

**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, April 5, 2023 | 5:45 PM | Harrigan Centennial Hall, 330 Harbor Drive, Sitka, AK 99835**

### ***Proposed Agenda***

1. **Recognitions - 5:45 - 6:00 p.m.**
  - 1.a. Haa Latseeni Students of the Month
  - 1.b. SHS DDF State Championship Team
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 March 1, 2023
  - 6.b. Minutes from March 2, 2023
  - 6.c. Minutes from March 7, 2023
  - 6.d. Minutes from March 9, 2023
  - 6.e. Minutes from March 20, 2023
  - 6.f. FY24 Custodial Contract Renewal
  - 6.g. Personnel Report
  - 6.h. Sitka Skippers Request
  - 6.i. Approve BP 0410 - Nondiscrimination in District Programs and Activities (Title IX), 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 - KGH and SHS**
10. **Reports and Presentations**
  - 10.a. Jacki Horton - After School Media Club
11. **Board Member Reports**
12. **Administrative Reports**
  - 12.a. Budget Update
  - 12.b. Enrollment Update
  - 12.c. Superintendent Update
13. **New Business**

- 13.a. Approval of Resolution in Support of Increasing the Base Student Allocation.
- 13.b. Stacy Golden, Update on Elementary Science Curriculum
- 13.c. Formation of School Renaming Committee
- 13.d. Review of AR 0410 - Title IX Policy (Administrative Regulation)
- 14. **Future Agenda Items/Upcoming Events**
  - 14.a. April 6, 2023 - Special Meeting for Executive Session - Finalize Interim Superintendent Contract. 6:00 p.m. District Office Board Room
  - 14.b. April 12, 2023 - Policy Committee Meeting - 5:00 p.m., District Office Boardroom
  - 14.c. April 13, 2023 - Budget Work Session - 6:00 p.m., Harrigan Centennial Hall
  - 14.d. April 17, 2023 - Special Meeting for Executive Session - Superintendent Evaluation - 5:30, District Office Boardroom
  - 14.e. April 19, 2023 - Special Meeting to Fill Vacant Board Seat - 6:00 p.m., District Office Boardroom
  - 14.f. April 20, 2023 - Special Meeting - Final Budget Hearing and Approval - 6:00 p.m. in SITKA HIGH SCHOOL LIBRARY
  - 14.g. May 3, 2023 - Next Regular School Board Meeting - 5:45 p.m. Harrigan Centennial Hall
- 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.

# SITKA SCHOOL BOARD MEETING

March 1, 2023 – 5:45 p.m.

ANB Hall

Sitka School District

*Superintendent: Frank Hauser*

## RECOGNITIONS (5:45)

The Board recognized Haa Latseeni Students of the Month: Elliot Lawler (BES), Mario Klanott (KGH), Steven Benavidez (BMS), Claire Mullin (SHS), and Tyler Vaughn-Jeske (PHS).

## CALL TO ORDER

The Sitka School Board meeting was called to order by **President Blossom Teal-Olsen** at 6:03 p.m. at ANB Hall.

## ROLL CALL

Members present were Mitch Mork, Todd Gebler, Tristan Guevin, Student Representative Felix Myers, and President Blossom Teal-Olsen. Melonie Boord attended via Zoom. The meeting was quorate.

## APPROVAL OF PROPOSED AGENDA AND CONSENT AGENDA

**Mr. Guevin** moved, and **Mr. Gebler** seconded to amend the proposed agenda to remove item 15e. Approval of Resolution in Support of Increasing the Base Student Allocation.

- APPROVAL OF FEBRUARY 1, 2023, MINUTES
- APPROVAL OF FEBRUARY 9, 2023, MINUTES
- APPROVAL OF FEBRUARY 16, 2023, MINUTES
- APPROVAL OF FEBRUARY 22, 2023, MINUTES
- PERSONNEL REPORT
- KAPOR CENTER MOA
- SCCS MOA WITH AASB
- ADOPTION OF BP 1332, 2<sup>ND</sup> READING
- REVIEW OF AR 1332
- APPROVAL OF BP 0430, 2<sup>ND</sup> READING

**Mr. Guevin** moved, and **Mr. Gebler** seconded to approve the consent agenda and proposed agenda, as amended.

Regarding the Kapor Center MOA, **Mr. Guevin** commended Bridget Reynolds for the work she did towards the MOA. Led by PHS, the Kapor Center aims to increase the number of indigenous students in computer science education, especially female and LGBTQ+ students.

Following a roll-call vote, the motion **PASSED** without unanimously.

- APPROVAL OF BP 1330, 2<sup>ND</sup> READING

PERSONS TO BE HEARD  
(NON-AGENDA ITEMS)

MEHS student, **Brandon Dickson Penetac**, and SHS student, **Imane Baghour**, gave the Board information about **Sitka Youth Leadership Committee (SYLC)**. SYLC membership is about 160 local teens, and meets weekly to promote respect, equity and healthy relationships. They are seeking to train more local peer educators, and plan to reach out to other communities by creating a toolkit to be used to create their own peer education programs.

PERSONS TO BE HEARD  
(AGENDA ITEMS)

**Kari Sagel** spoke in favor of increasing the pay scale for Ventures staff.

**Amanda Chambers** encouraged the Board to reestablish the Strategic Planning Committee and asked that there be more representation by teaching staff of the district on the committee.

SPECIAL REPORTS

- GOVERNMENT TO GOVERNMENT

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

SCHOOL HIGHLIGHTS

**Ben White, BMS Principal, and Diana Fulton, BMS Assistant Principal**, reported to the Board on the annual week-long ‘Discover Your Potential (DYP).’ Students were given opportunities to explore a variety of non-academic mini-classes. Mr. White shared that 44 entities outside of BMS staff were involved in making DYP happen this year.

REPORTS AND PRESENTATIONS

**Leslie Young**, SSD Business Manager, was joined by **Katie Stachow**, CPA Senior Audit Manager, Altman, Rogers & Co, to provide more clarification on the necessity of changing student activity accounting practices to align with general accounting principles.

BOARD MEMBER REPORTS

**Mr. Mork** shared that he had visited BMS during DYP and was impressed with the great things the students were doing.

**Mr. Gebler** paid recognition to student representatives, **Felix Myers and EJ Richards**, who attended the AASB Legislative Fly-In in Juneau to advocate for an increase in education funding. He also praised the student representatives from Mount Edgumbe High School, who he said also did a great job speaking with legislators.

**Mr. Myers** stated that he was present in Juneau when Senate Bill 52 was presented. He reported that advocates are receiving push back from legislators, and that an increase in funding is not guaranteed.

