Chugach School District Board Meeting

Thursday, December 8, 2022 10:30 AM
District Office & Teleconference, 9312 Vanguard Dr., Anchorage, AK 99507

1. **CALL TO ORDER**
2. **WORK SESSION**

   10:00am Audit Report - Altman and Rogers, Donald Hanni

   10:30am Board Goals

   11:30am Classified Salary Discussion

3. **ROLL CALL & ESTABLISHMENT OF QUORUM**
4. **APPROVAL OF AGENDA**
5. **PLEDGE OF ALLEGIANCE**
6. **MISSION/VISION STATEMENT, LAND ACKNOWLEDGMENT**
7. **APPROVAL OF MINUTES**
8. **INTRODUCTION OF GUESTS and/or ANNOUNCEMENTS**
9. **BOARD OF STARS**
10. **REPORTS & PRESENTATIONS**

a. Graduate Reports
b. Superintendent's Report

11. **PUBLIC COMMENT ON AENDA ITEMS**
12. **BOARD COMMENT ON AGENDA ITEMS**
13. **ITEMS OF BUSINESS**

a. NSBA American Indian / Alaska Native Committee
b. Classified Salary Proposal
c. Budget (Informational)
d. Audit Adoption
e. Vendor Approvals
f. Resolution: Homeschool Special Education Funding

14. **OLD BUSINESS**

a. AASB's BP 3522
b. Chenega School Trip Proposal

15. **NEXT BOARD MEETING (TBD)**

a. January: Superintendent and Board Evaluation

16. **ADJORNMENT**

2-2-2 Themes – Ideas for 22/23 Board Goals

Themes for CERTIFICATED and CLASSIFIED STAFF
AIMS, Board, Classified Staff, Community, Contract/Policies/Procedures, Human Resources (Pay), Innovation/Change, Instructional Design, Partnerships, Individualized Professional Development, Resources, Streamline Process, Student Support/Activities, Work Culture, Communication, Chain of Command, Consistency w/ Policy and Procedures, Providing Opportunities and Activities for Students

Themes for FOCUS HOMESCHOOL PARENTS
Activities: younger students, older students, social activities, providing opportunities and activities for students
Allotments: increase, online/internet support, reimbursements, other comments
Appreciation: office, performance-based education, support, other comments
Assisting Parents: additional teachers, (Communication) emails, meetings, office hours, ILPs, (Curriculum) AIMS, STEM classes, Voyage, religious materials, other comments

Themes for COMMUNITY
Activities, Board, Communication, Policies & Procedures, Resources, School Culture, School Programs

APEX
Alaska Performance Excellence
2009 Award Recipient

Chugach School District

9312 Vanguard Drive
Anchorage, AK 99507-5355
(907) 522-7400 Phone
(907) 522-3399 Fax
www.chugachschools.com

Malcolm Baldrige National Quality Award
2001 Award Recipient

Charlene Arneson, President – Gail Evanoff, Vice President
David Totemoff, Member – Deserae Stellwag, Member – Wayne Shen, Member

CHUGACH SCHOOL DISTRICT BOARD MEETING
UNAPPROVED MINUTES – November 2, 2022

1. CONVENED WORK SESSION: 9:00 A.M.

2. MEMBERS PRESENT:

Board Members Present: Charlene Arneson, Board President; Gail Evanoff, Vice President; David Totemoff, Board member; Deserae Stellwag, Board Member; Wayne Shen, Board Member

WORK SESSION

RECOGNITION OF OUTGOING BOARD MEMBERS. WELCOME AND ROLES OF NEW BOARD MEMBERS

Close 2021/2022 School Year Board Meetings
Motion by C. Arneson Second by G. Evanoff

Open 2022/2023 School Year Board Meetings
Motion by W. Shen Second by D. Stellwag ceremoniously only.

ECLC BUILDING PROJECT
Update on status given by T. Mase

SCHOOL CLIMATE AND AK STAR SCORES
Scores and data presented by T. Mase

2-2-2 SURVEY RESULTS
Survey results presented by J. Covey

SWEARING-IN
Board Member Deserae Stellwag sworn in.
Motion G. Evanoff Second D. Totemoff
Board Member Wayne Shen Sworn in.
Motion D. Totemoff Second C. Arneson

ELECTION OF OFFICERS
Charlene Arneson and Gail Evanoff nominated as Chair and Vice Chair.
Motion by W. Shen Second by D. Sellwag

3. COME OUT OF WORK SESSION @ 1:00 P.M. & WENT DIRECTLY INTO REGULAR MEETING.

CALL TO ORDER
President Charlene Arneson called to order the regular board meeting of the Chugach School District school board at 1:00 P.M.

4. ROLL CALL & ESTABLISHMENT OF QUORUM

Board Members Present: Charlene Arneson, Board President; Gail Evanoff, Board Vice President; David Totemoff, Member; Deserae Stellwag, Member; Wayne Shen, Member **Staff Present:** Ty Mase, Chief School Administrator; Serena Jackson, School Board Secretary

5. APPROVAL OF AGENDA – November 2, 2022 Action

Moved by W. Shen, seconded by D. Stellwag, to approve the November 2, 2022 agenda.

