STANDARDIZED TEST RESULTS
YUPIIT SCHOOL DISTRICT
FALL 2015
AIMSweb, MAP, AMP

Presentation Agenda
- The numbers & what they show
  - AIMSweb – screening test for students in K-3
  - Indicates student level of performance on various key skills in literacy and numeracy compared to students across the nation in the same grade
  - Used to identify students needing additional academic support (RTI)
  - Used to monitor effectiveness of academic supports (progress monitor)
  - Used to measure student growth in each area
- MAP – screening test for students in 3-10
  - Indicates student level of performance in Reading, Language Usage and Mathematics compared to students across the nation in the same grade
  - Used to identify students needing additional academic support (RTI)
  - Used to measure student growth in each area

Presentation Agenda
- ACCESS Spring 2015 Results
  - Tests English Language Proficiency for students classified as LEP (Limited English Proficient)
- AMP (Alaska Measures of Progress) Spring 2015 Results
  - Used to compare student performance against new state standards in English Language Arts and Mathematics
  - First-time test administration

Presentation Agenda
- Possible “Whys” Behind the Numbers
  - New tests, New standards, New expectations
  - LEP issues
  - Attendance
  - Instruction
  - What Next?
  - Changes to Curriculum & Resources
  - Changes to Instruction
2014-15 Growth and Fall 2015 Data
AIMSWEB EARLY LITERACY & MATH

Kindergarten Letter Naming Fluency

Kindergarten Letter Sound Fluency
* No 2015 – 16 Data until after the Winter Benchmark

1st Grade Nonsense Word Fluency
1st Grade Reading Passage Fluency

- No 2015 – 16 Data until after the Winter Benchmark

2nd Grade Passage Reading Fluency

3rd Grade Reading Passage Fluency

- No 2014-15 Data
- We did not administer the Reading Passage Fluency test to 3rd Graders

Kindergarten Oral Counting Fluency
Kindergarten Number Identification
- No 2015 - 16 Data until after the Winter Benchmark

1st Grade Quantity Discrimination

1st Grade Computation (Addition & Subtraction)
- No 2015 - 16 Data until after the Winter Benchmark

2nd Grade Computation (Addition & Subtraction)
2014-2015 Growth & Fall 2015 Benchmark Results

MAP READING, LANGUAGE USAGE AND MATH

Spring 2015 MAP Reading Growth

Spring 2015 MAP Math Growth

Spring MAP Language Usage Growth
### Fall 2015 MAP Math Benchmark

<table>
<thead>
<tr>
<th>Grade</th>
<th>Average Score</th>
<th>Equivalent Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>171</td>
<td>Beg Grade 2</td>
</tr>
<tr>
<td>4</td>
<td>179.6</td>
<td>Beg Grade 2</td>
</tr>
<tr>
<td>5</td>
<td>181.7</td>
<td>Mid Grade 2</td>
</tr>
<tr>
<td>6</td>
<td>186.3</td>
<td>Mid Grade 2</td>
</tr>
<tr>
<td>7</td>
<td>196.2</td>
<td>Mid Grade 3</td>
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<tr>
<td>8</td>
<td>196.5</td>
<td>Mid Grade 3</td>
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<td>9</td>
<td>199.1</td>
<td>Mid Grade 3</td>
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<td>10</td>
<td>214.6</td>
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<td>11</td>
<td>207.3</td>
<td>Mid Grade 4</td>
</tr>
<tr>
<td>12</td>
<td>216.7</td>
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</table>

### Fall 2015 MAP Reading Benchmark

<table>
<thead>
<tr>
<th>Grade</th>
<th>Average Score</th>
<th>Equivalent Grade Level</th>
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<tr>
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<td>192.5</td>
<td>Beg Grade 1</td>
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<tr>
<td>4</td>
<td>174.7</td>
<td>Mid Grade 1</td>
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<tr>
<td>5</td>
<td>171.1</td>
<td>Mid Grade 1</td>
</tr>
<tr>
<td>6</td>
<td>179.8</td>
<td>Beg Grade 2</td>
</tr>
<tr>
<td>7</td>
<td>180.2</td>
<td>Beg Grade 2</td>
</tr>
<tr>
<td>8</td>
<td>187.4</td>
<td>Beg Grade 3</td>
</tr>
<tr>
<td>9</td>
<td>180.8</td>
<td>Beg Grade 3</td>
</tr>
<tr>
<td>10</td>
<td>205.3</td>
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<td>11</td>
<td>198.4</td>
<td>Beg Grade 4</td>
</tr>
<tr>
<td>12</td>
<td>207.4</td>
<td>Beg Grade 5</td>
</tr>
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</table>
### Fall 2015 MAP Reading Benchmark

<table>
<thead>
<tr>
<th>GRADE</th>
<th>READING</th>
<th>Equivalent Grade Level</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>156.8</td>
<td>End Grade K</td>
</tr>
<tr>
<td>4</td>
<td>164</td>
<td>Beg Grade 1</td>
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<tr>
<td>5</td>
<td>166.9</td>
<td>Mid Grade 1</td>
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<tr>
<td>6</td>
<td>177.5</td>
<td>Beg Grade 2</td>
</tr>
<tr>
<td>7</td>
<td>179</td>
<td>Beg Grade 2</td>
</tr>
<tr>
<td>8</td>
<td>181</td>
<td>Mid Grade 2</td>
</tr>
<tr>
<td>9</td>
<td>194.2</td>
<td>Mid Grade 3</td>
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<td>11</td>
<td>209</td>
<td>Mid Grade 5</td>
</tr>
<tr>
<td>12</td>
<td>197.9</td>
<td>Beg Grade 4</td>
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</table>

### Fall 2015 MAP Language Usage Benchmark

<table>
<thead>
<tr>
<th>GRADE</th>
<th>LANG USAGE</th>
<th>Equivalent Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
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<td>4</td>
<td>177.3</td>
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<td>5</td>
<td>180.5</td>
<td>Beg Grade 2</td>
</tr>
<tr>
<td>6</td>
<td>184.7</td>
<td>Mid Grade 2</td>
</tr>
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<td>7</td>
<td>187.6</td>
<td>Mid Grade 3</td>
</tr>
<tr>
<td>8</td>
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<td>Mid Grade 3</td>
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<tr>
<td>9</td>
<td>198.9</td>
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<tr>
<td>10</td>
<td>206.4</td>
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<tr>
<td>11</td>
<td>203.1</td>
<td>Mid Grade 4</td>
</tr>
<tr>
<td>12</td>
<td>208.5</td>
<td>Mid Grade 5</td>
</tr>
</tbody>
</table>
Fall 2015 MAP Language Usage Benchmark

<table>
<thead>
<tr>
<th>Grade</th>
<th>Average Score</th>
<th>Equivalent Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
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<tr>
<td>4</td>
<td>164.9</td>
<td>Below Grade 2</td>
</tr>
<tr>
<td>5</td>
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</tr>
<tr>
<td>12</td>
<td>204.9</td>
<td>Beg Grade 5</td>
</tr>
</tbody>
</table>
District English Language Arts Spring 2015

Grade 3 English Language Arts

Achievement Levels
Overall scores on the MAP test are divided into four achievement levels. The levels range from 1 to 4, with 4 being the highest level. The district's median score is in Level 1. Partially meets standards.

<table>
<thead>
<tr>
<th>Level</th>
<th>Score Range</th>
<th>Level Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>727 - 790</td>
<td>Meets Standards</td>
</tr>
<tr>
<td>3</td>
<td>700 - 726</td>
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<tr>
<td>2</td>
<td>680 - 699</td>
<td>Partially Meets Standards</td>
</tr>
<tr>
<td>1</td>
<td>620 - 689</td>
<td></td>
</tr>
</tbody>
</table>

District Median 682 (61.4) Number of Students 2,480

State Median 689 (61.4) Number of Students 3,587

District Mathematics Spring 2015

Grade 3 English Language Arts

Percentage of Students in Each Achievement Level, Grade 3

<table>
<thead>
<tr>
<th>District</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>7%</td>
<td>14%</td>
</tr>
<tr>
<td></td>
<td>16%</td>
<td>28%</td>
</tr>
<tr>
<td></td>
<td>9%</td>
<td>0%</td>
</tr>
</tbody>
</table>

*Percentages rounded to the nearest whole number.
Grade 3 Mathematics

Achievement Levels
Overall scores on the MAP test are divided into four achievement levels. The levels range from 1 to 4, with 4 being the highest level. The district's median score is in Level 1, Partially Meets Standards.

<table>
<thead>
<tr>
<th>Level</th>
<th>Score Range</th>
<th>Level Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>460 - 617</td>
<td>Partially Meets Standards</td>
</tr>
<tr>
<td>2</td>
<td>617 - 690</td>
<td>Meets Standards</td>
</tr>
<tr>
<td>3</td>
<td>690 - 780</td>
<td>Meets Standards</td>
</tr>
<tr>
<td>4</td>
<td>780 - 965</td>
<td>Meets Standards</td>
</tr>
</tbody>
</table>

Grade 3 Mathematics

Percentage of Students in Each Achievement Level, Grade 3

<table>
<thead>
<tr>
<th>District **</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40%</td>
<td>41%</td>
<td>25%</td>
<td>12%</td>
</tr>
</tbody>
</table>

Grade 6 Mathematics

Achievement Levels
Overall scores on the MAP test are divided into four achievement levels. The levels range from 1 to 4, with 4 being the highest level. The district's median score is in Level 1, Partially Meets Standards.

<table>
<thead>
<tr>
<th>Level</th>
<th>Score Range</th>
<th>Level Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>460 - 617</td>
<td>Partially Meets Standards</td>
</tr>
<tr>
<td>2</td>
<td>617 - 690</td>
<td>Meets Standards</td>
</tr>
<tr>
<td>3</td>
<td>690 - 780</td>
<td>Meets Standards</td>
</tr>
<tr>
<td>4</td>
<td>780 - 965</td>
<td>Meets Standards</td>
</tr>
</tbody>
</table>

Grade 6 Mathematics

Percentage of Students in Each Achievement Level, Grade 6

<table>
<thead>
<tr>
<th>District **</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17%</td>
<td>51%</td>
<td>24%</td>
<td>5%</td>
</tr>
</tbody>
</table>

*Percentages may not add to 100% because of rounding.
**Student numbers are generalized to protect student privacy.

Possible “Whys”
- AMP is a new test
  - New test based on new standards
  - Standards (and text) are more difficult and ask different things of students compared to old SBA exams
  - Close reading and specific references to text in writing
  - Relating two texts (literature and informational)
  - More writing than in past
  - Math standards have changed and skills moved to different grade levels (students asked to master skills earlier)
  - Teachers and students need time to adjust to new standards and new expectations
  - It's NOT just us
- Many states implementing Common Core or similar standards show lower outcomes after the first test

Possible “Whys”
- Language issues with Limited English Proficient students
  - Low fluency (how fast a person reads out loud or speaks) in English – some possible differences in rate of spoken Yup'ik versus spoken English
  - Vocabulary (meanings of words) – students can “decode” but may not understand what is read due to lack of vocabulary knowledge
  - Comprehension (understanding) – students have not mastered strategies to understand what they are reading
- Attendance
  - Students miss enough instruction to make it difficult to master skills
  - Students may not stay after school to make up missed work
  - Older students may not want to show struggles in front of peers and may continue to miss school rather than seek help
Possible “Whys”

- Instruction
- Some instructional materials are old editions (prior to new standards) and newer teachers may not be skilled enough to adapt materials
- Teachers may lower level of instructional material to work with large numbers of struggling students
- Not enough practice in basic math facts to develop automaticity
- Teachers do not perform or perform incorrect interventions for struggling students
- Instruction may not engage all students in learning – teachers need to use better ways of teaching
- Instruction does not take advantage of native “ways of knowing”
- Instruction may not be well-matched with state standards or cover the needed standards for a grade-level

What Next?

