

**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**

**Wednesday, May 7, 2025 | 5:45 PM | Harrigan Centennial Hall, 330 Harbor Drive, Sitka, AK 99835**

### *Proposed Agenda*

1. **Recognitions - 5:45 - 6:00 p.m.**
  - **Haa Latseeni**
  - **Mock Trial Champions**
  - **AASG Students**
  - **Rita Christianson - Champion of Arts in Education**
  - **Retirees: Charlotte Kimber**
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 April 2, 2025
  - 6.b. Minutes from April 30, 2025
  - 6.c. April 9, 2025 Policy Committee Recap
  - 6.d. Personnel Report
  - 6.e. BP and AR 1331 - Memorial Policy (ADOPT)
  - 6.f. BP 4158 Employee Security (ADOPT)
  - 6.g. BP 3311 Bids (Revised)
  - 6.h. AR 3310 Purchasing Procedures (Revised)
7. **Persons to be Heard**
8. **Special Reports: Government to Government**
9. **School Highlights - Sitka High School**
10. **Board Member Reports**
11. **Superintendent Report**
  - 11.a. Enrollment Report
12. **New Business**
13. **Future Agenda Items/Upcoming Events**
  - 13.a. May 15, 2025 Policy Committee | 5:00 p.m. | DO Boardroom
  - 13.b. June 18, 2025 - School Board Meeting | 6:00 p.m. | DO Boardroom
  - 13.c. May 17, 2025 - Pacific High School Graduation | 2:00 p.m. | Sheet'ka Kwaan Naa Kahidi Community House

13.d. May 19, 2025 - Sitka High School Graduation | 7:00 p.m. | SHS Gym

13.e. May 21, 2025 - Blatchley Middle School Rites of Passage | 11:00 a.m. | SHS Gym

14. **Final Comments from the Public**

15. **Final Comments from the Board**

16. **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**

**April 2, 2025 – 6:00 p.m.  
Harrigan Centennial Hall**

**Sitka School District**

*Superintendent: Dr. Deidre Jenson*

1. **RECOGNITIONS**

Haa Latseeni Students of the Month  
DDF State Champions  
Boys Basketball State Runner-Up
2. **CALL TO ORDER**

The meeting of the Sitka School Board was called to order by President Phil Burdick at 6:01 p.m. at Harrigan Centennial Hall
3. **FLAG SALUTE**
4. **LAND ACKNOWLEDGMENT**
5. **ROLL CALL**

In attendance were board members Amanda Williams, Steve Morse, Tom Williams, Paul Rioux, President Phil Burdick, and Student Representatives Francis Myers and Gus Maxwell. The meeting was quorate.
6. **APPROVAL OF THE PROPOSED AGENDA AND CONSENT AGENDA**
  - a. **MINUTES FROM MARCH 5, 2025**
  - b. **PERSONNEL REPORT**
  - c. **CERTIFIED TEACHING CONTRACTS**

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

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

Sitka High School Student Council Advisor, **Freddie Charbonneau**, informed the board that the statewide conference of the Alaska Association of Student Government is being held in Sitka from April 24<sup>th</sup>-26<sup>th</sup>. It is being co-hosted by Mt. Edgecumbe High School. Over 35 schools from around the state are participating.
8. **GOVERNMENT TO GOVERNMENT**

There was no government to government report at this meeting.

## 9. SCHOOL HIGHLIGHTS

**Jamie Eells, REACH Coordinator**, gave a presentation to the board on the district's correspondence program.

## 10. BOARD MEMBER REPORTS

**Mr. Maxwell** shared news from PHS and informed the board that PHS has used over 550 pounds of produce from the PHS garden for school meals. They are starting seeds now for harvest next school year.

**Mr. Myers** reported on current activities at SHS, including a job fair that gave students practice in writing resumes and applying for jobs. He also shared that he had recently traveled to Washington, D.C. with the National Association of Student Councils to advocate for federal funding of education.

**Mr. Rioux** stated that he had attended a tribal council meeting with Superintendent Jenson. He participated in a Marine STEAM workshop with MEHS students, where the students learned about careers in the maritime industry.

**Ms. Williams** reported on things going on at KGH, including a talent show and the upcoming project fair.

**Mr. Morse** shared that he stopped by XTS to see the preschool, stating that he was very impressed with the program. He remarked that the new secure door system currently being used at XTS is a nice addition, making the building more secure.