Voice Vote: 5 ayes, 0 nays, passed unanimously.

6. PLEDGE OF ALLEGIANCE

7. MISSION/VISION STATEMENT –Mission statements read by C. Arneson, Vision statements were read by D. Dickason, C. Arneson, G. Evanoff and T. Mase.

8. APPROVAL OF MINUTES – September 20, 2022

Moved by G. Evanoff, seconded by D. Totemoff, to approve the September 20, 2022 minutes

Voice Vote: 5 ayes, 0 nays, passed unanimously.

9. INTRODUCTION OF GUESTS and/or ANNOUNCEMENTS, SPECIAL RECOGNITION

10. PUBLIC COMMENT ON AGENDA ITEMS – None

11. BOARD COMMENT

GAIL EVANOFF, DAVID TOTEMOFF, DESERAE STELLWAG, WAYNE SHEN, CHARLENE ARNESON.

12. ITEMS OF BUSINESS

12.1 MEMO #22-53 ECLC Building Project Action Item

Moved by W. Shen, seconded by D. Totemoff to approve Memo #22-53 and begin the ECLC Building Project.

Voice Vote: 5 ayes, 0 nays, passed unanimously.

13. REPORTS AND PRESENTATIONS

Graduate Report given by Marissa Cash.

AASB Boardsmanship Levels presented by C. Arneson.

David Totemoff nominated for Board Member of The Year Award.

14. CHIEF SCHOOL ADMINISTRATOR REPORT

15. BOARD OF STARS

Chuck Totemoff Recognized by Ty Mase
Lloyd Kopkoff Recognized by Ty Mase
Millie Suli Recognized by Stephanie Burgoon
Misha Klassen and Alexa Helm Recognized by Doug Penn
Shary Fiaai Recognized by Shannon O'Brien
Lela Lazaros Recognized by Shannon O'Brien
Mike Briseno Recognized by Shannon O'Brien
Serena Jackson Recognized by Shannon O'Brien
Stephanie Burgoon Recognized by Charlene Arneson
Chris Meyer Recognized by Lisa Lane

16. EXECUTIVE SESSION CONVENED AT 2:33PM ADJOURNED AT 4:15PM

17. CHENEGA BAY COMMUNITY TRIP PROPOSAL

Board tabled trip with stipulation that it goes through Chenega Bay EAC prior to trip for community input. Concerns regarding timing of the trip in correlation with community-wide events. Add to December agenda for further discussion and report from EAC.
Motion D. Totemoff Second C. Arneson

18. OLD BUSINESS

a.MEMO #22-54 Board Policy Final Reading Action Item

Chugach School Board approves the policies put forth in Memo #22-54 to include the recommended revisions or changes as put forth in the BP Considerations document.

Moved by W. Shen, seconded by D. Stellwag
to approve the policies put forth in Memo #22-54 to include the recommended revisions or changes as put forth in the BP Considerations document.

Voice Vote: 5 ayes, 0 nays, passed unanimously.

19. Call for Resolutions – No action

20. NEXT BOARD MEETING: December 7, 2022 at 1pm AASB Board Training. December 8, 2022 at 10:30 A.M - Work Session and Business Meeting at 1:00 P.M. at the District Office in person.

21. ADJOURNMENT @ 4:55 PM

Moved by D. Stellwag, seconded by G. Evanoff to adjourn at 4:50 PM.

Voice Vote: 5 ayes, 0 nays, passed unanimously.

Recorded by: _____

Serena Jackson, Board Secretary Date

Attested to by: _____

Board President or Vice President Date

Attested to by: _____

Ty Mase, Chief School Administrator Date

MEMORANDUM # 22-55

DATE: December 8, 2022

TITLE:
NSBA's National American Indian and Alaska Native (AIAN) Council of School Board Members.

BACKGROUND:

The National American Indian and Alaska Native (AIAN) Council of School Board Members serves in an advisory capacity to NSBA in matters affecting NSBA's policy and program issues and serves to foster an organizational culture based on sound education research, assessment, and evaluation principles.

The purpose of AIAN is to promote quality education for all students with an emphasis on the problems and successes of American Indian and Alaska Native students.

Regular membership is available to any elected or appointed board member of any public, tribal, or contract/grant/charter school, as well as those schools operated specifically for American Indian/Alaska Native students by the federal government (i.e., Bureau of Indian Affairs schools) within the continental United States, Hawaii, Alaska, and the U.S. Virgin Islands. Dues for regular members are seventy-five dollars ($75) per year. Regular members are allowed to participate in all discussions, to vote on all issues, including the election of officers, and to run for and hold any office in the Council.

SUPERINTENDENT RECOMMENDATION:

Chugach has historically had representation on this Council. It is recommended that the Chugach School Board discuss participation and see if there is interest to represent our Alaska Native students on a national level. A motion to put forth a CSD Board member(s) to participate on this committee is recommended.

MEMORANDUM # 22-56

DATE: December 8, 2022

TITLE:

Classified Salary Considerations

BACKGROUND:

Discussions have been had to enhance our classified salary schedule in order to recruit and retain the very best classified staff possible.

