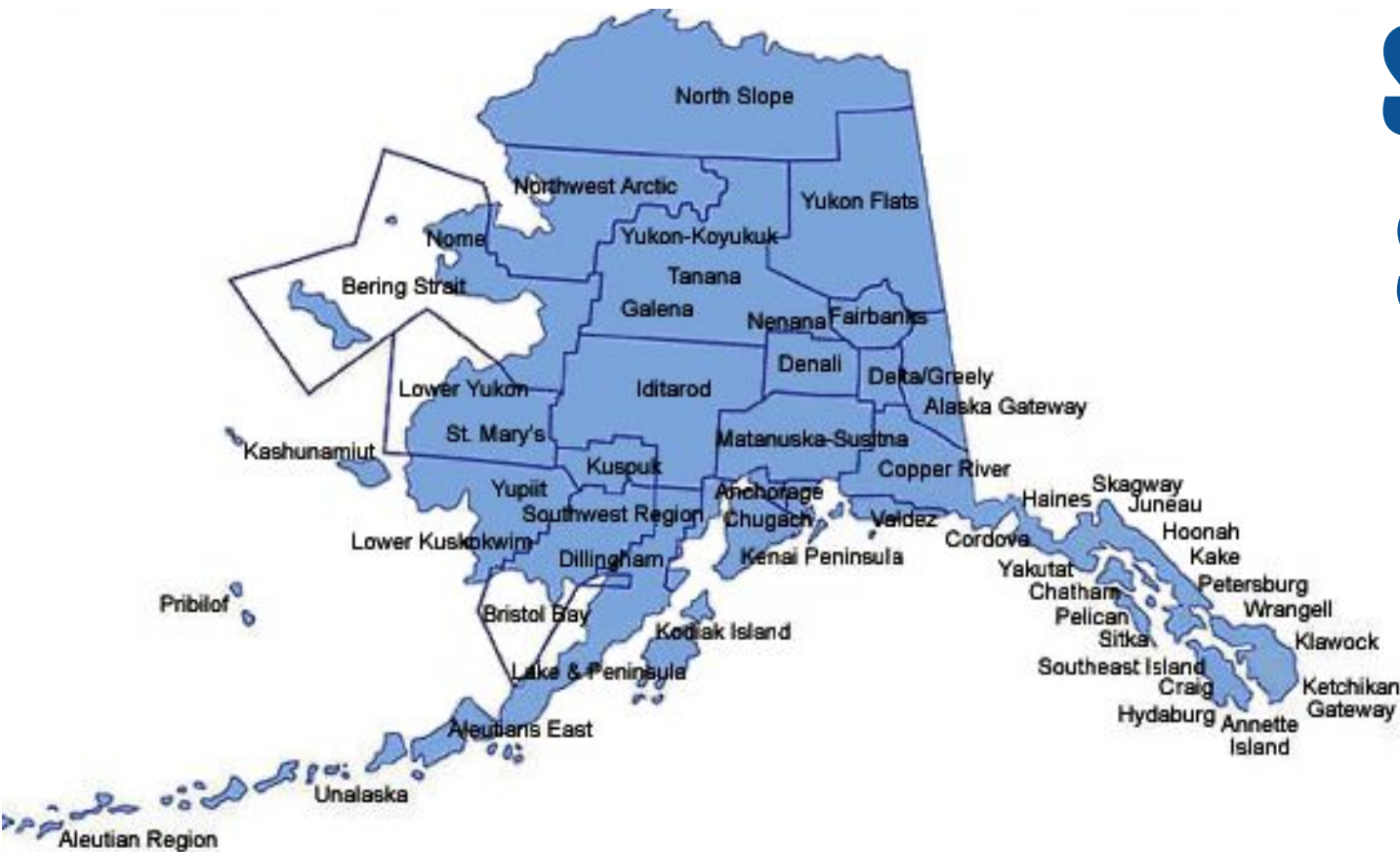
Kodiak Island Borough School District
722 Mill Bay Rd
Kodiak, Alaska 99615

Board Mtg. Date 11/03/25 SM	Reports of the Superintendent <input type="checkbox"/>	Action Item <input checked="" type="checkbox"/>	Consent Agenda <input type="checkbox"/>	Reports, Routine Monthly <input type="checkbox"/>	Other <input type="checkbox"/>
Subject:	AASB SUPERINTENDENT SEARCH PROPOSAL				
Presenter or Contact Person:	Kerry Irons, Board President				
Summary:	AASB Representative Katie Oliver will present an AASB Proposal of Services for the Superintendent Search.				
Financial Implications:					
Attachments:					
Recommendation:	The Administration recommends the Board approve the search proposal.				
Motion:	Move to retain AASB's services for a Superintendent Search and to authorize Board President Irons to negotiate the contract.				

