
STUDENT SUPPORT SERVICES

School Year 2021-2022

ITINERANT STAFF HANDBOOK



Learning Knows No Bounds

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Revised 8.19.21

Matanuska-Susitna Borough School District

School Calendar

2021 - 2022

S M T W T F S

JULY						
				1	2	3
4	H	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST						
1	2	3	4	5	6	7
8	9	10	WD	PD	PD	14
15	PD	WD	SO	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER						
			1	2	3	4
5	H	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER						
					PD	2
3	4	5	6	7	8	9
10	11	12	13	14	Q1	16
17	18	19	20	21	22	23
24	25	26	27	PC	PD	30
31						

NOVEMBER						
	1	2	3	4	5	6
7	8	9	10	PD	12	13
14	15	16	17	18	19	20
21	22	23	24	H	H	27
28	29	30				

DECEMBER						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	Q2	WD	18
19	V	V	V	V	H	25
26	V	V	V	V	H	

August

11	Work Day for Teachers (WD)*
12-16	Professional Development Days (PD)*
17	Work Day for Teachers (WD)*
18	School Opens for Grades 1-12 (SO)
25	First Day for Kindergarten

September

6	Labor Day Holiday (H)*
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October

1	Professional Development Day (PD)*
15	Quarter 1 Ends (41 Days)
28	Parent Conference Day (PC)*
29	Professional Development Day (PD)*

November

11	Professional Development Day (PD)*
25-26	Thanksgiving Holiday (H)*

December

16	Quarter 2 Ends (39 Days)
17	Work Day for Teachers (WD)*
20-30	Winter Vacation (V)*
24	Christmas Holiday (H)*
31	New Years Day (H)*

January

17	Martin Luther King Jr. Day (H)*
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February

24	Parent Conference Day (PC)*
25	Professional Development Day (PD)*

March

3	Quarter 3 Ends (41 Days)
4	Work Day for Teachers (WD)*
7-11	Spring Vacation (V)*

May

6	Professional Development Day (PD)*
20	School Closes (SC)/Quarter 4 Ends (49 Days)
23	Work Day for Teachers (WD)*

S M T W T F S

JANUARY						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	PC	PD	26
27	28					

MARCH						
		1	2	Q3	WD	5
6	V	V	V	V	V	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
1	2	3	4	5	PD	7
8	9	10	11	12	13	14
15	16	17	18	19	SC	21
22	WD	24	25	26	27	28
29	H	31				

JUNE						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

*Indicates no school for students

STUDENT SUPPORT SERVICES DEPARTMENT MEETINGS 2021-2022

DEPARTMENT	Q1	Q2	Q3	Q4	LOCATION	TIME	FACILITATOR
APE	8.27.21	11.19.21	2.18.22	4.29.22	Adm Conf Rm 5	9-11 am	Amy Tucker
AT	8.24.21	11.16.21	2.15.22	4.26.22	AT Portable	9-11 am	Amy Tucker
DHH	tba	tba	tba	tba	tba	9 am-2 pm	Dan Molina
NURSES	8.9.21	10.28.21	2.24.21	5.6.21	Adm Conf Rm 1	8 am-12 pm	Sarah Jamieson
OT	8.25.21	11.17.21	2.16.22	4.27.22	Adm Conf Rm 2	1-3 pm	Amy Tucker
PRESCHOOL	8.20.21		1.21.22		Adm Conf Rm 2	9 am-12 pm	Amber Fremin
PSYCHS	8.26.21	11.4.21	2.10.22	4.14.22	Adm Conf Rm 1	1-3 pm	Sandra Main
PT	8.26.21	11.17.21	2.16.22	4.27.22	Adm Conf Rm 2	9-11 am	Amy Tucker
SLP	8.26.21	11.4.21	2.10.22	4.14.22	Adm Conf Rm 1	9-11 am	Sandra Main
VISION & AUDIOLOGISTS	8.27.21	11.19.21	2.18.22	4.29.22	Adm Conf Rm 5	1-3 pm	Amy Tucker
RESOURCE SPECIALISTS MEET MONTHLY AT SSS OFFICE							
RESOURCE SPECIALISTS	8.11.21	10.7.21	12.2.21	2.3.22	4.7.22	8:30-10:30 am	Dan Molina
RESOURCE SPECIALISTS	9.9.21	11.10.21	1.6.22	3.3.22	5.5.22	12:30-3:00 pm	Dan Molina



STUDENT SUPPORT SERVICES

Student Support Services PD			
Date	Time	Audience	Training
August 3-6	8:00 - 4:00	New ABA Staff	ABA Clinic Follow-up Collaboration: Oct 13, Dec 8, Feb 16, May 6
August 2	8:00 - 4:00	SL Teachers	Structured Learning Training Follow-up Collaboration: Oct 14, Dec 9, Feb 17, May 5
August 3-4, 5-6	8:00 - 4:00	New BSP Teachers	BSP Boot Camp MANDT Follow-up "Reboot": April 15
August 5	8:00 - 4:00	Returning BSP Teachers	BSP "Reboot" Follow-up "Reboot": April 15
August 5-6	8:00 - 4:00	New Nurses	New Nurse Orientation
August 12, 13 or 16	2 Hour Session	All certified SpEd and Related Service Providers	Synergy SE Training
August 9 - 10	8:00 - 4:00	Identified Elementary IR Secondary SC	Teaching students with autism and developmental disabilities
September 15	8:00 - 2:00	Secondary SC/ABA	Teaching students with autism and developmental disabilities Training/STAR/ULS/PCI
September 22	9:00 - 4:00	Identified Elementary IR	Teaching students with autism and developmental disabilities Training/LINKS/ULS/PCI
September 29	9:00 - 4:00	Identified Elementary IR	Teaching students with autism and developmental disabilities Training/LINKS/ULS/PCI
October 1	9:00 - 4:00	PreK	STAR/Environmental Supports
October 6 and 20	9:00 - 4:00	New Psychologists, SLP, OT	ADOS-2
October 27	9:00 - 4:00	Returning Psychologists, SLP, OT	ADOS-2 Refresher

