

Sitka School District Mission:
The Sitka School District will intentionally develop
Haa Latseení
(Our Strength of Mind, Body, and Spirit)
to inspire and prepare students to be compassionate, empowered,
and equipped critical thinkers within a global community.

School Board Meeting

Tuesday, November 5, 2024 | 5:45 PM | Sitka High School Library, 1000 Lake Street, Sitka, AK 99835

Proposed Agenda

1. **Recognitions - 5:45 - 6:00 p.m.**
 - **Haa Latseeni**
 - **SHS Cross Country**
 - **Francis Myers - Alaska State Representative for the National Student Council**
2. **Call to Order - 6:00 p.m.**
3. **Flag Salute**
4. **Land Acknowledgment**
5. **Roll Call**
6. **Approval of the Proposed Agenda and Consent Agenda**
 - 6.a. Minutes from September 12, 2024
 - 6.b. Minutes from October 2, 2024
 - 6.c. Minutes from October 8, 2024
 - 6.d. Personnel Report
 - 6.e. SESPA Timekeeping MOA
 - 6.f. Approval of Revisions to BP 4117.6 - Non-Retention, Second Reading
 - 6.g. Adoption of BP 3523 - Email, Second Reading
7. **Persons to be Heard**
 - 7.a. Persons to be Heard - Non-Agenda Items
 - 7.b. Persons to Be Heard - Agenda Items
8. **Special Reports: Government to Government**
9. **School Highlights - PHS**
10. **Reports and Presentations**
 - 10.a. Tremco Summary Report on BMS Roof
11. **Board Member Reports**
12. **Superintendent Update**
13. **New Business**
 - 13.a. Inservice Date Change Request
 - 13.b. Request for International Travel
 - 13.c. Teach Town Purchase
 - 13.d. Approval of Change in Meeting Agenda Template
 - 13.e. Approve Revisions to BB 9123 - Clerk, First Reading

- 13.f. Approve Revisions to BB 9121 - President, First Reading
- 13.g. Approve Revisions to BB 9310 - Policy Manual, First Reading
- 14. **Future Agenda Items/Upcoming Events**
 - 14.a. November 7-10, 2024 - AASB Annual Conference - Anchorage
 - 14.b. December 4, 2024 - Regular School Board Meeting
- 15. **Adjournment**

Note: All items listed under Agenda & Consent Agenda are considered routine by the School Board and will be approved in one motion. Items may be removed at the request of a School Board Member.

Note: Meetings will adjourn by 10:30 p.m. Alaska Standard Time (or Alaska Daylight Standard Time) unless by a majority vote of the board the meeting is extended 30 minutes to 11:00 p.m. Further 30-minute extensions will require each a separate motion that will require a unanimous vote of those members present and constituting a quorum.

Note: The School Board reserves the right to go into executive session as and to the extent permitted by AS 44.62.310 and Board Bylaw 9321. An executive session may be called to consider the following subjects: (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the District; (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; (3) matters which by law, municipal charter, or ordinance are required to be confidential; and (4) matters involving consideration of government records that by law are not subject to public disclosure. The motion to go into executive session must clearly specify the subject of the proposed session without defeating the purpose of addressing the subject in executive session.

SITKA SCHOOL BOARD MEETING
September 12, 2024 – 5:00 p.m.
District Office Boardroom

Sitka School District

Superintendent: Dr. Deidre Jensen

1. **CALL TO ORDER**

The special meeting of the Sitka School Board was called to order by Vice President Todd Gebler at 5:18 p.m. at the District Office Boardroom.
2. **FLAG SALUTE**
3. **LAND ACKNOWLEDGMENT**
4. **ROLL CALL**

In attendance were board members Tom Williams, Phil Burdick, Steve Morse, and Vice President Todd Gebler. The meeting was quorate.
5. **APPROVAL OF PROPOSED AGENDA**

Mr. Burdick moved, and **Mr. Williams** seconded to approve the proposed agenda, as presented.

The motion **PASSED** without opposition.
6. **PERSONS TO BE HEARD**

Blossom Teal-Olsen expressed her support for Paul Rioux to be appointed for the interim board seat.
7. **NEW BUSINESS**
 - a. **INTERVIEW CANDIDATES FOR VACANT SCHOOL BOARD SEAT**

Paul Rioux, Amanda Williams, and Elias Erickson were interviewed by the board.
 - b. **APPOINTMENT OF SCHOOL BOARD VACANT SEAT**

Mr. Gebler moved, and **Mr. Morse** seconded to appoint **Paul Rioux** to fill the vacant seat on the board until the results of the October 1st municipal election are certified.

The motion **PASSED**, with **Mr. Gebler, Mr. Burdick, and Mr. Morse** in favor, and **Mr. Williams** opposed.
 - c. **OATH OF OFFICE**

The School Board Secretary administered the Oath of Office to **Paul Rioux**.
 - d. **REORGANIZE BOARD**

The board decided not to reorganize at this meeting.

e. **TREMCO BLATCHLEY
ROOF ASSESSMENT**

Mr. Burdick moved, and **Mr. Williams** seconded to approve the Condition and Design contract with Tremco for the Blatchley Middle School roof.

Mr. Morse commented that the Parks and Rec department needs to be informed if there's a need to close the pool.

Following a ROLL CALL VOTE, the motion **PASSED** unanimously.

f. **EXECUTIVE SESSION:
ATTORNEY/CLIENT
DISCUSSION**

Mr. Williams moved, and **Mr. Burdick** seconded to go into Executive Session for the purpose of discussing matters of attorney-client privilege in accordance with and under the provision of AS 44.62.310 (c) (2) subjects that tend to prejudice the reputation and character of any person. The discussion was limited to legal advice from the board's attorney. Mr. Sedor and Superintendent Jensen were invited.

The motion **PASSED** without opposition.

The board entered Executive Session at 6:22 p.m.

The board resumed the Special Meeting at 7:40 p.m.

8. **ADJOURNMENT**

Mr. Gebler moved, and **Mr. Williams** seconded to adjourn the meeting at 7:40 p.m.

The motion **PASSED** without opposition.

Todd Gebler, Vice-President

Tom Williams, Clerk

SITKA SCHOOL BOARD MEETING

October 2, 2024 – 6:00 p.m.

Harrigan Centennial Hall

Sitka School District

Superintendent: Dr. Deidre Jensen

1. **RECOGNITIONS**
 - Haa Latseeni
 - SSD Principals – Principal Appreciation Month

2. **CALL TO ORDER**

The meeting of the Sitka School Board was called to order by Vice President Todd Gebler at 6:01 p.m. at Harrigan Centennial Hall.

3. **FLAG SALUTE**

4. **LAND
ACKNOWLEDGEMENT**

5. **ROLL CALL**

In attendance were board members Tom Williams, Phil Burdick, Steve Morse, Paul Rioux, Vice President Todd Gebler, and Student Representative Francis Myers. The meeting was quorate.

6. **APPROVAL OF THE
PROPOSED AGENDA
AND CONSENT AGENDA**

Mr. Burdick moved, and **Mr. Williams** seconded to approve the proposed agenda and consent agenda, as presented.

 - a. **MINUTES FROM
SEPTEMBER 4, 2024**

The motion PASSED without opposition.
 - b. **PERSONNEL REPORT**
 - c. **REVISION OF MOU
BETWEEN CBS AND SSD
FOR JOINT USE FO SSD
FACILTIES AND
EQUIPMENT (PARKS
AND RECREATION)**
 - d. **ADDENDUM TO MOU
BETWEEN CBS AND SSD
FOR JOINT USE OF SSD
FACILITES AND
EQUIPMENT –
BLATCHLEY POOL**
 - e. **APPROVAL OF
MAINTENANCE MOA
BETWEEN SSD AND CBS
(PULLED FROM
AGENDA)**

f. APPROVE MOU
BETWEEN SSD AND YAS

1. PERSONS TO BE HEARD

Paul Rioux took a seat at the witness table to address the board as a member of the public. He expressed condolences to the friends and families of the two youths who recently lost their lives in an auto accident. Mr. Rioux then spoke in support of increasing mental health support in the schools.

Freddie Charboneaux stated her appreciation for Laura Rogers coming out of retirement to fill the role of interim Principal at Sitka High School.

1. SPECIAL REPORTS:
GOVERNMENT TO
GOVERNMENT

There was no government-to-government report at this meeting.

1. SCHOOL HIGHLIGHTS

Filling in for Principal Lecrone, Kim Babb gave a presentation to the board on how the mission of the district is being fulfilled at Xóots Elementary School. She shared that data is showing improvement in reading at XTS after one year of focused reading intervention.

1. REPORTS AND
PRESENTATIONS

There were no reports or presentations at this meeting.

1. BOARD MEMBER
REPORTS

Mr. Gebler remarked on the growth shown at XTS in reading. He spoke regarding the proposed PreK program and the benefits it would provide to ready students for Kindergarten. He shared that he had accompanied a 5th grade field trip to Sitka Sound Science Center's hatchery and acknowledged SSSC and other community partners and how they are invested in education.

Mr. Williams did not have a report this month.

Mr. Burdick reported on the AASB Fall Boardmanship Academy that he attended in Fairbanks in September.

Mr. Morse addressed Principal Appreciation Month and expressed his appreciation for Mr. White and Mr. Shelton at Blatchley Middle School. He announced that BMS would be holding its annual Triathlon on October 12th.

Mr. Myers shared about clubs and activities taking place at Sitka High School. He reported that there are

now over 20 students to represent Sitka at AASG. He thanked Laura Rogers for stepping out of retirement to help out at SHS.

Mr. Rioux told the board that he has spent time reviewing the budget that was passed in Spring 2024. He shared that he visited PHS as a parent and expressed his appreciation for Principal Groen.

1. **SUPERINTENDENT UPDATE**

Superintendent Jenson stated that the official student count period is at the end of the month, and that even though SSD's current enrollment is down, the FY 25 budget had been built on fewer students. She invited Business Manager Kathryn Hollis-Buchanan to update the board on district finances. The district's reserves have not been spent down; the audit should be finished soon. Dr. Jenson reported that the district is now nearly fully staffed. SSD is applying for the Chef Ann grant to expand the in-house food service program. Dr. Jenson informed the board that DEED received a grant for literacy, which SSD will apply for funds from the grant. She stated that the budget season will tentatively start in mid-November with a work session.

1. **NEW BUSINESS**

a. **APPROVAL OF CONTRACT FOR PSYCHOLOGICAL SERVICES**

Mr. Williams moved, and **Mr. Morse** seconded to approve the contract for psychological services for October 2024 through March 2025 in an amount up to \$50,000.

Dr. Jenson explained that the SSD school psychologist would be going on leave for several months. The services she provides are required. The funds to hire a long-term sub come from a special education grant.

Following a ROLL CALL VOTE, the motion PASSED unanimously.

1. **FUTURE AGENDA ITEMS/UPCOMING EVENTS**

a. **SEPTEMBER 12, 2024 - APPOINTMENT TO SCHOOL BOARD VACANCY 6:00P.M. IN DISTRICT OFFICE BOARDROOM.**

b. OCTOBER 2, 2024 –
NEXT REGULAR
SCHOOL BOARD
MEETING – 5:45 P.M.
HARRIGAN
CENTENNIAL HALL

7. ADJOURNMENT

Mr. Williams moved, and **Mr. Rioux** seconded to adjourn the meeting.

The meeting adjourned at 7:06 p.m.

Todd Gebler, Vice-President

Tom Williams, Clerk

SITKA SCHOOL BOARD MEETING
October 8, 2024 – 6:00 p.m.
District Office Boardroom

Sitka School District

Superintendent: Dr. Deidre Jenson

Prior to the Call to Order, Board Secretary Dawn Georgia administered the Oath of Office to newly elected board member, Amanda Williams.

1. CALL TO ORDER

The special meeting of the Sitka School Board was called to order by Board Clerk Tom Williams at 6:02 p.m. at the District Office Boardroom.

2. FLAG SALUTE

3. LAND ACKNOWLEDGMENT

4. ROLL CALL

In attendance were board members Phil Burdick, Steve Morse, Amanda Williams, Board Clerk Tom Williams (via Zoom), and Student Representative Francis Myers. The meeting was quorate.

5. APPROVAL OF AGENDA AND CONSENT AGENDA

Mr. Burdick moved, and **Mr. Morse** seconded to approve the proposed agenda and consent agenda, as presented.

The motion **PASSED** without opposition.

6. PERSONS TO BE HEARD

There were no persons to be heard at this meeting.

7. NEW BUSINESS

a. **APPROVAL OF ESTABLISHING A PRE-K PROGRAM IN SSD**

Mr. Burdick moved, and **Mr. Morse** seconded to approve the establishment of a tuition-based Pre-K program in SSD.

Public Comment:

Annette Evans questioned where the funds would come from to run the Pre-K program. She commented that current Ventures staff had not received a raise in wages for two years.

Joel Markis, Board President for Betty Eliason Child Care Center, expressed concerns that a district run Pre-K program would be competing against the established child care businesses in town.

At this point, **Dr. Jenson** gave a brief presentation on the plan for the Pre-K program, with an

emphasis on how the program will support AK Reads in preparing students for kindergarten. She stated that the program is not meant to compete with other programs in Sitka but is meant to help fill a need. She also addressed concerns that the program would not provide equal access to those families who would not be able to afford the tuition, explaining that families would receive help in applying for tuition funding from the state. Dr. Jenson clarified that the first year will be viewed as a pilot program to see if it can be self-sustaining.

Board Discussion:

The board was allowed to pose questions to Dr. Jenson in an open forum. Concerns were mainly around funding for the program. Questions were also asked about the hours of operation and how the program would impact the Ventures after-school program.

A roll call vote of all members was taken with the following results:

Voting YES:

Mr. Burdick

Mr. Morse

Ms. Williams

Voting NO:

Mr. Williams

The motion **PASSED**.

8. ADJOURNMENT

Mr. Burdick moved, and **Mr. Morse** seconded to adjourn the meeting at 6:57 p.m.

The motion **PASSED** without opposition.

Tom Williams, Clerk

Phil Burdick, member

Sitka School District Personnel Report

as of 11/1/2024

Certified Employees Recommended for Employment		
Name	Current Position	Date Effective
Certified Employees Left Employment		
Name	Current Position	Date Effective
Classified Employees Recommended for Employment		
Name	Current Position	Date Effective
Hunt, Tobias	BMS Paraprofessional	10/14/2024
Bicki, Julianna	XTS Paraprofessional	10/28/2024
Classified Employees Left Employment		
Name	Current Position	Date Effective
Classified Employees Changed Positions		
Name	Current Position	Date Effective

Model Policy

BP 4117.6 NONRETENTION

Note: [AS 14.20.145](#) provide automatic reemployment rights to employees who do not receive notice of nonretention in accordance with [AS 14.20.140](#). This sample policy should be reviewed in conjunction with the district's collective bargaining agreement, if any, to determine whether a notice date earlier than that required by law is specified.

The Superintendent or designee shall provide the School Board with his/her recommendations regarding the nonretention of certificated employees.

The School Board may decide not to rehire a nontenured employee at the end of his/her first, second, or third year and give written notice of its decision to the employee at any time during the year. If the School Board does not give nontenured teachers written notice of nonretention ten (10) days prior to the last day of the school year~~by the last day of the school term~~, the employee shall be offered a contract for the following year.