The following are considerations for CSD's Classified Salary Schedule:

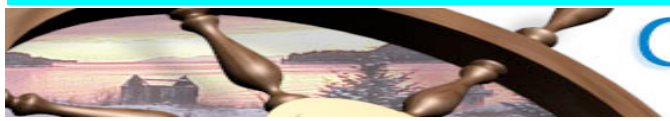
- Omit the first two columns of the pay scale. Essentially increasing our starting salary from $14 to $15 an hour. This would also shift current employees two columns ahead. **OR** Omit the first four columns of the pay scale. Essentially increasing our starting salary from $14 to $16 an hour. This would also shift current employees four columns ahead.

- Change year salary increase increments to a standard $.50 across the schedule. Currently, some columns bump $1.00, some $.50, some $.20, and some $0. A reminder that step increases come with a favorable evaluation – they are not automatic.

- Add a row for "Focus Skilled / Technical Specialists" which would mirror the VTE Instructor row, starting at $19.50.

SUPERINTENDENT RECOMMENDATION:

It is recommended the Chugach School Board approve a new classified salary schedule for our classified staff to include the recommended revisions or changes as put forth above.



Chugach School District
Voyage to Excellence

CHUGACH SCHOOL DISTRICT GENERAL FUNDS 12/1/22
Current Year-To-Date Budget & Expenditures
From July 1, 2022 - December 1, 2022

Fund #	Description		Revised Budget	Year-To-Date	% Spent
100-100	Instruction	Teachers Salaries, Travel, Supplies	$ 3,392,201.00	$ 847,392.87	24.98%
100-200	SPED Instruction	Special Ed. Teacher & Travel	$ 115,200.00	$ 42,818.61	37.17%
100-220	SPED Support	Pyschological & Speech Therapist + Travel	$ 327,727.00	$ 133,005.46	40.58%
100-350	Support Services-Instruction	Staff Salaries, Travel, Supplies (copiers/phones, internet)	$ 1,448,497.00	$ 141,447.80	9.77%
100-400	School Adminstration	School Adminstration Salary + Benefits	$ 122,289.00	$ 39,444.63	32.26%
100-510	District Administration	District Administration Salary, Benefits, Travel, Utilities	$ 246,450.00	$ 102,192.24	41.47%
100-511	Board Of Education	Board Travel, Stipends & Dues	$ 80,000.00	$ 12,704.15	15.88%
100-550	District Administration Suppc	District Administration Salary, Benefits, Insurance	$ 354,580.00	$ 194,065.45	54.73%
100-600	Operations & Maintenance	Classified Salary, Benefits, Travel, Energy, Insurance	$ 570,696.00	$ 216,731.62	37.98%
100-600	Other Financing Issues	Interfund Transfers (Breakfast)	$ 45,000.00	$ 17,799.60	39.55%
		TOTAL	**$ 6,702,640.00**	**$ 1,729,802.83**	**25.81%**
390-500	Voyage To Excellence General	VTE Expenses not covered by other revenue sources	$ 241,858.00	$ 6,597.79	2.73%
390-540	VTE Residential Stipend	State Stipend as $1,200/per student for 9 months	$ 300,857.00	$ 131,282.22	43.64%

Interested earned in Savings to date = $16,885.97

MEMORANDUM # 22-57

DATE: December 8, 2022

TITLE:

Approval of CSD Independent Audit – Altman and Rogers

BACKGROUND:

Annually, our district undergoes a financial audit to ensure that we are being proper stewards of public funds. The board is required to review the audit findings and approve them. They may also give direction to the superintendent if findings need to be addressed.

SUPERINTENDENT RECOMMENDATION:

It is recommended the Chugach School Board approve the current district audit for FY22 completed by Altman Rogers and Company.

Chugach School District

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December 2022

Dear Chugach School Board Members,

The FOCUS Homeschool program respectfully request that the CSD Board consider the following list of vendors for approval during your December board meeting.

Parents purchase materials throughout the year. In providing superior customer service, we want to allow parents the flexibility of using quality materials that meet their needs when students are ready for them. Just as our whole system is designed around the philosophy that students move into a new level when they are ready and have demonstrated mastery of the previous level, we need to allow students to make the move by allowing them to get additional materials throughout the year and not "in the fall" only as with a traditional system.

You will find attached a list of prospective vendors. Please feel free to contact us if you have any questions.

