

Board of Education Regular Meeting

Monday, July 13, 2026 6:30 PM

KIBSD Central Office Conference Room F140, 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

3.d. Approval of the Agenda **Speaker (s) :** Board President

4. Consent Agenda

4.a. Approval of the Consent Agenda

4.b. Board of Education Minutes

5. Community Comments

5.a. Community Comments **Speaker (s) :** Board President

6. Action Items

6.a. Board Policy Update - BP 3554 *Other Food Sales*, BP 5040 *Student Nutrition and Physical Activity*, BP 5131.9 *Academic Honesty*, and BP 5145.15 *Student and Family Privacy Rights* (Second Reading and Public Hearing)

6.b. Board Policy Update - Part 1 of a Comprehensive Update to Sections of Board Policy, Article 4 *Personnel* (First Reading)

6.c. Board Policy Update - BB 9322 *Agenda/Meeting Materials* (First Reading)

6.d. FY 27 Certificated Contracts

7. Community Comments

7.a. Community Comments

8. **Reports**

8.a. Superintendent's Report

Speaker (s) :
Superintendent

8.a.i. KHS Shakesbears

8.b. Board Committee Reports

9. **Board Comments**

9.a. Board Comments

Speaker (s) : Board
President

10. **Adjournment**

10.a. Adjournment

11. **Informational Items**

Speaker (s) : Board
President



Board Agenda Item

Kodiak Island Borough School District

722 Mill Bay Rd

Kodiak, Alaska 99615

Board Mtg. Date 07/13/2026 RM	Reports of the Superintendent ☐	Action Item ☐	Consent Agenda ☒	Reports, Routine Monthly ☐	Other ☐
Subject:	BOARD OF EDUCATION MINUTES				
Presenter or Contact Person:	Dr. Daniel Brigman, Superintendent				
Summary:	The Secretary to the Board of Education has prepared draft minutes for approval.				
Financial Implications:	There are no financial implications to the budget.				
Attachments:	06.15.2026 RM Minutes 06.22.2026 SM Minutes				
Recommendation:	Administration recommends the Board review the Board of Education minutes for adoption, as submitted.				
Motion:	Move to approve Special Meeting Minutes of June 22, 2026, and Regular Meeting Minutes of June 15, 2026.				

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 15, 2026**

The Board of Education of the Kodiak Island Borough School District met in a Regular Meeting on Monday, June 15, 2026 in the District Services Conference Room. School Board President KERRY IRONS called the meeting to order at 6:30 p.m.

ROLL CALL was taken, and the following members were present:

KERRY IRONS
JIM PRYOR
MIKE LITZOW
JESSE MICKELSON

Board members absent: DUNCAN FIELDS

A quorum was established.

APPROVAL OF THE AGENDA:

MOTION

JIM PRYOR moved to approve the agenda as submitted. MIKE LITZOW seconded the motion, and it carried unanimously by a roll call vote of all members present.

APPROVAL OF THE CONSENT AGENDA:

4.a Approval of the Consent Agenda

MOTION

MIKE LITZOW moved to approve the Consent Agenda to include: approval of Special Meeting Minutes of June 1, 2026, and Regular Meeting Minutes of May 18, 2026; acknowledge receipt of the Advisory School Board Minutes from Chiniak and Old Harbor; and acknowledge receipt of the Monthly Staffing Report, as submitted. JESSE MICKELSON seconded the motion, and it carried unanimously by a roll call vote of all members present

4.b Board of Education Minutes

MOTION

The motion to approve Special Meeting Minutes of June 1, 2026, and Regular Meeting Minutes of May 18, 2026, was approved under the consent agenda.

4.c Advisory School Board Minutes

MOTION

The motion to acknowledge receipt of the Advisory School Board Minutes from Chiniak and Old Harbor, was approved under the consent agenda.

4.d Monthly Staffing Report

MOTION

The motion to acknowledge receipt of the Monthly Staffing Report, was approved under the consent agenda.

COMMUNITY COMMENTS – None.

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
June 15, 2026
Page 2 of 4**

ACTION ITEMS:

6.a FY 27 Budget Public Hearing and Adoption

MOTION

MIKE LITZOW moved to approve the FY27 Budget, as presented. JIM PRYOR seconded the motion.

Board President KERRY IRONS opened a public hearing at 6:38 p.m. Upon seeing and hearing none, she immediately closed the public hearing.

The motion carried unanimously by a roll call vote of all members present.

6.b Monthly Financial Report

MOTION

JIM PRYOR moved to acknowledge the receipt of the May Report of Revenues and Expenditures, with Year-to-Date General Fund Revenues in the amount of \$46,860,578.54P and Year-to-Date General Fund Expenditures in the amount of \$44,846,293.12. JESSE MICKELSON seconded the motion, and it carried unanimously by a roll call vote of all members present.

6.c Board Policy Update - BP 5121 *Grades/Evaluation of Student Achievement*, BP 6141.3 *Culturally Responsive Education*, BP 6142.2 *AIDS Instruction*, BP 6142.4 *Community Service*, BP 6142.5 *Environmental Education*, BP 6143 *Courses of Study*, BP 6161.2 *Damaged or Lost Instructional Materials and Equipment*, BP 6164.4 *Child Find*, BP 6174 *Bilingual Bicultural Education/English Language Learners*, BP 6179 *Child Care and Development Programs*, BP 8000 *Concepts and Roles*, BP 9012 *Communications to and From the Board*, BP 9270 *Conflict of Interest*, and BP 9320 *Meetings* (Second Reading and Public Hearing)

MOTION

MIKE LITZOW moved to adopt Board Policies BP 5121, BP 6141.3, BP 6142.2, BP 6142.4, BP 6142.5, BP 6143, BP 6161.2, BP 6164.4, BP 6174, BP 6179, BP 8000, BB 9012, BB 9270, and BB 9320 in second reading, as presented. JESSE MICKELSON seconded the motion.

Board President KERRY IRONS opened a public hearing at 6:59 p.m. Upon seeing and hearing none, she immediately closed the public hearing.

MIKE LITZOW moved to amend the motion to read “Move to adopt Board Policies BP 5121, BP 6141.3, BP 6142.2, BP 6142.4, BP 6142.5, BP 6143, BP 6161.2, BP 6164.4, BP 6174, BP 6179, BP 8000, BB 9012, and BB 9270 in second reading as presented, and return BB 9320 to policy committee.” JESSE MICKELSON seconded the motion, and it carried unanimously by a roll call vote of all members present.

The main motion as amended carried unanimously by a roll call vote of all members present.

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
June 15, 2026
Page 3 of 4**

6.d Board Policy Update - *BP 3554 Other Food Sales, BP 5040 Student Nutrition and Physical Activity, BP 5131.9 Academic Honesty, and BP 5145.15 Student and Family Privacy Rights* (First Reading)

MOTION

JESSE MICKELSON moved to revise Board Policies BP 3554, BP 5040, BP 5131.9 and BP 5145.15 in first reading, as presented, and forward the policies to the July 13, 2026, Regular Meeting for a second reading and public hearing. JIM PRYOR seconded the motion, and it carried unanimously by a roll call vote of all members present.

6.e FY 27 Certificated Contracts

MOTION

JIM PRYOR moved to approve the 2026-2027 certificated contract to Nora Gerasmeo in the amount of \$74,059.35 and a Village Stipend in the amount of \$2,917.20 for a total amount of \$76,976.55, as presented. JESSE MICKELSON seconded the motion, and it carried unanimously by a roll call vote of all members present.

COMMUNITY COMMENTS – None.

REPORTS:

8.a Superintendent's Report – Superintendent Cyndy Mika presented the report.

8.b Board Committee Reports – Superintendent Cyndy Mika presented the report.

BOARD COMMENTS

ADJOURNMENT

MOTION

MIKE LITZOW moved to adjourn the meeting. JIM PRYOR seconded the motion, and it carried unanimously by a voice vote of all members present.

Without objection, and there being no further business, Board President KERRY IRONS adjourned the meeting at 8:10 p.m. on June 15, 2026.

Respectfully Submitted,

Laurie Pardoe
Secretary to the Board

Approved by the Kodiak Island Borough School District Board of Education at their Regular Meeting of July 13, 2026.

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
June 15, 2026
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Jesse Mickelson
Clerk of the Board

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – June 22, 2026**

The Board of Education of the Kodiak Island Borough School District met in a Special Meeting on Monday, June 22, 2026, in the District Services Conference Room. School Board President KERRY IRONS called the meeting to order at 12:02 p.m.

ROLL CALL was taken, and the following members were present:

KERRY IRONS
JIM PRYOR
MIKE LITZOW
JESSE MICKELSON

Board members absent: DUNCAN FIELDS

A quorum was established.

COMMUNITY COMMENTS: None

ACTION ITEMS:

5.a Request to Rename SPED Construction Capital Funds to Rural Housing Capital Funds

MOTION

JIM PRYOR moved to approve the renaming of the SPED Construction Capital Funds to Rural Housing Capital Funds. MIKE LITZOW seconded the motion, and it carried unanimously by a roll call vote of all members present.

5.b FY 27 Certificated Contracts

MOTION

MIKE LITZOW moved to approve the 2026-2027 certificated contract to Melissa Garrity in the amount of \$84,213.98 and a Specialist Stipend in the amount of \$4,667.52 for a total amount of \$88,881.50, as presented. JIM PRYOR seconded the motion, and it carried unanimously by a roll call vote of all members present.

ADJOURNMENT

MOTION

JIM PRYOR moved to adjourn the meeting. MIKE LITZOW seconded the motion, and it carried unanimously by a voice vote of all members present.

Without objection, and there being no further business, Board President KERRY IRONS adjourned the meeting at 12:08 p.m. on June 22, 2026.

Respectfully Submitted,

Laurie Pardoe
Secretary to the Board

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION SPECIAL MEETING
June 22, 2026
Page 2 of 2**

Approved by the Kodiak Island Borough School District Board of Education at their Regular Meeting of July 13, 2026.

Jesse Mickelson
Clerk of the Board



Board Agenda Item

Kodiak Island Borough School District

722 Mill Bay Rd

Kodiak, Alaska 99615

Board Mtg. Date

6/01/26 WS

6/15/26 RM

7/13/26 RM

Reports of the
Superintendent

☐

Action
Item

☒

Consent
Agenda

☐

Reports,
Routine
Monthly

☐

Other

☐

Subject:

BOARD POLICY ADOPTION & UPDATES

Presenter or

Contact Person:

Dr. Daniel Brigman, Superintendent

Summary:

Superintendent Brigman is requesting the adoption of updates to the following policies:

- BP 3554 - *Other Food Sales*
- BP 5040 - *Student Nutrition and Physical Activity*
- BP 5131.9 - *Academic Honesty*
- BP 5145.15 - *Student and Family Privacy Rights*

The Policy Committee has reviewed the updates and their suggested changes are noted on each draft policy.

Financial

Implications:

There is no financial impact to the budget.

Attachments:

BP 3554 - *Other Food Sales*

BP 5040 - *Student Nutrition and Physical Activity*

BP 5131.9 - *Academic Honesty*

BP 5145.15 - *Student and Family Privacy Rights*

Recommendation:

Administration recommends the Board:

1. June 1 - Review the policies and direct staff concerning potential revisions at the work session.
2. June 15 - Hold the first reading at the regular meeting.
3. July 13 - Hold a public hearing and adopt in second reading at the April regular meeting.

Motion:

Move to adopt Board Policies BP 3554, BP 5040, BP 5131.9 and BP 5145.15 in second reading, as presented.

Key

Black text – current policy with no suggested changes

Red ~~strikeout~~ – deletions to policy suggested by AASB

Red [brackets] – additions to policy suggested by AASB

Blue ~~strikeout~~ – deletions to policy by Policy Committee and/or KIBSD

Blue [brackets] – additions to policy suggested by Policy Committee and/or KIBSD

The Board believes that all food available at school should contribute to the development of sound nutritional habits and should reflect concern for the health and well-being of our students.

During School Day

[Between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day,] the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales ~~are consistent with the nutritional criteria of the National School Lunch Program and the current U.S. Dietary Guidelines for Americans, do not impair the food service's ability to be financially sound,~~ [meet the requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School, or other District programs, do not impair the food service's ability to be financially sound,] and observe appropriate sanitation and safety procedures.

~~No foods of minimal nutritional value shall be sold in food service areas during breakfast/lunch periods if the school participates in federal breakfast/lunch programs.~~

(cf. 5040 - Student Nutrition and Physical Activity)

(cf. 6163.4 - School Gardens, Greenhouses and Farms)

Outside of School Day

[From 30 minutes after the conclusion of the instructional day until 12:00 AM,] the Superintendent or designee may permit food and beverage sales by student or adult entities or organizations provided that these sales comply with state and federal regulations and observe appropriate sanitation and safety procedures.

(cf. 1321 - Solicitations of Funds from and by Students)

Legal Reference:

[UNITED STATES CODE]

Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769j

Child Nutrition Act of 1996, 42 U.S.C. 1771-1793

CODE OF FEDERAL REGULATIONS

7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program

KODIAK ISLAND BOROUGH SCHOOL DISTRICT
Business and Noninstructional Operations
OTHER FOOD SALES

BP 3554
Page 2 of 2

Federal Register

Nutrition Standards for All Foods Sold in Schools ("Smart Snacks in School"), Vol. 78, No. 125, Part II, Department of Agriculture (2013)]

NATIONAL SCHOOL LUNCH PROGRAM AND SCHOOL BREAKFAST PROGRAM: COMPETITIVE FOODS

7 C.F.R. Parts 210.11 and 220

Adopted: 2/22/10
Revised:
Reviewed:

DRAFT

Key

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Blue [brackets] – additions to policy suggested by Policy Committee and/or KIBSD

Purple – changes requested by Board at work session

The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore, the School District will provide environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, ~~and~~ physical [and subsistence] activity.

