October 23, 2015

MEMORANDUM

To: Regional School Board
From: Norma Holmgard, Superintendent
Re: October 29, 2015 Worksessions

The worksession on October 29 will begin with the distribution and some training of the new laptops for the Regional School Board members.

The second item is the Board Policy on Student Nutrition. The 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.

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.

The last topic for discussion is the qualifications for membership on the Local Advisory School Boards. This may affect policy if the members decide a change should be made.
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 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, School Board members, school administrators, school health professionals, physical education teachers, local SNAP-Ed coordinators 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, which may include 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 School Board on an annual basis.

(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.
All foods and beverages provided through the National School Lunch or School Breakfast Programs shall meet nutritional requirements of the 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 school 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, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School. For the purpose of this policy, the school campus is defined as all property under the jurisdiction of the school district that is accessible to 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 federal 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 on campus to the promotion of foods and beverages that meet the National School Lunch Act, Nutritional Guidelines for All Foods Sold in Schools.
Students

**STUDENT NUTRITION AND PHYSICAL ACTIVITY** (continued)  
BP 5040 (c)

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.
(c) 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.
(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 provides physical education and physical activity goals.

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. All elementary students will be provided at least

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

STUDENT NUTRITION AND PHYSICAL ACTIVITY (continued) BP 5040 (d)

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 (NASPE) 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 district/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.

D. Physical Activity

Elementary and middle school students will 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 will 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 as a means of discipline, is prohibited.

The district/school will promote strategies/events designed to generate interest in and support active transport to school (walking school busses, ‘bicycle trains.’ Walk/Bike to School Day, Safe Routes to School Programs).
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, implementation of, and progress towards goals in this policy. Parents will be actively notified through email or other notification processes and provided access to this policy and all subsequent reports and updates.

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, Nutrition Standards for All Foods Sold in Schools also known as Smart Snacks in School, and ideas for policy compliant foods for vending, concessions, a la carte, student stores, classroom parties and fundraising activities. 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 & 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*


*CODE OF FEDERAL REGULATIONS*

7 C.F.R. Parts 210 and 220, National School Lunch Program and Breakfast Program

*FEDERAL REGISTER*

Nutrition Standards for All Foods Sold in Schools (“Smart Snacks in School”), Vol. 78, No. 125, Part II, Department of Agriculture (2013)

Revised 4/2014
PLANNING AND PERIODIC REVIEW; REPORTING

The superintendent or designee will provide an annual report to the School Board detailing progress toward reaching nutrition and physical activity goals and compliance with all physical education, physical activity and nutrition policies. Barriers to compliance, where and when they are encountered will be detailed in the annual report. A brief description of planning processes, including entities engaged in planning, will also be provided at that time.

NUTRITION

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.

See Exhibit 3 for more information on traditional cultural foods in schools.

Nutrition Guidelines:

All foods and beverages provided through the National School Lunch or School Breakfast Programs shall meet nutritional requirements of the National School Lunch Act. 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 school 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, Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in School. For the purpose of this policy, the school campus is defined as all property under the jurisdiction of the school district that is accessible to students.

Note: See Exhibit 2 for more information on these federal regulations.

Nutrition and Dining Environment Goals

(a) Schools shall provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
(b) Schools shall encourage and facilitate access to handwashing before and after meals.

(c) Schools shall provide adequate time for students to enjoy eating healthy foods with friends in school; a minimum of 20 minutes of eating time, after being served, for lunch and 10 minutes for breakfast.

(d) The school district shall work to provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.

(e) The district supports and encourages the creation of school gardens and integrated food system education that provides hands-on learning experiences linking the cafeteria with the classroom and core curriculum, such as math, science and language arts.

**PHYSICAL EDUCATION**

| Note: While federal law does not require the language in the following sections on Physical Education and Physical Activity, Districts must have physical activity goals. The following optional language meets those requirements. |

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 discouraged. Accommodations will be made for those with medical, cultural, or religious considerations. To the extent practicable:

(a) Physical education shall be taught by a certified/endorsed physical education teacher.

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

(c) 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.

(d) At least 50% of physical education class time should be spent in moderate to vigorous physical activity.
PHYSICAL ACTIVITY

Schools shall strive to allow students the opportunity for moderate physical activity each day to include time before, during, and after school.

Physical Activity Goals

The primary goals for physical activity are to: build knowledge and skills through physical education (PE) programs that enable all students to participate in a variety of lifetime physical activities; promote safe and appropriate physical activity opportunities for all students; increase the amount of movement for students throughout the school day, while decreasing sedentary time; and promote a physically active lifestyle for all community members, including students, staff, and families. To the extent practicable:

(a) Schools shall encourage families to support their children’s participation in physical activity, to be physically active role models, and to include physical activity in family events.

(b) Schools shall provide adequate training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.

(c) Schools shall encourage, promote and conduct physical activities that involve families, students, school staff and the community, including safe walking or biking to school.

OTHER SCHOOL-BASED ACTIVITIES

The primary goal for other school-based activities is to create a total school environment that is conducive to student well-being. This includes, but is not limited to the following:

Communication Goals

(a) The school district shall encourage and provide opportunities for parents, staff, teachers, school administrators, students, nutrition service professionals and community members to serve as role models in practicing healthy eating and being physically active, both in the school environment and at home.

(b) The district, to the extent possible, shall provide information and outreach materials about community food programs and other Food and Nutrition Service (FNS) programs such as Food Stamps, the Child Nutrition Program, and Women, Infants and Children (WIC) to students and parents.
(c) Schools shall seek to limit commercial influence and exposure to advertising as it relates to nutrition, wellness and physical activity, consistent with Board policy and federal regulation.

Revised 4/2014
Regional Board of Education Meeting

LOCATION: Akiachak       DATE: October 29, 2015

I.  Call to Order
II. Roll Call
III. Invocation
IV. Oath of Office:
    A. Oath of Office
    B. Reorganizational of the Board:
       1. Chairman
       2. Vice Chairman
       3. Secretary
       4. Treasurer
V.  Recognition of Guests
VI. Approval of Agenda
VII. Approval of Minutes: September 17, 2015
VIII. Correspondence
IX.  Reports:
    A. School Reports
       1. Akiachak
       2. Akiak
       3. Tuluksak
    B. Attendance Report
    C. Superintendent’s Report
    D. Curriculum, Instruction, Assessment
    E. Maintenance Director’s Report
    F. Special Programs Report
X.  Business and Finance
XI. Strategic Plan
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
   B. Legislative Priorities
   C. Recommendation for Hire
   D. Resignation
   E. MOA for Pre-K Development

XIII. Executive Session

XIV. Board Travel:
   A. AASB Annual Convention – November 5-8, 2015
   B. CEAAC Meeting – November 4 @ 5:30
   C. Rural School Board Discussion – November 5 @ 6:00
   D. Boardsmanship Academy – December 11-12, 2015

XV. Public Comments:

XVI. Board Comments

XVII. Committee Assignments – 1 RSB Member
   A. Teacher Evaluations
   B. Certified Handbook
   C. Classified Handbook
   D. District Improvement Committee

XVIII. Next Meeting Regular Meeting: November 19, 2015

XIX. Adjournment
Minutes of the Yupiit School District
Regional Board of Education

Held: September 17, 2015
Village: Akiachak, Alaska

<table>
<thead>
<tr>
<th>Committee Meeting &amp; Work-session</th>
<th>11:00 AM - Interviews: The Regional School Board and Superintendent Holmgaard interviewed Eric Phillip for the Seat B vacancy.</th>
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<tbody>
<tr>
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<td>11:30 AM - Public Surveys: The Public Surveys of Teachers, Principals and Superintendent’s were discussed.</td>
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<td>12:00 PM - Policies</td>
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<td>12:15 PM - Lunch</td>
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**Call to Order**

Chairman Willie Kasayulie called the regular meeting of the Regional School Board to order at 1:12 PM.

