

Board of Education Regular Meeting

Monday, August 17, 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

4.c. Monthly Staffing Report

5. Community Comments

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

6. Action Items

6.a. Monthly Financial Report

6.b. Adoption of CIP List

6.c. Updated Part 1 of a Comprehensive Update to Sections of Board Policy, Article 4 *Personnel* Public Hearing and Second Reading.

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

6.e. FY27 Certificated Contracts

7. Community Comments

7.a. Community Comments

8. **Reports**

8.a. Superintendent's Report

Speaker (s) :
Superintendent

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

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting – July 13, 2026**

The Board of Education of the Kodiak Island Borough School District met in a Regular Meeting on Monday, July 13, 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
DUNCAN FIELDS
JESSE MICKELSON

Board members excused: MIKE LITZOW

A quorum was established.

APPROVAL OF THE AGENDA:

MOTION

JIM PRYOR moved to approve the agenda as submitted. JESSE MICKELSON 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

JIM PRYOR moved to approve the Consent Agenda to include Board of Education Minutes, as submitted. DUNCAN FIELDS 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 22, 2026, and Regular Meeting Minutes of June 15, 2026, was approved under the consent agenda.

COMMUNITY COMMENTS: Judy Carstens

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)

MOTION

JIM PRYOR moved to adopt Board Policies BP 3554, BP 5040, BP 5131.9 and BP 5145.15 in second reading, as presented. JESSE MICKELSON seconded the motion.

At 6:43 p.m., PRESIDENT IRONS opened a public hearing to receive comments. Seeing and hearing none, she immediately closed the public hearing and reconvened the meeting.

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
July 13, 2026
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MOTION TO AMEND

JIM PRYOR moved to amend the main motion to become “adopt Board Policies BP 3554, BP 5040, BP 5131.9 and BP 5145.15 in second reading, and to amend BP 5040 to remove the word "all" in the 7th paragraph on page 2.” DUNCAN FIELDS seconded the motion,
and it carried unanimously by a roll call vote of all members present.

PRESIDENT IRONS called for a roll call vote on the main motion as amended. The motion carried unanimously by a roll call vote of all members present.

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

MOTION

JIM PRYOR moved 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, as presented. JESSE MICKELSON seconded the motion.

MOTION TO AMEND

JIM PRYOR moved to amend that main motion to become “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, with exception of BP 4119.12, 4119.22 and 4141.6 and forward the policies to the August 17, 2026, regular meeting for Second Reading and Public Hearing.” JESSE MICKELSON seconded the motion, and it carried unanimously by a roll call vote of all members present.

PRESIDENT IRONS called for a roll call vote on the main motion as amended. The motion carried unanimously by a roll call vote of all members present.

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

MOTION

JIM PRYOR moved to revise 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, as presented. JESSE MICKELSON seconded the motion.

MOTION TO POSTONE

JIM PRYOR moved to postpone the first reading to the August 17, 2026 regular meeting. JESSE MICKELSON seconded the motion and it carried unanimously by a roll call vote of all members present.

6.d FY 27 Certificated Contracts

MOTION

JIM PRYOR moved to approve the 2026-2027 certificated contracts for Jaclyn Clifford-Walter, Alexis Perry, and Travis Cooper in the amount of \$225,972.12, as presented. DUNCAN FIELDS seconded the motion, and it carried unanimously by a roll call vote of all members present.

**KODIAK ISLAND BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING
July 13, 2026
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COMMUNITY COMMENTS: None.

REPORTS:

8.a Superintendent's Report – Superintendent Dan Brigman presented the report.

8.b Board Committee Reports

BOARD COMMENTS

ADJOURNMENT

MOTION

JIM PRYOR moved to adjourn the meeting. JESSE MICKELSON 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 7:49 p.m. on July 13, 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 August 17, 2026.

Jesse Mickelson
Clerk of the Board

SITE	NAME	POSITION	STATUS	EFFECTIVE DATE	HOURS/ DAYS PER WEEK	MONTHS	CONTRACT DAYS	FTE
KMS	Amy Rogan	Special Education Teacher	New	8/24/2026	7		189	1.0
	Robert Mikenis	Special Education Teacher	New	8/24/2026	7		189	1.0
	Travis Cooper	Teacher	New	8/24/26	7		189	1.0
KHS	Wade Brabant	Special Education Teacher	New	8/24/2026	7		189	1.0
	Laura Arboleda	Secretary III	Separation	7/18/2026	5.5	10		0.6875
MAIN ELEMENTARY	Kristi Lonheim	Elementary Teacher	New	8/24/2026	7		189	1.0
EAST ELEMENTARY	Zoe Hoopman	Special Education Teacher	New	8/24/2026	7		189	1.0
	Francia Filipino	Special Education Teacher	New	8/24/2026	7		189	1.0
PORT LIONS	Nora Gerasmeo	Secondary Teacher	New		6.5	9		0.8125
PETERSON	Veda Collado	Teacher	New	8/24/26	7		189	1.0
	Alexis Perry	Teacher	New	8/24/26	7		189	1.0
	Ann MCwethy	Teacher	Separation	7/20/26	7		189	1.0
SPECIAL EDUCATION SERVICES	Melissa Garrity	Speech Language Pathologist	New	8/24/26	7		189	1.0
	Jacyln Clifford-Walter	Occupational Therapist	New	8/24/26	6		189	.86
FEDERAL PROGRAMS	Michelle Egdorf	Secretary III	New	7/27/26	8	10		1.0



Board Agenda Item

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

Board Mtg. Date
08.17.2026

**Reports of the
Superintendent**

☐

**Action
Item**

☐

**Consent
Agenda**

☐

**Reports,
Routine
Monthly**
X

Other

☐

Subject:

FY27 JULY FINANCIAL REPORTS

**Presenter or
Contact Person:**

Krista Cowley, Chief Financial Officer

Summary:

July Financial Reports

**Financial
Implications:**

BP 3460 The Superintendent or designee shall keep the School Board informed about the District's financial condition. The Board shall review the District's financial condition monthly, through the monthly Report of Revenues and Expenditures, to determine whether the district will be able to meet its financial obligations for the remainder of the fiscal year.

Attachments:

Board General Fund – Revenue Report
Board General Fund – Expenditure by Object
Board General Fund – Expenditures by Function
Board General Fund – Expenditures by Site

JULY-26	YTD Expense	YTD % by Function
Function 100-400	\$ 199,592.84	35%
Function 500-800	\$ 371,104.57	65%
Total	\$ 570,697.41	

Recommendation: | The Administration recommends the Board approve the FY27 July Financial Reports as presented.

Motion: | Superintendent Dan Brigman is requesting Board action to acknowledge the receipt of the July Report of Revenues and Expenditures, with Year-to-Date General Fund Revenues in the amount of \$100.00 and Year-to-Date General Fund Expenditures in the amount of \$570,697.41.

