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

Regional Board Members

Willie Kasayulie, Chairman
Samuel George, Treasurer
Peter Evon, Board Member

Ivan M. Ivan, Vice Chairman
Moses Owen, Board Member
Noah Andrew, Board Secretary

Committee Meetings and Work-sessions

11:00 AM - Tribal Education Staff

Agenda (beginning at 12:45 PM)

Regional Board of Education Meeting

LOCATION: Akiachak, Alaska DATE: July 20, 2015

I. Call to Order
II. Roll Call
III. Invocation
IV. Recognition of Guests
V. Approval of Agenda
VI. Approval of Minutes
   A. June 25, 2015
VII. Executive Session – Board Self-Evaluation and Goal Setting
VIII. Action Items:
   A. Approval of Board Goals for FY’16
   B. Approval of Resignations
   C. Approval of Contracts
   D. Approval of Business Office Services
   E. 2nd Reading of Reading AR 3360
IX. Board Comments
X. Next Regular Meeting: August 20, 2015
XI. Adjournment
Minutes of the Yupiit School District
Regional Board of Education

Held: June 25, 2015
Village: Akiachak, Alaska

| Committee Meeting & Work-session | 11:00 AM – Prevention Maintenance Audit Report  
|                                 |   – Housing Updates  
|                                 | 11:45 AM – Pre-K Program Development |

| Call to Order | Chairman Willie Kasayulie called the regular meeting of the Regional School Board to order at 1:36 PM. |

| Roll Call | Present  
|           | Willie Kasayulie, Chairman  
|           | Ivan Ivan, Vice Chairman  
|           | Samuel George, Treasurer  
|           | Noah Andrew, Secretary  
|           | Moses Owen, Board Member  
|           | Peter Napoka, Board Member |

| Absent | Peter Evon, Board Member |

| Also Present:  
| Norma Holmgaard, Superintendent  
| Joanne Slats, Business Manager  
| James Hartz, Maintenance Director  
| Bonnie James, Recording Secretary |

| Invocation | III. Invocation: Moses Owen rendered the invocation. |

| Recognition of Guests | IV. Recognition of Guests: |
| Approval of Agenda | V. Approval of Agenda:  
Motion by Sam George, Seconded by Noah Andrew to accept the agenda as with additions. Motion was passed unanimously. |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approval of Minutes | VI. Approval of Minutes:  
A. May 16, 2015  
Motion by Sam George, Seconded by Moses Owen to approve the Regular Board minutes. Motion carried. |
| Correspondence | VII. Correspondence:  
Moore Early Literacy Moore Early Literacy: Department of Education called, due to low attendance there would be no funding for the Early Literacy Program for FY’16. There may be additional funding in FY’17; Alaska Grown Foods Program: The Alaska Grown Foods Program was discontinued due to lack of funding. The remaining funds will be used to purchase foods in preparation for next year; FY16 Indian Education Program: The US Department of Education communicated that Yupiit School District’s Indian Education Grant for FY’16 has been approved. Thanks to Diane George and the Title VII Advisory Committee for putting together this program efficiently; Migrant Education (Title I, C) Program: The Department of Education informed that our MEP funds would be reduced by 13,000.00 this year. Our funding level is expected to be approximately 34,000.00. This does not cover the cost of the paperwork needed to certify the program. |
| Reports | VIII. Reports:  
A. Superintendent’s Report – Mrs. Holmgaard highlighted her report  
B. Akiachak AP Justification – Mrs. Holmgaard highlighted the AP Justification report.  
C. Maintenance – Jim Hartz – Jim Hartz highlighted his report |
| Strategic Plan | X. Strategic Plan – No report |
| Action Items | XI. Action Items:  
A. Alaska Standards for Culturally Responsive Schools: The administration requested that these Cultural Standards be adopted by the Yupiit School District Regional School Board to reinforce the necessity of honoring these standards in all YSD classrooms, schools and communities.  
Motion by Sam George, Seconded by Peter Napoka to adopt the Alaska Cultural Standards for Culturally Responsive School. Motion passed.  
Motion by Ivan Ivan, Seconded by Moses Owen to establish a Tribal Education Department within the Yupiit School District. Motion passed. |
**Continue – Action Items**

**B. Certified Teacher Evaluation:** The Administration requested the approval of the attached Certified Evaluation Handbook for full implementation in the 2015-2016 school year.

Motion by Moses, Owen, Seconded by Noah Andrew to approve the Certified Evaluation Handbook for full implementation in the 2015-2016 School Year. Motion passed.