Superintendent Search Process

Prepared for Kodiak Island Borough School District

November 3, 2025



Superintendent Search Process – 4 Phases

Phase 1 – Develop Your Leadership Profile

Identify desired skills, qualifications, and experiences in your next Superintendent, establish the search timeline, define contract parameters, approve vacancy materials.

Recruitment period

Phase 2 – Finalists Selection

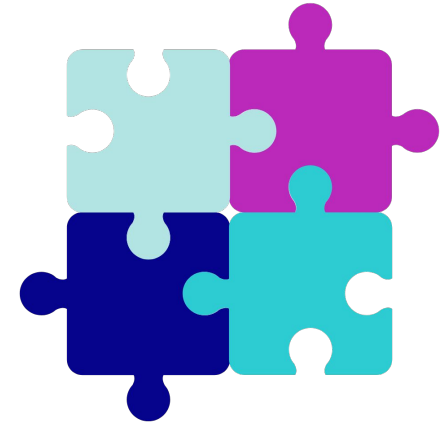
Review all applications, consider background investigation and reference check information, establish interview questions, select finalists for interviews, refine onsite schedule.

Phase 3 – Superintendent Selection

Host onsite visit, facilitate community engagement forums, conduct board interviews, offer and negotiate contract.

Phase 4 – Investing in a Successful Team

Hold a facilitated Board–Superintendent workshop to build trust and communication, and develop shared expectations and priorities.



Example Search Process Timeline



Week of Nov 17 – Meeting 1

Develop leadership profile, search timeline, contract parameters

November 26, 2025

Application period opens, candidate recruitment

January 5, 2026

Application period ends

Week of Jan. 12 – Meeting 2

Board meets to select finalists, finalize on-site schedule, develop interview questions

Week of Jan. 19

AASB makes travel & interview arrangements

Jan. 28 & 29 – Meeting 3

On-site interviews & community engagement activities. Board selects Superintendent, and negotiates contract terms

July 1, 2026

New Superintendent begins

Before Dec. 31 - Meeting 4

Board/Supt workshop



Community Engagement Options



Initial Stakeholder Survey to identify desired skills, experiences, and characteristics to inform finalists selection.

Staff & Community Forums with pre-event surveys to identify priority topics and provide opportunity to submit questions.

Focus Groups to provide roundtable discussion opportunities between district subgroups and each finalist candidate.

Lunch with Students with support to develop questions of interest to students.

Post-Event Survey to allow staff, families, students, and community members to communicate to the Board their feedback on the candidates.



Final thoughts:

1. Flexibility
2. Our Guarantee

Any Questions?

Thank you

Katie Oliver, AASB

koliver@aasb.org

907-463-1663



association of
ALASKA
school boards



Executive Search Proposal

Presented to



**Kodiak Island Borough School District
Board of Education**

October 20, 2025

Helping Your Board Create Opportunity from Change

Phone: 907-463-1660

Email: tjackson@asb.org

Website: www.asb.org

October 20, 2025

Kerry Irons, Board President
Kodiak Island Borough School District
722 Mill Bay Rd.
Kodiak, Alaska 99615

Dear Board President Irons,

Thank you for the opportunity to provide you with information regarding the AASB Superintendent Search process. AASB offers a full slate of services to assist school boards in one of their most important decision-making processes, selecting a superintendent. The enclosed proposal outlines those services.

Our Association has a long history of serving school districts, and we are proud of our track record in assisting many Alaska school boards in their selection process. Our search team includes a former district administrator, and former school board members who have experience with superintendent searches. We know school boards must make the necessary decisions to complete a successful search. Our goal is to help your Board find the best possible candidate, an individual who most closely matches the selection criteria you adopt for the search and who is committed to improving student achievement in your district.

Please note, our proposal includes an additional facilitated workshop with the Board and new Superintendent to be scheduled at your convenience in the six months following the new superintendent's start date. This workshop helps support the working relationship between the Board and Superintendent, and reflects our ongoing commitment to help school boards in Alaska practice excellent governance.

The professional fee for this service is \$12,000. This fee includes all of the components described in the attached document, subject to adjustments necessary to meet the specific needs of the Kodiak Island Borough School District. Reimbursement to the Association is required for actual out-of-pocket expenses and any paid advertisements needed for the search.