Thank you for your time and consideration,

FOCUS Homeschool Team

FOCUS Homeschool Vendor Overview December 2022

VENDOR NAME	TYPE PRODUCT	STANDARD MET	SOP CRITERIA MET
Sewing Together Sewing Studio Sara Scoles 1301 W Parks Hwy. Wasilla, AK 99654 sewingtogether907.com sara@sewingtogether907.com 907-441-0673	In-person classes/activities	MA, RE, CC, PSS, CD	All criteria met
Anchorage Music & Dance Center Eileen Spezialy 9210 Vanguard Dr. #1 Anchorage, AK 99507 anchoragemusicanddance.com admin@anchoragemusicanddance.com 907-227-4731	In-person classes/activities	PE	All criteria met
Building a Musical Home Sharon Theroux 19131 Sarichef Loop Eagle River, AK 99577 setheroux@gmail.com 907-694-2339	In-person classes/activities	RE, PSS, CC	All criteria met
Heart & Soul CPR Abigail Duffield 1244 Steele Cr Rd. Unit B Fairbanks, AK 99712 Heartsoulcpr.net heartsoul.cpr.ak@gmail.com 907-888-0243	In-person classes/activities	HE, SC	All criteria met
VENDORS TO REMOVE		Reason:	Requested By:
YesPhonics		No longer a program	FOCUS Staff
D'Nealian Handwriting		Found on Amazon	FOCUS Staff
Cuisenaire		Found on Amazon	FOCUS Staff
Discovery Store		Closed	FOCUS Staff
FLASHMASTER		Found on Amazon	FOCUS Staff
Flaghouse		Found on Amazon	FOCUS Staff
LeapFrog		Found on Amazon	FOCUS Staff
The Learnables		Found on Rainbow Resource Center	FOCUS Staff

Chugach School District FOCUS Homeschool

DIRECT BILLING VENDOR FORM

VENDOR/INSTRUCTOR: Sewing Together Sewing Studio

ADDRESS: Physical Address: 1301 W Parks Hwy, Suite 203 Wasilla, Alaska 99654
Billing Address: 2381 W Silver Hills Circle, Wasilla Alaska 99654

PHONE # 907-441-0673 FAX # N/A

CONTACT PERSON: Sara Scoles, Owner/Instructor

WEB ADDRESS: www.sewingtogether907.com EMAIL: sara@sewingtogether907.com

Types of products/services: (Check all that apply)

__Curriculum Materials __ Supplemental Materials __Subscriptions
__ Online Classes X In-Person Classes/Activities ___Other:

What Chugach Standards will these materials/services will be addressed?
Sewing incorporates various areas of STE(A)M. Reading patterns, understanding measurments, Developing fine motor skills, following directions, learning how to operate a sewing machine, creativity, art, and more.

Will materials/services help meet graduation requirements? YES NO

Are materials/services aligned with the CSD Shared Purpose? YES NO

Will vendor accept a PO from CSD? YES NO

CSD cannot reimburse for the following items: gender biased, partisan, sectarian or denominational doctrine materials. How will those materials be identified?
Sewing is for all ages, races, genders, etc. There is nothing to identify as every aspect of sewing is neutral and specific only to the person learning.

Is there an enrollment fee in addition to materials? YES NO
$30 one-time registration fee for the school year (Sept - April)

Are applications or forms required to establish an account? YES NO
Parent must create an account on the website and add their participating child to the account so that the instructor can add them to a class

How will vendor/instructor receive PO? (ie…fax, email) (fax is CSD preferred)
PO can be sent via email - studio does not have faxing capabilities.

All information has been verified and confirmed with the vendor by the undersigned CSD employee.

Submitted by: BREANA HYLWA Site: FOCUS ANC DATE submitted: 9/12/22

Chugach School District FOCUS Homeschool

DIRECT BILLING VENDOR FORM

VENDOR/INSTRUCTOR: Anchorage Music & Dance Center

ADDRESS: 9210 Vanguard Drive, #1 Anchorage AK 99507

PHONE # 907 227-4731 FAX # N/A

CONTACT PERSON: Eileen Spezialy espez66@gmail.com (not for publication)

WEB ADDRESS: anchoragemusicanddance.com EMAIL: admin@anchoragemusicanddance.com

Types of products/services: (Check all that apply)

__Curriculum Materials __ Supplemental Materials __Subscriptions
__ Online Classes _x_ In-Person Classes/Activities ___Other:

What Chugach Standards will these materials/services will be addressed?
PE Fitness

Will materials/services help meet graduation requirements? YES NO

Are materials/services aligned with the CSD Shared Purpose? YES NO

Will vendor accept a PO from CSD? YES NO

CSD cannot reimburse for the following items: gender biased, partisan, sectarian or denominational doctrine materials. How will those materials be identified?
N/A

Is there an enrollment fee in addition to materials? YES NO
$35 p/student annually; max $70 p/family

Are applications or forms required to establish an account? YES NO
We have policies families must agree to

How will vendor/instructor receive PO? (ie…fax, email) (fax is CSD preferred)
Anchorage Music & Dance Center will email invoices

All information has been verified and confirmed with the vendor by the undersigned CSD employee.

Submitted by: ___Molly_____Site:_Anchorage__ DATE submitted: _____

Chugach School District FOCUS Homeschool

DIRECT BILLING VENDOR FORM

VENDOR/INSTRUCTOR: Mat-Su Children's Choir/Building a Musical Home

ADDRESS: 19131 Sarichef Loop, Eagle River, AK 99577

PHONE # 907-694-2339 FAX #

CONTACT PERSON: Sharon Theroux

WEB ADDRESS: EMAIL: setheroux@gmail.com

Types of products/services: (Check all that apply)

__Curriculum Materials __ Supplemental Materials __Subscriptions
__ Online Classes _X_ In-Person Classes/Activities ___Other:

What Chugach Standards will these materials/services will be addressed?
Culture Communications/Art Forms/Health Interpersonal Strategies

Will materials/services help meet graduation requirements? **YES** NO
Will be given music scores

Are materials/services aligned with the CSD Shared Purpose? **YES** NO

Will vendor accept a PO from CSD? **YES** NO

CSD cannot reimburse for the following items: gender biased, partisan, sectarian or denominational doctrine materials. How will those materials be identified?
We will identify in each case and give students another opportunity.