MSBSD School Phone List

CODE	SCHOOL	GRADE	PRINCIPAL	ADMIN SECRETARY	PHONE	FAX
	Admin Building	Admin	Supt. Dr. Randy Trani	Gennifer Dahlquist	746-9200	761-4076
	ELEMENTARY					
030	Big Lake	K-5	Leigh Magnan	Chris Sawyer	892-9700	892-9780
041	Butte	K-5	Joshua Rockey	Tonya Hodgs	861-5200	861-5280
043	Cottonwood Creek	K-5	Dr. Monica Goyette	Carrie Casey	864-2100	864-2180
054	Dena'ina	K-5	Ben Lavalier		864-5600	864-5680
047	Finger Lake	K-5	Juliana Hardy	Melissa Kortbein	864-2200	864-2280
031	Glacier View	K-12	Wendy Taylor	Kelly Stevenson	861-5650	861-5680
048	Goose Bay	K-2	Ayla Brown	Virginia Broach	352-6400	352-6480
032	Iditarod	K-5	Brian Porcello	Angelina Hansen	352-9100	352-9180
052	Knik	3-5	John Gardner	Libby Davidson	352-0300	352-0380
046	Larson	K-5	Beckie Murphy	Molly Johnson	352-2300	352-2345
053	Machetanz	K-5	Jennifer Dowd	Shauna Howell	864-2300	864-2380
051	Meadow Lakes	K-5	Mary Watts	Kathleen Gagnon	352-6100	352-6147
045	Pioneer Peak	K-5	Jason Moen	Robin Covington	861-5700	861-5780
050	Shaw	K-5	Dave Russell	Caroline Daugherty	352-0500	352-0580
033	Sherrod	3-5	Lorri Cook	Teri Osterkamp	761-4100	761-4180
039	Snowshoe	K-5	Jason Moore	Lynn Cooper	352-9500	352-9560
042	Sutton	K-5	Emily Jordan	Barbara Andrist	861-5600	861-5640
034	Swanson	K-2	Tammy Halfacre	Tina Leingang	861-5300	861-5380
035	Talkeetna	K-5	Becky Moren	Kaliska Anderson	733-9400	733-9440
044	Tanaina	K-5	Cheri Mattson	Danielle Musgrove	352-9400	352-9481
036	Trapper Creek	K-5	Allison Wall	Juliah DeLoach	733-9451	733-9480
038	Willow	K-5	Jennifer Rinaldi	Stephanie Todd	495-9300	495-9380
	MIDDLE SCHOOLS					
012	Colony Middle	6-8	Mary Fulp	Barbara Kysar	761-1500	761-1592
010	Palmer Jr Middle	6-8	Brad Allen	Cheryl Nichols	761-4300	761-4372
013	Teeland Middle	6-8	JoAnn Hinds	Korey Bullard	352-7500	352-7585
011	Wasilla Middle	6-8	Casey Hull	Roberta Bissell	352-5300	352-5380
	HIGH SCHOOLS					
006	Burchell High	9-12	Shelli Lincoln	Camile Rusher	864-2600	864-2680
005	Colony High	9-12	Brendon McMahon	Bonnie Friesen	861-5500	861-5509
004	Houston Jr/Sr High School	6-12	Ben Howard	Toni Reese	892-9400	892-9460
080	Joe Redington Sr. Jr/Sr High	6-12	Tom Lytle	Victoria Killian	864-5400	864-5480
073	Mat-Su Career & Tech	9-12	Jason Ross	Melody Daniel	352-0400	352-0480
001	Palmer High	9-12	Paul Reid	Kim Akers	746-8400	746-8481
002	Su-Valley Jr/Sr High School	6-12	Lisa Shelby	Mindy Knapp	733-9300	733-9380
071	Valley Pathways	9-12	James Wanser	Kelly Sidebottom	761-4650	761-4680
003	Wasilla High	9-12	Jason Marvel	Heather McVeigh	352-8200	352-8280
	NON-TRADITIONAL SCHOOLS					
062	Academy	K-8	Barbara Gerard	Melissa Long	746-2358	746-2368
067	American Charter Academy	K-12	Patricia Farren	Jessica Chappell	352-0150	352-0180
049	Beryozova	K-12	Andrea Everett	Holly Peters	746-9276	495-9302
066	Birchtree Charter	K-8	Brandt Bowen	Vanessa Becker	745-1831	745-1843
078	Fronteras Charter	K-8	Jennifer Schmidt-Hutchins	Solveig Eidsness	376-2223	376-2227
091	Mat-Su Central	K-12	Stacey McIntosh	Henry Henson	352-7450	373-3573
077	Mat-Su Day	K-12	Jeff Nelles	Nancy Smith	864-6000	864-6080
079	Mat-Su Middle College	11-12	Gregory Giauque	Mary Brothers	761-3496	761-4087
072	Mat-Su Secondary	6-12	Jeff Nelles	Nancy Smith	761-7238	746-1647
061	Midnight Sun Charter	K-8	Amy Harren	Cherry Roach	357-6786	373-6786
065	Twindly Bridge Charter	K-12	John Weetman	Deborah Murray	376-6680	376-6683

Student Support Services Office Directory **2021/2022**

Dan Molina Daniel.Molina@matsuk12.us	Executive Director	761-4068 / 746-9221
Sandra Main Sandra.Main@matsuk12.us	Assistant Director	746-9244 / 761-9221
Amy Tucker Amy.Tucker@matsuk12.us	Assistant Director	761-4012 / 746-9221

Carmel Dehn Carmel.Dehn@matsuk12.us	Budget Grants Supervisor	746-9257
Terry Donahue Terry.Donahue@matsuk12.us	Administrative Secretary	761-4068
Beccie Morino Rebecca.Morino@matsuk12.us	Adm Secretary, 504 Plan Manager	746-9244
Cindy Klauder Cindy.Klauder@matsuk12.us	Secretary, 504 Tech, ESY	746-9221

Records Compliance Technicians

Brenda Nordrum Brenda.Nordrum@matsuk12.us	Records Technician	746-9207
Dana Oliver Dana.Oliver@matsuk12.us	Records Technician	746-9234
Kelly Russell Kelly.Russell@matsuk12.us	Records Technician	746-9205
Lori Smith Lori.Smith@matsuk12.us	Records Technician	761-4015
Minah Donaldson Minah.Donaldson@matsuk12.us	Records Technician	746-9222
Nancy McManus Nancy.McManus@matsuk12.us	Records Technician	746-9267
Tammy Hall Tammy.Hall@matsuk12.us	Records Technician	746-9220

Resource Specialists

Adrian Bell Adrian.Bell@matsuk12.us	Resource Specialist	761-4047
Amber Finley Amber.Finley@matsuk12.us	Resource Specialist	746-9218
Amber Fremin Amber.Fremin@matsuk12.us	Resource Specialist	761-4005
Josh Fremin Josh.Fremin@matsuk12.us	Resource Specialist	761-4023
Kimberly Thompson Kimberly.Thompson@matsuk12.us	Resource Specialist	746-9202
Marti MacKinnon Marti.MacKinnon@matsuk12.us	Resource Specialist	761-4062
Michelle Sarro Michelle.Sarro@matsuk12.us	Resource Specialist	761-4013
Shelley Greenwood Shelley.Greenwood@matsuk12.us	Resource Specialist	746-9258
Tesa Bunsen Teresa.Bunsen@matsuk12.us	Resource Specialist	746-9256



STUDENT SUPPORT SERVICES

2021-2022 School Year

Dan Molina Executive Director	Amy Tucker Assistant Director	Sandra Main Assistant Director
Administrative Team Member	504s	Budget and Grants
Cabinet Team Member	ABA and Behavior Support Programs	Early Childhood and Elementary Programs
Deaf Hard of Hearing Program	Adapted PE Department Supervisor	Extended School Year
Health Related Services Administrator	Assistive Technology Department Supervisor	Homebound Program
Mat-Su Health Advisory Team Member	Counseling as Related Service	Independent Educational Evaluations
PACE	H.R. & Recruiting Employment Program	Medicaid Billing: Related Services
Resource Specialist Supervisor	MANDT Training, Restraint and Seclusion oversight	School Psychology Department Supervisor
Special Ed Coordinator with Office of Instruction	Manifestation Determinations, Interim Alternative Ed Settings	Speech Therapy Department Supervisor
SSS Legal and Compliance Issues	Mat-Su Central, and Charter Schools	Statewide and District Assessments
Student Support Services Department	Middle & High School, Transition Programs	Mentor/Mentee Program
Mat-Su Day School, RTC, Next Step, Project Search	OT & PT Department Supervisor	
	Roving BSP Sped Aide & Behavior Consultant Coordinator	
	Vision and Audiology Departments Supervisor	
Liaison: LINKS, Adult Service Agencies, DVR, MSRH	Liaison: DJJ, Private Schools, Comm. Mental Health Agencies, IT Dept.	Liaison: CCS/ Head Start, MSSCA/Infant Learning Program, Transportation Dept.