**Mr. Williams** had nothing to report.

**Mr. Burdick** shared that he took a class on Roberts Rules of Order. He attended an AASB advocacy update. He reported on a number of bills being heard in the legislature regarding education funding and schools. Mr. Burdick reported to the Assembly on March 25<sup>th</sup>, and gave a presentation with Superintendent Jenson to the Chamber of Commerce to get feedback from the business community regarding the district's budget.

## 11. SUPERINTENDENT REPORT

**Superintendent Jenson** reported to the board on the following:

- Professional Development – Leadership Paradigm
- Continued Projects:
  - Standard Operating Procedures

- Grant Applications
- Food Service
- Budget Development
- Health Handbook
- Lunch Balances
- Updating Student Handbooks
- ‘Right-sizing’ the District
- Legislative Advocacy
- State Testing
- Update on the Strategic Plan

## 12. NEW BUSINESS

### a. APPROVAL OF PREK PROGRAM FOR 2025-2026

**Mr. Rioux** moved, and **Mr. Morse** seconded to approve the continuation of the district's Pre-K program for the 2025-2026 school year, contingent upon agreed assurances with Tlingit and Haida Head Start.

**XTS Principal Jill Lecrone** and **PreK/Ventures Coordinator Marlie Wild** gave a presentation to the board on the program’s operations.

The board took the opportunity to ask Ms. Lecrone and Ms. Wild questions regarding the program. Dr. Jenson explained that the “agreed assurances” are required in the Tlingit & Haida grant writing. Additionally, work continues to be done to improve the MOA with Tlingit & Haida.

**Mr. Williams** called Point of Order, stating that parliamentary procedure was not being followed.

**Mr. Rioux** moved, and **Mr. Morse** seconded to table the motion until after board discussion.

The motion PASSED unanimously.

Board Discussion:

Board members asked Ms. Lecrone and Ms. Wild how the number of students and teachers was arrived upon. Mr. Williams questioned the conjunction of the PreK and Ventures programs and how each program is to be funded, asserting that previously it was stated that the PreK program would be sustained only by tuition. Dr.

Jenson and Ms. Lecrone explained that, since the coordinator would be overseeing both the PreK and Ventures programs, their salary would come from both PreK tuition and the Ventures account. Mr. Williams expressed concern if expenses were to exceed revenue.

**Mr. Rioux** moved, and **Mr. Williams** seconded to take the main motion from the table.

Public Comment:

**Jamie Eells**, parent of preschool age children, stated that there are few places in Sitka offering full time care, and that the program is a great asset for the district.

Board Comment:

**Mr. Williams** asked Dr. Jenson when the district might receive confirmation from the tribal partnership. She replied that bi-weekly meetings would be starting soon.

**Mr. Burdick** stated that the motion calls for agreed assurances; the program would potentially need to run without the official support of the partners. Dr. Jenson responded that they hope to have an agreement completed by the end of May.

Following a roll call vote, the motion PASSED without opposition.

b. APPROVAL OF THE DEED 6-YEAR CIP PLAN

**Ms. Williams** moved, and **Mr. Williams** seconded to approve the DEED 6-year CIP plan, as presented.

There was no public comment on this agenda item.

Board Comment:

**Mr. Williams** asked how much the district would pay SERRC to create the CIP for DEED. Dr. Jenson could not give a specific answer, but assured the board it would not be significant.

**Ms. Williams** asked about the priorities of the items on the list and was concerned about the asbestos abatement at BMS. She was assured that the asbestos is contained beneath the intact flooring.

The motion PASSED without opposition.

c. **SALE OF THE 2004 FORD RANGER**

**Mr. Rioux** moved, and **Mr. Williams** seconded to approve the sale of the district's 2004 Ford Ranger.

There was no public comment on this agenda item.

Board Comment:

**Mr. Williams** asked if the vehicle is necessary for the district and if there were plans to replace it. Dr. Jenson said that the vehicle is not necessary for the district, and that the funds would be held in the general fund for the future when the district will need to purchase a vehicle for the food service program.

**Ms. Williams** asked for an explanation of why the city was getting rid of the truck. Dr. Jenson explained that the vehicle was being phased out of the city's fleet due to age, and the MOA directs the city to return any vehicles to the district when phased out.

Following a roll call vote, the motion PASSED unanimously.

d. **APPROVAL OF INSERVICE DATE CHANGE ON 2025-2026 SCHOOL CALENDAR**

**Mr. Williams** moved, and **Ms. Williams** seconded to approve the inservice date change on the 2025-2026 school calendar, as presented.