KODIAK ISLAND BOROUGH SCHOOL DISTRICT

BOARD GENERAL FUND - REVENUE REPORT

From Date: 7/1/2026

To Date: 7/31/2026

Fiscal Year: 2026-2027

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.000.000.0000.011.0000	BOROUGH APPROPRIATION	(\$13,129,556.00)	\$0.00	\$0.00	(\$13,129,556.00)	\$0.00	(\$13,129,556.00)	100.00%
100.000.000.0000.012.0000	IN-KIND P&C INSURANCE	(\$505,000.00)	\$0.00	\$0.00	(\$505,000.00)	\$0.00	(\$505,000.00)	100.00%
100.000.000.0000.014.0000	IN-KIND AUDIT	(\$50,000.00)	\$0.00	\$0.00	(\$50,000.00)	\$0.00	(\$50,000.00)	100.00%
100.000.000.0000.015.0000	IN-KIND GRND MAINTENANCE	(\$95,000.00)	\$0.00	\$0.00	(\$95,000.00)	\$0.00	(\$95,000.00)	100.00%
100.000.000.0000.043.0000	ATHLETIC FEES	(\$25,000.00)	\$0.00	\$0.00	(\$25,000.00)	\$0.00	(\$25,000.00)	100.00%
100.000.000.0000.045.0000	FACILITIES USE AGREEMENT	(\$6,000.00)	(\$100.00)	(\$100.00)	(\$5,900.00)	\$0.00	(\$5,900.00)	98.33%
100.000.000.0000.046.0000	VILLAGE RENTALS	(\$96,000.00)	\$0.00	\$0.00	(\$96,000.00)	\$0.00	(\$96,000.00)	100.00%
100.000.000.0000.047.0000	E-RATE REIMBURSEMENT	(\$2,337,535.20)	\$0.00	\$0.00	(\$2,337,535.20)	(\$2,337,535.20)	\$0.00	0.00%
100.000.000.0000.051.0000	FOUNDATION	(\$25,731,506.00)	\$0.00	\$0.00	(\$25,731,506.00)	\$0.00	(\$25,731,506.00)	100.00%
100.000.000.0000.052.0000	STATE MILITARY CONTRACT	(\$879,582.00)	\$0.00	\$0.00	(\$879,582.00)	\$0.00	(\$879,582.00)	100.00%
100.000.000.0000.054.0000	QUALITY SCHOOLS	(\$80,908.00)	\$0.00	\$0.00	(\$80,908.00)	\$0.00	(\$80,908.00)	100.00%
100.000.000.0000.055.0000	HB39	(\$8,000.00)	\$0.00	\$0.00	(\$8,000.00)	\$0.00	(\$8,000.00)	100.00%
100.000.000.0000.056.0000	TRS ON BEHALF RELIEF	(\$3,268,792.61)	\$0.00	\$0.00	(\$3,268,792.61)	\$0.00	(\$3,268,792.61)	100.00%
100.000.000.0000.057.0000	PERS ON BEHALF RELIEF	(\$679,559.05)	\$0.00	\$0.00	(\$679,559.05)	\$0.00	(\$679,559.05)	100.00%
100.000.000.0000.110.0000	IMPACT AID - DIRECT	(\$8,000.00)	\$0.00	\$0.00	(\$8,000.00)	\$0.00	(\$8,000.00)	100.00%
100.000.000.0000.112.0000	IMPACT AID - DIRCT SPED ADD-ON	(\$42,000.00)	\$0.00	\$0.00	(\$42,000.00)	\$0.00	(\$42,000.00)	100.00%
100.000.000.0000.181.0000	IMPACT AID - MILITARY	(\$2,100,000.00)	\$0.00	\$0.00	(\$2,100,000.00)	\$0.00	(\$2,100,000.00)	100.00%
100.000.000.0000.184.0000	DEPARTMENT OF DEFENSE	(\$165,000.00)	\$0.00	\$0.00	(\$165,000.00)	\$0.00	(\$165,000.00)	100.00%
100.000.000.0000.236.0000	USE OF FUND BALANCE	(\$2,116,385.70)	\$0.00	\$0.00	(\$2,116,385.70)	\$0.00	(\$2,116,385.70)	100.00%
100.000.000.0000.238.0000	IDCF	(\$200,000.00)	\$0.00	\$0.00	(\$200,000.00)	\$0.00	(\$200,000.00)	100.00%
	FUNCTION: UNDESIGNATED - 000	(\$51,523,824.56)	(\$100.00)	(\$100.00)	(\$51,523,724.56)	(\$2,337,535.20)	(\$49,186,189.36)	95.46%
	FUND: GENERAL FUND - 100	(\$51,523,824.56)	(\$100.00)	(\$100.00)	(\$51,523,724.56)	(\$2,337,535.20)	(\$49,186,189.36)	95.46%
Grand Total:		(\$51,523,824.56)	(\$100.00)	(\$100.00)	(\$51,523,724.56)	(\$2,337,535.20)	(\$49,186,189.36)	95.46%

End of Report

KODIAK ISLAND BOROUGH SCHOOL DISTRICT

BOARD GENERAL FUND - EXPENDITURE BY OBJECT

From Date: 7/1/2026

To Date: 7/31/2026

Fiscal Year: 2026-2027

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.000.000.0000.310.0000	CERTIFIED. SALARIES	\$15,772,025.23	\$14,541.63	\$14,541.63	\$15,757,483.60	\$15,364,559.32	\$392,924.28	2.49%
100.000.000.0000.320.0000	CLASSIFIED WAGES	\$9,117,845.04	\$136,739.20	\$136,739.20	\$8,981,105.84	\$8,962,879.85	\$18,225.99	0.20%
100.000.000.0000.330.0000	NON-CERTIFICATED TEA & EXTRA D	\$150,000.00	\$0.00	\$0.00	\$150,000.00	\$203,255.72	(\$53,255.72)	-35.50%
100.000.000.0000.340.0000	CLASSIFIED, OVERTIME	\$80,000.00	\$1,240.27	\$1,240.27	\$78,759.73	\$0.00	\$78,759.73	98.45%
100.000.000.0000.360.0000	EMPLOYEE BENEFITS	\$16,705,984.94	\$164,575.31	\$164,575.31	\$16,541,409.63	\$11,730,472.94	\$4,810,936.69	28.80%
100.000.000.0000.380.0000	HOUSING ALLOWANCE	\$99,828.00	\$11,638.00	\$11,638.00	\$88,190.00	\$69,590.00	\$18,600.00	18.63%
100.000.000.0000.390.0000	TRANSPORTATION ALLOWANCE	\$66,000.00	\$0.00	\$0.00	\$66,000.00	\$0.00	\$66,000.00	100.00%
100.000.000.0000.410.0000	PROF'L/TECHNICAL SERVICES	\$632,248.00	\$40,909.00	\$40,909.00	\$591,339.00	\$115,984.53	\$475,354.47	75.18%
100.000.000.0000.420.0000	STAFF TRAVEL	\$542,236.56	\$4,262.00	\$4,262.00	\$537,974.56	\$76,168.39	\$461,806.17	85.17%
100.000.000.0000.430.0000	UTILITIES/ENERGY	\$4,872,747.88	\$8,402.04	\$8,402.04	\$4,864,345.84	\$4,965,539.22	(\$101,193.38)	-2.08%
100.000.000.0000.440.0000	OTHER PURCHASED SERVICES	\$1,022,114.00	\$3,118.02	\$3,118.02	\$1,018,995.98	\$195,979.74	\$823,016.24	80.52%
100.000.000.0000.450.0000	SUPPLIES/MEDIA/MATERIALS	\$798,223.76	\$13,236.31	\$13,236.31	\$784,987.45	\$141,397.07	\$643,590.38	80.63%
100.000.000.0000.470.0000	SUPPLIES/MEDIA/MATERIALS	\$906,081.15	\$172,035.63	\$172,035.63	\$734,045.52	\$177,447.20	\$556,598.32	61.43%
100.000.000.0000.490.0000	OTHER EXPENSES	\$90,490.00	\$0.00	\$0.00	\$90,490.00	\$4,000.00	\$86,490.00	95.58%
100.000.000.0000.510.0000	EQUIPMENT	\$44,000.00	\$0.00	\$0.00	\$44,000.00	\$0.00	\$44,000.00	100.00%
100.000.000.0000.550.0000	TRANSFERS TO OTHER FUNDS	\$624,000.00	\$0.00	\$0.00	\$624,000.00	\$0.00	\$624,000.00	100.00%
	FUND: GENERAL FUND - 100	\$51,523,824.56	\$570,697.41	\$570,697.41	\$50,953,127.15	\$42,007,273.98	\$8,945,853.17	17.36%
Grand Total:		\$51,523,824.56	\$570,697.41	\$570,697.41	\$50,953,127.15	\$42,007,273.98	\$8,945,853.17	17.36%