[The School Board understands that:

- (a) Teaching about food and nutrition should support students in both the local community and other community contexts.
- (b) Traditional knowledge of food and harvesting teaches values and skills to all Alaskan students.
- (c) Food nutrition should link students positively to their cultures and ways of life in Alaska or countries of origin.
- (d) Tribal governments and tribal members have extensive indigenous nutrition, scientific, resource management, and legal knowledge about harvesting foods.
- (e) Offering subsistence and local food harvesting opportunities contributes to nutritional health, but also supports cultural identity, improved physical and mental health, and deepens students understanding of an ecosystem.
- (f) Familiar and cultural foods can create cultural safety and contribute to a positive learning environment.]

The School District will provide nutrition promotion and education, physical education, and other school-based activities to foster lifelong habits of healthy eating and physical activity, and will establish linkages between nutrition education, ~~and~~ school meal[, and local food] programs.

(cf. 1000 - Concepts and Roles)

Nutrition

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity. ~~The Superintendent or designee shall develop and implement nutrition guidelines.~~

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall ~~comply with federal nutrition standards~~ [shall meet nutritional requirements of the National

School Lunch Act. (7 C.F.R. Parts 210 and 220)]. To the maximum extent practicable, all schools in the District will participate in available federal school meal programs.

All other foods and beverages made available on campus (including, but not limited to vending, concessions, a la carte, student stores, classroom parties ~~and fundraising~~ [and foods and beverages that are not for sale]) during the school day [between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day,] ~~will be consistent with nutrition standards developed by the Superintendent or designee in administrative regulations based on U.S. Dietary Guideline for Americans~~ [will meet nutritional requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School. For the purpose of this policy, the school campus is defined as all property under the jurisdiction of the school district that is accessible to students.].

[Schools will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate, as much as possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.]

~~[Foods and beverages will not be offered as a reward for students' performance or behavior.]~~

To the extent feasible, foods grown in the state will be utilized in the meals and snacks provided to students. [When practicable, Alaska farm and fish products will be utilized in meals and snacks.]

Health curricula will include instruction on the benefits of good nutrition and the role nutrition plays in preventing chronic diseases and maintaining a healthy weight.

[Schools will encourage all students to participate in federal school meal programs and protect the identity of students who eat free and reduced priced meals.

Schools will encourage all students to eat healthy and nutritious meals within the school dining environment and will, to the extent practicable, involve students in menu planning.

To the extent practicable, schools will schedule lunch as close to the middle of the school day as possible.

Schools will limit food and beverage marketing on campus to the promotion of foods and beverages that meet the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools.

Schools will work to provide age-appropriate nutrition education as part of the health and physical education curricula that respects and integrates the cultural practices of students. The District will seek to provide evidence-based nutrition education curricula and intergenerational

knowledge on local foods that fosters lifelong healthy eating behaviors integrated into comprehensive school health education.

To the extent practicable:

- (a) Students in grades pre-K-12 shall receive nutrition education that teaches the skills needed to adopt lifelong healthy eating behaviors.
- (b) Classroom nutrition education shall be reinforced in the school cafeteria setting as well as in the classroom, with coordination among the nutrition service staff, administrators, local advisory group, and teachers.
- (c) Students shall receive consistent nutrition messages from schools and the district. This includes in classrooms, on field trips, cafeterias, outreach programs and other school-based activities.
- (d) Nutrition education shall be taught by a certified/licensed health education teacher, and may include input and guest instruction by a locally endorsed Elder or culture bearer.
- (e) Schools will strive to establish or support opportunities to learn about local plants, harvesting, hunting and gardening to provide students with experiences in planting, harvesting, preparing, serving and tasting healthy, nutritious and Alaskan foods.]

(cf. 3550 - Food Service)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

(cf. 6163.4 - School Gardens, Greenhouses, and Farms)

[Mandatory Physical Activity

Pursuant to [AS 14.30.360](#), a district shall establish guidelines for schools in the district to provide opportunities during each full school day for students in grades kindergarten through 8 for a minimum of 90 percent of the daily amount of physical activity recommended for children and adolescents in the physical activity guides by the Centers for Disease Control and Prevention. The time provided for physical activity may involve physical education classes and unstructured physical activity, such as recess. The district shall adopt guidelines that allow students to be excused from physical activity due to medical and health and safety reasons, such as inclement weather.]

Physical Activity

All students in grades K-12 will have opportunities, support and encouragement to be physically active before, during and after school, each school day.

Health curricula will include instruction on the benefits of regular physical activity and the role physical activity plays in preventing chronic diseases and maintaining a healthy weight.

Physical education will be closely coordinated with the overall school health program, especially health education so that students thoroughly understand the benefits of being physically active and master the self-management skills needed to stay active for a lifetime.

Communication with Parents

The school district/school will inform and update the public, including students, parents, and the community, about the content and implementation of its policies that promote student wellness.

The school district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children. The school district/school will send home nutritional information and/or will post nutrition tips on school websites. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards ~~established by the school district. The school district will provide parents with information on healthy foods that meet the school district's snack standards and ideas for healthy celebrations/parties, rewards and fundraising activities.~~ [The district will provide parents & the public with information on healthy foods that meet the requirements of the National School Lunch Act, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School, and ideas for policy compliant foods for vending, concessions, a la carte, student stores, classroom parties and fundraising activities.]

The school district/school will provide information about physical education and other school-based physical activity opportunities before, during and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information through a website, newsletter, or other take-home materials, special events, or physical education homework.

(cf. 6020 - Parent Involvement)

Monitoring, Compliance and Evaluation

The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies and administrative regulations. Administrative regulations will be developed to ensure that information will be gathered to assist the School Board and School District in evaluating implementation of these policies [and to ensure that necessary documentation is maintained in preparation for the triennial administrative review conducted by Child Nutrition Programs, Department of Education & Early Development].

The Superintendent or designee will designate one or more persons to be responsible for ensuring that each school within the school district complies with this policy, and that school

activities, including fundraisers and celebrations, are consistent with district ~~health and~~ nutrition ~~[and physical activity]~~ goals.

The School Board will receive a summary report annually on district-wide compliance with the established nutrition and physical activity policies, and the progress made in attaining the ~~wellness~~ ~~[nutrition and physical activity]~~ goals, based on input from the schools within the school district. The report will also be distributed to advisory councils, parent/teacher organizations, school principals, school health services personnel, and will be made available to the public.

Legal Reference:

UNITED STATES CODE

*Richard B. Russell National School Lunch Act, [42 U.S.C. 1751-1769j](#)
Child Nutrition Act of 1996, [42 U.S.C. 1771-1793](#)*

[CODE OF FEDERAL REGULATIONS]

[7 C.F.R. Parts 210 and 220](#), National School Lunch Program and Breakfast Program

Federal Register

Nutrition Standards for All Foods Sold in Schools (“Smart Snacks in School”), Vol. 78, No. 125, Part II, Department of Agriculture (2013)

ALASKA STATUTES

[AS 14.30.360](#) Health education curriculum; physical activity guidelines]

Adopted: 2/22/10

Revised: 7/25/11; 9/24/12; 9/23/13

Reviewed:

ACADEMIC HONESTY

Key

Black text – current policy with no suggested changes

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Blue ~~strikeout~~ – deletions to policy by Policy Committee and/or KIBSD

Blue [brackets] – additions to policy suggested by Policy Committee and/or KIBSD

Purple – changes made at March 2, 2026 Work Session

Green – changes made at March 23, 2026 Work Session

Orange – recommendation of the Policy Committee at June 1, 2026 Work Session

~~The School Board believes that personal integrity is basic to all solid achievement. Students will reach their full potential only by being honest with themselves and with others.~~

[Academic honesty and personal integrity are foundational components of a student's education in both the process of learning, and individual character development.]

The Board expects [that students will be truthful in all academic endeavors, and likewise, experience the requisite honor of proving their capabilities to themselves and the world.] ~~students to respect the educational purpose underlying all school activities. All students need to prove to themselves that they can do successful work as a result of their own efforts.~~

[The learning community of students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty.]

The Board expects that students will not cheat, lie, ~~or~~ plagiarize[, or commit other acts of academic dishonesty. Students found to have committed an act of academic dishonesty shall be subject to district and school sanctions]. [Students are prohibited from submitting someone else's work, or portions of work (including AI-generated content) as their own.]

[The Board recognizes that the advancement and availability of artificial intelligence/generative technology (AI/GT), means the learning community is very likely to [will] utilize this new technology. Such use must meet the requirements of academic honesty and yet allow for its application as a new tool for instruction, critical thinking, exploration, and development of original thought and material. It is expected and required that use of AI/GT will be ~~appropriately referenced and noted.~~

~~Each school shall provide an environment that encourages honesty. Students must know that their teachers will not ignore or condone cheating and that anyone discovered cheating will be penalized.~~

(cf. 5144 - Discipline)

Adopted: 2/22/10

Revised: 4/25/11

Reviewed:

STUDENT AND FAMILY PRIVACY RIGHTS

Key

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Blue [brackets] – additions to policy suggested by Policy Committee and/or KIBSD

The Board believes that personal information gathered from a student may be helpful or necessary to facilitate school safety, student welfare, or the continued success of academic programs. However, these goals must be balanced with the expectations of privacy of our students and their families. The following procedures shall be followed so that parents may make informed choices regarding the disclosure or collection of personal information from their student.

STUDENT SURVEYS

The Board recognizes that student surveys administered in the public schools may be beneficial for the purposes of study, the improvement of education, for class assignment, and to assist in providing guidance or counseling services to students and their families. In administering surveys or questionnaires to the District's students, the District shall comply with state and federal laws concerning parental notice and consent.

Surveys ~~which inquire into personal or private family affairs of a student which are not a matter of public record or subject to public observation~~ will not be administered to students without prior parental consent. ~~In addition, no student may be required to participate in a federal survey, analysis, or evaluation as part of any program administered by the U.S. Department of Education, without prior written parent permission, if that survey inquires into the following areas:~~

- ~~(1) political affiliations or beliefs of the student or student's parents;~~
- ~~(2) mental or psychological problems potentially embarrassing to the student or the student's family;~~
- ~~(3) sex behavior and attitudes;~~
- ~~(4) illegal, anti-social, self-incriminating and demeaning behavior;~~
- ~~(5) critical appraisals of other individuals with whom students have close family relationships;~~
- ~~(6) legally recognized privileges or analogous relationships, such as those of lawyers, physicians, and ministers;~~
- ~~(7) religious practices, affiliations or beliefs of the student or the student's parent; or~~
- ~~(8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).~~

Annual Consent: The District may seek written parent/guardian permission, on an annual basis, for the administration of anonymous student surveys. Consent to anonymous surveys obtained

STUDENT AND FAMILY PRIVACY RIGHTS

annually will be valid until the beginning of the subsequent school year, or until written notice of withdrawal of consent is provided to the school principal. Parents or guardians shall receive at least two weeks' notice prior to the administration of an anonymous questionnaire or survey.

Consent for Surveys that are Not Anonymous: Prior to the administration of a survey that is not anonymous ~~and which inquires into personal or private family affairs not a matter of public record or public observation,~~ the District shall obtain written permission from the parent/guardian at least two weeks prior to the survey.

Notice Requirements: At least two weeks prior to the administration of a questionnaire or survey, whether anonymous or not, that requires parental consent as identified above, the school shall provide each student's parent or legal guardian with written notice explaining:

- (1) how and where the parent may preview the survey;
- (2) how the survey will be administered;
- (3) how the survey results will be used;
- (4) who will have access to the questionnaire, ~~or~~ survey; [or results] and
- (5) for those surveys which are not anonymous, explain that written parental consent is required before participation in the particular survey, and include a permission form to be returned by the parents, with instructions that the form must be returned at least two weeks before the survey.

INSTRUCTIONAL MATERIAL

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

PHYSICAL EXAMS OR SCREENINGS

A student's parent(s)/guardian(s) may refuse to allow their child to participate in any non-emergency, invasive physical examination or screening that is: (a) required as a condition of attendance, (b) administered by the school and scheduled by the school in advance; and (c) not necessary to protect the immediate health and safety of the student, or of other students. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

STUDENT AND FAMILY PRIVACY RIGHTS

1. Is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act ([20 U.S.C. § 1400](#) *et seq.*)
3. Is otherwise authorized by Board policy.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

COLLECTION OF PERSONAL INFORMATION FROM STUDENTS FOR MARKETING

The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, or (4) a Social Security identification number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or sale.