There was no public comment on this agenda item.

There was no board comment on this agenda item.

The motion PASSED without opposition.

e. **APPROVAL OF SUPERINTENDENT'S ANNUAL LEAVE**

**Mr. Williams** moved, and **Mr. Rioux** seconded to approve Superintendent Jenson's leave from July 8-23, 2025.

There was no public comment on this agenda item.

There was no board comment on this agenda item.

The motion PASSED without opposition.

**13. CORRESPONDENCE AND INFORMATION**

There was no correspondence or additional information for the board at this meeting.

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

- a. APRIL 9, 2025 – POLICY COMMITTEE – 5:00 P.M. – DO BOARDROOM
- b. MAY 7, 2025 – NEXT REGULAR SCHOOL BOARD MEETING

**15. FINAL COMMENTS FROM THE PUBLIC**

There were no final comments from the public.

**16. FINAL COMMENTS FROM THE BOARD**

The board discussed setting dates for budget work sessions and a special meeting for budget approval.

Budget Work Sessions:

April 16<sup>th</sup> – DO Boardroom

April 23<sup>rd</sup> – SHS Library, followed by a special meeting for budget approval (tentative)

April 30<sup>th</sup> – SHS Library – special board meeting for budget approval (if needed)

**17. ADJOURNMENT**

**Mr. Williams** moved, and **Mr. Rioux** seconded to adjourn the meeting at 9:06 p.m.

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Phil Burdick, President

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Steve Morse, Clerk

**SITKA SCHOOL BOARD  
SPECIAL MEETING  
April 30, 2025 – 5:30 p.m.  
Sitka High School Library**

**Sitka School District**

*Superintendent: Dr. Deidre Jenson*

**1. CALL TO ORDER**

The special meeting of the Sitka School Board was called to order by President Phil Burdick at 5:30 p.m. at the Sitka High School Library.

**2. FLAG SALUTE**

**3. LAND ACKNOWLEDGMENT**

**4. ROLL CALL**

In attendance were board members Amanda Williams, Steve Morse, Tom Williams, Paul Rioux, and President Phil Burdick. The meeting was quorate.

**5. APPROVAL OF THE PROPOSED AGENDA**

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

The motion PASSED without opposition.

**6. PERSONS TO BE HEARD**

**Roxann Gagner** thanked the board for the budgeting process. She thanked Superintendent Jenson for the thoughtful process in hiring the Sitka High School Principal, and commented that the April 25<sup>th</sup> inservice for professional development was the best she had ever attended in her career.

**7. NEW BUSINESS**

**a. APPROVAL OF THE 2025-2026 SSD BUDGET**

**Mr. Williams** moved, and **Mr. Morse** seconded to approve the Sitka School District FY26 budget in the amount of \$23,709,666, as presented, pending final state funding.

There was no public comment.

Board Comment:

**Mr. Rioux** asked Dr. Jenson for some clarification regarding the district's reserves if the state approves a \$680 increase in the BSA.

**Mr. Rioux** moved, and **Mr. Williams** seconded to amend the main motion by moving \$130,503.70 from Code 315 in the District Wide budget to Code 315 in the Pacific High budget.

Following a ROLL CALL vote, the amendment to the main motion PASSED unanimously.

**Mr. Williams** moved, and **Mr. Morse** seconded to approve the Sitka School District FY26 budget in the amount of \$23,709,666, as amended, pending final state funding.

Following a ROLL CALL vote, the motion PASSED unanimously.

**8. FINAL COMMENTS FROM THE PUBLIC**

There were no final comments from the public.

**9. FINAL COMMENTS FROM THE BOARD**

**Mr. Rioux** thanked SSD staff for the work they did in creating a balanced budget.

**Mr. Williams** commented on how well the board worked together in the process.

**Mr. Burdick** also thanked staff and the board for working well together.

**10. ADJOURNMENT**

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

The meeting was adjourned at 5:51 p.m.