- Better prepare students and teachers for the AMP test itself
- Practice “testlets”
- Students do more writing on the computer
- Teachers increase knowledge of close reading, paired texts, math strategies
- Upgrade instructional materials
- New texts for 7-12 English Language Arts
- Replace older editions of K-6 ELA program with new (a few grades each year)
- Ensure teachers have all program resources available and know how to use them
- Write scope and sequence for 7-12 ELA courses
- Implement and revise 7-12 Math scope and sequence

- Improve instruction
- Have teachers set improvement goals with students on MAP (worked very well for Toksook last year)
- Improve District RTI (intervention) plan and train teachers in diagnosing students, where/how to use intervention programs, and differentiating instruction
- Hold teachers accountable for following grade-level Math and ELA pacing guides
- Train teachers in strategies for LEP students for vocabulary and comprehension
- Develop “Standards of Practice” – teaching strategies all teachers use in all grade levels
- Increase teacher knowledge of Yup’ik culture to better connect classroom learning with student lives, utilize Yup’ik ways of knowing to teach
### Yupiit School District
### Board of Education Meetings
### District Office at 11:00 AM

<table>
<thead>
<tr>
<th>3rd THURSDAY Meeting Date</th>
<th>2nd MONDAY Agenda Deadline</th>
<th>2nd WEDNESDAY Packet Information &amp; Reports Due @ 8:00 AM</th>
<th>2nd FRIDAY Packets Distributed</th>
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<tr>
<td>February 18, 2016</td>
<td>February 8, 2016</td>
<td>February 10, 2016</td>
<td>February 12, 2016</td>
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<tr>
<td>April 21, 2016</td>
<td>April 11, 2016</td>
<td>April 13, 2016</td>
<td>April 15, 2016</td>
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<tr>
<td>May 19, 2016</td>
<td>May 9, 2016</td>
<td>May 11, 2016</td>
<td>May 13, 2016</td>
</tr>
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**BB 9320(a) Regular Meetings:** The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with an annual calendar of regular Board meetings and shall be notified of any changes to the calendar. The Board shall hold 1 regular meeting on the 3rd Thursday of each month. Unless changed by the Board, regular meetings shall be held at 11:00 AM at the School Library. Notice of regular meetings shall be posted at least three days prior to the meeting.
Yupiit School District

The Mission of the Yupiit School District is to educate all children to be successful in any environment.

Regional Board Members

Willie Kasayulie, Chairman
Ivan M. Ivan, Vice Chairman
Moses Peter, Board Member

Samuel George, Treasurer
Moses Owen, Board Member
Noah Andrew, Board Secretary

Robert Charles, Board Member

Committee Meetings and Work-sessions

11:00 AM - FY15 Achievement and other Data
11:45 AM - Discussion of Board Meetings and Worksession
12:00 PM - Lunch

Agenda (beginning at 1:00 PM)

Regional Board of Education Meeting

LOCATION: Akiachak, Alaska  DATE: November 20, 2015

I. Call to Order
II. Roll Call
III. Invocation
IV. Recognition of Guests
V. Approval of Agenda
VI. Approval of Minutes:
VII. Correspondence
VIII. Reports:
   A. School Reports
      1. Akiachak
      2. Akiak
      3. Tuluksak
   C. Attendance Report – No Report
   D. Superintendent’s Report
   E. Curriculum, Instruction, Assessment
   F. Maintenance Director
   G. Special Programs Report
IX. Business and Finance Report
X. Strategic Plan – No Report
XI. Action Items
   A. Consent Agenda
      1. 2nd Reading of BP 5040 Student Nutrition
      2. 3rd Reading of Policies: AR 9250 RSB Stipend Schedule; BP 4161/4261 Leaves; BP 4161.1 Sick Leave – Certificated Personnel; BP4161.2/4261.2/4361.3 Personal Leaves – All Personnel; BP 4161.3 Sabbatical – Certified Personnel; BP 4161.4/4261.4/4361.4 Family and Medical Leave; and BP 4161.7 Civic Leave
B. FY17 Projected Enrollment
C. Approval of Resignation
D. Approval of New Hire
E. Akiachak Senior Trip Request

XII. Board Travel:
XIII. Public Comments
XIV. Board Comments
XV. Executive Session - Personnel
XVI. Next Regular Meeting: December 17, 2015
XVII. Adjournment
Minutes of the Yupiit School District
Regional Board of Education

Held: October 29, 2015
Village: Akiachak, Alaska

11:00 AM Computer Training: The worksession began with the distribution and some training of the new laptops for the Regional School Board members.

BP 5040 Student Nutrition: The current YSD policy does not meet the Student Nutrition Standards. YSD schools cannot get the healthy snack waiver to operate the school stores for tournaments during the school day without updating this policy.

Superintendent Evaluation: The Board will also need to select the tool to be used for the superintendent evaluation. Members were given three evaluation forms to look at during the September meeting and were to return with a recommendation for the form they wanted to use. Decision moved to the November meeting.

LASB Member Qualifications: The RSB discussed the qualifications for membership on the Local Advisory School Boards. This may affect policy if the members decide a change should be made.

Chairman Kasayulie appointed Sam George and Moses Peter to meet with the Kokarmiut Board to discuss Akiak Housing leases.

Agenda (Beginning at 1:00 PM)

I. Call to Order: Chairman Kasayulie called the regular meeting of the Regional School Board to order at 1:02 PM

II. Roll Call: Present:

Willie Kasayulie, Chairman
Ivan Ivan, Vice Chairman
Samuel George, Treasurer
| Continue – Roll Call | Noah Andrew, Secretary  
Moses Owen, Board Member  
Robert Charles, Board Member  
Moses Peter, Board Member |
|-----------------------|--------------------------------------------------|
| Also Present:         | Superintendent Norma Holmggaard  
Jamie Burgess, Curriculum Director  
Wayne Boggs, Special Programs Director  
Jim Hartz, Maintenance Director  
Len Fabich, IT Tech  
Chris Barr, Akiachak Principal  
Charles Burns, Akiak Principal – via video conference  
Minty Ruthford, Tuluksak Principal – via video conference  
Bonnie James, Recording Secretary |
| Invocation            | III. Invocation: Moses Owen rendered the invocation |
| IV. Oath of Office    | A. Oath of Office Superintendent Norma Holmggaard administered the Oath of Office to the newly elected directors Robert Charles, Moses Owen and Ivan Ivan. |
|                       | Chairman Kasayulie passed the meeting to Superintendent Holmggaard for the re-organizational of the RSB. |
|                       | B. Reorganizational of the Board:  
1. Chairman: Ivan Ivan nominated Willie Kasayulie as Chairman and asked for unanimous consent. Hearing no other nominations, Willie Kasayulie won as Chairman of the Board. |
|                       | Superintendent Holmggaard passed the meeting back to Chairman Kasayulie.  
2. Vice Chairman: Sam George nominated Ivan Ivan as Vice Chairman of the Board and asked for unanimous consent. Hearing no other nominations, Ivan Ivan won as Vice Chairman of the Board.  
3. Secretary: Sam George nominated Noah Andrew as Secretary of the Board and asked for unanimous consent. Hearing no other nominations, Noah Andrew won as Secretary of the Board.  
4. Treasurer: Robert Charles nominated Sam George as Treasurer and asked for unanimous consent. Hearing no other nominations, Sam George won as Treasurer of the Board. |
| Recognition of Guests | V. Recognition of Guests: |
| Approval of Agenda    | VI. Approval of Agenda:  
Motion, by Ivan Ivan, Seconded by Noah Andrew to approve the agenda with changes to move XIII. Executive Session after XVII. Committee Assignments. Motion passed. |
VII. Approval of Minutes: September 17, 2015
Motion by Sam George, Seconded by Robert Charles to approve the Regular Board meeting Minutes. Motion passed.

VIII. Correspondence: AMP Assessment Cut Scores Set: The cut scores for the new state assessment, AMP has been set by the State Board of Education. There are 4 achievement levels, 1 through 4 from low to high. The Department has recently notified school districts that the release of the results has been delayed until October 19. There is additional work to ensure accuracy of results.

CEAAC Update: Notification has been received the Charles Wohlforth, Executive Director for CEAAC has resigned. The search has begun for a new ED. He will be leaving mid-November. The CEAAC Executive Board has approved making this a full-time position rather than a half-time position.

Discussion for Rural School Boards: YSD Regional School Board has been invited to participate in a discussion about issues pertinent to rural districts. This meeting has been organized by the North Slope Borough School District Regional School Board. The meeting will be held on Friday, November 6 at 6:00 p.m. in the Denali/Alaska room at the Hilton. This is during the AASB Conference.

IX. Reports:
A. School Reports
   1. Akiachak: Chris Barr summarized his report.
   2. Akiak: Charles Burns summarized his report via Teleconference
   3. Tuluksak: Minty Ruthford summarized her report via Teleconference
B. Attendance Report: The monthly attendance was reviewed
C. Superintendent’s Report: Superintendent Holmgaard summarized her report
D. Curriculum, Instruction, Assessment Report: Jamie Burgess summarized her report
E. Maintenance Director’s Report: Jim Hartz summarized his report
F. Special Programs Report: Wayne Boggs summarized his report


XI. Strategic Plan: Superintendent Holmgaard highlighted the Strategic Plan Progress activities on Involving Elders and the Community; Yupik Curriculum and Student Outcomes; Career Pathways and Effective Operations. See full report in the packet.
**Action Items**

### XII. Action Items

#### A. Consent Agenda

1. **1st Reading of BP 5040 Student Nutrition**
2. **2nd Reading of Policies:** AR 9250 RSB Stipend Schedule; BP 4161/4261 Leaves; BP 4161.1 Sick Leave – Certificated Personnel; BP4161.2/4261.2/4361.3 Personal Leaves – All Personnel; BP 4161.3 Sabbatical – Certified Personnel; BP 4161.4/4261.4/4361.4 Family and Medical Leave; and BP 4161.7 Civic Leave
3. **3rd Reading of Policies:** BP 1313; BP 1321; AR 1321; BP 1322; AR 1322; BP 1325 (a) BP 1325(b); AR 1325; BP 1325.1; BP 1330; AR 1330(a) AR 1330(b); E 1330; BP 1340; AR 1340(a) AR 1340(b); E 1340; BP 1400; BP 1410; AR 1410; and BP 1700

Motion by Sam George, Seconded by Ivan Ivan to approve the 1st Reading of BP 5040 Student Nutrition; 2nd Reading of Policies; and 3rd Reading of Policies. Motion passed.

#### B. Legislative Priorities – Moved to next Board Meeting

#### C. Recommendation for Hire:

The Administration requested approval of the following new hires: Randall Leedy Math/Science Teacher Akiak School Second Semester; Maisha Ekamrak Accounting Technician; Melissa Mike Instructional Aide Tuluksaq School; Henry Alexie Special Education Aide Tuluksaq School; and Willie Alexie Special Education Aide Tuluksaq School

Motion by Sam George, Seconded by Ivan Ivan to approve the new hires recommended by Administration. Motion passed.