The above paragraph does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other post-secondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Legal Reference:

ALASKA STATUTES

[14.03.110](#) *Questionnaires and surveys administered in public schools*

[14.30.070](#) *Physical examination required*

KODIAK ISLAND BOROUGH SCHOOL DISTRICT
Students
STUDENT AND FAMILY PRIVACY RIGHTS

BP 5145.15

Page 4 of 4

UNITED STATES CODE

[20 U.S.C. §1232](#)(h) *Protection of pupil rights*

Adopted: 2/22/10

Revised:

Reviewed:

DRAFT



Board Agenda Item

Kodiak Island Borough School District

722 Mill Bay Rd

Kodiak, Alaska 99615

Board Mtg. Date
7/13/26 RM
8/17/26 RM

Reports of the
Superintendent
☐

Action
Item
☒

Consent
Agenda
☐

Reports,
Routine
Monthly
☐

Other
☐

Subject:

BOARD POLICY ADOPTION & UPDATES - PART 1 OF A COMPREHENSIVE UPDATE TO SECTIONS OF BOARD POLICY, ARTICLE 4 PERSONNEL

**Presenter or
Contact Person:**

Dr. Daniel Brigman, Superintendent

Summary:

Superintendent Brigman is requesting the adoption of updates to the following policies:

BP 4021	BP 4119.3/4219.3/4319.3	BP 4133/4233/4333
BP 4111/4211/4311	BP 4119.11/4219.11/4319.11	BP 4135/4235/4335
BP 4111.2/4211.2/4311.2	BP 4119.12/4219.12/4319.12	BP 4136/4236/4336
BP 4112.1/4312.1	BP 4119.22/4219.22/4319.22	BP 4141/4241
BP 4112.5/4212.5/4312.5	BP 4119.23/4219.23/4319.23	BP 4141.6/4241.6
BP 4112.6/4212.6/4312.6	BP 4119.25/4219.25/4319.25	BP 4143/4243
BP 4112.61/4212.61/4312.61	BP 4119.41/4219.41/4319.41	BP 4144/4244/4344
BP 4113	BP 4119.42/4219.42/4319.42	BP 4151/4251/4351
BP 4115	BP 4119.43/4219.43/4319.43	BP 4154/4254/4354
BP 4117.2/4217.1/4317.2	BP 4122	BP 4156.3/4256.3/4356.3
BP 4117.4	BP 4131/4231/4331	BP 4157/4257/4357
BP 4118	BP 4132/4232/4332	BP 4158/4258/4358

The Policy Committee has reviewed the updates and their suggested changes are noted on each draft policy.

**Financial
Implications:**

There is no financial impact to the budget.

Attachments:

BP 4021	BP 4119.3/4219.3/4319.3	BP 4133/4233/4333
BP 4111/4211/4311	BP 4119.11/4219.11/4319.11	BP 4135/4235/4335
BP 4111.2/4211.2/4311.2	BP 4119.12/4219.12/4319.12	BP 4136/4236/4336
BP 4112.1/4312.1	BP 4119.22/4219.22/4319.22	BP 4141/4241
BP 4112.5/4212.5/4312.5	BP 4119.23/4219.23/4319.23	BP 4141.6/4241.6
BP 4112.6/4212.6/4312.6	BP 4119.25/4219.25/4319.25	BP 4143/4243
BP 4112.61/4212.61/4312.61	BP 4119.41/4219.41/4319.41	BP 4144/4244/4344

BP 4113	BP 4119.42/4219.42/4319.42	BP 4151/4251/4351
BP 4115	BP 4119.43/4219.43/4319.43	BP 4154/4254/4354
BP 4117.2/4217.1/4317.2	BP 4122	BP 4156.3/4256.3/4356.3
BP 4117.4	BP 4131/4231/4331	BP 4157/4257/4357
BP 4118	BP 4132/4232/4332	BP 4158/4258/4358

Recommendation: **Administration recommends the Board:**

1. July 13- Review the policy and direct staff concerning potential revisions and hold the first reading at the July regular meeting.
2. August 17 - Hold a public hearing and adopt in second reading at the August regular meeting.

Motion: **Move to revise the Board Policies identified in the packet as Part 1 of the Comprehensive Update to Article 4 *Personnel* in first reading, as presented, and forward the policies to the August 17, 2026, regular meeting for Second Reading and Public Hearing.**

AASB POLICY REFERENCE MANUAL UPDATE 2025 – PERSONNEL SERIES

This update is Part 1 of a comprehensive update of the **4000 Series – Personnel**, which constitutes a housecleaning of policies within the Article 4.

Titles of the series have been updated to better clarify whether they apply to certificated personnel, classified personnel, or supervisory/management personnel. This is accomplished by titling each policy with the appropriate label:

1. All Personnel (4000)
2. Certificated Personnel (4100 Numbers)
3. Classified Personnel (4200 Numbers)
4. Management and Supervisory Personnel (4300 Numbers)

Many updates include minor grammatical/titling/explanatory note changes that do not require Board approval, except that we are adding these sections to the 4200 or 4300 sections of policy. These are highlighted in green.

If the policy applies to more than one employee group, it has been assigned a policy number for each group.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	COMPARED TO CURRENT KIBSD POLICY	DESCRIPTION
BP 4021	Yes	<i>Not in current KIBSD policy.</i>	This update clarifies that school bus driver testing may be accomplished through contracting with the transportation services provider.
BP 4111/4211/4311	Yes	<i>This will revise our current BP4111 and add 4211 and 4311 which are not in KIBSD current policy.</i>	***Merges AASB’s model policies BP 4111 and BP 4211*** This update clarifies language regarding inquiries into protected information when hiring. It also authorizes the board to delegate the authority to make classified hires to the superintendent. This policy merges the previous AASB Model Policies BP4111 and BP 4211 into a single policy.
BP 4111.2/4211.2/4311.2	Yes, to add BP 4211.2/4311.2	<i>4211.2 and 4311.2 are not in KIBSD current policy.</i>	Grammatical/Titling/Explanatory Note Changes Only
BP 4112.1/4312.1	Yes, to add BP 4312.1	<i>4312.1 is not in KIBSD current policy.</i>	Grammatical/Titling/Explanatory Note Changes Only
BP 4112.5/4212.5/4312.5	Yes	<i>4212.5 and 4312.5 are not in current KIBSD policy.</i>	This update clarifies that school district volunteers must be subject to a background check, and that an omission on an application can be grounds for denial of hire (or dismissal).

BP 4112.6/ 4212.6/4312.6	Yes	4212.6 and 4312.6 are not in current KIBSD policy.	This update clarifies when and how board members may review employee records and information.
BP 4112.61/ 4212.61/4312.61	Yes, to add BP 4212.61/4212.61	4212.61 and 4312.61 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4113	Yes		This update provides additional guidance regarding the assignment of certificate personnel.
BP 4115	Yes		This update adds language to clarify that employees evaluating certificated personnel in the District must hold a Type B administrator certificate.
BP 4117.2/4217.1/4317.2	Yes	This will revise our current BP 4117.2 and add 4217.1 and 4317.2 which are not in current KIBSD Policy.	***Merge AASB Model policies BP 4117.2 and BP 4217.2*** This update simplifies the process by which an employee resigns. It also merges the classified and certified resignation policies.
BP 4117.4	Yes		This update codifies the requirement established by the Alaska Supreme Court that certified employees may call witnesses at a pre-termination hearing.
BP 4118	Yes		This update clarifies what constitutes progressive discipline, and that reassignment is not necessarily disciplinary.
BP 4119.3/ 4219.3/4319.3	Yes	4219.3 and 4319.3 are not in current KIBSD Policy.	This update requires that, as a best practice, job descriptions should be reviewed and updated annually.
BP 4119.11/ 4219.11/4319.11	Yes, to add BP 4219.11/4319.11	4219.11 and 4319.11 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4119.12/ 4219.12/4319.12	Yes	4219.12 and 4319.12 are not in current KIBSD Policy.	This update updates harassment language to fit best practices, including that it relates to all school district activities and facilities.
BP 4119.22/ 4219.22/4319.22	Yes	Not in current KIBSD policy.	
BP 4119.23/ 4219.23/4319.23	Yes	4219.23 and 4319.23 are not in current KIBSD Policy.	This update clarifies best practices regarding the release of unauthorized District information.
BP 4119.25/ 4219.25/4319.25	Yes	4219.25 and 4319.25 are not in current KIBSD Policy.	This update clarifies that the District may regulate political activity on school property at any time (not just during the instructional day) in accordance with law.

BP 4119.41/ 4219.41/4319.41	Yes, to add BP 4219.41/4319.41	4219.41 and 4319.41 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4119.42/ 4219.42/4319.42	Yes, to add BP 4219.42/4319.42	Ours is current with AASB model policy except that we have not adopted 4219.42 and 4319.42.	Recommend considering revision to create the 2 new policies.
BP 4119.43/ 4219.43/4319.43	Yes, to add BP 4219.43/4319.43	Ours is current with AASB model policy except that we have not adopted 4219.43 and 4319.43.	Recommend considering revision to create the 2 new policies.
BP 4122	Yes		This update requires that the superintendent establish criteria for a student teacher program.
BP 4131/ 4231/4331	Yes, to add BP 4231/4331	4231 and 4331 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4132/ 4232/4332	Yes, to add BP 4232/4332	4232 and 4332 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4133/ 4233/4333	Yes	4233 and 4333 are not in current KIBSD Policy.	This update provides clearer guidelines on employee use of travel expenses.
BP 4135/ 4235/4335	Yes, to add BP 4235/4335	4235 and 4335 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4136/ 4236/4336	Yes, to add BP 4236/4336	4236 and 4336 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4141/ 4241	Yes, to add BP 4241	4241 is not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4141.6/4241.6		Not in current KIBSD Policy.	
BP 4143/ 4243	Yes, to add BP 4243	4243 is not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4144/ 4244/4344	Yes, to add BP 4244/4344	4244 and 4344 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4151/4251/4351		Not in current KIBSD Policy.	
BP 4154/ 4254/4354	Yes, to add BP 4254/4354	4254 and 4354 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4156.3/ 4256.3/4356.3	Yes, to add BP 4256.3/4356.3	4256.3 and 4356.3 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4157/ 4257/4357	Yes, to add BP 4257/4357	4257 and 4357 are not in current KIBSD Policy.	Grammatical/Titling/Explanatory Note Changes Only
BP 4158/ 4258/4358	Yes	4258 and 4358 are not in current KIBSD Policy.	This update requires that the superintendent or designee is made aware of all police reports made by personnel in the course of their duties.

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**Key**

Black text – current policy with no suggested changes

Red ~~strikeout~~ – deletions to policy suggested by AASB

Red [brackets] – additions to policy suggested by AASB

Blue ~~strikeout~~ – deletions to policy by Policy Committee and/or KIBSD

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Purpose

The Superintendent or designee shall establish and implement a drug and alcohol testing program for all bus drivers employed by the school district, in accordance with state and federal law. This testing program may be accomplished through a contract or agreement with the district's transportation services contractor. The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of drugs and alcohol by bus drivers. This program shall test drivers for the improper use of drugs and alcohol, and shall include random testing. Improper use of drugs and alcohol consists of use that constitutes a federal or state criminal offense, or otherwise violates the regulations of the Department of Education and Early Development.

Prohibited conduct

No personnel employed by the school district as drivers of motorized vehicles used to transport students shall report for duty requiring the performance of safety-sensitive functions, or remain on duty, when the driver uses any controlled substance or has a prohibited concentration of alcohol in the driver's system. The only exception is when a driver has used a controlled substance pursuant to the instructions of a qualified physician who has advised the driver in writing that the substance does not adversely affect the driver's ability to safely operate a motorized vehicle for the transportation of students. Drivers shall provide a copy of the physician's written advice to the driver's supervisor prior to operating any motor vehicle for the school district.

Required Testing

Drivers shall be subject to pre-employment/pre-duty, reasonable suspicion, random, post-accident, returning to duty and follow-up alcohol and drug testing. Random alcohol testing shall be limited to the time period surrounding the performance of safety-related functions, which include just before or just after the employee performs the safety-related function for the district. Controlled substance testing may be performed at any time the driver is at work. An employee subject to this testing may not refuse to take a test when required.

Consequences for failing or refusing to take a required test

A refusal to take a required test shall be considered in violation of the employee's contractual obligations to the district, and may constitute grounds for the employee's termination from employment with the district. If testing confirms prohibited alcohol concentration levels or the unauthorized presence of a controlled substance, the employee shall be removed immediately

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

from safety-related functions in accordance with law. The district may reassign the employee to non-safety-related functions until such time as the driver complies with the requirements for returning to duty.

The School Board retains the authority, consistent with state and federal law, to discipline or discharge any driver who is alcohol or chemically dependent and whose current use of alcohol or drugs impairs the employee's job qualifications or performance. Before a driver may be reinstated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with verified results.

Except as required by law or collective bargaining agreement, the district is not required to provide rehabilitation, pay for substance abuse treatment or to reinstate a driver who has failed a required drug or alcohol test. All employment decisions involving reassignment, reinstatement, termination or dismissal from employment shall be made in accordance with applicable district policies and procedures.

Records

The district shall keep and maintain testing records, and shall maintain the confidentiality of those records, in accordance with law. Testing records, and any information about false positive test results, shall not be released without the written consent of the employee. The district shall not retain records of false positive test results in the employee's employment records.

Training

The district shall take steps to ensure that supervisors receive appropriate training to administer the district's drug and alcohol testing program, and that employees receive the notifications required by law.

(cf. 4020 - Drug, Tobacco, and Alcohol Free Workplace)

(cf. 3514 - Environmental Safety)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5144.1 - Suspension and Expulsion)

Legal Reference:

ALASKA STATUTES

[AS 14.09.025](#) *Drug Testing for School Bus Drivers*

[AS 17.38.120](#) *Employers, driving, minors and control of property*

FEDERAL LAW

Omnibus Transportation Employee Testing Act of 1991

The Drug-Free Workplace Act of 1989

The Drug-Free Schools and Communities Act of 1986, as amended

International Brotherhood of Teamsters v. Dept. of Transportation, 932 F.2d 1292 (1991).