Student Support Services Resource Specialist Assignments 2021-2022

Specialist	Schools	Other Responsibilities
Adrian Bell	District Wide	Synergy Manager, PD coordinator
Amber Finley	Colony Middle, Palmer Jr. Middle, Teeland Middle, Wasilla Middle, Houston Jr/Sr, Redington Jr/Sr, SuValley High, Trapper Creek, Talkeetna,	Secondary Transition PD as requested, Relocation: Middle School to High School Curriculum: Occupational Knowledge, Synergy Backup, Secondary Tier III, Testing Accommodations
Michelle Sarro	Cottonwood, Finger Lake, Meadow Lakes, Willow, Day School, Burchell, BirchTree Charter	Residential Placement Transitions, Curriculum: Mind Up & BSP Prof. Development (Elementary, Middle and High Schools)
Josh Fremin	Colony High, Palmer High, Wasilla High, Career Tech High, Valley Pathways, Mat-Su Middle College,	Secondary Work Study, Liaison DVR Curriculum: Liaison to Office of Instruction, Secondary Tier III, Occupational Knowledge, BSP Prof. Development (Elementary, Middle and High Schools)
Kimberly Thompson	Big Lake, Butte, Iditarod, Larson, Machetanz, Shaw, Tanaina, Dena'ina	Waiver Teacher Support, SESA Liaison, Homebound Program Curriculum: PCI, Compliance, AIMSWeb
Marti Mackinnon	Glacier View, Goose Bay, Knik, Midnight Sun, Pioneer Peak, Sherrod, Snowshoe, Sutton, Swanson	Compliance Coordinator, Liaison DEED, Elementary-Middle relocations Curriculum: ULS Elementary, AIMSWEB
Shelley Greenwood	Self-Contained High School & Middle School Programs, Mat-Su Central, Next Step, Project SEARCH	Alternate Assessment Coordinator, Secondary Work Study Support, Intensive Resource/Self-Contained PD
Tesa Bunsen	ABA – Finger Lake, Larson (x2), Snowshoe, Meadow Lakes, Wasilla Middle, Wasilla High, Structured Learning-Shaw, CMS, CTHS	ABA Parent connection/training (LINKS), Curriculum: STAR, Curriculum: ULS Secondary – Teacher cohort/training for ULS
Amber Fremin	Early Childhood, Special Education preschools	ILP/CCS/Fed Pro liaison, PK to K relocation, Curriculum: OWL

Office Support Assignments

2021/2022

Carmel Dehn: Budget/Grant Supervisor	Terry Donahue: Administrative Secretary	Beccie Morino: Administrative Secretary	Cindy Klauder: Receptionist Records Technician
Manage/track staffing	Secretary to the Executive Director	Secretary to the Assistant Director, Sandra Main	SSS Receptionist, Support Assistant Director, Amy Tucker
Budget Operating funds: preparation, approval and tracking	Professional Service Contracts / Invoicing & Maintenance	District Wide 504 Plan Manager	504 Plans Technician
Budget Grant funds: submission, compliance, revisions, tracking, and reporting	Travel Authorizations/ Travel Arrangements/ Reimbursements	504 Plans Technician	Foster Parent Affirmation
Process request for additional staff, extended contracts and, contract addendums	Department Staff meetings: A.T, APE, Audiology/Vision, OT, PT, scheduling, notice, agendas, handouts, sign-in sheets	Department Staff meetings: Psychologists, Speech, scheduling, notice, agendas, handouts, sign-in sheets	Surrogate Parent
Supervise SSS Records Technicians & Records Specialist	Purchase Orders- Resource Specialists, DHH Receiving/Sending	Purchase Orders- School Psychs, Speech, Pre-School Receiving/Sending	Purchase Orders- A.T, APE, Audiology, Vision, OT, PT Receiving/Sending
Mandatory Training	Absence Management/PD	Absence Management	ESY
DEED Legal Compliance Complaints and Litigation Files	Office Support	Schedule Evaluations for Assistant Directors	Absence Management
Memorandums of Agreement	Itinerant Schedules	Office Support	
	Reimbursement Expense Claims	Synergy 504 Trainer	

Records Specialist Assignments | 2021-2022

Nikole Armstrong "Nikki"	Shelley Ax	Rio Brenton	Molly DeKruif
Dena'ina	Big Lake	Mat-Su Day	Colony Middle
Redington Jr/Sr	Houston Jr/Sr	Mat-Su Secondary	Colony High
Gwendolyn Friesen "Gwen"	Stephanie Hand "Fawn"	Teresa Huntley "Terry"	Lori Kirk
Sherrod	Academy Charter	Butte	Finger Lake
Swanson	American Charter	Career Tech	Teeland Middle
	Birchtree Charter	Palmer Jr Middle	
	Fronteras Charter		
	Midnight Sun Charter		
	Twindly Bridge Charter		
Heather Moore	Skye Phillips	Melissa Riese	Sabrina Shelton
Meadow Lakes	Goose Bay	Larson	Burchell
Su Valley	Knik	Machetanz	Cottonwood Creek
Talkeetna	Snowshoe		Palmer High
Trapper Creek			
Wasilla Middle			
Willow			
Nicole Thompson	Leslie Vail	Jamie Woodside	Vacant
Shaw	Mat-Su Central	Iditarod	Beryozova
Tanaina	Valley Pathways	Wasilla High	Glacier View
			Mat-Su Middle College
			Pioneer Peak
			Sutton

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Records Technician Assignments | 2021 - 2022

Minah Donaldson	Tammy Hall	Cindy Klauder
Early Childhood Program Big Lake Dena'ina Houston Jr/Sr Redington Jr/Sr	Colony Middle Colony High Glacier View Mat-Su Central Sutton Twindly Bridge Charter	504 Plans ESY Foster Parent Affirmation Surrogate Parent Purchase Orders Amy Tucker Asst. Director
Nancy McManus	Brenda Nordrum	Dana Oliver
American Charter Birchtree Charter Butte Career Tech Mat-Su Middle College Palmer Jr Middle Shaw Tanaina	Beryozova Iditarod Meadow Lakes Su Valley Talkeetna Trapper Creek Wasilla Middle Wasilla High Willow	Machetanz Sherrod Swanson Behavioral Data Collection Mandt Training Medicaid Mileage Expense
Kelly Russell	Lori Smith	
Burchell Cottonwood Creek Larson Mat-Su Day Mat-Su Secondary Palmer High Pioneer Peak	Academy Charter Finger Lake Fronteras Charter Goose Bay Homebound Knik Midnight Sun Charter Snowshoe Teeland Middle Valley Pathways SE Manager Website Manager	

Rev. 08/18/2021

ITINERANT STAFF (Certified and Classified)

Itinerant staff includes all employees directly assigned by the Student Support Services Office. This will include all Speech Pathologists, School Psychologists, Audiologists, Occupational Therapists, Physical Therapists, Adapted PE Teachers, Assistive Technology Specialists, Resource Specialists, Behavior Health Professionals, Vision Specialists, Deaf Ed./HOH Teachers, Homebound Teacher, Diagnosticians, Special Education Assistants assigned to the above programs, Speech Pathologist Assistants, Physical Therapy Assistants, Occupational Therapy Assistants, SSS Records Specialists and clerical staff assigned to Central Office.

The immediate supervisor for the above employees is the Executive Director of Student Support Services, Assistant Director of Student Support Services, Supervisor in Student Support Services or Building Principal.

All certified employees new to the district will meet with their Supervisor during the first quarter to review evaluation procedures in detail.

DUTY HOURS

Itinerant staff duty hours, whenever possible, must be consistent with those of the school(s) to which they are assigned that day. Exceptions are arranged on a case-by-case basis or through extended contracts. Official school hours in the core area schools are:

Middle and High Schools

7:45 A.M. until 2:15 P.M. (student contact hours)

7:15 A.M. until 2:45 P.M. (teacher duty hours)

SSS District Office

7:30 A.M. until 4:30 P.M.