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Phil Burdick, President

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Steve Morse, Clerk

## Dawn Georgia

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**From:** Dawn Georgia  
**Sent:** Thursday, April 10, 2025 9:03 AM  
**To:** Mindy Barry; Jamie Eells; Ryan Haug; Laura Rogers; Roxann Gagner; Paul Rioux; Deidre Jenson; Amanda Williams; Hillary Nutting  
**Cc:** Phil Burdick  
**Subject:** April 9th Meeting Recap

In Attendance:

Laura Rogers  
Ryan Haug  
Roxann Gagner  
Deidre Jenson  
Dawn Georgia

Moving forward for board approval at the May 7<sup>th</sup> meeting:

BP and AR 1331 – Memorial Policy (Revision)  
BP 4158 – Employee Security (ADOPT)  
BP 3311 – Bids (Revision)  
AR 3310 – Purchasing Procedures (Revision)

More work to do:

BP 0000 – Concepts and Roles – We will get feedback from the board in August during their goal setting meeting.  
BP 6179 – Childcare and Development Programs – More time is needed to develop this model policy for SSD.  
BP and AR 3290 – Gifts, Grants, and Bequests – Deidre will reach out to Fairbanks to see how their AR 3290 has worked.

**Next meeting – We will meet in May to consider only one policy – BP 4117.31 Certificated Personnel – Layoff/Rehire (ADOPT). We will invite more representation from SEA to assist in finalizing the policy. I will send out a Doodle poll for us to select a meeting date.**

### Gunalchéesh!

#### Dawn Georgia

Executive Administrative Assistant  
Sitka School District  
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Sitka, AK 99835  
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[georgiad@sitkaschools.org](mailto:georgiad@sitkaschools.org)



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# Sitka School District Personnel Report

as of 5/1/2025

<b>Certified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
Baucom, Ellen	XTS SPED Teacher	08/13/2025
Chmapey, Sarah	SHS SPED Teacher	08/13/2025
Rogers, Laura	SHS Principal	08/06/2025
<b>Certified Employees Left Employment</b>		
Name	Current Position	Date Effective
Buck, Naomi	XTS SPED Case Manager	05/23/2025
Teran, Hector (April Report Correction)	SHS Teacher	05/23/2025
<b>Classified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
<b>Classified Employees Left Employment</b>		
Name	Current Position	Date Effective
Bruno, Morgan (April Report Correction)	XTS Paraprofessional	02/14/2025
<b>Classified Employees Changed Positions</b>		
Name	Current Position	Date Effective

## **BP 1331 MEMORIAL POLICY**

**Note:** *Sitka School District recognizes that the loss of a student or staff member deeply impacts students, staff, families, and community members. The purpose of this policy is to ensure that the Sitka School District support staff, students and families impacted from a death by assisting them with connections to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, Sitka School District policy will provide parameters for memorial decision-making, as well as Board approved policies regarding memorial activities. Careful and deliberate consideration has been given in determining approved memorial activities on district property. This policy will be reviewed, as needed, by the district to ensure it continues to further the stated purpose.*

The intent of the District is to help in the grieving and healing processes. The District is obligated, however, to exercise caution in the method used to recognize the deceased person and his/her family. Research indicates two potential problems:

1. Memorials can be an ongoing visual reminder of what happened. From this perspective, memorials in the school or on school property pose a significant risk simply because a school is a "closed" environment. It becomes almost impossible for students to avoid the physical reminders of a death when a memorial is located on school premises. Memorials need to be an opportunity of choice, as we all grieve differently. For some, it is healthier not to be reminded.
2. Physical memorials have the potential to re-traumatize young people who have experienced trauma. Communicating immortalization may also support distorted thoughts about death or trigger impulsive acts of harm towards self or others in young people who suffer from depression, other psychological difficulties, or impulsivity.

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. The district will guide families and students in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. Memorial activities expressed at school will be approved by the superintendent or their designee.

It is further recognized that building administration, in consultation with the Superintendent, will have discretion in these situations to make professional judgments to best meet the overall needs of students, staff, parents and the community as a whole.

**ADOPTION DATE:**

**Sitka School District**



## **AR 1331 MEMORIAL POLICY**

The intent of the District is to help in the grieving and healing processes. As such, the following Administrative Regulation provides guidance in how to aide students, families, and the public in honoring individuals (students or others with strong connections to the district) who have died.

Approved temporary memorabilia may be displayed for two weeks following the death, after which time they will be given to the family by designated district officials.

Acceptable memorabilia are age-appropriate gestures of sympathy and remembrance, such as photographs, artwork, cards, and flowers. Temporary memorabilia cannot permanently alter district owned property, including lockers, desks, and uniforms/jerseys. All temporary memorabilia and memorial activities must occur under the direct supervision of the Superintendent or their designee.

School will not be dismissed early or cancelled on the day of a memorial or funeral service. Formal, school-wide recognition of anniversary dates will not occur. Flags may be lowered only in accordance with state and federal law. Student and staff absences for a memorial service will follow district policy.

