

Yupiit School District

Box 51190 • Akiachak, AK 99551 • Phone (907) 825-3600 • Fax (877) 825-2404 • www.yupiit.org



Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Committee Meeting and Work-session

The topics for the Committee Meeting and Work-session are the following: Strategic Plan Report/Review, Board Evaluations, Goal Settings, Board Self Assessments and Joel Isaak, Project Coordinator, State-Tribal Ed Compacting.

Yupiit School District

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Strategic Plan Approved August 17, 2018

Mission Statement:

To educate all children to be successful in any environment

Vision Statement (new draft):

All members of the community are proud and committed to our school system. Students have a positive learning environment, speak the Yupiaq language, know their culture, attend school regularly and graduate prepared to be successful in any environment. The majority of our teachers and school staff are Yupik and speak their language, and the curriculum and instruction is based in Yupik values and traditions. Our community members, elders, parents, and students feel ownership in our schools.

Values

Love for Children	Spirituality	Sharing
Humility	Hard work	Respect for Others and Their Property
Cooperation	Family Roles	Knowledge of family tree
Hunter Success	Domestic Skills	Knowledge of Language
Avoid conflict	Humor	Respect For Land
Respect For Nature		

Akiak School
P.O. Box 49
Akiak, Alaska 99552
Tel. (907) 765-4600

Akiachak School
P.O. Box 51189
Akiachak, Alaska 99551
Tel. (907) 825-3616

Tuluksak School
P.O. Box 115
Tuluksak, Alaska 99679
Tel. (907) 695-5625

Strategic Actions:

1) Students Succeed Culturally and Academically

- a. **Language and Culture:** Implement Yupik culture and language curriculum at all grade levels. Develop dual language program, to include:
 - i. Values (Yuuyaraq)
 - ii. Language Immersion and Dual Language
 - iii. Orthography
- b. **Attendance:** Increase student attendance at all grade levels.
- c. **Recognition:** Establish program to ensure academic, athletic, and artistic student efforts are recognized on a regular basis.
- d. **Academic Progress/Growth:** Increase academic progress and growth at all grade levels.
- e. **Graduation:** Increase district graduation rate.
- f. **Preparation:** Ensure all students are prepared to be successful in both Native and non-Native environments.
- g. **Safety and Satisfaction:** Ensure all students report high levels of satisfaction and feel safe in schools.

2) Community, Parents and Elder Involvement

- a. **Ownership:** Increase opportunities for involvement, dialogue, building partnerships, and promoting commitment to education
- b. **Participation:** Provide healthy activities and ways for meaningful parent, elder, and community involvement
- c. **Communication:** Improve relationship with community through increased and improved communication.
- d. **Satisfaction:** Ensure community, parents, and elders are satisfied with the safety and quality of schools.
- e. **Parent Support:** Provide parent education and resources with a focus on younger parents, Yupik language development and helping families support children as successful students.

3) Staff Recruitment and Retention

- a. **Local/Native Hire:** Develop systems to recruit and develop local and Native teachers, teacher aids, and staff.
- b. **Recruitment and Preparation:** Improve hiring, orientation, and training of teachers and staff.
- c. **Retention:** Improve support and retention efforts of quality teachers, administrators, and staff.
- d. **Satisfaction:** Ensure all teachers and staff feel safe and satisfied in their work and community environment.
- e. **Evaluation:** An efficient and effective evaluation process.

4) Education System Change

- a. **Native Hire:** Establish plan to increase Yupik and Alaska Native hire across all district positions.
- b. **Advocacy:** Develop plan to improve advocacy efforts at local, state and federal level to work towards increased tribal educational sovereignty

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What we hope to accomplish over the next year as a Board

(These are not the same as the goals of the YSD Strategic Plan, but are directed directly at the actions of the Board)

Goal # 1: The Board will engage tribal and village-based organizations to get Elders and others involved in schools through IRAs, Village Corps; listen to local advisory school boards; help enlist community support and the Board will visit local schools regularly

Goal #2: The Board will be trained in Governance and Finance and participate in regional, state and national education entities

Goal #3: The Board will become familiar with the facilities plan and continue regular reviews of their policies

Goal #4: The Board will institute and review an annual survey process.