#### D. Resignation:

Please accept the attached resignation for Stacy Greusel, Assistant Principal/District Activities Director, effective May 31, 2016 and Superintendent Norma Holmgaard effective June 30, 2016.

Motion by Sam George, Seconded by Ivan Ivan to approve the resignations for Stacy Greusel effective May 31, 2016 and Norma Holmgaard, effective June 30, 2016. Motion passed.

#### E. MOA for Pre-K Development:

Administration requested approval to enter into an MOA with Veronica Plumb, Early Childhood Specialist with the University of Alaska Fairbanks at the approximate amount of $20,000.00.

Motion by Sam George, Seconded by Ivan Ivan to approve the MOA for Pre-K Development for Veronica Plumb at the approximate amount of $20,000.00. Motion passed with unanimous consent.

#### F. MOA – AKEBS January-June 2016:

Administration requested approval for this continuing MOA.
<table>
<thead>
<tr>
<th>Continious - Action Items</th>
<th>Motion by Ivan Ivan, Seconded by Sam George to approve to continue Financial Services with AKEBS from January-June 2016 at the approximate amount of $13,000.00 a month. The Board requested additional written report of preformed services outlined in Scope of Services. Motion passed with unanimous consent.</th>
</tr>
</thead>
</table>
| Board Travel | XIII. Board Travel:  
A. AASB Annual Convention – November 5-8, 2015  
B. CEAAC Meeting – November 4 @ 5:30 PM - CEAAC Meeting, Selection of new Executive Director  
C. Rural School Board Discussion – November 5 @ 6:00 PM  
- Rural School Board caucus in the Alaska/Denali Room sponsored by the North Slope Borough School District Board of Education. They want to pursue common issues among rural school districts. The issues they will bring for discussion are: funding, recruitment and retention of quality teachers, authentic assessment. They have asked that those attending bring high priority issues for discussion. The full RSB members will attend the meeting.  
D. Boardsmanship Academy – December 11-12, 2015 |
| Public Comments | XIV. Public Comments |
| Board Comments | XV. Board Comments |
| Committee Assignments | XVI. Committee Assignments – 1 RSB Member  
A. Teacher Evaluations  
B. Certified Handbook  
C. Classified Handbook  
D. District Improvement Committee  
The Administration requested that a Regional School Board member be appointed to serve on the following YSD Committees during the 2015-2016 year. Meeting dates will be determined when the committees are fully formed.  
Moses Owen asked to be assigned to the Teacher Evaluation Committee; Noah Andrew to the Certified Handbook Committee; Sam George to the Classified Handbook Committee and Moses Peter to the District Improvement Committee. |
| Executive Session | XVII. Executive Session: Motion by Sam George, Seconded by Moses Peter to go into an Executive Session at 4:08 PM. Motion passed.  
Motion by Sam George, Seconded by Robert Charles to go out of an Executive Session at 4:28 PM. Motion passed. |
<p>| Next Meeting Regular Meeting | XVIII. Next Meeting Regular Meeting: November 19, 2015 |</p>
<table>
<thead>
<tr>
<th>Adjournment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>XIX. Adjournment:</strong> Motion by Sam George, Seconded by Moses Peter to adjourn the meeting at 4:30 PM.</td>
</tr>
</tbody>
</table>

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Secretary | Date
November 15, 2015

MEMORANDUM

To: YSD Regional School Board
From: Norma Holmgaard, Superintendent
Re: Correspondence

No official correspondence has been received to report at this time.
Akiachak Huskies Board Report: Husky Highlights

Local Area School Board Meetings (LASB):
- Elder Mentor Program – created a list of Elders to assist in this program to help build positive relationships with “at-risk” students.
- Local Area School Board Members completed tasks to improve the school and the tasks have been placed in the STEPP plan.

School Events:
- Mr. Barr attended an Akiachak Community Council Meeting to discuss school goals, improvements and current progress of the 2015 – 2016 school year.
- Mr. Burns, Mrs. Craft and two student council members attended leadership training in Anchorage.
- 4 students attended a STEM phase to develop technology/science skills.
- Mr. Barr and the Yupiit School District principals attended a Saturday Principal Meeting to increase our instructional leadership skills.
- Staff members are participating in district curriculum teams to provide vital input to improve student achievement.
- Akiachak SPOOKTAKULAR was held and was a huge success – students participated in games, haunted house and a cakewalk.
- Parent-Teacher Conferences were held. Mr. Barr and Mr. Burns provided a table for parents to have attendance and high school graduation updates of students.
- Akiachak hosted a Junior High Volleyball Team event in collaboration with Tuluksak.

School and Cultural News:
- Character Word of the Month: Inspiration.
- Teachers attended a VTC focusing on ESL strategies to increase student achievement.
- Community members have been volunteering at school to discuss personal experiences relating to classroom activities and advice on bullying, respect and positive attitudes.
- ACPE attended the school for two days to assist all high school students with college readiness.
- Akiachak School Thanksgiving FEASTIVAL will be held on Nov. 24 from 11:30 – 1:30.
- Sophie Kasayulie presented at a faculty meeting to discuss community involvement opportunities.
November 2015 School Board Report/Akiak

**Students:** The character word for the month of November is Honesty.

**Activities:** Every Friday BUGS (Being Uncommonly Good Students) assemblies are being held to honor students’ good actions. The assemblies are teacher directed but student led.

**Events:**
- October 31st Halloween Carnival
- October 29th and 30th Parent Teacher Conferences
- November 6th Akiak volleyball team competed in Aniak

**Academic/PLC:** The staff received training over LEP students and strategies.

The AMP data was discussed. A uniform behavior/incident form was developed.

The STEPP plan was reviewed and updated.

Teachers are collaborating and working on RTI.

In almost every category Akiak scored above the district average on the AMP tests.

**Meetings:** Mr. Burns attended the IRA Council meeting (11-12-15) and reported upcoming events
Cultural: The Yupik classes continue to teach not only language but also traditions and customs. Students are creating traditional headbands and fans.

Up Coming Events:

- November 13-14 Akiak volleyball tournament
- November 16 Off Road License Class
- November 24 Thanksgiving feast

The Akiak staff continues to increase in skill and ability. We thank you for your continued support and for the opportunity to work with your youth.

Sincerely,

Charles V Burns

Charles V Burns
Principal
Akiak School
AKIAK SCHOOL OFFICE REFERRAL FORM

Student_________________ Referring Staff_________________ Grade_____ Date_______ Time_____

Location

- Classroom
- Playground
- Cafeteria
- Bathroom
- Specials
- Other
- Hallway/breezeway/stairway
- Special event/assembly/field trip

Action

- Abusive/Inappropriate language
- Fighting/physical aggression
- Defiance/disrespect/insubordination/noncompliance
- Lying/cheating
- Harassment/teasing/taunting/bullying
- Disruption
- Tardy back to class/out of area
- Property damage
- Theft
- Other Behavior:____________________

Possible Motivation

- Obtain peer attention
- Obtain adult attention
- Obtain items/activities
- Avoid tasks/activities
- Avoid peers
- Avoid adults
- Obtain control of the situation
- Don't know
- Other:___________________

Others involved/teacher comments

As the teacher, I have:

- Warned the student
- Explained the reason his/her behavior/action is not productive/2nd warning
- Off gym list
- Called home from classroom
- Had the student set out of reward activity
- Had a meeting with the student and parent/guardian
- Other:

Administrative Decision

- Time in office
- Loss of Privilege
- Conference with student
- Parent Contact
- Other
- In-school suspension
- Out-of-school suspension

Parent Contact:
Principal Report for September R.S.B. Meeting

Dear Superintendent Holmgaard & the R.S.B Members,

School Events:

- The Jr. High and High School Students had cultural week with emphasis on Survival. There were about 10 Elders who participated in the event. The Elders talked to the students about survival and showed them how to make uluks, spoons, fish traps, fish racks, beading, kuspuk, and traditional dolls. They ended the sessions with soup and Yuraq (dancing). Several community members and parents joined the event.
- Students who attended AFN prepared a school wide presentation to the school and community reporting on the main events at the conference.
- After School Activity-Yuraq will be coming to an end this month. We have several other After School Activities that will begin in the month of November such as music, computer, cake decorating, knife carving, beading, painting and career choices.
- Tuluksak School offered training for the Para Professional Praxis test. Mrs. Matz and Ms. Schroeder were instructors and provided coaching for approximately 10 community members helping them to become highly qualified.
- Carnival at Tuluksak was a huge success. We had a large crowd from the community that enjoyed the cakewalk, fishing, dart games, coin toss basketball contest, haunted house, and the jailhouse. Many of the community members and students stayed after the carnival to help clean up.
- We had two students, Mary Napoka and Carlton Passamika, who attended EXCEL 9 Communication and Career exploration. The students explored a variety of career paths through field trips and job tours along with building a personal learning career portfolio.
- Two representative from The Alaska College & Career Advising Corps spoke with the high school students about career pathways. Several students showed interest in areas of heavy equipment and the nursing field.
- Jr. High Volleyball team went to Akiachak for their first game. They won the first game but lost the other games. Tuluksak Wolverines showed good sportsmanship throughout the tournament.
- Tuluksak Student of the Month were Marionelle Liskey, Jamie Allain, Mathis Philip and Jesslyn Allain. Also, for the Attendance of the Month there were 14 students who had perfect attendance in October.
- All Veterans were honored at Tuluksak School on Wednesday. The students, staff members and community members celebrated Veterans Day with an assembly to show respect and support for all Veterans in Tuluksak.
2014-15 YUPIIT SCHOOL DISTRICT

Akiachak Elementary
Akiachak High School
Akiak Elementary
Akiak High School
Tuluksak Elementary
Tuluksak High School

<table>
<thead>
<tr>
<th>Month</th>
<th>Akiachak Elementary</th>
<th>Akiachak High School</th>
<th>Akiak Elementary</th>
<th>Akiak High School</th>
<th>Tuluksak Elementary</th>
<th>Tuluksak High School</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>92.00%</td>
<td>90.00%</td>
<td>93.00%</td>
<td>94.00%</td>
<td>91.00%</td>
<td>84.00%</td>
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<td>September</td>
<td>85.00%</td>
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<td>87.00%</td>
<td>86.00%</td>
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<td>October</td>
<td>78.00%</td>
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<td>84.00%</td>
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<td>November</td>
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<td>90.00%</td>
<td>89.00%</td>
<td>74.00%</td>
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<tr>
<td>December</td>
<td>83.00%</td>
<td>82.00%</td>
<td>84.00%</td>
<td>84.00%</td>
<td>74.00%</td>
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<td>January</td>
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<td>82.00%</td>
<td>88.00%</td>
<td>73.00%</td>
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<td>February</td>
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<td>March</td>
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<td>April</td>
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<td>May</td>
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<td>81.00%</td>
<td>85.00%</td>
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</table>
November 15, 2015

MEMORANDUM

To: YSD Regional School Board
Re: Superintendent’s Report

On Saturday, November 21, 2015 the YSD Administrative Team will meet. On the agenda for this meeting is:

- School Improvement Plan Report
- Inter-rater reliability with Gerry Briscoe, SERRC/Finding evidence of good teaching.
- Entering Behavior Data into Powerschool
- K-6 Math/ELA Pacing Guides
- Counseling Plan of Service
- Sharing SLO’s (Everyone bring 3)
- School Climate/Behavior/CHAMPS
- On Site Files/Documents for ESEA Audit
- Understanding the McKinney/Vento Act
- Homeless Children and Youth

A Proposed Calendar for the 2016-2017 School Year has been sent to schools. Principals have been asked to share this with their staff and Local Advisory School Boards for suggestions. Recommendations are due back by December 3 so that the calendar can be brought before the Board at the December meeting. A copy of the draft calendar accompanies this report.