**C. Administrative Evaluation System:** The Administration requested approval for the proposed YSD Administrative Evaluation System with the movement to the Marzano Framework.

Motion by Sam George, Seconded by Peter Napoka to approve the Proposed YSD Administrative Evaluation System with the movement to the Marzano Framework. Motion passed.

**D. Superintendent Evaluation Process:** It is recommended that input be solicited during the same time frame as is used for teachers and administrators which is that it must be submitted by December 15 each year. When a survey tool is identified it will become part of the BP as an exhibit.

**E. Special Service Contracts:** The Administration requested approval of the below contractors to provide these services. There are two Speech Therapy contracts because YSD was unable to find a contractor willing to assume all of the needs of the district.

1. MOA-Gretchen Stich, Speech Therapist
2. MOA-Joanne Domko, Speech Therapy Service
3. MOA-Mark Smedley, School Psychology Service

Motion by Sam George, Seconded by Moses Owen to approve the above Special Service Contracts with unanimous consent. Motion passed.

**F. MOA-SERRC, Professional Development:** The Administration requested the approval of this contract with SERRC (Southeast Regional Resource Center) to provide professional development for teachers, paraprofessionals and principals throughout the 2015-2016 school year.

Motion by Ivan Ivan, Seconded by Peter Napoka to approve the contract with SERRC, Professional Development. Motion passed.

**G. MOA-SERRC, Alaska Close-Up:** The Administration requested the approval of this contract with SERRC (Southeast Regional Resource Center) to allow YSD students to participate in the Spring 2016 Alaska Close-Up Program in Juneau.

Motion by Ivan Ivan, Seconded by Moses Owen to approve the MOA-SERRC, Alaska Close-Up at the amount of $10,650.00. Motion passed.
<table>
<thead>
<tr>
<th>Continue – Action Items</th>
<th>H. FY’16 Budget: The FY’16 Budget is presented for approval. Motion by Sam George, Seconded by Ivan Ivan to approve the FY’16 Budget. Motion passed.</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>I. First Reading AR 3360: Administration recommended that the reimbursement includes an option for fuel rather than mileage. The accompanying exhibits will be updated to identify the number of gallons of fuel to be provided for varying vehicles and distances. Motion by Sam George, Seconded by Ivan Ivan to approve the 1st Reading of AR 3360. Motion passed.</td>
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<td>J. July Agenda, Self-Evaluation: It is recommended that the YSD Regional School Board cancel the July regular business meeting for the purpose of conducting a self-evaluation, setting goals for the RSB and establishing a training and development plan of activities for the year. It is recommended that this meeting be dedicated solely to this purpose and that an outside facilitator be secured in to lead this process. The meeting date is Thursday, July 16. Attachments: BP 9400; Training and Development Opportunities Motion by Moses Owen, Seconded by Noah Andrew to present the Board Self-Evaluation in July 16, 2015. Motion passed.</td>
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<td>K. Resignations: The Administration respectfully recommended the approval of resignation from the YSD Business Manager position effective July 25, 2015 in order to accept a new position. Motion by Ivan Ivan, Seconded by Sam George to approve the resignation from Joanne Slats, Business Manager, effective July 25, 2015. Motion passed.</td>
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<td>L. New Hires: The Administration requested approval of the following contracts for the 2015-2016 School Year for Gregory Jones Middle School Teacher, Akiak School; Cindy Long High School Language Arts/Social Studies, Akiak School; Michael Roth, Math/Science Teacher, Akiak School; Owen B. McCarthy, Vocational Teacher Akiak School/Tuluksak School; Tamera Wassillie Title I Instructional Aide, Akiachak School; and JoAnne Slats, Maintenance/Curriculum Secretary. Motion by Sam George, Seconded by Peter Napoka to approve the New Hires recommended by Administration. Motion passed.</td>
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<tr>
<td>Executive Session</td>
<td>XII. Executive Session - none</td>
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<td>Travel</td>
<td>XIII. Board Travel: none</td>
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<tr>
<td>Board Comments</td>
<td>XIV. Board Comments</td>
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<tr>
<td>Next Meeting Regular Meeting</td>
<td>XV. Next RSB Self-Evaluation Meeting: July 16, 2015</td>
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<td>Adjournment</td>
<td>XVI. Adjournment: Moses Owen, Seconded by Peter Napoka to adjourn the meeting at 4:25 PM.</td>
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__________________________                  ___________________
Secretary                                                        Date
July 10, 2015

MEMORANDUM

To: YSD Regional School Board  
From: Norma Holmgaard, Superintendent  
RE: Resignations

Julie George has submitted her resignation from the YSD Accounting Technician position effective July 17, 2015.