Adopted: *Not in current KIBSD Policy.*

Revised:

Last Reviewed:

[ALL PERSONNEL -] RECRUITMENT AND SELECTION**Key**

Black text – current policy with no suggested changes

Red ~~strikeout~~ – deletions to policy suggested by AASB

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The District shall employ the most qualified person available for each open certificated position. The Superintendent or designee shall develop recruitment and selection procedures to ensure that every effort is made to find and hire fully qualified ~~teachers for~~ **all-classrooms [staff]**, which include:

1. Assessment of the district's needs to determine those areas where specific skills, knowledge and abilities are lacking.
2. Development of job descriptions which accurately portray the position, including requirements that a ~~teacher~~ **[employee]** be qualified in accordance with federal and state law.
3. Dissemination of vacancy announcements to ensure a wide range of candidates, when necessary.
4. Screening procedures which will identify the best possible candidates for interviews.
5. Interview procedures which will determine the best qualified candidate for recommendation to the School Board.

Staff members involved in the selection process shall recommend only those candidates who meet all qualifications established by law and the School Board for a particular position. Nominations for employment shall be based upon appropriate screening devices, interviews, observations, recommendations from previous employers and any requirements of applicable collective bargaining agreements.

[No inquiry shall be made with regard to age, race, color, religion, sex or national origin of persons proposed for or seeking employment. Questions regarding disability shall be asked only when directly related to the job and as permitted by law.]

Before considering the hire of ~~a-certificated-staff-member~~ **[an applicant]** who is currently under contract in another district, the Superintendent or designee will require the certificated staff to provide written documentation that he/she: (1) has made an effort to secure a release from the employing district thirty calendar days prior to the employing district's first contract day; or, (2) has secured a written release from the employing district.

(cf. 4112.8/~~4212.8~~/**4312.8** - *Employment of Relatives*)

[ALL PERSONNEL -] RECRUITMENT AND SELECTION

No ~~certificated~~ person shall be approved for employment by the Board without the recommendation or endorsement of the Superintendent or designee. The Board shall be presented with the Superintendent or designee's recommended candidate who may be ~~selected~~ [approved] or rejected by the Board. If the candidate is rejected, the Superintendent or designee shall recommend subsequent candidates until the Board ~~selects~~ [approves] someone to fill the position. The Board ~~shall make the final decision on the selection of~~ [has authority over employment of] all ~~certificated~~ employees[, however, the Board may delegate the Superintendent or designee the authority to make staff hires without prior Board approval. If such authority is delegated, the Superintendent or designee shall notify the Board of all hires at a regularly scheduled Board meeting.]

[(cf. 10000 – Concept and Roles)]

The Board recognizes that the District encompasses rural areas and will assist teachers in obtaining information regarding the cost and availability of housing as required by law.

Legal Reference:

ALASKA STATUTES

[14.08.111](#) Duties (regional school boards)

[14.14.090](#) Additional duties

[14.20.010](#) Teacher Certificate Required

[14.20.022](#) Subject-matter expert limited teacher certificate

[14.20.035](#) Evaluation of training and experience

[14.20.100](#) Unlawful to require statement of religious or political affiliation

[14.20.110](#) Penalty for violation of [AS 14.20.100](#)

ALASKA ADMINISTRATIVE CODE

[4 AAC 04.210](#), [04.212](#) and [06.899](#)(6) Highly Qualified Teachers and Objective Uniform Standards

[6 AAC 30.810](#) Employer records

[6 AAC 30.840](#) Retention of records

UNITED STATES CODE

Every Child Succeeds Act, [20 U.S.C. 6301](#), et. Seq. ([P.L. 114-95](#) December 10, 2015)

Adopted: 2/22/10

Revised: 3/21/11; 9/15/25

Reviewed: 9/15/25

[ALL PERSONNEL -] LEGAL STATUS REQUIREMENT**Key**

Black text – current policy with no suggested changes

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The District shall hire only citizens and non-citizens who are lawfully authorized to work in the United States. The District will verify the identity and employment eligibility of all individuals hired to work. The District will not continue the employment of an individual upon knowledge that he or she is no longer lawfully authorized to work in the United States.

District employment practices shall not discriminate on the basis of citizenship status or national origin, nor shall they discriminate against any refugees, grantees of asylum, or persons qualified for permanent or temporary residency.

(cf. 4111/~~4211~~/4311 - Recruitment and Selection)

All new employees shall show appropriate documents which certify that they are legally eligible to work in the United States, as required by law. Nothing in this policy is intended to preclude the employment of teachers under the Exchange Visitor program in [22 C.F.R § 62.24](#).

Legal Reference:

UNITED STATES CODE

[8 U.S.C. 1324](#) Immigration and Nationality Act, as amended by Immigration Reform and Control Act of 1986 and Immigration Act of 1990

CODE OF FEDERAL REGULATIONS

[8 C.F.R. Part 274\(a\)](#) Control of Employment of Aliens

[22 C.F.R. §62.24](#) Teachers

Adopted: 2/22/10

Revised: 3/21/11; 9/15/25

Reviewed: 9/15/25

[CERTIFICATED PERSONNEL AND MANAGEMENT AND SUPERVISORY PERSONNEL -]CONTRACTS**Key**

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After January 1, the School Board may issue teacher [and principal/administrator] contracts for the following school year. Contracts shall be approved by the School Board and signed by at least two School Board members.

The School Board shall give or mail reemployment contracts to teachers who are not dismissed or given notice of non-retention or layoff in accordance with law. If an employee fails to notify the Superintendent or designee within thirty (30) days after receipt of a contract of reemployment that he/she accepts reemployment, the Board shall consider the employee to have declined reemployment and shall terminate the employee's services at the expiration of the existing contract. An employee on family leave must [still] comply with the 30-day deadline.

(cf. 4117.4 - Dismissal~~s~~)

(cf. 4117.6 - Non-retention)

(cf. 4119.21/42119.21/43119.21 – Code[s] of Ethics)

Legal Reference:

ALASKA STATUTES

[14.20.010](#) Teacher certificate required

[14.20.020](#) Requirements for issuance of certificate; fingerprints

[14.20.120](#) Statement of qualifications

[14.20.130](#) Employment contracts

[14.20.145](#) Automatic reemployment

[14.20.158](#) Continued contract provisions

[14.20.215](#) Definitions

[14.20.620 - 14.20.650](#) Interstate agreement on qualification of educational personnel

[14.30.250](#) Teacher qualifications

ALASKA ADMINISTRATIVE CODE

[4 AAC 05.080](#) School curriculum and personnel

[4 AAC 12.300 - 4 AAC 12.900](#) Certification of professional personnel

[4 AAC 18.010](#) Teachers' and administrators' contracts

[4 AAC 18.021](#) Employment of substitute teachers

Adopted: 2/22/10

Revised: 5/22/14

Last Reviewed:

[ALL PERSONNEL -]SECURITY CHECK**Key**

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The School Board desires to hire personnel whose background[, ~~conduct,~~] and behavior ~~exemplifies a standard~~ [reflect the highest standards of integrity and professionalism, and are] deemed appropriate for ~~individuals working~~ [work] with children. ~~Effort~~ [The District] will ~~be made to~~ investigate the background of [all] applicants [(including volunteers)] prior to hire in the District. This investigation will include questions related to an applicant's background and criminal history[, including a background check,] and may include a fingerprint check.

Falsification [or omission] of information during the interview or on the application shall be grounds for immediate removal from consideration for a position or dismissal from a currently held position. [For certified staff, a complaint may also be made with the Alaska Professional Teaching Practices Commission (PTPC).]

Adopted: 2/22/10

Revised:

Last Reviewed:

[ALL PERSONNEL -] PERSONNEL RECORDS**Key**

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Personnel records shall be kept for all current employees and shall include information usually expected in good personnel administration. Records shall be kept for all former employees, including such information as shall seem appropriate to the administration.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 1312.1 - Public Complaints Concerning Personnel)

~~Only administrators and designated staff shall have access to the personnel file without written permission of the employee. Access to personnel files by the School Board shall occur only after authorization by the Board in regular or special session. Authorization must state specific files and purpose for access. Employees shall receive notice of pending action.~~

[All personnel files are confidential and shall be available only to the employee, persons authorized by the employee, the Superintendent or designee, and those individuals authorized by the Superintendent or designee or School Board in accordance with administrative procedures. The School Board may collectively request to review an employee's file at an executive session of the School Board, pursuant to a specific employee action and/or complaint process, and in accordance with the Alaska Open Meetings Act.]

Employees shall be notified whenever derogatory information is to be placed in their personnel files. Employee may review and comment on the contents of their personnel file. Personnel records shall be made available for inspection by the employee at an off-duty time. Inspection shall take place in the presence of an administrator.]

Legal Reference:

ALASKA STATUTES

[44.62.310 Government meetings public

40.25.120 Inspection and copying of public records]

23.40.070 Declaration of Policy (PERA)

14.20.149 Employee Evaluation

ALASKA ADMINISTRATIVE CODE

4 AAC 19.040 Confidentiality [Use] of the evaluation

[ALL PERSONNEL -] PERSONNEL RECORDS

ALASKA SUPREME COURT

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

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

Adopted: 2/22/10

Revised: 3/18/13

Last Reviewed:

DRAFT

[ALL PERSONNEL -]EMPLOYMENT REFERENCES**Key**

Black text – current policy with no suggested changes

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Blue [brackets] – additions to policy suggested by Policy Committee and/or KIBSD

The School Board desires to provide information about District employees to prospective employers to the extent that such information is factual and does not violate an employee's privacy rights.

The Superintendent or designee is responsible for processing all requests for references, letters of recommendation, or information about employee performance, including the causes or reasons for separation regarding all District employees other than the Superintendent.

References which are not secured through the Superintendent or designee reflect the personal views or opinions of the author and do not reflect the views of the District.

(cf. 4112.6/~~4212.6~~/4312.6 - Personnel ~~Files~~[Records])

Legal References:

ALASKA STATUTES

09.65.160 Job References

Adopted: 2/22/10

Revised: 9/15/25

Reviewed: 9/15/25

KODIAK ISLAND BOROUGH SCHOOL DISTRICT
Personnel
CERTIFICATED PERSONNEL – ASSIGNMENT

BP 4113
Page 1 of 1

Key

Black text – current policy with no suggested changes

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The School Board respects the importance of assigning teachers in accordance with law, so as to serve the best interests of our students and the educational program. The Superintendent or designee may assign certificated personnel to any position for which their preparation, certification, experience and aptitude qualify them. Teachers may be assigned to any school within the district. Teachers shall not be assigned outside the scope of their teaching certificates or their fields of study except as allowed by law.

(cf. 4112.8/~~4212.8~~/~~4312.8~~ - *Employment of Relatives*)

The assignment of certificated personnel shall comply with applicable collective bargaining ~~provisions~~[~~agreements~~.]

Legal Reference:

ALASKA STATUTES

14.20.147 *Transfer or absorption of attendance area or federal agency school*

14.20.148 *Intradistrict teacher assignment*

14.20.158 *Continued contract provisions*

23.40.070 *Declaration of policy (PERA)*

UNITED STATES CODE, TITLE 20

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

Adopted: 11/21/22

Revised:

Last Reviewed:

[CERTIFICATED PERSONNEL -]EVALUATION/SUPERVISION**Key**

Black text – current policy with no suggested changes

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The School Board believes that evaluations can provide important information relevant to making employment decisions, ~~and can~~ help staff improve their ~~teaching~~ [professional] skills[,improve the effectiveness of instruction,] and raise student achievement levels. In accordance with the district's certificated employee evaluation system, the Superintendent or designee shall evaluate certificated personnel annually, including teachers, administrators, and special service providers. The evaluation system shall evaluate whether the certificated employee is exemplary, proficient, basic, or unsatisfactory on applicable content standards and in overall performance. The district's certificated employee evaluation system will incorporate those procedures and mandates required by law.

The School District shall provide ~~annual~~ in-service training to all certificated employees subject to the evaluation system. The training will address the procedures of the system, the standards used by the School District in evaluating performance, and other information that may be helpful to a thorough understanding of the evaluation system.

[Individuals conducting an evaluation must hold a type B administrator certificate or be a site administrator under the supervision of a person with a type B certificate, be employed by the school district as an administrator, and complete training in the use of the district's evaluation system.]

A certificated employee has a right to comment within 10 days on the evaluation and may not be retaliated against for doing so.]

The certificated employee evaluation system will be periodically reviewed. The School District will consider input from students, parents, community members, classroom teachers, affected collective bargaining units, and administrators. The School District will make a form, template, or checklist that the district uses in the evaluation of certificated employees available to the public, including posting the form, template, or checklist on the district's website. The posting will explain how the School District has considered the input of these groups in the design of the evaluation system.

(cf. 4116 - Nontenured/Tenured Status)

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

Legal Reference:

[CERTIFICATED PERSONNEL -]EVALUATION/SUPERVISION

ALASKA STATUTES

[14.20.149](#) *Employee Evaluation*

[\[14.08.111](#) *Duties*

[14.14.090](#) *Duties of school boards]*

[23.40.070](#) *Declaration of policy (PERA)*

ALASKA ADMINISTRATIVE CODE

[4 AAC 04.200](#) *Professional content and performance standards*

[4 AAC 19.010-4 AAC 19.060](#) *Evaluation of professional employees*

[4 AAC 04.205](#) *District performance standards*

Adopted: 2/22/10

Revised: 9/24/12; 9/15/25

Reviewed: 9/15/25

[ALL PERSONNEL -] RESIGNATION**Key**

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The Superintendent or designee is authorized to accept the written resignation of any employee on behalf of the School Board, and the resignation shall become effective immediately upon acceptance by the Superintendent or designee. A resignation presented to and accepted by the Superintendent or designee may not be withdrawn by the employee.