The YSD Leadership Team will be reviewing the Counseling Plan of Service and the Response to Intervention (RTI) Guidance in preparation for bringing these documents to the RSB for approval.
### Yupiit School District 2016-2017 Calendar

<table>
<thead>
<tr>
<th>School Closes</th>
<th>July/Aug 16</th>
<th>Sep-16</th>
<th>Oct-16</th>
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<tbody>
<tr>
<td></td>
<td>S M T W T F S</td>
<td>S M T W T F S</td>
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<tr>
<td>E End of Quarter</td>
<td>24 25 26 27 28 29 30</td>
<td>1 2 3</td>
<td>2 3 4 5 6 7 8/9</td>
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<tr>
<td>H Legal Holiday</td>
<td>31 1 2 3 4 5 6</td>
<td>I</td>
<td>I</td>
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<tr>
<td>I Inservice Day</td>
<td>7 8 9 10 11 12 13</td>
<td>NT NT</td>
<td>H</td>
</tr>
<tr>
<td>PC Parent-Teacher Conf</td>
<td>14 15 16 17 18 19 20</td>
<td>I 12 13 14 15 16 17</td>
<td>E V</td>
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<tr>
<td>PC PCM Meets Minimum</td>
<td>18</td>
<td>19</td>
<td>20 21 22</td>
</tr>
<tr>
<td>O School Opens</td>
<td>23 24 25 26 27 28 29</td>
<td>19 20</td>
<td>21 22</td>
</tr>
<tr>
<td>X Emergency Closure Day</td>
<td>30</td>
<td>31</td>
<td>32</td>
</tr>
<tr>
<td>W Teacher Workday</td>
<td>33</td>
<td>34</td>
<td>35</td>
</tr>
</tbody>
</table>

#### Quarters
- **Qtr 1-42 days**
- **Qtr 2-42 days**
- **Qtr 3-44 days**

#### Teacher Days
- # of Teacher Days: 22
- # of Teacher Days: 18
- # of Teacher Days: 20

#### Student Days
- # of Student Days: 14
- # of Student Days: 18
- # of Student Days: 19

#### Workdays
- # of Workdays: 3

#### Holidays
- **Winter Break** Dec 19-Jan 3, 2016
- **Memorial Day** May 29, 2017
- **New Years Day** January 1, 2017
- **Spring Break** March 13-17, 2017
- **Teacher Days** Jan 3, 2017
- **Inservice Days** 10
- **Student Days** 170
Curriculum Development

- Meeting with secondary social studies teachers was held regarding K-12 social studies curriculum and texts. The current K-6 social studies texts are going out of print, some of the secondary electives have no text, and the core course texts and atlases are out of date. The K-6 curriculum has no scope and sequence and teaching of social studies in the K-6 classrooms is intermittent or sometimes completely absent. The K-6 curriculum will have a scope and sequence developed based on the pre-existing Yup’ik Worldview curriculum (see Moore Targeted Resources Grant report), with the addition of early US History topics in Grade 6. Discussion was held regarding 7-12 course sequence, and teachers are reviewing sample texts for possible adoption.
- District Response to Intervention (RTI) Committee met to discuss the current RTI manual, discuss committee goals and committee member responsibilities. Members will assist in an inventory of diagnostic and intervention programs available and/or in use at each site.
- Evaluation of textbook and resource inventory software is underway. Storage space for unused textbooks and teacher resource materials has been cleared at the district office.

District/State Testing

- AMP results are now available to the general public. Principals are sharing results with their staff members, and have received support materials for sharing AMP results with staff, students, parents and the community from AKEED.
- Preparations are underway for WorkKeys administration for all juniors beginning November 16; and for MAP winter benchmark testing in early December.

Professional Development

- October 30 was a district-wide inservice day in conjunction with parent-teacher conferences. Mr. Burns trained 9 teachers for state-mandated Crisis Prevention training; additional training for Crisis Prevention will be held on Saturday November 14th in Akiachak (weather permitting).
ELL Coordinator – Ms. Robyt
- November PLC was held with a focus on code-switching; teachers were given strategies for helping students replace informal/slang expressions used with friends and family with formal English for use in school and in writing assignments.

Moore Early Literacy Grant – Ms. Kasayulie
- Meetings were held with Akiachak, Tuluksak and Akiak Head Start program directors to inform them of pre-K program plans and discuss collaboration and impact on Head Start program.
- Veronica Plumb, professor with University of Alaska-Fairbanks, and Anji Gallanos with AKEED will do a site visit with all 3 schools and meet with Ms. Kasayulie and Ms. Burgess in early December to discuss licensing, physical site needs, staff training needs and curriculum issues. Potential enrollment numbers are being gathered.

Moore Targeted Resources Grant – Ms. Hartz
- Ms. Hartz is focusing on adapting the pre-existing Yup’ik Worldview curriculum for use as the district K-6 social studies curriculum, and the pre-existing Yup’ik Science and Subsistence curricula for use as the district K-8 science curriculum. This will allow for better utilization of classroom time, ensure K-6 students have exposure to a culturally-based social studies and science curriculum, and provide structure to “Yup’ik time” in elementary grades.
1) Update High School Course of Studies to ensure students are prepared for graduation, have access to a variety of elective courses, and access to courses for college and career preparation. This will include reviewing existing texts to ensure they are up to date, developing a Course Proposal procedure, and expanding/revising the Protected Novel list for 7-12 English Language Arts courses.

2) Overhaul the K-8 report card generated through Power School to more accurately reflect changes in state standards and give students and parents more accurate information regarding student achievement. New report card will be ready for implementation in 2016-2017 school year.

3) Select textbook and teacher resource inventory software; tag and load all existing materials into software database. Revise inventory and textbook ordering procedures to prevent over-ordering and duplicate ordering. Move all unused current curriculum materials to storage at district office; remove outdated curriculum materials for disposal. Develop check-in/check-out procedures to ensure texts and teacher resources are appropriately tracked and stored for teachers leaving and teachers new to district.

4) Begin Curriculum Map (scope and sequence) process for 7-12 courses; train teachers on curriculum mapping process and require all secondary teachers to map two courses for the 2015-2016 school year.

5) Update District Response to Intervention Plan to include diagnostics and available intervention programs; update intervention programs as needed and provide training to teachers on Plan and use of diagnostics and interventions.

6) Complete pre-K curriculum scope and sequence; locate existing books and physical resources; acquire needed physical resources or curriculum materials; develop child development training coursework for pre-K classified staff in conjunction with University of Alaska consultant.
TIMELINE FOR CURRICULUM MAP (SCOPE AND SEQUENCE) DEVELOPMENT

Elementary (K-6)
- Mathematics Program – complete and distributed to teachers
- English Language Arts – preliminary version distributed to teachers
  - Need to add State Standards to Pacing Guide (done by March)
  - Final review and revision of Standards Alignment done by April
- Social Studies – being developed by Rayna Hartz – target date for submittal to board is February/March board meeting
- Science – being developed by Rayna Hartz – target date for submittal to board is February/March board meeting
- Health/Physical Education – general framework developed by Stacy Greusel distributed to teachers. Complete scope/sequence developed in 2016-2017

Secondary (7-12) Mathematics
- Grade 7&8 and Integrated Math I, II and III curriculum maps – preliminary version distributed to teachers for review and revision by end of 2015-2016 school year. Will be submitted to board for approval in December.
- Personal Finance curriculum map – preliminary version distributed to teachers for review. Will be submitted to board for approval in December.
- Math intervention course (name to be determined) – text in process of selection – curriculum map developed by March/April for teacher review.

Secondary (7-12) English Language Arts
- Protected and Choice Novel List is under review by teachers to revise and expand book list. Submit to board for approval in January.
- Currently determining list of courses for preliminary mapping – teachers are asked to map a maximum of two courses this year. Maps will be ready to submit to board in August. Courses not mapped will be completed in 2016-2017 school year – preliminary maps will be reviewed and revised in 2016-2017.

Secondary (7-12) Social Studies
- Currently determining list of courses for preliminary mapping – teachers are asked to map a maximum of two courses this year. Maps will be ready to submit to board in August. Courses not mapped will be completed in 2016-2017 school year – preliminary maps will be reviewed and revised in 2016-2017.

Secondary (7-12) Science
- Currently determining list of courses for preliminary mapping – teachers are asked to map a maximum of two courses this year. Maps will be ready to submit to board in August. Courses not mapped will be completed in 2016-2017 school year – preliminary maps will be reviewed and revised in 2016-2017.
Secondary (7-12) Electives

- List of available electives is being revised and will be submitted in High School Course of Studies for approval.
- Currently determining list of courses for preliminary mapping – teachers are asked to map a maximum of two courses this year. Maps will be ready to submit to board in August. Courses not mapped will be completed in 2016-2017 school year – preliminary maps will be reviewed and revised in 2016-2017.
<table>
<thead>
<tr>
<th>Projects</th>
<th>Maintenance &amp; Capital Improvement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tasks In Progress</strong></td>
<td>Finishing boiler install in Akiachak LTD. Duplex.</td>
</tr>
<tr>
<td></td>
<td>2016 summer projects.</td>
</tr>
<tr>
<td></td>
<td>P.M Recertification with DEED.</td>
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<tr>
<td></td>
<td>District-wide re-keying: Akiachak, Akiak are finished. Tuluksak school is finished, the housing units are in progress.</td>
</tr>
<tr>
<td></td>
<td>YSD purchased two transfer pumps for TNC water plant.</td>
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<tr>
<td></td>
<td>Meeting with Kokarmiut has been postponed.</td>
</tr>
<tr>
<td><strong>Tasks Completed</strong></td>
<td>YSD’s generator in Tuluksak is fixed.</td>
</tr>
<tr>
<td></td>
<td>AHFC housing grant for Tuluksak has been submitted.</td>
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<tr>
<td></td>
<td>Water line upgrades in Tuluksak are complete.</td>
</tr>
<tr>
<td></td>
<td>The superintendent and myself met with Akiachak LTD. To discuss the housing lease.</td>
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<tr>
<td></td>
<td>Akiachak fuel storage SPCC plan has been updated.</td>
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<tr>
<td><strong>Recommendations</strong></td>
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<tr>
<td><strong>Budget Considerations</strong></td>
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</tbody>
</table>

**NOTES**

A storage building in Akiak has been broken into and several mattresses and couches were vandalized.
Deed informed me that a freeze has been implemented for bonding in all school districts for a period of five years.
YSD has not had a water outage in Tuluksak in two weeks.
Student Learning Opportunities

During the month of November we have been privileged to send our students on a number of learning experiences and to plan for some other special opportunities.