The Administration respectfully recommends the approval of this resignation.
July 10, 2015

MEMORANDUM

To: YSD Regional School Board
From: Norma Holmgaard, Superintendent
RE: Recommended Contract

The Administration respectfully recommends the approval of the contract for the 2015-2016 School Year for Valeria Owrey, 6th Grade Teacher for Tuluksak School.
July 10, 2015

MEMORANDUM

To: YSD Regional School Board
From: Norma Holmgaaard, Superintendent
RE: 2nd Reading of AR 3360

The Administration respectfully recommends the approval of the 2nd Reading of AR 3360 Travel and Per Diem.
AR 3360 TRAVEL AND PER DIEM

Purpose

To establish the policies and procedures for approving School District travel, for the payment of travel per diem, and for the reimbursement of authorized travel expenses, consistent with budgeted allocations.

Travel and Approval Policy

All Yupiit School District (“District”) employees and officials, including elected and appointed members of boards and committees, must have pre-approved administrative authorization for travel. Travel by School Board members shall be approved by the Board President. The Superintendent shall approve Travel Reimbursement request forms. Expenses incurred for District travel not in compliance with this policy will not be paid or reimbursed.

It is the policy of the District that travel for official business be in the most direct and economical way to accomplish the business. Any expenses resulting from travel by an indirect route or less efficient mode for the traveler’s convenience will be borne by the traveler. Any additional time away from work resulting from such indirect travel shall be charged to employee leave.

Travel shall only be approved for travel that is necessary and prudent and when one or more of the following criteria are met:

1. The travel is required to achieve operational, legislative, career development, or service objectives of the District.

2. The travel is required to support state or federal efforts, which are beneficial to the District.

3. The travel is mandated by the state or federal government.

4. The travel is for specific training, which is required for employees to perform District functions, such as training on technological advances or for required certifications.

5. The travel is for specific training that will result in a significant cost savings or cost avoidance to the District. Such cost savings or avoidance shall be demonstrated prior to administrator approval of travel.

6. The travel is required to attend a national or state board, committee meeting or conference as a District representative, and the exchange of information or participation will result in a benefit to the District.

Employee/Board travel under the following conditions shall not normally be approved when costs are at District expense. When approved, written justification shall have been prepared by the traveler, approved in advance and submitted with the Travel Reimbursement form.
1. Travel by first class or business class air accommodations.
2. Travel by other than the most economical and/or direct route.
3. Rental car class above economy rate.

**Use of rental vehicles**

The District is self-insured; therefore, if use of a rental vehicle is approved, vehicle insurance is not required. However, District self-insurance is not applicable for any period that the vehicle may be used for personal reasons. Insurance coverage during such periods is the responsibility of the traveler.

If a car is rented during travel and an accident occurs, the traveler shall advise the investigating officers that the District is self-insured and immediately contact the Business Manager.

**Travel during normal work day**

Time spent traveling during normal work hours is considered compensable work time.

**Travel and Per Diem Policy**

It is the policy of the District to reimburse employees for the following actual and necessary expenses incurred while on official District business, provided the travel was properly authorized and approved in advance.

**Air Travel Costs.** The District will pay for all costs of air transportation that are directly related to travel on official business. The most economical and direct route possible is the responsibility of the employee.

Travel by privately owned aircraft is not authorized by the District.

**Private Vehicle Costs.** The District will reimburse travelers for use of their privately owned vehicle at the federally approved mileage rate, not to exceed the cost of coach class airfare. The employee may elect to receive fuel instead of mileage reimbursement. The amount of fuel will be based on the distance traveled, vehicle used, as specified on the travel reimbursement form. If vehicle travel is used instead of airfare for the employee’s convenience, extra travel time must be charged to employee leave. If two or more employees travel in the same vehicle, the reimbursement will not exceed the cost that would have been incurred had they all traveled by air. Only the driver of the vehicle may claim reimbursement for mileage. Mileage reimbursement rates are set at the federally recognized cost of operating the vehicle. In addition to gas, oil, and wear and tear, this reimbursement rate includes the portion of the cost of insurance for when the vehicle is driven on District business. District gas may not be used in personal vehicles.

**District Vehicle and/or Rental Vehicle.** The District will reimburse the cost of fuel and other vehicle operating costs actually incurred by the employee. No reimbursement for mileage will be allowed.
Lodging Costs. The District will pay lodging costs (room and applicable tax) only at an economy and single occupancy rate, unless two District employees share a double room and then a double occupancy rate will be paid. Government or other discounted rates shall be requested and used whenever possible. Room tax will not be reimbursed if eligible for exemption.