Note: [AS 14.20.175](#) mandates School Boards to provide by regulation or bylaw procedures by which nontenured teachers may request and receive an informal School Board hearing regarding nonretention.

Nonretention of nontenured teachers may be based on any cause deemed adequate by the Superintendent or designee or, if an informal School Board hearing is held, any cause deemed adequate by the School Board. The Superintendent or designee shall establish administrative regulations providing for an informal hearing before the School Board upon teacher request.

The nonretention of tenured teachers shall comply with the cause and procedural requirements specified in law, including notice of nonretention before May 15.

(c.f. 4112.1 - Contracts)

(cf. 4117.4 - Dismissal)

(cf. 4116 - Nontenured/Tenured Status)

(cf. 4117.3 - Personnel Reduction)

Legal Reference:

ALASKA STATUTES

[14.20.140](#) *Notification of nonretention*

[14.20.145](#) *Automatic re-employment*

[14.20.175](#) *Nonretention*

[14.20.180](#) *Procedure and hearing upon notice of dismissal or nonretention*

[14.20.210](#) *Authority of school board or department to adopt bylaws*

Revised 4/2014

9/92

AASB Policy Reference Manual

WORKING

BP 3523 ELECTRONIC MAIL (E-Mail) AASB MODEL Policy

Electronic mail systems are provided to district staff for the purpose of professional communication. All district electronic mail systems are owned by the district and are intended for the purpose of conducting official district business only. District electronic mail systems are not intended for personal use by employees of the district and employees should have no expectation of privacy when using electronic mail systems.

The district retains the right to review, store, and disclose all information sent over the district electronic mail systems for any legally permissible reasons, including but not limited to determining whether the information is a public record, whether it contains information discoverable in litigation, and to access district information in the employee's absence.

Employees must exercise caution and good judgment in the use of the e-mail system. Electronic mail messages can be retrieved even if they are ~~deleted~~~~deleted~~, and statements made in electronic mail communications can form the basis of various legal claims against the individual author or the district.

Definition of Electronic Mail

Electronic mail, or e-mail, is an electronic message that is transmitted between two or more computers or electronic terminals, whether or not the message is converted to hard copy format after receipt and whether or not the message is viewed upon transmission or stored for later retrieval. Electronic mail includes all electronic messages that are transmitted through local, regional, or global computer networks.

Appropriate Use

1. Users of district e-mail are responsible for their appropriate use.
2. All illegal and improper uses, including but not limited to, pornography, obscenity, harassment, solicitation, gambling and violating copyright or intellectual property rights are prohibited.
3. Use of the e-mail system for which the district will incur an expense without the expressed permission of a supervisor is prohibited.
4. Electronic messages are not for private or confidential matters. Because there is no guarantee of privacy or confidentiality, other avenues of communication should be used for such matters.
5. Except for directory information, -official student records will not be transmitted by electronic mail, unless encrypted.
6. Except as otherwise provided in this policyUnless directed by the superintendent or designee, district employees are prohibited from accessing another employee's electronic mail without the expressed consent of the employee.

Violations

District employees will be subject to disciplinary action for violation of this policy and regulation.

Public Records

Electronic mail sent or received by the School Board, the district, or the district's employees may be considered a public record subject to disclosure or inspection under the Alaska Public Records Act.

All School Board and district electronic mail communications should be [kept](#) to ensure that all public electronic mail records are retained, archived, and destroyed in compliance with state law. The Superintendent or designee shall develop administrative regulations so that district personnel will know how public records are to be identified, maintained, and destroyed.

The custodian of records for the district will assist the public in locating any specific public electronic

mail record requested and will ensure public access to public electronic mail records without unreasonable delay or cost.

(cf. 3580 - Business Records)

(cf. 9012 - Communications To and From the Board)

Legal Reference

ALASKA STATUTES

[AS 40.25.110](#) - *Public Records Open to Inspection and Copying*

[AS 40.25.120](#) - *Public records; exceptions; certified copies*

[AS 40.25.220](#) - *Definitions*

[AS 40.21.010-.150](#) - *Management and Preservation of Public Records*

ALASKA ADMINISTRATIVE CODE

[6 AAC 96.200](#) - *Public Information Principles*

Revised 1/03

AASB Policy Reference Manual



Pacific High
2024-2025
School Year

A Year of New Starts

- New English and Math/Science Teachers
- New Principal
- New Foods Teacher
- PBIS Implementation and Tier One Interventions
- Incentives Program
- Intervention Period
- Family Engagement Nights

New Teachers



Foods Program



Tlingit Potato Harvest



PHS PBIS

	Be Persistent	Be Safe	Be Accountable	Be Honest
Classroom	<ul style="list-style-type: none"> • Getting work done • Participating • Coming to school • Cope with distractions and power through • Keep trying even if you make a mistake • Positive mental attitude 	<ul style="list-style-type: none"> • Respect physical boundaries • Use time well • Ask for missed work • Come to class on time • Show that you care • Finish work • Treat peers and staff respectfully 	<ul style="list-style-type: none"> • Be responsible for actions • Use time well • Ask for missing work • Come to class on time • Show that you care • Finish work • Treat peers and staff respectfully 	<ul style="list-style-type: none"> • Leave class only when needed • Contributing ideas • Be honest when you need help

Incentives

- PHS Gear
- Camping trips
- Outings
- Prizes/snacks



Intervention

- Started last year at the request of a teacher.
- Problem of practice: Students could avoid reading and math for significant periods of time due to our academic model.
- Engages students in daily reading or math based on MAP test scores
- Taking baseline data currently to see if this intervention results in higher test scores



Family Engagement Nights



ABBREVIATIONS:

AL	ALUMINUM
APPX	APPROXIMATE
ARCH	ARCHITECTURAL
BLK	BLACK
BTM	BOTTOM
C	PROJECT GENERAL REQUIREMENTS AND LIMITED FIELD OBSERVATION. CONTRACTOR TO BRING DISCREPANCIES BETWEEN CERTA DOCUMENTS AND ACTUAL PROJECT CONDITIONS TO THE IMMEDIATE ATTENTION OF THE CONSULTANT AND REQUEST A REVISION WHEN DISCREPANCIES ARE DISCOVERED.
C.M.U.	CONCRETE MASONRY UNIT
CNT	CONTINUOUS
CONC	CONCRETE
CONTR	CONTRACTOR
CP	COMPLETE WITH
DM	DIMENSION
EA	EACH
D.S.	DOWNSPOUT
EL	ELEVATION
ELC	ELECTRICAL
ELF.S.	EXTERIOR INSULATION & FINISH SYSTEM
EQ	EQUAL
EQUIP.	EQUIPMENT
EXT	EXISTING
EXT.	EXTERIOR
F.C.	FIBER CEMENT
F.D.	FLOOR DRAIN
FIN	FINISH
F.R.T.W.	FREESTANDING TREATED WOOD
FUR	FURRING OR FURRED
GA	GAUGE
GL	GALVANIZED
G.W.B.	GYPSONUM WALL BOARD
GRP	GYPSUM
HORIZ.	HORIZONTAL
INT.	INTERIOR
INSUL.	INSULATION
INX	INCH
MEMB.	MEMBRANE
MK	MEMBRANE
MISC.	MISCELLANEOUS
N.A.	NOT IN CONTRACT
N.T.S.	NOT TO SCALE
OC	ON CENTER
P.W.	PLYWOOD
P.T.	PRESSURE TREATED
P.V.C.	POLYETHYLENE
R	RADIUS
REF	REFERENCED
REIN	REINFORCED
REV	REVERSED
R.O.D.	ROOF DRAIN
R.W.A.	RAINWATER LEADER
S.A.M.	SELF-ADHESIVE MEMBRANE
SEAL	SEALANT
SEC.	SECTION
SM	SMALL
SPEC.	SPECIFICATION
S.O.G.	SLAB-ON-GRADE
ST	STEEL
STRUC.	STRUCTURAL
T&G	TONGUE AND GROOVE
T.C.M.	TO BE CONFIRMED
T.C.M.	TEMPERATURE
TYP.	TYPICAL
UNCL.	UNLESS NOTED OTHERWISE
VERT.	VERTICAL
V.F.P.	VERIFY IN FIELD
W	WITHOUT
W.F.B.	WEATHER-RESISTIVE BARRIER
W.P.	WATERPROOFING
±	PLUS OR MINUS
∠	ANGLE

GENERAL NOTES:

1. READ DRAWINGS IN CONJUNCTION WITH PROJECT MANUAL SPECIFICATIONS.
2. DO NOT SCALE DRAWINGS. VERIFY DIMENSIONS ON SITE.
3. DRAWINGS HAVE BEEN PRODUCED FROM AVAILABLE RECORD DOCUMENTS AND LIMITED FIELD OBSERVATION. CONTRACTOR TO BRING DISCREPANCIES BETWEEN CERTA DOCUMENTS AND ACTUAL PROJECT CONDITIONS TO THE IMMEDIATE ATTENTION OF THE CONSULTANT AND REQUEST A REVISION WHEN DISCREPANCIES ARE DISCOVERED.
4. EXECUTION OF THE CONTRACT BY THE CONTRACTOR IS A REPRESENTATION THAT THE CONTRACTOR HAS VISITED THE SITE, BECOME GENERALLY FAMILIAR WITH THE LOCAL CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED AND CORRELATED PERSONAL OBSERVATIONS WITH REQUIREMENTS OF THE CONTRACT DOCUMENTS.
5. CONTRACT DRAWINGS ARE COMPLEMENTARY AND WHAT IS REQUIRED BY ANY ONE SHALL BE BINDING AS IF REQUIRED BY ALL. BEFORE STARTING EACH PORTION OF THE WORK, CAREFULLY STUDY AND COMPARE THE VARIOUS DRAWINGS AND OTHER CONTRACT DOCUMENTS RELATIVE TO THAT PORTION OF THE WORK AS WELL AS INFORMATION FURNISHED BY OWNER. TAKE FIELD MEASUREMENTS OF ANY EXISTING CONDITIONS RELATED TO THAT PORTION OF THE WORK AND OBSERVE CONDITIONS AT THE SITE AFFECTING IT. THESE OBSERVATIONS ARE FOR THE PURPOSE OF IDENTIFYING CONSTRUCTION BY THE CONTRACTOR AND NOT FOR THE PURPOSE OF DISCOVERING ERRORS, OMISSIONS, OR INCONSISTENCIES IN THE CONTRACT DOCUMENTS. HOWEVER, REPORT ERRORS, OMISSIONS, OR INCONSISTENCIES DISCOVERED BY THE CONTRACTOR PROMPTLY TO THE CONSULTANT AS A REQUEST FOR INTERPRETATION IN THE FORM PROVIDED IN THE PROJECT MANUAL.
6. REPETITIVE FEATURES, REGARDLESS OF ORIENTATION, NOT SHOWN ON DRAWINGS SHALL BE COMPLETELY PROVIDED AS IF DRAWN IN FULL.
7. REPORT DISCREPANCIES IN CONTRACT DOCUMENTS TO CONSULTANT FOR CLARIFICATION PRIOR TO COMMENCING WORK.
8. IMMEDIATELY NOTIFY CERTA UPON DISCOVERY OF ADDITIONAL UNFORESEEN DAMAGES TO EXISTING CONSTRUCTION SCHEDULED TO REMAIN AND THAT IS OUTSIDE THE CONTRACT. REQUEST A REVISION. DO NOT COMMENCE RELATED WORK TO NEARBY WORK WITHOUT CONSULTANT APPROVAL.
9. TRADE CONTRACTORS ARE RESPONSIBLE FOR THE LAYOUT OF THEIR OWN WORK AND TO SEE THAT THEIR WORK COMES TOGETHER WITH THAT OF OTHERS WITH THE SAME INTENT IDENTIFIED IN THE DOCUMENTS. REPORT DISCREPANCIES ON DRAWINGS TO CONSULTANT FOR DECISIONS.
10. TRADE CONTRACTORS MUST ASSURE THEMSELVES THAT THEY HAVE THE LATEST DRAWINGS ISSUED FOR CONSTRUCTION IN THE CONTRACTORS OFFICE.
11. EMPLOY ORIGINAL JOURNEYPERMAN TRADESMAN OR ORIGINAL INSTALLERS OF NEW WORK TO PERFORM CUTTING AND PATCHING OF NEW WORK, IF APPLICABLE.

MEMBRANE INSTALLATION:

1. CLEAN AND PREPARE SURFACE PRIOR TO INSTALLATION OF ALL MEMBRANES IN ACCORDANCE TO MANUFACTURER'S RECOMMENDATIONS OR AS DIRECTED BY CONSULTANT.
2. PROVIDE SMOOTH FLASHING AT INTERSECTIONS AT BALCONY/ROOF PARAPET AND WALL/BALCONY EDGE TO WALL AND ALL SIMILAR TYPE TRANSITIONS THAT MAY OCCUR WITHIN THE BUILDING ENVELOPE ASSEMBLIES.