Four students, 2 from Akiachak and 2 from Akiak, and Mrs. Sharene Craft science teacher from Akiachak attended the Alaska Student Leadership Conference in Anchorage November 2 – 6. They were selected for their leadership positions in their respective campus student government organizations and will be asked to take an active role in planning and leading activities at their schools.

As a follow-up to the STEM phase our students attended in Anchorage last month, our campuses have set aside time during the school day for the students to work on the program assignments in preparation for another two-week phase in the spring. Our students will have the opportunity to obtain a Microsoft certification on various software products and could enter a Microsoft certification pathway that leads to specific IT job certifications through the Microsoft Corporation.

Six of our 9th graders (2 from each campus) took the opportunity to attend the EXCEL 9 phase in Kenai. The phase ran from November 7-12. This is a first step in a series of job training and employability skills training phases available to our students 9-12. There will be another camp in the spring.

Sarah Strahli from the Alaska Commission for Postsecondary Education was in the district November 2-6. She and an associate visited all three campuses, spending two days in Akiachak and Akiak and 1 day in Tuluksak, to help students identify their career interests and match them with programs offered at the University of Alaska. While here they helped 8 students complete their college applications and their FAFSA student financial aid forms.

Staff Development

Two paraprofessionals from Tuluksak took and passed the PRAXIS test for becoming certified paraprofessionals and meeting the NCLB requirements for being Highly Qualified. Three others took the test, but did not meet the Alaska passing standard.
Special Education Services

During the week of November 2-6 Joanne Domko, who provides direct speech therapy to our, worked with students at all three campuses.

Mark Smedley, School Psychologist was in district the week of November 9-13 to conduct diagnostic testing.

Diane George will be back in the district office November 18 -24.

Respectfully submitted by: Wayne Boggs, Director of Special Programs
MEMORANDUM

TO:  YSD Board of Education
FROM:  Lucienne Smith, Contracted CFO
        ALASKA EDUCATION & BUSINESS SERVICES, INC.
RE:  NOVEMBER 2015 Board Report

November 10, 2015

The FY 2016 Monthly Board Reports are attached as follows:

✓ Statement of Revenue Budget vs. Actual – recapping fund specific revenue
✓ Statement of Expenditure Budget vs. Actual – recapping fund specific expenditures
✓ Statement of Revenue Budget vs. Actual for the General Operating Fund
✓ Statement of Expenditure Budget vs. Actual for the General Operating Fund

Food Service – The State reviewer arrived to assist and was very impressed to see the gains that had been made in the past year at the Akiachak kitchen. In order to improve our program, she recommended continuing to train our cooks on the use of PrimeroEdge (which is scheduled for week of November 16th and again in January). All food service part time personnel must receive 4 hours of training per year. EED Child Nutrition offers a number of on line PowerPoint trainings. One of the outcomes of the visit was that as a CEP school District (100% of our students eat free), we no longer are required to take count by student name, we only have to provide a daily count for breakfast and lunch and total it at month end for our reimbursement claims. After struggling with the scanners to get the information into PowerSchool – all is required is a checkoff sheet with the count – no names.

During the last Board meeting there was discussion about using traditional foods in our lunch menu. After some research, we have determine that can be done - there are some processes/procedures we must follow before accepting and using them in the Food Service program. Fresh fish can only be accepted gutted and gilled if it is donated. If it is given to a local processor and the local processor provides it to the district, then YSD can accept it in any form – vacuum packed, filleted, chunks, etc. Caribou- Moose- Musk Ox can be accepted on the bone or cut off the bone, it just cannot come to us already vacuum packed.

Staffing and Training – Training has occurred for the new Accounting Technician. A copy of the Standard Operating Procedures has been provided to her which she has read, she has reviewed the State of Alaska Chart of Accounts and additional training for others in the office to understand those Chart of Accounts has occurred. Accounts Payable has been processed, both regular and electronic checks, and Purchase Orders are being processed. She has been charged with cleaning up classified employee payroll files. The next item on our training schedule is preparing deposits.

Training for the School Registrar/Secretary's will occur again in January.

Technology – In order to fully utilize our accounting software, create efficiencies, and limit processing errors, we are requesting vendors and staff to fill out direct deposit forms and return to the business office as soon as possible. All classified hourly employees are now using the daily time card module of the accounting system and this is helping to cut down on the time it takes to process payroll.
Our next big push will be to enter all the new FY 2017 contracts and PAF’s in the Human Resources module of the software.

**FY 2016 Enrollment** – The count period for this year began September 28th and ended on October 23rd. From this count period we will realize our FY 2016 foundation funds; we budgeted for 464 students district wide (KKI-218; AKI-110; TUL-136), and our count came up with 453 students (KKI-210; AKI-117; TUL-126), down 2.95 (and one intensive) from our projection. There are always a few duplicates that we have to provide additional information on to the State in the even students were in two districts during the count.

**Tasks completed since last board meeting** – As requested in addition – below is a bulleted list of items completed in the past month:

- Worked with IT to ensure Fall 2016 OASIS submitted timely
- Completed FY 2017 projected Average Daily Enrollment
- Submitted all 1st Quarter Grant Reimbursements
- Completed 1st Quarter 941 Report
- Completed 1st Quarter ESC Report
- Cleaned out more archived records
- Scanned current months Accounts Payable, Cash Receipts and Payroll – renamed files and set up in electronic files
- Trained Accounting Tech on how the Payroll folders are to be organized in a professional manner
- Ordered additional supplies for business office
- Worked with IT to get all technology working in Business Office
- Filed all payroll liabilities reports and paid all payroll liabilities
- Issued payroll for two semi-monthly payrolls, one monthly payroll and 3 bonus payrolls
- Processed and brought current all A/P each week in October
- Obtained and organized Credit Card receipts from holders in preparation to post transactions
- Place monthly order for Food for all sites – provided information to sites
- Filed August Breakfast and Lunch Food claims; prepared reports for September claim (await one site to complete)
- Worked with sites on the daily time card additions
- Ordered W2/1099/1096 forms
- Reviewed Nutritional Analysis of lunch menus
- Communicated with sites expectations of Food Service Point of Service and reimbursable meals
- Issued letter to DEC to inspect kitchens per USDA requirement
- Processed final FEMA paperwork for 2010 Floods
- Posted receipts for all electronic deposits
- Reconciled bank statements
- Responded to auditors on all questions and additional documents
- Posted additional grant award revenue and expense budgets
- Reviewed old files to determine what must be archived and what can be burned
- Set up new user on the Black Mountain financial accounting software
- Responded to hundreds of emails

HAPPY THANKSGIVING TO ALL!
<table>
<thead>
<tr>
<th>Fund</th>
<th>Received Current Month</th>
<th>Received YTD</th>
<th>Estimated Revenue</th>
<th>Revenue To Be Received</th>
<th>% Received</th>
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Grand Total: 174,588.96 3,577,313.72 16,173,500.33 12,596,186.61 22 %
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Grand Total: 311,977.43  5,016,082.52  16,183,687.66  16,183,587.66  11,167,505.14  31 %
### 100 OPERATING BUDGET

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<th>Estimated Revenue</th>
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**Function Total:**
- 152,104.50
- 3,219,011.44
- 13,358,067.00
- 10,139,055.56
- 24 %

**Org Total:**
- 152,104.50
- 3,219,011.44
- 13,358,067.00
- 10,139,055.56
- 24 %

**Fund Total:**
- 152,104.50
- 3,219,011.44
- 13,358,067.00
- 10,139,055.56
- 24 %

**Grand Total:**
- 152,104.50
- 3,219,011.44
- 13,358,067.00
- 10,139,055.56
- 24 %
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### Funds 100-100, Objects 300-599

#### 100 OPERATING BUDGET

**900 FUND TRANSFERS**

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**10 AKIACHAK SCHOOLS**

- **100 REGULAR INSTRUCTION**
  - 227.77
  - 408,870.12
  - 1,763,120.00
  - 1,763,120.00
  - 1,354,249.88
  - 23

- **120 BILINGUAL/BICULTURAL INST**
  - 0.00
  - 49.32
  - 0.00
  - 0.00
  - -49.32
  - ***

- **160 VOCATIONAL ED INSTRUCTION**
  - 112.25
  - 13,871.97
  - 83,419.00
  - 83,419.00
  - 69,547.03
  - 16

- **200 SPECIAL ED INSTRUCTION**
  - 0.00
  - 55,920.53
  - 327,437.00
  - 327,437.00
  - 271,516.47
  - 17

- **320 GUIDANCE SERVICES**
  - 0.00
  - 30,993.56
  - 137,393.00
  - 137,393.00
  - 106,399.44
  - 22

- **350 SUPPORT SERVICES INSTRUCT**
  - 0.00
  - 554.40
  - 0.00
  - 0.00
  - -554.40
  - ***

- **351 TECHNOLOGY**
  - 0.00
  - 10,519.78
  - 43,622.00
  - 43,622.00
  - 33,102.22
  - 24

- **400 SCHOOL ADMINISTRATION**
  - 3,735.00
  - 35,454.41
  - 173,547.00
  - 173,547.00
  - 142,082.28
  - 25

- **450 SCHOOL ADMIN SUPPORT**
  - 0.00
  - 1,025.00
  - 83,007.00
  - 83,007.00
  - 81,982.00
  - 1

- **511 BOARD OF EDUCATION**
  - 0.00
  - 772.45
  - 3,342.00
  - 3,342.00
  - 2,569.55
  - 23

- **600 OPERATION & MAINTENANCE**
  - 28,471.20
  - 319,397.15
  - 1,135,479.00
  - 1,135,479.00
  - 816,081.85
  - 28

- **700 STUDENT ACTIVITIES**
  - 3,375.00
  - 17,965.76
  - 70,869.00
  - 70,869.00
  - 52,903.24
  - 25

**Total for 10 AKIACHAK SCHOOLS**: 33,681.22

**11 AKIACK SCHOOLS**

- **100 REGULAR INSTRUCTION**
  - 15.55
  - 184,335.89
  - 826,055.00
  - 826,055.00
  - 641,719.11
  - 22

- **160 VOCATIONAL ED INSTRUCTION**
  - 0.00
  - 12,035.45
  - 0.00
  - 0.00
  - 12,035.45
  - ***

- **200 SPECIAL ED INSTRUCTION**
  - 0.00
  - 54,009.26
  - 233,554.00
  - 233,554.00
  - 179,544.74
  - 23

- **320 GUIDANCE SERVICES**
  - 0.00
  - 30,993.56
  - 137,393.00
  - 137,393.00
  - 106,399.44
  - 22

- **352 LIBRARY SERVICES**
  - 0.00
  - 904.74
  - 15,793.00
  - 15,793.00
  - 15,793.00
  - 0

- **351 TECHNOLOGY**
  - 0.00
  - 904.74
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- **400 SCHOOL ADMINISTRATION**
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  - 208,191.00
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  - 27

- **450 SCHOOL ADMIN SUPPORT**
  - 0.00
  - 1,025.00
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  - 83,007.00
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- **511 BOARD OF EDUCATION**
  - 0.00
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  - 3,342.00
  - 2,348.93
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- **600 OPERATION & MAINTENANCE**
  - 2,256.50
  - 89,286.52
  - 693,249.00
  - 693,249.00
  - 603,962.48
  - 12