We would also offer the district a guarantee whereby if the candidate selected by the board ends their employment as district Superintendent before June 30, 2027, and the board has used its board-superintendent workshop included in the search proposal, AASB will repeat the search process without additional service fee (please see phase 4b for complete details).

If you have any questions or need further clarification, please do not hesitate to contact me.

Sincerely,



Tiffany Jackson
Director of Membership Services

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THE SEARCH PROCESS

The Association of Alaska School Boards (AASB) has a long history of successfully assisting school boards in selecting superintendents. This success has been grounded in providing a local-control-based search process, quality reference and background information, an extensive state and national network of contacts, and state and national advertising options (when selected by a district).

Throughout the entire process, AASB emphasizes that the search shall be objective, fair, confidential (subject to applicable Alaska Law including the Public Records Act and the Open Meetings Act), and reflective of the criteria and wishes expressed by the Board. The AASB search consultant does not become involved in selecting your new superintendent but rather facilitates the Board's selection.

Below are some highlights of our process:

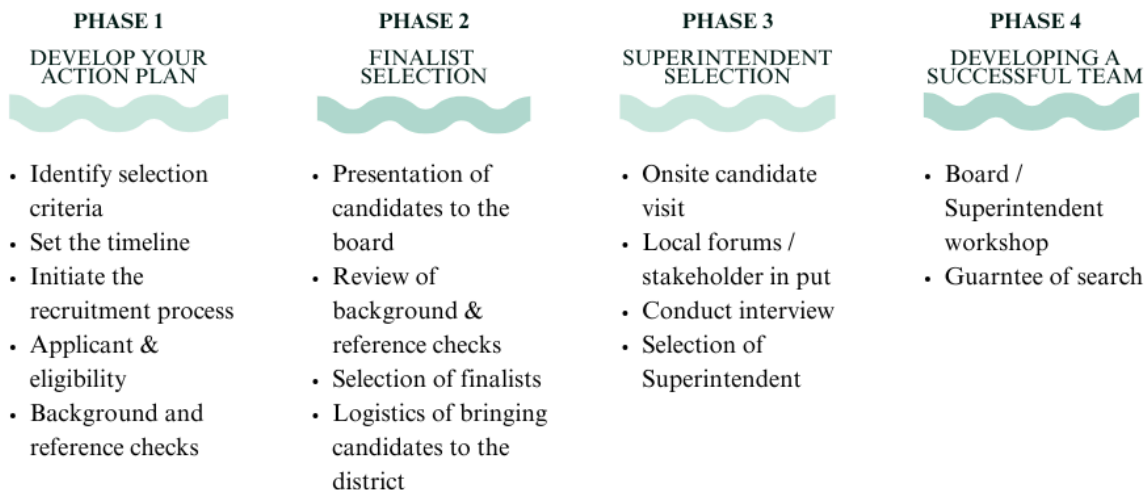
- AASB works with the district to develop an action plan covering all aspects of the search process. AASB involved the district in all key points during the search process.
- AASB consultants facilitate the process with the board, from identification of selection criteria, to developing a timeline that works for the board, to selection of a new superintendent who will best serve the needs of the district, and your students.
- We offer two surveys as a part of the search process, with an option to add more. Typically these surveys are utilized to gain information from stakeholders regarding finalists candidates. They can also be utilized to gain stakeholder input at the beginning of the search process.
- In addition to our standard menu of posting locations, AASB consultants will also utilize their own personal contacts with potential candidates to recruit individuals who meet the district's criteria.
- Background checks, including criminal, financial, and educational degree verification; and reference checks are conducted on all candidates who apply for the superintendent position.
- The board is presented with ALL of the candidates who apply for the position. AASB does not eliminate candidates, allowing the board to determine who best aligns with their search criteria.
- Once finalists are selected, AASB handles the logistics of bringing them to the district for meeting 3, in order to meet local stakeholders, and interview for the position.
- When onsite with the finalists, AASB consultants will work with the board to schedule, and facilitate the interview process. AASB consultants will work with the board until a decision of the board has been made, and a superintendent has been hired.
- Support for the district continues with phase 4 of AASB's search process. During this phase AASB works with the new superintendent and the board to conduct a workshop on working together as a team, communication expectations, and more.
- We also offer the district a guarantee whereby if the candidate selected by the board ends their employment as district Superintendent before June 30 of the following year, and the board has used its board-superintendent workshop included in the search proposal phase 4, AASB will repeat the search process without additional service fee.