End of Report

KODIAK ISLAND BOROUGH SCHOOL DISTRICT

BOARD GENERAL FUND - EXPENDITURES BY FUNCTIO

From Date: 7/1/2026

To Date: 7/31/2026

Fiscal Year: 2026-2027

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.000.100.0000.310.0000	CERTIFIED. SALARIES	\$9,601,115.56	\$0.00	\$0.00	\$9,601,115.56	\$9,117,369.92	\$483,745.64	5.04%
100.000.100.0000.320.0000	CLASSIFIED WAGES	\$683,301.65	\$820.80	\$820.80	\$682,480.85	\$730,284.26	(\$47,803.41)	-7.00%
100.000.100.0000.360.0000	EMPLOYEE BENEFITS	\$8,565,121.29	\$242.50	\$242.50	\$8,564,878.79	\$4,100,454.25	\$4,464,424.54	52.12%
100.000.100.0000.380.0000	HOUSING ALLOWANCE	\$99,828.00	\$11,638.00	\$11,638.00	\$88,190.00	\$69,590.00	\$18,600.00	18.63%
100.000.100.0000.390.0000	TRANSPORTATION ALLOWANCE	\$66,000.00	\$0.00	\$0.00	\$66,000.00	\$0.00	\$66,000.00	100.00%
100.000.100.0000.410.0000	PROF'L/TECHNICAL SERVICES	\$12,300.00	\$0.00	\$0.00	\$12,300.00	\$0.00	\$12,300.00	100.00%
100.000.100.0000.420.0000	STAFF TRAVEL	\$13,885.00	\$0.00	\$0.00	\$13,885.00	\$0.00	\$13,885.00	100.00%
100.000.100.0000.440.0000	OTHER PURCHASED SERVICES	\$69,364.00	\$0.00	\$0.00	\$69,364.00	\$12,842.88	\$56,521.12	81.48%
100.000.100.0000.450.0000	SUPPLIES/MEDIA/MATERIALS	\$286,981.76	(\$100.00)	(\$100.00)	\$287,081.76	\$21,377.64	\$265,704.12	92.59%
100.000.100.0000.470.0000	SUPPLIES/MEDIA/MATERIALS	\$72,580.00	\$0.00	\$0.00	\$72,580.00	\$0.00	\$72,580.00	100.00%
100.000.100.0000.490.0000	OTHER EXPENSES	\$30,490.00	\$0.00	\$0.00	\$30,490.00	\$0.00	\$30,490.00	100.00%
100.000.100.0000.510.0000	EQUIPMENT	\$14,000.00	\$0.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00	100.00%
100.000.100.0000.550.0000	TRANSFERS TO OTHER FUNDS	\$624,000.00	\$0.00	\$0.00	\$624,000.00	\$0.00	\$624,000.00	100.00%
	FUNCTION: INSTRUC - INSTRUCTION - 100	\$20,138,967.26	\$12,601.30	\$12,601.30	\$20,126,365.96	\$14,051,918.95	\$6,074,447.01	30.16%
100.000.200.0000.310.0000	CERTIFIED. SALARIES	\$3,544,829.10	\$0.00	\$0.00	\$3,544,829.10	\$3,529,893.05	\$14,936.05	0.42%
100.000.200.0000.320.0000	CLASSIFIED WAGES	\$2,925,393.53	\$0.00	\$0.00	\$2,925,393.53	\$3,465,038.57	(\$539,645.04)	-18.45%
100.000.200.0000.360.0000	EMPLOYEE BENEFITS	\$3,753,190.51	\$133.83	\$133.83	\$3,753,056.68	\$3,644,312.76	\$108,743.92	2.90%
100.000.200.0000.410.0000	PROF'L/TECHNICAL SERVICES	\$287,180.00	\$0.00	\$0.00	\$287,180.00	\$0.00	\$287,180.00	100.00%
100.000.200.0000.420.0000	STAFF TRAVEL	\$18,600.00	\$0.00	\$0.00	\$18,600.00	\$0.00	\$18,600.00	100.00%
100.000.200.0000.440.0000	OTHER PURCHASED SERVICES	\$54,550.00	\$0.00	\$0.00	\$54,550.00	\$0.00	\$54,550.00	100.00%
100.000.200.0000.450.0000	SUPPLIES/MEDIA/MATERIALS	\$50,242.00	\$0.00	\$0.00	\$50,242.00	\$0.00	\$50,242.00	100.00%
100.000.200.0000.470.0000	SUPPLIES/MEDIA/MATERIALS	\$84,160.00	\$0.00	\$0.00	\$84,160.00	\$0.00	\$84,160.00	100.00%
100.000.200.0000.490.0000	OTHER EXPENSES	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
	FUNCTION: SPED -SPECIAL EDUCATION INSTR. - 200	\$10,718,645.14	\$133.83	\$133.83	\$10,718,511.31	\$10,639,244.38	\$79,266.93	0.74%
100.000.300.0000.310.0000	CERTIFIED. SALARIES	\$965,439.00	\$0.00	\$0.00	\$965,439.00	\$950,439.00	\$15,000.00	1.55%
100.000.300.0000.320.0000	CLASSIFIED WAGES	\$1,319,147.10	\$24,417.61	\$24,417.61	\$1,294,729.49	\$1,170,100.37	\$124,629.12	9.45%
100.000.300.0000.340.0000	CLASSIFIED, OVERTIME	\$0.00	\$270.07	\$270.07	(\$270.07)	\$0.00	(\$270.07)	0.00%
100.000.300.0000.360.0000	EMPLOYEE BENEFITS	\$1,320,735.35	\$40,961.35	\$40,961.35	\$1,279,774.00	\$1,195,156.42	\$84,617.58	6.41%
100.000.300.0000.410.0000	PROF'L/TECHNICAL SERVICES	\$35,068.00	\$0.00	\$0.00	\$35,068.00	\$24,804.00	\$10,264.00	29.27%
100.000.300.0000.420.0000	STAFF TRAVEL	\$46,000.00	\$0.00	\$0.00	\$46,000.00	\$0.00	\$46,000.00	100.00%
100.000.300.0000.430.0000	UTILITIES/ENERGY	\$2,971,747.88	\$1,604.19	\$1,604.19	\$2,970,143.69	\$2,970,827.32	(\$683.63)	-0.02%
100.000.300.0000.440.0000	OTHER PURCHASED SERVICES	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	100.00%
100.000.300.0000.450.0000	SUPPLIES/MEDIA/MATERIALS	\$48,550.00	\$0.00	\$0.00	\$48,550.00	\$5,768.00	\$42,782.00	88.12%
100.000.300.0000.470.0000	SUPPLIES/MEDIA/MATERIALS	\$476,261.15	\$119,604.49	\$119,604.49	\$356,656.66	\$142,477.27	\$214,179.39	44.97%
100.000.300.0000.490.0000	OTHER EXPENSES	\$9,900.00	\$0.00	\$0.00	\$9,900.00	\$4,000.00	\$5,900.00	59.60%
	FUNCTION: STDNTSS -SUPPORT SERVICES-STUDENTS - 300	\$7,242,848.48	\$186,857.71	\$186,857.71	\$7,055,990.77	\$6,463,572.38	\$592,418.39	8.18%
100.000.400.0000.310.0000	CERTIFIED. SALARIES	\$953,162.28	\$0.00	\$0.00	\$953,162.28	\$949,988.40	\$3,173.88	0.33%
100.000.400.0000.320.0000	CLASSIFIED WAGES	\$502,201.56	\$0.00	\$0.00	\$502,201.56	\$542,439.76	(\$40,238.20)	-8.01%
100.000.400.0000.340.0000	CLASSIFIED, OVERTIME	\$80,000.00	\$0.00	\$0.00	\$80,000.00	\$0.00	\$80,000.00	100.00%
100.000.400.0000.360.0000	EMPLOYEE BENEFITS	\$805,101.32	\$0.00	\$0.00	\$805,101.32	\$762,704.79	\$42,396.53	5.27%
100.000.400.0000.420.0000	STAFF TRAVEL	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
100.000.400.0000.450.0000	SUPPLIES/MEDIA/MATERIALS	\$3,250.00	\$0.00	\$0.00	\$3,250.00	\$0.00	\$3,250.00	100.00%
100.000.400.0000.470.0000	SUPPLIES/MEDIA/MATERIALS	\$30,800.00	\$0.00	\$0.00	\$30,800.00	\$0.00	\$30,800.00	100.00%
100.000.400.0000.490.0000	OTHER EXPENSES	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00	100.00%
	FUNCTION: SCHADMN - SCHOOL ADMINISTRATION - 400	\$2,384,115.16	\$0.00	\$0.00	\$2,384,115.16	\$2,255,132.95	\$128,982.21	5.41%
100.000.500.0000.310.0000	CERTIFIED. SALARIES	\$631,259.97	\$14,541.63	\$14,541.63	\$616,718.34	\$627,481.02	(\$10,762.68)	-1.70%
100.000.500.0000.320.0000	CLASSIFIED WAGES	\$1,651,593.64	\$38,130.86	\$38,130.86	\$1,613,462.78	\$1,047,295.90	\$566,166.88	34.28%

