

Work Session
Wednesday, September 2, 2026 4:30 PM
Alaskan

Sitka High School Library
1000 Lake Street
Sitka, AK 99835

1. Board Priorities

Board Presentation and Activities Calendar													Required: Board Action		
													R	Report at Regular Board Meeting	
													W	Report at Board Work Session	
														Activity for Board Members	
Revised 12/05/2022															
Topic	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Who is responsible for the report		
Summer Programs		R											Any summer program direc		
Review of School Board Goals		W													
Annual School Board Calendar Setting		W													
Welcome back Inservice and Employee Service Recognition															
Review MOUs- Maintenance and Parks and Rec															
Annual Board Self-Evaluation of Annual Goals															
Superintendent Checkin and annual goals															
Staffing Report			R												
Sitka High School Annual Report			R												
School Climate and Connectedness Survey			W										Schools will report on their schoo		
Oath of Office of New Board Member(s)															
Board Reorganization															
Strategic Plan Review															
PreK				R											
Federal Programs Report/Grants Update				R											
Food Service				R											
XXX Work Session (possibly with STA council)				W											
Board Committee Appointments															
Board Retreats															
Meeting with Auditors															
Budget: District Needs Assessment for Next Fiscal Year															
Class Size Report District-wide					W/R?										
Kéet Gooshí Héen Elementary School Annual Report					R								DW, and Principals during their month		
State Testing Results					R										
State Testing Results					W										
AASB Annual Conference															
Audit Report Approval															
XXX Work Session						W									
Budget: Winter Revisions for Current Year															
Budget: Board Financial Workshop															
Superintendent Evaluation															
LOCAL CIP List (Final Approval)															
Blatchley Middle School Annual Report							R								
Student Services Report (Snapshot demographic)							R								
XXX Work Session							W								
Administrative Contracts															
Budget: Board and Assembly Joint Worksession															
Pacific High School Annual Report								R							
XXX Work Session								W							
AASB Legislative Fly-In (Juneau)															
Approve Next School Calendar															
Certificated Tenured Contracts															
Budget: Public Hearing															
Budget: Staff Hearings															
Competitive Bid Approvals															
XXX Work Session									W						
Cultural Department									R						
DEED CIP List															
Certificated Non-Tenured Contracts															
Budget: Spring Revisions for Current Year															
Xoots Elementary School Annual Report										R					
XXX Work Session										W					
Budget: Initial Adoption															
REACH Correspondance School											R				
XXX Work Session											W				
CTE Report															
Graduation: PHS and SHS															
Items Reported Regularly															
Professional Learning Report		R	R	R	R	R	R	R	R	R	R	R	In superintendent report		
Financial Report															

[illegible]

Sitka School Board- Annual Calendar at a Glance

Required Board Actions shown in red. Financial Report and Grants (as needed) are required at every regular meeting and are not repeated below.