- **700 STUDENT ACTIVITIES**
  - 3,375.00
  - 17,965.76
  - 70,869.00
  - 70,869.00
  - 52,903.24
  - 25

**Total for 11 AKIACK SCHOOLS**: 33,681.22

**12 TULUKSAK SCHOOLS**

- **100 REGULAR INSTRUCTION**
  - 0.00
  - 234,805.41
  - 1,171,383.00
  - 1,171,383.00
  - 936,577.59
  - 20

- **160 VOCATIONAL ED INSTRUCTION**
  - 0.00
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  - 0.00
  - 0.00
  - 1,116.57
  - ***

- **200 SPECIAL ED INSTRUCTION**
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  - 6,660.45
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  - 53,995.00
  - 47,334.55
  - 12

- **220 SPEC ED SUPPORT SVCS**
  - 0.00
  - 287.97
  - 0.00
  - 0.00
  - 287.97
  - ***

- **320 GUIDANCE SERVICES**
  - 0.00
  - 287.97
  - 0.00
  - 0.00
  - 287.97
  - ***

- **350 SUPPORT SERVICES INSTRUCT**
  - 0.00
  - 287.97
  - 0.00
  - 0.00
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- **351 TECHNOLOGY**
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- **352 LIBRARY SERVICES**
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- **400 SCHOOL ADMINISTRATION**
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- **450 SCHOOL ADMIN SUPPORT**
  - 0.00
  - 287.97
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- **511 BOARD OF EDUCATION**
  - 0.00
  - 287.97
  - 0.00
  - 0.00
  - 287.97
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- **600 OPERATION & MAINTENANCE**
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**Total for 12 TULUKSAK SCHOOLS**: 8,263.78

**Org Total**: 33,681.22
## Expenditure Budget vs. Actual Query

**Report ID:** B100AKAF

**For the Accounting Period:** 11 / 15

### Funds 100-100, Objects 300-599

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**Grand Total:** 237,469.24  3,975,096.73  13,357,966.00  9,382,869.27  9,382,869.27  29 %
The School Board recognizes that schools are in a position to promote healthy lifestyle choices by students that can affect their lifelong wellness. Therefore the School District will provide environments that promote and protect children’s health, well-being, and ability to learn by supporting healthy eating and physical activity.

Schools will provide nutrition promotion and education, physical education, and other school-based activities to foster lifelong habits of healthy eating and physical activity, and will establish linkages between nutrition education and school meal programs.

(cf. 1020 – Youth Services)

A. Planning and Periodic Review by Stakeholders

The school district and when appropriate individual schools within the district will create or work with an appropriate existing advisory group that will assist in developing, implementing, monitoring, reviewing and, as necessary, revising school nutrition and physical activity goals. The school district will permit and encourage the participation of students, parents, food service personnel, Board members, school administrators, school health professionals, physical education teachers, and other interested community members in the advisory group. The district will promote opportunities to participate in the advisory group through parent and stakeholder communication including: newsletters, public announcements, web-postings, parent communication, etc. The school district will provide the advisory group with appropriate information and clear guidelines to assist in the development and/or revision of relevant policies and nutrition and physical activity goals. Goals will be based on available scientific evidence for improving school nutrition and physical activity programs. Goals and progress toward achievement will be presented to the Board starting with the presentation of goals within six (6) months of the passage of this policy and continuing annually thereafter.

(cf. 1000 – Concepts and Roles)

B. Nutrition

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall meet nutritional requirements of National School Lunch Act. (7 C.F.R. Parts 210 and 220) To the extent practicable, all schools in the district will participate in available federal school meal programs.

All other foods and beverages made available on campus (including, but not limited to vending, franchise vendors, concessions, a la carte, student stores, classroom parties and fundraising) during
the school day, between the hours of 12:00 AM and 30 minutes after the conclusion of the instructional day, shall meet nutritional requirements of the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools also known as Smart Snacks at School (Federal Register/Vol. 78, No. 125). To the extend feasible foods harvested in the state will be used in the meals and snacks provided for students. *(Deleted: will be consistent with the nutrition standards developed by the superintendent or designee in administrative regulations based on U.S. Dietary Guidelines for Americans. To the extend feasible foods harvested in the state will be used in the meals and snacks provided for students)*

Schools will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; will accommodate, as much as possible, the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings and adequate time for students to eat.

Traditional cultural foods may be exempted from the nutritional requirements when offered free of charge and for educational purposes. Traditional cultural foods offered for sale or as a part of the school breakfast or lunch program must meet nutritional requirements.

Schools will provide free potable water in the place where meals are served and elsewhere throughout the school buildings.

When practicable, Alaska farm and fish products will be utilized in meals and snacks.

Schools will encourage all students to participate in school meal programs and protect the identity of students who eat free and reduced priced meals.

Schools will encourage all students to eat healthy and nutritious meals within the school dining environment and will, to the extent practicable, involve students in menu planning.

To the extent practicable, schools will schedule lunch as close to the middle of the school day as possible. Schools are encouraged to provide opportunities for mid-morning or mid-afternoon healthy snack breaks.

Schools will limit food and beverage marketing to the promotion of foods and beverages that meet the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools.

Schools will work to provide age-appropriate nutrition education as part of the health and physical education curricula that respects the cultural practices of students, is integrated into core subjects, and provides opportunities for students to practice skills and apply knowledge both inside and outside the school setting. The District will seek to provide evidence-based nutrition education curricula that foster lifelong healthy eating behaviors integrated into Comprehensive School Health Education. **To the extent practicable:**

(a) Students in grades pre-K-12 shall receive nutrition education that teaches the skills needed to adopt lifelong healthy eating behaviors.

(b) Classroom nutrition education shall be reinforced in the school dining room or cafeteria setting as well as in the classroom, with coordination among the nutrition service staff, administrators and teachers.
(e) Students shall receive consistent nutrition messages from schools and the district. This includes in classrooms, cafeterias, outreach programs and other school-based activities. (d) Nutrition education shall be taught by a certified/licensed health education teacher or provide professional development in Nutrition Education for certified staff assigned to teach Nutrition. (e) Schools will strive to establish or support an instructional garden within nutrition education and the core curriculum that provides students with experiences in planting, harvesting, preparing, serving and tasting.

(cf. 0210 – Goals for Student Learning)
(cf. 3550 – Food Service)
(cf. 3551 – Food Service Operations)
(cf. 3552 – Regular Lunch Program)
(cf. 3553 – Free and Reduced Price Meals)
(cf. 3554 – Other Food Sales)
(cf. 6163.4 – School Gardens, Greenhouses, and Farms)

NOTE: While federal law does not require the language in Section C: Physical Education and Section D: Physical Activity, Districts must have physical activity goals. The following optional policy language meets those requirements.

C. Physical Education

Physical education will be closely coordinated with the overall school health program, especially health education, so that students thoroughly understand the benefits of being physically active and master the self-management skills needed to stay active for a lifetime.

To the extent practicable, all schools will provide daily physical education opportunities for all students. At least 50% of physical education class time should be spent in moderate to vigorous physical activity. All elementary students will be provided at least

Option 1: the National Association for Sport and Physical Education recommendation of 150 minutes of physical education per week, for the entire school year.

Option 2: ____ minutes (determined by district capacity) of physical education per week, for the entire school year.

Middle and high school students shall be provided at least

Option 1: the National Association for Sport and Physical Education recommendation of 225 minutes of physical education per week, for the entire school year.

Option 2: ____ minutes (determined by district capacity) of physical education per week, for the entire school year.

All middle-school students will be required to participate in physical education for all years of enrollment in middle school. All high school students shall be required to participate in physical education for one full year. Physical education shall be exclusive of health education and shall be available for all four years of high school.

Each school will adopt a physical education curriculum that aligns with the Alaska State Standards for Physical Education for grades K-12, with grade level benchmarks. The curriculum shall be reviewed in accordance with the regular curriculum review and adoption schedule of the District.
Student achievement shall be assessed based on physical education standards, and a written physical education grade shall be reported for students according to the grading schedule of the District. A fitness assessment shall be performed using a valid and reliable tool and used to track student progress. Physical education classes shall have a pupil-teacher ratio comparable to that in the core classes. Waivers, exemptions, substitutions, and/or pass-fail options for physical education are prohibited. Accommodations will be made for those with medical, cultural, or religious considerations. To the extent practicable, physical education shall be taught by a certified/endorsed physical education teacher.

Physical education teachers shall receive annual professional development specific to physical education content.

Physical education equipment shall be age-appropriate, inviting, and available in sufficient quantities for all students to be able to participate. Equipment shall be inspected regularly for safety and replaced when needed.

NOTE: While federal law does not require the language in Section C: Physical Education and Section D: Physical Activity, Districts must have physical activity goals. The following optional policy language meets those requirements.

D. Physical Activity
Elementary and middle school students shall be provided with at least 45 minutes each day of physical activity, not including time spent in physical education. This time may be accumulated throughout the school day and may include recess and before/after school-sponsored activities. Whenever possible, all students shall be given opportunities for physical activity through a range of programs including, but not limited to, intramurals, interscholastic athletics and physical activity clubs. Elementary students must be provided at least 20 minutes each day of structured, active recess. Classroom based physical activity is encouraged and counts toward the 45 minute requirement as long as it does not replace recess.

When practicable, recess shall be scheduled before lunch periods and take place outdoors.

Indoor and outdoor facilities shall be available so that physical activity is safe and not dependent on the weather. Physical activity equipment shall be age-appropriate, inviting, and available in sufficient quantities for all students to be active. Equipment shall be inspected regularly (at least weekly) for safety and replaced when needed.

Using physical activity as punishment or withholding physical activity/physical education time for behavior management shall be prohibited.

The district/school will promote strategies/events designed to generate interest in and support active transport to school (walking school buses, ‘bicycle trains’, Walk/Bike to School Day).

Schools are encouraged to negotiate mutually acceptable and fiscally responsible arrangements with community agencies and organizations to keep school spaces and
facilities available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations.

(cf. 1330 – Community use of school facilities)

E Communication with Parents
The district/school will regularly, at least annually, inform and update the public, including students, parents, and the community, about the content and implementation of district/school policies that promote student wellness.

The district/school will support the efforts of parents to provide a healthy diet and daily physical activity for their children. Schools will encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet nutrition standards. The district will provide parents & the public with information on healthy foods that meet the requirements of the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools also known as Smart Snacks at School (USDA) standards and ideas for policy compliant foods for vending, concessions, a la carte, student stores, classroom parties and fundraising activities (Federal Register/Vol. 78, No. 125).

The district/school will provide information about physical education and other school-based physical activity opportunities before, during and after the school day; and support the efforts of parents to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information through a website, newsletter, or other take-home materials, special events, or physical education homework.

(cf. 6020 – Parent Involvement)

F Monitoring, Compliance and Evaluation
The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies and administrative regulations. Administrative regulations may be developed to ensure that information will be gathered to assist the School Board and district in evaluating implementation of these policies and to ensure that necessary documentation is maintained in preparation for the triennial Administrative Review conducted by Child Nutrition Programs, Department of Education and Early Development.

The Superintendent or designee will designate one or more persons to be responsible for ensuring that each school within the district complies with this policy, and that school activities, including fundraisers and celebrations, are consistent with district nutrition and physical activity goals.
The School Board will receive an annual summary report on district-wide compliance with the established nutrition and physical activity policies, and the progress made in attaining the district nutrition and physical activity goals, based on input from the schools within the district. The report will also be distributed to advisory councils, parent/teacher organizations, school principals, and school health services personnel, and will be made available to the public.