KODIAK ISLAND BOROUGH SCHOOL DISTRICT

BOARD GENERAL FUND - EXPENDITURES BY FUNCTIO

From Date: 7/1/2026

To Date: 7/31/2026

Fiscal Year: 2026-2027

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.000.500.0000.360.0000	EMPLOYEE BENEFITS	\$732,435.94	\$57,110.71	\$57,110.71	\$675,325.23	\$680,118.05	(\$4,792.82)	-0.65%
100.000.500.0000.410.0000	PROF'L/TECHNICAL SERVICES	\$180,200.00	\$6,114.00	\$6,114.00	\$174,086.00	\$13,500.00	\$160,586.00	89.12%
100.000.500.0000.420.0000	STAFF TRAVEL	\$50,500.00	\$2,750.00	\$2,750.00	\$47,750.00	\$25,816.74	\$21,933.26	43.43%
100.000.500.0000.430.0000	UTILITIES/ENERGY	\$0.00	\$1,319.67	\$1,319.67	(\$1,319.67)	\$4,113.37	(\$5,433.04)	0.00%
100.000.500.0000.440.0000	OTHER PURCHASED SERVICES	\$662,500.00	\$0.00	\$0.00	\$662,500.00	\$9,189.54	\$653,310.46	98.61%
100.000.500.0000.450.0000	SUPPLIES/MEDIA/MATERIALS	\$12,500.00	\$0.00	\$0.00	\$12,500.00	\$4,043.69	\$8,456.31	67.65%
100.000.500.0000.470.0000	SUPPLIES/MEDIA/MATERIALS	\$193,780.00	\$43,354.02	\$43,354.02	\$150,425.98	\$9,000.73	\$141,425.25	72.98%
100.000.500.0000.490.0000	OTHER EXPENSES	\$33,000.00	\$0.00	\$0.00	\$33,000.00	\$0.00	\$33,000.00	100.00%
	FUNCTION: Central Office Services - 500	\$4,147,769.55	\$163,320.89	\$163,320.89	\$3,984,448.66	\$2,420,559.04	\$1,563,889.62	37.70%
100.000.600.0000.320.0000	CLASSIFIED WAGES	\$1,914,410.14	\$67,951.37	\$67,951.37	\$1,846,458.77	\$1,883,094.21	(\$36,635.44)	-1.91%
100.000.600.0000.340.0000	CLASSIFIED, OVERTIME	\$0.00	\$970.20	\$970.20	(\$970.20)	\$0.00	(\$970.20)	0.00%
100.000.600.0000.360.0000	EMPLOYEE BENEFITS	\$1,436,577.86	\$59,384.65	\$59,384.65	\$1,377,193.21	\$1,254,347.43	\$122,845.78	8.55%
100.000.600.0000.410.0000	PROF'L/TECHNICAL SERVICES	\$116,000.00	\$34,795.00	\$34,795.00	\$81,205.00	\$77,680.53	\$3,524.47	3.04%
100.000.600.0000.420.0000	STAFF TRAVEL	\$62,000.00	\$1,512.00	\$1,512.00	\$60,488.00	\$31,207.00	\$29,281.00	47.23%
100.000.600.0000.430.0000	UTILITIES/ENERGY	\$1,901,000.00	\$5,478.18	\$5,478.18	\$1,895,521.82	\$1,990,598.53	(\$95,076.71)	-5.00%
100.000.600.0000.440.0000	OTHER PURCHASED SERVICES	\$185,700.00	\$3,118.02	\$3,118.02	\$182,581.98	\$173,947.32	\$8,634.66	4.65%
100.000.600.0000.450.0000	SUPPLIES/MEDIA/MATERIALS	\$396,700.00	\$13,336.31	\$13,336.31	\$383,363.69	\$110,207.74	\$273,155.95	68.86%
100.000.600.0000.470.0000	SUPPLIES/MEDIA/MATERIALS	\$41,000.00	\$9,077.12	\$9,077.12	\$31,922.88	\$25,969.20	\$5,953.68	14.52%
100.000.600.0000.510.0000	EQUIPMENT	\$30,000.00	\$0.00	\$0.00	\$30,000.00	\$0.00	\$30,000.00	100.00%
	FUNCTION: O/M -OPERATIONS & MAINTENANCE - 600	\$6,083,388.00	\$195,622.85	\$195,622.85	\$5,887,765.15	\$5,547,051.96	\$340,713.19	5.60%
100.000.700.0000.310.0000	CERTIFIED. SALARIES	\$76,219.32	\$0.00	\$0.00	\$76,219.32	\$189,387.93	(\$113,168.61)	-148.48%
100.000.700.0000.320.0000	CLASSIFIED WAGES	\$121,797.42	\$5,418.56	\$5,418.56	\$116,378.86	\$124,626.78	(\$8,247.92)	-6.77%
100.000.700.0000.330.0000	NON-CERTIFICATED TEA & EXTRA D	\$150,000.00	\$0.00	\$0.00	\$150,000.00	\$203,255.72	(\$53,255.72)	-35.50%
100.000.700.0000.360.0000	EMPLOYEE BENEFITS	\$92,822.67	\$6,742.27	\$6,742.27	\$86,080.40	\$93,379.24	(\$7,298.84)	-7.86%
100.000.700.0000.410.0000	PROF'L/TECHNICAL SERVICES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
100.000.700.0000.420.0000	STAFF TRAVEL	\$343,251.56	\$0.00	\$0.00	\$343,251.56	\$19,144.65	\$324,106.91	94.42%
100.000.700.0000.470.0000	SUPPLIES/MEDIA/MATERIALS	\$7,500.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00	100.00%
100.000.700.0000.490.0000	OTHER EXPENSES	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	100.00%
	FUNCTION: STDNTACT - STUDENT ACTIVITIES - 700	\$808,090.97	\$12,160.83	\$12,160.83	\$795,930.14	\$629,794.32	\$166,135.82	20.56%
	FUND: GENERAL FUND - 100	\$51,523,824.56	\$570,697.41	\$570,697.41	\$50,953,127.15	\$42,007,273.98	\$8,945,853.17	17.36%
	Grand Total:	\$51,523,824.56	\$570,697.41	\$570,697.41	\$50,953,127.15	\$42,007,273.98	\$8,945,853.17	17.36%