SEARCH PROCESS PHASES

ASSOCIATION OF ALASKA SCHOOL BOARDS



Superintendent Search Phases



SCOPE OF SERVICES

Phase 1, Develop Your Action Plan

The superintendent selection process is tailored to the needs of your school board and district. The search consultant will assist the Board in developing an action plan covering all aspects of the search, which can include but not be limited to:

- Develop a strategic timeline to maximize the number of applications.
- Develop selection criteria and a leadership profile.
- Develop, conduct, and summarize stakeholder surveys, if desired.
- Compile relevant comparable salary and benefit information.

- Develop recruitment materials reflecting Board goals and interests, and recruit candidates.
- Distribute the vacancy notice broadly and promote the opportunity.
- Conduct and compile candidate background reviews.
- Assist and facilitate Board access to candidate applications and supporting materials.
- Develop public notices and provide agenda development support.
- Facilitate a review (including legal review) of the contract draft or template and facilitate board determination of contract offer terms.
- Facilitate community engagement activities to correspond with on-site candidate visits.
- Organize and facilitate Board interviews of candidates.

a) Identify Selection Criteria

The search consultant will assist the Board in developing selection criteria and a profile for the desired candidate, including professional experience, educational background, and management style. These criteria are used throughout the search. If desired by the Board, the search consultant is prepared to conduct community and staff forums to gather additional information and seek comments on the selection criteria established by the Board. AASB will also review District policies, regulations, and bylaws to ensure the search process is compliant with the District's policies.



b) Timeline

An adequate timeline is critical to the success of a search. The timeline shown below should be considered a guideline and can be shortened or lengthened to meet the district's needs. We will work with the district to determine the best dates for meetings and activities.

Activity	Suggested Dates
Meet with Board to develop timeline, goals, leadership profile	Week of Nov. 17
Update and post electronic vacancy notice & recruitment materials	Nov. 26, pending approval
Accept materials from candidates and conduct background checks	Nov. 26 to Jan 5
Meet with board to screen for finalists	Week of Jan. 12
AASB notifies finalists and arrange interviews	Week of Jan. 19
Board Members conduct reference checks	Week of Jan. 19
Candidates travel to Kodiak for on-site visit. Board conduct interviews, final selection, secure contract	Jan 28 & 29, 2026
Superintendent begins	July 1, 2026
Follow-up workshop with Board & Superintendent	By the end of Dec 2026

c) The Recruitment Process

Once the selection criteria have been identified, the search consultant will work with the Board to develop a vacancy announcement describing the position, the selection criteria, the district, and the community. This will be published using an attractive online brochure and leadership profile. AASB will ensure the announcement receives wide circulation through state and national professional associations, the Revelus platform, websites, and, where authorized by the Board, paid advertisements.

d) Applicants & Eligibility

AASB uses an entirely online application process. Applicants will complete an online profile and then must complete specific application questions tailored to your district based upon Board input

and requirements. Applicants must provide evidence for meeting or exceeding the Board's minimum requirements for the position, and all information must be submitted to create a complete application. Only complete applications will be forwarded to the Board for review.

AASB will check for certification and recency credits and conduct preliminary background checks on each candidate meeting the basic search criteria. Each application will be examined, and AASB will inform the Board as to whether each applicant is eligible or non-eligible based on the Board's minimum requirements.

e) Background and Reference Checks

AASB will conduct confidential background investigations of all qualified candidates through our statewide and national network of contacts. This network is one of the most valuable features of the AASB search process, particularly if the Board is interested in conducting a nationwide search. AASB staff can solicit candid information through other state associations and contacts your local search committee or other consultants would not necessarily secure. Included in the fee for service, AASB will conduct a national criminal background check, a sex offender list check, and an SSN trace for each applicant. An education, employer, and professional license verification are also provided for each applicant.

Phase 2: Finalist Selection

a) Presentation of Candidates to the Board

AASB maintains the applications for the superintendent search as property of AASB. As such, they will remain confidential. Once the application period has closed, all board members will be able to review applications through AASB's search software portal. Each board member is reminded, due to the nature of this step, confidentiality must be maintained.

b) Review of Background and Reference Checks

A brief oral report of each candidate's background will be presented to the Board before the file review. All files will be presented to the Board for consideration during the selection process. The search consultant will meet with the Board to facilitate the screening process. If a separate committee process beyond the Board is utilized, the search consultant will facilitate this process.

c) Selection of Finalists

Based on the review of candidate files and the background investigation information, the Board will select finalists to interview in person and onsite. Finalists will be notified immediately by AASB of their selection and invited for an interview. AASB will communicate appropriately to candidates not selected as finalists. AASB will draft a press release for the Board to use, providing a short narrative of each finalist to include their credentials and work history. This release will be disseminated to the school district, the public and local news media.

d) Travel Logistics for Interviews

AASB will be responsible for oversight of all travel logistics and facilitating search activities while the candidates are on site.

e) Contract Review

AASB can assist with the superintendent contract review with the Board. AASB usually facilitates the offer development by the Board and may assist with the final contract negotiation if desired. The AASB facilitators have extensive experience with this aspect of the hiring process.