Is there an enrollment fee in addition to materials? **YES** NO
$80 per semester, 2 yearly

Are applications or forms required to establish an account? **YES** NO
We collect at enrollment, first time they attend

How will vendor/instructor receive PO? (ie…fax, email) (fax is CSD preferred)
Email: setheroux@gmail.com

All information has been verified and confirmed with the vendor by the undersigned CSD employee.

Submitted by: _BREANA HYLWA_____Site:_ANC FOCUS_ DATE submitted: __9/19/22____

Chugach School District **FOCUS Homeschool**

DIRECT BILLING VENDOR FORM

VENDOR/INSTRUCTOR: Heart & Soul CPR (AHA)

ADDRESS: 1244 Steele Cr Rd unit B. Fairbanks, AK 99712

PHONE # 907-888-0243 FAX #

CONTACT PERSON: Abigail Duffield

WEB ADDRESS: www.heartsoulcpr.net EMAIL: heartsoul.cpr.ak@gmail.com

Types of products/services: (Check all that apply)

__Curriculum Materials __ Supplemental Materials __Subscriptions
__ Online Classes X In-Person Classes/Activities ___Other:

at location or at her own rented classrooms

What Chugach Standards will these materials/services will be addressed?

health and science targets

Will materials/services help meet graduation requirements? (YES) NO

Science based learning

Are materials/services aligned with the CSD Shared Purpose? (YES) NO

Will vendor accept a PO from CSD? (YES) NO

- Has business e.g. insurance -

CSD cannot reimburse for the following items: gender biased, partisan, sectarian or denominational doctrine materials. How will those materials be identified?

N/A

Is there an enrollment fee in addition to materials? YES (NO)

- price per student + hourly instructor fees are all

- Are applications or forms required to establish an account? YES (NO)

PR's w/ student lists.

- How will vendor/instructor receive PO? (ie…fax, email) (fax is CSD preferred)

email

All information has been verified and confirmed with the vendor by the undersigned CSD employee.

Submitted by: Sharmel O'Neill Site: FBKs Focus DATE submitted: 10/25/22

3/2021 LL

White Paper
Special Education Funding for Alaska's Homeschool Programs

Alaska's homeschool programs (referred to in regulation as "correspondence" programs) are increasingly meeting the needs of students and families across our state. At this time, there are currently 35 homeschool programs operated by Alaskan school districts in either a local or a statewide capacity. Alaska's Department of Education and Early Development approves each of these programs, and each student enrolled has an individualized learning plan overseen by a certificated Alaskan teacher.

In 1975, the US Congress passed Public Law (PL) 94-142 "to assure that all children with disabilities have available to them … a free appropriate public education which emphasizes special education and related services designed to meet their unique needs." Consistent with PL 94-142, Alaska regulation 4 AAC 33.432 appropriately requires that homeschool programs enroll special education students on the same basis as any other student. No public school is allowed to refuse a free and appropriate public education (FAPE) to a student based on a disability.

The challenge increasingly faced by homeschool programs is the lack of funding to meet the specific needs of our special education students. Alaska's education funding formula recognizes that need with a .20 multiplier for brick-and-mortar schools only. Currently, Alaska statute 14.17.440 funds homeschool programs at 90% of base student allocation for each student. No additional multiplier is included for homeschool programs to meet the needs of our special education students.

We as a state and as individual school districts have the moral and legal responsibilities to meet the needs of all of our students. The lack of special education funding for our homeschool programs makes it difficult to provide the proper services that our students deserve and that we are required to provide.

It is our strong recommendation that AS 14.17.430 be amended to read as follows (additional language in green text):

- "Except as provided in AS 14.17.400(b) , funding for the state centralized correspondence study program or a district correspondence program, including a district that offers a statewide correspondence study program, includes an allocation from the public education fund in an amount calculated by multiplying the ADM of the correspondence program by 90 percent plus a special needs funding multiplier of .20 of the ADM."

This will allow homeschool ("correspondence") programs to have the same funding as other Alaska schools to meet the needs of special education students.

Chugach School District

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RESOLUTION SUPPORTING THE STATUTORY FORMULA-BASED SPECIAL EDUCATION FUNDING FOR CORRESPONDENCE STUDENTS

WHEREAS, Alaska's homeschool programs (referred to in regulation as "correspondence" programs) are increasingly meeting the needs of students and families across our state,

WHEREAS, Alaska regulation 4 AAC 33.432 appropriately requires that correspondence programs enroll special education students on the same basis as any other student,

WHEREAS, no school is allowed to refuse a free and appropriate public education to a student based on a disability,

WHEREAS, currently, the state does not provide funding for the support of these students in correspondence programs as it does for brick-and-mortar schools,

WHEREAS, these students deserve the same level of support as their peers going to different schools - a funding multiplier of .20 of the ADM.