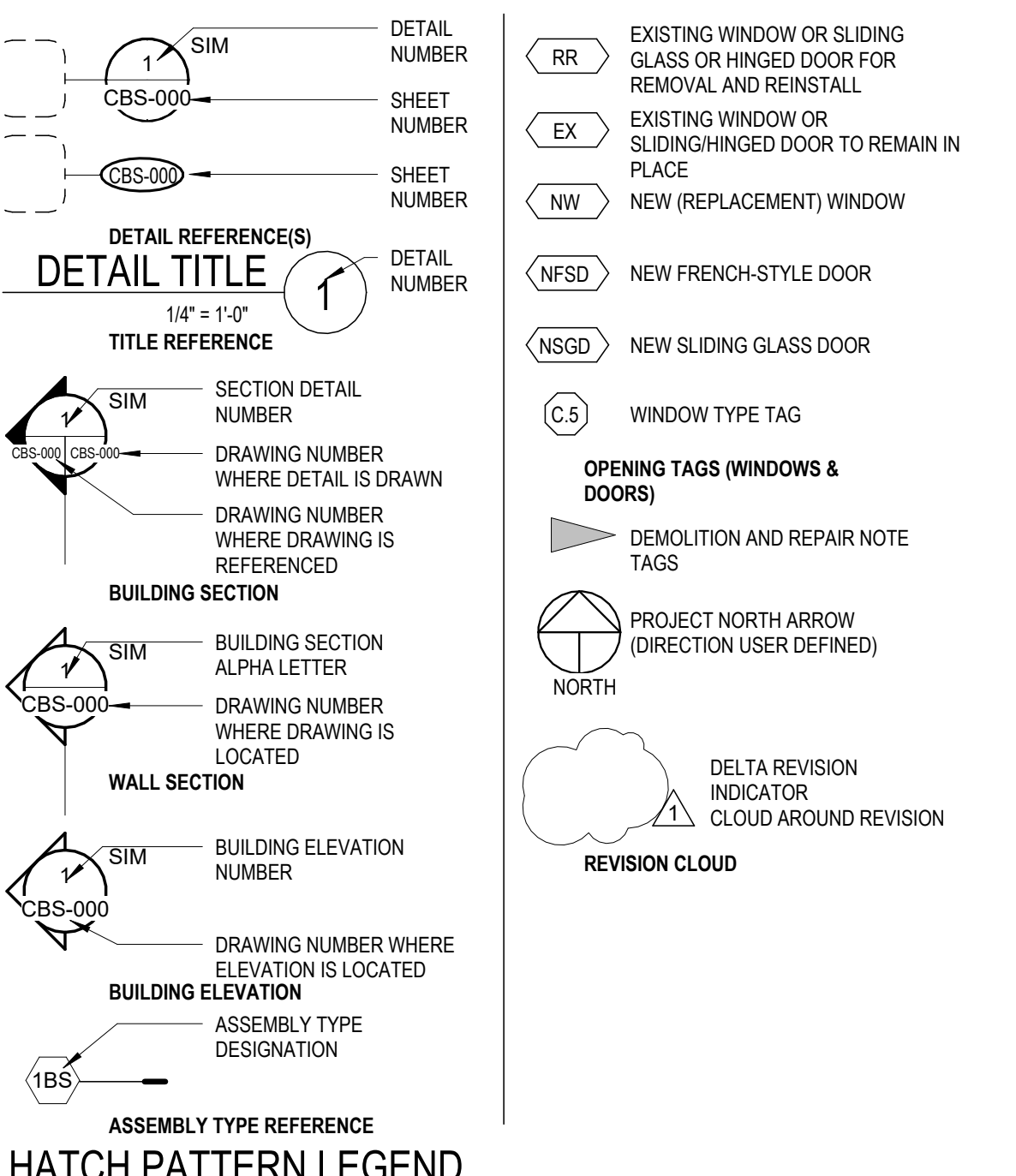
METAL FLASHING:

1. FORM JOINTS ARE TO BE 5/16" OR STANDING SEAMS UNLESS OTHERWISE APPROVED. FORM INTERNAL, A EXTERNAL CORNERS IN METAL FLASHING WITH JOINT ASSEMBLY SHOWN IN DRAWINGS.
2. TERMINATE METAL FLASHINGS WITH FOLDED 10 IN. HIGH END DAMS OR KICKERS.
3. METAL HEAD FLASHINGS WITH END DAMS OVER WINDOWS AND DOORS. EXTEND FLASHING AS DETERMINED BY CONSULTANT. CONTRACTOR TO FIELD VERIFY THAT METAL HEAD FLASHING DOES NOT INTERFERE WITH OPERATION OF WINDOW.
4. FORM FLASHINGS WITH 15° SLOPE TO DRAIN U.O.

EXTERIOR OPENINGS AND PENETRATIONS:

1. NO CONCEALED EFFORT HAS BEEN MADE BY CONSULTANT TO QUANTIFY THE EXTERIOR FIXTURES, SUCH AS LIGHT FIXTURES, CONVENIENCE RECEPTACLES, EXHAUST VENTS, ETC. CONTRACTOR SHALL PERFORM OWN QUANTITY SURVEY.
2. INSTALL SEALANT JOINT WITH BACKER ROD AROUND INTERIOR PERIMETER OF OPENINGS FOR AIR BARRIER CONTINUITY.
3. FORM EXTERIOR PERIMETER SEALANT JOINTS 3/8 IN. WIDE WITH CLOSED CELL BACKER ROD U.O. MINIMUM JOINT WIDTH:DEPTH RATIO OF 2:1.

REFERENCE SYMBOLS / LEGEND



DRAWING TERMS:

- DEMOLISH - COMPLETELY REMOVE AND LEGALLY DISPOSE OF OFF-SITE.
- NEW ITEM - A TERM USED ON DRAWINGS TO INDICATE THAT AN ITEM IS PROVIDED AS NEW WORK. ASSUME ALL WORK NOT NOTED AS EXISTING IS NEW UNLESS ADDRESSED BY ALLOWANCES AND/OR ALTERNATES.
- PROTECT ITEM - A TERM USED ON DRAWINGS TO INDICATE AN ITEM REQUIRES PROTECTION FROM THE WORK.
- REMOVE ITEM - A TERM USED ON DRAWINGS TO INDICATE A SPECIFIC ITEM TO BE DETACHED FROM EXISTING CONSTRUCTION AND LEGALLY DISPOSED OF OFF-SITE, UNLESS INDICATED OTHERWISE TO BE REMOVED, SALVAGED, AND REINSTALLED.
- REMOVE AND REINSTALL ITEM - A TERM USED ON DRAWINGS TO INDICATE A SPECIFIC ITEM TO BE DETACHED FROM EXISTING CONSTRUCTION, PREPARED FOR REUSE, AND REINSTALLED BACK INTO EXISTING LOCATION.
- RELOCATE ITEM - A TERM USED ON DRAWINGS TO INDICATE AN EXISTING ITEM THAT HAS BEEN REMOVED AND TO BE REINSTALLED IN A NEW LOCATION.
- SALVAGE ITEM - CAREFULLY DETACH FROM EXISTING CONSTRUCTION IN A MANNER TO PREVENT DAMAGE READY FOR REUSE. INCLUDE FASTENERS OR BRACKETS NEEDED FOR REATTACHMENT IN ORIGINAL LOCATION OR ELSEWHERE.
- EXISTING TO REMAIN ITEM - A TERM USED ON DRAWINGS TO INDICATE EXISTING ITEMS OF CONSTRUCTION THAT ARE NOT TO BE REMOVED AND THAT ARE NOT OTHERWISE INDICATED TO BE REMOVED, SALVAGED, OR REMOVED AND REINSTALLED. EXISTING TO REMAIN IS INDICATED BY GRAPHIC LINE TYPE SYMBOL.

SCOPE OF REPAIR NOTES - GENERAL

- GENERAL CONDITIONS:**
- PROJECT MOBILIZATION SHALL INCLUDE ALL CONTRACTOR AND SUBCONTRACTOR MOBILIZATION COSTS.
 - PROJECT GENERAL REQUIREMENTS AND ALL MISCELLANEOUS COSTS ASSOCIATED WITH THE COMPLETION OF THE WORK SHALL INCLUDE, BUT NOT BE LIMITED TO, DEMOLITION AND DISPOSAL, WATER DAMAGE REMEDIATION, CLADDING REHABILITATION OR REPLACEMENT AS APPLICABLE, WINDOW REHABILITATION AS APPLICABLE, CLADDING REHABILITATION AND PROJECT CLEAN-UP.
 - CARRY PRICING FOR APPROPRIATE SITE SUPERVISION, PROJECT MANAGEMENT, OFFICE SERVICES, ON-SITE TEMPORARY OFFICE, MATERIAL STAGING AND STAGING, FULL-TIME WEATHER PROTECTION, SCAFFOLDING, STAGING AND ACCESS, TEMPORARY SHORING, TEMPORARY BRACING, SAFEGUARDS, PEDESTRIAN PROTECTION, WORK FACILITIES, CONSTRUCTION OFFICES, UTILITY COST, SECURITY SUBMITTALS, RFI'S, MOCK-UPS, PROJECT PROGRESS MEETINGS, RECORD DRAWINGS, ETC.
 - THE CONTRACTOR SHALL PROTECT AND MAINTAIN EXISTING UTILITIES AND WEEDING SECURITY TO GUARD CONSTRUCTION AT THE CONTRACTORS COST AND DISCRETION.
 - CONTRACTOR SHALL PROVIDE AN ORGANIZATIONAL CHART WITH THE PROPOSAL FOR STARTING THE PROJECT. STAFFING MUST INCLUDE A PROJECT MANAGER, A SITE SUPERINTENDENT, AND AT LEAST ONE FULL-TIME QUALITY CONTROL INSPECTOR.
 - CARRY ALL ALLOWANCES FOR APPLICABLE TRADE PERMITS AND COL INSURANCE.
 - LIMITED TRADE WORK WILL REQUIRE PERMITS. ALL SUCH WORK SHALL BE DONE UNDER PERMITS AS REQUIRED BY THE CITY OF ALBANY. INCLUDE ALL COST NECESSARY FOR SUBMISSION DOCUMENTS REQUIRED BY PERMIT AND COMPLETE THIS PROJECT INCLUDING ALL NECESSARY AS-BUILTS, SHORING AND SURVEYS. PERMITS ARE EXPECTED TO BE REQUIRED FOR EACH INDIVIDUAL BUILDING (AS OPPOSED TO A SINGLE PERMIT FOR THE ENTIRE PROJECT) AND COSTS ARE TO BE CARRIED AS SUCH.
 - CONTRACTOR SHALL MAINTAIN ALL INSURANCE COVERAGES IDENTIFIED IN THE CONTRACT.
 - THE WORK SHALL BE PHASED SO THAT NO MORE THAN TWO BUILDINGS WILL BE UNDER REPAIR AT ANY ONE TIME WITHOUT SPECIFIC APPROVAL FROM THE BOARD/ASSOCIATION. ALTERNATIVE PHASING OF THE WORK INTO SEPARATE OR INDIVIDUAL SECTIONS WILL BE ALLOWED UPON APPROVAL OF THE CONTRACTORS WORK PLAN BY THE CONSULTANT AND BOARD/ASSOCIATION.
 - EVERY EFFORT SHALL BE MADE BY THE CONTRACTOR TO NOT RELOCATE RESIDENTS DURING THE DURATION OF THE CONSTRUCTION. CONTRACTOR IS RESPONSIBLE TO MAINTAIN FULL ACCESS TO THE RESIDENTIAL UNITS DURING THE WORK UNLESS SPECIFICALLY APPROVED BY THE ASSOCIATION. THE CONTRACTOR SHALL COORDINATE AND PROVIDE ADVANCED NOTICE TO THE ASSOCIATION IN ORDER TO COORDINATE THE REPAIR WORK WITH EACH RESIDENT AS THEIR BUILDING UNIT COMES IN SCHEDULE. NOTICE TO BE 72 HOURS MINIMUM UNLESS SPECIFICALLY AGREED TO BY THE ASSOCIATION.
 - IT WILL BE THE CONTRACTOR'S RESPONSIBILITY TO KEEP THE ENTIRE JOBSITE SAFE AND CLEAN DURING THIS CONSTRUCTION. DAILY CLEAN-UP WILL BE REQUIRED THROUGHOUT THE CONSTRUCTION PERIOD.
 - CONTRACTOR TO SUPPLY ALL DUMPSTERS AND DUMP FEES NECESSARY TO COMPLETE PROJECT.
 - ALL SUBCONTRACTOR CONTRACTS MUST BE SIGNED AND IN EFFECT PRIOR TO THE START OF CONSTRUCTION. PROOF OF EXECUTED SUBCONTRACTOR AGREEMENTS SHALL BE PRESENTED BY THE CONTRACTOR TO THE ASSOCIATION PRIOR TO ANY CONSTRUCTION OR STAGING TAKING PLACE.
 - UPON RENOVATION OF PERMANENT STRUCTURAL LOAD SYSTEMS, REMOVE AND DISPOSE OF ANY TEMPORARY SHORING MATERIALS IN PLACE PRIOR TO OR USED DURING THE COURSE OF CONSTRUCTION PER LOCAL REQUIREMENTS.
 - PROVIDE ALL NECESSARY STAGING, HOARDING, AND WEATHER PROTECTION TO PERFORM THE WORK WITHIN THE BASE COST.
 - PROVIDE ALL NECESSARY PREPARATIONS TO PERFORM THE WORK WITHIN THE BASE COST.
 - WATER AND WEATHER ENTRY INTO THE UNITS THROUGHOUT THE DURATION OF CONSTRUCTION IS NOT TO OCCUR. CONTRACTOR SHALL BEAR ALL ASSOCIATED REPAIR COSTS SHOULD THIS OCCUR.
- DESIGN INTENT**
- THE GENERAL DESIGN INTENT IS TO COMPLETELY DEMOLISH LOW SLOPE ROOFING SYSTEMS WHERE INDICATED ON THE ROOF PLANS AND PROVIDE NEW A NEW LOW SLOPE ROOFING SYSTEM PER THE DRAWINGS AND SPECIFICATIONS. WORK SHALL INCLUDE THE INTEGRATION OF LOW SLOPE ROOFS TO ADJACENT WALLS, COPPINGS AND APPURTENANCES AS INDICATED ON THE DETAILS.
- INCLUDED IN THIS WORK ARE REVISIONS OF CROCKETING TO ACHIEVE PROPER SLOPES, AS OTHER MISCELLANEOUS ITEMS IDENTIFIED IN THE DOCUMENTS. WHERE NOTED, EXISTING ELEMENTS SUCH AS MECHANICAL UNITS, SHROUDS, SERVICE CONDUITS, AND HVAC COMPONENTS ARE TO BE REMOVED AND REINSTALLED OR WATERPROOFED IN PLACE. WHERE LOW SLOPE ROOFING SYSTEMS ARE REPLACED, SKYLIGHTS SHALL BE REPLACED AS WELL PER THE SPECIFICATIONS.

SHEET INDEX

- A.0.0 - PROJECT INFORMATION, INDEX, SCOPE OF REPAIR
- A.1.0 - ROOF PLAN
- A.1.1 - RENEWALS VIGNETTES
- A.2.0 - LOW-SLOPE ROOFING DETAILS
- A.2.1 - LOW-SLOPE ROOFING DETAILS