**Mr. Guevin** shared that he had attended the ACSA Legislative Fly-In in Juneau. He reported that the days were full, with presentations by legislators, aides, etc. He took the opportunity to advocate about legislative priorities in education. He stated that a one-time boost to education funding is possible, but was not encouraging about a BSA increase. Unfunded and underfunded mandates will continue to cost districts. He advocated for an increase in the BSA to keep up with inflation.

**Ms. Boord** shared highlights from PHS, reporting that they have a camping trip planned after spring break. PHS is collaborating with STA for a mini unit on subsistence culture and regulations.

**Ms. Teal-Olsen** reported that she enjoyed visiting SHS to take part in the Commit to Graduate assembly. She also spoke with Mr. Wayne about the mock trial, and attended basketball games.

### **ADMINISTRATIVE REPORTS:**

- **BUDGET REPORT**

**Superintendent Hauser** presented the monthly budget revenue and expenses report. The district remains in the black.

- **ENROLLMENT UPDATE**

**Enrollment** – SSD enrollment is 1114, a decrease from last month.

- **SUPERINTENDENT UPDATE**

**Mr. Hauser's Superintendent Update** highlighted the following:

- **BES** hosted artist-in-residence, Franz Felkle, who conducted ukulele clinics with the students. Students and parents enjoyed a teddy bear picnic at lunchtime.
- **KGH** – Girls On the Run program has started up again. Students celebrated Elizabeth Peratrovich Day and Black History Month and learned more about civil rights. Fourth grade classes had a field trip to SJ Museum as part of Alaska studies. There were Jazz Festival and Sitka Cirque assemblies for students.
- **SHS** – The Commit to Graduate ceremony had students sign a class banner and practice the school song. The SHS Drama, Debate, Forensics team are state champions for the 7<sup>th</sup> consecutive year.

Superintendent Hauser also reported on the Legislative Fly-Ins and the advocacy for increasing funding for education.

### **UNFINISHED BUSINESS**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to take from the table the motion to reestablish the curriculum review and strategic planning committees.

**Mr. Guevin** moved, and **Mr. Gebler** seconded to postpone reestablishing the curriculum review and strategic planning committees until the August regular school board meeting.

**Mr. Guevin** explained that he felt it is important to have the interim superintendent in place before reestablishing the committees.

Following a roll-call vote, the motion **PASSED** unanimously.

## **NEW BUSINESS**

### **A. TITLE VIII PUBLIC HEARING**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to go into Public Hearing concerning the Native American Policies and Procedures.

**Jule LeBlanc**, SSD Cultural Director, and **Lakrisha Brady**, Cultural Resources, Education, and Employment Director at Sitka Tribe of Alaska, made a presentation to the Board that included district data impacting native youth. They shared that the data points to a consistent achievement gap between native youth and non-native youth, with no clear answer as to why this is so. The Board was informed of the many ways SSD students have opportunities to engage in cultural education, both during the instructional day as well as in the after school SNEP program.

**Mr. Myers** questioned if test score data might be reflective of what he knows of students who intentionally don't try to do well on standardized testing. Superintendent Hauser assured Mr. Myers that there are safeguards built into the test taking software that prohibit students from randomly and rapidly answering questions, providing data that is as reliable as possible.

There was no public testimony during the hearing.

**Mr. Guevin** thanked Ms. LeBlanc and Ms. Brady for their work. He spoke in favor of using Title I funding to fill cultural paraprofessional positions. Mr. Guevin also expressed support for expanding the Pacific High School model to include students from Blatchley Middle School.

**President Teal-Olsen** also commented on the value of cultural education in the district.

**Ms. Boord** cited the gap in achievement for native students as 'unacceptable.' She supports meeting students' basic needs, including feeling connected and supported, first, to help to reduce the learning gaps. She further stated that this systemic issue is the responsibility of SNEP, the district, and the community to solve.

**Mr. Guevin** moved, and **Mr. Gebler** seconded to resume the regular meeting.

Following a roll call vote, the motion **PASSED** unanimously.

**B. INCREASE WAGES FOR VENTURES**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to increase the wages of Ventures aides.

Public comment:

**Alicia Haseltine** spoke in favor of raising the wages of Ventures aides, in light of the childcare shortage in Sitka.

**Annette Evans**, Ventures Coordinator, informed the Board that the Ventures program would be participating in a job fair March 22 and 29<sup>th</sup>. She encouraged the Board to approve the increase in wages to ‘adequate pay.’

Following a roll-call vote, the motion **PASSED** unanimously.

**C. APPROVAL OF RESOLUTION IN SUPPORT OF INCREASING THE BASE STUDENT ALLOCATION**

(Removed from agenda)

**D. REVIEW OF AMERICAN RESCUE PLAN**

**Superintendent Hauser** reported to the Board that district administrators and the district safety team have performed the six-month review of the American Rescue Plan. No changes have been made to the plan.

**E. APPROVAL OF BP 0410 NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (TITLE IX), 1<sup>ST</sup> READING**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to approve BP 0410 – Nondiscrimination in District Programs and Activities (Title IX) 1<sup>st</sup> Reading.

**CORRESPONDENCE AND INFORMATION**

Following a roll-call vote, the motion **PASSED** unanimously.

There was no correspondence received this month.

**FUTURE AGENDA**  
**ITEMS/UPCOMING EVENTS**

- A. March 2, 2023 – Special School Board Meeting with Executive Session – Interim Superintendent Interviews – 6:00 p.m. District Office Boardroom
- B. March 8, 2023 – Policy Committee Meeting – 5:00 p.m. in District Office Boardroom
- C. March 9, 2023 – School Board Budget Work Session – 6:00 p.m. at Harrigan Centennial Hall
- D. March 22, 2023 – School Board Work Session – Review of Superintendent Evaluation Process (BP 2123) – 5:00 p.m. District Office Boardroom
- E. April 5, 2023 – Next Regular School Board Meeting – 5:45 p.m. at Harrigan Centennial Hall
- F. April 12, 2023 – Policy Committee Meeting – 5:00 p.m. District Office Boardroom
- G. April 13, 2023 – School Board Budget Work Session – 6:00 p.m. Harrigan Centennial Hall
- H. April 20, 2023 – School Board Special Meeting – Budget Hearing and Adoption – 6:00 p.m. Sitka High School Library

**ADJOURNMENT**

**Mr. Gebler** moved, and **Mr. Guevin** seconded to adjourn the meeting at 8:27 p.m.

The meeting adjourned at 8:27 p.m.

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Blossom Teal-Olsen, President

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Tristan Guevin, Clerk

**SITKA SCHOOL BOARD SPECIAL MEETING**

**March 2, 2023 – 6:00 p.m.**

**District Office Boardroom**

**Sitka School District**

*Superintendent: Frank Hauser*

**CALL TO ORDER**

The Sitka School Board meeting was called to order by **President Blossom Teal-Olsen** at 6:04 p.m. in the District Office Boardroom

**ROLL CALL**

Members present were Mitch Mork, Todd Gebler, Tristan Guevin, and President Blossom Teal-Olsen. Melonie Boord attended via Zoom. The meeting was quorate.