Elementary Schools

9:15 A.M. until 3:45 P.M. (student contact hours)

8:45 A.M. until 4:15 P.M. (teacher duty hours)

Certified staff work 7.5 hours a day including 1/2-hour duty free lunch. Travel time between schools should take place within the duty day.

Classified staff are entitled to a half hour duty free lunch; however, it is not included as part of their daily shift.

Leaving prior to the end of your duty hours requires pre-approval by your Supervisor.

BADGING IN AND OUT OF BUILDINGS

For security and tracking needs, all itinerant staff will be required to badge **in** and **out** of the work building. When entering a building, place your ID badge on the card reader located beside the school door. Repeat this process when leaving the building.

All itinerant staff with multiple school assignments will still need to physically sign in and out of the building on the Itinerant Sign-In sheet. This is primarily for safety and security at the building level.

WORK SCHEDULES

Itinerant staff are required to have an approved current work schedule on file in the Student Support Services Office. Certified staff with multiple locations will use the [Itinerant Schedule with MBB](#) (MBB = miles beyond base) form. See page 28 for detailed instructions. Certified staff with one site and all classified staff will use the [Itinerant Schedule without MBB](#) form. Please copy the pdf form to your desktop, rename using the following naming convention; LAST NAME, FIRST NAME, DEPARTMENT, DATE fill out the schedule as a pdf, and **email your schedule as an attachment to Terry Donahue by September 8, 2021**. Schedules will be shared with your supervisor.

PART-TIME RELATED SERVICE PROVIDERS

To be flexible as an employer, we have allowed many related service providers to work on a schedule that is less than one full time position. To clarify questions frequently asked about part-time related service providers, the following parameters are outlined:

Part-time employees must attend quarterly staff meetings. This may result in flexing a schedule during these weeks. If a staff member is unable to attend a quarterly staff meeting, they will be responsible for obtaining information shared during that staff meeting from a colleague.

Part-time employees will establish their workday/time schedules with their supervisor. Part-time employees shall schedule a time to talk with their supervisor to establish this schedule within the first two weeks of the school year. It is understood that individual student therapy times may change frequently and there is not a need to go over those changes with a supervisor.

If a change in schedule is desired during a particular week, related service provider shall request the ability to change their schedule of their supervisor. At all other times, it is expected that related service providers will follow the consistent schedule set with their supervisor.

Whenever a part-time therapist is not able to provide scheduled services, due to employee absence, every effort should be made to make up those services.

ABSENCES

All leave requests **must be** submitted into Frontline Absence Management for approval. Please notify [Terry Donahue](#) (761-4068) if Absence Management is not working.

Certified staff under contract must take leave for whole or half days, not hourly. All Paid Time Off/Personal Leave require 24-hour notice, except in bona fide emergencies.

Classified staff may request leave on an hourly basis. All Paid Time Off and Floating Holiday Leave require 24-hour notice, except in bona fide emergencies.

****It is your responsibility to notify your assigned schools of your absence.****

INSERVICES/TRAINING

Mandatory Staff Training

All staff are required to complete the online "BloodBorne Pathogen Exposure Prevention" and the assigned courses in SafeSchools by March 30, 2022. SSS is requesting that you use Professional Development Days to complete this training. Please contact [Carmel Dehn](#) (746-9257) if you have any questions.

Professional Development Days

Staff will attend Professional Development Days as notified by the Executive Director. If no PD Day is planned for your group, itinerant staff is expected to participate in building PD activities or may organize a PD for your specific group with the approval of your supervisor.

Mandt Training

Mandt training is required for all Student Support Services employees working directly with Behavior Support programs. Recertification of these employees is mandatory on an annual basis. You will be contacted automatically for recertification. New requests for Mandt Training will go to the Resource Specialist for the school you are working in. Those individuals who are not required to be certified through the Mandt System may attend the two-day training with permission from their supervisor and the instructor.

Professional Development Out Of District "Travel Authorization Approval"

All Professional Development located outside of the MSBSD (this includes training in Anchorage) must enter reason code "B21 PD OUT/DISTRICT" in Frontline Absence Management **and attach a [TRAVEL REQUEST FORM](#) documenting the activity you wish to attend. Please add the PD agenda if available.**

The Travel Request Form can also be found in the District Employee Quick Links under Knowledge Base/Student Support Services Forms/ SSSTrav04 Travel Request Form, and in the SSS_STAFF_SHARE L: FORMS-ITINERANT HANDBOOK FORMS folder.

Staff Development Leave Procedures

The district recognizes the value of Professional Development.

1. All travel requests need to be approved by the Associate Superintendent and the Superintendent. Please communicate with your supervisor before entering a request in Absence Management.
2. Mileage reimbursement for in-district PD will not be provided unless the PD is held 50 miles beyond the employee's base school (**with pre-approval by supervisor**).
3. Mileage reimbursement and lunch costs for PD held in Anchorage will not be provided, unless the PD is mandated by supervisor.

TRAVEL REQUEST FORM MUST BE COMPLETED, SUBMITTED IN FRONTLINE ABSENCE MANAGEMENT AND APPROVED BEFORE ANY TRAVEL ARRANGEMENTS ARE MADE

GENERAL INFORMATION

Staff/Department Meetings

A schedule of staff meetings is established at the beginning of the school year (page 2). All staff meetings are **mandatory**. Please avoid scheduling personal leave or other activities during scheduled staff meetings. If you must miss a meeting, you are responsible for the information covered during the meeting. Part time staff should schedule their work time to include staff meetings.

Correspondence

Any professional correspondence to go outside the district that is developed in relation to your job must be approved prior to distribution. This would exclude informal progress reports, daily notes to parents or messages to colleagues or co-workers.

All Purchases

All purchases will need to be pre-approved. A [PRE-APPROVAL FOR PO REQUEST](#) form must be completed with vendor name, address/website, phone number, item number, item description, quantity, unit cost, shipping (per quote) and total cost. **Attach the written quote you received from the vendor, which must include shipping cost** and submit the request form to SSS for processing. **Justification** for request may be noted on PreApproval Form, or via email to SSS office staff assigned to the itinerant group. (see Office Support Assignments on page 8). You will be notified if your request is approved, denied, or on hold.

The "SSS PreApproval for PO Request" can also be found in the District Employees Quick Links under Knowledge Base/Student Support Services Forms/ SSS PreApproval for PO Request, and on the L: in the SSS_STAFF_SHARE > FORMS- ITINERANT HANDBOOK FORMS folder.

**** Expense Claims Process****

All purchases will need to be pre-approved. (Please refer to All Purchases section.) Directions for filing an expense claim can be found in Knowledge Base on the Employee Quick Links page; [Expense Claims ESS Reimbursement](#). Follow steps 8 and 9 to obtain the claim number before attaching receipts.

The receipt must include:

- Description of Purchase
- Amount and Method of Payment
- Employee Initials written on receipt
- Expense Claim Number written on receipt

If any of these are missing on the receipt, Accounting will reject the claim.

**** Mileage Reimbursement Process ****

Mileage is reimbursed when an employee is required to travel between two or more duty assignments during the school day. Using your ID badge to log in and out of a school site will auto create your mileage report for reimbursement. Directions for this process are detailed in the Mileage section of the handbook.

Mileage Export Report must be submitted monthly in Munis Self-Serve for reimbursement.

Note - My Mileage will hold data up to 45 days before resetting

Per Board Policy AR4133 – Reimbursement request over 90 days will be denied.

PROGRAMMATIC TOPICS

IEP Meetings

All staff members serving a student should receive an invitation to IEP meetings in a timely manner.