PROJECT CONTACTS

CLIENT:
SITKA SCHOOL DISTRICT
300 KUSVOMETWOF ST.
SITKA, AK 99535

GENERAL CONTRACTOR:
TREMCO ROOFING & BUILDING MAINTENANCE
3735 GREEN ROAD
SEASIDEWOOD, OH 44122

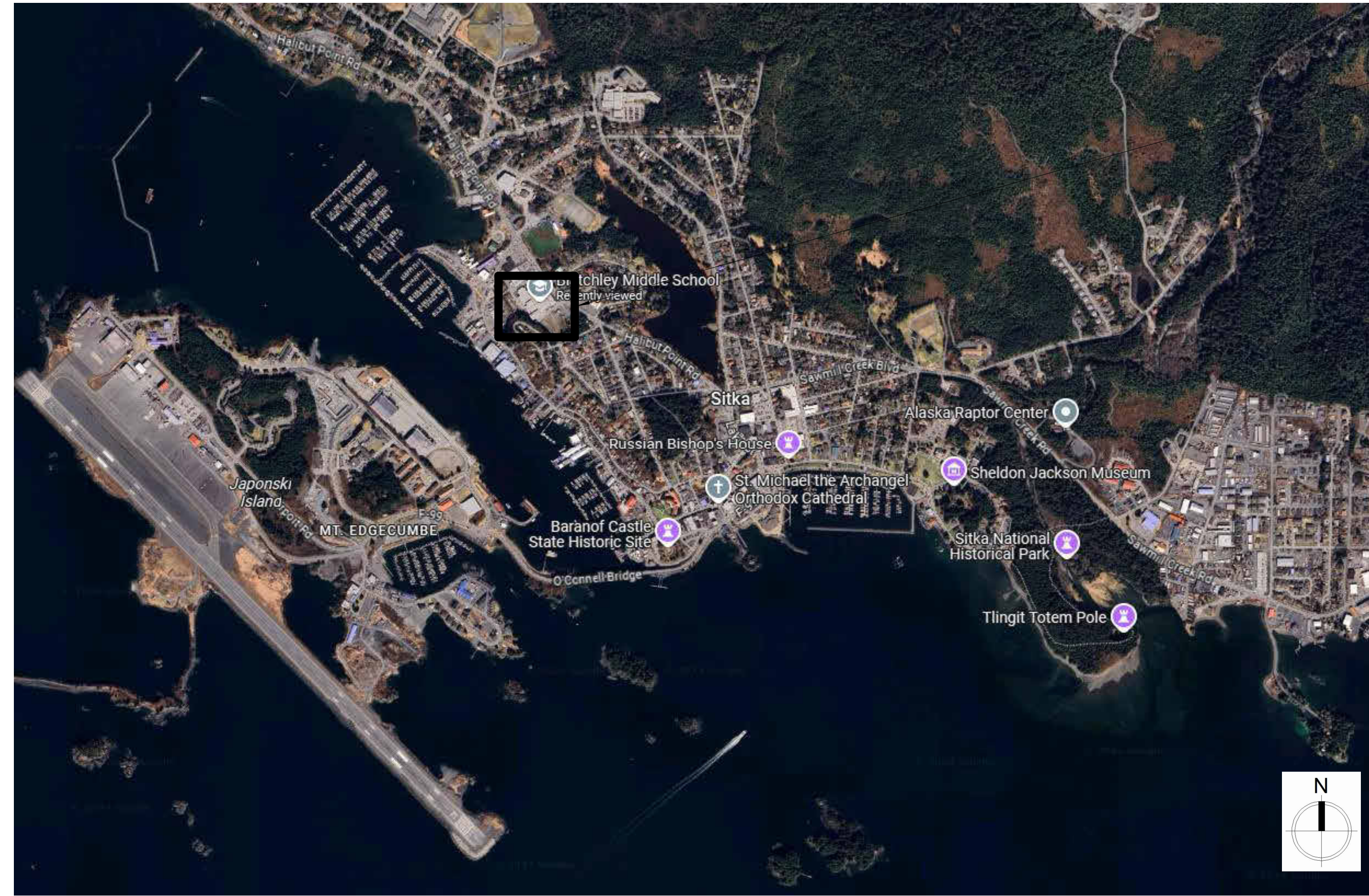
PROJECT CONTACT:
LARRY EHRKE
SENIOR FIELD ADVISOR
LLEHRRKE@TREMCOINC.COM
293-355-0009

DESIGNER OF RECORD / ROOF CONSULTANT:
CERTA BUILDING SOLUTIONS
1510 SE 44TH AVE., SUITE 102
PORTLAND, OR 97215

PROJECT CONTACT:
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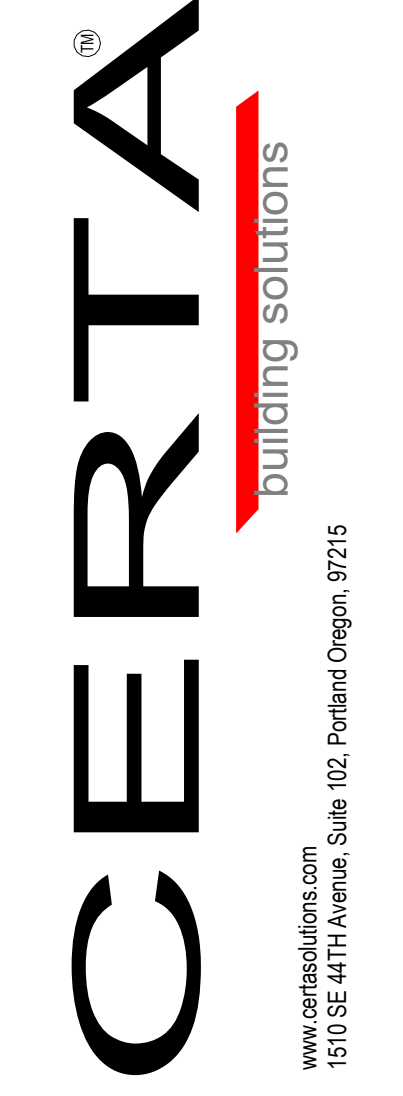
CODE INFORMATION

- GOVERNING CODES:**
- BUILDING: 2021 INTERNATIONAL BUILDING CODE (IBC)
 - ENERGY: ALASKA BUILDING ENERGY EFFICIENCY STANDARD (BEEES), INCLUDING JURISDICTIONAL SPECIFIC ELEMENTS FROM THE 2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
- ENVELOPE:**
- EXISTING ROOF INSULATION TO REMAIN, UNLESS NOTED AS REQUIRING REPLACEMENT. CONTINUOUS INSULATION OVER THE TOP OF THE STRUCTURAL DECK
 - PROVIDE AIR BARRIERS AND VAPOR RETARDERS WHERE INDICATED ON THE DRAWINGS
- CONSTRUCTION TYPE:**
- TYPE II NON-COMBUSTIBLE, AS IDENTIFIED BY THE 1997 FIREMFORM
 - BUILDING CODE (UBC)
 - CERTA ASSUMES THAT THE SCHOOL, BUILT CIRCA 1967, WAS CONSTRUCTED EITHER UNDER THE REQUIREMENTS OF THE 1964 OR 1967 UBC
- OCCUPANCY:**
- Group E - EDUCATIONAL



BLATCHLEY MIDDLE SCHOOL

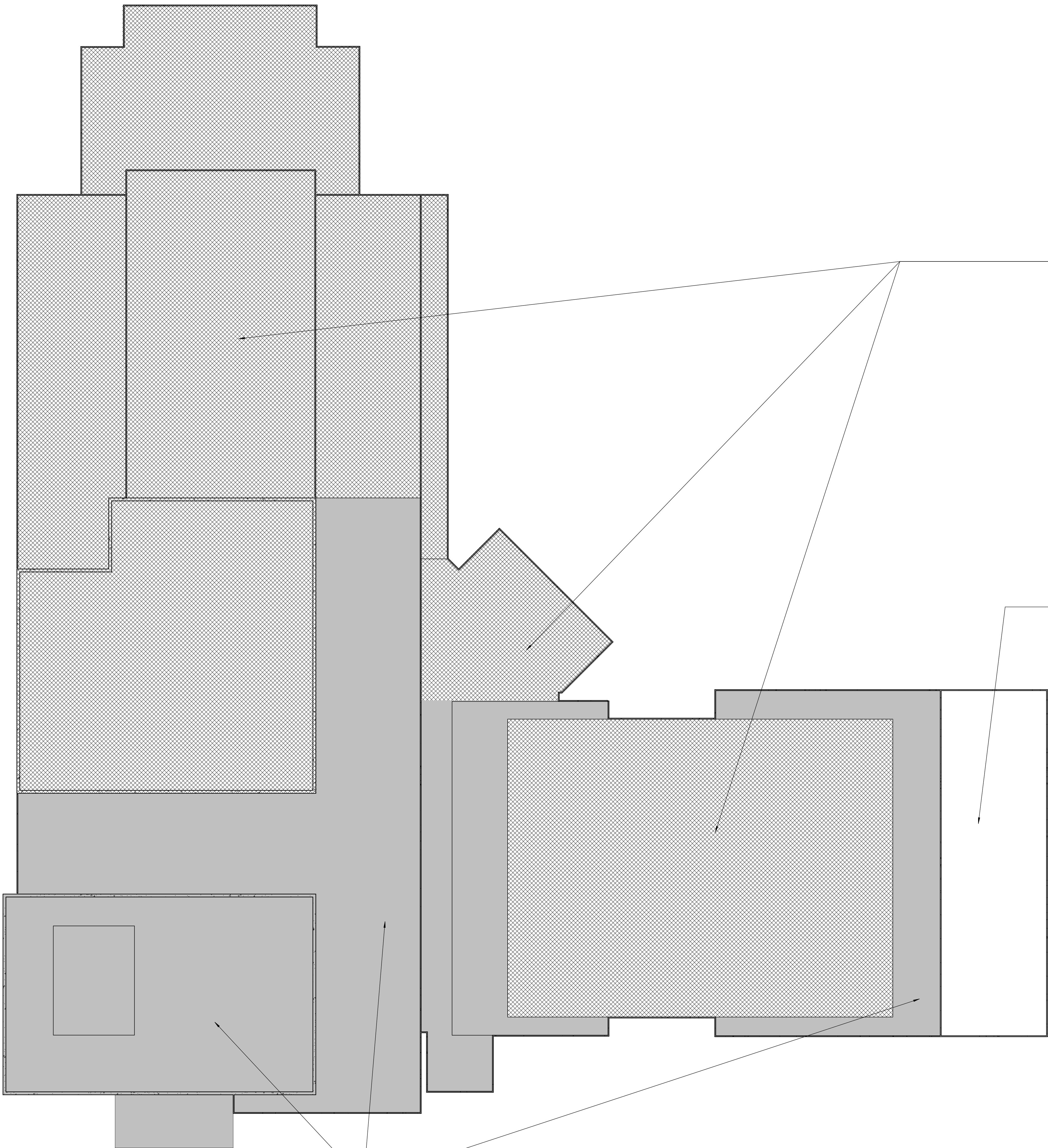
VICINITY MAP - GREATER SITKA
COURTESY OF GOOGLE MAPS NTS



REVISIONS

BLATCHLEY MIDDLE SCHOOL-ENVELOPE RENEWALS
 8700 A.000, 0.000, 0.000
 801 Harbor Point Road, B, Sitka, AK 99535

CHECKED BY: [Signature]
 PROJECT NO.: [Number]
PROJECT INFORMATION, INDEX, SCOPE OF REPAIR
A.0.0



EXISTING ROOF ASSEMBLY TO REMAIN (CROSS-HATCHED REGIONS)
 RESTORE WITH NEW COLD-FLUID APPLIED REINFORCED LIQUID ROOFING SYSTEM - REFER TO ASSEMBLY

EXISTING ROOF ASSEMBLY TO REMAIN IN-SERVICE - PROVIDE TARGETED MAINTENANCE ONLY

EXISTING ROOF ASSEMBLY TO BE REPLACED (DARK HATCHED REGIONS):
 PROVIDE NEW, CONVENTIONALLY-INSULATED ROOF SYSTEM PER ASSEMBLY

ROOF PLAN 1
 1/16" = 1'-0"

GENERAL NOTES

1. ROOF PLANS HAVE BEEN DEVELOPED BASED UPON THE AVAILABLE AND PROVIDED RECORD INFORMATION PRIOR TO THE COMMENCEMENT OF THIS DESIGN PACKAGE. CONTRACTOR SHALL VISUALLY REVIEW EXISTING CONDITIONS IN THE FIELD AND MEASURE AREAS TO RECEIVE NEW ROOFING MATERIALS.
2. ROOF PLANS DO NOT PURPORT TO SHOW ALL EXISTING MECHANICAL ELEMENTS, PENETRATIONS, OR OTHER IN-SERVICE ELEMENTS. THE ROOF PLAN SHOULD BE CONSIDERED A GUIDE ONLY. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO FIELD-VERIFY ELEMENTS.
3. CONTRACTOR SHALL FIELD-VERIFY LOCATIONS PRIOR TO BID. CONTRACTOR SHALL NOTIFY CONSULTANT OF DISCREPANCIES ENCOUNTERED DURING FIELD VERIFICATION, IF ANY.
4. NEW ROOF ZONES SHALL HAVE A MINIMUM OF 1/4:12 SLOPE TO DRAIN TO NEW SUMPED DRAINS AND SCUPPERS. THE REQUIREMENT FOR 1/4:12 SLOPE IS INCLUSIVE TO VALLEY CONDITIONS AT CRICKETED LOCATIONS.