**APPROVAL OF PROPOSED AGENDA**

**Mr. Gebler** moved, and **Mr. Guevin** seconded to approve the proposed agenda as presented.

Following a roll-call vote, the motion **PASSED** unanimously.

**NEW BUSINESS**

**A. INTERIM SUPERINTENDENT CANDIDATE INTERVIEWS**

The board interviewed interim superintendent candidates Steve Bradshaw and Helen Cheek in open session.

**a. PERSONS TO BE HEARD**

There were no persons to be heard at this meeting.

**B. EXECUTIVE SESSION**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to go into Executive Session in accordance with and under the provision of AS 44.62.310 (c) (2), so as not to prejudice the reputation and character of any person. The subject of the executive session was to deliberate and select an interim superintendent.

Following a roll-call vote, the motion **PASSED** unanimously. The board entered Executive Session at 7:46 p.m.

**Note:** At this point in the meeting, Ms. Boord was no longer connected via Zoom.

**Note:** **Mr. Mork** was excused to leave the meeting at 8:25 p.m.

**Mr. Guevin** moved, and **Mr. Gebler** seconded to exit Executive Session and resume the special meeting at 9:00 p.m.

C. **APPOINTMENT OF AN  
INTERIM  
SUPERINTENDENT**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to table the appointment of an interim superintendent until the board could convene a special meeting as soon as possible.

**Mr. Guevin** explained that two board members were unable to attend the full meeting. The board agreed that the full board needed to be present to discuss important relevant details regarding the interim contract prior to making a final decision to appoint.

The motion **PASSED** without opposition.

**ADJOURNMENT**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to adjourn the meeting.

The meeting adjourned at 9:04 p.m.

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Blossom Teal-Olsen, President

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Tristan Guevin, Clerk

**SITKA SCHOOL BOARD SPECIAL MEETING**

**March 7, 2023 – 12:00 p.m.**

**District Office Boardroom**

**Sitka School District**

*Superintendent: Frank Hauser*

**CALL TO ORDER**

The Sitka School Board meeting was called to order by **President Blossom Teal-Olsen** at 11:55 a.m. in the District Office Boardroom

**ROLL CALL**

Members present were Mitch Mork, Todd Gebler, Tristan Guevin, Melonie Boord, and President Blossom Teal-Olsen. The meeting was quorate.

**APPROVAL OF PROPOSED AGENDA**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to approve the proposed agenda as presented.

The motion **PASSED** unanimously.

**PERSONS TO BE HEARD**

There were no persons to be heard at this meeting.

**NEW BUSINESS**

**A. EXECUTIVE SESSION**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to go into Executive Session in accordance with and under the provision of AS 44.62.310 (c) (1), matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the district, and (2) so as not to prejudice the reputation and character of any person. The subject of the executive session was to discuss the SEA Grievance #01-2022 response.

The motion **PASSED** without opposition. The board entered Executive Session at 12:03 p.m.

**Mr. Guevin** moved, and **Mr. Gebler** seconded to exit Executive Session and resume the special meeting.

The motion **PASSED** unanimously. The board resumed the special meeting at 12:52 p.m.

**Mr. Guevin** moved, and **Mr. Gebler** to approve the school board President and Vice-President to work with the Superintendent, SSD

Attorney, and SEA leadership to plan an agenda for and schedule a special meeting with SEA to address their concerns.

The motion **PASSED** without opposition.

**Mr. Guevin** moved, and **Mr. Gebler** seconded to adjourn the meeting.

**ADJOURNMENT**

The meeting adjourned at 12:58 p.m.

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Blossom Teal-Olsen, President

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Tristan Guevin, Clerk

**SITKA SCHOOL BOARD SPECIAL MEETING  
March 9, 2023 (Following Budget Work Session)  
Harrigan Centennial Hall**

**Sitka School District**

*Superintendent: Frank Hauser*

**CALL TO ORDER**

The Sitka School Board meeting was called to order by **President Blossom Teal-Olsen** at 8:12 p.m. at Harrigan Centennial Hall.

**ROLL CALL**

Members present were Mitch Mork, Todd Gebler, Tristan Guevin, Melonie Boord, and President Blossom Teal-Olsen. The meeting was quorate.

**APPROVAL OF PROPOSED AGENDA**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to approve the proposed agenda as presented.

The motion **PASSED** unanimously.

**PERSONS TO BE HEARD**

There were no persons to be heard at this meeting.

**NEW BUSINESS**

**A. EXECUTIVE SESSION**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to go into Executive Session in accordance with and under the provision of AS 44.62.310 (c) (1), matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the district. The matter discussed was the dissemination of information regarding the hiring of an interim superintendent.

The motion **PASSED** without opposition. The board entered Executive Session at 8:15 p.m.

**Mr. Guevin** moved, and **Mr. Gebler** seconded to exit Executive Session and resume the special meeting.

The motion **PASSED** unanimously. The board resumed the special meeting at 8:50 p.m.

**Mr. Guevin** moved, and **Mr. Gebler** seconded to adjourn the meeting.

**ADJOURNMENT**

The meeting adjourned at 8:50 p.m.

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Blossom Teal-Olsen, President

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Tristan Guevin, Clerk

**SITKA SCHOOL BOARD SPECIAL MEETING**

**March 20, 2023 – 5:00 p.m.**

**District Office Boardroom**

**Sitka School District**

*Superintendent: Frank Hauser*

**CALL TO ORDER**

The Sitka School Board meeting was called to order by **President Blossom Teal-Olsen** at 5:04 p.m. in the District Office Boardroom

**ROLL CALL**

Members present were Mitch Mork, Todd Gebler, Tristan Guevin, Melonie Boord, Felix Myers, and President Blossom Teal-Olsen. The meeting was quorate.

**APPROVAL OF PROPOSED AGENDA**

**Mr. Gebler** moved, and **Mr. Guevin** seconded to approve the proposed agenda as presented.

The motion **PASSED** unopposed.

**PERSONS TO BE HEARD**

There were no persons to be heard at this meeting

**NEW BUSINESS**

**A. OUT OF STATE TRAVEL REQUEST**

**Mr. Gebler** moved, and **Mr. Mork** seconded to approve Rich Krupa and Jeremy Strong’s request to take the boys and girls track and field team to Seattle, Washington to compete from April 5-9, 2023.