**Roll Call**

Present
Willie Kasayulie, Chairman
Ivan Ivan, Vice Chairman – via Teleconference
Samuel George, Treasurer
Noah Andrew, Secretary – via Teleconference
Moses Owen, Board Member – via Teleconference
Peter Napoka, Board Member – via Teleconference

Also Present:
Norma Holmgaard, Superintendent
Jamie Burgess, Curriculum Director
Wayne Boggs, Special Programs Director
Lucienne Smith, CFO
Bonnie James, Recording Secretary

**Invocation**

**III. Invocation:** Moses Owen rendered the invocation.
<table>
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<tr>
<th>Recognition of Guest</th>
<th>IV. Recognition of Guests:</th>
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<tbody>
<tr>
<td>Approval of Agenda</td>
<td>V. Approval of Agenda:</td>
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<td></td>
<td>Motion by Moses Owen, Seconded by Peter Napoka to accept the agenda with additions to include the revised Recommendation for Hire under XII. Action Items A 4. Motion was passed unanimously.</td>
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<td>Approval of Minutes</td>
<td>VI. Approval of Minutes:</td>
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<td>A. August 20, 2015</td>
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<td>Motion by Sam George, Seconded by Noah Andrew to approve the Regular Board minutes with corrections. Motion carried.</td>
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<td>Action Item:</td>
<td>VII. Action: Appointment to Seat B/Oath of Office</td>
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<tr>
<td>Appointment to Seat B/Oath of Office</td>
<td>Motion by Sam George, Seconded by Peter Napoka to appoint Eric Phillip to Seat B for the remainder of Seat B term that ends with October 2015 election. Motion carried and passed.</td>
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<tr>
<td>Correspondence</td>
<td>VIII. Correspondence:</td>
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<td>School Sale of Non-Nutritional Foods: The US Department of Agriculture and the Alaska Department of Education have notified school districts that the sale of non-nutritional foods in schools during the school day has been severely limited. Most food items sold in student stores would be considered non-nutritional and therefore could not be sold during the school day. There is a waiver process where schools can get approval to sell such items during fundraising activities (which is what the student store is). Middle and High Schools can get permission for up to 25 days for such sales to occur. Elementary Schools may be granted 10 days. Because YSD schools are K-12 buildings we would be limited to 10 days. School that host activities are encouraged to use their 10 days when they are hosting tournaments. At no time can student stores or the sale of non-nutritional foods be offered 30 minutes before or after school lunch service. Additional regulations require 4 to 8 hours of specified training for district food service program managers as well as all food service workers. This will require that YSD food service workers work a longer contract year in order to provide time for these training programs.</td>
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<tr>
<td>Reports</td>
<td>IX. Reports:</td>
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<td>A. School Reports: no reports</td>
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<td>1. Akiachak – Chris Barr summarized his report.</td>
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<td>2. Akiak – Charles Burns summarized his report.</td>
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</table>
### Continue - Reports

3. **Tuluksak** – Minty Ruthford summarized her report.

**B. Attendance Report** - The monthly attendance was reviewed. Superintendent Holmggaard and Moses Owen reported on the Attendance Committee meeting outcome during the months of July and August 2015.

**C. Superintendent’s Report** – Superintendent Holmggaard summarized her report.

**D. Curriculum, Instruction, Assessment** – Jamie Burgess summarized her report.

**E. Maintenance** – Maintenance Director’s report was reviewed.

**F. Special Education** – Wayne Boggs summarized his report.

**G. Moore Settlement Grant Report** - Mrs. Holmggaard reviewed the activities of each of the Moore grants. She shared that these would be addressed in Curriculum Reports.

### Business and Finance

**X. Business and Finance** – Lucienne Smith highlighted the Business and Finance report. See full report in board packet.

### Strategic Plan

**XI. Strategic Plan Update** – Superintendent Holmggaard 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 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

2. **2nd 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


4. **Recommendations for Hire:** The Administration requested approval of the following contracts: Sophie Kasayulie, Yupik Curriculum and Community Outreach Specialist. Permission to hire has been requested of the Commissioner of Education as per Alaska Statute for hiring immediate family of RSB members. Final approval is pending Commissioner approval; Martha Wise, Paraprofessional Special Education Aide; Henry Nicholai, Paraprofessional Special Education Aide; John Jasper JR, Head Custodian, Akiak School; Michael Williams JR, Half-time Custodian, Akiak School; Isaac Peter Maintenance/Food Service Tech; and Freda Alexie, Yupiaq as Language & Culture Instructor.
<table>
<thead>
<tr>
<th>Continue – Action items</th>
<th>Motion by Ivan Ivan, Seconded by Sam George to approve the items on the Consent Agenda 1. 1\textsuperscript{st} Reading of Policies; 2. 2\textsuperscript{nd} Reading of Policies; 3. Resignations; 4. Recommendation for Hire with addition to include Freda Alexie as Yupiaq Language &amp; Culture Instructor. Motion passed with 6-1 votes, Willie Kasayulie abstained.</th>
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<tbody>
<tr>
<td>B. Meeting Location Change:</td>
<td>Administration requested approval from the Regional School Board that the October 15, 2015 YSD Regional School Board meeting location be held in Tuluksak and the November 19, 2015 YSD Regional School Board Meeting be held in Akiak.</td>
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<td>Motion by Sam George, Seconded by Moses Owen to adopt the meeting date from October 15, 2015 to October 29, 2015. Motion passed.</td>
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<td>C. AASB Nominations</td>
<td>1. Board of Director</td>
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<td>2. Carl Rose Governance Award</td>
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<td>3. Outstanding School Board of the Year</td>
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<td>Motion by Moses Owen, Seconded by Sam George to nominate Noah Andrew to AASB Board of Directors. Motion passed.</td>
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<td>Motion by Noah Andrew, Seconded by Sam George to nominate Moses Owen to Outstanding School Board of the Year. Motion passed.</td>
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<td>Motion by Sam George, Seconded by Ivan Ivan to nominate Willie Kasayulie to the Carl Rose Governance Award. Motion passed.</td>
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<tr>
<td>Executive Session</td>
<td>XIII. Executive Session - none</td>
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<tr>
<td>Board Travel</td>
<td>XIV. Board Travel: 62\textsuperscript{nd} AASB Annual Conference – November 5-8, 2015</td>
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<tr>
<td>Public Comments</td>
<td>XV. Public Comments</td>
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<tr>
<td>Board Comments</td>
<td>XVI. Board Comments</td>
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<tr>
<td>Next Meeting Regular Meeting</td>
<td>XVII. Next Regular Meeting: October 29, 2015 in Tuluksak</td>
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<tr>
<td>Adjournment</td>
<td>XVIII. Adjournment: Motion by Sam George, Seconded by Ivan Ivan to adjourn the meeting at 4:20 PM</td>
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<td>Secretary                                                        Date</td>
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</table>
October 22, 2015

Correspondence

AMP Assessment Cut Scores Set
The cut scores for the new state assessment, AMP have 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.
Akiachak Huskies Board Report: Husky Highlights

Local Area School Board Meetings (LASB):

- Discussed Elder Mentor Program – will be creating a list of Elders to assist in this program during the October meeting.
- Discussed School Improvement Goals and Update on the School Improvement Plan.
- Local Area School Board Members will be choosing tasks to improve the school.
- Discussed Parental Involvement Activities and possible After School Programs.

School Events:

- Cross Country Regionals were held in Akiachak – this was a huge success for the school and community.
- Volleyball Tournament was hosted in Akiachak – all players and teams were respectful and had a great time.
- MAP and Aimsweb Benchmarks have been completed and data analysis has occurred to create teacher Student Learning Objectives.
- Staff attended a community involvement professional development. Brian Sacry, Anna Triplett and Robert Charles attended an IISS Conference in Anchorage to build community support for our students.
- Mr. Barr attended a School Crisis Planning Conference with Mrs. Holmgaard and Mr. Kassalie to improve Yupiit School District Crisis Planning.
- Mr. Barr attended an Akiachak Community Council Meeting to discuss school goals, improvements and current progress of the 2015 – 2016 school year.
- Sam John’s visited elementary and high school classrooms to teach character education and performed for the community to help spread his message of alcohol and domestic violence awareness.
- Mr. Drennen chaperoned 4 Akiachak Students and an Akiachak Elder to the Alaska Youth and Elder Conference. THEY WERE ON THE NEWS DISCUSSING THE CONFERENCE!
- 2 female Akiachak Students attended the Welding Phase and 2 male students are attending the Heavy Equipment Phase.
- 4 Akiachak students will be attending the STEM Phase in late October.
- Two 9th grade Akiachak students were selected to attend the Aniak Character Education Phase.
- Mr. Barr attended the Principal’s Conference in Anchorage.
School and Cultural News:

- Mr. Burns has completed all high school credit checks and Professional Learning Career Plans plan reviews for the 1st quarter of school.
- Ms. Samson has Yupik singing, drumming and dancing every week led by the students.
- Mr. Craft has students completing wood working projects.
- Ms. Larson has 5th grade students creating masks to reflect student culture and personalities.
- 1st – 6th grade students are volunteering to recite the Yuuyaraq and the United States Pledge on a daily basis.
- Mrs. George has 2nd grade students acting in plays and cultural stories.
- Teachers are implementing cultural standards within the lesson plan and classroom activities.
- 3rd grade students are learning how to play the recorder and have dedicated learning time to focus on art.
- Students are broadcasting on KHKY 92.7
Students: The character word for the month of October is Responsibility.

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: A potluck followed by a concert-Sam Johns was held on September 22. There was a large turnout and the village welcomed Sam.

Four students and two elders attended the Youth/Elder conference. Four students are taking part in the STEM program. One of our seniors went to a heavy equipment training camp and one of our tenth graders went to a welding camp.

LASB/Title I: Attendance data was examined and Janet Egoak gave a report on the Head Start program. Recent incidents at teacher housing was also discussed.

Academic/PLC: The staff received training over MAP and Aims Web testing procedures and data use. They also worked on the SLO process.

Cultural: The Yupik classes continue to teach not only language but also traditions and customs.

Up Coming Events:

- October 29th and 30th Parent Teacher Conferences
- October 31st Halloween Carnival

The staff is becoming a unified team. We are striving to promote the academic and social development of the youth of Akiak. 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
Tuluausk School

“To Educate All Children to be Successful in Any Environment.”