Phase 3: Superintendent Selection

a) The Onsite Candidate Visit and Interview

The search consultant will meet with the Board to provide information on the mechanics of conducting successful interviews and assist the Board in developing effective interview questions.

b) Candidate Orientation

The search consultant will be onsite to help orient candidates to the community during their onsite interview and work with the Board to plan functions, allowing the candidates to meet with constituent groups. The search consultant will facilitate community and staff forums or surveys with the candidates as requested.

c) Local Forums / Stakeholder Input

AASB understands a school board's desire to make sure its stakeholders feel they have an opportunity to provide input to the Board about the choice of the next superintendent. AASB will include two stakeholder surveys or two stakeholder forums (in-person or virtual) included in the fee for service. Stakeholders may include but are not limited to district staff, students, parents and families, tribes, civic leaders, and community groups.

d) Superintendent Selection

The search consultant will also help prepare a public announcement of the superintendent selection suitable for a press release. Once the individual selected as superintendent has accepted the district's offer, the candidates not offered the position will be notified of the board's decision.

Phase 4: Developing a Successful Team

a) Board Superintendent Workshop

One of the key factors leading to a good transition between the Board and new superintendent is the development of a trusting and effective relationship. One of the most crucial opportunities for this to happen is at a facilitated workshop with the new superintendent and the Board. Following the appointment of the new superintendent, the search consultant will conduct a workshop in the district to help identify expectations, clarify responsibilities, and develop priorities. This workshop supports the new board-superintendent team in establishing effective lines of communication and a positive working relationship. This workshop is included in the price of the service set forth. There is no

refund value available to the district if it is not used. This follow-up workshop must be scheduled to occur by the *end of 2026* to receive it as a part of this comprehensive service.

b) Guarantee

If the candidate selected by the district ends their employment as Superintendent of the district before June 30, 2027, AASB will repeat the Superintendent search process at no additional service fee (reimbursement of travel expenses required) if the following conditions are met:

- 1) the Board and Superintendent participate in good faith in the Board/Superintendent workshop described above, and
- 2) the District's payment for the initial search services as outlined herein have been paid.

MEMORANDUM OF AGREEMENT

Kodiak Island Borough School District and Association of Alaska School Boards

The Association of Alaska School Boards looks forward to assisting the Kodiak Island Borough School District Board of Education with their search to secure a superintendent of schools. AASB's involvement will include one virtual meeting with the Board to establish the search criteria, qualifications, and timeline, two virtual or onsite search facilitations, and ongoing support throughout the entire process. AASB will also provide up to two separate stakeholder surveys and/or stakeholder forums, and summary reports needed for the Board if desired

I. CONDITIONS

- a. The Kodiak Island Borough School District Board of Education will pay a professional fee of **\$12,000**, payable to the Association of Alaska School Boards.
- b. In addition to the professional fee, the Kodiak Island Borough School District Board of Education shall reimburse the Association of Alaska School Boards for reasonable expenses. Expenses include but are not necessarily limited to travel, lodging, and food for AASB staff and candidates. An onsite visit is typically two days in duration. **Any requirement for a more extended onsite visit will be invoiced at the standard rate of \$1,390 per day.** Expenses also comprise additional costs including, but not limited to, specific additional advertising and additional background or reference checks not normally executed as approved by the Board of Education.
- c. Kodiak Island Borough School District warrants it is an equal opportunity employer and functions in accordance with applicable state and federal laws. AASB warrants it is an equal opportunity employer and functions in accordance with applicable state and federal laws.
- d. The services AASB shall provide to Kodiak Island Borough School District shall be those services set out in the **Scope of Services** incorporated here by reference.
- e. Kodiak Island Borough School District shall indemnify and hold the Association of Alaska School Boards harmless from liability not arising through the gross negligence or intentional misconduct of the Association of Alaska School Boards.