The motion **PASSED** unopposed

**B. EXECUTIVE SESSION**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to go into Executive Session in accordance with and under the provision of AS 44.62.310 (c) (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the District. The subject of the executive session is to discuss the decision for hiring the interim superintendent.

The motion **PASSED** unanimously. The board entered Executive Session at 5:09 p.m.

**Note:** At 5:42 p.m., Mr. Voron, Ms. Young, Mr. Vieira, and Mr. Myers were invited to join the board in executive session. They exited the executive session at 6:15 p.m.

**Note: Mr. Mork** was excused to leave the meeting at 6:30 p.m. He later re-joined the meeting telephonically.

**Mr. Gebler** moved, and **Ms. Boord** seconded to exit executive session and resume the special meeting at 7:59 p.m.

Following a roll-call vote, the motion **PASSED** unanimously.

**C. APPOINTMENT OF AN INTERIM SUPERINTENDENT**

**Mr. Guevin** moved, and **Mr. Gebler** seconded to appoint Steve Bradshaw as Sitka School District Interim Superintendent for fiscal year 2023-24, pending finalization of a contract.

Following a roll-call vote, the motion **PASSED** unanimously.

**D. MITCH MORK SCHOOL BOARD RESIGNATION**

**Mr. Gebler** moved, and **Ms. Boord** seconded to accept Mitch Mork's resignation from the School Board.

Following a roll-call vote, the motion **PASSED** unanimously.

**E. ADJOURNMENT**

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

The meeting adjourned at 9:04 p.m.

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Blossom Teal-Olsen, President

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Tristan Guevin, Clerk



**Agenda Item Details**

Meeting April 5, 2023 – Regular School Board Meeting  
Category Consent Agenda  
Subject SSD Memorandum – FY24 Custodial Contract  
Type Action (Consent)

SITKA SCHOOL DISTRICT  
SITKA, ALASKA

SSD MEMORANDUM # 01 (2022-2023)

April 5, 2023

TO: SCHOOL BOARD  
FROM: FRANK HAUSER, SUPERINTENDENT  
SUBJECT: FY24 Custodial Contract Renewal

RECOMMENDATION:

Approval of FY24 custodial contract renewal with the outlined service changes and increase cost of \$104,000.00, for a total FY24 contract cost of \$690,197.00.

PERTINENT FACTS:

The district contracts with Nana Management Service to provide custodial services for the school buildings. The period of the contract began July 1, 2019 through June 30, 2020, with optional annual renewals for up to four additional one-year periods, concluding June 30, 2024.

Nana Management Services successfully bid and was awarded the FY20 contract and the subsequent three contract renewals. For the final year of renewal (addendum 5) the district recommends the service and rate changes as follows:

1. Attachment B-2 (page 22):
  1. Carpet surfaces Vacuum all carpets in entire building interior, halls, classrooms, teachers work areas, multipurpose rooms, teachers’ lounge areas. All office carpets will be vacuumed one (1) time per week for cleaning; unless a significant need arises.
  2. Hard floors Dust mop all hard floor surfaces, hallways, classrooms, multipurpose rooms, teachers work areas, teachers’ lounge areas. All office hard floor surfaces will be dust mopped one (1) time per week for cleaning; unless a significant need arises.
  4. Restrooms locker and shower rooms All restrooms, showers and locker rooms must be cleaned daily with an institutional or hospital grade disinfectant cleaner (approved products by the Maintenance Director). This includes all sinks, counters, toilets, toilet partitions, urinals, urinal wall area, urinal partitions, soap dispensers, towel dispenser mirrors, floors, and any other restroom surfaces. Replace all urinal and toilet deodorizers as needed. This includes all restrooms, lockers, and shower rooms located in a designated office area.

- 7. Trash Collect trash from all receptacles daily, then compact and dispose of daily. Trash collection will remain daily for all school offices.
2. Attachment B-3 (page 23) and Attachment E (page 32)
    - The weekend float position .75 FTE or 20 hours per week hours are to be designated toward school sponsored activities and Blatchley pool cleaning on the weekends.
    - Change "Community Schools" to "Community Recreation" (pages 23 and 32)
  3. Attachment D (page 31) Equipment and Material specifications – the Contractor will assess the current equipment inventory and operational status and provide a list to the superintendent or designee. Any required equipment must be operational or replaced in a timely manner.
  4. Attachment E (page 32) reduce Contractors hourly employees' hours from 40 hours per week to 37.5 hours per week. It remains the contractor's responsibility to determine the actual number of custodians required to satisfy the contract.
  5. Any cleaning deemed additional for the District or Community Recreation will be preapproved by the superintendent or designee and be charged an hourly rate of \$50.00 and will be billed separate from the contract price.
  6. The annual amount to be paid for the 2023-2024 fiscal year will be increased from the 2022-2023 fiscal year contract price of \$586,197.00 by an increase of \$104,000.00, for a total of \$690,197.00 to be paid as provided in Section I Scope, Subsection III (Page 9) of the General Terms and Conditions.

All other provisions in the contract will remain the same.

**Funding Sources**

**Account: 24-100-000-600-997-440**

by: Leslie Young, Business Manager

# Sitka School District Personnel Report

as of 4/1/2023

<b>Certified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
<b>Certified Employees Left Employment</b>		
Name	Current Position	Date Effective
<b>Classified Employees Recommended for Employment</b>		
Name	Current Position	Date Effective
Audette, Chloe	Paraprofessional	03/31/2023
<b>Classified Employees Left Employment</b>		
Name	Current Position	Date Effective
Vidad, Marjovani	Paraprofessional	03/24/2023
<b>Classified Employees Changed Positions</b>		
Name	Current Position	Date Effective

March 29th, 2023

Dear School Board Members,

The Sitka Skippers regretfully request to be removed from the Sitka School District as a school activity. Due to changes in Board Policy and financial practices Sitka Skippers will be changing to a 501(c)(3) program. We thank the School District for the past 31 years of support and look forward to continuing to perform for the community and half times of basketball games.

Sincerely,  
Sitka Skippers

Jessica Keaveny  
Erin Weekly  
Sheridan Bacon  
Twila Keaveny

## Final Version – Reviewed by Legal

### BP 0410 NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

**Note:** District policies must assure equal opportunities and nondiscrimination as required by federal and state law. Discrimination in education programs and activities is prohibited by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Vocational Rehabilitation Act of 1973, the Individuals with Disabilities Education Act and the Americans with Disabilities Act. The Office for Civil Rights of the U.S. Department of Education has authority to enforce these laws in all programs and activities that receive federal funds. [AS 14.18.010-.100](#) prohibits against discrimination on the basis of gender and race. [AS 14.18.090](#) provides that the State Board shall withhold state funds from districts determined to be out of compliance with state nondiscrimination laws and measures ordered to remedy the situation have been ineffective.