End of Report

KODIAK ISLAND BOROUGH SCHOOL DISTRICT

BOARD GENERAL FUND - EXPENDITURES BY SITE

Fiscal Year: 2026-2027

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

From Date: 7/1/2026

To Date: 7/31/2026

☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.110.000.0000.000.0000	ASSET	\$7,941,586.37	\$1,032.45	\$1,032.45	\$7,940,553.92	\$6,968,291.27	\$972,262.65	12.24%
	SITE: KHS KODIAK HIGH SCHOOL - 110	\$7,941,586.37	\$1,032.45	\$1,032.45	\$7,940,553.92	\$6,968,291.27	\$972,262.65	12.24%
100.111.000.0000.000.0000	ASSET	\$136,500.30	\$756.00	\$756.00	\$135,744.30	\$92,147.50	\$43,596.80	31.94%
	SITE: COMMUNITY SWIMMING POOL - 111	\$136,500.30	\$756.00	\$756.00	\$135,744.30	\$92,147.50	\$43,596.80	31.94%
100.117.000.0000.000.0000	ASSET	\$1,109,012.37	\$0.00	\$0.00	\$1,109,012.37	\$458,886.37	\$650,126.00	58.62%
	SITE: AK TEACH - 117	\$1,109,012.37	\$0.00	\$0.00	\$1,109,012.37	\$458,886.37	\$650,126.00	58.62%
100.120.000.0000.000.0000	ASSET	\$5,847,420.58	\$0.00	\$0.00	\$5,847,420.58	\$5,572,272.70	\$275,147.88	4.71%
	SITE: KMS KODIAK MIDDLE SCHOOL - 120	\$5,847,420.58	\$0.00	\$0.00	\$5,847,420.58	\$5,572,272.70	\$275,147.88	4.71%
100.240.000.0000.000.0000	ASSET	\$5,219,506.86	\$2,546.78	\$2,546.78	\$5,216,960.08	\$4,984,294.49	\$232,665.59	4.46%
	SITE: EE EAST ELEMENTARY - 240	\$5,219,506.86	\$2,546.78	\$2,546.78	\$5,216,960.08	\$4,984,294.49	\$232,665.59	4.46%
100.250.000.0000.000.0000	ASSET	\$3,984,955.29	\$0.00	\$0.00	\$3,984,955.29	\$3,814,323.13	\$170,632.16	4.28%
	SITE: ME MAIN ELEMENTARY - 250	\$3,984,955.29	\$0.00	\$0.00	\$3,984,955.29	\$3,814,323.13	\$170,632.16	4.28%
100.270.000.0000.000.0000	ASSET	\$2,934,189.43	\$0.00	\$0.00	\$2,934,189.43	\$2,775,237.11	\$158,952.32	5.42%
	SITE: PTE PETERSON ELEMENTARY - 270	\$2,934,189.43	\$0.00	\$0.00	\$2,934,189.43	\$2,775,237.11	\$158,952.32	5.42%
100.360.000.0000.000.0000	ASSET	\$830,051.28	\$707.71	\$707.71	\$829,343.57	\$776,003.00	\$53,340.57	6.43%
	SITE: AKH AKHIOK SCHOOL - 360	\$830,051.28	\$707.71	\$707.71	\$829,343.57	\$776,003.00	\$53,340.57	6.43%
100.362.000.0000.000.0000	ASSET	\$1,065,238.97	\$0.00	\$0.00	\$1,065,238.97	\$1,043,790.89	\$21,448.08	2.01%
	SITE: CHINIAK SCHOOL - 362	\$1,065,238.97	\$0.00	\$0.00	\$1,065,238.97	\$1,043,790.89	\$21,448.08	2.01%
100.371.000.0000.000.0000	ASSET	\$1,235,304.16	\$1,900.00	\$1,900.00	\$1,233,404.16	\$1,184,190.13	\$49,214.03	3.98%
	SITE: OH OLD HARBOR SCHOOL - 371	\$1,235,304.16	\$1,900.00	\$1,900.00	\$1,233,404.16	\$1,184,190.13	\$49,214.03	3.98%
100.373.000.0000.000.0000	ASSET	\$1,136,093.60	\$0.00	\$0.00	\$1,136,093.60	\$1,127,004.95	\$9,088.65	0.80%
	SITE: OUZINKIE SCHOOL - 373	\$1,136,093.60	\$0.00	\$0.00	\$1,136,093.60	\$1,127,004.95	\$9,088.65	0.80%
100.375.000.0000.000.0000	ASSET	\$1,084,135.33	\$608.00	\$608.00	\$1,083,527.33	\$1,043,788.12	\$39,739.21	3.67%
	SITE: PL PORT LIONS SCHOOL - 375	\$1,084,135.33	\$608.00	\$608.00	\$1,083,527.33	\$1,043,788.12	\$39,739.21	3.67%
100.380.000.0000.000.0000	ASSET	\$570,490.95	\$104.95	\$104.95	\$570,386.00	\$458,543.99	\$111,842.01	19.60%
	SITE: VILLAGE WIDE SERVICES - 380	\$570,490.95	\$104.95	\$104.95	\$570,386.00	\$458,543.99	\$111,842.01	19.60%
100.410.000.0000.000.0000	ASSET	\$769,520.51	\$95,252.03	\$95,252.03	\$674,268.48	\$598,179.92	\$76,088.56	9.89%
	SITE: NEGOTIATED BENEFITS - 410	\$769,520.51	\$95,252.03	\$95,252.03	\$674,268.48	\$598,179.92	\$76,088.56	9.89%
100.450.000.0000.000.0000	ASSET	\$4,561,986.88	\$1,469.25	\$1,469.25	\$4,560,517.63	\$394,025.66	\$4,166,491.97	91.33%
	SITE: DISTRICT WIDE SERVICES - 450	\$4,561,986.88	\$1,469.25	\$1,469.25	\$4,560,517.63	\$394,025.66	\$4,166,491.97	91.33%
100.451.000.0000.000.0000	ASSET	\$205,515.64	\$5,991.47	\$5,991.47	\$199,524.17	\$183,542.15	\$15,982.02	7.78%
	SITE: AUDITORIUM - 451	\$205,515.64	\$5,991.47	\$5,991.47	\$199,524.17	\$183,542.15	\$15,982.02	7.78%
100.454.000.0000.000.0000	ASSET	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
	SITE: FEDERAL PROGRAMS - 454	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	100.00%
100.459.000.0000.000.0000	ASSET	\$995,230.87	\$185,681.24	\$185,681.24	\$809,549.63	\$752,792.61	\$56,757.02	5.70%