SCOPE OF REPAIR NOTES - NEW ROOF ZONES

1. REFER TO THE ROOF PLAN FOR SPECIFIC ZONES IDENTIFIED AS REQUIRING FULL REPLACEMENT.
2. DEMOLISH THE EXISTING LOW-SLOPE ROOFING ASSEMBLY, INCLUDING MEMBRANE, FLASHINGS, SEALANT, INSULATION, AND RIGID COVERBOARD OVER THE STEEL DECK.
 - A. EXISTING STEEL DECK IS TO REMAIN. IDENTIFY AREAS OF CORROSION AND INFORM CONSULTANT.
 - B. AS PART OF OVERALL DEMOLITION, THE EXISTING PERIMETER PARAPET OVER-FRAMING FROM THE PREVIOUS ROOF INSTALLATION IS TO BE REMOVED, INCLUDING EXISTING EPDM MEMBRANE.
3. REFER TO THE DETAILS RELATED TO THE NEW LOW-SLOPE ROOF ASSEMBLY. THE WORK AT THE OUTER PERIMETER, WHERE THE NEW PARAPET MEETS THE REHABILITATED WALL ASSEMBLY BELOW SHALL BE SEQUENCED APPROPRIATELY AS TO PROVIDE A CONTINUOUS AIR AND VAPOR CONTROL LAYER.
4. PROVIDE NEW TREMCO TREMPRE KEE 60-MIL SINGLE-PLY THERMOPLASTIC MEMBRANE ROOF ASSEMBLY:
 - A. INSTALL NEW 1/2 IN. DENSDECK PRIME RIGID GYPSUM COVERBOARD, MECHANICALLY ANCHORED OVER THE EXISTING DECK TO REMAIN.
 - B. APPLY TREMCO AVB AIR/VAPOR BARRIER MEMBRANE OVER THE RIGID GYPSUM COVERBOARD.
 - C. SET TREMCO TAPERED POLYSOCYANURATE INSULATION (MIN. R40 CONTINUOUS) OVER THE UPPER SURFACE OF THE VAPOR BARRIER.
 - a. SET INSULATION BOARDS INTO LOW-RISE FOAM ADHESIVE.
 - b. MAINTAIN INSULATION RIBBONS AT 6 IN. MAX. ON-CENTER.
 - c. STAGGER INSULATION A MINIMUM OF 12 IN.
 - D. THE NEW TAPERED INSULATION SHALL HAVE A MINIMUM OF 1/4:12 SLOPE, INCLUDING VALLEYS, TO DRAINS AND SCUPPERS.
5. PROVIDE NEW SCUPPERS, FABRICATED FROM PVC-CLAD 24 GAUGE SHEET STEEL.
 - A. INTEGRATE INTO ADJACENT ROOF WITH HOT AIR WELDS.
 - B. AT EXTERIOR OF WALL, PROVIDE FULLY SEALED STAINLESS STEEL TRIM RINGS, OVERSIZED 3/4 IN. EACH DIRECTION SO THAT A SEALANT JOINT OVER BACKER ROD CAN BE PROVIDED BETWEEN THE SCUPPER EXTENSION AND THE TRIM RING.
7. TERMINATE THE NEW THERMOPLASTIC MEMBRANE ROOF AT THE UPPER PORTION OF THE INTERIOR FACE OF THE PARAPET.
8. PROVIDE SELF-ADHERING TEMPERATURE RESISTANT UNDERLAYMENT AT THE TOP OF THE PARAPET CONDITION, SEALED TO BOTH THE NEW AIR BARRIER MEMBRANE AT THE OUTSIDE OF THE WALL AND THE TERMINATED ROOF MEMBRANE.
9. FABRICATE NEW COPINGS FROM 22 GAUGE PREFINISHED SHEET STEEL, MATCHING THE SAME FINISH AS THE DEMOLISHED COPINGS.
 - A. PROVIDE 20 GAUGE GALVANIZED CONTINUOUS CLEATS AT THE FRONT FACE OF THE PARAPET, ANCHORED IN COMPLIANCE WITH ANSIS/PRI ES-1.
 - B. INTERLOCK THE DRIP PROFILE OF THE CLEAT WITH THE HEMMED DRIP OF THE OUTER FACE OF THE COPING.
 - C. ANCHOR THE INNER FACE OF THE COPING INTO THE UPPER PORTION OF THE PARAPET (INNER FACE) WITH 2 IN. LONG, HEX-HEADED STAINLESS STEEL SCREWS AT 10 IN. ON-CENTER.
10. CURBS AND PERIMETERS SHALL BE BUILT UP WITH SOLID FRAMING PER THE DETAILS AT LOCATIONS REQUIRED TO ELEVATE EXISTING COMPONENTS ABOVE THE SURFACE OF THE NEW ROOF. A MINIMUM OF 8-INCHES SHALL BE MAINTAINED FROM THE HORIZONTAL PLANE OF THE ROOF MEMBRANE TO ALL VERTICAL TERMINATIONS OF THE NEW ROOF.
 - A. HVAC EQUIPMENT SHALL BE SHUT DOWN, DISCONNECTED, AND LIFTED OUT OF THE WORK ZONE UNTIL THE NEW ROOFING SYSTEM IS COMPLETE AT SERVICE CURBS.
 - B. AS PART OF THE WORK, CONTRACTOR SHALL PROVIDE THE NECESSARY SUB-CRACKERS (ELECTRICAL, MECHANICAL, PLUMBING) TO COMPLETE THE RELATED WORK.
 - C. THE COST FOR PERMITS ASSOCIATED WITH MECHANICAL, ELECTRICAL, AND PLUMBING WORK SHALL BE COORDINATED AND PAID FOR BY THE CONTRACTOR.
 - D. CURBS AT PAST MECHANICAL LOCATIONS THAT HAVE BEEN ABANDONED SHALL BE REMOVED AS PART OF THE NEW WORK PRIOR TO THE INSTALLATION OF THE AIR/VAPOR BARRIER MEMBRANE AND INSULATION.
11. EDGE METAL AND DRIP ELEMENTS SHALL BE REPLACED AS PART OF THE WORK. PROVIDE MINIMUM 24 GAUGE PREFINISHED SHEET STEEL FLASHINGS PER THE DETAILS.
 - A. EDGE METAL SHALL BE ANCHORED INTO SOLID FRAMING IN COMPLIANCE WITH ANSIS/PRI ES-1.
12. SALVAGE HVAC SHRUDS AT EXISTING CURBS FOR REINSTALLATION AFTER COMPLETION OF THE NEW ROOF.
13. EXISTING SKYLIGHTS SHALL REMAIN. INTEGRATE THE NEW ROOFING SYSTEM PER THE PROJECT DOCUMENTS.
14. SHEET METAL COMPONENTS DIRECTLY RELATED TO THE NEW ROOFING SYSTEM SHALL BE REPLACED PER THE DETAILS AND SPECIFICATIONS.
 - A. SHEET METAL NOT INCLUDED IN THE DETAILS SHALL BE INCLUDED AS PART OF THE BASE BID, AND AS SURVEYED BY THE CONTRACTOR IN THE FIELD.
15. PROVIDE NEW WALK PADS AT LOCATIONS SHOWN ON THE ROOF PLANS.
16. PROVIDE EATON DBR4 SUPPORT BLOCKS EVERY 3 FEET AS PART OF THE NEW WORK AT (E) ROOF-ROUTED CONDUITS.

SCOPE OF REPAIR NOTES - COLD FLUID-APPLIED OVERLAY

CLEANING AND PREPARATION:

1. THE CONTRACTOR SHALL SURVEY THE EXISTING ROOF AND NOTE AREAS OF PONDING OR POOR DRAINAGE. THESE AREAS WILL BE PROVIDED WITH ADDITIONAL LIQUID ROOFING TO PROMOTE DRAINAGE.
2. THE CONTRACTOR SHALL SURVEY THE ROOFING ZONES AND MAKE NOTE OF THE LOCATION AND EXTENT OF WALKPADS FOR RE-APPLICATION.
3. CAREFULLY PROTECT WITH A PLASTIC SHEET ADJACENT ASSEMBLIES AND ROOF TOP STRUCTURES THAT WILL NOT BE COATED WITH NEW MATERIALS. COORDINATE WITH FACILITIES TO SHUT DOWN ANY INTAKE EQUIPMENT BEFORE THE START OF THE WORK.
5. PROVIDE PROTECTION (SACRIFICIAL FOAM INSULATION, ETC.) AT AREAS OF THE EXISTING ROOF DEEMED SUITABLE FOR MATERIAL STORAGE AND STAGING. LIMIT TRAFFIC ACROSS AREAS OF THE ROOF SURFACE THAT HAVE BEEN PROTECTED.
6. MAINTAIN DRAINWAYS AT EXISTING ROOF DRAINS AT THE END OF EACH WORKDAY.
7. BROOM CLEAN EXISTING SUBSTRATE WITH WATER AND A MILD DETERGENT. CLEAN SUBSTRATE OF CONTAMINANTS SUCH AS DIRT, DEBRIS, OIL, AND GREASE THAT CAN AFFECT THE ADHESION OF FLUID-APPLIED MEMBRANE BY POWER WASHING AT A MINIMUM OF 2,000 PSI.
8. REMOVE EXISTING COATINGS AND SEALANTS AT PENETRATIONS AND SCUPPERS.
9. ALLOW EXPOSED SURFACES TO RECEIVE THE OVERLAY TO DRY. VERIFY THAT THE EXISTING SUBSTRATE IS DRY BEFORE PROCEEDING WITH THE APPLICATION OF FLUID-APPLIED ROOFING. IF NECESSARY, SPOT-CHECK SUBSTRATES WITH AN ELECTRICAL CAPACITANCE MOISTURE-DETECTION METER.

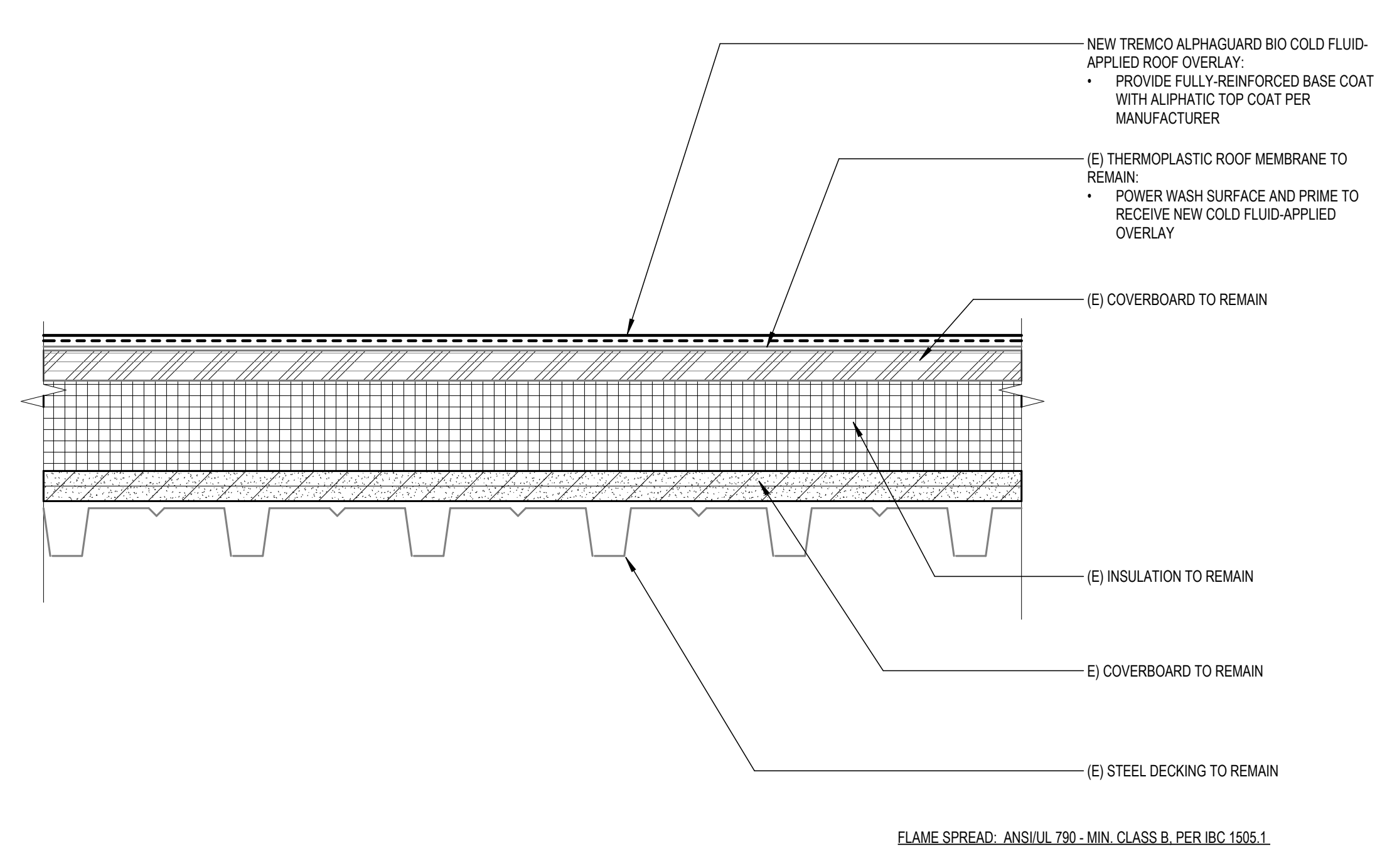
DETAIL WORK:

1. REPAIRS ARE REQUIRED AT SELECT LOCATIONS BEFORE THE INSTALLATION OF THE NEW COLD FLUID-APPLIED ROOFING OVERLAY. REMOVE BLISTERS, PRODS, BUCKLES, AND OTHER SUBSTRATE IRREGULARITIES FROM THE EXISTING ROOFING MEMBRANE THAT WOULD INHIBIT THE APPLICATION OF A UNIFORM, WATERPROOF COATING.
2. PAINTERS TAPE SHALL BE USED TO MASK DETAIL AREAS AND METAL FLASHINGS. REMOVE TAPE WHILE ALPHAGUARD REMAINS WET. FLASHINGS SHALL BE INSTALLED FIRST BEFORE THE FIELD OF THE ROOF IS COVERED.
3. WITH THE USE OF A JIFFY STYLE MIXER, MIX ALPHAGUARD BIO (PART A) FOR ONE MINUTE. COMBINE PART B WITH PART A IN ITS ENTIRETY. DO NOT BREAK DOWN KITS INTO SMALLER QUANTITIES. MIX THE COMPONENTS THOROUGHLY UNTIL COMPLETELY BLENDED.
4. AT PENETRATIONS:
 - A. REMOVE AND DISPOSE OF THE EXISTING POLYURETHANE SEALANT AND STEEL WORM-DRIVE CLAMPING BAND.
 - B. CUT THE TPO MEMBRANE 3 IN. DOWN FROM THE EXISTING TERMINATION.
 - C. PREPARE THE EXISTING STEEL A MINIMUM OF 3 IN. ABOVE THE TOP OF THE CUT TPO PER SSPC-SP11 (POWER TOOL CLEANING TO BARE METAL). PROVIDE SOLVENT WIPE OVER THE PREPARED STEEL PER SSPC-SP11. ALLOW TO FLASH.
 - D. CLEAN SURFACES, INCLUDING THE EXISTING MEMBRANE AND PREPARED STEEL, WITH **ERESTONE SPILCE WASH SW-100**.
5. FOR THE BASE FLASHINGS AND PENETRATIONS:
 - A. MASK WORK AREAS TO ENSURE THAT NEW MATERIALS DO NOT ADHERE TO NON-ROOF SURFACES.
 - B. PRIME METAL SURFACES TO RECEIVE BASE FLASHINGS WITH **TREMCO ALPHAGUARD M PRIME**.
 - C. APPLY **TREMCO ALPHAGUARD BIO BASE COAT** ONTO THE PREPARED SUBSTRATE, EXTENDING UP VERTICAL SURFACES A MINIMUM OF 8-INCHES AND HORIZONTAL SURFACES A MINIMUM OF 4-INCHES. BACK-ROLL TO ACHIEVE A MINIMUM WET MIL COATING OF 50 MILS.
 - D. WHILE BASE FLASHING IS STILL WET, FULLY EMBED **TREMCO PERMAFAB** REINFORCEMENT INTO THE BASE COAT USING A BRUSH OR ROLLER UNTIL REINFORCEMENT IS FULLY SATURATED. INSTALLATION SHALL BE FREE OF VOIDS, POCKETS, HOLES, OR STANDING FIBERS. OVERLAP REINFORCEMENT A MINIMUM OF 3-INCHES.
6. FOR THE DRAINS:
 - A. REMOVE THE EXISTING TPO-CLAD SELF-ADHERING FLASHINGS AND SEALANT.
 - B. REMOVE STRAINER AND CLAMPING RING. ABRASE RUST AND DEBRIS FROM THE SURFACE OF THE DRAIN BOWL.
 - C. ENLARGE THE EXISTING SUMP AREA WITH A MAXIMUM ALLOWABLE SLOPE OF 2 IN. RISE PER 12 IN. RUN. REMOVE AND REPLACE COMPROMISED INSULATION AND ROOFING COMPONENTS PER **ALLOWANCE 1**.
 - D. PREPARE THE EXISTING DRAIN BOWL PER SSPC-SP11 (POWER TOOL CLEANING TO BARE METAL). PROVIDE SOLVENT WIPE OVER THE PREPARED STEEL PER SSPC-SP11. ALLOW TO FLASH.
 - E. PRIME DRAIN BOWL TO RECEIVE BASE FLASHINGS WITH **TREMCO ALPHAGUARD M PRIME**.
 - F. APPLY **TREMCO ALPHAGUARD BIO BASE COAT** ONTO THE PREPARED SUBSTRATE, EXTENDING FROM THE PRIMED DRAIN BOWL OUT ONTO THE FIELD OF THE ROOF A MIN. OF 12 IN. BACK-ROLL TO ACHIEVE A MINIMUM WET MIL COATING OF 50 MILS.
 - G. WHILE BASE FLASHING IS STILL WET, FULLY EMBED A TARGET OF **TREMCO PERMAFAB** REINFORCEMENT INTO THE BASE COAT USING A BRUSH OR ROLLER UNTIL REINFORCEMENT IS FULLY SATURATED. INSTALLATION SHALL BE FREE OF VOIDS, POCKETS, HOLES, OR STANDING FIBERS. OVERLAP REINFORCEMENT A MINIMUM OF 3 IN.
7. FOR THE BASE OF WALL CONDITIONS AT PARAPETS:
 - A. APPLY **TREMCO ALPHAGUARD BIO BASE COAT** ONTO THE PREPARED SUBSTRATE, EXTENDING UP VERTICAL SURFACES A MINIMUM OF 8 IN. AND HORIZONTAL SURFACES A MINIMUM OF 4 IN. BACK-ROLL TO ACHIEVE A MINIMUM WET MIL COATING OF 50 MILS.
 - B. WHILE BASE FLASHING IS STILL WET, FULLY EMBED A TARGET OF **TREMCO PERMAFAB** REINFORCEMENT INTO THE BASE COAT USING A BRUSH OR ROLLER UNTIL REINFORCEMENT IS FULLY SATURATED. INSTALLATION SHALL BE FREE OF VOIDS, POCKETS, HOLES, OR STANDING FIBERS. OVERLAP REINFORCEMENT A MINIMUM OF 3 IN.
 - C. AT CORNER CONDITIONS, THE REINFORCEMENT SHOULD WRAP BY 3 TO 4 IN. AND BE FULLY EMBEDDED INTO THE BASE COAT. USING A BRUSH, WORK THE REINFORCEMENT INTO THE CORNER, MAKING RELIEF CUTS AS REQUIRED. INSPECT THE WALL AND CORNERS FOR PINHOLES OR UNSATURATED AREAS. RE-APPLY MATERIAL WHERE REQUIRED UNTIL FULLY SATURATED.
8. FOR THE EDGE METAL PROFILES AT LOW PARAPETS:
 - A. REMOVE THE EXISTING TPO-CLAD SELF-ADHERING FLASHINGS AND SEALANT. (REFER TO RED ARROWS ON THE PHOTO.)
 - B. APPLY **TREMCO ALPHAGUARD BIO BASE COAT** ONTO THE PREPARED SUBSTRATE, FILLING ALL VOIDS AND TRANSITIONS BETWEEN THE EXISTING METAL FABRICATION. EXTEND UP AND OVER THE HORIZONTAL FACE OF THE EXISTING SHEET METAL FLASHING. BACK-ROLL TO ACHIEVE A MINIMUM WET MIL COATING OF 50 MILS.
 - C. WHILE BASE FLASHING IS STILL WET, FULLY EMBED A TARGET OF **TREMCO PERMAFAB** REINFORCEMENT INTO THE BASE COAT USING A BRUSH OR ROLLER UNTIL REINFORCEMENT IS FULLY SATURATED. INSTALLATION SHALL BE FREE OF VOIDS, POCKETS, HOLES, OR STANDING FIBERS. OVERLAP REINFORCEMENT A MINIMUM OF 3 IN.
 - D. PROVIDE A 24-GAUGE SHEET METAL CAP FLASHING TO PROTECT THE LEADING EDGE OF THE NEW COATING. ANCHOR TO THE EXISTING SHEET METAL FLASHING. REFER TO THE DIAGRAM ON THE RIGHT FOR A CONCEPTUAL DETAIL. PROVIDE TABBED OR WELDED CLOSURE PIECES AT THE ENDS OF THE PARAPETS.
9. AT THE MECHANICAL CURBS:
 - A. INSTALL **TREMCO ALPHAGUARD BIO** COATING SYSTEM WITH UPTURN PER THE ATTACHED TREMCO DETAIL LA-FR-10.
 - B. INSTALL NEW 24-GAUGE SHEET METAL SKIRT FLASHING WITH HEMMED KICK-OUT TO COUNTER FLASH OVER THE LEADING EDGE OF THE NEW COATING. USE GASKETED STAINLESS STEEL FASTENERS TO SECURE THE NEW SKIRT FLASHING TO THE EXISTING SHEET METAL COUNTERFLASHING.