### **MEMORIALS**

The life of any deceased student, staff member, or board member who dies while in attendance or active service may be commemorated. Only a perpetrator of an act of violence is excluded from commemoration. Appropriate memorials/activities that extend beyond two weeks may include:

- Creation of scholarship fund.
- Contribution to an existing scholarship fund.
- Donation to a charity or program that is dedicated to helping students.
- Collection of money to be donated to the deceased's family or charity of their choice.
- One page in the yearbook on the year of the death, or on the year the student would have graduated. Students will be included in the yearbook of the school they were enrolled in at the time of their death. Students and families may individually create additional personalized pages within the yearbook, to be included within their respective yearbook (will not be included in all yearbooks). Requires approval of building administrator.

**Memorial activities following a suicide** must be handled in a thoughtful manner that considers their potential impact on all students. Deaths caused by suicide may dramatize, sensationalize, or create an opportunity for continuing attention to the death, and may communicate that suicide is an appropriate or desired response to stress. Appropriate memorials/activities that extend beyond two weeks in this case may include:

- Contribution to an existing scholarship fund.
- Donation to a charity or program that is dedicated to helping students (i.e. purchase of a suicide prevention program for students).
- Collection of money to be donated to the deceased's family or charity of their choice.
- One page in the yearbook on the year of the death, or on the year the student would have graduated. Students will be included in the yearbook of the school they were enrolled in at the time of their death. Students and families may individually create additional personalized pages within the yearbook, to be included within their respective yearbook (will not be included in all yearbooks). Requires approval of building administrator.

## **GRADUATION**

Reading the names of students in the graduating class who died during the period of time the student cohort was in the school may help many of those participating in the graduation ceremony honor the memory of those with whom they formed close attachments. An inclusive list of those who died who will be acknowledged at the graduation ceremony can best be generated as a collaboration between school staff and the student class and should include students and school staff who died during the time the class was together regardless of the reason for the death (e.g., accident, suicide, medical illness). While the graduation ceremony is not a time to provide a tribute to those who died, since this will shift the focus away from the celebration of graduating students, it can be a time to briefly acknowledge those members of the school community who are unable to be present due to death. Their names can be read before or after the graduates are presented with their diplomas, perhaps followed by a moment of silence to provide an opportunity for personal reflection. Families of those that died, as well as students and the school staff, should be informed beforehand. If family members of a student who died wish to attend the graduation ceremony, they should be welcomed to participate as an observer rather than as part of the graduation ceremony.

### **Additional Administrative Support:**

- The District Crisis Response Team will be contacted immediately and be on campus to help students deal with the grief caused by the loss.
- Students will be encouraged to extend their support to the family.
- Administration will oversee the safe return of the student's personal effects that may be in a school locker or classroom.

**Note:** *Upon formal Board adoption of this policy and administrative regulation, current memorials will be addressed in the following manner:*

- 1. All photographs, plaques and memorabilia will be returned to the family of the deceased.*
- 2. All scholarships will be maintained until funds are exhausted.*
- 3. All non-monetary award plaques will be maintained until name plates are filled.*
- 4. Memorials for adults that demonstrated exceptional service to their country and/or community may be displayed, as determined by the Superintendent or their designee.*

*\*\*Existing district facilities named in honor of school/community members, and their accompanying pictures/plaques, will be retained.*

**ADOPTION DATE:**

**Sitka School District**

# Model Policy

## BP 4158/4258/4358 EMPLOYEE SECURITY

Note: Alaska school districts are required to adopt standards relating to when a teacher, teacher's assistant, or other person responsible for students is authorized to use reasonable and appropriate force to maintain classroom safety and discipline. Effective October 2014, the use of restraint and seclusion of students is strictly limited and in some situations prohibited by law. [AS 14.33.125](#). Any use of restraint or seclusion by a district employee of a student must comply with all legal requirements. A teacher, teacher's assistant, principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. [AS 14.33.130](#). This group is protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. [AS 14.33.140](#), and the Every Student Succeeds Act.

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

(cf. 5144 - Discipline)

(cf. 5142.3 – Restraint and Seclusion)

~~Note: A teacher, teacher's assistant, administrator, or other employee responsible for students who, during the course of employment, observes a student committing a crime must report the crime to local law enforcement. [AS 14.33.130](#). The obligation to report to law enforcement resides with the staff member observing the crime. "Crime" means an offense for which a sentence of imprisonment is authorized; a crime is either a felony or a misdemeanor. [AS 11.81.900](#).~~

Employees shall promptly report any student attack, assault or threat against them to the ~~ir direct supervisor-Superintendent or designee~~. The employee and the principal or other immediate supervisor both ~~shall~~ may promptly report such instances to the

Commented [DJ1]: wondering if we should reference training

Commented [DJ2R1]: Look up state statute and possibly reference it if it is used.