KODIAK ISLAND BOROUGH SCHOOL DISTRICT

BOARD GENERAL FUND - EXPENDITURES BY SITE

From Date: 7/1/2026

To Date: 7/31/2026

Fiscal Year: 2026-2027

☐ Subtotal by Collapse Mask

☒ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	SITE: TECHNOLOGY SERVICES - 459	\$995,230.87	\$185,681.24	\$185,681.24	\$809,549.63	\$752,792.61	\$56,757.02	5.70%
100.461.000.0000.000.0000	ASSET	\$310,641.10	\$0.00	\$0.00	\$310,641.10	\$308,641.10	\$2,000.00	0.64%
	SITE: ALTERNATIVE LEARNING/LEARNING CAFE - 461	\$310,641.10	\$0.00	\$0.00	\$310,641.10	\$308,641.10	\$2,000.00	0.64%
100.492.000.0000.000.0000	ASSET	\$2,783,191.54	\$0.00	\$0.00	\$2,783,191.54	\$2,713,728.29	\$69,463.25	2.50%
	SITE: SPED SPECIAL SERVICES - 492	\$2,783,191.54	\$0.00	\$0.00	\$2,783,191.54	\$2,713,728.29	\$69,463.25	2.50%
100.495.000.0000.000.0000	ASSET	\$986,274.26	\$0.00	\$0.00	\$986,274.26	\$994,408.10	(\$8,133.84)	-0.82%
	SITE: EARLY CHILDHOOK - 495	\$986,274.26	\$0.00	\$0.00	\$986,274.26	\$994,408.10	(\$8,133.84)	-0.82%
100.510.000.0000.000.0000	ASSET	\$201,161.69	\$9,953.14	\$9,953.14	\$191,208.55	\$123,071.01	\$68,137.54	33.87%
	SITE: BOARD OF EDUCATION - 510	\$201,161.69	\$9,953.14	\$9,953.14	\$191,208.55	\$123,071.01	\$68,137.54	33.87%
100.560.000.0000.000.0000	ASSET	\$471,086.76	\$17,239.83	\$17,239.83	\$453,846.93	\$427,602.81	\$26,244.12	5.57%
	SITE: SUPERINTENDENT - 560	\$471,086.76	\$17,239.83	\$17,239.83	\$453,846.93	\$427,602.81	\$26,244.12	5.57%
100.561.000.0000.000.0000	ASSET	\$1,782,483.42	\$34,183.27	\$34,183.27	\$1,748,300.15	\$804,795.60	\$943,504.55	52.93%
	SITE: ASST. SUPERINTENDENT/HR - 561	\$1,782,483.42	\$34,183.27	\$34,183.27	\$1,748,300.15	\$804,795.60	\$943,504.55	52.93%
100.562.000.0000.000.0000	ASSET	\$262,721.20	\$0.00	\$0.00	\$262,721.20	\$181,535.84	\$81,185.36	30.90%
	SITE: CURRICULUM - 562	\$262,721.20	\$0.00	\$0.00	\$262,721.20	\$181,535.84	\$81,185.36	30.90%
100.563.000.0000.000.0000	ASSET	\$548,467.61	\$12,927.80	\$12,927.80	\$535,539.81	\$404,269.11	\$131,270.70	23.93%
	SITE: SCHOOL SUPPORT SRVCS - 563	\$548,467.61	\$12,927.80	\$12,927.80	\$535,539.81	\$404,269.11	\$131,270.70	23.93%
100.610.000.0000.000.0000	ASSET	\$1,674,783.84	\$31,312.01	\$31,312.01	\$1,643,471.83	\$789,653.61	\$853,818.22	50.98%
	SITE: FISCAL SERVICES - 610	\$1,674,783.84	\$31,312.01	\$31,312.01	\$1,643,471.83	\$789,653.61	\$853,818.22	50.98%
100.710.000.0000.000.0000	ASSET	\$2,875,273.75	\$169,031.48	\$169,031.48	\$2,706,242.27	\$3,032,254.52	(\$326,012.25)	-11.34%
	SITE: MAINTENANCE & OPERATIONS - 710	\$2,875,273.75	\$169,031.48	\$169,031.48	\$2,706,242.27	\$3,032,254.52	(\$326,012.25)	-11.34%
	FUND: GENERAL FUND - 100	\$51,523,824.56	\$570,697.41	\$570,697.41	\$50,953,127.15	\$42,007,273.98	\$8,945,853.17	17.36%
	Grand Total:	\$51,523,824.56	\$570,697.41	\$570,697.41	\$50,953,127.15	\$42,007,273.98	\$8,945,853.17	17.36%

End of Report



Board Agenda Item

Kodiak Island Borough School District

722 Mill Bay Rd

Kodiak, Alaska 99615

Board Mtg. Date
08.03.2026 WS
08.17.2026 RM

Reports of the
Superintendent

☐

Action
Item

☒

Consent
Agenda

☐

Reports,
Routine
Monthly

☐

Other

☐

Subject:

CIP SIX-YEAR PLAN for FY 2028-2033

**Presenter or
Contact Person:**

Adam Powers, Director for Facilities and Maintenance

Summary:

Administration will present the updated draft of the CIP six-year plan for adoption.

**Financial
Implications:**

There are no fiscal implications to the budget.

Attachments:

Draft CIP Six-Year Plan – updated 7-29-2026

Recommendation:

The Administration recommends the Board approve the FY 2028-2033 Six-Year Capital Improvement Plan

Motion:

I move the Board adopt the updated FY2028-2033 prioritized list for the Capital Improvement Plan as submitted.

INSTRUCTIONS TO COMPLETE FORM 05-19-051

Six-Year Capital Improvement Plan

OVERVIEW

A six-year plan is a vital document for districts in planning and anticipating necessary capital improvement projects. A capital improvement project is a substantial, non-recurring expenditure for a physical improvement with a long useful life. Capital projects are not part of the district's preventive (including routine) maintenance or custodial care programs.

Projects may be derived from reviewing renewal and replacement schedules or population projections, needs identified by school personnel or professional architect or engineer through a condition survey, or recommendations from an energy audit, etc.

The district is encouraged to use and submit this form, required under AS 14.11.011 for grant or debt reimbursement applications, as a planning and presentation tool for all capital projects, regardless of whether the project will be submitted for AS 14.11 state aid funding consideration. It can be a valuable aid to a school board in fulfilling its duty under AS 14.08.101 to approve the district's six-year capital plan.

For questions on completing this form, contact DEED Facilities section staff.
<https://education.alaska.gov/Facilities/>

SET UP

1. Header

Open up the existing document header to add the school district name and update the fiscal year (FY) span. Note: the first fiscal year of a six-year capital plan is typically two years after the current calendar year (e.g. a capital plan reviewed in March of 2019 will address FY 2021 - FY 2026).

2. Tables

Adjust the “**FY 20YY TOTAL**” in each table to reflect the six years of the plan.

3. Certification

Edit the text at the end of the document to fill in the name of the school district board and the date of the meeting when the six-year capital plan is approved and adopted.

PROJECT TABLE

1. District Priority

Projects should be listed in district priority order. Priority is continuous through all fiscal years (e.g. the first fiscal year lists 6 projects, the second fiscal year list will begin with district priority #7, and so on). Inclusion of non-AS .14.11 projects do not adversely affect CIP application scoring.

2. Primary Purpose

A project must meet one of the project definitions outlined in AS 14.11.014 to qualify for AS 14.11 state aid. Reference also Appendix A, “Instructions to completing the Applica

tion for Funding for a Capital Improvement Project”.

3. Project Title & Description

Provide a short, descriptive project title that includes the facility name, major project scope, and town/village (if in a borough or REAA serving multiple communities). The project title should match any CIP application submitted to the department for AS 14.11 funding. Include a detailed scope of work that includes impacted facilities, systems, or components, and necessitating conditions. Note: including the estimated funding from non-district sources can be helpful for internal district fiscal planning.