Tuluausk School

School Events:

- October is National Bullying Prevention Month. Tuluausk School is sending the message “The End of Bullying Begins with Me”. Students united together and took an active role in the bullying preventing movement by writing essays, making posters and decorating classroom doors.
- Teacher Assistant Team started on September 29. The team has been meeting every Tuesday brainstorming strategies to meet identified goals and develop action plans to support students who exhibit academic, emotional, or behavioral difficulties.
- The Elder Mentor Program recruited 14 Elders to work at Tuluausk School. The Elders began working on October 12, 2015. Some of the Elders jobs are: Pairing with teachers in the classroom. Going out in the community and talking to parents about student attendance and the importance of school. Mentoring students with behavior problems. Sharing cultural knowledge in the Yupik classroom.
- October 6, 2015 was Election Day. There was a good turn out with about 80 community members voting. The two new LASB members are Noah Andrew for seat D and Sherry Napoka for Seat E.
- The School Improvement Team has identified three major issues that prevent students from excelling in school. The teams have collected data information and are in the process of evaluating and reviewing for the implementation of action plans to support student improvement.
- Several staff members signed up for the Response to Intervention webinar series with Lexie Domaradzki and Dean Richards. Their first class was on October 13, 2015 discussing ideas on how to create a support system for students and how to match instruction to student need.
- The students and staff at Tuluausk School have been practicing Emergency Drills learning the procedures for fire drills, lockdown drills, and earthquake drills. Everyone has been performing drills in a safe and orderly manner.
- Bertina Nicolai, Elvis Lamont, David Lisky, Marionelle Lisky, Chaperone Lisa Lane, and Elder Nick Alexie represented Tuluausk School at AFN this year. The students will be presenting to all High School students informing them of the major highlights featured at AFN.
- The Student Government has been undertaking and planning many activities for Tuluausk School. Some of the fun activities the Student Government have done already was making treats for students celebrating their attendance, raffling a sled, and making pizza for students who successfully completed all missing assignments bringing their grades up.
- The Biology students in Mr. Cook’s class are studying and updating their salmon graph collecting data from the Fish Werr. The outcome of their study shows an increase in king salmon and a decrease in all other salmon species.
- The Yupik class is in full swing now. Students from grades K-8 are learning their Yupik names, Yupik names of berries, and Yupik names of local areas for harvesting berries. Several of the Elders from the Elders Mentor Program have been assisting Freda in the Yupik classroom.
October 20, 2015

To: Regional School Board
From: Norma Holmgaard, Superintendent
Re: Attendance Report

Please find attached the YSD Attendance Report for August 2015 and September 2015 as well as the report for the 2014-2015 school year.

Attendance for the first week of September has also been reviewed. This information may be helpful in setting the calendar for the 2016-2017 school year.

From September 1, 2015 through September 10, 2015 the attendance rate for each school is as follows:

<table>
<thead>
<tr>
<th>School</th>
<th>Attendance Rate</th>
<th>Usual Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akiachak School</td>
<td>74%</td>
<td>85%</td>
</tr>
<tr>
<td>Akiak School</td>
<td>84%</td>
<td>887%</td>
</tr>
<tr>
<td>Tuluksak School</td>
<td>75%</td>
<td>78%</td>
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</table>

Akiachak School's attendance rate during opening of Moose season was significantly lower than normal. Akiak School’s attendance rate was a few points lower at this time and Tuluksak School's attendance rate was several points higher than normal.
2014-15 YUPIIT SCHOOL DISTRICT

<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>
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<tr>
<td>August</td>
<td>92.00%</td>
<td>90.00%</td>
<td>93.00%</td>
<td>94.00%</td>
<td>91.00%</td>
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</tr>
<tr>
<td>September</td>
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<td>84.00%</td>
<td>87.00%</td>
<td>86.00%</td>
<td>76.00%</td>
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</tr>
<tr>
<td>October</td>
<td>78.00%</td>
<td>81.00%</td>
<td>82.00%</td>
<td>84.00%</td>
<td>66.00%</td>
<td>66.00%</td>
</tr>
<tr>
<td>November</td>
<td>85.00%</td>
<td>82.00%</td>
<td>90.00%</td>
<td>84.00%</td>
<td>74.00%</td>
<td>72.00%</td>
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<tr>
<td>December</td>
<td>83.00%</td>
<td>82.00%</td>
<td>90.00%</td>
<td>84.00%</td>
<td>74.00%</td>
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<tr>
<td>January</td>
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<td>82.00%</td>
<td>82.00%</td>
<td>88.00%</td>
<td>73.00%</td>
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<tr>
<td>February</td>
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<tr>
<td>April</td>
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<td>67.00%</td>
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</tr>
<tr>
<td>May</td>
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<td>74.00%</td>
<td>81.00%</td>
<td>83.00%</td>
<td>68.00%</td>
<td>74.00%</td>
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</table>
Superintendent’s Report

Vacancy Update
A Math/Science teacher for Second Semester for Akiak School is being recommended for hire on this meeting agenda. A local substitute is currently teaching these classes with support from another teacher, the principal and Wayne Boggs.

Currently there are no applicants for the 7-12 Math position second semester in Akiachak School.

Recently we have enrolled in an online search engine that posts vacancies to 18 colleges and universities.

Tech Interns
Positions for Tech Interns in all school have been posted. These are expected to be filled quickly. They are expected to begin by November 1, 2015.

Support for Highly Qualified
All instructional paraprofessionals in the Yupiit School District are required to meet Highly Qualified standards. This means they need to years of post secondary education or must pass a state determined assessment. Tulukaksak School is conducting after school support for anyone wanting to work as an instructional paraprofessional in preparation for taking the HQ assessment successfully. Teachers volunteered to provide this support so that these positions could be staffed with highly qualified people.

Principal Training
On Saturday, September 19 and Saturday, October 24 YSD principals and district leadership participated in full day trainings to improve their understanding of effective instructional practices for teachers and effective school leadership skills. Seven of these Saturday trainings are scheduled this year. Principals requested that the training occur on Saturdays to minimize their time out of the buildings.

LASB Membership Update
Attached is a list of the LASB Membership from each school with the newly elected members for FY”16.
### Regional Board Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Exp Date</th>
<th>Seat #</th>
<th>Term</th>
<th>P.O. Box #</th>
<th>Phone #</th>
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### Local Advisory School Board – AKIACHAK

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<td>Valerie Phillips</td>
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### Local Advisory School Board – AKIAK

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### Local Advisory School Board – TULUKSAK

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</table>
Curriculum Development

- District Curriculum website has been expanded and updated. Updated and new curriculum materials will continue to be added as they are developed.
- Meeting with secondary math teachers was held regarding secondary math curriculum and texts. Teachers affirmed continued use of Carnegie Math Integrated Math sequence as best supporting new state standards. There is a demonstrated need for a supplemental/intervention math course at the high school level, but the name “Math I-A” is confusing. The course also needs a strong text aligned to AK Standards which addresses individualized student math needs. Two potential texts have been identified and sample copies have been ordered for teacher review and input. The re-named course and selected text will be in the new HS Course of Studies submitted for board approval later in the school year.
- Meeting with secondary ELA teachers was held regarding secondary ELA curriculum and texts. The middle school ELA text from Cengage is going out of print and is 12 years old. The high school ELA texts are also aging and not well-used by teachers. Several potential replacement texts are being reviewed by teachers with an emphasis on a program which provides strong ELL support, especially in the middle grades. Discussion was also held regarding revision of the required/protected novel list to include some of the new more culturally relevant texts acquired through the Moore Targeted Resources grant, and to ensure students have culturally engaging texts to support continued development of reading and writing skills throughout high school.
- The District RTI manual has been updated – further updating needs to be done with the district RTI committee. Members of the RTI Committee have been identified and the first meeting held to discuss committee member responsibilities.

District/State Testing

- Attended District Test Coordinator training in Anchorage. AKEED is piloting a new portion of the AMP test called Performance Tasks; one in ELA and one in Math. This will mean an additional week and a half added to the AMP testing calendar in the spring. Teachers will have professional development opportunities to learn about the Performance Tasks and how to ensure students are prepared for the additional tasks.
- Students will have access to practice testlets for AMP – teachers can select from grade-level testlets and receive feedback on student performance.
Professional Development

- Teachers at all three sites have received training in using MAP results and using AIMSweb results.
- Peggy Carlson held a training for teachers and administrators on writing Student Learning Objectives. These will be mandatory part of teacher and administrator evaluations beginning in the 2016-2017 school year; YSD teachers and administrators are writing Student Learning Objectives this year to be well-prepared for the change in evaluations.
- A survey was sent to all teachers regarding potential Professional Development topics to help ensure YSD Professional Development opportunities are relevant and meet teacher needs.

District Test Coordinator – Ms. Robyt

- Attended DTC training in Anchorage. The District Testing Calendar has been finalized and distributed.
- AMP scores were made available to district staff and the general public in mid-October. Individual student reports are being mailed from AKEED for distribution. AMP test scores do not count towards district accountability this year, as they serve as a new baseline for growth accountability measures.

ELL Coordinator – Ms. Robyt

- All students new to the district have been screened and identified for eligibility for Limited English Proficiency program.
- October district-wide PLC was focused on interpreting individual student ACCESS data, and LEP instruction/testing accommodations. Next PLC will focus on code-switching.