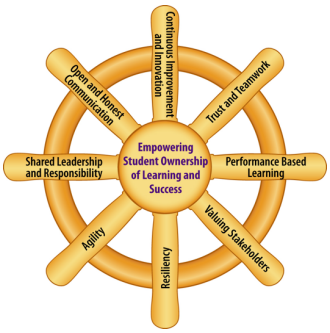
NOW, THEREFORE BE IT RESOLVED:

The Chugach School District Board of Education urges the legislature to recognize the responsibility of state-approved correspondence programs to serve students with identified disabilities and to provide the same special education funding support for these students that is provided to students attending brick-and-mortar schools.

ADOPTED this _____ day of _____, 2022 by the Chugach School District Board of Education.

_____
Signature of Board Officer

_____
Signature of Board Officer



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DISTRICT DATA PROTECTION PROGRAM BP 3522

The protection of sensitive data and technology, including, but not limited to Internet access, privacy, electronic mail, hardware, software, and cloud resources, is vital in supporting teaching and learning through access to resources, information, learning activities, interpersonal communications, research, training, collaboration, curriculum, and materials.

The School Board recognizes data/information as a resource that must be protected from unauthorized access or use and as such supports a balance of security and access. The Board expects District staff, student, and parent data to be protected by adequate controls commensurate with the sensitivity of the data.

The Board directs the Superintendent to develop and maintain an effective District Data Protection Program and associated regulations and protocols for the protection of sensitive District information. Such regulations shall include developing appropriate controls to protect the confidentiality, availability, and integrity of District information.

(cf. 1340 and AR 1340 - Access to District Records)
(cf. 3580 and AR 3580 - District Records)
(cf. 3522 - District Data Protection Program)
(cf. 3523 and AR 3523 - Employee Use of District Information Technology)
(cf. 3523.1 and AR 3523.1 - Blogging)
(cf. 3523.2 and AR 3523.2 - Social Media Use)
(cf. 4112.6 - Personnel Records)
(cf. 4119.23 - Unauthorized Release of Confidential Information)
(cf. 4119.25 and AR 4119.25, Political Activities of Employees)
(cf. 4419.5 - Electronic Communications Between Employees and Students)
(cf. 5125 - Student Records)
(cf. 5145 - Anti-Bullying/Anti-Cyberbullying)
(cf. 6161.4 - Student Use of District Information Technology)

Legal Reference:

UNITED STATES CODE
47 U.S.C. 201 et seq., Communications Decency Act of 1995, as amended
20 U.S.C. 1232g., Federal Family Educational Rights and Privacy Act of 1974, as amended
47 U.S.C. 231 et seq., Children's Online Privacy Protection Act of 2000, as amended

Revised 5/2022

DISTRICT DATA PROTECTION PROGRAM AR 3522

Note: This District Data Protection Program (DDPP) was developed by utilizing the National Institute of Standards and Technology (NIST) Common Security Framework (CSF). The following administrative regulation describes the framework and an outline of how a program may be implemented. This regulation may be modified to fit district needs.

Introduction

The District Information Technology (IT) Department (or contracted services) has a responsibility to protect sensitive District data to include financial, employee, and student data, while allowing for a positive learning environment. The objective is to employ technology resources that create equitable and accessible learning systems that make learning possible everywhere and all the time.

Section 1. Responsibilities

The District is responsible for providing the following activities in support of the District's data protection program:

Superintendent

- Superintendent periodically reports to the board regarding the function and performance of the DDPP.
- Shall appoint a Data Protection Leader (see activities below) who will provide an annual risk assessment to the board in support of a separate District Data Protection Program.
    - The designated Data Protection Leader shall have sufficient decision-making capabilities to effectively manage all aspects of the DDPP to include:
        - Executing emergency contracts in the event of a data breach.
        - Directing staff/faculty activities as required in support of the DDPP.
        - Directing or implementing changes to the network/operating environment as required.
        - Provide incident information to Human Resources as needed.
- Shall participate in one “tabletop” disaster recovery exercise per year wherein a cybersecurity incident is simulated, and receive the report on the outcome of the exercise.
- Shall review an annual risk assessment and provide comments to the Data Protection Leader as required.
- Shall prepare a separately itemized annual security budget.

Data Protection Leader

- Shall be formally recognized as the District’s Data Protection Program Leader.
- Shall be responsible for the design, architecture, implementation, program management and oversight of the DDPP on behalf of the District.
- Shall ensure that an annual Risk Assessment is prepared and delivered to the Superintendent in support of an Annual Security Budget Request.
- Shall be responsible for the maintenance and dissemination of all required security documentation to include training records, plans, policies, procedures, configurations, and standards applicable to the DDPP.

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- Be responsible for conducting an annual tabletop exercise with the leadership simulating a Data Security Breach.
- Ensuring a successful restore from data backups on a quarterly basis.
- Shall lead annual security training for all staff and District personnel and maintain all training records as required.

Staff and Faculty

- Shall be responsible for completing all security training assignments in a timely manner.
- Maintaining all data in their purview in the manner directed by the Data Protection Leader.
- Reporting security incidents and problems in accordance with District policies and procedures.
- Comply with the District data security policies and procedures.