4. SOA Aid

If a district is anticipating AS 14.11 state aid, grant or debt reimbursement, check the box or provide another notation.

5. Estimated Project Cost

Enter the estimated or actual amount of total projects costs, which include design, construction, equipment, administrative costs, etc. This includes all funding sources: district, local, state, or federal.

6. Adding or Deleting

Each fiscal year should include as many rows as needed to encompass anticipated district projects. To preserve formatting, insert a new row(s) by selecting a middle row then inserting by right-clicking or through the table layout tab. Delete any unnecessary rows.

7. FY Total Project Costs

Enter the sum of the above column of estimated project costs for each fiscal year.

EXAMPLE TABLE

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	D	Very Wet Elementary School Roof Replacement Very Wet Elementary is a 50,120 sqft single-story school built in 1980. The roof is original to the school. It is an IRMA roof and has had numerous leaks in the last 10 year. This project will remove the old roof system, including abatement, and inspect the substrate. The new roof will be an EPDM 30 year roof with R80 insulation. Includes new rain drains, new mechanical curbs and pre-painted metal flashing.	X	6,000,000
2	E	Damp Middle School Lighting Upgrades Damp MS is a 38,009 sqft school built in 1987. The majority of the original lighting fixtures were replaced in 2001 with T-8 fluorescents. Modern LED technology will provide an energy savings, with a payback of four years. This project will upgrade all interior and exterior lighting fixtures with energy-efficient LEDs and replace all original wiring and switches.		882,900
FY 2021 TOTAL:				\$6,882,900.00

CIP SUBMITTAL

Minimum project cost for consideration in the DEED CIP grant process is **\$50,000**.

If submitting for AS 14.11 funding, mail completed and signed form by September 1; submit two (2) copies with the application packet, regardless of the number of applications submitted.

Kodiak Island Borough School District
FY 2028 – 2033 Six-Year Capital Improvement Plan

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	D	Rural Schools Fire System Modernization Akhiok, Chiniak, Old Harbor, Ouzinkie, and Port Lions schools have antiquated and failing fire protection systems. This project would be to renew the alarm panels, dialers, strobes, horns, smokes, and pull stations. Port Lions has been completed.	☒	\$500,000
2	C	Main Elementary HVAC Controls Replacement The school's heating and cooling control system is 25 years old. Parts are no longer available, so it needs to be fully replaced. Replacing the system will result in greater reliability and lower operating costs, improve occupant comfort, and increase energy efficiency.	☒	\$523,000
3	C	Chiniak School Water System Upgrade Chiniak School is served by a shallow well that is defined by the Alaska Department of Environmental Conservation as a private water system. This project will upgrade the water system in expectation of being re-classified as a public water system and provide for long-term usability of the school, especially if/when enrollment increases.	☒	\$2,035,824

FY 2028 TOTAL

\$3,058,824

Kodiak Island Borough School District
FY 2028 – 2033 Six-Year Capital Improvement Plan

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
4	C	Akhiok Siding, Windows & Door Replacement	☐	\$400,000
5	C	Old Harbor School Siding Replacement	☐	\$450,000
6	C	Kodiak Middle School Siding Repairs & Doors Replacement	☐	\$1,750,000
7	C	Maintenance Shop Roof Replacement	☐	\$450,000
8	E	East Elementary HVAC Controls Replacement	☐	\$400,000
FY 2029 TOTAL				\$3,450,000

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
9	C	Peterson Elementary Siding Repairs	☐	\$550,000
10	C	East Elementary Electrical Lighting Replacement	☐	\$1,000,000
11	C	Main Elementary Siding & Windows Replacement	☐	\$800,000
FY 2030 TOTAL				\$2,350,000

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
12	E	Chiniak School HVAC Controls Replacement	☐	\$250,000
13	E	Akhiok School HVAC Controls Replacement	☐	\$250,000
14	E	Ouzinkie School HVAC Controls Replacement	☐	\$350,000
15	E	Port Lions School HVAC Controls Replacement	☐	\$350,000
16	E	Old Harbor School HVAC Controls Replacement	☐	\$350,000
17	E	Maintenance Shop HVAC Controls Replacement	☐	\$200,000
FY 2031 TOTAL				\$1,750,000

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
18	C	East Elementary Exterior Wall System	☐	\$1,700,000
19	C	Central Offices Exterior Windows & Doors Replacement	☐	\$350,000
20	C	Central Office Interior Doors Replacement	☐	\$200,000
21	C	Akhiok School Flooring Replacement	☐	\$200,000
22	C	Chiniak School Flooring Replacement	☐	\$150,000
23	C	Port Lions School Flooring Replacement	☐	\$350,000
24	C	East Elementary Interior Flooring Replacement	☐	\$1,000,000
25	C	East Elementary Specialties Replacements	☐	\$500,000
26	C	East Elementary Plumbing Piping	☐	\$650,000
27	A	East Elementary Fire Suppression System	☐	\$500,000
FY 2032 TOTAL				\$5,600,000

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
28	C	Kodiak Middle School Roof Partial Replacement	☐	\$1,500,000
29	C	Ouzinkie School Flooring Replacement	☐	\$350,000
30	C	Chiniak School Siding & Windows Replacement	☐	\$350,000
31	C	Port Lions Siding & Windows Replacement	☐	\$1,200,000
FY 2033 TOTAL				\$3,400,000

Kodiak Island Borough School District
FY 2028 – 2033 Six-Year Capital Improvement Plan

Adopted August __, 2026 at a duly convened meeting of the Kodiak Island Borough School District Board of Education at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

Superintendent

Date

School Board President

Date

Submit to the Department of Education & Early Development by September 1

Form #05-19-051



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.

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

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**

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 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**

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 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

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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

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

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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 -
]NEGOTIATIONS/CONSULTATION****Key**

Black text – current policy with no suggested changes

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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

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

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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:

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

Black text – current policy with no suggested changes

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

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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**

Black text – current policy with no suggested changes

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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

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**

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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

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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:



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

9/17/26RM

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. August 17- Review the policy and direct staff concerning potential revisions and hold the first reading at the July regular meeting.
2. September 21 - 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 September 21, 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

CERTIFICATED CONTRACTS									
NEW TEACHER CONTRACTS									
NEW HIRES	POSITION	STEP	SALARY	CONTRACT TERM	DEGREES AND EDUCATION	EXPERIENCE	CERTIFICATION	RECOMMENDATION	OTHER INFORMATION
ASHLEY SHADE	1.0 FTE TEACHER GRADE 3 @ PETERSON	STEP 0 / BA0	\$58,344.00	189 DAYS	Holds a Bachelor of Arts in Elementary Education from Western Governors University.	Ashley has worked supporting young learners for the past 10 years. She recently finished her student teaching in kindergarten. She has also worked as a paraprofessional, substitute teacher across multiple grade levels and for four years as the owner and lead teacher of a licensed childcare program.	Currently holds a Two/Three Year teaching certificate with the State of Alaska.	Rena Rankin, Principal at Peterson Elementary	Hire memo attached
JESSICA RISLEY	1.0 FTE ENGLISH TEACHER @KHS	STEP 11 / MA0	\$86,244.05	189 DAYS	Holds a masters degree in education.	She brings 21 years of experience to KIBSD with her most recent at KMS & KHS as the 25-26 Secondary Literacy Specialist teacher. She has taught in Louisiana, Texas, New York, & Georgia as well as international teaching experience in Peru, Tanzania and Zimbabwe. Her experiences ranges from 1 st grade through High School.	Currently holds an out of state teaching certificate in New York and is in the process of applying for her Alaska Teaching Certificate.	Matt Bieber, Principal of Kodiak High School	Hire memo attached. Re-submission for approval, previous contract expired.