Month	Required Board Actions	Reports Due (R = Regular Mtg · W = Work Session)	Meetings, Events & Board Priorities
August <i>Harrigan Centennial Hall</i>	Annual Board Self-Evaluation of Annual Goals	HR Staffing Report (R) Federal Programs Report: Grants Update (R) Review of School Board Goals (W)	• Approve New Teacher and Admin Contracts • Superintendent goal setting meeting • Develop Superintendent Evaluation Tool • Welcome Back Inservice and Employee Service Recognition • Convocation • New Teacher Inservice Breakfast and BBQ (new teacher orientation)
September	Child Nutrition Budget Board Reorganization Board Retreats Oath of Office of New Board Member(s)	Professional Learning Report (R) Class Size Report (W/R) Maintenance and Custodial Services Report (R) Xoots Elementary School (R) Superintendent Goals Evaluation (W)	• Curriculum Review Cycle • Fall Boardsmanship Academy
October <i>Sitka High School Library</i>	Board Committee Appointments Board Reorganization Board Retreats Oath of Office of New Board Member(s)	Early Childhood Services (R) Food Service (R)	• Maintenance Project Updates • Superintendent Search – select recruiting group, establish search timeline • Board Retreat: Oath of Office for new members; Election of Board Officers; Board Training with AASB (annual goal setting) • Principal Appreciation Month • Board Winter Reception
November <i>Sitka High School Library</i>	Meeting with Auditors Budget: District Needs Assessment for Next Fiscal Year	State Testing Results (W/R) Student Services Report (Snapshot demographic) (R) Kéet Gooshi Héen Elementary School (R)	• Annual Audit Review • AASB Annual Conference
December <i>Harrigan Centennial Hall</i>	Audit Report Approval	Federal Programs Report: Family Resource Center, Migrant Ed, IEA Native Ed. (R) Technology Services Report (R)	• Audit Report / Adoption • K-5 ELA Curriculum Pilot Review • Budget development guidelines / work session • Superintendent evaluation midyear meeting • Academic Excellence Awards (KHS)
January <i>Harrigan Centennial Hall</i>	Administrative Contracts Approve Next School Calendar Certificated Tenured Contracts Budget: Board Financial Workshop Budget: Winter Revisions for Current Year Child Nutrition Budget DEED CIP List (Final Approval) E-Rate Application(s) and Competitive Bidding Superintendent Evaluation	Special Services Report (R) Blatchley Middle School (R)	• Joint budget work session w/Assembly • Staff budget hearings (tentative) • Superintendent Evaluation • Legislative Priorities
February <i>Harrigan Centennial Hall</i>	Certificated Non-Tenured Contracts Budget: Board and Assembly Joint Worksession E-Rate Application(s) and Competitive Bidding Annual School Calendar Setting	HR Staffing Report (R) Safety Report (R) Child Nutrition Report (R) Pacific High School (R)	• Community Budget Hearing Session • STA Work Session • Superintendent evaluation meeting • School Board Appreciation Month • AASB Leadership Academy and Legislative Fly-In: Youth Advocacy Institute • AASB Legislative Fly-In (Juneau)
March <i>Community House</i>	Activities and Athletic Fees Budget: Borough Assembly Presentation Budget: Public Hearing Budget: Staff Hearings DEED CIP List (Draft) E-Rate Application(s) and Competitive Bidding	Cultural Department (R)	• Impact Aid Public Hearing • Budget Work Session
April <i>Harrigan Centennial Hall</i>	Budget: Initial Adoption Budget: Spring Revisions for Current Year	Summer Programs (W/R) Sitka High School (R)	• K-5 ELA Curriculum Review / Adoption • Maintenance Project Updates (board approval for summer projects, if necessary) • Budget Work Session • Budget Final Hearing and Adoption • Spring Boardsmanship Academy
May <i>Harrigan Centennial Hall</i>	Board Retreats	CTE Report (R) Library Services (R) Counseling Support Services (R) REACH Correspondence School (R)	• Reception for Retirees • Teacher Appreciation Week • Graduation: PHS and SHS • Academic Excellence Awards (KHS)
June <i>DO Board Room</i>	Budget: Public Hearing Budget: Staff Hearings	Athletics Report (R) School Climate and Connectedness Survey (W/R)	• Budget Revision • Board Goals / Strategic Plan End-of-Year Review • Assistant Superintendent Contract

School Board Month-by-Month

August

- Board self-evaluation
- Set board goals and district direction for the year
- Building walk-through
- Validation of New Teachers' Contracts
- Validation of New Administrators' Contracts

September

- Education Plan Development
- Fall Boardsmanship Academy
- Plan for Principal Appreciation Month

October

- Oath of Office
- Election of Board Officers
- Principal Appreciation Month
- Superintendent Quarterly Check-In
- Data work session to evaluate the state results
- Work session with STA (hosted by STA)

November

- AASB Annual Conference
- Building walk-through with City maintenance (late in the month)
 - Include list from principals
- CIP work session

December

- Approve CIP list to go to the City
- Audit Report/Letter to Management
- Budget Development Guidelines / Budget work session

January

- Budget Revision
- Budget work session based on projected revenue and final count
- Work Session with Assembly
- Superintendent's Evaluation/Contract Renewal
- Determine district's legislative priorities for this legislative session

February

- AASB Legislative Fly-In and Leadership Training
- Budget Public Hearings
- Board Appreciation Month
- Strategic Plan preliminary work session
- Sitka Tribe of Alaska Work Session (?)

March

- Title VI, Impact Aid Public Hearing at March board meeting?
- Work session to set curriculum cycle
 - Get the system set up
 - Goal – approve curriculum in 2027
 - Action item in April to approve curriculum cycle
- Budget Public Hearings

April

- Tribal Consultation: Government to Government (hosted by SSD)
 - Title grants, student data, partnership discussion/concerns
- Budget Approval
- Budget Due to City Assembly

May

- Teacher Appreciation Week
- Reception for retiring teachers
- Graduations

June

- Review data after last assessment is done
- Budget Revision