**** Outlook>Calendar>New Meeting**, is a good way to send the invitation ****** This would include the administrative designee, classroom teacher, speech therapist, school psychologist, occupational therapist, physical therapist, APE teacher, bilingual or IEA/JOM staff, Title I or Migrant staff, or any other employee who will be involved in providing educational services to the student. Related Service Providers are required to attend when their area of service will be addressed unless written permission from the parents has been received prior to the meeting and written input is included in the draft IEP.

****In many buildings, the Records Specialist will plan and send invites to the IEP meetings.****

Classroom Observation Request by Parent

Confidentiality becomes a sensitive issue for parents of students attending some district wide programs. Before a parent is allowed to observe a district wide program, the following steps need to take place:

- 1) Arrange for observation with Resource Specialist.
- 2) Principal of observing school must be notified.
- 3) Visitor must sign a "Confidentiality Statement for Classroom Observations" form.

Summer Programs (ESY)

When selecting applicants for staffing our Extended School Year (ESY) programs, the following criteria will be utilized:

- A review and consideration of the children's needs and programs;
- Qualifications of staff who have applied, which includes a review of the information presented regarding education, current assignment and past experience;
- Previous experience in the ESY program;
- Ability to perform duties as outlined on our application form;
- Ability to assimilate responsibilities of the position and function as a positive team member of the ESY program;
- Assurance that the employee will be available for the entire ESY contract period;
- Date application is received.

Miscellaneous Reminders

- Records Specialists - Best practice is to introduce yourself to the Records Specialist in your building(s). Check in occasionally to keep communication open for scheduling meetings etc.
- Technology - Any concerns are to be addressed through the IT ticket system (Service Request under Employee Quick Links) or by contacting the Call Center at 761-4357 (CallCenter@matsuk12.us). Per Call Center personnel, tickets are addressed before emails.
- Medicaid - For those billing Medicaid, it is expected to be completed and submitted monthly. Inquiries and support needs to be directed to [Dana Oliver](#) (746-9234)
- Forms - All PDF forms referred to in this document are at the back of this handbook and can also be found in the SSS_STAFF_SHARE L: FORMS-ITINERANT HANDBOOK FORMS folder or by clicking [here](#). Please use the electronic forms for submission.

**Please use the following naming convention when saving your form before submission.
LAST NAME, FIRST NAME, DEPARTMENT, DATE.**

Adapted PE Assignment | 2021 - 2022

Alicia Giacobbe

Career Tech
Iditarod
Meadow Lakes
Larson
Teeland Middle
Su Valley
Burchell High
Colony High

Daniel Hinchberger

Big Lake
HJS/HHS
Dena'ina
Goose Bay
Knik
Snowshoe
Redington Jr/Sr High
Shaw

Ben Condon

Cottonwood
Finger Lake
Mat-Su Day
Tanaina
Wasilla High
Wasilla Middle
Valley Pathways

Nicole Verkuilen

Birchtree Charter
Butte
Colony Middle
Machetanz
Pioneer Peak
Sherrod
Swanson
Palmer High
Palmer Jr Middle

Not Assigned:

American Charter
Mat-Su Central
Midnight Sun Charter
Trapper Creek
Midnight Sun Charter
Talkeetna
Willow

MSBSD Assistive Technology Contact & School Information

Nicholas.Cunningham@matsuk12.us

Mitch.Steele@matsuk12.us

Susan.Sunderland@matsuk12.us

Amy.Wright@matsuk12.us

Amy Wright- Supports all IEP teams district wide with AAC evaluations and implementation

AT Department 2021-2022		
Nicholas Cunningham	Mitch Steele	Susan Sunderland
Butte Colony High Colony Middle Next Step Palmer Jr. Middle Pioneer Peak Sherrod Su Valley Talkeetna Tanaina Wasilla Middle Willow Larson	Academy Charter Big Lake Burchell Fronteras Houston Palmer High Swanson Teeland Wasilla High Homebound Mat-Su Central Mat-Su Day School	Birchtree Charter Cottonwood Dena'ina Goose Bay Iditarod Machetanz Meadow lakes Redington Shaw Snowshoe Finger Lake Mat-Su Career Tech Knik

Unassigned as of Summer 2021:

American Charter, ANSEP Acceleration Academy, Beryozova, Glacier View, Mat-Su Middle, College, Mat-Su Secondary School, Midnight Sun, Sutton, Trapper Creek, Twindly Bridge, Charter, Valley Pathways

Updated 8.18.21

Audiologist Assignments | 2021-2022

352-8235

Christine Neeley

Academy Charter
Birchtree Charter
Butte
Career Tech High
Colony High
Colony Middle
Cottonwood Creek
Finger Lake
Fronteras Charter
Glacier View
Larson
Machetanz
Mat-Su Day
Palmer Head Start
Palmer High
Palmer Jr Middle
Pioneer Peak
Sherrod
Sutton
Swanson
Teeland Middle
Valley Pathways
Wasilla High

352-8206

Sue Stokes

American Charter
Big Lake
Burchell
Dena'ina
Goose Bay
Houston Jr/Sr High
Iditarod
Knik
Mat-Su Central
Meadow Lakes
Meadow Lakes Head Start
Midnight Sun Charter
Redington Jr/Sr High
Shaw
Snowshoe
Su-Valley
Talkeetna
Tanaina
Trapper Creek
Twindly Bridge Charter
Wasilla Head Start
Wasilla High
Wasilla Middle
Willow

Occupational Therapist Assignments | 2021-2022

Emily Bradley

- * Sherrod
ChildFind

Jessica Clark

Lead OT

- Mat-Su Day School
- * Larson (k-5)
Shaw (Str. Learning)
Larson (prek ABA)
Mentor

Amanda Hall .95fte

- * Dena'ina
Big Lake
Redington Jr.Sr. High
Mentor

J. (Nicole) Johnson

- * Palmer Jr. Middle
Pioneer Peak
Valley Pathways

Jillian Blount

- Midnight Sun Charter
- * Wasilla Middle (Inc. ABA)
Willow
Houston Jr/Sr High

Patrice Lecso

Swanson
Mentor

Lamont Kelly .875fte

OT/PT assistant;
Equipment inventory &
Purchase Orders
Assist with therapy as
scheduled by Lead OT/
SSS Supervisor

Gina Lucas

- * Cottonwood Creek
Meadow Lakes

Jenny Nugent .6 fte

Shaw

Whitney Poser

- * Snowshoe
Teeland Middle
Fronteras 1 student

Carrie Reavis .8 fte

Finger Lake

Michelle Scott-Weber

- * Birchtree Charter (.3fte)
Colony High
Colony Middle

Teletherapy

Taniana
Career Tech

- * Lauren Coble

Iditarod
Larson (ABA)
Teeland (PK)

Sarah Thompson .6 fte

- * Machentanz
Mentor
ChildFind Evals

Michelle (Shelly) Warner

- Palmer High (inc. PK)
- * Butte
ILP
Glacier View
Sutton

Barb Wooten

- Goose Bay
- * Knik

Kailah Happ .4

Wasilla High (Inc ABA)

Annie Dick .2 fte COTA

Talkeetna
Su Valley
Trapper Creek

Served by Boundary School

Homebound
Mat-Su Central
Twindly Bridge Charter

Unassigned schools: Academy,
American, Burchell

Physical Therapist FY22

Jamie Evans (Lead)

Larson

* Machetanz

Mentor - Jennifer

Colony Next Step

Career Tech

Chrissy Garner

Butte

* ChildFind/ILP Team

Palmer High

Pioneer Peak

* **Stacie Gracey .50fte**

Cottonwood

Meadow Lakes

* **Danielle Nelson**

Teeland

Snowshoe

Shaw (Rochelle)

Palmer Jr. Middle

Swanson

Deb Mitchell

Big Lake

Goose Bay

* Knik

Su Valley

Houston

Meadow Lakes Homebound

Midhigh Sun Family Learning Center

Rochelle Ray (Mentor)