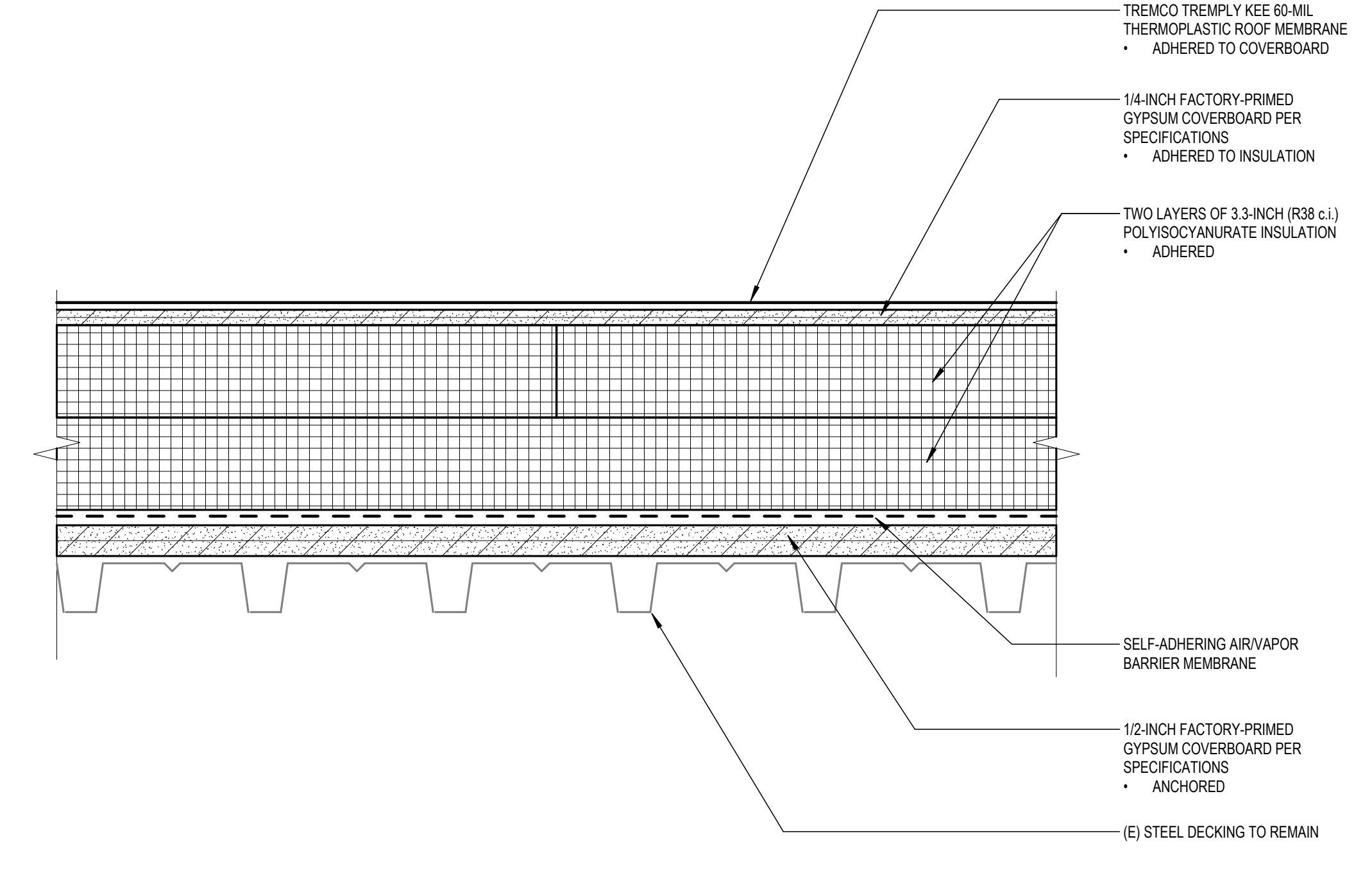
FIELD APPLICATION:

1. THE CONTRACTOR SHALL STRICTLY ADHERE TO THE MANUFACTURER'S PUBLISHED GUIDELINES FOR INSTALLATION AND SAFE STORAGE/HANDLING OF PRODUCTS. USERS MUST READ CONTAINER LABELS AND MATERIAL SAFETY DATA SHEETS BEFORE USE.
2. STORE MATERIALS BEFORE APPLICATION AT TEMPERATURES BETWEEN 40 DEGREES AND 90 DEGREES F.
3. PREVENT MATERIALS FROM PENETRATING SUBSTRATE JOINTS ENTERING THE BUILDING, OR DAMAGING ROOFING SYSTEM COMPONENTS OR ADJACENT BUILDING CONSTRUCTION.
4. FIELD PRIMER:
 - A. APPLY **TREMCO ALPHAGUARD WB PRIMER** OR **GEOGARD PRIMER**. ALLOW DRY TO TACK-FREE STATE.
5. BASE COAT:
 - A. APPLY **TREMCO ALPHAGUARD BIO BASE COAT** ONTO THE PREPARED SUBSTRATE. PROVIDE COMPLETE COVERAGE TO THE HORIZONTAL PLANE OF THE EXISTING ROOF OVER PREVIOUSLY PREPARED SEAM, JOINTS, AND ONTO THE HORIZONTAL EXTENSIONS OF BASE FLASHING WORK AT PARAPETS, CURBS, AND PENETRATIONS.
 - B. APPLY WITH A SQUEEGEE OR ROLLER AT A RATE OF 3 GALLONS PER 100 SQUARE FEET (APPROXIMATELY 48 WET MILS).
 - C. WHILE BASE COAT IS STILL WET, FULLY EMBED **TREMCO PERMAFAB** REINFORCEMENT INTO THE BASE COAT USING A BRUSH OR ROLLER UNTIL REINFORCEMENT IS FULLY SATURATED. INSTALLATION SHALL BE FREE OF VOIDS, POCKETS, HOLES, OR STANDING FIBERS. OVERLAP REINFORCEMENT A MINIMUM OF 3-INCHES.
6. TOP COAT:
 - A. WITHIN 72 HOURS OF THE BASE COAT, MIX AND APPLY **TREMCO ALPHAGUARD BIO TOP COAT** AT A RATE OF 3 GALLONS PER 100 SQUARE FEET (APPROXIMATELY 48 WET MILS).
 - B. AVOID FOOT TRAFFIC ON THE SURFACE OF THE NEW ROOF COATING FOR A MINIMUM OF 48 HOURS.