Moore Early Literacy Grant – Ms. Kasayulie

- Ms. Kasayulie is scanning and uploading many available Yup’ik curriculum materials, as well as reviewing the existing Yup’ik Pre-K curriculum materials.

Moore Targeted Resources Grant – Ms. Hartz

- Ms. Sharon Anderson was on site to conduct the final evaluation for the ANE grant.
- Working with high school Yup’ik teachers to align/develop the high school Yup’ik curriculum to incorporate better strategies for language instruction as well as cultural knowledge. This will allow YSD to award foreign language credits for Yup’ik I and Yup’ik II – allows more of YSD students to qualify for Alaska Performance Scholarships via foreign language requirement, and to meet college admission standards.
- Reviewing previously created K-12 Yup’ik curriculum for updating to new Alaska state standards as well as alignment with general education curriculum.
## Maintenance & Capital Improvement

| Tasks In Progress | Major maintenance on the Tululaksak generators.  
|                  | Changing out H-VAC filters district wide.  
|                  | AHFC housing grant in Tululaksak.  
|                  | District-wide re-keying: Akiachak, Akiak are finished.  
|                  | Tululaksak school is finished, the housing units are in progress.  
|                  | Water line upgrades in Tululaksak. Installing insulation and heat trace.  
|                  | As light bulbs burn out they are being replaced with more efficient LEDs. |

| Tasks Completed | All kitchen appliances are up and running.  
|                | Winterized plumbing in district housing.  
|                | Modified lift stations.  
|                | Satellite tune-up, district wide.  
|                | Akiak Facility Response Plan has been approved by the EPA.  
|                | Akiachak Ltd. housing rental material cost is over $20,000. |

| Recommendations | YSD should consider contracting out large scale upgrades to its facilities, teacher housing, schools, etc.  
|                | YSD should consider installing a properly sized generator in Tululaksak for the summer months it would be much more cost affective. |

| Budget Considerations | |

### NOTES

The Akiachak water plant manager has shown interest in purchasing one of the old school generators.

Akiachak Ltd. Housing rental repairs have been quite extensive. We have replaced the entire heating systems, hot water tank, most of the plumbing, electrical panels, all of the windows, demolished walls and sub flooring due to mold and inadequate insulation thus requiring us to replace flooring, sheetrock etc. The metal roofing on both buildings are in dire need of complete replacement, they are leaking and causing damage to the ceiling sheetrock and insulation in the attic.

The Akiak Facility Responce Plan has been modified, submitted and approved by EPA. This
plan was modified in house and was not contracted out. YSD has been out of compliance since 2012.

YSD does not have a signed lease at this point with Kokarmuit despite the great effort that has been put forth to rectify this issue. This could create a problem when it comes time for our audit.

The Tuluksak water plant continues to be a major problem. YSD has not had water totaling nine days since the teachers arrived in August.

The fuel system in one of YSD’s generators in Tuluksak has failed and will be completely replaced est.$20,000.

We are continuing talks with Alaska Energy Authority for a fuel storage facility in Tuluksak. The project is on hold. The desired land location is still in another state agency’s ownership until it is transferred over to TNC and funding is secured.
Special Projects Report  
Regional School Board  
October 29, 2015

Student Learning Opportunities

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

We had 3 elders and 12 students attend the Youth and Elders Conference in Anchorage October 12-14. The fog in Bethel resulted in everyone missing their scheduled flight to Anchorage, but all eventually arrived safely.

We sent 10 students, 4 each from Akiachak and Akiak, and 2 from Tuluksak to the STEM phase in Kenai. This is a program, which is part of our partnership with the Chugach District, that teaches our students to use Microsoft software and can result in our students earning a certification from Microsoft. The phase runs from 10/19 through 10/30. There will be another two-week phase in the spring.

Our 9th graders will have an opportunity to attend the EXCEL 9 phase. In this phase, students in 9th grade will explore a variety of career paths through interactive field trips and job tours. They begin building a Personal Learning Career Plan aligned the Alaska Career and Technical Education Plan proposed by the Department of Labor. We are sending six students to the first camp, which runs from November 2 - November 9. There will be another camp in the spring.

Sarah Strahli from the Alaska Commission for Postsecondary Education will be visiting the district November 2-6 to provide a Career Fair for students at Akiak. She will be available to schedule similar events at our other campuses.

Jeremy Osborne from Yuut Elitnaurviat in Bethel will provide a driver’s education class to students and anyone else in the villages that might be interested. He is tentatively scheduled to be in Akiak in November.

Grant News

We have completed the revision of our Carl Perkins CTE grant and our Special Education grant. The SPED grant budget had to be revised as the state added money to the grant total. We were able to include some new opportunities for staff development and student travel under the Carl Perkins grant so needed to revise the budget.

Staff Development
The districts Head Counselor and I will attend a Rural CTE conference in Anchorage October 22-23. This is a meeting intended to build a consortium of small rural districts to enable us to provide more CTE opportunities for our students. Hopefully, by combining our resources we can offer more classes and a greater variety of classes. Our intent is to develop some specific CTE classes we can offer our students in the district and invite other districts to send students to help defray the costs, as well as to increase the number of districts with which we have partnerships. Five staff members are registered for a series of three webinars titled **Tough Kids: Working With Our Most Challenging Students**. The webinars will feature evidence-based strategies that allow us to support these most challenging students and allow for improvement in learning and behavior.

Our district counselors will be attending the state convention in Anchorage November 10 – 14.

**Special Education Services**

During October we had service from our Occupational Therapist Joanne Domko, Deaf Education Specialist Kathy Cappa and Speech Language Specialist, Gretchen Stich.

Diane George will be back in the district office Oct. 22 – 28.
October 13, 2015

MEMORANDUM

TO: YSD Board of Education

FROM: Lucienne Smith, Contracted CFO
ALASKA EDUCATION & BUSINESS SERVICES, INC.

RE: OCTOBER 2015 Board Report

The FY16 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

FY 2015 Audit – The FY 2015 audit is completed and we are awaiting the draft financial statements. Once received they will be reviewed for accuracy and then the auditing firm, BDO, will send them to the printers and then mailed to YSD.

Food Service – We continue to make positive small steps in our Food Service program. All sites are now bar coding student breakfast and lunch counts to the PowerSchool software. At the end of each month, we are able quickly download a student breakfast and lunch count report off PowerSchool and input that data directly on the EED State Child Nutrition website for our monthly claim (and reimbursement).

We will have a state Child Nutrition reviewer in the district to assist with our goal of continuing to improve our program, and process all their requirements electronically and another individual returning to finishing getting all our breakfast menu items in the State’s PrimeroEdge software. Once that is completed all data will be current in the software and will make future reviews above to occur from offsite.

Staffing – With the resignation of the payroll/accounts payable/purchasing technician we will be interviewing candidates who have applied for the job vacancy announcement and plan to have someone hired locally in the next few weeks.

Technology – With our accounting software being fully utilized, we are now providing direct deposit for payroll and vendors. That is creating an efficiency by eliminating the need to stuff envelopes as all the information can be confirmed via email.

FY 2016 Enrollment – the count period for this year began September 28th and continues for 20 school days thru October 23rd. From this count period we will realize our FY 2016 foundation funds; remember we budgeted for 464 students district wide (KKI-218; AKI-110; TUL-136). As of today, we have 211 at Akiachak, 132 at Tuluksak and 116 and Akiak for a total of 459, down 5 from our projection.
<table>
<thead>
<tr>
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Grand Total: 340,171.11 2,598,739.74 15,834,225.57 15,834,125.57 13,235,385.03 16%
### 100 OPERATING BUDGET

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<th>Estimated Revenue</th>
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<td>1,914,593.03</td>
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### 100 OPERATING BUDGET

#### 10 AKIACHAK SCHOOLS

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<td>13,357,966.00</td>
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<td>14 %</td>
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October 20, 2015

MEMORANDUM

To: Regional School Board
From: Norma Holmgaard, Superintendent
Re: Strategic Plan Progress

INVOLVING ELDERS AND THE COMMUNITY

1. Identify and bring Elders into the school to teach traditional skills, arts and crafts, and technology and to model good behavior.
   a. Develop seasonally appropriate Elder activities twice each month in the school
   b. Identify and reach out to Elders who are active in each school and to those active in Tribal Court
   *The Elder Mentor Program in collaboration with RuralCap has been established in Tuluksak School.*

2. Continue parent outreach program including parent instruction
   a. Develop School/Parent Compact
      *Each school has developed a compact to support children’s educations.*
      *Most parents and teachers discussed this before school began this year and during home visits. It will be discussed again at October conferences (October 29 and 30) when teachers and parents will measure their progress.*
   
   b. Meet with parents before school year starts – and revisit at the end: Use positive postcards to reinforce parent activities.
      *Conferences were held at all schools before school start up. Postcards have not yet been purchased. Schools will report on parent outreach in their monthly reports.*
   
   c. Develop Parent/Peer networks: Posters created by kids for events (Perhaps a task for student governments)
   
   d. Develop youth/parent tree to support attendance

   e. Develop annual education program for parents around critical school district issues (attendance, culture and language curriculum)
YUPIK CURRICULUM AND STUDENT OUTCOMES

1. Improve attendance and academic achievement so students can either go on to higher education or enter a vocational program. 
   Attendance discussions have occurred in Akiak on July 20 and Tuluksak on September 8. Akiachak meeting has not yet been scheduled. Home visits by teachers and staff occurred the first week of school to build home and school relationships. These were very successful. Akiachak and Tuluksak staff members continue to visit homes. Other activities and work are included in the Director’s reports.