* Shaw

Sherrod

Mentor - Danielle

Gabrielle Sterner

* Birchtree

Tanaina

Wasilla Middle

Colony High Homebound (EE)

Kim A. Wright .80fte

Colony High

Colony Middle

* Finger Lake

Jennifer Hughes 1.0FTE

* Iditarod

Denaina

Redington Jr. Sr. High

Mat-Su Day School

Wasilla High

Wasilla Next Step

Julee Blankenship, PTA

Rochelle

Stacie

Theresa Hodgson, PTA

Chrissy

Kim

Unassigned/No Students

Academy Charter

Burchell

Fronteras

Glacier View

Mat-Su Central

Sutton

Talkeetna

Trapper Creek

Twindly Bridge

School Psychologist Assignments | 2021-2022

	<u>Kristen Allton (Lead)</u>		<u>Lyndsay Hammond .5 fte</u>		<u>Eric Lee</u>
*	Shaw	*	Swanson		Big Lake
	Cottonwood Creek			*	Houston Jr/Sr High
			<u>Sue Giblin .5 fte</u>		
	<u>Alex Antonio</u>	*	Iditarod		<u>Glen Ramos</u>
	Colony Middle			*	Colony High
	Teeland Middle		<u>Micah Hoffman</u>		Palmer High
			Matsu Secondary		
	<u>Jacob Balaskovits</u>		Day School		<u>Eric Lee/Glen Ramos</u>
*	Finger Lake		Burchell High		Redington Jr/Sr High
	Butte				
			<u>Amy Ippolito .90fte</u>		<u>Amy Parker</u>
	<u>Erin Bittmann</u>	*	Meadow Lakes		Goose Bay
*	Pioneer Peak		American Academy	*	Knik
	Machetanz		Willow		Childfind Screenings
	Mentor - Jacob Balaskovits		Beryozva		
					<u>Allison Perotti .8 fte</u>
	<u>Ashley Croft</u>		<u>Shannon Isley</u>		Career and Tech High
	Early Childhood Evaluations		Birchtree Charter		Academy Charter
*	Midnight Sun		Twindley Bridge Charter		Wasilla High (evals)
	Headstart Centers		Fronteras Charter		
			Protocols & Assessment tools		<u>Allison Perotti/Amy Parker</u>
	<u>Brittany Davidson</u>				Dena'ina
	Snowshoe		<u>Deb Kroll</u>		
*	Wasilla Middle	*	Palmer Jr. Middle		<u>Unassigned</u>
	Mentor - Alex Antonio		Valley Pathways		Alaska Middle College
			Supervise Diagnosticians		
	<u>Selena Fischer</u>				
*	Larson		<u>DOTCOM</u>		
	Tanaina		Sherrod		
			Mat-Su Central		
	<u>Joe Gerard .5 fte</u>				
	Glacier View				
	Su-Valley				
	Talkeetna				
	Trapper Creek				Revised 9/8/2021
*	Sutton / Ya Ne Dah Ah				

Speech Pathologist Assignments 2021-2022

<u>Jenny Barge</u>	<u>Jenny Hoeger</u>	<u>Maggie Gruber</u>	<u>DeAnne Sabol</u>	<u>SLP Assistants:</u>
* Snowshoe (k-5 Inc.ABA)	Career Tech	* Pioneer Peak (k-5)	Shaw (k-5 Inc. SL)	
Mentor	* Teeland			<u>Amber Buckholtz - C</u>
	CFY Supervision	<u>Tanya Lake</u>	<u>Kathy Sage .6 fte</u>	Iditarod, 3
<u>Rebecca Blanchard</u>		* Iditarod (pk-5)	* <u>Shaw (prek)-PM</u>	Wasilla High, 2
Palmer ISIP	<u>Courtney Humphrey</u>		Colony High (DHH)	
* Valley Pathways	* Birchtree Charter	<u>Rebecca Lyrenmann</u>	Shaw (DHH)	<u>Suzanne Hermon</u>
Prek Initial Evals	Taniana (prek)	* Fronteras Charter	Student (PHS)	Palmer ISIP, 4
		Mat-Su Central		Birthtree Charter, 1
<u>Amanda Carver</u>		Mentor	<u>Jeana Spindle</u>	
* Colony Middle	<u>Daniel Johnson - C</u>		Mat-Su Day	<u>Kim Linse</u>
Wasilla High	* Wasilla High (ABA)	<u>Kristy Manley .90fte</u>	* Larson (ABA & ASPIRE)	Wasilla ISIP, 4
	Wasilla Middle (Inc. ABA)	* Butte (prek x2)		Cottonwood (k-5), 1
<u>Jennifer Crosby</u>		Home Bound, Shaw, 3		
Su Valley	<u>Jeff Johnson</u>	Home Bound, PPE, 1	<u>Erin Walker</u>	<u>Carol Mitchell</u>
* Talkeetna	* Machetanz (prek)	Child Find Evals	* Finger Lake (PK-5/ABA)	Finger Lake, 2
Trapper Creek	Pioneer Peak (prek)	Shaw (prek)-AM		Dena'ina, 1
Willow	Wasilla CCS		<u>Madysen Williams - C</u>	Mat-Su Central, 1
Child Find Screening	Pioneer Peak ABA	<u>Annette Maynard</u>	MSCS online	
		* Wasilla Phono		<u>Lin Mitchell .9</u>
<u>Hailey Davis - C</u>	<u>Danielle Kealy - C</u>	Cottonwood K Initial Evals	<u>Kim Wright</u>	Shaw, 4
* Meadow Lakes (prek)	* Taniana (k-5)	Swanson K Intitial Evals	Colony High	Butte, 1
Meadow Lakes CCS		Pre-K Initial Evals	* Palmer High	
Big Lake (prek)	<u>Margie Kirby</u>		Home Bound, PHS, 2	<u>Sheila Supina</u>
Prek Initial Evals	Butte (k-5)	<u>Anita Mosier</u>		Taniana, 2
Home Bound, MLS, 1	* Sutton	* Wasilla Phono	<u>Amy Wright</u>	Larson/ (ABA), 2
	Mat-Su Secondary	Prek Initial Evals	AT/AAC	Larson (k-5), 1
<u>Kiersten Davis</u>				
* Goose Bay (k-2)	<u>Nancy Knutson</u>	<u>Becky O'Neal .9 fte</u>	<u>Kate Wolanin</u>	<u>Andi Gifford (Swanson)</u>
	* Larson (k-5)	* Palmer High (prek)	Dena'ina (k-5)	Big Lake, 1
<u>Mary Dooher</u>		Palmer CCS		Snowshoe, 4
* Goose Bay (prek x 2)	<u>Kirsten Koivunen</u>	Prek Initial Evals	<u>Teletherapy</u>	Goose Bay, as needed
Dysphagia Coor	Infant Learning Program		Glacier View	
CFY Supervision	Child Find	<u>Michelle Palmer</u>	Houston Jr/Sr High	
Home Bound, CHS, 1	Child Find Evals	* Knik (3-5)	Midnight Sun Charter	
	test materials/protocols	American Charter	Redington Jr/Sr High	
<u>Kate Fritz</u>		Burchell High	Twindly Bridge	
* Palmer Jr. Middle	<u>Katherine Kuhn</u>		Academy Charter	
NS/Project S/RTC	* Teeland (prek)	<u>Dawn Penrod, C. (Tele)</u>	Sherrod	
	Cottonwood (prek)	Cottonwood Creek (k-5)	Swanson (k-2)	
<u>Rebecca Gallagher</u>	Prek Initial Evals			Revised 9/1/21
* Machetanz (k-5)		<u>Leslie Rost</u>	<u>Unassigned Schools</u>	
	<u>Julia Lahue</u>	* Big Lake (k-5)	Beryozova	
	* Meadow Lakes (k-5 Inc.ABA)	Home Bound, BLE,1		