REVISIONS



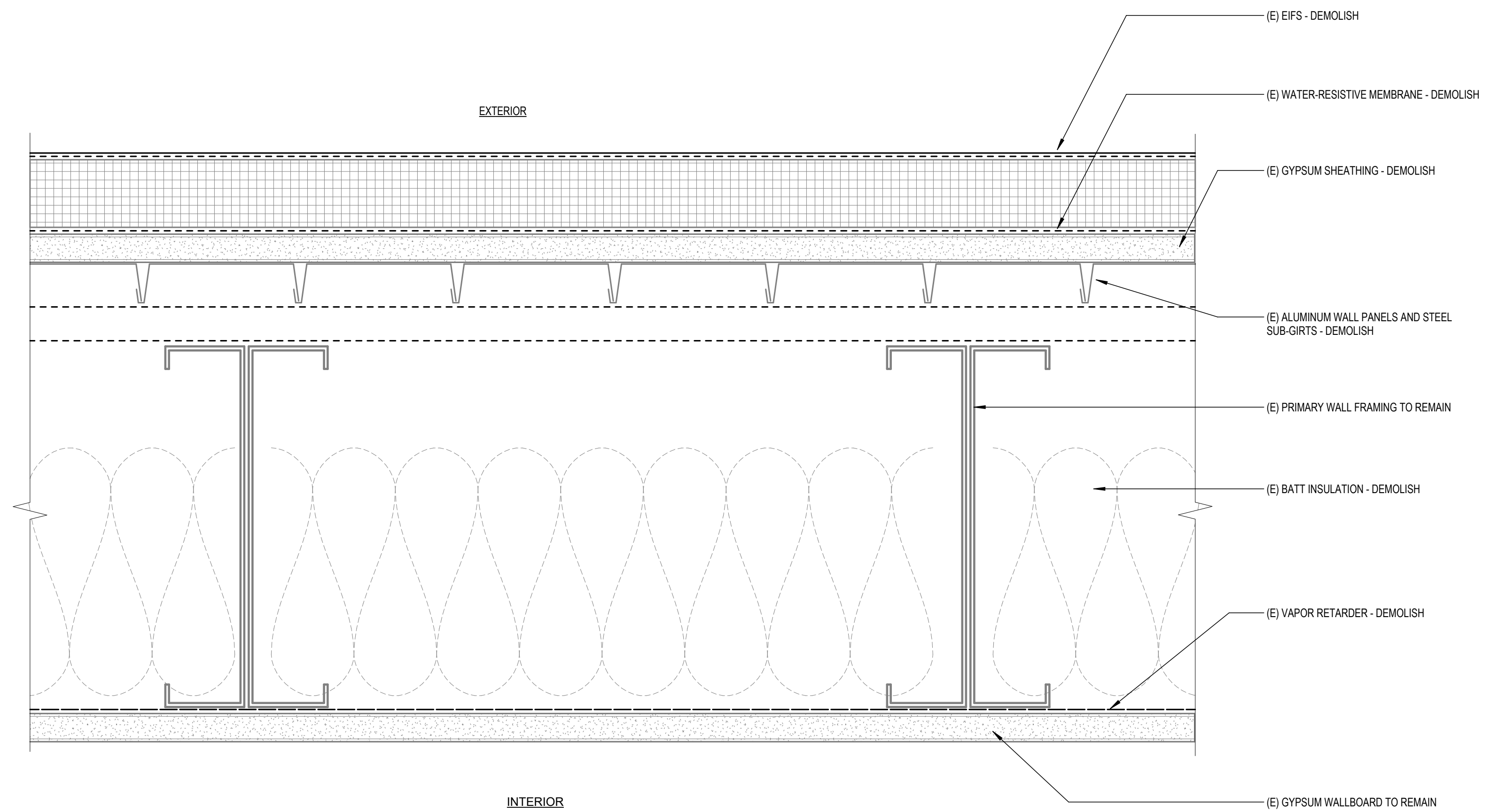
LOW-SLOPE ROOF ASSEMBLY - RESTORATION ②



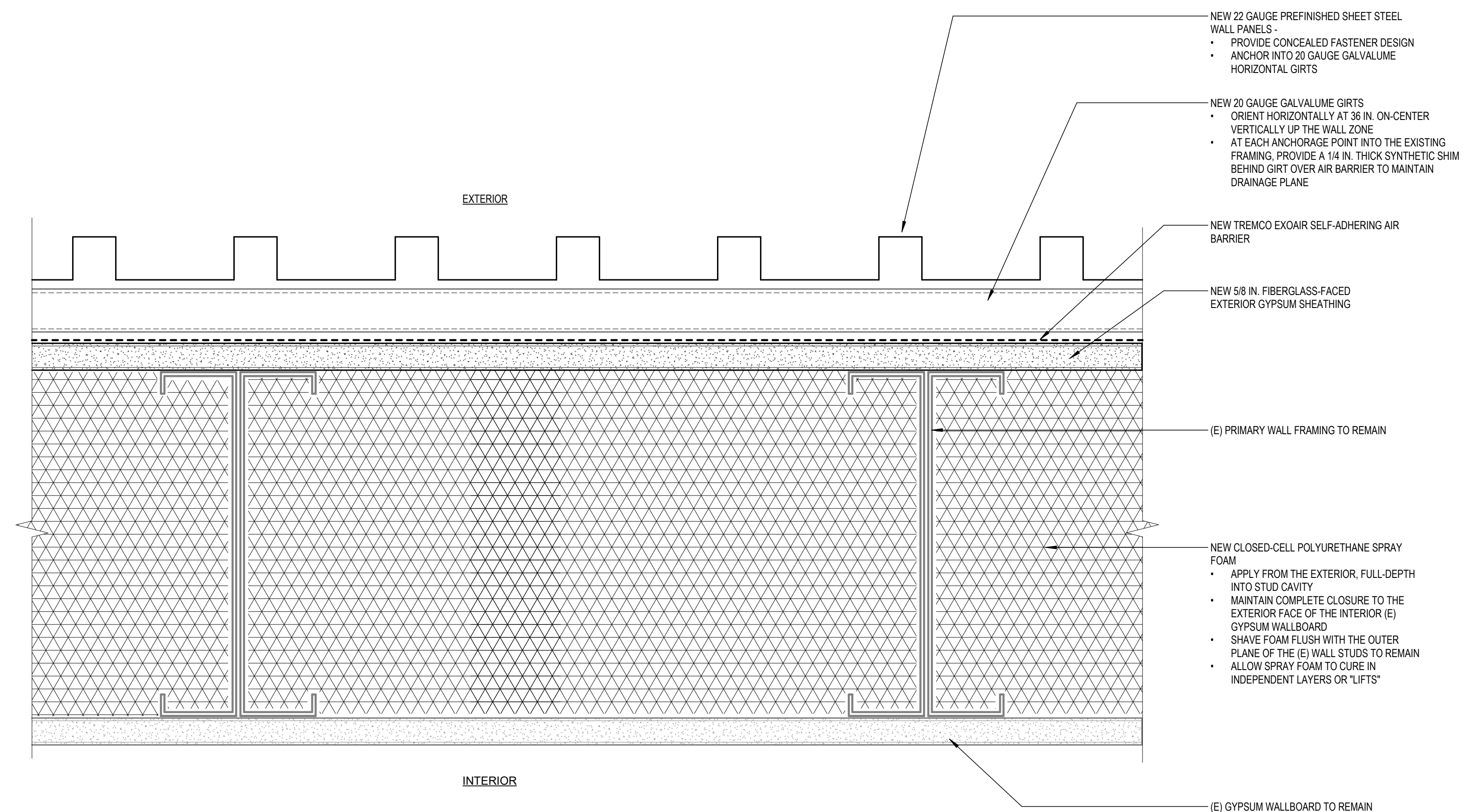
LOW SLOPE ROOF ASSEMBLY - REPLACEMENT ①

SCOPE OF REPAIR NOTES - NEW EXTERIOR WALL

- REFER TO THE WALL ASSEMBLIES (BOTH EXISTING AND NEW) FOR A COMPREHENSIVE UNDERSTANDING OF THE INTENDED SCOPE.
- DEMOLISH THE FOLLOWING COMPONENTS RELATED TO THE EXISTING ASSEMBLY. DEMOLITION SHALL BE PERFORMED FROM THE EXTERIOR, AT A MINIMUM, DEMOLISH AND LEGALLY DISPOSE OF THE FOLLOWING COMPONENTS:
 - EXISTING EIFS, SEALANT, FLASHINGS, ETC.
 - EXISTING STEEL SUB-GIRTS AND FASTENERS.
 - EXISTING EXTERIOR SHEATHING AND MEMBRANES.
 - EXISTING METAL WALL PANELS, INCLUDING ANCHORAGE CLIPS, SUB-GIRTS, AND FASTENERS.
 - EXISTING BATT INSULATION WITHIN THE STRUCTURAL WALL FRAMING.
 - WHERE THE EXISTING SHEET PLASTIC VAPOR RETARDER IS PRESENT, CAREFULLY CUT AWAY, LEAVING ONLY MEMBRANE BETWEEN WHERE THE GYPSUM WALLBOARD OR INTERIOR FINISH COMPRESSES IT BETWEEN THE STUD FLANGE.
- PRESERVE THE EXISTING GYPSUM WALLBOARD. REPAIR WHERE NECESSARY TO ENSURE NO VOIDS OR HOLES ARE PRESENT TO THE INTERIOR SPACES.
- THOROUGHLY CLEAN THE INTERIOR STUD CAVITIES.
- REVIEW THE CONDITION OF THE STEEL STUDS FOR SIGNS OF CORROSION, TOPICAL CORROSION:
 - REMOVE WITH WIRE WHEELS, WIPE WITH XYLENE, AND ALLOW FLASH.
 - TREAT AREAS WITH COLD GALVANIZING SPRAY AND ALLOW CURE.
- APPLY CLOSED-CELL SPRAY FOAM (MIN. 2.0 LBS. PER CU. FT. DENSITY) TO FULL DEPTH WITHIN THE STRUCTURAL STUD CAVITY.
 - ALLOW PASSES OR "LIFTS" OF SPRAY FOAM TO CURE APPROPRIATELY PRIOR TO THE ADDITION OF SUBSEQUENT LAYERS.
 - AFTER CURE OF THE FINAL LAYER, SHAVE SPRAY FOAM FLUSH WITH THE OUTER PLANE OF THE STUDS.
- INSTALL 5/8 IN. FIBERGLASS-FACED GYPSUM SHEATHING. ANCHOR WITH BULE-HEADED SCREWS 4 IN. ON-CENTER AT BOTH PANEL EDGES AND IN THE FIELD OF THE BOARDS.
- PROVIDE TREMCO EXO AIR SELF-ADHERING AIR BARRIER OVER THE EXTERIOR SHEATHING, PER THE DETAILS.
- INSTALL 20 GAUGE GALVALUME SUB-GIRTS, HORIZONTALLY, UP THE WALL, 36 IN. ON-CENTER.
 - ANCHOR THE GIRTS INTO THE STEEL FRAMING AT EACH INTERVAL WITH TEK-HEADED STRUCTURAL SCREWS.
 - PROVIDE A 1/4 IN. SHIM BEHIND THE FLANGE OF THE GIRTS AT EACH ANCHOR TO MAINTAIN THE DRAINAGE PLANE.
- INSTALL 22 GAUGE GALVANIZED SHEET STEEL WALL PANELS OVER THE SUB-GIRTS.

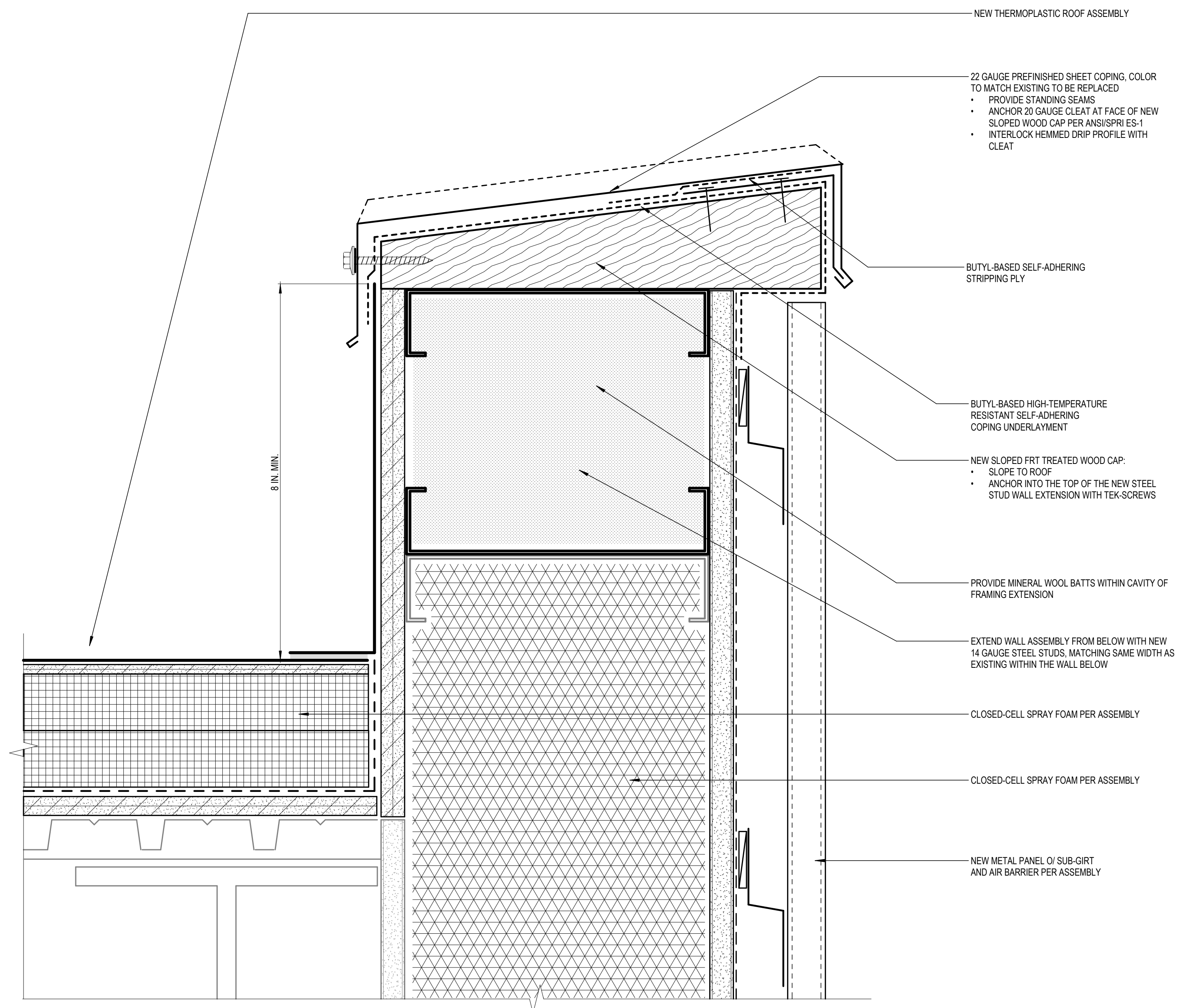


EXISTING POOL EXTERIOR WALL - DEMOLITION ④



EXISTING POOL EXTERIOR WALL - DEMOLITION ③

BLATCHLEY MIDDLE SCHOOL-ENVELOPE RENEWALS
 8775 NE 15th Street, Portland, OR 97230
 801 Harbor Point Road, Suite 8, Sikee, AK 99535



PARAPET AT NEW ROOF ABOVE POOL ROOM ①
 6" = 1'-0"



Dr. Deidre Jenson
Superintendent Report
11/5/24 Board Meeting

Professional Development:

Our professional development will focus on Tier I Instruction to promote alignment across K-12 content areas, utilizing research and evidence-based practices to enhance student engagement and overall collective efficacy.

November 1st was an in-service day. In the morning, one hour was spent with principals addressing individual building needs, one hour was spent with a presentation from retirement counselor for both our PERS and TERS employees, and one hour was spent on getting input from staff about our professional development goals, needs, and possible direction. We are adding clarity to what Tier 1 professional development means and what it should look like. We are continually refining our short term (1 year) and long term (3-5 year) plan to provide continuity and address needs. The afternoon was set aside for collaboration with general education teachers and special education teachers regarding special education services.

New Projects:

Phone system:

We are considering switching to Teams phones, which will offer several significant benefits to the district. First, it provides substantial cost savings, with an estimated reduction of \$5,812 compared to continuing with ACS. This transition not only reduces expenses but also streamlines communication by integrating phone services with our existing Microsoft platform. For example, users and phone numbers will be managed in one location. This integration enhances collaboration and productivity, as employees can make and receive calls directly within Teams, alongside their chats, meetings, and files. Calls can be made on a traditional stand-alone phone, from the Teams app on personal cell phones, or from the Teams app on a user's computer. Additionally, Teams phones offer advanced features such as voicemail-to-email, call queues, and auto attendants, which improve overall efficiency and user experience.

Current monthly cost with ACS: \$7,183

One-time cost for switching: \$37,180, most of which is the phones

Expected monthly cost with Teams phones: \$1,370 for 190 users

Estimated monthly savings: \$5,812

If we made this switch we could recoup those initial costs by the end of the year, saving a considerable amount of money next year.

The SSD Technology Committee and Administration have reviewed this proposal, with the next steps involving gathering input from staff and discovering potential transition problem areas. If we choose to move forward this will come before the board in December.

Graduation requirements/Dual Credit: There are initial conversations regarding graduation requirements. Our current graduation requirement is 23 credits. It is not uncommon for graduation requirements to be 24 for a 6-period schedule. The purpose of increasing the requirements is to ensure that seniors are taking advantage of the time they have in their senior year with a full load. Similarly, we are exploring ways to increase dual credit options for students. This is a budgetary concern, and we will be giving it some careful consideration and having discussions with stakeholders. UAS Sitka and Sitka currently have a partnership of 1/3, 1/3, 1/3, meaning, UAS covers one third of tuition, the family covers one third of tuition, and the school district covers one third of tuition. From my understanding, UAS is the only university that offers this, and it has become a budgetary concern for UAS. It has frequently been an equity concern as well as a general concern for SSD administration regarding the ability of all families to afford this expense. We will continue to explore options and brainstorm with stakeholders to ensure that all perspectives and possibilities are considered.

Enrollment/Budget: The October count is completed as of October 25th. Our current enrollment is 1043, which is down from our last year's enrollment count of 1112. We anticipated this and built our budget off 1032, leaving us a little above that budget number.

Continued Projects:

Pre-K:

1. The purpose is two-fold: provide early intervention and assist our incoming kindergarteners meet the AK Reads Act initiatives as well as assist the community with the lack of child-care.
2. **This is a tuition-based program, so it will not add expenses to our budget.** The board approved this on October 8th.
3. We are going to start small with a class of 10 students and 1 PreK teacher. Marlie Wild has been hired as the PreK teacher. Welcome Marlie!
4. Part of the job description for this position was to provide coordination and oversight for the Ventures program. You will see Marlie starting immediately in a temporary role to assist with this.
5. Even though Marlie is starting now, we are not starting PreK right immediately, but it will be soon. We are looking at **a tentative start date of November 18th but have some details to work out yet.** I'm sure there are lots of questions regarding programming. We'll share more when we have those details firm.
6. I spoke at the Assembly meeting last week to connect with them and have made site visits with all the PreK, except for SJ. I have yet to connect with them. We are not trying to compete with other Preschool programs in town, nor impose on their enrollment. The need is greater than our current preschools can fulfill. If you would like more information about this, please let me know and I can share information from the Early Childhood Coalition as well as information about the Chamber's Childcare Series they are hosting.
7. This is a pilot year. If we can run a successful program for 3 years, then we can apply for .5 ADM with the state. If they increase that funding to 1.0 full time average daily membership, we would be prepared to increase that programming and thus increase our enrollment numbers.

8. If you have further questions about the PreK, please reach out to Principal Jill Lecrone or Ms. Wild

Food Service Projects:

*We are getting caught up on our National School Lunch Requirements.

*We are continually looking into grants to assist with next year.

*We are beginning to build a possible budget for next year if we take this on in house. We anticipate that we will need to bring a plan before the board at the February or at the latest March board meeting, so the board can decide if we take it on in house or put out an RFP.