The School Board is committed to equitable opportunity for all individuals in education. District programs and activities shall be free from discrimination based on sex, race, religion, color, [ethnic group](#), national origin, gender identity [and expression](#), [physical or mental](#) disability, [marital or parental status](#), sexual orientation, [citizenship status](#), or any other classification protected by law. The Board shall promote programs which ensure that discriminatory practices and disproportional impacts are eliminated in all district activities.

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 5145.3 - Nondiscrimination)*

*(cf. 4161.4 - Family and Medical Leave)*

District programs and facilities, viewed in their entirety, shall be readily accessible to individuals with disabilities. The Superintendent or designee shall ensure that interested persons, including individuals with disabilities, can obtain information about the programs, facilities, and activities available to them.

*(cf. 0411 - Service Animals)*

*(cf. 6164.2 - Guidance Services)*

**Note:** Federal Regulations ([45 CFR, Section 86.9](#)) require federal aid recipients to take "continuing steps" to notify applicants for admission, students, and parents that, in compliance with Title IX, they do not discriminate on the basis of gender in their educational programs or activities.

Title VI mandates that prior to the beginning of each school year, recipients of federal funds advise students, parents, and the general public that all vocational opportunities will be offered without regard to race, color, national origin, gender, or disability. Pursuant to Title VI, if the district serves a community of limited-English speaking persons, the notification must also be published in the language of that community and include a statement that lack of English skills will not be a barrier to participation in vocational education programs.

The Superintendent or designee shall annually notify students and parents of the district's policy on nondiscrimination and related complaint procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5145.6 - Notifications Required by Law)*

*(cf. 6178 - Vocational Education)*

Legal Reference:

ALASKA STATUTES

[14.18.010 - 14.18.100](#) *Prohibition Against Discrimination*

ALASKA ADMINISTRATIVE CODE

[4 AAC 06.500 - 4 AAC 06.600](#) *Prohibition of Gender or Race Discrimination*

UNITED STATES CODE

[Title VI, Civil Rights Act of 1964, 42 U.S.C. §§ 2000d-2000d-7](#)

[Title IX, Education Amendments of 1972, 20 U.S.C. §§ 1681-1688](#)

[Vocational Rehabilitation Act of 1973, Sections 503 and 504, 29 U.S.C. § 794](#)

[Individuals With Disabilities Education Act, 20 U.S.C. §§ 1401-1491](#)

[Americans With Disabilities Act, 42 U.S.C. §§ 12101-12213](#)

[Age Discrimination In Employment Act, 29 U.S.C. §§ 621-634](#)

**Adoption Date: March 4, 1996**

**Revision Date: May 5, 1998**

**Revision Date: June 19, 2019**

**Sitka School District**

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# Student Video Projects

- ❑ [The Story of Abby](#)
- ❑ [Little Sister Jokes](#)
- ❑ [Rowan's Tlingit Song and Dance](#)
- ❑ [Mama Mia's Pizzeria](#)
- ❑ [Bob the Builder](#)
- ❑ [How to make a circuit bracelet.mp4](#)

# Student Photos



Totem Park Beach by Henry Ploetzner



Beams of Light & Weekend  
Adventure by Chatham Mork



Naps Are Out of This World &  
Sleepy Fishing Town by Jase Horton



Frozen Harbor by Jase Horton



**Sitka School District**  
**March 31, 2023 Board Report**

**Monthly Revenue Report**

Account No	Account Description	Current Budget	YTD Encum	YTD Revenues	Remaining Balance	Percent Outstanding
23-100-000-000-000-011	CITY/BORO APPROPRIATION	7,981,665.00	0.00	6,081,651.00	1,900,014.00	23.80%
23-100-000-000-000-040	MISC. LOCAL REVENUE	45,000.00	0.00	61,168.85	-16,168.85	-35.93%
23-100-000-000-000-047	E-RATE REVENUE	74,159.00	0.00	74,158.54	0.46	0.00%
23-100-000-000-000-050	QUALITY SCHOOLS	41,619.00	0.00	42,781.00	-1,162.00	-2.79%
23-100-000-000-000-051	FOUNDATION	10,955,486.00	0.00	8,894,682.00	2,060,804.00	18.81%
23-100-000-000-000-052	HB281 ALLOCATION	10,903.00	0.00	588,411.00	-577,508.00	-5,296.78%
23-100-000-000-000-056	TRS ON-BEHALF	1,119,014.00	0.00	0.00	1,119,014.00	100.00%
23-100-000-000-000-057	PERS ON-BEHALF	83,493.00	0.00	0.00	83,493.00	100.00%
23-100-000-000-000-110	IMPACT AID	70,000.00	0.00	31,230.00	38,770.00	55.39%
23-100-000-000-000-190	FEDERAL THROUGH OTHER IN	360,000.00	0.00	0.00	360,000.00	100.00%
23-100-000-000-000-250	FUND TRANSFER	1,438,624.00	0.00	0.00	1,438,624.00	100.00%
23-100-000-000-491-040	CC Fee REACH	0.00	0.00	97.22	-97.22	#DIV/0
<b>Report Total</b>		<b>22,179,963.00</b>	<b>0.00</b>	<b>15,774,179.61</b>	<b>6,405,783.39</b>	