II. DISCONTINUANCE OF SERVICE

Either party may terminate this contract at any time by a notice in writing delivered by one party to the other. This includes the decision of the Board to suspend the current search. Notice of termination shall be provided as follows:

Lon Garrison, Executive Director, Association of Alaska School Boards,
lgarrison@asab.org



Kerry Irons, Board President, Kodiak Island Borough School District,
kerry.ironson@kibsd.org

In the event the search is *suspended* and will be restarted at a later date, this MOA will be terminated, and a renegotiated MOA will need to be approved to complete the search. Consideration for work previously completed and fixed costs to be incurred outside of AASB's control, such as necessary additional background and reference checks, will be incorporated into the new agreement.

In the event of contract termination, the Association of Alaska School Boards will be reimbursed for all expenses through the date of termination or the date of receipt of notice of termination, whichever is later, and will be eligible for all professional fees payable in accordance with paragraph I-a, prorating any unused portion of the scope of services based on the cumulative percentage of service completed (see the table below), except if the Kodiak School District Board of Education hires any candidate applying through or submitted by the Association of Alaska School Boards; the entire fee shall be deemed "earned" and paid as though paragraph I-a were still in effect.

1. Superintendent Search Initiation (25% of total fee)	\$3,000 plus expenses
2. Search Initiation & Finalist Selection (35% of total fee)	\$4,200 plus expenses
3. Successful Search Selection (40% of total fee)	<u>\$4,800 plus expenses</u>
Total	\$12,000 plus expenses

If the terms set forth in this Memorandum of Agreement meet with the Board's approval, please indicate acceptance by having the appropriate official sign and return a copy with signatures for our files.

The Kodiak Island Borough School District Board of Education agrees to engage the Association of Alaska School Boards, 1111 West 9th Street, Juneau, Alaska 99801-1811, to serve as consultants to the Board in conducting a search for their Superintendent of Schools in accordance with this Agreement.

A handwritten signature in black ink, appearing to read "L D Garrison", written over a horizontal line.

Lon D. Garrison, Executive Director

October 20, 2025

Date

Kerry Irons, President, Kodiak Island Borough School District

Date



Board Agenda Item

Kodiak Island Borough School District
722 Mill Bay Rd
Kodiak, Alaska 99615

Board Mtg. Date 11/03/25 SM	Reports of the Superintendent <input type="checkbox"/>	Action Item <input checked="" type="checkbox"/>	Consent Agenda <input type="checkbox"/>	Reports, Routine Monthly <input type="checkbox"/>	Other <input type="checkbox"/>
Subject:	FY26 CERTIFICATED CONTRACTS				
Presenter or Contact Person:	Kim Saunders, Assistant Superintendent				
Summary:	Administration will present FY26 Certificated Contracts for Board approval.				
Financial Implications:	There is no financial impact on the budget these two contracts are fully grant funded under the Comprehensive Literacy State Development Grant.				
Attachments:	Hire Memo J. Risley.pdf Hire Memo C. Wheeler.pdf FY26 Certified Contracts Information 11.3.25.pdf				
Recommendation:	Administration recommends that the Board approve the FY26 Administrative Contracts as presented.				
Motion:	Move to approve the FY26 Certificated Contracts as presented.				

CERTIFICATED CONTRACTS

NEW TEACHER CONTRACTS

NEW HIRES	POSITION	STEP	SALARY	CONTRACT TERM	DEGREES AND EDUCATION	EXPERIENCE	CERTIFICATION	RECOMMENDATION	OTHER INFORMATION
CRYSTAL WHEELER	1.0 FTE ELEMENTARY LITERACY SPECIALIST TEACHER	STEP 11/ MA36	\$69,005.44	138 DAYS	Currently holds a masters degree in Special Education.	She has 12 years of experience working in Special Education for KIBSD. The past 2 years she has facilitated the KIBSD Community Partners in Reading Program.	Currently holds an Alaska Teaching Certificate	ANGIE HIETALA, DIRECTOR OF ELEMENTARY LEARNING	Hire Memo attached. This is a one year only, grant funded position through CLSD grant.
JESSICA RISLEY	1.0 FTE SECONDARY LITERACY SPECIALIST TEACHER	STEP 0/MA0	\$44,655.77	138 DAYS *estimated pending certification approval	Currently holds a masters degree in education.	She brings 21 years of professional experience to KIBSD. Her teaching experience includes two years teaching Grade 1 in Baton Rouge, Louisiana, three years in New York as a Grade 1 teacher and team lead, one year teaching Grade 2 in Majuro, Marshall Islands, and two years teaching Grade 1 in Lima, Peru. In addition, she spent five years as the Director of Curriculum in Atlanta, Georgia. Most recently, she has taught Language and Literature and Grade 1 in Zimbabwe.	Currently holds an out of state teaching certificate in New York and is in the process of applying for her Alaska Teaching Certificate.	KATRINA STEWART, DIRECTOR OF SECONDARY LEARNING	Hire Memo attached. This is a one year only, grant funded position through CLSD grant.