Superintendent Travel:

*Superintendent attended a Crisis Prevention Intervention training in Anchorage for one day, October 31st.

*AASB conference will be this week starting Thursday November 7th and ending Sunday November 10th.

*ALASBO (Alaska Association of School Business Officials) Annual conference is December 9-11th, with a Preconference for new business managers and new superintendents. We will be taking a small team including the superintendent and business manager to attend this conference and pre-conference.

Board Training: Friday evening, October 25th and Saturday, October 26th was our board training with AASB. I found this to be an extremely helpful meeting and am thankful that our board supports this training.

Demographic / Enrollment (Headcount) Breakdown

As of 11/1/2024

	BES	KGH	BMS	SHS	PHS	RCH	Total
PK	17					0	17
KG	55					5	60
1	64					8	72
2		77				5	82
3		69				7	76
4		58				8	66
5		69				5	74
6			69			1	70
7			80			3	83
8			90			4	94
9				67	7	0	74
10				86	11	2	99
11				76	8	2	86
12				76	12	2	90
Bldg Total	136	273	239	305	38	52	1043

Sitka School District

November 1, 2024

Monthly Revenue Report

Account No	Account Description	Current Budget	YTD Encum	YTD Revenues	Remaining Balance	Percent Outstanding
25-100-000-000-000-011	CITY/BORO APPROPRIATION	7,735,562.00	0.00	1,278,260.34	6,457,301.66	83.48%
25-100-000-000-000-040	MISC. LOCAL REVENUE	45,000.00	0.00	25,380.02	19,619.98	43.60%
25-100-000-000-000-047	E-RATE REVENUE	69,076.00	0.00	69,076.80	-0.80	0.00%
25-100-000-000-000-050	QUALITY SCHOOLS	40,945.89	0.00	0.00	40,945.89	100.00%
25-100-000-000-000-051	FOUNDATION	12,341,898.57	0.00	1,903,640.00	10,438,258.57	84.58%
25-100-000-000-000-056	TRS ON-BEHALF	1,121,045.14	0.00	0.00	1,121,045.14	100.00%
25-100-000-000-000-057	PERS ON-BEHALF	84,004.67	0.00	0.00	84,004.67	100.00%
25-100-000-000-000-090	MISC. STATE REVENUE	7,000.00	0.00	0.00	7,000.00	100.00%
25-100-000-000-000-110	IMPACT AID	70,000.00	0.00	0.00	70,000.00	100.00%
25-100-000-000-000-190	FEDERAL THROUGH OTHER IN	300,000.00	0.00	0.00	300,000.00	100.00%
25-100-000-140-000-040	MISC. LOCAL REVENUE	0.00	0.00	963.00	-963.00	#DIV/0
Report Total		21,814,532.27	0.00	3,277,320.16	18,537,212.11	

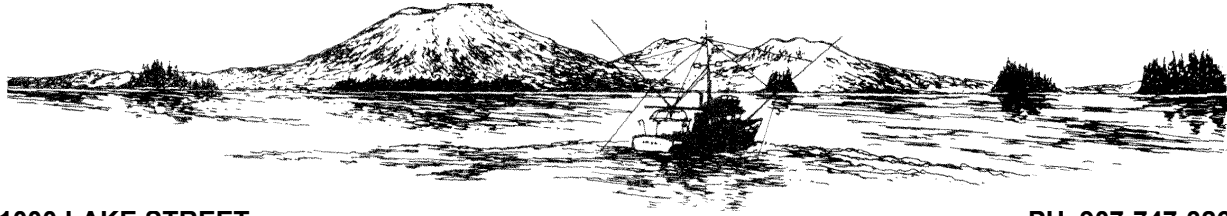
Monthly Expense Report

Accounts Summarized By Function	Current Budget	YTD Encumbrance	YTD Expenditures	Remaining Balance	Percent Available
100 - REGULAR INSTRUCTION	8,212,809.83	91,401.70	1,841,940.90	6,279,467.23	76.46%
120 - BILINGUAL/BICULTURAL	117,937.92	0.00	21,323.30	96,614.62	81.92%
130 - ENRICHMENT	3,498.40	0.00	243.05	3,255.35	93.05%
140 - CORRESPONDENCE STUDY	410,717.65	158,688.81	71,862.96	180,165.88	43.87%
160 - VOCATIONAL EDUCATION	400,778.72	2,535.72	93,986.82	304,256.18	75.92%
200 - SPECIAL ED INSTRUCTION	5,128,709.58	61,956.03	1,040,914.12	4,025,839.43	78.50%
220 - SPECIAL ED SUPPORT	1,103,130.39	5,326.34	225,896.51	871,907.54	79.04%
300 - PUPIL SUPPORT	9,668.91	0.00	0.00	9,668.91	100.00%
320 - GUIDANCE	596,257.66	0.00	124,056.19	472,201.47	79.19%
330 - HEALTH SERVICES	121,550.10	0.00	11,436.30	110,113.80	90.59%
350 - SUPPORT SERVICES	218,000.00	87,780.00	41,662.74	88,557.26	40.62%
351 - IMPROVEMENT INSTRUCTION	3,000.00	0.00	0.00	3,000.00	100.00%
352 - LIBRARY SERVICE	54,563.12	0.00	76,578.35	-22,015.23	-40.35%
400 - SCHOOL ADMINISTRATION	1,272,283.01	1,492.08	273,083.85	997,707.08	78.42%
450 - SCHOOL ADMIN. SERVICES	765,004.20	0.00	204,786.90	560,217.30	73.23%
510 - DISTRICT ADMINISTRATION	163,630.57	47,080.24	89,236.66	27,313.67	16.69%
511 - SCHOOL BOARD	86,378.80	7,461.15	10,142.02	68,775.63	79.62%
512 - SUPERINTENDENT'S OFFICE	474,747.92	0.00	168,155.52	306,592.40	64.58%
518 - SAFETY AND SECURITY	1,000.00	0.00	0.00	1,000.00	100.00%
550 - DISTRICT ADMIN. SUPPORT	651,835.72	0.00	350,090.92	301,744.80	46.29%
556 - TECHNOLOGY SERVICE	349,861.82	900.00	113,755.42	235,206.40	67.23%
600 - MAINTENANCE/OPERATIONS	2,438,635.37	587,545.64	671,472.81	1,179,616.92	48.37%
700 - Athletics	298,080.37	0.00	41,987.26	256,093.11	85.91%
780 - COMMUNITY SERVICES	5,232.98	0.00	0.00	5,232.98	100.00%
900 - FUND TRANSFERS	250,000.00	0.00	0.00	250,000.00	100.00%
Report Total	23,137,313.04	1,052,167.71	5,472,612.60	16,612,532.73	

*The State has required all Districts to recognize and report on their financial statements their portion of the TRS/PERS relief as passed by 2008 Legislature appropriation. This recognition causes the total budget to appear inflated by 3,981,582 from the approved 2013 budget. The value is represented in the Revenue section as TRS On-Behalf (3,604,877) and PERS On-Behalf (376,705) and in the Expenditure section it is included in the various functions as a portion of benefits (3,981,582). No actual dollars pass through the District.

SITKA HIGH SCHOOL

ACCREDITED BY THE NORTHWEST ASSOCIATION OF SECONDARY SCHOOLS AND COLLEGES



**1000 LAKE STREET
SITKA, ALASKA 99835**

**PH. 907-747-3263
FAX 907-747-3229**

October 15, 2024

Dear School Board,

Stacy Golden (SHS science) and I (Ariel Starbuck - SHS Spanish) are proposing a joint venture to Belize and Guatemala during the week of April 14 – April 18th, with students enrolled in Spanish 3 and 4, or Marine Biology.

The initial cost of the trip is approximately \$2600 and it includes two meals a day, accommodations, travel, and airfare. We are looking at departing Sitka April 11th and returning to Sitka April 19, missing 4 days of school. We chose this time because of the high number of students involved in spring activities, wanting to provide as much opportunity as we can to eligible students. We do have scholarship money available for students this year.

This will be my 16th trip with students out of the country in my 20 years as a Spanish teacher with the Sitka School District. Stacy and I traveled together with 16 students in 2022 and it was a wonderful adventure together, we want to do it again!

Please do not hesitate to reach out to us with any questions prior to the board meeting, but we are also happy to answer all your questions at the November school board meeting.

Thank you for your consideration,

Ariel Starbuck and Stacy Golden

Sitka High School



Agenda Item Details

Meeting	11.5.24– School Board Meeting
Category	Action Item
Subject	SSD MEMORANDUM #003 – SPED supplemental curriculum
Type	New Business
Recommended Action	Approve purchase of Teach Town Supplemental Special Education Curriculum

SITKA SCHOOL DISTRICT
SITKA, ALASKA

SSD MEMORANDUM #003 (2024-2025)

November 1st, 2024

TO: SCHOOL BOARD
FROM: DEIDRE JENSON, SUPERINTENDENT
SUBJECT: Special Education Supplemental Curriculum

(SSD Guiding Principle #9: The District will be open, transparent, and accountable to the public.)

RECOMMENDATION:

It is the Administration’s recommendation that the School Board approve the purchase of Supplemental Special Education curriculum, Teach Town, in the amount of \$44,250 for the FY25 school year.

PERTINENT FACTS:

The district is required to provide special education and related services to identified special education students. Special education staff that support students with the highest needs are required to create modified and/or adapted curriculum to meet student’s IEP goals. The Learning Support Director, with input from special education teachers, is recommending the purchase of a supplemental special education curriculum (Teach Town enCore) that will provide modified curricular options and resources to support student learning needs across ELA, Math, Science, Social Studies, and Adaptive skills.

1. Teach Town's enCore curriculum has been reviewed by district special education staff and has the resources to provide modified and adapted lessons to our highest need students Kindergarten through 12th grade. This resource is recommended by our outside consultants for high need students and is in use in other Alaska districts with positive recommendations.
2. A per student subscription to the digital components of this resource would be charged on a per student license (with a minimum of 10 students required). For the 2024-25 school year, 22 licenses are recommended for purchase for access for our K-12 intensive needs students with a re-occurring cost of approximately \$8250 per year or \$375 per student. Renewal of online digital resources in the future would come from the VI-B federal special education grant.
3. For the initial purchase of this supplemental special education resource, district administration is recommending the purchase of the physical resources that accompany the digital resources for this program. These physical resources are printed student workbooks , manipulatives, teacher guides, and leveled reading materials across content areas would provide special education staff valuable resources to work with these identified students. The one-time cost for FY25 for these physical resources would be \$27,747.
4. Training for special education staff on these new resources would be provided in three installments across the remainder of this school year and would support special education teachers and paraprofessionals with the training and tools to implement these new supports and individualized them to each student. Cost for this series of trainings and access to virtual classroom trainings for FY25 will be \$5900.
5. Overall cost to for purchase of this supplemental special education resource for FY25 would be \$44,250. Funding the purchase of this supplemental special education curriculum would come from our federal special education grant (VI-B) and will not impact the general fund.

Prepared by: Dr. Deidre Jenson/Chris Voron

Sitka School District Mission:

The Sitka School District will intentionally develop

Haa Latseení

(Our Strength of Mind, Body, and Spirit)

**to inspire and prepare students to be compassionate, empowered,
and equipped critical thinkers within a global community.**

School Board Meeting

Proposed Agenda

1. **Recognitions - 5:45 - 6:00 p.m.**
 - **Haa Latseeni**
2. **Call to Order - 6:00 p.m.**
3. **Flag Salute**
4. **Land Acknowledgment**
5. **Roll Call**
6. **Approval of the Proposed Agenda and Consent Agenda**
 - a. Minutes from
 - b. Personnel Report
7. **Persons to be Heard – Non-Agenda Items**
8. **Special Reports: Government to Government**
9. **School Highlights**
10. **Reports and Presentations**
11. **Board Member Reports**
12. **Superintendent Update**
13. **New Business**
14. **Future Agenda Items/Upcoming Events**
15. **Final Comments – Public and Board**
15. **Adjournment**

BB 9123 CLERK

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required.
2. Maintain such other records or reports as required by law.
3. Sign the minutes of the Board meetings following their approval.
4. Sign documents as directed by the Board on behalf of the district and sign all other items which require the signature of the clerk.
5. Serve as presiding officer in the absence of the president and vice president.
6. ~~Sign checks.~~
7. Perform any other duties assigned by the Board, ~~such as delivering written notes.~~

(cf. 9120 - Officers and Auxiliary Personnel)

Legal Reference:

ALASKA STATUTES

[14.14.070](#) *Organization of school board*

[14.14.020](#) *Bond required*

Adoption Date: October 10, 1995

Revision Date: December 1, 2015

Sitka School District

BB 9121 PRESIDENT

The Board president shall preside at all School Board meetings. He/she shall:

1. Call the meeting to order at the appointed time;
2. Announce the business to come before the Board in its proper order;
3. Enforce the Board's policies relating to the order of business and the conduct of meetings;
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
5. Explain what the effect of a motion would be if it is not clear to every member;
6. Restrict discussion to the question when a motion is before the Board;
7. Rule on parliamentary procedure;
8. Put motions to a vote, and state clearly the results of the vote.

The president shall have all the rights of any member of the Board, including the right to move, second, discuss, and vote on all questions before the Board.

The president shall also perform other duties as directed by the Board, and state laws, regulations and the Board, including the duty to:

1. Sign all instruments, acts, and orders necessary to carry out state requirements and the will of the Board;
2. Prepare the boards agendas in consultation with the Superintendent or designee;
3. Appoint and disband all committees, subject to Board approval;
4. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law;
5. Excuse board member absences from regular board meetings.

(cf. 9223 - Board Vacancies)

6. Confer with the Superintendent or designee on crucial matters which may occur between Board meetings;
7. Be responsible for the orderly conduct of all Board meetings.
8. Share informational mail with other Board members.
- 8-9. Attend one City of Sitka Assembly meeting per month to inform the Assembly of Board Activities.

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

(cf. 9120 - Officers and Auxiliary Personnel)

(cf. 9320 - Meetings)

(cf. 9322 - Agenda/Meeting Materials)

Legal Reference:

ALASKA STATUTES

[14.14.070](#) *Organization of school board*

Adoption Date: October 10, 1995

Sitka School District

BB 9310 POLICY MANUAL

In governing the district, the School Board has pledged to consider the will and needs of the community. The district's policy manual is developed, distributed and maintained for the purpose of communicating to interested parties the policies, regulations and bylaws within which our schools will operate.

The Board desires that the community and district employees have access to the policy manual. The Board welcomes suggestions from the public regarding its adopted policies and regulations. A [link to the](#) public copy of the manual shall be maintained ~~in the district central office and~~ on the Sitka School District web site so that it may be examined by students, staff and other interested parties ~~during normal business hours at any time.~~

(cf. 1340 - Access to district records)

As necessary, the district shall develop or revise policies and regulations in order to reflect new legislation and changing community views.

(cf. 9311 - Board Policies)

(cf. 9312 - Board Bylaws)

(cf. 9313 - Administrative Regulations)

Legal Reference:

ALASKA STATUTES

[14.12.020](#) *Support, management, and control*

Adoption Date: October 10, 1995

Revision Date: December 1, 2015

Sitka School District