Per Diem. Rates within the state of Alaska will be reimbursed at the State of Alaska per diem rates for short term travel, and can be found at http://fin.admin.state.ak.us/dof/travel/resource/rates.pdf.

Rates outside the state of Alaska will be based upon the Federal per diem rates, found at www.gsa.gov.

Employees will not be reimbursed for meals paid for separately by the District and meals paid for by others. This includes meals included in registration fees and business meals reimbursed to the traveler or reimbursed to another District traveler. Meals provided by airlines and continental breakfasts do not impact per diem entitlement. Attach a copy of the conference registration or other information documenting covered meals.

The Internal Revenue Service requires that per diem be pro-rated for partial days of travel, which will occur on departure or arrival from the District. The following is the departure and arrival pro-rating. This pro-rating is based on the Internal Revenue Service “consistent application and reasonable business practice” rule; the actual departure and arrival of the aircraft will be used to determine the times. If traveling by private vehicle, the times are based on the actual departure and arrival time from the point of origin.

Employees will be reimbursed for meals according to the time and amount schedules included on E 3360(a) Travel Reimbursement and E 3360(b) Mileage Reimbursement.

Per Diem rate adjustments

- Out of state rates are adjusted as needed per www.gsa.gov.
- In state rates are adjusted pursuant to State of Alaska changes.

Per diem or reimbursement allowances may be paid for periods of interruption or extension of travel incurred for the benefit of the District. If travel is interrupted or extended for the personal convenience of the traveler, the per diem or reimbursement allowed shall be adjusted accordingly and may not exceed that which would have been incurred by uninterrupted travel. Charges applicable to the personal portion of travel costs should not be processed through the District’s accounting records.

Car Rental Costs. The District will reimburse economy car rental costs only if car rental is pre-approved by administration, and then only for the days/mileage necessary to conduct official business. In unusual circumstances, reimbursement for car rental without pre-authorization may be authorized by the approving authority if there is valid justification. Car rental expenses without pre-authorization may become the responsibility of the traveler.

Registration Fees. The District may make advance payment or reimbursement for
education/training fees. Fees for entertainment, spouse activities, and similar expenses are the responsibility of the traveler and will not be paid by the District.

**Other Expenses.** The District will reimburse taxi, telephone calls, internet fees and other official expenses when employee provides receipts and when shown to be directly related to official business. Movie rentals, personal telephone calls, etc., will not be reimbursed.

**Travel Advance.** The District may make travel advance payments when requested, not to exceed the estimated amount of per diem. Payment requests should be submitted in sufficient time that payment can be made on the regularly scheduled accounts payable check run date prior to the traveler’s scheduled departure date. A Travel Reimbursement form must be completed for any adjustment to the amount paid upon the traveler’s return.

**Responsibility**

1. The Superintendent shall approve all travel for all District employees, including committee members.

2. The Board President or designee shall approve all travel for all Board members.

3. Department heads and administrators shall:
   - Ensure that District funds are spent in a prudent manner resulting in maximum benefit to the District.
   - Ensure the travel requested is budgeted within the department/location budget.
   - Ensure that reimbursement is received by the District when the employee reimbursement form indicates that reimbursement for all or part of the expenses is due from an outside agency.

4. The Business Manager shall:
   - Ensure that travel has been approved prior to making any travel related payments, i.e., hotel deposits or registration fees.
   - Review all travel reimbursement requests to ensure that travel payments and reimbursements are made in accordance with this policy/procedure.
   - Require specific justification for actual expenses that deviate more than ten percent (10%) higher than authorized. Depending on the circumstances and amount of the deviation, the travel expense report may be forwarded to the Superintendent for review and approval.

5. Travelers shall:
   - Incur only those expenses that are necessary and reasonable to accomplish the approved purpose of the trip.
   - Maintain a travel log or other record of travel dates and expenses to sufficiently itemize and support business expenses, obtain original receipts needed for reimbursement of lodging, car rental, gasoline, and other expenses.
• Submit original itemized receipts that indicate purpose, date, and amount.

• Ensure all business expenses incurred and submitted for reimbursement are in compliance with this policy/procedure.

• Submit travel reimbursement request within 30 days after travel has been completed.

• Submit all Travel Reimbursement requests and Mileage Reimbursement requests on a monthly basis.

Documentation is required for travel, lodging and registration fee reimbursement.

Revised 4/13

Adopted: 11/2006

YUPIIT SCHOOL DISTRICT