2. Use culturally appropriate assessments for students
   No progress has been made on this. This is a topic being discussed at the Annual AASB Conference.

3. Establish procedures to award Elders and Paraprofessionals type M Certificates.
   This is under investigation. An assessment has been acquired from LKSD to determine proficiency in reading, writing and speaking Yupik. Further investigation is underway to develop a series of courses offered in district to assist interested paraprofessionals in early an Early Childhood Endorsement.

4. Establish a Yupik Program Department responsible for Yupik curriculum, Yupik materials, Elder outreach, summer cultural school options
   Department has been established as the “Tribal Education Department”. Two people are working on curriculum, school based cultural activities, K-12 curriculum, Pre-K program development and summer culture camps.

5. Develop training programs for Yupik staff so that they can teach effectively.
   Rayna Hartz and Sophie Kasayulie are working with current staff to assist them in developing lessons and using effective instructional strategies.

6. Develop opportunities for student leadership and for students to develop leadership skills
   Schools are starting student councils. YSD will send student groups to Alaska Close-Up, Youth and Elders Conference, and the AASB Youth Leadership conference.

7. Identify books and videos translated into Yupik
   Rayna Hartz and Sophie Kasayulie are locating these materials and getting them ready to be made available online.

8. Develop early childhood program with regular assessment.
   Yupik Specialist Sophie Kasayulie is working on this with Curriculum Director Jamie Burgess. An Early Childhood Committee will be formed to ensure that NAEYC standards are met and culture is a driving component of curriculum. A specialist from the University of Alaska Fairbanks has expressed interest in working with the committee to ensure the Pre-K program meets all NAEYC standards. She has done extensive work with LKSD programs.
CAREER PATHWAYS

1. Identify community labor needs and youth interests and provide educational opportunities to address these.  
   *Mr. Boggs will be investigating this and report out.*

2. Develop youth-centered education based on child’s desires, including relevant vocational education and life skills courses (cooking, child development etc.)
   *Added a half-time vocational teacher to Akiak School who will work at Tuluksak School second semester. Encouragement of student participation in VTE and Excel Programs, continued work on course of studies.*

3. Explore more effective use of financial aid to support graduates’ pursuits of either Higher Education or Vocational Education
   *Terise Boggs, the YSD Head Counselor will be in charge of this investigation.*

4. Create a “counseling plan of service” through a Head Counselor
   *Head Counselor identified. Discussions beginning regarding Plan of Service. Counselors have met to begin the discussions.*

5. Develop a newsletter that includes success stories

EFFECTIVE OPERATIONS

1. Find money to train locals to work in schools including Yupik paraprofessional certification
   *A funding source has been identified to support training in the spring for paraprofessionals working with early childhood programs.*

2. Keep buildings in good repair, major and minor maintenance
   *Summer maintenance plan to be completed by March 1 to allow for early arrival of materials
   Prioritize maintenance needs. Hire summer workers for regular year projects as needed.*

3. Maintain fiscally sound operations
   *Continued work on streamlining financial operations and HR operations
   Review of Policy Manual and online updates
   Review of housing leases and equity in agreements
   Articulation of personnel procedures so that they are known by all
   Continued updating and adding Standard Operating Procedures*

4. Keep technology up-to-date
   *A technology replacement plan has not yet been developed*
MEMORANDUM

To: Regional School Board
From: Norma Holmgaard, Superintendent
Re: Consent Agenda Approval

The Administration respectfully requests that the Regional School Board approve the Consent Agenda; 1st Reading of BP 5040 Student Nutrition; 2nd Reading of Board Policies and 3rd Reading of Board Policies.
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.
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
4 AAC 09.020 Teachers entitled to pay

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

Revised 9/15

Yupiit School District
9/92
Certificated Personnel

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

YUPIIT 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 childbirth;
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.
**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.
Personnel

BP 4161.4 (e)
4261.4 (e)
4361.4 (e)

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

Yupiit School District
9/92
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
WILLFUL DISRUPTION OF THE SCHOOL

The School Board recognizes that parents, legal guardians, and other adults may misunderstand or disagree with the policies of the District or the actions of its employees. The Board expects the staff and administration to respond to such concerns in a polite and professional manner. The Board also expects that parents and other adults will conduct themselves in an appropriate manner in their efforts to pursue such matters, including use of the District’s complaint procedures.

In resolving such concerns, a safe and orderly learning environment in which teachers can teach and students can learn must be maintained. The School Board does not condone having its employees subject to name-calling, defamation of character, threats or coercion of any kind. Adults who violate these standards of conduct shall be instructed to conduct themselves in a proper manner or to leave school district property. Should an individual refuse to follow these instructions in a prompt and orderly manner, the Superintendent is authorized to call law enforcement agencies for assistance to have the individual removed and charges may be filed for willful disruption of the school. Other charges which are applicable may also be filed at the discretion of the administrator.

(cf. 1260 - Visits to the Schools)
(cf. 3515 - School Safety and Security)
(cf. 3515.2 - Intruders on Campus)
(cf. 1312 - Public Complaints Concerning the Schools)
(cf. 1312.1 - Public Complaints Concerning School Personnel)
(cf. 5131.4 - Campus Disturbances)

Legal Reference:
ALASKA STATUTES
AS 11.61.110 Disorderly Conduct
AS 11.61.120 Harassment

Revised 8/2014
SOLICITATION OF FUNDS FROM AND BY STUDENTS

The School Board recognizes that participation in fund-raising for worthwhile purposes can help students develop a sense of social responsibility and promote a sense of belonging.

(cf. 1320 – Relations Between the Public and Students)

When approved in advance by the Board, funds may be solicited or materials distributed for those nonprofit, nonpartisan charitable organizations that are properly chartered or licensed by state or federal law.

With the approval of the Superintendent, school-related organizations may organize fund-raising events involving students. The Superintendent or Principal shall inform parents/guardians of the purpose of fund-raisers sponsored by schools or school groups. No individual or group quotas shall be required for students, donations shall be voluntary and without pressure. Due to safety concerns, door-to-door solicitation by students without parental accompaniment is discouraged, especially at the elementary level.

(cf. 3452 – Student Activity Funds)
(cf. 1230 – School-Connected Organizations)
(cf. 3290 – Gifts, Grants, and Bequests)

Whether solicitations are made on behalf of the school or on behalf of a charitable organization, the Board particularly desires that no person be made to feel uncomfortable or pressured to provide funds. Staff are expected to emphasize the fact that donations are always voluntary.

The Superintendent may limit fund-raising activities in order to prevent interference with the instructional program or to protect students from dangerous or unsafe situations. No students shall be barred from an activity because they did not participate in fund-raising activities.

No student shall be denied admission to a class for failure to raise a specified amount of money for activities associated with a class.

Revised 8/2014
SOLICITATION OF FUNDS FROM AND BY STUDENTS

All selling or soliciting activities must be approved at least 15 days before the activity. All fund-raising activities must be concluded within the duration of 30 school days unless special provisions are made with the Superintendent. If the event involves a contract with a commercial vendor, the contract shall be approved by the Superintendent. The sponsor of fund-raisers involving students shall be identified in all solicitations.

Instructional Safeguards

The Superintendent or Principal shall limit fund-raising activities to appropriate time periods. The Principal shall ensure that parents/guardians are informed about school fund-raising activities. Individual awards or other incentives which identify donors/participants shall not be used. No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

Student Safety

Students shall comply with all school safety rules. Students in grades K-6 shall not be involved in any door-to-door sales or solicitations.

Revised 8/2014
PUBLIC PERFORMANCES BY STUDENTS

The School Board recognizes that educational and personal values accrue from student participation in civic and community affairs. The Superintendent may authorize public performances by students when they contribute to the educational process and are consistent with Board policies and administrative regulations.

(cf. 0100 – Philosophy)
(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 1321 – Solicitation of Funds From and By Students)
(cf. 1325 – Advertising and Promotion)
(cf. 1330 – Use of School Facilities)
(cf. 6115 – Ceremonies and Observances)
(cf. 6141.2 – Recognition of Religious Beliefs and Customs)
(cf. 6145 – Extracurricular and Co-Curricular Activities)

Revised 8/2014
Community Relations

PUBLIC PERFORMANCES BY STUDENTS

The principal shall ensure that public performances by students comply with related Board policies and administrative regulations. Students may, with the permission of the Superintendent, participate in public events which:

1. Are sponsored by the schools or district or school-connected organizations on behalf of the schools.

2. Are organized by non-profit organizations for worthwhile purposes, such as promoting educational, recreational or character-building activities, cultural awareness, public safety, or charitable fund-raising.

3. Are public events of community, district, state or national interest of sufficient breadth to enlist general sympathy and cooperation or in recognition of special days of observance?

School groups may not participate in events that fall into any of the following classifications:

1. Events that are for the purpose of private gain or for the advertising of commercial projects or products.

2. Events that are primarily for the furtherance of any politically partisan interest.

3. Events that are primarily for the furtherance of any sectarian concern.

4. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation.