Visually Impaired Assignments | 2021-2022

Jacinda Danner

Academy Charter
Beryozova
Butte
Career Tech High
Colony High
Glacier View
Mat-Su Secondary
Palmer High
Pioneer Peak
Sutton

Orientation & Mobility: District Wide
Colony High
Finger Lake
Larson
Mat-Su Central
Palmer High
Shaw
Sherrod
Swanson
Wasilla High

Julianna Kriston

Burchell High
Colony Middle
Fronteras
Iditarod
Shaw
Mat-Su Day School
Machetanz
Palmer Jr. Middle
Sherrod
Snowshoe
Swanson
Twindly Bridge Charter
Tanaina
Teeland Middle
Valley Pathways
Wasilla Middle

Lindsay Lee

American Academy Charter
Big Lake
Birchtree Charter
Cottonwood Creek
Denaina
Finger Lake
Goose Bay
Houston Jr/Sr High
Knik
Larson
Mat-Su Middle College
Meadow Lakes
Midnight Sun Charter
Redington Jr/Sr High
Su-Valley High
Talkeetna
Trapper Creek
Wasilla High
Willow

Assistants

Gwen Hege
Suzette Cusick

TVI services will be determined by
the boundary school for MSC
and ChildFind students.

Section 504 Plan Management | 2021-2022

"Section 504 of the Rehabilitation Act of 1973 is a federal nondiscrimination law designed to protect the rights of students with disabilities in programs and activities that receive federal funds, including public school districts."

To qualify under Section 504, a student must:

- 1) Have a physical or mental impairment that substantially limits one or more major life activities.
- 2) Have a record of such impairment.
- 3) Be regarded as having such impairment.

Bruce Lozanoff is our Section 504 Coordinator.

Mr. Lozanoff will be available after Sept. 1, 2021 to:

- 1) Explain eligibility requirements and the process of implementing a 504 plan.
- 2) Answer questions regarding; the eligibility process, accommodation needs and student concerns.
- 3) Bring student concerns to the district administrative level for review if needed.

Beccie Morino and Cindy Klauder are the Section 504 Records Technicians in SSS.

Records Technician school assignments will be divided by Palmer area schools and Wasilla area schools.

To stay in compliance with the 504 Plans, the school site 504 coordinator(s) will work with their district assigned SSS Records Specialist and their district assigned Records Technician.

504 Records Technician Assignments | 2020-2021

Beccie Morino, 504 Manager & Records Techs	Cindy Klauder, 504 Records Technician
Academy Charter	Big Lake Elementary
American Charter Academy	Burchell High
Beryozava	Dena'ina Elementary
Birchtree Charter	Goose Bay Elementary
Butte Elementary	Houston Jr/Sr High
Colony High	Iditarod Elementary
Colony Middle	Joe Redington Jr/Sr High
Cottonwood Creek Elementary	Knik Elementary
Finger Lake Elementary	Larson Elementary
Fronteras Charter	Mat-Su Career Tech High
Glacier View	Meadow Lakes Elementary
Machetanz Elementary	Pioneer Peak Elementary
Mat-Su Central	Shaw Elementary
Mat-Su Day School	Snowshoe Elementary
Mat-Su Middle College	Su Valley High
Mat-Su Secondary	Talkeetna Elementary
Midnight Sun Charter	Tanaina Elementary
Palmer High	Teeland Middle
Palmer Jr	Trapper Creek Elementary
Sherrod Elementary	Wasilla High
Sutton Elementary	Wasilla Middle
Swanson Elementary	Willow Elementary
Twindly Bridge Charter	
Valley Pathways	

STUDENT SUPPORT SERVICES

Itinerant Staff Mileage Guide

School Year 2021-2022



Introduction

Mileage is reimbursed per MSEA and CEA Negotiated Agreements when an employee is required to travel between two or more school assignments. Employees are required to badge in and out of each building site. Mileage reimbursement requests must be submitted monthly and have the MyMileage report attached. Claims that are not supported with a badge report will be rejected.

Directions to enter a mileage reimbursement claim can be found in Knowledge Base on the Employee Quick Links page; [Expense Claims ESS Mileage](#).

Mileage reimbursement benefits are defined differently in the CEA and MSEA Negotiated Agreements. Please refer to the CEA and MSEA sections of this Mileage Guide for specific information and references to the Negotiated Agreements. The main difference between MSEA and CEA is the establishing of a base school. CEA staff do not have a base school. For MSEA, the process for calculating the mileage beyond a base school is outlined in the MSEA section of this guide.

For auditing purposes, we are asking our MSEA Itinerants with more than one assigned school to use the Itinerant Schedule Form located in this guide. This form has a section that will help staff calculate the reimbursable mileage beyond the base school, assigned sites and home. On this form, it is not necessary to define your services. All that is required are times and locations. **Please email these to Terry Donahue by September 8, 2021. Please use the following naming convention when saving your MBB Schedule. LAST NAME, FIRST NAME, DEPARTMENT, DATE.** These schedules will be shared with SSS supervisors.

Mileage Export Reports must be submitted monthly in Munis Self-Serve for reimbursement.

MyMileage will hold data up to 45 days before resetting.

Per Board Policy AR4133 – Reimbursement requests over 90 days will be denied.

CEA Mileage Guidelines

Per Negotiated Agreement, Classified Employees are compensated for travel between worksites if such use of a personal vehicle is approved by their SSS supervisor. Reimbursement occurs at the IRS determined rate. Classified employees are not assigned a base site. All CEA Staff mileage reimbursement claims must be supported with a report from MyMileage, which is generated by badging in/out of schools. The only exception to this is if an employee reports to a site that does not have a badge reader. In this case, employees are to refer to the Mileage Chart located on the Employee Quick Links page to calculate mileage traveled between school sites.

7/1/2019-6/30/2022 CEA Negotiated Agreement.

ARTICLE VII, SECTION K. Mileage Allowance

All employees required to use their personal vehicles for School District related purposes will be reimbursed at the current district rate. The supervisor must approve, or disapprove, use of personal vehicles on a one (1) time basis or on a continuous work schedule per job description.

MSEA Mileage Guidelines

All MSEA/SSS Itinerant Staff mileage reimbursement claims must be supported with a report from MyMileage, which is generated by badging in/out of schools. The only exceptions are when an employee reports to a site that does not have a badge reader or starts/ends the workday at a location other than the base school.

If working at a site that does not have a badge reader, please refer to the Mileage Chart on the Employee Quick Links page to calculate mileage traveled between school sites.

If traveling directly to/from home to a school site other than the base building, reimbursable mileage is calculated using a mileage beyond base formula. Please complete the MSEA Itinerant Schedule form in this handbook to determine reimbursable mileage beyond your base school. Use the acronym MBB, miles beyond base, in the comment section of the Munis Self-Serve mileage expense claim. Examples of the schedule form and how to use this information to file a mileage expense claim are included in this guide.

Staff do not report to a base building first for the simple purpose of incurring additional mileage. Mileage is not paid to and from an employee's place of residence and their base building.

Article IX SECTION 2 Automobile Allowance from the 7/1/19-6/30/22 Board Approved MSEA Agreement

Certificated teachers who provide passenger vehicles for School District business directed by the unit administrator shall receive reimbursement for the use of such vehicles at the applicable deduction rate as established by the Internal Revenue Service. Each certificated employee with responsibilities in more than one building shall confer with his or her supervisor(s) or unit administrator to designate a base building for the purpose of calculating a mileage reimbursement. On days in which the employee teacher works in another building other than the base building, the District shall reimburse the employee for mileage required beyond that distance which the employee would travel to commute to and from his/her building.