Section 2. Framework

The District recognizes an effective data protection program is essential to protecting sensitive data and ensuring information technology enables a rich learning environment. The District Data Protection Leader is responsible for recommending and implementing appropriate controls to protect District information and resources. The data protection framework will employ a layered defense strategy with protocols to prevent, detect, and respond to potential threats. The core framework shall be implemented through a combination of Department people, processes, and technologies capable of meeting the requirements and standards. In addition, the Data Protection Leader will develop and maintain a District knowledge base that will act as a document and information repository for all District data protection related information. The following sections outline the core governance framework for the DDPP.

- Data Protection Governance
- Training
- Network Security
- Endpoint Security
- Application Security
- Data Security
- Identity & Access Management

Section 3. Data Protection Governance

The Data Protection Leader shall establish a governance structure to ensure the confidentiality, integrity, and availability of District systems and data. The Data Protection Leader shall maintain an electronic document repository with all required procedures, guidelines, and checklists including the following elements:

- **Data Protection Plan** – Develop and implement a DDPP that provides an overview of District data protection requirements and describes the controls, responsibilities, and expected behavior of individuals who access various systems. It shall include a 1-page

- training addendum outlining the training requirements, tools, and calendar. The Data Protection Leader shall update the DDPP annually.
- **Incident Response Plan** – Develop and establish an incident response plan that provides a set of instructions to help staff detect, respond to, and recover from network security incidents and document the approved recovery process. The Data Protection Leader shall update the incident response plan annually.

Section 4. Training

The Data Protection Leader shall implement a district-cybersecurity training program that is comprised of static and interactive cybersecurity training. The program will be designed to deliver a yearly training event at a minimum. The training program shall include at a minimum the following elements:

- **Training records** for all events that track who took the training, how they performed during the training and any remedial actions that were required.

- **Deliver an annual organization wide synchronous training** identifying the following:
  - The Data Protection Leader
  - Critical program standards
  - What to do in the event of a disaster or security incident
  - Attendance will be included in the report

- **Interactive Cybersecurity Training** may include but is not limited to:
  - Phishing testing
  - Social engineering testing
  - Games
  - Awareness posters
  - Integrated into in-service and continuing education processes
  - Videos

Section 5. Network Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls to protect the security of the network to include the following elements at a minimum:

- **Perimeter Security** - Develop and deploy network security devices and tools in such a manner as to ensure District data is appropriately protected from unauthorized use or access.
- **Network Design Documentation** - Develop and update network diagrams as needed and should include the following information at a minimum:
  - All entry points from the Internet
  - All firewalls, switches, routers, and wireless access points
  - Type, size, and bandwidth of all connections

  - External IP address and Internal virtual local area networks (VLANs)
  - Externally connected systems
- **Firewall Security** - Ensure the firewall configuration is documented and configured in accordance with District requirements. Policies for firewall rule changes, audit logging, and monitoring and managing perimeter and internal firewalls must be established and maintained at all times.
- **Remote Access** – Establish a secure process and deploy effective controls for remote access to District resources and. monitor remote access through approved monitoring tools to prevent unauthorized access.
- **Router and Switch Security -** Develop standards and configure routers and switches in accordance with best practices. Switch and router configurations shall be backed up as needed and routine audits should be conducted to ensure configurations are correct.
- **Wireless Security –** Enable and secure District wireless access points and networks in accordance with industry and manufacturer best practices.
- **Internet Use** - Will be monitored and manage in accordance with a District Internet Use policy and at a minimum filtered in accordance with legal requirements such as CIPA, HIPPA, etc.
- **Network Monitoring -** The District must maintain an appropriate network monitoring capability to detect, identify, respond, and recover from network security events.
- **Vulnerability & Patch Management –** The District must develop and maintain an effective vulnerability and patch management process. This process shall include capabilities to scan the network for vulnerabilities and ensure appropriate system/software patches have been implemented.
- **Ports & Protocols –** The must develop and maintain a ports and protocols list to include permissible and blocked ports and protocols.

Section 6. Endpoint Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that require endpoint device compliance before they are granted access to network resources. At a minimum the program will include:

- **Mobile Device Management** – Deploy network security devices and tools in such a manner to ensure District data is appropriately protected from unauthorized use or access and can be remotely managed.
- **Anti-Virus Protection** – Deploy effective anti-virus protection throughout the District. Update and monitor this program routinely.
- **Vulnerability & Patch Management –** Develop and maintain an effective vulnerability and patch management process. Include capabilities to scan endpoints for vulnerabilities and implement appropriate system/software patches.
- **Endpoint Monitoring** - Assess and deploy an endpoint solution that addresses malware exploits by observing attack techniques and behaviors. Coordinate enforcement with network and cloud security to prevent successful attacks.

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Section 7. Application Security

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that enable application security. At a minimum the program will include:

- **Software Inventory** - The Data Protection Leader shall develop and maintain a software inventory of applications, systems, and databases for the District.
- **Application Access Management** – The Data Protection Leader shall work with system owners to ensure appropriate application access controls are in place to protect information.
- **Data at Rest** – The Data Protection Leader shall implement data at rest controls as deemed appropriate in support of the District's risk appetite.