Commented [DJ3R1]: add reporting timelines

Commented [DJ4R1]: AS 14.33.127

Commented [DG5R1]: Sec. 14.33.125 b.4

appropriate local law enforcement agency. Any reports to local law enforcement will be reported to the superintendent as soon as practicable.

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

Legal Reference:

ALASKA STATUTES

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

[11.81.900](#) Definitions

[14.33.120-.140](#) School disciplinary and safety program

ALASKA ADMINISTRATIVE CODE

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

UNITED STATES CODE

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

Revised 4/2022

**AASB POLICY REFERENCE MANUAL**

**9/92**

**AASB Policy Reference Manual**

Commented [DG6]: CPI training is referenced in this code

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# **Model Policy**

## **BP 4158/4258/4358 EMPLOYEE SECURITY**

Note: Alaska school districts are required to adopt standards relating to when a teacher, teacher's assistant, or other person responsible for students is authorized to use reasonable and appropriate force to maintain classroom safety and discipline. Effective October 2014, the use of restraint and seclusion of students is strictly limited and in some situations prohibited by law. [AS 14.33.125](#). Any use of restraint or seclusion by a district employee of a student must comply with all legal requirements. A teacher, teacher's assistant, principal, or another person responsible for students may not be terminated or otherwise subjected to formal disciplinary action for lawful enforcement of a school disciplinary and safety program, including behavior standards. [AS 14.33.130](#). This group is protected from civil liability for acts or omissions arising out of enforcement of the disciplinary and safety program while in the course of employment, unless the act constitutes gross negligence or reckless or intentional misconduct. [AS 14.33.140](#), and the Every Student Succeeds Act.

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

*(cf. 5144 - Discipline)*

*(cf. 5142.3 – Restraint and Seclusion)*

Employees shall promptly report any student attack, assault or threat against them to their direct supervisor. The employee and the principal or other immediate supervisor both may promptly report such instances to the appropriate local law enforcement agency. Any reports to local law enforcement will be reported to the superintendent as soon as practicable.

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

*Legal Reference:*

### ALASKA STATUTES

[11.81.430](#) *Justification, use of force, special relationships*

[11.81.900](#) *Definitions*

[14.33.120-.140](#) *School disciplinary and safety program*

ALASKA ADMINISTRATIVE CODE

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

UNITED STATES CODE

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

**ADOPTION DATE:**

**Sitka School District**

## BP 3311 BIDS

~~The district shall purchase equipment, supplies and services on a competitive bidding or proposal basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to ensure that verbal quotes are obtained for purchases over \$2,000, that informal written quotes are obtained for purchases between \$5,000 and \$25,000, and that formal advertised bids or proposals are solicited for purchases over \$25,000, except as otherwise provided in this policy.~~

~~Bids shall be awarded to the lowest responsive and responsible bidder. Goods or services for which the Superintendent or designee determines that the best interests of the District require consideration of factors other than price, such as quality, scope and level of services proposed or other needs of the District, may be acquired through a request for proposals. The criteria for selecting a successful proposal shall be specified in the request for proposals. To ensure that good value is received for funds expended, specifications for bids and proposals shall be carefully designed and shall describe in detail the quality, delivery and service required.~~

~~Where bids, quotes, or proposals by local independent contractors or vendors are comparable in quality of work and/or material to those of non-local contractors or vendors, local contractors' or vendors' offers may be accepted if the difference does not exceed the lowest responsible offer by more than 5%. A local contractor or vendor is one who has maintained a place of business within the boundaries of the City and Borough of Sitka for a period of six months immediately preceding the date of the bid, quote or proposal.~~ The district shall purchase equipment, supplies and services on a competitive bidding basis when required by law and whenever it appears to be in the best interest of the district to do so. The Superintendent or designee shall establish procedures to implement these requirements. Prior to any purchase, the District should review the federal funding award or grant to determine if it requires compliance with OMB's procurement procedures. All purchase categories include the overall cost of the goods including related shipping charges.