EXAMPLE* Student Support Services - MSEA Itinerant Schedule * EXAMPLE

Name: **EXAMPLE**

Position:

Date:

Home/Cell #s:

Office Phone #s:

Physical Home Address:

Base School: MLE

Miles between home and base:

5 miles

Note: miles between home and base are not reimbursable

Miles between home and site #2:

BLE - 13 miles

subtract home-base

5 mile

MBB reimbursable miles home to site #2

8 miles

Miles between home and site #3:

MNC - 6 miles

subtract home-base

5 miles

MBB reimbursable miles home to site #3

1 miles

Miles between home and site #4:

TNE - 4 miles

subtract home-base

5 miles

MBB reimbursable miles home to site #4

0 miles

To determine MBB (mileage beyond base) use the following formula:

Miles between home and start or end site – miles between home and base site = MBB reimbursable miles.

Note: If the number is a positive number, these miles are reimbursable. If the calculation results in a negative number, there are no reimbursable miles.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time	8:30	8:30	8:30	8:30	8:30
Start Site	MLE	BLE	MLE	BLE	MNC
Transition Time	12:00	11:45	12:00	11:45	11:45
Site	TNE	MLE	TNE	MLE	MLE
Transition Time		2:00			
Site		MNC			
Transition Time					
Site					
Transition Time					
Site					
Transition Time					
Site					
End Time	4:00	4:00	4:00	4:00	4:00

Additional Info: _____

* Please do not use color fill when completing this form.

MSEA Mileage Expense Claim *EXAMPLE*

Below is a screen shot from Munis Self-Serve for an expense claim based on the MSEA Itinerant Schedule example on the previous page. For this example, we have used the month of October, 2020 with one entry for each schedule scenario.

Per unit expenses		
	Date	Comments
2020 MILEAGE ID	10/1/2020	MBB to BLE
2020 MILEAGE ID	10/2/2020	MBB to MNC to MLE
2020 MILEAGE ID	10/6/2020	MBB to BLE, MLE to MNC, MNC to MBB
2020 MILEAGE ID	10/30/2020	October MyMileage Report

For Thursday, October 1st, there is an entry for Miles Beyond Base because the employee reported first to a site other than their base site. The mileage between BLE and MLE would be supported by the MyMileage Report. The day ends at MLE, which is the base school, so there is no additional reimbursable mileage for the day.

For Friday, October 2nd, there is an entry for Miles Beyond Base to MNC, and then to MLE. MNC does not have a badge reader so these miles would be entered manually according to the District's Mileage Chart. This day also ends at the base school, so again there is no additional reimbursable mileage.

Mondays and Wednesdays on this schedule start at the base school and end at a school closer than the base school to the employee's residence. There would not be MBB entries for these days. The mileage between MLE and TNE would be on the MyMileage Report.

On Tuesday, October 6th, the employee starts at Big Lake, so there is an entry MBB to BLE. The employee then travels to their base school. Both BLE and MLE have badge readers, so this mileage would be on the MyMileage Report. From MLE the employee travels to MNC where they end their day. MNC does not have a badge reader, so the mileage between MLE and MNC is entered according to the Mileage Chart. Mileage from MNC to MBB are included on this line.

The last entry is a single entry for the total October mileage on the employee's MyMileage Report. This entry will be supported by an attached MyMileage Report.

STUDENT SUPPORT SERVICES

Itinerant Staff Forms

School Year 2021-2022

Please submit all forms electronically.



Student Support Services - Itinerant Schedule with MBB Calculator

Name:	Position:	Date:
Home/Cell(s):	Office Phone(s):	
Physical Home Address:		Base School:

Miles between home and base:		Note: miles between home and base are not reimbursable
	subtract home-base	MBB reimbursable miles home to site #2
Miles between home and site #2:		
	subtract home-base	MBB reimbursable miles home to site #3
Miles between home and site #3:		
	subtract home-base	MBB reimbursable miles home to site #4
Miles between home and site #4:		

To determine MBB (miles beyond base) reimbursable mileage use the following formula:

Miles between home and start or end site – miles between home and base site = MBB reimbursable miles.

Note: If the number is a positive number, these miles are reimbursable. If the calculation results in a negative number, there are no reimbursable miles. All miles are rounded up.

Monday	Tuesday	Wednesday	Thursday	Friday
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Start Time					
Start Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
End Time					
End Site					

Additional Info:

Student Support Services - Itinerant Schedule without MBB Calculator

Name:

Position:

Date:

Home/Cell(s):

Office Phone(s):

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
Start Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
Time					
Site					
End Time					
End Site					

Additional Info:



Pre-Approval for Purchase Order Request

[Print Form](#)

Student Support Services
Mat-Su Borough School District
501 N Gulkana St.
Palmer, AK 99645
P (907) 746-9221 or (907) 761-4068

Location
Staff

Unit Administrator's Signature Date
☐ Approved ☐ Denied ☐ On Hold

Special Instructions: Only typed forms will be accepted. Email all completed Pre-Approval for Purchase Order Requests to Student Support Services. Attach quote with shipping if applicable.

Vendor Name Vendor #
Vendor Address City, State Zip Code
Website Phone Fax

Account Codes: Will be completed by SSS office staff.

A. C.
B. D.

ACCT	ITEM #	DESCRIPTION	QTY	UNIT COST	TOTAL COST
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sub Total

Freight

Grand Total

Requisition Number



SSS-Travel Request Form

[Print Form](#)

Mat-Su Borough School District
Student Support Services
501 N. Gulkana Palmer, AK 99645
(907)761-4068

Special Instructions: Complete and save this travel request form. All fields on this form must be completed or the request will be returned for additional information. Attach the completed form to an AESOP leave request. Travel may be denied if the information contained on this form is not provided within your AESOP leave request. The travel request must be approved prior to any travel arrangements being made. **Employees and Supervisors are responsible for how district funds are spent.**

Employee Name	<input type="text"/>	Employee ID #	<input type="text"/>
Title / Position	<input type="text"/>	School / Department	<input type="text"/>
Conference	<input type="text"/>		
Location	<input type="text"/>	Conference Web-Site	<input type="text"/>
Conference Description	<input type="text"/>		

Travel Start Date	<input type="text"/>	End Date	<input type="text"/>	Conference Start Date	<input type="text"/>	End Date	<input type="text"/>
Is PERSONAL TRAVEL associated with this itinerary?				<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, enter an additional absence in Aesop for personal travel.		
Is a SUBSTITUTE required based on this itinerary?				<input type="checkbox"/> Yes <input type="checkbox"/> No	Day(s) Needed, if any <input type="text"/>		

Enter **ESTIMATED COSTS.**

Enter (0) if there are no estimated costs. Provide the best estimate possible, estimating high if necessary, and checking prices to confirm estimates.

Airfare	<input type="text"/>
Hotel Room	<input type="text"/>
Conference Fees	<input type="text"/>
Car Rental	<input type="text"/>
Per Diem	<input type="text"/>
Other	<input type="text"/>
TOTAL	<input type="text"/>

FUNDING Information / Notes, If Known:

JUSTIFICATION for Participation in or Attendance at Activity, Event, or Conference

Approved for Travel? ☐ Yes ☐ No

Funding Account Code	<input type="text"/>
Substitute Account Code	<input type="text"/>
Aesop Absence Number	<input type="text"/>
Additional Notes	<input type="text"/>

SSS Executive Director/Assistant Director Signature Date

Grant Supervisor Signature (if applicable) Date

Associate Superintendent of Instruction Signature Date

Deputy Superintendent of Business & Operations Signature Date

Superintendent Signature Date