Legal Reference:

ALASKA STATUTES
03.20.100 Farm-to-school program

UNITED STATES CODE
Richard B. Russell National School Lunch Act, 42
U.S.C. 1771-1793

CODE OF FEDERAL REGULATIONS
7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program

FEDERAL REGISTER
Vol. 78, No. 125, Part II, Department of Agriculture
Regional School Board
Stipend/Pay Schedule

Regional School Board Meetings 500.00/full day meeting including worksession
250.00 for attending half
Conference Attendance 250.00/full day conference + per diem for meals
not covered in registration
Travel Days for Conference attendance Per Diem for meals during travel time
Committee Work or YSD Related 250.00 for committee meetings 4.0 hours & over
Meetings when assigned by RSB Chair 175.00 for committee meetings under 4.0 hours
Or Superintendent

*When attending a conference members are expected to attend the full conference. Failure to
do so may result in repayment of conference stipend.

This AR will go into effect in October 2015.

September 2015
LEAVES

The School Board shall authorize employee absences as provided by law and Board policy. The Board recognizes the following justifiable reasons for absence:

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond the employee’s control.

2. Family illness, bereavement, religious observances and other personal reasons.

3. Situations stemming from occupational status such as attendance at meetings, conventions, inservice courses, seminars, etc.

4. Other situations for which leave is provided by law.

Note: The Alaska Family Leave Act became law September 16, 1992, and applies to employers that have employed 21 or more employees for each working day during any period of 20 consecutive workweeks in the preceding two calendar years. Family leave includes, at a minimum, "unpaid leave' for "serious" health conditions for a total of 18 weeks during any 12 month period, and unpaid leave for pregnancy and childbirth or adoption for a total of 18 work weeks within a 12 month period. Employees are entitled to apply accrued paid leave toward the unpaid leave time. Employers must allow employees to continue their existing health insurance coverage at the same level the employee had before going on leave. However, the employee may be required to pay the premium cost for the continuation of the insurance coverage. The Commissioner of Education may approve a labor contract that does not meet the family leave requirements if the district can show a lack of qualified, available substitutes to replace a teacher on leave or a lack of available housing for replacement teachers who do not live in the community.

Legal Reference:

ALASKA STATUTES
14.14.107 Sick leave and sick leave transfer
14.20.147 Transfer or absorption of attendance area or federal agency school
23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE
14 AAC 09.020 Teachers entitled to pay

NATIONAL DEFENSE AUTHORIZATION ACT for fiscal year 2008, Public Law 110-181, § 585(a)

Revised 9/15
Certificated Personnel  BP  4161.1

SICK LEAVE

Every certificated employee working five school days each week is entitled to one and one-third days of sick leave a month. Such leave for employees working less than five days per week shall be proportionately less. Unused days of sick leave shall be accumulated from year to year without limitation.

The Superintendent or designee shall establish procedures for reporting and verifying such absences.

Certificated employees may transfer accumulated sick leave between districts and the Department of Education. Employees are responsible for initiating a transfer of sick leave credits within 90 days of employment.

Sick Leave Bank

The School Board authorizes the establishment of a sick leave bank to provide teachers sick leave benefits in unusual circumstances. Teachers may draw up to twice the number of days leave he/she has accumulated before the first day of school up to a maximum of 24 days. The Board may grant additional leave in cases of severe illness or external hardship.

Legal Reference:
ALASKA STATUTES
14.14.105 Sick leave bank
14.14.107 Sick leave and sick leave transfer
14.20.147 Transfer or absorption of attendance area or federal agency school
23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE
4 AAC 15.040 Sick leave
4 AAC 15.900 Definitions


Revised 9/15
Certificated Personnel

SICK LEAVE

After any absence due to illness or injury, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

The district may additionally require written verification by the employee's doctor or practitioner. Such verification may be required whenever an employee's absence record shows chronic absenteeism or a pattern of absences immediately before or after weekends and/or holidays or whenever clear evidence indicates that an absence is not related to illness or injury. Chronic absenteeism may be indicated when an employee has exhausted his/her entire ten-day sick leave benefit during three or more of the past five years.

At its expense, the district may require an employee to visit a physician selected by the district in order to receive a report on the nature and severity of an illness or injury. If the report concludes that the employee's condition does not warrant continued absence, the Superintendent or Principal, after giving notice to the employee, may deny further leave.

Before returning to work, an employee who has been absent for surgery, hospitalization or extended medical treatment may be asked to submit a letter from his/her doctor stating that he/she is able to return and stipulating any recommended restrictions or limitations. The district may, at district expense, require the opinion of a physician chosen by the district.

Employee Notifications of Absence

Employees shall notify the district of their need to be absent as soon as such need is known, so that substitute services may be secured. This notification shall include an estimate of the expected duration of absence. If the absence becomes longer than estimated, the employee shall again notify the district of the need for a substitute. If the duration of absence is unknown or becomes shorter than estimated, the employee shall notify the district of his/her intent to return by at least 3 p.m. of the working day preceding the day he/she returns. If failure to so notify the district results in a substitute being secured, the cost of the substitute shall be deducted from the employee's pay.

YUPIIT SCHOOL DISTRICT

Adopted: 11/2006
All Personnel

PERSONAL LEAVES

Personal Necessity

Certificated employees may use no more than seven days of their accrued sick leave during each contract year for reasons of personal necessity.

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the immediate family.
2. An accident involving the employee's property or the person or property of a member of the immediate family.
3. An illness of a member of the employee's immediate family.
4. Fire, flood, or other immediate danger to the home of the employee.
5. Required court appearance other than those court appearances for which the employee is obligated to be absent from duty and compensation is required by law.
6. Personal business of a serious nature which the employee cannot disregard.

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or Principal. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation period, or for matters which can be taken care of outside of working hours.

Legal Reference:

ALASKA STATUTES
23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE
4 AAC 09.020 Teachers entitled to pay
4 AAC 15.040 Sick leave

Revised 9/97

YUPIIT SCHOOL DISTRICT
Adopted: 11/2006
SABBATICAL

The School Board recognizes the importance of professional development and may grant a sabbatical leave of one school year to teachers who have seven years or more years of service with the district. Such leaves may be approved if they serve an educational purpose and meet all requirements of law.

The selection of teachers to receive sabbatical leave shall be based on the potential benefit to the district, the subject field and contribution of the teacher to education in the state, and seniority in the district.

When granting sabbatical leave, the Board shall determine the amount of leave which shall be paid by the district. The Board may grant a teacher credit on the salary schedule for any leave which the Board determines was educationally or professionally beneficial to the teacher or district.

The Superintendent shall establish procedures for procession and approving requests for sabbatical leave.

Legal Reference:
ALASKA STATUTES
14.20.280-14.20.350 Sabbatical leave
14.20.280 Basis of leave
14.20.290 Application
14.20.330 Selection of teachers
14.20.310 Amount of sabbatical leave and compensation
14.20.320 Responsibility of teacher
14.20.330 Position, tenure, and retirement
14.20.340 Military service and previous leaves of absence
14.20.345 Leave of absence without pay
14.20.350 Definition

YUPIT SCHOOL DISTRICT
Adopted: 11/2006
FAMILY AND MEDICAL LEAVE

Note: Your district may be a “covered employer” under both the federal Family and Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA). Covered employers must provide its employees with the benefits of these laws. FMLA covers employers who have at least 50 employees within 75 miles. AFLA covers public school district sites which have had at least 21 employees within 50 road miles during any period of 20 consecutive workweeks in the preceding two calendar years. Accordingly, some smaller districts may be covered by AFLA only, or, potentially, may not be covered at all. Additionally, some sites may be exempt from coverage while other sites in a district are covered. School districts can adopt a more generous policy by allowing employees who meet the hours-worked requirements to be eligible for family leave, regardless of the number of employees within a given radius.

The Board is committed to providing employees with family and medical leave in compliance with the Family and Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA), as applicable. When both laws apply, the provisions more generous to the employee will govern.

In recognition that FMLA and AFLA provide some employer options for implementation of leave, the Board directs that leave under these laws will be implemented as set forth below. To the extent only AFLA leave applies, and AFLA does not contain specific requirements for implementation of that leave, the Board adopts by policy those procedures and employer rights set forth in FMLA and its regulations. The Superintendent shall develop regulations, in accordance with this policy, setting forth the qualifications, entitlements, and procedures for leave in compliance with these laws.

(cf. 4161 - Leaves)

Covered Employees

Note: FMLA and AFLA are triggered when an employee has worked the requisite number of hours for a school district. AFLA protections will apply sooner than FMLA protections, especially for new employees or part-time employees. Accordingly, any employee who qualifies under FMLA due to length of service will qualify under AFLA. Because AFLA provides greater leave entitlements, school district employees will usually be entitled to 18 weeks of leave.

Eligibility for FMLA and AFLA leave, as applicable, shall be based entirely on eligibility criteria established by these laws. This policy is not intended to expand eligibility for FMLA or AFLA leave beyond that which is legally required.

Under FMLA, an employee who has worked for the District for at least one year, and for 1,250 hours over the previous twelve months, is entitled to up to 12 weeks of leave for qualifying events. Under AFLA, an employee who has worked for the District for at least 35 hours a week in the last six consecutive months, or at least 17.5 hours a week during the preceding twelve months, is entitled to up to 18 weeks of leave for qualifying events. Leave which qualifies under both FMLA and AFLA is to be used simultaneously.

Unused family and medical leave does not accumulate from year to year.
Reasons for Taking Leave

Note: FMLA provides for two forms of military-related leave that are not covered by AFLA. Qualifying exigency leave and military caregiver leave are set forth in items 6 and 7 below. Districts not covered by FMLA may choose to provide similar military family leave.

Covered employees will be granted leave for the following reasons:

1. To care for the employee’s infant child during the first 12 months following birth;
2. To care for a child during the first 12 months following placement with the employee for adoption or foster care;
3. To care for a spouse, son, daughter, or parent with a serious health condition;
4. For incapacity due to the employee’s pregnancy, prenatal medical care or child birth;
5. Because of the employee’s own serious health condition that renders the employee unable to perform the employee’s job;
6. If FMLA is applicable, for qualifying exigency leave if the employee’s spouse, son, daughter, or parent is a military member and is on covered active duty; or
7. To care for a covered servicemember under the terms set forth in FMLA.

Notices

Required notices shall be posted by the District so that employees are aware of their rights and responsibilities when the need for family or medical leave arises.

All requests for family and medical leave shall be made in writing on a District form. The employee shall provide sufficient information to determine whether the leave qualifies for FMLA and/or AFLA leave.

The employee is required to provide advance notice, consistent with these laws, and leave may be denied if notice requirements are not met. The employee must ordinarily provide 30 days advance notice when the leave is foreseeable.
FAMILY AND MEDICAL LEAVE (continued)

Concurrent Use of Paid Leave

Note: Both FMLA and AFLA are unpaid leaves. However, these laws permit employees and employers to substitute paid leave for unpaid leave. The policy language below requires employees to use all applicable paid leave in conjunction with FMLA/AFLA leave. If such a policy is not adopted, an employee may take his or her full entitlement of FMLA/AFLA leave, and then take any additional paid leave to which he or she is entitled. The policy helps minimize cumulative absences from work.