Educational events in which the schools serve as hosts or co-sponsors shall have priority in scheduling appearances. The principal shall make appropriate instructional arrangements related to scheduling student performances and to providing make-up opportunities for student absences.

Revised 8/2014
Community Relations

ADVERTISING AND PROMOTION

Public Information

The School Board desires to cooperate in publicizing community services, special events and public meetings of interest to students and parents/guardians. The Superintendent may approve the publicity of public events or distribution of promotional materials, which extend cultural, recreational, artistic or educational opportunities to the community and which do not promote any particular commercial interest.

(cf. 0100 – Purpose)
(cf. 0410 – Nondiscrimination in District Programs and Activities)
(cf. 1321 – Solicitation of Funds from and by Students)
(cf. 5145.2 – Freedom of Speech/Expression: Publications Code)
(cf. 6145.5 – Student Organizations and Equal Access)
(cf. 6162.8 – Research)

Paid Advertisements

Advertising copy may be solicited to the extent that this process furthers the educational well being of the students involved and does not interfere with school-community relations.

The district shall not accept advertising copy which:

1. Is obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school rules, or disrupt the school’s orderly operation.

2. Attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage.

3. Promotes the use or sale of materials or services, which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and X-rated movies or products shall not be used.
ADVERTISING AND PROMOTION (continued)

The district will not unlawfully discriminate against advertisers who meet the requirements of Board policy and administrative regulations and procedures.

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

Agreements to advertise within a school that includes a contribution to the school shall be approved by the Superintendent.

Revised 8/2014

YUPIIT SCHOOL DISTRICT
Revised 8/2014
ADVERTISING AND PROMOTION

The Superintendent shall review advertising and promotional material to be distributed through the schools to ensure that it complies with the provisions of Board policy and administrative regulations prior to approving the dissemination of such information. Authorized material/information may be disseminated through school-sponsored publications or by students on a voluntary basis.

All advertising and promotional information distributed through the schools shall identify the name and contact location of the sponsoring group. All surveys or questionnaires requiring student or parent/guardian response must have prior approval of the Superintendent.

District services and activities involving commercial products will not include the distribution of unsolicited merchandise for which an ensuing payment is requested.

Revised 8/2014

YUPIT SCHOOL DISTRICT
Revised 8/2014
COMMERCIALS

The School Board believes commercials in the educational program are intrusive and are not in the best interests of our students. Commercials are not part of our students' compulsory education and do not merit the same attention and trust as is accorded to educational materials. School time shall not be used for the promotion of commercial products.

Schools are established and maintained with funds allocated specifically for education, and class time shall be dedicated entirely to educational purposes. Advertisements may be studied, however, as part of the consumer education curriculum.
USE OF SCHOOL FACILITIES

Note: A.S. 14.03.100 authorizes boards to grant the use of school facilities for lawful gatherings and assemblies and mandates that boards adopt written bylaws to ensure reasonable and impartial use of school facilities. If challenged, the district should be prepared to legally defend the reasonableness of its rules. The following sample policy may be revised to reflect local philosophy and needs. The district should be able to provide supporting rationale for its policy/regulations; that is, the policy/regulations must be deemed to be “reasonable.”

Note: Under the No Child Left Behind Act of 2001, districts that make their premises and facilities available for use by youth and community groups must apply that policy equitably to all groups, including the Boy Scouts or other affiliated groups. Specifically, schools are prohibited from denying equal access to school facilities to the Boy Scouts or any other youth group “for reasons based on membership or leadership criteria or oath of allegiance to God and country.”

The Board believes that the schools belong to the citizens of the community and that community use of the school facilities fosters understanding and support for school programs. The Board shall make school facilities and grounds available to citizens and community groups for lawful gatherings and assemblies to the extent that such use serves the interests of the citizens and does not conflict with school or district purposes. The Superintendent shall establish administrative regulations governing the reasonable and impartial use of school facilities and grounds by community members or groups. Applications for use of school facilities shall be submitted to the principal.

(cf. 0100 – Philosophy)
(cf. 0430 – Community School Program)
(cf. 6145.5 – Organizations/Associations)

Legal References:
ALASKA STATUTES
04.16.080 Sales or consumption at school events
14.03.100 Use of school facilities
Elementary and Secondary Education Act, 20 U.S.C. § 7905, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

Revised 8/2014
Community Relations

USE OF SCHOOL FACILITIES

Facility Use Restrictions

1. Facility users must comply with all applicable state and federal laws, community ordinances, school district policies and rules, and rental agreement conditions.

2. Use or possession of alcoholic beverages and/or drugs is prohibited. (AS 04.16.080)

3. Facility use which represents a safety or security risk to the district is prohibited.

4. No partisan, sectarian or denominational doctrine may be advocated in school facilities during the hours the school is in session.

5. After use of partisan or religious activities, each group or individual shall police the use area to ensure that partisan or religious information, literature, papers, or documents of any kind are removed from the facility use area.

6. Facility users are not to operate any school equipment or use facility areas other than that stipulated in the facility use request.

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

Facility Use Requests and Application Procedures

Requests for approval to use school facilities shall be approved whenever possible. However, the district reserves the right to reassign the requested space or any facility use for reasons of building security, maintenance requirements, fuel economics, and appropriateness of the activity for the area requested.

School district approval to use school facilities will be given impartially to individuals and groups. In weighing competing requests for the use of school facilities, preference shall be given in the following order:
USE OF SCHOOL FACILITIES (continued)

1. In-school uses (clubs, class events, etc.).

2. Contracted uses.

3. School support groups and youth groups.

4. Public agencies and public affairs groups.

5. Community recreational and cultural events.

6. Community religious or special interest events.

7. Private, non-school-connected classes and educational events.

8. Profit-making or commercial events, out-of-town groups, etc.

Groups or persons using school facilities under the provisions of this policy shall be liable for any property damages caused by the activity. The Board shall charge the amount necessary to repair the damages and may deny the group further use of school facilities.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. The Superintendent or Principal may require that groups using school facilities include the district as an additional insured on their insurance policies. The Superintendent or Principal may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

The Superintendent or Principal shall establish procedures to process requests to use school facilities or grounds in accordance with district policies and regulations, preserve order in school buildings and on school grounds, and protect school facilities.

Revised 8/2014

YUPIIT SCHOOL DISTRICT
Revised 8/2014
Yupiit School District
Facility Use Agreement

This Agreement is executed between the Yupiit School District Regional Board of Education and _____ School for the use of _____ at School. I, ________, declare that the purpose of this usage is as follows:

Event

Date __________ Time __________

The organization will protect all property, both personnel and public, which may be on the premises. The organization agrees to the following conditions for use:

1. a. Gym use – A non-refundable fee of $150.00 plus damages (no more than three (3) days for one event will be allowed). To all groups using the facilities that includes a fund raising function. (Example: Fiddle dances and Basketball Games or Tournaments)
   b. Classroom Use – Free to users, unless a non educational fund raising event, then $15.00 per hour or $50.00, which ever is less.

2. **SCHOOL EVENTS** | **OTHER EVENT**
   | Sunday-Thursday 6:00PM – 12 midnight |
   | Friday – Saturday 6:00PM – 1:00 AM |
   | **Times for events will be strictly enforced** |
   | Community Events 6:00PM – open |
   | Summer Events 6:00PM – open |

   **If these times are not adhered to, further use may be denied**

3. The organization shall indemnify, defend and hold the District harmless from all losses and from any and all liabilities, claims, and demands of any sort, including but not limited to those for property damage or for personnel injury. Any items broken or stolen on school premises will be charged at the item’s value to repair or replace at the expenses of the sponsor.
4. The building and premises will be cleaned after each day of the event by the user group. If not cleaned, the event will be cancelled.
5. The school is a DRUG FREE ZONE, therefore no tobacco products or alcoholic beverages will be allowed nor will persons intoxicated by alcoholic beverages be allowed on the premises.
6. Adherence to Use Agreement is a basis for future access.
7. VPO hire by organization required.

*School Events supersede other activities. This Agreement may be terminated immediately upon failure to comply with the above conditions.

The undersigned has read and agrees with the established policy for the usages of Yupiit School District facilities.

Sponsor __________ Date __________
Principal __________ Date __________

Yupiit School District
ACCESS TO DISTRICT RECORDS

The School Board recognizes that state policy provides broad public access to district records. Public access shall not be given to records exempt from public disclosure by state or federal law or by the Board based on the need of the district to maintain confidential information.

(cf. 3580 – District Records)
(cf. 4112.6/4212.6/4312.6 – Personnel Records)
(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential Information)
(cf. 5125 – Student Records; Confidentiality)
(cf. 9011 – Disclosure of Confidential Information)
(cf. 9321 – Closed Sessions)

Any person shall have reasonable access, during regular business hours, to the public records of the schools and district. The Superintendent or designee shall establish regulations to authorize and facilitate public access to district records in accordance with law, to protect the security of district records, and to prevent interference with regular district operations. Original records or information may not leave

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee. Costs for production of items resulting in nominal charges may be waived by the Superintendent.