A certificated employee who breaks a signed contract without the agreement of the District creates a significant burden on the District and school staff. A certificated employee who breaks a signed contract without District agreement shall pay \$1000 in liquidated damages to partially compensate the District for damages associated with the breach including, but not limited to, staff coverage obligations and recruitment obligations. This amount may be deducted from any amounts due to the certificated employee. This provision shall not be construed as limiting the District from taking other action.

A certificated staff member should provide notice as early as possible to the District when the staff member knows that he or she does not plan to return for the following school year. The District may agree to release a certificated staff member who has signed a contract provided notice is given to the District, in writing, post-marked on or before June 30th.

If a request to release a certificated staff member from his or her contract is made after June 30th the District will consider filing a Professional Teaching Practices Commission (PTPC) complaint. When considering if the filing of a PTPC complaint is warranted, the District will weigh any mitigating circumstances including, but not limited to, factors impacting the staff member's family or health, factors related to the staff member's employment or working conditions, or unforeseen changes in the circumstances impacting the staff member's ability to continue employment with the District.

If a certificated staff member is currently under contract with the District and the District learns the staff member has contracted with another district without obtaining a written release, the District will consider a PTPC complaint against the staff member.

The District will not contract with a certificated staff member under contract with another district unless the staff member provides a written release from the current employer. If the District contracts with a certificated staff member who has not disclosed that he/she

[ALL PERSONNEL -] RESIGNATION

is under contract with another school district, the District reserves the right to terminate the contract for material misrepresentation and to file a PTPC complaint.

Legal Reference:

ALASKA ADMINISTRATIVE CODE

[4 AAC 18.010](#) *Teachers' and administrators' contracts*

[20 AAC 10.020 Code of ethics and teaching standards]

Adopted: 2/22/10

Revised: 7/25/11

Last Reviewed:

DRAFT

Key

Black text – current policy with no suggested changes

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Employees shall not be deprived of their employment during the school year except when cause for the dismissal can be shown. Employees shall be accorded their due process rights provided by law. ~~[Employees shall have the right to call witnesses in a pre-termination hearing held under the procedure set forth in AS 14.20.180.]~~

(cf. 4116 - Nontenured/Tenured Status)

(cf. 4117.6 - Nonretention)

Legal References:

ALASKA STATUTES

[14.20.140](#) Notification of lay off or nonretention

[14.20.145](#) Automatic reemployment

[14.20.170](#) Dismissal

[14.20.175](#) Nonretention

[14.20.180](#) Procedures upon notice of dismissal or nonretention

~~[14.20.205](#) Judicial review]~~

[14.20.215](#) Definitions

ALASKA ADMINISTRATIVE CODE

[4 AAC 18.010](#) Teachers' and administrators' contracts

Nichols v. Eckers, 504 P. 2d 1359 (Alaska 1973)

Kenai Peninsula Borough Board of Education v. Brown, 691 P. 2d 1034 (Alaska 1984)

~~*[Stirling v. North Slope Borough School District, Supreme Court No. S-18853 (Alaska 2025)]*~~

Adopted: 2/22/10

Revised: 3/21/11

Lat Reviewed:

[CERTIFICATED PERSONNEL -]SUSPENSION/DISCIPLINARY ACTION**Key**

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

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

(cf. 4117.4 - Dismissal)

(cf. 4117.6 - Nonretention)

The Superintendent or designee may take disciplinary action, including[: 1)] verbal warning, [2)]written warning, ~~reassignment~~, [3) letter of reprimand, 4)]suspension ~~with~~ ~~or~~ without pay and [5)] dismissal, as he/she deems appropriate and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.

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

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

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

(cf. 4300 – [~~Management Employee~~]Definitions)

Legal Reference:

ALASKA STATUTES

[14.20.030](#) Causes for revocation and suspension

[14.20.170](#) Dismissal

[14.20.175](#) Nonretention

[14.20.180](#) Procedures upon notice of dismissal or nonretention

ALASKA ADMINISTRATIVE CODE

[20 AAC 10.020](#) Code of ethics and teaching standards

Adopted: 2/22/10

Revised: 10/20/25

Reviewed: 10/20/25

[ALL PERSONNEL – DUTIES OF PERSONNEL]~~JOB DESCRIPTIONS~~**Key**

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

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

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4115 - Evaluation/ Supervision)

~~[(cf. 4215 - Evaluation/ Supervision)]~~

(cf. 4118 - Suspension/Disciplinary Action)

~~[(cf. 4218 - Suspension/Disciplinary Action)]~~

Legal Reference:

PUBLIC LAW

AMERICANS WITH DISABILITIES ACT, [P.L. 101-336](#)

UNITED STATES CODE

[42 U.S.C. 12101](#) et seq.

Adopted: 2/22/10

Revised:

Last Reviewed:

[ALL PERSONNEL -]SEXUAL HARASSMENT**Key**

Black text – current policy with no suggested changes

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The Board is committed to the elimination of sexual harassment in District facilities, schools and activities. Sexual harassment is strictly prohibited and will not be tolerated. This policy prohibits sexual harassment of students or staff by other students, staff, Board members or third parties. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in District business.

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4117.4 - Dismissal)

(cf. 9020 - Board Standards)

(cf. 9271 - Code of Ethics)

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment, status or promotion.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee.
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.
4. Submission to, or rejection of, the conduct is the basis for any decision affecting benefits, services, honors, programs or other available activities.

An employee or Board member who feels that he/she is being harassed should immediately report the incident to the immediate supervisor of the accused employee or the appropriate personnel department official, without fear of reprisal. All complaints about behavior that may violate this policy shall be promptly investigated. The personnel department shall be informed of all such complaints and will assist in the investigation and resolution of complaints. An employee making a complaint of sexual harassment shall not be required to resolve the complaint directly with the offending person.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect the terms or conditions of employment or the work environment of the complainant. There shall be no retaliation by the District against any

[ALL PERSONNEL -]SEXUAL HARASSMENT

person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the District to stop the sexual harassment, prevent its recurrence and address negative consequences. Employees in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

The Superintendent or designee shall ensure prompt and strict enforcement of Board policy.

[(cf. 0410 – Nondiscrimination in District Programs and Activities)]

(cf. 1312.1 - Public Complaints Concerning School Personnel)

Legal Reference:

UNITED STATES SUPREME COURT

[Meritor Savings Bank, FSB v. Vinson et al.](#), 477 U.S. 57 (1986)

NINTH CIRCUIT COURT OF APPEALS

Ellison v. Brady, 924 F.2d 872 (9th Cir. 1991)

Adopted: 2/22/10

Revised: 3/21/11

Last Reviewed:

[ALL PERSONNEL -] HARASSMENT**Key**

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~~The School Board recognizes that harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform school work, and increased absenteeism or tardiness. The Board shall not tolerate the harassment of any student by any other student or District employee. Any student or employee who is found guilty of harassment shall be subject to disciplinary action. [The School Board is dedicated to providing a safe environment. Harassment disrupts a student's ability to learn and a school's ability to educate. Personnel are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful.~~

Personnel are prohibited from engaging in any form of harassment in any school-related setting, including but not limited to: school property, during school hours, on school buses, at bus stops, and at school-sponsored activities, events, or functions.]

Harassment means [and includes, but is not limited to,]intimidation by threats of or ~~actual~~ physical violence; the creation ~~by whatever means~~ of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

(cf. 5131.43 - Harassment, intimidation and bullying)

~~(cf. 5145.7 - Sexual Harassment)~~

(cf. 4118 – Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

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

To promote an environment free of harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling. Principals shall discuss this policy with their employees and shall assure them that they need not endure any form of harassment.

The Board encourages students or staff to immediately report incidences of harassment to the immediate supervisor of the accused employee or the appropriate personnel department official, without fear of reprisal. The Superintendent or designee shall promptly investigate each complaint of harassment in a way that ensures the privacy of

[ALL PERSONNEL -] HARASSMENT

all parties concerned. In no case shall the student or staff member be required to resolve the complaint directly with the offending person.

Notice of this policy will be circulated to all District schools and departments and incorporated in teacher and student handbooks.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 1312.3 - Public Complaints Concerning Discrimination)

(cf. 4030 - Nondiscrimination in Employment)

[(cf. 5141.42 - Professional Boundaries of Staff With Students)]

Legal References:

ALASKA STATUTES

[14.18.010 - 14.18.100](#) Prohibition against ~~*[Sex and Race Discrimination]*~~ ~~*discrimination based on sex or race in public education*~~

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.500 - 4 AAC 06.600](#) Prohibition ~~*[of Gender or Race Discrimination]*~~ ~~*sex discrimination*~~

UNITED STATES CODE

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Individuals with Disabilities Education Act

Americans with Disabilities Act

Adopted: 2/22/10

Revised:

Last Reviewed:

ALL PERSONNEL – DRESS AND GROOMING**Key**

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[The School Board believes that since staff serve as role models, they should maintain professional standards of dress and grooming.

The School Board encourages staff during school hours to wear clothing that demonstrates their high regard for education and presents an image consistent with their job responsibilities.

Legal Reference:

Breese v. Smith, 501 P.2d 195 (Alaska, 1979)]

Adopted: *Not in current KIBSD Policy.*

Revised:

Last Reviewed:

[ALL PERSONNEL -] UNAUTHORIZED RELEASE OF CONFIDENTIAL INFORMATION**Key**

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District employees shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this District permit disclosure. Information and records pertaining to executive sessions, negotiations and student records, including individual test results, are not subject to public disclosure.

(cf. 1340 - Access to District Records)

Any employee who ~~willfully~~ releases confidential [district] information[without appropriate authorization] ~~about students, staff, or any topic properly confined to an executive session~~ shall be subject to disciplinary action up to and including dismissal from District service. ~~Any action by an employee which inadvertently or carelessly results in release of confidential information shall be recorded, and the record shall be placed in the employee's personnel file, as per the negotiated agreement.~~

~~Depending on the circumstances,~~ [T]he Superintendent or designee may deny the employee further access to any privileged information and shall take any steps necessary to prevent any further unauthorized release of such information.

(cf. 3580 - District Records)

(cf. 5125 - Student Records; Confidentiality)

~~(cf. 6146.3 – College and Career Readiness Assessments)~~

(cf. 9321 - Executive Sessions)

Legal References:

ALASKA STATUTES

[14.03.115](#) Access to school records by parent, foster parent, or guardian

[14.14.090](#) Duties of school boards

[23.40.235](#) Public involvement in school district negotiations

[40.25.120 – 40.25.220](#) Public record disclosures

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.738](#) Standards-based test results

[4 AAC 06.765](#) Test security; consequences of breach

UNITED STATES CODE

[20 U.S.C. §1232g](#) Federal Family Educational Rights and Privacy Act of 1974

ALASKA SUPREME COURT

**[ALL PERSONNEL -] UNAUTHORIZED RELEASE OF CONFIDENTIAL
INFORMATION**

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

Adopted: 2/22/10

Revised:

Last Reviewed:

DRAFT

[ALL PERSONNEL -] POLITICAL ACTIVITIES OF EMPLOYEES**Key**

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The School Board believes that district employees have an obligation to prevent the improper use of school district time, resources or facilities for political campaign purposes. The Superintendent or designee shall regulate political activities on school district property. All employees are prohibited from engaging in activities designed or intended to promote, further, or assert a position on political campaigns or collective bargaining issues, in the presence of students during performance of the employee's duties. This does not preclude a balanced discussion of political campaigns consistent with school district curriculum. This shall include, but not limited to, items such as: school district or school letterhead, official school district titles, school district email addresses, or any items which could be misconstrued as official school district communication.

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

The School Board further believes that to meet its responsibilities to the residents and students of the community, the Superintendent or designee shall remain informed about pending legislation and actively communicate District concerns to elected representatives at the state, local, and federal level. In advocating for the passage of laws which advance the cause of student learning and achievement, school funding, and efficient and effective school operations, the Superintendent shall also recommend at times that the School Board consider and take positions on legislative issues at its regular meetings. The Superintendent is further instructed to provide the public with nonpartisan information about ballot propositions or ballot questions impacting the school community.

Violations of this policy may result in disciplinary action.

[Nothing in the policy shall prevent the District or Board from disseminating factual information regarding school bond projects.]

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

Legal References:

ALASKA STATUTES

[ALL PERSONNEL -] POLITICAL ACTIVITIES OF EMPLOYEES

[14.03.090](#) *Partisan, sectarian, or denominational doctrines prohibited*

[14.20.095](#) *Right to comment and criticize not to be restricted*

[14.20.370-510](#) *Professional Teaching Practices Act*

[15.13.145](#)(b) *Money of the state and its political subdivisions*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.135](#) *Use of school funds in elections]*

[20 AAC 10.010 - 20 AAC 10.900](#) *Professional teaching practices commission*

Adopted: 9/24/12

Revised: 4/20/26

Last Reviewed: 4/20/26

DRAFT

[ALL PERSONNEL -]EMPLOYEES WITH INFECTIOUS DISEASE**Key**

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The School Board desires to promote the health of district students and staff in order to reduce absenteeism and enhance employee and student performance. The Superintendent or designee shall develop strategies to prevent the outbreak or spread of infectious diseases at district schools.