Total \$144,588.05

FY27 Contracts						
NAME	FTE	AMOUNT	ROW HEAD	COLUMN HEAD	CLASSIFICATION	Notes
Sarah Adrion	0.5FTE Literacy Specilaist @ Secondary	\$33,221.69	3	BA0	Non-Tenured	The employee was granted an approved leave of absence but later chose not to take the leave.
Amy Wagner	1.0 FTE Grade 4 teacher @ Main	\$84,213.98	8	BA36/MA0	Tenured	The employee was granted an approved leave of absence but later chose not to take the leave.

Total \$117,435.67



Board Agenda Item

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

Board Mtg. Date 8.17.26 RM	Reports of the Superintendent ☐	Action Item ☒	Consent Agenda ☐	Reports, Routine Monthly ☐	Other ☐
Subject:	FY27 Certified Tenured Contracts				
Presenter or Contact Person:	Damon Hargraves; Assistant Superintendent				
Summary:	The district will present FY27 Certificated Contracts for approval.				
Financial Implications:	There are no additional financial impacts to the budget.				
Attachments:	FY27 Certificated Contracts: Tenured & Non-Tenured				
Recommendation:	The administration recommends that the School Board approve the FY27 certificated contracts for tenured and non-tenured teachers as presented. All teachers are in good standing and are recommended for rehire. The table reflects the salary schedule outlined in the current collective bargaining agreement with the Kodiak Borough Education Association.				
Motion:	Move to approve the FY27 certificated tenured and non-tenured contracts as presented, in the amount of \$117,435.67.				



Board Agenda Item

Kodiak Island Borough School District

722 Mill Bay Rd

Kodiak, Alaska 99615

Board Mtg. Date 8.17.26 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:	A. Shade Hire Memo.pdf J. Risley Hire Memo.pdf				
Recommendation:	The Administration recommends that the Board approve the 2026-2027 Certificated Contracts as presented.				
Motion:	Move to approve the 2026-2027 certificated contracts for Ashley Shade and Jessica Risley in the amount of \$144,588.05.				



Kodiak Island Borough School District

*Engaged in Learning.
Prepared for life.*

To: Dr. Dan Brigman, Superintendent

Through: Damon Hargraves, Assistant Superintendent
Human Resources

From: Matt Bieber, Principal of Kodiak High School 

Date: Aug 5, 2026

Subject: Recommendation to hire Jessica Risley

I am pleased to recommend Jessica Risley for hire as an ELA teacher at Kodiak High School for the 2026-2027 school year.

Experience: Ms. Risley served as Secondary Literacy Specialist for the 2025-2026 school year, and she has been an incredible asset to Kodiak High School students. In this role, she has provided literacy interventions for students, administered diagnostic and progress monitoring assessments, provided literacy support to teachers, facilitated professional development for staff, and worked closely with administrators and school psychologists to identify student needs and track data. She has shown incredible initiative and built relationships with staff and students within a short time. Those who have worked with Ms. Risley speak very highly of her expertise, her invaluable instructional support, and her willingness to collaborate.

Teaching Degrees and Certifications: Ms. Risley holds a B.A. in French and Political Science, and a M.S. in Education. She holds teaching certificates in education and literacy in the state of New York, and has her Initial 2/3yr Teacher Alaska Teaching Certificate.

Ms. Risley will be a great addition to the KHS staff and we look forward to welcoming her back in a new role.



Kodiak Island Borough School District

*Engaged in Learning.
Prepared for life.*

To: Dr. Dan Brigman, Superintendent

Through: Damon Hargraves, Assistant Superintendent
Human Resources

From: Rena Rankin, Peterson Elementary School Principal

Date: August 3, 2026

Subject: Recommendation to hire: Ashley Shade

I am pleased to recommend Ashley Shade for hire as the 3rd grade teacher at Peterson Elementary School for the 2026-2027 school year.

Ashley is the strongest candidate for this position because of her extensive experience supporting young learners, strong classroom management skills, and commitment to differentiated instruction. She brings a calm, student-centered approach and has demonstrated the ability to build structured, engaging learning environments that support both academic and social-emotional growth. As a military spouse who has relocated to Kodiak, Ashley also brings a valuable understanding of the needs of military-connected students and families, along with the flexibility and resilience needed to become an active member of a new school community.

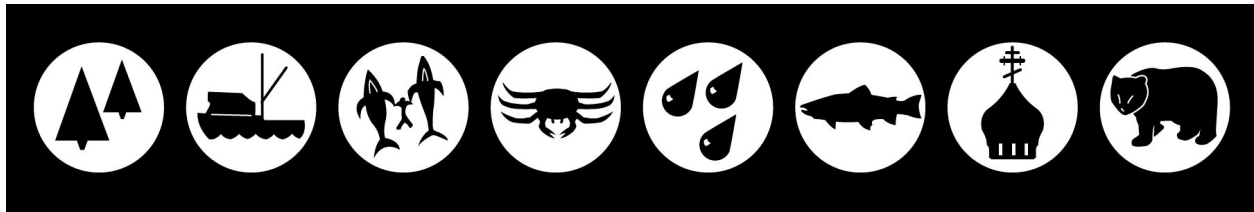
Experience: Ashley has more than ten years of experience supporting young children in classroom and childcare settings. Her recent experience includes kindergarten student teaching, work as a kindergarten paraprofessional, substitute teaching across multiple grade levels, and four years as the owner and lead teacher of a licensed childcare program.

Teaching Degrees and Certifications: Ashley has a Bachelor of Arts in Elementary Education from Western Governors University, completed in March 2026.

Professional Certifications and Credentials: Ashley holds a current Two/Three-Year Teaching Certificate for Alaska for Elementary Education K-8.

Comments from References: Ashley received outstanding references that highlighted her extraordinary classroom management, effective lesson planning, professionalism, kindness, and ability to engage learners.

Special Considerations: NA



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



Kodiak Island Borough School District

E 3235

INTENT TO APPLY

Grant Source/Grantee: Alaska Family Engagement Center, Association of Alaska School Boards

Title of Grant: Family Engagement Mini Grant

Type of Grant: ☐ Entitlement ☒ Competitive

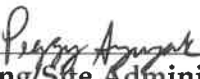
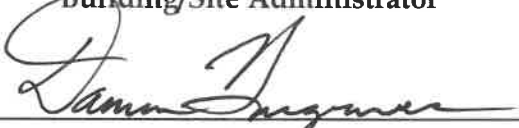
Length of Grant: July 1, 2026 to June 30, 2027

Description of Grant: RootED train-the-trainer training for KIBSD's Rural Schools Counselor to help support seniors and their families in post secondary planning. This grant will support the Counselor's and two other Career Guides' learning and implementation of the 6 Key Performance Indicators of the rootEd framework.

Brief Statement of Grant Activities: Travel to Anchorage for face-to-face rootED training for 1 person. Over budget and TEAs for a hybrid onboarding for up to 2 Career Guides at KHS with monthly virtual Alaska Career Guide meetings and 2 virtual meetings with national Career Guides. Holding 2 in-person community meetings, at least one career awareness activity. We will support travel between Kodiak and rural village sites will be supported to support our senior students and families.

Grant Request: \$ 10,000

District Match: \$ 0

Approval:	 _____ Building Site Administrator	8/12/26 _____ Date
Approval:	 _____ Superintendent	8-12-26 _____ Date