Legal Reference:
ALASKA STATUTES
40.25.120 - .220 Public Records Act
14.03.115 Access to school records by parent, foster parent, or guardian
14.14.090 Additional duties
14.20.149 Employee evaluation
14.43.930 Scholarship program information
23.40.235 Public involvement in school district negotiations
City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)

UNITED STATES CODE, TITLE 20
1232g. Family Educational Rights and Privacy Act of 1974

Revised 8/2014

YUPIIT SCHOOL DISTRICT
Revised 8/2014
ACCESS TO DISTRICT RECORDS

Any person may have access to and receive a copy of any identifiable public record. Requests for district records shall be submitted to the Superintendent. District records shall be examined in the presence of the staff member regularly responsible for their maintenance and security or his/her designee.

<table>
<thead>
<tr>
<th>Note: Specifying in district regulations which records are open and which are exempt is optional. The following may be expanded or deleted in accordance with law and district needs.</th>
</tr>
</thead>
</table>

Public records include any writings and records except:

1. Records of vital statistics and adoption proceedings, which shall be treated in the manner required by AS 18.50. (AS 40.25.120)

2. Records pertaining to juveniles. (AS 40.25.120)

3. Medical and related public health records. (AS 40.25.120)

4. Records required to be kept confidential by a federal law or regulation or by state law, including but not limited to: (AS 40.25.120)

<table>
<thead>
<tr>
<th>Note: Although AS 14.20.149 and 4 ACC 19.040 exempts personnel evaluation records from public disclosure, superintendent and high level administrative evaluations may be public records in light of the Supreme Court ruling in City of Kenai v. Kenai Peninsula Newspapers. The district should evaluate any public demand for professional evaluations with their attorney.</th>
</tr>
</thead>
</table>

   b. Education records of students containing personally identifiable information. (20 U.S.C. 1232g)

   c. Records regarding ongoing negotiations on a pending collective bargaining agreement, disclosure of which would impair the district's bargaining position. However, initial proposals, last-best-offer proposals, tentative agreements before ratification, and final agreements are all public documents which must be made available for inspection. (AS 23.40.235)
ACCESS TO DISTRICT RECORDS (continued)

d. Records of contemplated purchase, lease, or acquisition of real property, or other property or services where release would impair the district’s ability to obtain favorable terms in the transaction, or where the disclosure would provide the potential seller with an unfair competitive advantage.

e. Information obtained by the district’s insurance carriers and their attorneys and agents regarding potential or pending claims against the district.

5. Records compiled for law enforcement purposes, but only if disclosure would interfere with enforcement proceedings, would deprive a person of a fair trial, would constitute an unwarranted invasion of privacy, would disclose a confidential source, would disclose confidential techniques or law enforcement guidelines, or would endanger life or physical safety. (AS 40.25.120)

6. Library records, names, addresses, or other personal identifying information contained in school library records, except as requested by the parent/guardian. (AS 40.25.140)

When authorized, an exact copy of any identifiable public record shall be provided upon request unless it is impracticable to do so. Computer data shall be provided in a form determined by the Superintendent. Copies shall be furnished at cost as determined by the Superintendent.

As soon as possible upon receiving any request for a copy of records, the Superintendent shall determine whether to comply with the request and shall inform the person making the request of his/her determination and the reasons for it. Any notification denying a request for public records shall state the reason for the denial and to whom the decision may be appealed.

(cf 1312 – Complaints Concerning the Schools)

Note: AS 40.25.125 authorizes injunctive relief for the obstruction or attempted obstruction of public access to open records.

Revised 8/14/14

YUPIIT SCHOOL DISTRICT
Revised 8/2014
PUBLIC RECORDS REQUEST
Yupiit School District
P.O. Box 51190
Akiachak, AK 99551
Tel. (907) 825-3600
Fax: 1 877-825-8947 Business Office
1 877-825-9712 Sped Dept.
1 877-825-2404 Supt.
1 877-825-2429 General

Name
Address
City/State/Zip
Telephone No:

Email:
FAX:

DOCUMENTS REQUESTED

I hereby request to inspect the following documents:

Title Record:

Date of Record

Description of Record – Please provide any additional information that will assist us in locating the record for you as quickly as possible:

I understand that I will be charged a fee of .25 plus sales tax for each page that I requested to be copied.
I further understand that if it is determined that my request(s) will require more than five hours of staff time per calendar month that I will pay, upon notification, the total actual personnel costs require to complete the search and/or copying tasks, per AS 40.25.110(c).

CERTIFICATE OF NONLITIGATION AFFILIATION

I hereby certify that:

(1) I am not involved in litigation, in a judicial or administrative forum, nor am I acting on behalf of or otherwise representing any party who is involved in litigation with the Yupiit School District to which the request record is relevant; and

(2) The request public record is strictly for □ my own personal use □ use on behalf of ____________________

I certify under penalty of perjury, that the foregoing statements are true.

_________________________  __________________________  ________________
Print Name                      Signature                               Date

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Request Received</th>
<th>STAFF MEMBER</th>
<th>RESEARCH Time (minutes)</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Reviewed</td>
<td></td>
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<tr>
<td>Record(s) Located</td>
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<td>Fee Calculated</td>
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<td>Requestor Notified</td>
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<td>Documents Sent</td>
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</tbody>
</table>

Amount $ ____________________
RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES AND THE SCHOOLS

The School Board recognizes that agencies at all levels of government share its concern and responsibility for the welfare, health and safety of our youth. The Board and staff shall take every opportunity to work cooperatively with these agencies for the benefit of our students.

(cf. 1020 – Youth Services)
(cf. 9140 – Board Representatives)
(cf. 9311 – Board Policies)

The Superintendent shall initiate and maintain good working relationships with representatives of other public agencies in order to help our schools and students make use of the resources which governmental agencies can provide. The Superintendent shall ensure that agreements with other agencies which involve the exchange of funds or reciprocal services are executed in writing so that roles and responsibilities are clearly defined.

(cf. 3312 – Contracts)

Legal Reference:

ALASKASTATUTES
03.20.100 Farm-to-school program
47.10.093 Disclosure of agency records.
47.10.090 Court records
47.12.310 Agency records

Revised 8/14/14

YUPIIT SCHOOL DISTRICT
Revised 8/2014
INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY

Students and staff have a right to feel safe and secure within the school environment. The Board recognizes that a safe school environment can be furthered by cooperation between the district and other agencies, including law enforcement. The district will actively facilitate such cooperation, including the sharing of criminal information as allowed by law. The Superintendent shall work with appropriate agencies for the sharing of information as may be necessary to protect the safety of school students and staff.

A teacher, teacher’s assistant, principal, or other person responsible for students who receives information about a student that may affect the safety of students or staff, including information from other agencies, shall disclose such information in accordance with the procedures developed by the Superintendent.

Staff members who, in the course of their employment, observe a student committing a crime shall report the crime to local law enforcement. The staff member shall also immediately report the crime to the Superintendent.

Programs and activities designed to enrich district curriculum and to develop and promote good citizenship and a healthy attitude toward law enforcement agencies and officials will be encouraged by the district. Law enforcement participation in such programs and activities is encouraged.

Law enforcement officials may enter school facilities if a crime has been committed on district property or to investigate matters concerning staff and students upon request initiated by either agency officials or by district administrators.

(cf. 1400 - Relations between Other Governmental Agencies and the Schools)
(cf. 3515 - School Safety and Security)
(cf. 5125 - Student Records)
(cf. 5142 - Safety)

Legal Reference:

ALASKA STATUTES

11.81.900 Definitions
14.33.120 School Disciplinary and Safety Program
14.33.130 Enforcement of Approved Program, Additional Safety Obligations
47.12.310 Agency Records
47.12.315 Public Disclosure of Information in Agency Records Relating to Certain Minors
47.10.093 Disclosure of Agency Records
47.10.090 and 47.12.300 Court Records

Revised 8/2014

YUPIT SCHOOL DISTRICT
Revised 8/2014
INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY

The following protocol will be followed when information regarding a student that may affect the safety of students or staff is received from law enforcement, the Division of Family and Youth Services or other agencies, or any other source:

1. The Superintendent is designated to receive safety information regarding students, including notices of criminal conduct. A staff member having information about a student concerning a possible threat to safety shall immediately report such information to the Superintendent. The Superintendent will forward information from staff members or agencies to the designated administrator at the site attended by the student.

2. Each site should develop a procedure for handling this information as it arrives.

3. One person at each school (principal, assistant principal, or counselor) should be identified to handle the law enforcement notices.

4. The confidentiality of the student must be protected and disclosure of this sensitive information is not authorized except as set forth in these procedures.

5. The principal will review the information and share on a need to know basis with appropriate staff who work closely with the student.

6. These alerts should be placed in the student’s cumulative folder and transferred with the student if the student moves to another school.

7. If the school has other information which it thinks the law enforcement agency needs to be aware of regarding the student, this information should be relayed to the Superintendent who will then forward it to the appropriate agency.

Revised 8/2014
RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS

The School Board encourages representatives of private industry to participate with the schools in preparing our students for challenges they will meet in the future. Working together as partners, the business community and the schools should seek to educate citizens who can contribute to the productive work force on which our economy depends.