Section 8. Data Security

The Data Protection Leader shall implement appropriate policies and technical and physical controls to protect sensitive data. The Data Protection Leader shall work with data owners to identify sensitive data and implement controls to allow for the timely detection, response, and recovery of unauthorized access or handling of sensitive data. At a minimum the program:

- **Cloud Security** - Shall develop and maintain a process for managing all cloud applications and identifying the types of data being stored.
- **Data Backup** – Shall develop, implement, and maintain data backup support based on coordinated Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO) and outline off-site and off-line backup requirements.
- **Data in Transit** – Shall consider data in transit controls as deemed appropriate.
- Account for and maintain the specific controls for externally managed systems accessed by the district in the normal course of business. Examples of this may include the Criminal Justice Information Services (CJIS) which requires the Data Protection Leader to work with a Local Agency Security Officer (LASO) to implement compliant security measures and procedures.

Section 9. Identity & Access Management

The Data Protection Leader shall implement adequate policies, procedures, and technical controls that comply with an established framework, such as NIST, and/or best practices. At a minimum the program will:

- **User Management** - Develop and maintain a directory service to manage user access to various IT resources such as systems, devices, applications, storage systems, and networks. The directory service and associated automation should enable admins to control user access and on-board and off-board users to and from IT resources. The directory service must authenticate, authorize, and audit user access to IT resources.
- **Privileged Account Management** – Ensure appropriate application/system access controls for various applications, systems, and network administrators.

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- **Least Privilege** – Implement the principle of least privilege across the enterprise.
- **Access Controls** – Implement district-wide role-based access controls.
- **Multi-Factor Authentication** – Assess and deploy multi-factor authentication as deemed appropriate.

(*cf. 1340 and AR 1340* - Access to District Records)
(*cf. 3580 and AR 3580* - District Records)
(*cf. 3523* and AR 3523 - Employee Use of District Information Technology)
(*cf. 3523.1 and AR 3523.1* - Blogging)
(*cf. 3523.2 and AR 3523.2* - Social Media Use)
(*cf. 4112.6* - Personnel Records)
(*cf. 4119.23* - Unauthorized Release of Confidential Information)
(*cf. 4119.25 and AR 4119.25* - Political Activities of Employees)
(*cf. 4419.5* - Electronic Communications Between Employees and Students)
(*cf. 5125* - Student Records)
(*cf. 5145* - Anti-Bullying/Anti-Cyberbullying)
(*cf. 6161.4* - Student Use of District Information Technology)

Legal References:
47 U.S.C. 201 et seq., Communications Decency Act of 1995, as amended.
20 U.S.C. 1232g., Federal Family Educational Rights and Privacy Act of 1974, as amended.
47 U.S.C. 231 et seq., Children's Online Privacy Protection Act of 2000, as amended.

Adopted 4/2022

Know the Threats: Types of Security Threats

You can't protect against what you don't know, so knowing the types of security threats is essential to protecting your systems. Cyberthreats can take many forms, but the top three include server attacks, email threats, and internal threats.

Server Attacks

Your computer server performs many critical tasks. It's the 'brain' running many software programs, the place where your data is stored, and the platform that supports overall business functions. If your server is compromised, recovering from the attack can be a nightmare.

1. Ransomware: Server attacks can take many forms. The most common is a ransomware attack in which criminals install code onto the server to lock it. Only by paying a ransom to the criminals can you unlock your server and retrieve the data – if the criminals release the data. Sometimes they do, but often, they don't.

2. Denial of Service (DOS): Ransomware attacks are on the rise and represent one of the major attacks against government computer servers, but other attacks occur, too. A denial of service (DOS) attack can shut down systems for days. These attacks bombard servers with automated queries, which eventually overwhelm and shut down the target server. This can shut down critical government services for days or longer, disrupting local agencies and creating confusion.

Email Attacks

Email represents a significant source of vulnerability for all businesses, including local governments. Anyone can find the email address of a government agency or employee and send, either intentionally or unintentionally, an email containing malware, viruses, or phishing scams.

1. Phishing: Attackers exploit social engineering and psychology to trick people into clicking fraudulent links and submitting their personally identifiable information. This is called a 'phishing scheme' in which data entered into the target website, such as names, addresses, phone numbers, and identification numbers, are stolen. Emails involved in phishing schemes may look like they come from recognizable businesses such as Amazon, your bank, the U.S. Postal Service, eBay, or other well-known businesses. Government agencies may be the target of a phishing attack or they may be spoofed, or copied, to trick others into trusting a link.

2. Spear Phishing: Criminals increasingly add to their tactics to get what they want. Spear phishing takes phishing to a new level by using personal information about the target to trick the recipient into clicking a link. It may also involve phone calls to your office from someone purporting to be from a known entity, such as your bank, pretending that there is a problem with an account, and asking you to divulge passwords and other information to check the account.

3. Malware: Malware installs a malicious program on your computer when you click a link or visit an infected website. Like phishing schemes, malware may arrive in an email, or it can be "caught", like a virus, just by visiting an infected site.