**Monthly Expense Report**

Accounts Summarized By Function	Current Budget	YTD Encumbrance	YTD Expenditures	Remaining Balance	Percent Available
100 - REGULAR INSTRUCTION	8,883,604.89	22,257.55	5,266,413.81	3,594,933.53	40.47%
120 - BILINGUAL/BICULTURAL	54,406.39	0.00	29,157.93	25,248.46	46.41%
130 - ENRICHMENT	3,498.06	0.00	831.48	2,666.58	76.23%
140 - CORRESPONDENCE STUDY	318,418.93	79,779.38	155,281.06	83,358.49	26.18%
160 - VOCATIONAL EDUCATION	367,817.77	19,495.97	215,435.68	132,886.12	36.13%
200 - SPECIAL ED INSTRUCTION	4,753,784.19	29,690.00	2,920,535.16	1,803,559.03	37.94%
220 - SPECIAL ED SUPPORT	772,228.02	0.00	505,152.44	267,075.58	34.59%
300 - PUPIL SUPPORT	9,568.00	0.00	0.00	9,568.00	100.00%
320 - GUIDANCE	532,829.60	0.00	285,914.31	246,915.29	46.34%
330 - HEALTH SERVICES	110,051.62	0.00	80,314.09	29,737.53	27.02%
350 - SUPPORT SERVICES	243,000.00	59,337.12	121,865.16	61,797.72	25.43%
351 - IMPROVEMENT INSTRUCTION	3,000.00	0.00	0.00	3,000.00	100.00%
352 - LIBRARY SERVICE	303,016.41	0.00	190,764.60	112,251.81	37.04%
400 - SCHOOL ADMINISTRATION	1,147,213.89	182.09	686,018.99	461,012.81	40.19%
450 - SCHOOL ADMIN. SERVICES	676,969.31	0.00	460,892.29	216,077.02	31.92%
510 - DISTRICT ADMINISTRATION	200,285.05	18,114.84	177,965.89	4,204.32	2.10%
511 - SCHOOL BOARD	90,148.14	7,008.00	60,953.60	22,186.54	24.61%
512 - SUPERINTENDENT'S OFFICE	328,233.17	0.00	214,878.28	113,354.89	34.53%
518 - SAFETY AND SECURITY	1,000.00	0.00	0.00	1,000.00	100.00%
550 - DISTRICT ADMIN. SUPPORT	517,414.36	2,500.00	485,041.68	29,872.68	5.77%
556 - TECHNOLOGY SERVICE	404,247.33	2,090.00	190,335.39	211,821.94	52.40%
600 - MAINTENANCE/OPERATIONS	2,527,788.73	246,879.65	1,834,218.85	446,690.23	17.67%
700 - Athletics	283,524.86	0.00	148,603.18	134,921.68	47.59%
780 - COMMUNITY SERVICES	4,739.00	0.00	0.00	4,739.00	100.00%
900 - FUND TRANSFERS	151,000.00	0.00	0.00	151,000.00	100.00%
<b>Report Total</b>	<b>22,687,787.72</b>	<b>487,334.60</b>	<b>14,030,573.87</b>	<b>8,169,879.25</b>	

**Revenue - Expenses Totals: 1,743,605.74**

\*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.

Demographic / Enrollment (Headcount) Breakdown

As of 4/5/2023

	BES	KGH	BMS	SHS	PHS	RCH	Total
PK	20					0	20
KG	81					3	84
1	74					5	79
2		59				3	62
3		68				5	73
4		71				1	72
5		81				5	86
6			92			3	95
7			73			4	77
8			97			2	99
9				80	8	1	89
10				81	13	2	96
11				72	16	5	93
12				76	7	1	84
Bldg Total	175	279	262	309	44	40	1109



## Sitka School District Resolution Strongly Urging the Alaska State Legislature to Increase the Base Student Allocation in Fiscal Year 2024

**WHEREAS**, the community of Sitka sees Alaska's children and youth as our state's most valuable natural resource; and

**WHEREAS**, according to the last US Census, Alaskans 18 years and younger makeup 24.5% of our state's population; and

**WHEREAS**, public education is integral to the democratic viability and economic future of Alaska by directly and indirectly contributing to the intellectual, social emotional, and physical development of the children and youth of our great state; and

**WHEREAS**, the Base Student Allocation (BSA) has only increased \$30 since the beginning of Fiscal Year 2017, while inflation has increased 25.02% in that same period according to the U.S. Consumer Price Index (CPI); and

**WHEREAS**, the Sitka School District and other school districts throughout Alaska are facing inflationary pressures that are making it more and more difficult to hire and retain quality teachers and educators, to fund basic infrastructure and facility maintenance, to provide adequate instructional materials and supplies, to meet the growing mental health crisis among our nation's children and youth, and to adequately fund state mandates like the Alaska Reads Act; and

**WHEREAS**, the Sitka School District is facing the prospect of having to lay off 15 teacher (14% of our district's teaching staff), eliminate entire programs, and increase pupil-to-teacher ratios by as much as 25% in Fiscal Year 2024 without an increase to the BSA despite the City and Borough of Sitka fully funding the school district to the cap and providing significant additional funding for non-instructional expenses; and

**WHEREAS**, the BSA would need to be \$7,413 in February of 2023 or almost 25% higher than the current BSA to keep up with inflation; and

**WHEREAS**, Senate Bill 52 has proposed a \$1,000 increase to the BSA and House Bill 65 has a proposed an \$800 increase to the BSA since being amended by the House Education Committee;

**NOW THEREFORE BE IT RESOLVED**, that the Sitka School District School Board strongly urges the Alaska State Legislature and Governor Dunleavy to adopt a bill and Fiscal Year 2024 state budget that increases the BSA in order to ensure that the children and youth of our great state receive the quality of education they deserve and that our state has the future citizenry and workforce to maintain and grow Alaska's economy.

**AND FURTHER LET IT BE RESOLVED**, that the Sitka School District School Board strongly urges the Alaska State Legislature and Governor Dunleavy to explore and consider ways to forward fund public education in Alaska and inflation proof the BSA in the future.

## **BP 1332 - NAMING OF SCHOOLS, FACILITIES, FIELDS, AND OTHER AREAS**

Superintendent or designee will be responsible for developing regulations for the naming of schools, facilities, fields, and other areas that are consistent with the mission, vision, and values of the Sitka School District.

**ADOPTION DATE: MARCH 1, 2023**

**Sitka School District**

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## AR 1332 NAMING OF SCHOOLS, FACILITIES, FIELDS, AND OTHER AREAS

### GENERAL STATEMENT OF POLICY

The purpose of this administrative regulation is to establish guidelines for the naming of schools, facilities, fields, and other areas. Naming or renaming schools, facilities, fields, and other areas provides an opportunity to further develop an identity for the school, community, staff, and students. The naming of schools, facilities, fields, and other areas is the responsibility of the School Board.

**NOTE:** When naming a **school, facility, field, or other area**, the following criteria should be considered:

- The name should stand the test of time.
- In naming sites or facilities, special consideration may be given to those names that have special meaning to the students and community.
- The name shall take into account the Indigenous Tlingit people of Sheet'ka (Sitka) and keep in mind the land acknowledgement passed by the School Board: "The Sitka School Board acknowledges that our schools are located on the ancestral homelands of the Tlingit people who have lived in Sheet'ka since time immemorial. We express our deepest respect and gratitude for our indigenous neighbors, the Tlingit for their enduring care and protection of Tlingit Aani. The intent of the naming process is to respect the Tlingit tradition of not naming places after individuals.
- The name shall take into consideration the Alaska Standards for Culturally Responsive Schools.

**NOTE:** When naming a **portion of a facility**, the following criteria should be considered:

- Portions of school facilities, such as libraries, gymnasiums, and athletic fields, shall be named according to their educational purpose; however, if another name is used, it has no implied permanence and may later be removed by the School Board.
- The names of sites which serve a Districtwide function should be named to illustrate the nature of their role in the district to avoid confusion (e.g., District Office, Maintenance and Operations, etc.).

### NAMING OR RENAMING PROCEDURES

#### A. Naming a New School

After the site selection is completed, a naming committee with diverse representation shall be established.