FMLA and AFLA are unpaid leaves. However, the District has elected to require employees to substitute paid leave for unpaid leave taken for an FMLA or AFLA qualifying event. Paid leave substitutions will include personal leave and annual leave; and sick leave if the employee requests leave because of the employee’s own serious health condition or for another event for which sick leave may be used under District policies or negotiated agreements.

An employee’s FMLA or AFLA leave runs concurrently with other types of paid leave and the District will give proper notice to the employee that FMLA or AFLA leave is being utilized. The substitution of paid leave for unpaid leave does not extend the maximum FMLA or AFLA leave period. When paid leave is exhausted, the remaining absences will continue to be FMLA or AFLA leave, as applicable, but will be unpaid.

(cf. 4161.1 – Sick Leave)
(cf. 4161.2 – Personal Leaves)

Medical Certification and Fitness for Duty

The District requires medical certification and recertification of any serious health condition of the employee or qualifying family member. Failure to provide timely certification when requested will result in denial of leave.

Employees on FMLA or AFLA leave must periodically report on their status and intent to return to work.

Employees are required to provide a fitness-for-duty certificate upon returning from FMLA or AFLA leave when the leave is taken because of the employee’s own serious health condition.

“Calendar Year” for Purposes of Leave Entitlement

Note: FMLA allows employers to choose their calendar year for determining the amount of leave to which an eligible employee is entitled. This can include the actual calendar year, the District’s fiscal year, or a rolling calendar year. The rolling calendar year is recommended as it allows the employer to look back and eliminate the potential for employees to stack FMLA leave entitlements between two calendar years.

For purposes of determining total leave availability for an eligible employee, the District utilizes a rolling twelve-month period measured backwards from the date leave is used, to avoid stacking of back-to-back leave entitlements.
Instructional Employees

Both the District, and its instructional employees, will comply with the special rules for instructional employees set forth in law. These rules shall be included in the regulations developed by the Superintendent.

Job Benefits and Protection

| Note: For the duration of FMLA leave, the employer must maintain the employee’s health coverage under any group plan. There is a similar requirement under AFLA, except that school districts can require the employee to pay the full costs of coverage during periods of unpaid AFLA leave. For periods when the employee is concurrently on paid leave, health coverage requirements would apply consistent with what is provided to district employees on paid leave. |

To the extent required by law, the District will maintain the employee’s health coverage under any group plan. The employee will be required to continue making employee contributions as required by the plan. An employee who fails to return to work after expiration of his or her available leave may be required to reimburse the District for those benefits paid, as allowable by law.

The District will restore a returning employee to his or her original or an equivalent position, with equivalent pay, benefits, and other employment terms, unless restoration is not required by law. The employee will not lose any employment benefit that accrued prior to the start of the employee’s leave.
FAMILY AND MEDICAL LEAVE (continued)

The District will not interfere with, restrain, or deny to a qualifying employee any right provided by FMLA or AFLA. Nor will the District discriminate or retaliate against any person for utilizing leave, enforcing leave rights, or opposing any practice made unlawful by FMLA or AFLA, or for being involved in any proceeding related to these laws.

(cf. 0410 – Nondiscrimination in District Programs & Activities)
(cf. 4030 – Nondiscrimination in Employment)

No Alternative Employment

Note: Having a second job while on FMLA or AFLA leave does not violate these laws. However, employers may have and enforce a policy prohibiting its employees from outside work while on leave from the District.

The District prohibits employees who are on approved family and medical leave from engaging in other employment during the dates and times the employee would otherwise have been working for the District. Upon written request by the employee, the Superintendent may, in his or her sole discretion, grant an exception to this provision.

Enforcement of Rights

Employees who believe their rights under FMLA or AFLA have been violated are encouraged to bring this to the attention of the Superintendent or designee for investigation and resolution. Any employee may file a complaint with the U.S. Department of Labor for violations of FMLA, or the Alaska Department of Labor for violations of AFLA. An eligible employee may bring a civil action against an employer for violations.

The District reserves the right to take disciplinary action, up to and including termination, against any employee who abuses the rights, duties, and obligations of FMLA or AFLA.

Legal References:

ALASKA STATUTES
30.20.500–550 Alaska Family Leave Act

UNITED STATES CODE
Family and Medical Leave, 29 U.S.C. 2601, et seq.
Family and Medical Leave Act of 1993, 29 C.F.R. 825.100-825.702 (Amend 2013)

Revised 9/15
CIVIC LEAVE

The School Board encourages employees to fulfill their civic responsibilities and will accommodate these responsibilities as provided for below.

JURY OR WITNESS DUTY

Any regularly contracted teacher or other full-time employee of the district who is required to be absent from duty pursuant to a court order, either as a witness or juror, shall receive regular salary/wage for such period of absence. The payroll adjustment will be made at the first payroll period following such service.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

MILITARY LEAVE

Any regular full-time employee who is a reservist in any branch of the armed forces or a National Guard member shall be granted time off for military training or temporary military service required during the school year. An employee requiring such leave must notify his or her supervisor of the training schedule as far in advance as possible. An employee requiring such leave will receive regular pay during such service, less any military pay earned during that time, for a period authorized by law.

Any regular full-time employee with an active military obligation will be granted a leave of absence without pay if called to active duty within the U.S. armed services. Employees called for active duty will be entitled to reinstatement in accordance with all applicable state and federal laws.

Legal Reference:

ALASKA STATUTES
09.20.030 Exemptions
14.20.340 Military service and previous leaves of absence
26.05.075 Reemployment rights of the organized militia
39.20.270 Court leave
39.20.340 Leave of absence for reserve or auxiliary members of armed services
39.20.350 Restoration of reserve members to former positions

Revised 12/04

YUPIT SCHOOL DISTRICT
Adopted: 11/2006
November 15, 2015

MEMORANDUM

To: YSD Regional School Board
Re: Approval of Resignation

The Administration respectfully requests the approval of the resignation of Elsa Larsen, Elementary Teacher at Akiachak School effective at the end of the 2015-2016 school year.
To: Yupiit School District  
From: Elsa Larson  
Date: November 5th, 2015

Today, I am announcing my resignation from Akiachak Native School at the end of the 2015-2016 school year. The experiences I have had in Akiachak are priceless: the students are rambunctious, but eager to learn; the staff are helpful and build a great sense of love and community within the school; the community members are friendly and make you feel wanted and important when out in the village or at community events.

I wouldn’t trade these memories or experiences for the world, but the time has come for me to move on in my career and apply the things I have learned here to other schools and students in closer proximity to my family.

I know that this school year will be just as great as last year and I look forward to what the future may hold. I wish the rest of the faculty and staff at Akiachak Native School the best of luck in their endeavors and know that I will continue learning from them going forward.

Thank you again for such a rewarding and rich experience.

Elsa Larson  
5th grade  
Akiachak Native School
November 15, 2015

MEMORANDUM

To: YSD Regional School Board
Re: Recommendation for Hire

The Administration respectfully requests the approval of Miranda Bacha for the position of 7-12 Math Teacher at Akiachak School beginning January 4, 2016.
November 15, 2015

MEMORANDUM

To: YSD Regional School Board
Re: Akiachak Senior Trip Request

Attached please find a request for Board approval from the Akiachak School Class of 2016 for an out-of-state trip for 7 days in May 2016.

The Administration has no recommendation on this proposed trip.
RE: Class of 2016 Senior Trip Request

The Akiachak graduating seniors of the Class of 2016 request permission to go on a trip. The class currently consists of 12 students who are on track to graduate. They have chosen Los Angeles as their destination for the trip. Mr. and Mrs. Craft will be the chaperones. Mr. Craft has been the advisor and sponsor for three years.

Parents and students have met and discussed the responsibilities and liabilities of this trip. All have agreed to sign a strict Code of Conduct agreement. To date, over $5000 dollars has been raised in fundraising events to cover costs.

The senior trip is set for after the school year has finished. The importance being that it would not affect student and staff attendance during the school year. This will also allow the class ample time to fundraise to support the planned activities.

One goal for this trip is to reward the students for their dedication to obtaining their high school diploma. Another goal is to increase cultural awareness of life in a major urban area. This would include the arts, food and the historical and cultural legacy of the L.A. area.

When: May 20 – 27, 2016
Where: Los Angeles, California
Who: Steve and Sharene Craft and Akiachak Graduating Seniors
School Expectations: District policy for graduation, attendance, passing grades and no behavioral issues during the 2015 – 2016 school year.

Tentative Events:
Concert at Hollywood Bowl
Geddes Museum
Catalina Island
Aquarium of the Pacific
Huntington Beach
Disneyland & Universal Studios
Staple’s Center (NBA Game)

For attendance on the trip, the students must graduate before the trip begins.
We want to thank you for your consideration and support of a trip that the Class of 2016 has dreamed about for years.
Sincerely,
Steve and Sharene Craft
Akiachak High School

Senior Class Contract of Conduct

Student Name _________________________ Date _________________________

As a senior and student leader/role model at Akiachak High School, I understand that I have a responsibility to ensure that the overall school culture/climate remains positive and focuses on academic success. I also, have the privilege to participate in the following school-sponsored senior activities:

1. Junior/Senior Banquet
2. Graduation Ceremony
3. Senior Trip to Los Angeles/Disneyland
4. Any other school-sponsored senior activity

As a condition to participate in any of the above activities, I understand that I must meet the following requirements:

1. I must meet the attendance requirements set by the School Board policy
2. I must graduate with a High School Diploma

Senior Class Trip – 2016

Code of Conduct

Each senior going on the trip to Los Angeles must sign this policy. Failure to sign this code of conduct will result in not being able to participate. The code of conduct will be in effect for the entirety of the trip.

Because of the honor associated with being able to participate in this event, all senior members are expected to represent Akiachak High School in a positive way at all times. Seniors are expected to adhere to the rules and regulations as stated in the student handbook and refrain from any conduct which is unbecoming to Akiachak High School and the individual. This applies to the use of, sale of, providing of:

- Intoxicating beverages
- Tobacco in any form
- Drugs, controlled substances, or counterfeit or look alike substances
- Other unbecoming conduct, I.E., any conduct which could be in violation of any federal, state or local, law or ordinances as a misdemeanor or felony, or related misconduct which discredits the Akiachak High School (Example: Minor in Possession).

Any student that fails to follow the rules and regulations as stated in Yupiit School District discipline code, while on the senior trip, will face discipline as spelled out in the Yupiit School District Parent/Student Handbook. Serious infractions could result in immediate return from the trip and forfeiture of all remaining activities and funds designated for the use of the Senior Class of 2016, along with any legal repercussions that follow the infractions.

The signatures below attest to my understanding and acceptance of the provisions.

Student Signature _________________________ Date _________________________

Parent/Guardian Signature _________________________ Date _________________________
Notice of Forfeiture

Date:

To the Yupiit Regional School Board, Mr. Craft, and the Superintendent:

Please take notice that the undersigned elects to declare the agreement for the Senior Class Trip to Los Angeles forfeited and void that was executed in the Akiachak High School Senior Class Contract of Conduct and Code of Conduct in November of 2015. The reasons to this forfeiture may include failure to abide by the said conditions of the trip or an opting out due to changing priorities. Forfeiture results in relinquishing the Los Angeles trip and all monies to be used for the Senior Class of 2016 and thus the requirement to help in all fundraising activities.

Reasons For Forfeiture:

Student:_______________________________ Date:________________

Parent/Guardian:________________________ Date:_______________