Kodiak Island Borough School District

*Engaged in Learning.
Prepared for life.*

To: Dr. Cyndy Mika, Superintendent

Through: Kim Saunders, Assistant Superintendent
Human Resources

From: Angie Hietala, Director of Elementary Learning

Date: October 27, 2025

Subject: Recommendation to hire Crystal Wheeler

I am pleased to recommend Crystal Wheeler for hire as an Elementary Literacy Specialist for the 2025-2026 school year.

Experience: Ms. Wheeler has 12 years of experience working as a Special Education teacher in the Kodiak Island Borough School. Her experience includes working with Kindergarten through 5th-grade students to meet their Individualized Education Plan (IEP). Her career experience includes working with students in small groups or one-on-one to meet their goals, facilitating progress monitoring and benchmark assessments, identifying resources to meet the needs of her students, presenting professional learning sessions, and delivering reading, writing, and math interventions. Ms. Wheeler has also facilitated the development, management, and creation of the KIBSD Community Partners in Reading. This program targets students' reading while building relationships within the Kodiak community.

Teaching Degrees and Certifications: Ms. Wheeler holds an Alaska Teaching Certificate.



Kodiak Island Borough
School District

*Engaged in Learning.
Prepared for life.*

To: Dr. Cyndy Mika, Superintendent

Through: Kim Saunders, Assistant Superintendent
Human Resources

From: Katrina Stewart, Director of Secondary Learning *KS*

Date: October 24, 2025

Subject: Recommendation to hire Jessica Risley

I am pleased to recommend Jessica Risley for hire as Secondary Literacy Specialist for secondary schools in the 2025-2026 school year.

Experience: Ms. Risley has over 20 years of relevant teaching experience throughout the United States in Louisiana, Texas, New York, and Georgia, as well as international teaching experience in the Marshall Islands, Peru, Tanzania, and Zimbabwe. Her experience ranges from first grade through middle school. Her diverse career experience includes positions as classroom teacher, team lead, and learning support teacher. She has experience facilitating the creation of benchmark assessments, developing and reviewing K-8 curriculum materials, presenting professional learning workshops, and delivering literacy interventions. She is trained in International Baccalaureate (IB) programs, has worked in bilingual education programs, and has helped teachers plan for differentiated instruction and inquiry-based, student-centered learning.

Ms. Risley's former supervisor commented highly on her ability to connect with students, her data literacy and proficiency, professional knowledge and pedagogy, commitment and high standards, saying she was a "crucial member in moving the team forward, always with students at the heart of what she's doing," noting that they are "still looking for a Jessica" at their school.

Teaching Degrees and Certifications: Ms. Risley holds a B.A. in French and Political Science, and a M.S. in Education. She holds teaching certificates in education and literacy in the state of New York, and she is in the process of applying for her Alaska Teaching Certificate.



Board Agenda Item

Kodiak Island Borough School District

722 Mill Bay Rd

Kodiak, Alaska 99615

Board Mtg. Date 11/03/25 SM	Reports of the Superintendent	Action Item	Consent Agenda	Reports, Routine Monthly	Other
Subject:	IMMIGRATION LEGAL SERVICES				
Presenter or Contact Person:	Kim Saunders, Assistant Superintendent				
Summary:	Administration will propose retaining our current immigration attorney as they transfer over to a new law firm.				
Financial Implications:	There is no financial impact on the budget.				
Attachments:	Assignment Letter Ford Murray.pdf FY26 Board Memo Ford Murray Transition 11.3.26.pdf				
Recommendation:	Administration recommends that the Board approve retaining our current immigration attorney as they transfer to a new law firm.				
Motion:	Move to approve the change of vendor from Ford Murray to Fisher Phillips for immigration related legal services to include the transfer of the previously approved purchase over \$50,000 as presented.				



Kodiak Island Borough
School District

*Engaged in Learning.
Prepared for life.*

TO: Members of the Board of Education

FROM: Kim. Saunders, Assistant Superintendent

CC: Dr. Cyndy Mika, Superintendent

DATE: October 29, 2025

SUBJECT: Recommendation to Reassign Immigration Legal Services Contract from Ford Murray to Fisher Phillips

The purpose of this memorandum is to request authorization from the Kodiak Island Borough School District (KIBSD) Board of Education to approve the reassignment of the District's existing immigration legal services contract from Ford Murray to Fisher Phillips, located in Portland, Oregon.