#### B. Renaming an Existing School

An existing school may be renamed, and a naming committee with diverse representation will be established, for a variety of reasons including, but not limited to:

1. Combining of schools
2. School replacement
3. Development of new identity for the school

**C. Naming Committee**

The School Board will direct the superintendent to form a naming committee reflecting the diverse demographics of SSD. The committee may include the following:

1. School Board President or designee
2. The school principal
3. Sitka Tribe of Alaska Representative
4. Sitka School District Cultural Director
5. A SEA and/or SESP representative from the school
6. A school parent representative
7. Community member(s)
8. Tribal elder
9. City of Sitka Representative
10. Student body representative(s)

**D. The Naming Process Shall Include:**

1. The selection of the chair and secretary by representatives of the committee
2. A plan which explains the process and timelines for public participation
3. District-wide and school-specific student involvement
4. Community Engagement
5. Regular committee updates to the School Board
6. The creation of the final committee report outlined below

**E. Committee Report**

Upon completion of the naming process, the naming committee chair shall forward a report to the School Board which shall contain the following information:

1. A description of the process followed to name or rename the school
2. Identification of the individuals (and respective roles) on the committee
3. A description of the process and strategy used to arrive at the recommendation
4. Three recommended names for the school

The chair shall report the results and recommendations of the naming committee to the School Board at a regularly scheduled meeting.

**F. School Board Approval**

The School Board will receive the recommendations and review the committee report. The School Board may select a name from the recommendations but is not obligated to do so. The School Board shall provide adequate time for public

input on the proposals before deciding. If a name is not selected, the School Board may send it back to the committee or form a new committee.

(c.f. - Alaska Standards for Culturally Responsive Schools ([Cultural - Education and Early Development \(alaska.gov\)](https://www.alaska.gov/education/standards/cultural-education-and-early-development))

**ADOPTION DATE: March 1, 2023**

# WORKING

## AR 0410 TITLE IX POLICY (Model)

### 1. Introduction

The Sitka School District ([hereinafter referred to as 'District'](#)) encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using Alaska law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with federal and State law, unless they are preempted by the Title IX regulations.

### 2. Title IX Coordinator

Questions concerning Title IX may be referred to as the District's Title IX Coordinator. [Chris Voron](#). (907) 747-8622, [voronc@sitkaschools](mailto:voronc@sitkaschools). [www.sitkaschools.org](http://www.sitkaschools.org)

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on District property, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. The Title IX Coordinator will make an assessment to determine if there is a safety risk to the District. If the Title IX coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

### 3. Title IX Harassment Complaints and Investigations

These Title IX sexual harassment procedures protect students, employees, applicants for employment, and applicants for admission.

#### **Jurisdictional Requirements – Application of Procedures**

These procedures apply if the conduct meets the following three jurisdictional requirements:

The conduct took place in the United States;

The conduct took place in a District "education program or activity." This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control; and

The conduct meets the definition of Title IX "sexual harassment"

### 4. Definitions

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each

person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
  - Asleep or unconscious;
  - Unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
  - Unable to communicate due to a mental or physical condition.

Decision-maker: The person who will make a determination of responsibility. The Decision-maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, as defined in [20 U.S.C. 1092\(f\)\(6\)\(A\)\(v\)](#);
- Dating violence, as defined in [34 U.S.C. 12291\(a\)\(10\)](#);
- Domestic violence as defined in [34 U.S.C. 12291\(a\)\(8\)](#); or
- Stalking as defined in [34 U.S.C. 12291\(a\)\(30\)](#).

## **5. Reporting Options**

Any individual may report sexual harassment to the District's Title IX Coordinator. All District employees with knowledge of allegations of sexual harassment must report the allegations, including the name of the Complainant, the Respondent, and any other witnesses, and the date, time, and location of the alleged incident to the Title IX Coordinator promptly.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, or witness statements. A delay may limit the District's ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder the legal process or proceedings.

### **Mandatory Reporting by District Employees to the Title IX Coordinator**

All District employees must report allegations of sexual harassment to the Title IX Coordinator promptly.

## **6. Intake and Processing of Report**

### **Receipt of Report**

After receiving a report of sexual harassment, the Title IX Coordinator will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Coordinator will discuss supportive measures with the Parties.

### **Timeframe for Reporting**

The District does not limit the timeframe for reporting sexual harassment. However, to promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon as possible, because a delay in reporting may affect the District's ability to collect relevant evidence.

### **Supportive Measures**

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activity. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other class-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.

## **7. Removal of Respondent Pending Final Determination**

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

## **Emergency Removal**

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

Emergency removal is not appropriate to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's Superintendent or designee will conduct the individualized safety and risk analysis.

If the Superintendent or designee determines emergency removal is appropriate, they or a designee will provide the person the District is removing from campus on an emergency basis with notice and an opportunity to attend a meeting and challenge the basis of their removal. The Superintendent or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

## **Administrative Leave**

The District may place an employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

## **8. Formal Complaint Grievance Procedures**

### **Notice to Parties**

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing to the known Parties:

- Notice of the District's Title IX grievance process;
- Notice of the sexual harassment allegations with sufficient detail to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct;
- Statement that the determination of responsibility will not be made until the conclusion of the grievance process;
- Notice that the Parties have a right to an advisor of their choice, who may be, but is not required to be, an attorney;
- Notice that the Parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, whether obtained from a Party or other source; and
- Notice of any provision in the District's code of conduct or discipline rules that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- If in the course of an investigation, the District decides to investigate allegations about the

Complainant or Respondent that are not included in the notice provided [above](#); the Title IX Coordinator will provide written notice of the additional allegations to the Parties whose identities are known.

## **Dismissal of Formal Complaint**

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in the District's education program or activity; or
- If the conduct alleged did not occur against a person in the United States.

The District has the discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the grievance process the Complainant notifies the Title IX Coordinator in writing that he/she/they would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by the District; or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator will simultaneously provide the Parties with written notice of the dismissal and reason(s). The District will also provide the Parties with their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

## **Consolidation of Formal Complaints**

The District may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant, against one or more Respondents, or by one Party against the other Party where the allegations of sexual harassment arise out of the same facts or circumstances.

## **Equitable Treatment of the Parties**

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably such that the procedures will apply equally to both Parties. The District will not discipline a Respondent until it reaches a determination of responsibility for sexual harassment against the Respondent at the conclusion of the grievance process.

## **Statement of Non-Responsibility**

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

## **Bias or Conflict of Interest**

The District's Title IX Coordinator, Investigator(s), Decision-maker(s), or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-makers in the process. The District will provide training on bias, conflict of interest, and impartial service to the Title IX Coordinator, investigator, Decision-maker, and facilitator.

### **Timeline for Completion**

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180 calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation.