### Purchases Made Under Federal OMB Funding Awards

All bids under federal awards must be made in accordance with the standards set forth in 2 CFR 200.320, set forth below. One of the following five methods of procurement shall be used for each purchase under a federal award:

1. Micro-purchases: Less than \$3,000 (\$2,000 for purchases subject to the Davis-Bacon Act)
  - a. No competitive quotes required
  - b. Purchases should be spread among qualified suppliers
2. Small Purchases: Between \$3,000 and \$150,000

- a. Rate quotes must be obtained from an adequate number of qualified sources
  - b. Quotes can be obtained from suppliers or from public websites
3. Sealed bids: Purchases more than \$150,000
  - a. Two or more qualified bidders are required
  - b. Bids must be publicly advertised and solicited from adequate suppliers
  - c. Lowest bidder for the fixed price contract with specific requirements shall be awarded the contract
4. Competitive Proposals: Purchases more than \$150,000
  - a. A written policy must be adopted for conducting technical evaluations of reviewing proposals and selecting the recipient
5. Sole Source: Purchases of any amount that meet one of the following four requirements
  - a. Good/service is only available from a single source
  - b. Only one source can provide the good/service in the time frame required
  - c. Written pre-approval from the Federal awarding agency
  - d. Competition is deemed inadequate, after solicitation attempts through one of the other methods

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

### Exemptions

~~All purchases of services, supplies and equipment shall be based on competitive bids or proposals, EXCEPT that the following items or services need not be purchased through a competitive bidding or proposal process when the Superintendent determines that the use of such a process would not serve the interests of the District:~~

The following items are exempted from formal purchasing procedures:

- ~~1. Specialized services, supplies and/or equipment where no reasonable competition exists.~~
- ~~2. Purchases involving fair trade items.~~
- ~~3. Purchases involving repairs or replacements of equipment.~~
- 4.1. Goods or services for which fixed rates have been set bylaw.
- ~~5. Professional services.~~
- 6.2. Goods or services purchased on behalf of parent/teacher/student organizations for which the District will receive reimbursement.

- ~~7. Goods or services for which the District's requirements can be met solely by an article, service or process obtainable from a single source.~~
- ~~8. Computer software.~~
- ~~9. Insurance coverage.~~
- ~~10. Educational materials and programs.~~
- ~~11. Staff in-service and development speakers, programs, and materials.~~
- ~~12. Purchases that can be made through available State contracts, intergovernmental agreements, or through cooperative purchasing associations.~~
- ~~13. Goods or services for which competitive bid or proposal procedures have been followed, but no bid or proposal has been received.~~
3. Emergency purchases where the failure to make a purchase quickly will result in damage to or loss of district property or disruption, delay or cancellation of programs or operations.

- A. Instructional materials for which purchasing guidelines have been established by School Board Policy in BP 6161.1(a); or
- B. In-service presenters, speakers, or curriculum, instruction, or staff development experts selected for particular and unique expertise; or
- C. Professional or consultant services such as medical, legal, negotiation, technical, or educational, not including architectural/engineering design services; or
- D. Professional or consultant services (such as property and casualty insurance) purchased jointly with Local, State, or Federal agencies; or
- E. Public services, utilities or energy-related expenses, site licenses, upgrades, maintenance contracts, and specialized services, software, or equipment where no competition exists (single source) or the District has established a need for standardization of equipment, supplies, or services; or
- F. Emergency supplies or supplies and equipment that augment previously purchased items of a similar nature whereby the District would incur substantial costs to switch products or product lines; or
- G. Purchases involving replacement of equipment where similar equipment is being traded in; or
- H. Purchases involving items regulated by Fair Trade Statutes; or
- I. Purchases made through cooperative purchasing agreements, existing Federal/State or inter-district contracts including GSA pricing; or when cooperatively bidding with other public agencies; or
- J. Contracts or purchases when time is of the essence for reasons of health or safety, or to comply with legal requirements in a timely manner.
- K. Proprietary (sole source) items or services or items that are only available from a single source.