In Fiscal Year 2023, the Board approved a contracted service agreement with Ford Murray for immigration-related legal services, which have been essential to supporting the District's international hiring and visa compliance processes for certified staff. Since that time, Attorney Russell C. Ford has provided exceptional counsel to the District, demonstrating a consistent commitment to cost control, responsiveness, and high-quality legal representation.

On October 29, 2025, Ford Murray notified the District that the firm will cease operations effective November 3, 2025. Mr. Ford and his education practice team have accepted positions with Fisher Phillips, a nationally recognized law firm specializing in labor, employment, and immigration law. In his formal notice of assignment (attached), Mr. Ford confirmed that Fisher Phillips agrees to assume all terms and conditions of the existing Ford Murray contract and that no changes to fees or scope of services are required.

The District has worked directly with Attorney Ford for the past three years, during which he has provided consistent, high-quality legal services without any increase in rates or service fees. His expertise in education-based immigration law and his familiarity with the District's needs have been integral to maintaining compliance and continuity in international hiring and visa support.

Continuing our relationship with Mr. Ford through his transition to Fisher Phillips ensures uninterrupted service, maintains the District's investment in a trusted advisor, and preserves the cost-effective fee structure previously approved by the Board.

Administration recommends that the Board of Education:

1. Approve the reassignment of the immigration legal services contract from Ford Murray to Fisher Phillips, effective November 4, 2025.
2. Authorize continued expenditures previously approved by the Board exceeding \$50,000 for immigration legal services under this reassigned contract.

This action will allow the District to retain the services of Attorney Russell C. Ford under the same terms and conditions as the original Ford Murray agreement, ensuring continuity, fiscal responsibility, and legal compliance in our immigration-related operations.

Thank you for your consideration.

FORD | MURRAY

CLIENT FOCUSED. RESULTS DRIVEN.

October 29, 2025

Kim Saunders
Assistant Superintendent
Kodiak Island Borough School District
Ksaunders01@kibsd.org

Re: Assignment of Contract

Dear Kim:

Please be advised that Russell C. Ford has accepted an offer to join Fisher Phillips in Portland. He and his team, which led and directed the education practice for FordMurray, and will be joining Fisher Phillips' strong and vibrant immigration practice as of November 3. Fisher Phillips is a national law firm that specializes in representing management in labor and employment law matters. Founded in 1943, the firm has over 500 attorneys in more than 35 offices across the U.S. and offers a wide range of services including litigation, immigration, employee benefits, and workplace safety. The firm also invests in legal technology and has been recognized for its work in areas like technology and innovation. This move will allow me to expand my capabilities in my representation of your organization and provide more enhanced services and opportunities.

FordMurray will cease operations on November 3 with co-founding partner, Michael Murray, starting his own healthcare immigration practice with a new firm. Because of this closure, FordMurray would like to assign the current contract with the Kodiak Island Borough School District to Fisher Phillips, effective November 4. Fisher Phillips understands that the assignment under this contract is for the duration of the existing contract and for the terms and conditions as outlined in the existing contract. No changes, other than the assignment of the provider to Fisher Phillips, are required.

Thank you for your prompt attention to this matter and please let me know if any additional information is required.

Sincerely,

FORDMURRAY



Russell C. Ford
Attorney

48 Free Street, Suite 300
Portland, Maine 04101
Phone: 207.613.7331
Fax: 207.613.7332



Board Agenda Item

Kodiak Island Borough School District

722 Mill Bay Rd

Kodiak, Alaska 99615

Board Mtg. Date 11/03/25 SM	Reports of the Superintendent <input type="checkbox"/>	Action Item <input checked="" type="checkbox"/>	Consent Agenda <input type="checkbox"/>	Reports, Routine Monthly <input type="checkbox"/>	Other <input type="checkbox"/>
Subject:	BSA Increase Salary Adjustment for Superintendent				
Presenter or Contact Person:	Kerry Irons, Board President				
Summary:	President Irons will propose a BSA Increase Salary Adjustment for the Superintendent consistent with the increase for KIBSD staff.				
Financial Implications:					
Attachments:					
Recommendation:	If it is the will of the Board, it is recommended to approve the BSA Salary Increase.				
Motion:	Move to authorize an increase to the Superintendent salary consistent with the salary increase to be received by KIBSD staff resulting from an increased BSA.				