The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case record keeping.

### **Role of Advisor**

Throughout the grievance process, both the Complainant and Respondent have a right to an advisor of their choice. An advisor may not be a witness or have a conflicting role in the process, or with a Party. The role of the advisor is to provide support and assistance in understanding and navigating the investigation process. The advisor may not participate in the process as a witness or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an advisor and take reasonable steps to ensure compliance with this procedure.

### **Confidentiality Agreements**

To protect the privacy of those involved, the Parties and advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts the dissemination of any of the evidence subject to inspection and review or use of such evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

### **Use of Privileged Information**

The District's grievance procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek, disclosure of information protected under a legally recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

### **Investigations**

The Title IX Coordinator is responsible for overseeing investigations to ensure timely resolution and compliance with Title IX and these procedures. The Title IX Coordinator can also conduct investigations.

## **Trained Investigators**

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment, Title IX, and how the District's grievance procedures operate. The District will also provide investigators training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

## **Gathering Evidence and Burden of Proof**

The District, and not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that the reported conduct occurred.

## **Notice of Investigative Interview**

The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to an individual whose participation is invited or expected, with sufficient time for the individual to prepare to participate.

## **Evidence Review**

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least 10 days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

## **Investigative Report**

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- An executive summary of the allegations and findings as to each allegation;
- A summary of the procedural steps taken during the investigation, including the individuals contacted;
- An analysis of relevant evidence, including witness statements, gathered during the course of the investigation;
- A discussion of the investigator's conclusions about whether the allegations occurred using a preponderance of the evidence standard;
- A list of the relevant documents; and
- A table of contents for any report that exceeds 10 pages.

The investigator may redact information that is not directly related to the allegations or that is

privileged. However, the investigator will keep a log of information that is not produced to the Parties. The log will be provided only to the Title IX Coordinator and will not be disclosed to the Parties.

The District will send to the Parties and their advisors, if any, the investigative report in an electronic format or a hard copy, for their review. The Parties will have at least 10 days to submit written, relevant questions that a Party wants to be asked of any Party or witness. The District will provide relevant questions to the Party or witness and set a deadline of no less than 10 calendar days to submit a response. The District will provide each Party with the submitted responses and allow the Parties to submit additional, limited follow-up questions within 10 calendar days. The District will provide each Party with the submitted responses. The Decision-maker must explain to the Party proposing the questions any decision to exclude a question as not relevant.

## **Decision-maker**

The Decision-maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-maker on the basis of a conflict of interest, the Complainant or Respondent may request that the Title IX Coordinator select a different Decision-maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing no later than five (5) business days after the District identifies the Decision-maker to the Parties.

The Decision-maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility. The Decision-maker must receive training on issues of relevance.

## **Determinations of Responsibility**

When the Decision-maker makes a determination of responsibility or non-responsibility, the Decision-maker will issue a written determination regarding responsibility, no later than 4 weeks after the deadline for the Parties to submit a written response to the investigative report.

When making a determination regarding responsibility, a Decision-maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-maker will use a preponderance of the evidence standard. Thus, after considering all the evidence, the Decision-maker will determine whether it is more likely than not that sexual harassment occurred.

The Decision-maker will issue a written determination that will include the following:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation gave notifications to the Parties. The determination will also state when, where, and date the investigator interviewed Parties and witnesses, conducted site visits, and the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence;
- Findings of fact supporting the determination. In making these findings, the Decision-maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the District's code of conduct or relevant rules to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- Whether the District will provide remedies designed to restore or preserve equal access to the District's education program or activity to the Complainant.
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent,

The District need not disclose to the Respondent remedies that do not impact them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent.

The District's procedures and permissible bases-basis for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be considered timely.

## **9. Disciplinary Sanctions and Remedies**

The District must have completed the grievance procedures (investigation and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- Providing counseling services or a referral to counseling services;
- Providing medical services or a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for students Respondents include written or verbal reprimand, training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, demotion, suspension, or discharge.

## **10. Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility**

A Complainant or Respondent may appeal (1) the District's determination regarding responsibility or

(2) the dismissal of a formal complaint or any allegations under Title IX. A Complainant or Respondent must submit a written appeal within ten business days from the date of the notice of determination of responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

## **Grounds for Appeal**

The Superintendent or designee will serve as the Decision-maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

## **Appeal Procedure**

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within five business days of receiving a Party's appeal;
- Allow the non-appealing Party at least ten business days of receipt of the appeal to submit a written response in support of, or challenging, the outcome.

The Decision-maker, on appeal, will issue a written decision on whether to grant or deny the appeal and the rationale for the decision, within 45 business days after the Decision-maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide notice of the written decision simultaneously to both Parties.

The Decision-maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the Decision-maker on appeal explaining the need for the extension and the proposed length of the extension. The Decision-maker on appeal will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

## **Informal Resolution**

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party

has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

### **11. Retaliation Prohibited**

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation or proceeding. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

### **12. Dissemination of Policy and Procedures**

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

### **13. Training**

The District will provide training to Title IX Coordinators, investigators, Decision-makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct an investigation and grievance process including appeals and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the District's Title IX Coordinator, investigators, Decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **14. File Retention**

The District will retain, on file, for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;

The investigative report including all evidence gathered and any responses from the Parties;

- The District's determination regarding responsibility;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, Investigators, Decision-makers, and any person who facilitates an informal resolution process. These training materials are publicly available on this website.

Rights upon request.

*(cf. 0410 Nondiscrimination in District Programs and Activities)*

*(cf. 4030 Nondiscrimination in Employment)*

*(cf. 4119.12 Harassment)*

*(cf. 5145.3 Nondiscrimination)*

*(cf. 5145.7 Sexual Harassment)*

### ALASKA STATUTES

[14.18.010 - 14.18.100](#) Prohibition Against Sex and Race Discrimination

### ALASKA ADMINISTRATIVE CODE

[4 AAC 06.500 - 4 AAC 06.600](#) Prohibition of Gender or Race Discrimination

### UNITED STATES CODE

Title VI, Civil Rights Act of 1964, [42 U.S.C. §§ 2000d-2000d-7](#)

Title IX, Education Amendments of 1972, [20 U.S.C. §§ 1681-1688](#)

Vocational Rehabilitation Act of 1973, Sections 503 and 504, [29 U.S.C. § 794](#)

Individuals With Disabilities Education Act, [20 U.S.C. §§ 1401-1491](#)

Americans With Disabilities Act, [42 U.S.C. §§ 12101-12213](#)

Age Discrimination In Employment Act, [29 U.S.C. §§ 621-634](#)

*Added 3/2021*

**9/92**

## **AASB Policy Reference Manual**

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