(cf. 4112.4/4212.4/4312.4 – Health Examinations)

(cf. 5113 - Absences and Excuses)

An infectious disease is one that is caused by a microorganism and is potentially transmittable to another individual, whether through airborne transmission, bloodborne transmission, skin-to-skin contact, foodborne transmission, or other casual or noncasual means. A communicable infectious disease, such as influenza or chicken pox, is contagious and can be readily transmitted by infectious bacteria or viral organisms.

To the extent required by law, job applicants shall be required to provide evidence that they are free of tuberculosis or any other communicable infectious disease prior to beginning employment.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

To prevent the outbreak or spread of infectious diseases, the Superintendent or designee may provide infection prevention supplies and information to employees, including information about recommended vaccinations. Employees also shall observe universal precautions to avoid contact with potentially infectious blood or other bodily fluids.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4131/~~4231~~/4331 - Staff Development)

Plans for addressing a communicable infectious disease outbreak, including, but not limited to, plans for addressing employee shortages during such an outbreak, shall be included in the district's emergency preparedness plan.

(cf. 6114 - ~~Emergencies and Disaster Preparedness~~ [Crisis Response] Plan)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.31 - Immunizations)

[ALL PERSONNEL -]EMPLOYEES WITH INFECTIOUS DISEASE

The Superintendent or designee shall immediately report to the local health officer the presence or suspected presence of any communicable infectious disease.

[Nondiscrimination/Reasonable Accommodation]

The district shall not discriminate against any employee or job applicant who has an infectious disease and is a qualifying individual with a disability under the Americans with Disabilities Act, Section 504 of the Federal Rehabilitation Act, or Alaska's Nondiscrimination in Employment Act.

The Superintendent or designee may reassign or grant appropriate leave to an employee who is unable to perform his/her job responsibilities because of illness or because the employee's illness significantly endangers his/her health or safety or the health or safety of others.

Upon request, any qualified person with a disability shall be provided reasonable accommodation to perform the essential duties of his/her position in accordance with the criteria and processes described by law.

(cf. 4030 - Nondiscrimination in Employment)

Confidentiality

The Board and the Superintendent or designee shall ensure that employee rights to confidentiality are strictly observed. The district shall disclose medical record information only to the extent required or permitted by law. The medical records of any employee with a disabling infectious disease shall be held in strict confidence.

(cf. 4040 – ~~Use and Disclosure of Employee Medical Information~~ [Health Insurance Portability and Accountability Act of 1996 (HIPAA Privacy Policy)])

Legal References:**UNITED STATES CODE**

Americans with Disabilities Act, [42 U.S.C. 12010](#), et seq.

Section 504 of the Rehabilitation Act of 1973, [29 U.S.C. 794](#), et seq.

CODE OF FEDERAL REGULATIONS, TITLE 17

[17 C.F.R. 2500](#) Reportable diseases and conditions

[17 C.F.R. 2508](#) Reporting of communicable diseases; duty of schools

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.140](#) AIDS in school personnel

[4 AAC 06.150](#) Confidentiality of AIDS information

Adopted: 2/22/10

Revised: 10/20/25

Reviewed: 10/20/25

[ALL PERSONNEL -] EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS**Key**

Black text – current policy with no suggested changes

Red ~~strikeout~~ – deletions to policy suggested by AASB

Red [brackets] – additions to policy suggested by AASB

Blue ~~strikeout~~ – deletions to policy by Policy Committee and/or KIBSD

Blue [brackets] – additions to policy suggested by Policy Committee and/or KIBSD

The Superintendent or designee shall meet state and federal standards for dealing with bloodborne pathogens and other potentially infectious materials in the workplace. The Superintendent or designee shall establish a written Exposure Control Plan designed to protect employees from possible infection due to contact with bloodborne viruses, including human immunodeficiency virus (HIV) and hepatitis B virus (HBV).

The School Board shall determine which employees have occupational exposure to bloodborne pathogens and other potentially infectious materials. In accordance with the District's Exposure Control Plan, employees having occupational exposure shall be offered the hepatitis B vaccination.

The Superintendent or designee may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the District's exposure determination may petition to be included in the District's employee inservice and hepatitis B vaccination program. Any such petition should be submitted to the Superintendent or designee who shall evaluate the request and notify the petitioners of his/her decision. The Superintendent or designee may deny a request when there is no reasonable anticipation of contact with infectious material.

(cf. 4119.4 - Universal Precautions)

(cf. 4157 - Employee Safety)

Legal Reference:

CODE OF FEDERAL REGULATIONS

[TITLE 29 1910.1030](#) OSHA Bloodborne Pathogens Standards

Adopted: 2/22/10

Revised:

Last Reviewed:

[ALL PERSONNEL -] UNIVERSAL PRECAUTIONS**Key**

Black text – current policy with no suggested changes

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Universal precautions shall be observed throughout the District to protect employees, students and any other persons in the school environment from contact with potentially infectious blood or other body fluids.

Universal precautions are appropriate for preventing the spread of all infectious diseases and shall be used regardless of whether blood borne pathogens are known to be present.

(cf. 4119.42 - *Exposure Control Plan for Bloodborne Pathogens*)

(cf. 5141.23 - *Infectious Disease Prevention*)

(cf. 6145.2 - *Interscholastic Competition*)

Legal Reference:

Occupational Safety & Health Standards

[Alaska Department of Labor](#)

CODE OF FEDERAL REGULATIONS,

[TITLE 29 §1910.1030](#) OSHA Bloodborne Pathogens Standards

Adopted: 2/22/10

Revised:

Last Reviewed:

[CERTIFICATED PERSONNEL -]STUDENT TEACHERS**Key**

Black text – current policy with no suggested changes

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

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

[The Superintendent or designee shall establish the criteria for host teacher participation in a teacher training program, such as including a minimum number of years of teaching experience and positive evaluations.]

Legal Reference:

ALASKA ADMINISTRATIVE CODE

4 AAC 30.020 Student teachers

Adopted: 2/22/10

Revised:

Last Reviewed:

Key

Black text – current policy with no suggested changes

Red ~~strikeout~~ – deletions to policy suggested by AASB

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The School Board recognizes that a competent well-trained staff is essential to carrying out its goals. Staff development is a necessary, collaborative, continuous and systematic effort to improve district educational programs by involving all employees in activities that improve their skills and broaden their perceptions. Professional development provided to teachers, principals, and other instructional leaders should focus on improving teaching and student learning and achievement.

Professional development shall be developed with educator input and regularly evaluated. If reasonably available, staff development activities shall be evidence-based.

In order to respond directly to the needs of all our students, staff development activities may address such issues as teacher and staff qualifications, content areas, integrating technology into instruction, using data to improve student achievement, methodology, student privacy, parent, family, and community engagement, interpersonal relations between students and faculty, student learning, growth, development, student welfare and safety, assessments and accommodations, student identification and referral, and staff communication, problem solving and decision making. The Superintendent is responsible for ensuring that all training required by law is provided in a timely fashion to appropriate staff.

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.41 – Sexual Abuse, Sexual Assault and Dating Violence Awareness and Prevention)

[(cf. 5141.42 - Professional Boundaries of staff with students)]

(cf. 5141.52 – Suicide Prevention)

(cf. 5142.3 – Restraint and Seclusion)

The Superintendent or designee should provide staff with professional development that may include opportunities such as the following:

1. Release time and leaves of absence for travel and study.
2. Visits to other classrooms and other schools.
3. Conferences involving outside personnel from the district, borough, state, region or nation.
4. Membership in committees drawing personnel from various sources.
5. Training classes and workshops offered by the district.

6. Further training in institutions of higher learning, including credit courses conducted in or near the district instead of on the college campus, whenever possible.
7. Access to professional literature on education issues.
8. Induction and mentoring programs.

(cf. 4116 - Nontenured/Tenured Status)

Legal Reference:

UNITED STATES CODE

The Elementary and Secondary Education Act, [20 U.S.C. §§ 6601-6614](#), as amended by the Every Student Succeeds Act ([P.L. 114-95](#)) (December 10, 2015)

ALASKA STATUTES

[14.08.111](#) *Duties (Regional School Boards)*

[14.14.090](#) *Duties of school boards*

[14.16.020](#) *Operation of state boarding schools*

[14.18.060](#) *Discrimination in textbooks and instructional materials prohibited*

[14.20.020](#) *Requirements for issuance of certificate; fingerprints*

[14.20.680](#) *Required alcohol and drug related disabilities training*

[14.30.355](#) *Sexual abuse and sexual assault awareness and prevention*

[14.30.356](#) *Dating violence and abuse policy, training, awareness, prevention, and notices*

[14.30.362](#) *Suicide awareness and prevention training*

[47.17.022](#) *Training (child protection)*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.530](#) *Guidance and counseling services*

[4 AAC 06.550](#) *Review of instructional materials*

[4 AAC 12.397](#) *Mandatory training requirements*

[4 AAC 19.060](#) *Evaluation Training*

[4 AAC 52.260](#) *Personnel Development*

Adopted: 2/22/10

Revised: 9/23/13, 6/20/16, 10/20/25

Reviewed: 10/20/25

[ALL PERSONNEL -] PUBLICATION OR CREATION OF MATERIALS**Key**

Black text – current policy with no suggested changes

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The School Board recognizes the importance of creating a work environment that encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of district operations.

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

(cf. 6162.6 - Use of Copyrighted Materials)

The Superintendent or designee shall oversee the development of instructional materials, computer programs, and other copyrightable materials by employees, independent contractors, and consultants. An employee, independent contractor, or consultant shall notify the Superintendent or designee of his/her intent to publish or register a work developed in whole or in part within the scope of his/her employment.

Instructional materials, computer programs, and other copyrightable materials developed by an employee within the scope of his/her employment shall be the property of the district.

(cf. 3523 – E-mail)

~~(cf. 4040 – Employee Use of District Information Technology)~~ [4170/4210/4370 District Issued Portable Technology]

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6163.1 – Library/Media Centers)

If an employee has developed copyrightable material during both work and non-working hours, and the work was within the scope of his/her employment, the Superintendent or designee shall negotiate a contract with the employee to protect the district's right as to the ownership or partial ownership of the copyright.

(cf. 3312 - Contracts)

The Superintendent or designee shall ensure that any contract with an independent contractor or consultant contains a provision specifying the district's right to ownership of the copyright of any work produced by the contractor or consultant for the district.

The Superintendent or designee may secure copyrights in the name of the district for all copyrightable works developed by the district. All royalties or revenues from these copyrights shall be used for the benefit of the district.

[ALL PERSONNEL -] PUBLICATION OR CREATION OF MATERIALS

Legal Reference: (See next page)

UNITED STATES CODE

[17 U.S.C. 101-122](#) *Subject matter and scope of copyright*

[17 U.S.C. 201](#) *Copyright ownership and transfer*

Adopted: 2/22/10

Revised: 10/20/25

Reviewed: 10/20/25

DRAFT

[ALL PERSONNEL –]TRAVEL EXPENSES**Key**

Black text – current policy with no suggested changes

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*The previous policy which sets the per diem rate, has become AR 4133/4233/4333

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

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

The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

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

All [non-grant funded] out-of-state travel must have School Board approval.

(cf. 3300 - Expenditures/Expending Authority)

~~a) Air and/or ground transportation must be prearranged by an approved travel authorization.~~

~~b) Approved lodging costs must be prearranged through a purchase order.~~

~~c) Per diem is \$60 per day and will be paid provided the traveler is in a travel status for three (3) consecutive hours in accordance within the following:~~

12 a.m. to 10 a.m.	\$12	Breakfast
10 a.m. to 3 p.m.	\$18	Lunch
3 p.m. to midnight	\$30	Dinner

~~d) Employees may request an advance if necessary.~~

~~e) If any meals are provided as part of the conference or event being attended, or if the District provides any meals, the individual will not be eligible for reimbursement for those provided meals.~~

~~f) Day trip per diem for travel on the Kodiak Island Archipelago is paid to those individuals that travel off the road system via air or boat on school district business. Overnight stays at all village sites will be reimbursed at the per diem rate per the designated times.~~

~~g) Non-approved travel expenses may be denied reimbursement.~~

Adopted: 2/22/10

Revised: 7/25/11

Revised: 8/17/15

DRAFT

[ALL PERSONNEL -]SOLICITING AND SELLING**Key**

Black text – current policy with no suggested changes

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Employees shall not solicit District students or their families with the intent to sell general merchandise, books, equipment or services. Any classroom activity requiring students to bring money to school for any purpose must have the principal's approval.

(cf. 1321 - Solicitation of Funds from and by Students)

Staff shall not distribute promotional, political, controversial or other non-instructional materials unless approved by the Superintendent or designee.

Staff members shall not use their status as District employees to secure information such as names, addresses and telephone numbers for use in profit-making ventures.

Educational tours may be promoted on school premises only if they are sponsored by the District. Employees engaged in planning, organizing or leading tours as a private business shall make it clear that they do not represent the school or District. All activities related to such tours must be carried on outside of school hours and off school premises.

Adopted: 2/22/10

Revised:

Last Reviewed:

[ALL PERSONNEL -] NONSCHOOL EMPLOYMENT**Key**

Black text – current policy with no suggested changes

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The School Board recognizes that District employees may receive compensation for outside activities as long as these activities are not inconsistent, incompatible, in conflict with, or unfavorable to the employee's duties or to the duties, functions or responsibilities of the District.