~~14.~~

(cf. 6161.1 Selection and Evaluation of Instructional Materials)

(cf. 9270 - Conflict of Interest)

(cf. 4030 - Nondiscrimination in Employment)

Legal Reference:

ALASKA STATUTES

[14.14.060](#) Relationship between borough school district and borough

[14.14.060\(h\)](#) Procurement of supplies and equipment

[14.14.065](#) Relationship between city school district and city

[14.03.085](#) Procurement preference for recycled Alaska products

[29.71.050](#) Procurement preferences for recycled Alaska products

[35.15](#) Construction Procedures

[36.15.020](#) Use of local agricultural and fisheries products required in purchases with state money

ALASKA ADMINISTRATIVE CODE

[4 AAC 27.085](#) Competitive pupil transportation proposals

[4 AAC 31.080](#) Construction and acquisition of public-school facilities

[2CFR 200.317-326](#) Procurement Standards

[FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT v. BOWERS](#), 851 P.2d 56 (AK 1992)

**Adoption Date: June 8, 1995**

**Revision Date: June 1, 1999**

**Revision Date: December 2, 2010**

**Revision Date:**

**Sitka School District**

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  - C. Professional or consultant services such as medical, legal, negotiation, technical, or educational, not including architectural/engineering design services; or
  - D. Professional or consultant services (such as property and casualty insurance) purchased jointly with Local, State, or Federal agencies; or
  - E. Public services, utilities or energy-related expenses, site licenses, upgrades, maintenance contracts, and specialized services, software, or equipment where no competition exists (single source) or the District has established a need for standardization of equipment, supplies, or services; or
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  - I. Purchases made through cooperative purchasing agreements, existing Federal/State or inter-district contracts including GSA pricing; or when cooperatively bidding with other public agencies; or
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## AR 3310 PURCHASING PROCEDURES

### Purchasing Requisitions/Purchase Orders

1. Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Maintenance costs, replacement costs, [shipping costs](#), and trade-in values shall be considered when determining the most economical purchase price.
2. Requisitions for budgeted items shall originate from personnel directly responsible for their use. All requisitions shall be given proper review for approval or disapproval by the appropriate administrative personnel.
3. Every transaction between a buyer and seller involving the transfer of property, equipment, or supplies shall be made by purchase order, [procurement card \(P-card\)](#), formal contract, or receipt.
4. Purchase orders and other purchase obligations shall be signed by the Superintendent or designee.
5. The business office or other appropriate administrative entity shall verify the availability of funds and prepare a purchase order to commit the expenditures.
- 5.6. [Reimbursement is discouraged and must follow the district's standard operating procedures outlined in the SOP manual.](#)
7. ~~A "Local Purchase Order" system may be used to make purchases from local vendors up to \$75.00, if the immediate need precludes using the regular requisition system.~~
8. [Goods and services purchased shall be obtained at the best value consistent with standard purchasing practice. Best value shall be based on the total life cycle cost of the item; which can include an assessment of the functionality of the item and can use cost/benefit analysis to determine the best combinations of quality, service, time and cost considerations over the useful life of the item as well as possible trade-in values for items being replaced.](#)
9. [Insofar as possible, goods and services purchased will meet the needs of the person or department ordering them at the lowest price consistent with standard purchasing practice. Vendor responsiveness, maintenance costs, replacement costs, and trade-in values shall be considered when determining the most economical purchase price.](#)
10. [The District will maintain all records pertaining to the procurement of supplies, equipment, and services.](#)
11. [The District shall develop and maintain a log of contracts awarded for supplies, services and professional services together with any amendments to the contracts that include the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. The District may join with other units of government in cooperative procurement ventures where the best interest of the district shall be served.](#)
12. [The District shall compile and maintain, to the extent practicable, bidder and vendor lists for supplies, services and professional services utilized by the district.](#)

6.13. All procurement transactions should provide full and open competition when in the best interest of the District. The District will adopt standard specifications for supplies and services wherever practicable. The standard specifications adopted by the district shall be based, insofar as possible, upon those proposed by the requesting person or department, modified as necessary to maximize clarity, uniformity, and open competition, while effectively meeting the requirements of the requesting department or individual as well as the efficient operation of the district

### **Quantity Purchasing**

Quantity buying shall be effected whenever practicable and feasible in order to achieve an economy of scale in accordance with the total needs of the school district.

**Adoption Date: June 8, 1995**

**Revision Date: August 16, 2005**

**Revision Date:**

**Sitka School District**

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Demographic / Enrollment (Headcount) Breakdown  
 As of 4/30/2025

	BES	KGH	BMS	SHS	PHS	RCH	Total
PK	32					0	32
KG	55					5	60
1	63					9	72
2		81				4	85
3		69				7	76
4		57				8	65
5		67				5	72
6			66			1	67
7			77			3	80
8			90			5	95
9				61	5	1	67
10				86	13	1	100
11				72	7	1	80
12				74	12	3	89
<b>Bldg Total</b>	<b>150</b>	<b>274</b>	<b>233</b>	<b>293</b>	<b>37</b>	<b>53</b>	<b>1040</b>