(cf. 1150 – Board Commendation Program)

Local employers are encouraged to serve on advisory committees, help design regular, vocational and technical programs, and provide needs assessments, program evaluations, and/or staff development for school managers and teachers. Businesses may also provide classroom assistance, individual tutoring, incentive and recognition programs, work experience opportunities, apprenticeship programs and employment opportunities. The Board recognizes that the success of business involvement depends largely upon the commitment of adequate staff resources to plan and implement such activities.

(cf. 1220 – Citizen Advisory Committees)
(cf. 1240 – Volunteer Assistance
(cf. 6164.42 – Guidance Services)
(cf. 6178 – Vocational Education)

The School Board recognizes that students especially need access to equipment that meets the requirements of an increasingly technological world and welcomes the contribution of funds or equipment to further the district's educational programs.

(cf. 3290 – Gifts, Grants and Bequests)
(cf. 6000 – Instruction)

The Board urges employers to further support the schools by recognizing their employees' needs as parents and by supporting parent involvement with the schools.

(cf. 1250 – Visits to the Schools)
(cf. 6020 – Parent Involvement)

Advertising sponsorship relationships are encouraged in support of School programs. All sponsorship agreements shall be reviewed by the Superintendent before finalized.

Revised 8/2014

YUPIT SCHOOL DISTRICT
Revised 8/2014
MEMORANDUM

To: Regional School Board
From: Norma Holmgaard, Superintendent
Re: Recommendations for Hire

The Administration respectfully requests approval of the following new hires:

Randall Leedy  Math/Science Teacher  Akiak School
Maisha Ekamrak  Accounting Technician  Tuluksak School
Melissa Mike  Instructional Aide  Tuluksak School
Henry Alexie  Special Education Aide  Tuluksak School
Willie Alexie  Special Education Aide  Tuluksak School
October 20, 2015

MEMORANDUM

To: Regional School Board  
From: Norma Holmgard, Superintendent  
Re: Approval of Resignation

Please accept the attached resignations from:

Stacy Greusel  Assistant Principal/District Activities  May 31, 2016
Norma Holmgard  Superintendent  June 30, 2016
Stacy Mae Greusel  
PO Box 51111  
Akiachak, AK 99551  
October 26, 2015  

Resignation Letter  

To Whom It May Concern:  

It has been a great joy and honor to serve under the administration of both Mr. Barr and Mrs. Norma Holmgaard. Their leadership and servitude has been the strength of my professional experience here in the Yupiit School District. I have also grown to love the children and families of Akiachak, where my family has made a home for the last two school years. I have learned and grown as an educator, mother, and member of society. This will be an experience I'll never forget and will cherish for a lifetime. However, I will not be renewing my contract with the Yupiit School District for the 2016-2017 school year. Again, I am thankful for the opportunities and experiences with YSD and know that you will continue to do great things.  

Sincerely,  
Stacy Mae Greusel  

[Signature]
October 23, 2015

P.O. Box 51061
Akiachak, AK 99551

Regional School Board
Yupiiit School District
P.O. Box 51190
Akiachak, AK 99551

Dear Regional School Board,
Please accept my resignation as the Superintendent of the Yupiiit School District effective June 30, 2016.

I will fulfill all of the duties of the Yupiiit School District Superintendent throughout this year. I am submitting my resignation early so that you have significant time to conduct a thorough search for a superintendent and get the very best candidates possible.

It has been my honor to serve you.

Respectfully,

[Signature]
Norma J. Holmgaard
MEMORANDUM

To: Regional School Board  
From: Norma Holmgaard, Superintendent  
Re: V. Plumb MOA for Pre-K Services

Administration respectfully requests approval to enter into an MOA with Veronica Plumb, Early Childhood Specialist with the University of Alaska Fairbanks to provide guidance to the YSD Pre-K Program Development Team. She will also assist in the development and implementation of training in effective strategies for teaching children in grades PK-2 for current and new teachers and paraprofessionals.

Pre-K programs are often encouraged in grant programs such as the Moore Early Literacy Program. In order to use grant funds and supplemental funds for these programs, the programs must align with the National Association for the Education of Young Children (NAEYC) standards. Ms. Plumb is an expert in the learning standards and the standards for those teaching in early childhood programs. Her guidance will ensure that the YSD program meets all guidelines for effective programs.

The contract amount will be limited to a maximum of 20,000.00.
October 22, 2015

MEMORANDUM

To: Regional School Board
From: Norma Holmgaard, Superintendent
Re: AKEBS MOA for Business Services

Attached is an MOA to continue financial services with Alaska Educational Business Services (AKEBS) from January 2016 through June 30, 2016.

Administration respectfully requests approval for this continuing MOA.
MEMORANDUM OF AGREEMENT
CONTRACT No. 2016-1003

It is hereby understood that Yupiit School District (YSD) has agreed to contract with Alaska Education and Business Services, Inc., (AKEBS) for the purpose of providing Business Management services of all items which include items outlined in Scope of Services – Attachment A.

PERIOD OF CONTRACT: This Memorandum of Agreement shall be effective from January 1, 2016 and shall continue thru to June 30, 2016.

PAYMENT: The above-described services will be performed by AKEBS for $13,000.00 monthly. Payment will be made by YSD upon receipt of a monthly invoice in the amount of $13,000.00 and will require approval by Norma Holmgaard, Superintendent of Yupiit School District.

SUPPLIES: Postage to mail any related materials from AKEBS’ office will be reimbursed by YSD as invoiced for actual cost.

TRAVEL: Any required costs incurred for travel to and from the Yupiit School District will be paid at cost by the Yupiit School District upon receipt of an invoice with a copy of the actual receipts for same. Per Diem (food) will be paid at $60.00 per day.

Nothing contained herein is intended to establish an employee/employer relationship. No employee rights or benefits accrue as a result of performance under this MOA.

SATISFACTORY: Satisfactory completion shall be determined by Norma Holmgaard, Superintendent of Yupiit School District.

AGREED THIS Day of _____, 2015.

YUPIIT SCHOOL DISTRICT
Norma Holmgaard, Superintendent

Alaska Education & Business Services, Inc.
Lucienne Smith, President
3003 Minnesota Drive #300
Anchorage, AK 99503
Alaska Business License #732107
Federal ID # 20-3944964
Scope of Services
ATTACHMENT A

The Business Management services that AKEBS will provide Yupiit School District include the following:

- Accounts Receivable posting and reconciliation
- Review and approve Accounts Payable claims and Purchase Orders (if applicable)
- Review and approve semi-monthly and monthly Payroll processing, and review quarterly & annual reports
- Ensure end of year tasks are completed timely (fuel tanks dipped, fuel and supplies ordered in time for barge, etc., all purchase orders issued and all end of year invoices paid)
- Arrange for purchasing District property, casualty, liability, Workers’ Compensation, Life and Health Insurance
- Complete Bank Reconciliations each month, and cash balance management
- Oversee management of cash to insure sufficient cash flow for District expenses
- Budget Preparation, Review, Compliance and necessary revisions
- Prepare and submit annual Foundation Budget Report (due July 15)
- Review annual Average Daily Membership and Projected Average Daily Membership for upcoming year
- Financial Reporting to the Board of Education as required
- Meet and review on an agreed upon basis with the Superintendent and Administration to communicate status of expenditures/budget and any other matters
- General Ledger Reconciliation, ongoing review to insure all expenses/revenues are posted accurately
- Grant Financial Reporting and Quarterly Reimbursement submittal
- Work with Grant Administrator so they can submit necessary grant budget revisions within GMS System to State
- Annual State Indirect Cost application
- Capital Asset Inventory Recording and Reconciliation
- Submit Annual Impact Aid Application and respond to ensuing question for the Office of Impact Aid
- Provide ongoing support for the district’s accounting software – coordinate with other business personnel to insure Principals and secretaries are able to obtain real time reports off the system;
- Scanning and digitizing source documents - back storage van will be cleared of all business office documents as they will be digital by fiscal year end
- All necessary communication to be responsive to employees questions and concerns

- Work closely with the District’s auditors in preparation for the interim and final annual financial audit and preparation of the Financial Statements, and gain Board approval of annual Financial Statements
- Provide advice for all departments on record maintenance, and continue to establish efficiencies to eliminate redundancies, as needed
- Provide support for District contractors
- Provide direction/instructions to Business Office staff as needed
- Adhere to all Federal, State, and School District timelines for all Accounting and Business related tasks
- Capital Projects coordination and reconciliation assistance
- Provide administrative oversight of Food Service program
- Provide direction to cooks and others working in food service program to insure annual review is passed
- Work with the Alaska Child Nutrition program and Food Service consultant to convert all paper data to the State’s PrimeroEdge software
October 22, 2015

Board Travel

AASB Conference

Wednesday, November 5, 2015
5:00 p.m. CEAAC Meeting, Selection of new Executive Director

Thursday, November 6, 2015
6:00 p.m. – 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.

Friday and Saturday – December 11 & 12
Winter Boardsmanship Academy sponsored by AASB
September 11, 2015

MEMORANDUM

To: Regional School Board
From: Norma Holmgaard, Superintendent
Re: Committee Representation

The Administration respectfully requests that a Regional School Board member be appointed to serve on the following YSD Committees during the 2015-2016 year:

Certified Evaluation Committee
Certified Handbook Committee
Classified Handbook Committee
District Improvement Plan Committee

Meeting dates will be determined when the committees are fully formed.