Outside paid activities are incompatible with District employment if they require time periods that interfere with the proper, efficient discharge of the employee's duties, if they entail compensation from an outside source for activities which are part of the employee's regular duties, or if they involve using for private gain the District's name, prestige, time, facilities, equipment or supplies.

(cf. 1321 - Solicitation of Funds from and by Students)

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

(cf. 4132/~~4232~~/4332 - Publication or Creation of Materials)

(cf. 4135 - Soliciting and Selling)

Adopted: 2/22/10

Revised:

**[CERTIFICATED AND CLASSIFIED PERSONNEL -]NEGOTIATED
AGREEMENT**

Key

Black text – current policy with no suggested changes

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Each agreement entered into by the School Board with a duly recognized employee organization shall constitute a commitment by the Board to the provisions of the agreement for its duration.

The provisions of the employee agreement shall be binding on the Board and on all employees covered by the agreement. Policies or regulations of the Board which conflict with provisions of the negotiated employee agreement shall not be binding on those employees who are covered by the terms of such agreement.

(cf. 4143/4243 - Negotiations/Consultation)

Legal Reference:

ALASKA STATUTES

23.40.070 - 23.40.260 - Public Employment Relations Act

Adopted: 2/22/10

Revised:

**CERTIFICATED AND CLASSIFIED PERSONNEL - CONCERTED
ACTIVITY/WORK STOPPAGE****Key**

Black text – current policy with no suggested changes

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[The Superintendent or designee shall maintain a plan for the safe operation of the schools in the event of a work stoppage. In the event of a strike, a walkout, a coordinated mass use of sick leave or any other concentrated refusal of staff to perform assigned duties, the Superintendent or designee shall take whatever emergency steps they deem necessary for the safety of students, staff and district property. Such steps shall be reported to the School Board as soon as possible. When students raise questions related to a work stoppage, staff shall be expected to approach the subject in accordance with the district's policy on controversial issues. Staff shall not let such discussions interfere with their regular employment responsibilities.

(cf. 6144 - Controversial Issues)

Employees shall not provide students with messages or other information that promotes or explains the position of any employee organization that is engaged in or contemplating a work stoppage.

Legal Reference:

ALASKA STATUTES

23.40.080 *Right of public employees*

23.40.200 *Classes of public employees; arbitration]*

Adopted: *Not in current KIBSD Policy.*

Revised:

Last Reviewed:

**[CERTIFICATED AND CLASSIFIED PERSONNEL -
]NEGOTIATIONS/CONSULTATION****Key**

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The School Board will strictly construe the scope of negotiations as provided by law and also meet and negotiate on such topics as are included within the scope of negotiations by the Labor Relations Board.

The Board may hold executive sessions with its designated representative(s) prior to [and/]or ~~during consultations with representatives of employee organizations [the collective bargaining process]~~. The purpose of these executive sessions shall be to review the Board's position and instruct [and consult with] its representative(s).

(cf. 9321 - Executive Sessions)

Legal Reference:

ALASKA STATUTES

[23.40.070 - 23.40.260](#) Public Employment Relations Act

[23.40.070](#) Declaration of policy

[23.40.235](#) Public involvement in school district negotiations

[44.62.310](#) Government meetings public

ALASKA SUPREME COURT

Kenai Peninsula Borough School District v. Kenai Peninsula Education Assn., 572 P. 2d 416 (Alaska 1977)

Adopted: 2/22/10

Revised:

[ALL PERSONNEL -]COMPLAINTS**Key**

Black text – current policy with no suggested changes

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The School Board recognizes the need for providing employees with a process for addressing concerns regarding issues which are not subject to formal grievance procedures, as per employee agreements. [This complaint process applies to misapplication of policies, regulations or rules of the district.]

The Superintendent or designee shall establish complaint procedures which encourage the prompt submission of complaints and resolution of conflicts.]

The Board expects that employees and supervisors will make every effort to resolve employee complaints and disagreements informally before resorting to formal complaint procedures.

(cf. 1312.3 - Public Complaints Concerning Discrimination)

(cf. 4119.11/~~4219.11~~/4319.11 - Sexual Harassment)

(cf. 4141/~~4241~~ - Negotiated Agreement)

Legal Reference:

ALASKA STATUTES

23.40.70 Declaration of policy (Public Employment Relations Act)

Adopted: 2/22/10

Revised:

Last Reviewed:

ALL PERSONNEL - SALARY GUIDES - EXEMPT EMPLOYEES**Key**

Black text – current policy with no suggested changes

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[The School Board is committed to compliance with the salary basis requirements of the Fair Labor Standards Act. Improper deductions from the salaries of exempt employees are prohibited.

(cf. 4253 Overtime Pay/Compensatory Time Off)

Salary Basis Requirement

An exempt employee must meet certain tests regarding their job duties and be paid on a salary basis. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each day. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work.

Permissible Deductions

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for violations of district policies or procedures.

The district is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

Complaint Procedure for Improper Deductions

Employees who believe an improper deduction has been made to their salary should immediately report this information to their direct supervisor, or to the human resources department.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

ALL PERSONNEL - SALARY GUIDES - EXEMPT EMPLOYEES

Legal Reference:

Fair Labor Standards Act, 29 U.S.C. § 201, et seq.]

Adopted: *Not in current KIBSD Policy.*

Revised:

Last Reviewed:

DRAFT

[ALL PERSONNEL -] HEALTH AND WELFARE BENEFITS**Key**

Black text – current policy with no suggested changes

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The District shall provide health and welfare benefits for certificated and classified employees in bargaining units. Benefits for employees who are not in bargaining units shall be the same in accordance with negotiated employee agreements.

The Superintendent or designee shall advise all employees of their rights and responsibilities related to continuing their health insurance benefits when their eligibility changes.

(cf. 3530 - Risk Management)

(cf. 4141/4241 - Negotiated Agreement)

Legal Reference:

ALASKA STATUTES

23.40.070 Declaration of policy (Public Employment Relations Act)

PUBLIC LAW

Consolidated Omnibus Reconciliation Act, P.L. 99-272

Adopted: 2/22/10

Revised:

Last Reviewed:

[ALL PERSONNEL -] REIMBURSEMENT AND ALLOWANCES**Key**

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The School Board shall pay the cost of replacing or repairing employee personal property, except cash, which has been stolen, destroyed or maliciously damaged, through no fault of the employee, while being used in District schools.

Reimbursement for personal items used for work-related purposes shall be made only if the principal or designee approved, in writing, the use of the personal property in school before the property was brought to school and at that time agreed on the value of the property.

Adopted: 2/22/10

Revised:

Last Reviewed:

[ALL PERSONNEL -]EMPLOYEE SAFETY**Key**

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The School Board believes that safety is every employee's responsibility. The Board expects all employees to use safe work practices and to report and correct any unsafe conditions which may occur. Supervisors shall constantly promote safety and correct any unsafe work practice through education, training and enforcement.

No employees shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being. Working conditions and equipment shall be maintained in compliance with standards prescribed by federal, state, and local laws and regulations.

(cf. 3514 - Environmental Safety)

(cf. 3514.1 - Hazardous Substances and Pesticides)

(cf. 4119.41 - Employees with Infectious Disease)

(cf. 4158 - Employee Security)

Adopted: 2/22/10

Revised:

[ALL PERSONNEL -]EMPLOYEE SECURITY**Key**

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An employee may use approved methods of physical restraint if a student's behavior poses an imminent danger of physical injury to the student or others and less restrictive interventions would be ineffective at stopping the imminent danger. Restraint must be limited to that necessary to address the emergency and must be immediately discontinued when the student no longer poses an imminent danger or when a less restrictive intervention is effective to stop the danger.

(cf. 5144 - Discipline)

(cf. 5142.3 - Restraint and Seclusion)

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

(cf. 1410 - Interagency Cooperation for Student and Staff Safety)

Legal Reference:

ALASKA STATUTES

[11.81.430](#) Justification: Use of force, special relationships

[11.81.900](#) Definitions

[14.33.120 - 14.33.140](#) School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

[4 AAC 07.010 - 4 AAC 07.900](#) Student rights and responsibilities

UNITED STATES CODE

Every Student Succeeds Act, [P.L. 114-95](#)

Adopted: 2/22/10

Revised: 10/19/15

Last Reviewed:



Board Agenda Item

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

Board Mtg. Date
7/13/26 RM
8/17/26 RM

Reports of the
Superintendent
☐

Action
Item
☒

Consent
Agenda
☐

Reports,
Routine
Monthly
☐

Other
☐

Subject:

BB 9322 BOARD POLICY ADOPTION & UPDATES

**Presenter or
Contact Person:**

Dr. Daniel Brigman, Superintendent

Summary:

Superintendent Brigman is requesting the adoption of updates to the following policies:

- BB 9322 - *Agenda/Meeting Materials*

The Policy Committee has reviewed the updates and their suggested changes are noted on each draft policy.

**Financial
Implications:**

There is no financial impact to the budget.

Attachments:

BB 9322 - *Agenda/Meeting Materials*

Recommendation:

Administration recommends the Board:

1. July 13- Review the policy and direct staff concerning potential revisions and hold the first reading at the July regular meeting.
2. August 17 - Hold a public hearing and adopt in second reading at the August regular meeting.

Motion:

Move to revise adopt Board Bylaw 9322 in first reading, as presented, and forward the policy to the August 17, 2026, regular meeting for Second Reading and Public Hearing.

Key

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Construction of Agenda

The School Board president and the Superintendent shall prepare an agenda for each meeting of the Board.

(cf. 9121 - President)

Items may be placed on the agenda by the Superintendent, the Board President, any Board member with approval of the Board President, or by request of any two Board members. Items must be added to the agenda no later than five (5) days before the scheduled meeting date. All agendas shall include the meeting time and place and a description of each business item to be transacted or discussed. All agendas shall be posted for public review prior to the meeting.

(cf. 9320 - Meetings)

The Board shall give members of the public the opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. An agenda item for such input shall be included on Board agendas. The Board shall not take action on such matters at that meeting.

(cf. 9012 – Communications to and from the Board)

(cf. 9323 - Meeting Conduct)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312 - 1312.4 – Public Complaints Concerning Schools)

Board Member Preparation

~~A copy of the agenda shall be forwarded to each Board member [The agenda and supporting materials shall be posted publicly] at least three (3) days before each [work session and] regular meeting date. , together with the Superintendent or designee's report, minutes to be approved, copies of communications, reports from committees, staff, citizens and others, and other available documents pertinent to the meeting.~~

KODIAK ISLAND BOROUGH SCHOOL DISTRICT
Bylaws of the Board
AGENDA/MEETING MATERIALS

BB 9322
Page 2 of 2

When special meetings are called, the secretary and president shall make every effort to get the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to obtain specific information on agenda items.

Agendas and minutes will be made available to the public on the District website. All agenda items will be referenced to the Strategic Plan.

(cf. 9200 - Board Members)

Legal Reference:

ALASKA STATUTES
29.20.020 Meetings public

Adopted: 2/22/10

Revised: 11/21/22

Last Reviewed: 4/20/26



Board Agenda Item

Kodiak Island Borough School District

722 Mill Bay Rd

Kodiak, Alaska 99615

Board Mtg. Date 7.13.26 RM	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	2026-2027 CERTIFICATED CONTRACTS				
Presenter or Contact Person:	Damon Hargraves, Assistant Superintendent				
Summary:	The District will present three certificated contracts for approval.				
Financial Implications:	There is no financial impact to the budget. These full-time positions are in the current FY27 budget.				
Attachments:	J. Clifford-Walters Hire Memo.pdf				
	A. Perry Hire Memo.pdf				
	T. Cooper Hire Memo.pdf				
Recommendation:	The Administration recommends that the Board approve the				
	2026-2027 Certificated Contracts as presented.				
Motion:					

CERTIFICATED CONTRACTS

NEW TEACHER CONTRACTS

NEW HIRES	POSITION	STEP	SALARY	CONTRACT TERM	DEGREES AND EDUCATION	EXPERIENCE	CERTIFICATION	RECOMMENDATION	OTHER INFORMATION
JACLYN CLIFFORD-WALTER	0.86 FTE OCCUPATIONAL THERAPIST DISTRICT WIDE	Step 7 / MA0 Specialist Stipend	\$70,677.25 \$8,168.16	189 DAYS	Hold's a Master of Occupational Therapy from Worcester State University and a Bachelor of Arts in Anthropology from Bridgewater State University.	She brings a strong service as an Occupational Therapist in diverse roles and locations, including Alaska and the East Coast. Her experience includes work in the Kodiak Island Borough School District, the Unalaska City School District, Community and Mental Affiliates, and the Center for Pediatric Therapy. She has also served as an Occupational Therapy Fellow with the Department of Veterans Affairs.	Currently holds a State of Alaska Professional License for Physical & Occupational Therapy and is National Board Certified in Occupational Therapy.	Dan Klingler, Director of Special Education	This position is a one year only to cover an approved Leave of Absence request. Hire Memo Attached.
ALEXIS PERRY	1.0 FTE 1ST GRADE TEACHER AT PETERSON ELEMENTARY	Step 0 / BA0	\$58,344.00	189 DAYS	Holds a bachelor's degree in elementary education K-6 from Western Govern's University.	She has 3 years' experience working with primary students as a long-term substitute and kindergarten aide.	Currently hold's an Initial Alaska Teaching license in Elementary Education K-8 with an endorsement for AK Reads Act K-3.	Rena Rankin, Principal of Peterson Elementary	Hire memo attached.
TRAVIS COOPER	1.0 ALTERNATIVE ED TEACHER AT KODIAK MIDDLE SCHOOL	Step 7 / MA36	\$88,782.71	189 DAYS	Holds a Bachelor's degree in Secondary Education, and a K-12 Special Education degree from the University of Alaska Fairbanks.	He brings nearly a decade of experience working with secondary students in both general and special education settings across Alaska. He previously served as a Secondary SPED Teacher with KIBSD from 2020-2023. He has also taught in the Iditarod Area School District as a SPED Teacher. He is currently a faculty member with the UAA'S LEND Program, mentoring early-career professionals and providing instruction in special education.	Currently holds a valid Alaska Professional Teaching Certificate with endorsements in Secondary Biological Science (Grades 6-12) and Special Education (K-12).	Judith Bruns, Principal of Kodiak Middle School	Hire memo attached.

Total: \$225,972.12



Kodiak Island Borough School District

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To: Dr. Cyndy Mika
Superintendent

Through: Kimberlee Saunders, Assistant Superintendent; Payroll; and Human Resources

From: Daniel Klingler, Director of Special Education Services

Date: June 24, 2026

Subject: Recommendation to Hire Ms. Jaclyn Clifford-Walter (One-Year Term)

Ms. Clifford-Walter is a highly qualified Occupational Therapist with extensive experience across school, medical, and community-based settings. She previously served as an Occupational Therapist within our district and is familiar with our students, staff, and procedures. This recommendation is for a one-year term appointment to cover a staff member's leave of absence for the FY27 school year. Her background positions her to step in and provide seamless coverage and continuity of services for our students.

Experience:

Ms. Clifford-Walter brings a strong record of service as an Occupational Therapist in diverse roles and locations, including Alaska and the East Coast. Her experience includes work in the Kodiak Island Borough School District, the Unalaska City School District, Community Mental Health Affiliates, and the Center for Pediatric Therapy. Ms. Clifford-Walter also served as an Occupational Therapy Fellow with the Department of Veterans Affairs.

Education (Degrees/Certificates):

Master of Occupational Therapy, Worcester State University
Bachelor of Arts in Anthropology, Bridgewater State University

Professional Certifications or Credentials:

State of Alaska Professional License: Physical and Occupational Therapy – Occupational Therapist
National Board for Certification in Occupational Therapy (NBCOT)

We are excited to welcome Ms. Clifford-Walter back to our KIBSD Special Education Services team for this one-year Occupational Therapist term position!



Kodiak Island Borough School District

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To: Dr. Dan Brigman, Superintendent

Through: Damon Hargraves Assistant Superintendent
Human Resources

From: Judith Bruns, Principal of Kodiak Middle School

Date: July 6, 2026

Subject: Recommendation to hire Travis Cooper

I am pleased to recommend Mr. Travis Cooper for hire as the Alternative Education Teacher at Kodiak Middle School for the 2026–2027 school year.

Experience: Mr. Cooper brings nearly a decade of experience working with secondary students in both general and special education settings across Alaska. He previously served as a Secondary Special Education Teacher with Kodiak Island Borough School District from 2020–2023, where he taught middle school resource math and provided behavioral and academic instruction for remote high school students. Prior to that, he taught special education in the Anchorage School District and served as a middle and high school teacher in the Iditarod Area School District. In addition to his classroom experience, Mr. Cooper currently as a faculty member with the University of Alaska Anchorage's Alaska LEND Program, mentoring early-career professionals and providing instruction in special education.

Teaching Degrees and Certifications:

Mr. Cooper holds a Bachelor's degree in Secondary Education with a concentration in Special Education and a K–12 Special Education degree from the University of Alaska Fairbanks. He also earned a Specialist degree in Applied Behavior Analysis from the Florida Institute of Technology and completed the Alaska LEND Fellowship through the University of Alaska Anchorage. He currently holds a valid Alaska Professional Teaching Certificate with endorsements in Secondary Biological Science (Grades 6–12) and Special Education (K–12).

Professional Certifications and Credentials:

Mr. Cooper is a Board-Certified Behavior Analyst (BCBA) with extensive training in behavioral intervention, neurodevelopmental disabilities, trauma-informed practices, and inclusive education.

Special Considerations:

Mr. Cooper is a former KIBSD educator who left the district to become a stay-at-home parent before returning to the workforce. During that time, he expanded his leadership experience through the U.S. Coast Guard, the University of Alaska's Alaska LEND Program, and several community organizations. His deep connections to the Kodiak community, expertise in behavior



Kodiak Island Borough School District

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supports, and commitment to relationship-based education make him exceptionally well-suited to build an Alternative Education program focused on reconnecting students to school, increasing engagement, and helping every student experience success.

Recommendation:

During the interview process, Mr. Cooper demonstrated a calm, student-centered approach and a genuine passion for supporting students who have struggled in traditional educational settings. He spoke thoughtfully about the importance of building trusting relationships, providing meaningful choices for students, and collaborating with families and community partners to remove barriers to success. His extensive experience in special education, advanced training in behavior analysis, and leadership within the Kodiak community make him uniquely qualified to help develop the Kodiak Middle School's Alternative Education program. I am confident that Mr. Cooper will have an immediate positive impact on our students and staff, and I strongly recommend him for this position.



Kodiak Island Borough School District

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To: Dr. Dan Brigman, Superintendent

Through: Damon Hargraves, Assistant Superintendent
Human Resources

From: Rena Rankin, Peterson Elementary School Principal

Date: June 24, 2026

Subject: Recommendation to hire: Alexis Perry

I am pleased to recommend Alexis Perry for hire as the 1st grade teacher at Peterson Elementary School for the 2026-2027 school year.

Alexis is the strongest candidate for this position due to her relevant experience and genuine passion for working with primary-aged students. She brings enthusiasm, energy, and a collaborative mindset that will positively contribute to our school community. Alexis has shown a strong dedication to supporting young learners and working effectively with colleagues to ensure students receive the highest level of academic and social-emotional support. As a military spouse moving to Kodiak from Japan, she has demonstrated remarkable adaptability, quickly integrating into new school communities across the world.

Experience: Alexis has three years of experience working with primary students as a long-term substitute and kindergarten aide.

Teaching Degrees and Certifications: Alexis has a bachelor's degree in elementary education (K-6) from Western Governors University.

Professional Certifications and Credentials: Alexis Perry has an initial Alaska teaching license in Elementary Education K-8 with an endorsement for AK Reads Act K-3.

Comments from References: Alexis had outstanding references. She was recognized for her professionalism, reliability, collaboration, positive relationships with colleagues and students, and adaptability. One reference noted, "Ally's dedication to student learning, combined with her strong planning and instructional expertise, makes her an outstanding educator and a valuable asset to any school community." These endorsements strongly reinforce the strengths we observed during her interview.

Special Considerations: NA

FOR IMMEDIATE RELEASE

Shakesbears Cap Season with Record-Breaking Performance at National Speech & Debate Tournament

The Kodiak High School Shakesbears concluded one of the most successful seasons in program history with a record-setting performance at the 2026 National Speech & Debate Tournament in Richmond, Virginia, where more than 7,000 students representing roughly 1,500 schools gathered for what the National Speech & Debate Association calls the largest academic competition in the world. From June 14 to 19, the six-day tournament brought together the nation's top qualifiers to compete in speech and debate events after earning bids through highly competitive district tournaments.

Leading the team was junior Christina Berestoff, who advanced through preliminary competition into octofinals and then quarterfinals in Prose Interpretation, becoming the deepest-finishing Alaskan ever in a national Interpretation event. Berestoff had previously made history last year as the only Alaskan competitor to advance beyond preliminary rounds, reaching octofinals.

"This was an extraordinary accomplishment," said coach Jared Griffin. "Breaking to elimination rounds at Nationals is incredibly difficult. Christina has now done it in consecutive years, and this year's quarterfinal finish sets a new benchmark for Alaska's young actors."

The Shakesbears qualified four students to Nationals:

- Kylie Eaton (11) competed in Program Oral Interpretation with a performance exploring the burdens of motherhood and in Storytelling with *The Scar*, about a child processing the loss of a parent. This marked Eaton's third career National Tournament qualification, more than any other Alaskan competitor.
- Christina Berestoff (11) competed in Humorous Interpretation with *Ruthless* and in Prose Interpretation with a humorous selection by Jenny Lawson about discovering her pharmacist eating dog food. This was Berestoff's second national qualification.
- Holly Olsen (11) made her Nationals debut in Storytelling with *Molly Lou Melon* and Prose Interpretation featuring another Jenny Lawson piece centered on passive-aggressive Post-it notes left for her husband.
- Ronan Hinman (12) concluded his high school career competing in Expository Speaking with a speech examining the effects of scalping in hobby card games such as Pokémon and in Storytelling with *Bumblebee Boy*.

Beyond competition, the team immersed themselves in Virginia's history and culture. Students explored the renowned collections of the Virginia Museum of Fine Arts, including one of the nation's premier American art collections, and spent an afternoon at Mount Vernon, the home of George Washington, reflecting on both the achievements and contradictions of America's colonial past.

Olsen said the experience extended well beyond the competition. "I liked meeting so many people outside of Alaska. Being in such a uniquely different environment for the first time was totally bizarre and exciting. I loved being around so many young actors and listening to their performances. I learned a lot about the outcome of hard work and it truly showed at the tournament."

For Eaton, attending Nationals for a third consecutive year reinforced lessons extending far beyond speech competition. "Having the opportunity to go to Nats three years in a row is so incredible, and has truly enabled me to find confidence in pursuing challenges that seem larger than myself—even outside of DDF and public speaking. Seeing like-minded students in the nation speak from their heart about issues they care about, in an eloquent format and fair environment, is an experience I will continuously pull from in my interactions here at home. Seeing national-grade performances all week from peers your own age really sparks something in yourself."

The National Tournament capped another outstanding year for the Kodiak High School program. The Shakesbears finished the 2025–26 season ranked No. 2 in Alaska, behind only West High School in Anchorage.

Individually, Eaton concludes the season ranked No. 19 overall statewide, Hinman No. 22, and Berestoff No. 27.

Several competitors also finished among Alaska's leaders in individual events:

- Christina Berestoff: No. 1 in Prose Interpretation; No. 2 in Humorous Interpretation.
- Kylie Eaton: No. 1 in Program Oral Interpretation; No. 4 in Dramatic Interpretation; No. 6 in Duo Interpretation; No. 8 in Storytelling.
- Holly Olsen: No. 2 in Prose Interpretation; No. 4 in Storytelling.
- Ronan Hinman: Graduates as No. 1 in Storytelling, No. 2 in Expository Speaking, No. 3 in Prose Interpretation, and No. 4 in Humorous Interpretation.

With another historic Nationals performance and one of the strongest returning classes in program history, the Shakesbears look poised to continue building on their reputation as one of Alaska's premier speech and drama programs.

The Shakesbears would like to extend their heartfelt thanks to the many individuals, businesses, and organizations throughout Kodiak who supported this year's trip to Nationals through donations, sponsorships, and attendance at fundraising performances. Community support made it possible for these students to represent both Kodiak and Alaska on the national stage.

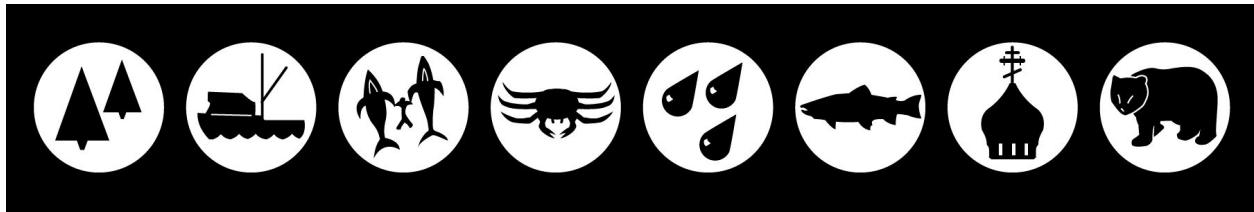
The team will continue fundraising throughout the summer with additional community performances to help offset travel expenses and prepare for another exciting season. Audiences can also look forward to the Shakesbears' fall production of *Peter and the Starcatcher*, the imaginative, Tony Award-winning prequel to *Peter Pan*.



Christina Berestoff, resting outside after a grueling day of competition rounds. (photo: Jared Griffin)



(left to right) Holly Olsen, Kylie Eaton, Christina Berestoff and Ronan Hinman



Kodiak Island Borough School District Board of Education

Committee and Board Member Appointments (Updated 10/20/2025)

Facilities Review Committee:

Not Active at Present

Graduation Expectations Committee:

Not Active at Present

CTE Committee:

Duncan Fields, Jesse Mickelson

Todd Burton, Matt Bieber

Curriculum Advisory Committee:

Mike Litzow and Jim Pryor

Angie Hietala, Katrina Stewart

Native Education Parent Committee:

Jim Pryor, Kerry Irons

Todd Burton

Policy Review Committee:

Mike Litzow, Kerry Irons

Cyndy Mika

Staff Development Committee:

Kerry Irons, Jesse Mickelson

Angie Hietala, Katrina Stewart

Strategic Education Plan Committee:

Not Active at Present

Cyndy Mika

Budget Development Committee:

All Board Members

Krista Cowley, Cyndy Mika

Food and Nutrition Committee:

Kerry Irons, Jim Pryor, Graham Edwards (USCG Representative)

Krista Cowley, Jerilyn Urban

Negotiations Committee:

Jim Pryor

Activities Committee:

Jim Pryor, Jesse Mickelson