The Board would like a short piece that would allow them to present to IRAs and others that underscore what they are trying to do. Perhaps this could emphasize the goal of local involvement and why it is important.

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Approval of Agenda

The Agenda for July 16, 2020 is presented for your approval.

Yupiit School District

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

Regional Board Members

Akiachak

Willie Kasayulie, Chairman
Samuel George, Treasurer
Robert Charles, Board Member

Akiak

Ivan M. Ivan, Vice Chairman
Moses Owen, Board Member

Tuluksak

Peter Gregory SR, Board Secretary
Moses Peter, Board Member

Committee Meetings and Work-sessions

11:00 AM	–	Strategic Plan Report/Review
11:30 AM	-	Board Evaluation, Goal Setting, Board Self Assessments
12:00 PM	-	Joel Isaak, Project Coordinator, State-Tribal Ed Compacting

Agenda (beginning at 1:00 PM)

Regional Board of Education Meeting

LOCATION: Akiachak, Alaska **DATE:** July 16, 2020

- I. Call to Order
- II. Roll Call
- III. Invocation
- IV. Recognition of Guests
- V. Approval of Agenda
- VI. Approval of Minutes
 - A. June 19, 2020 Regular RSB Meeting
 - B. July 1, 2020 Special RSB Meeting
- VII. Correspondence:
- VIII. Action Items:
 - A. 2nd Reading of BP 4112.61
 - B. 3rd Reading of BP 3520 Maintenance and BP 6114.4 Pandemic/Epidemic Emergencies
 - C. 1st Reading of BP 4144 Complaints
 - D. Organizational Chart
 - E. Certified/Classified Handbook
 - F. New Hires
 - G. Proposed Classified Pay Scale with Para as Teacher Sub Pay Rate
 - H. Course for Educators Description
 - I. Dean of Student Job Description
 - J. GCI Land Lease – Tuluksak
 - K. Contract for Water & Sewer Services – Akiachak
 - L. Tier Classifications

IX. Reports:

- A. Tribal Ed Director's Report
- B. Business and Finance Report
- C. Federal/State Programs Report
- D. Maintenance & Operations Report
- E. Technology Director Report
- F. ANE Director's Report
- G. Superintendent's Report

X. Executive Session:

XI. Board Travel/Info:

XII. Public Comments:

XIII. Board Comments

XIV. Next Regular Meeting: August 20, 2020

XV. Adjournment

Yupiit School District

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Approval of Minutes

The minutes for the Regular RSB meeting for June 19, 2020 and the Special RSB meeting minutes for July 1, 2020 is presented for approval.

Yupiit School District

Box 51190 Akiachak, AK 99551 (907) 825-3600 Fax (877) 825-2404

Regional School Board

Akiachak

Willie Kasayulie, Chairman
Samuel George, Treasurer
Robert Charles, Board Member

Akiak

Ivan M. Ivan, Vice Chairman
Moses Owen, Board Member

Tuluksak

Peter Gregory SR, Secretary
Moses Peter, Board Member

Minutes of the Yupiit School District Regional Board of Education

Held: June 19, 2020

Village: Akiachak

Call to Order	I. Call to Order: Chairman Willie Kasayulie called the regular meeting of the Regional School Board to order at 11:52 AM.
Roll Call	II. Roll Call: Present: Willie Kasayulie, Chairman Ivan Ivan, Vice Chairman Samuel George, Treasurer Peter Gregory, Secretary Moses Owen, Board Member Robert Charles, Board Member Moses Peter, Board Member
Invocation	III. Invocation: Moses Owen rendered the invocation
Recognition of Guests	IV. Recognition of Guests: Matthew Turner, John Stackhouse, Judy Anderson, Kaylin Charles, Janice George, Jennifer Stackhouse, and Bonnie James.
Approval of Agenda	V. Approval of Agenda: Administration presented the Yupiit School District Regional School Board Agenda for approval. Motion by Ivan Ivan, Seconded by Sam George to approve the agenda with additions to include Action Item Q. Strategic Plan Updates & Board Goals. Motion passed.
Approval of Minutes	Approval of Minutes: The Administration recommended the approval of the regular meeting minutes for May 21, 2020.

<p>Continue – Approval of Minutes</p>	<p>Motion by Sam George, Seconded by Ivan Ivan to approve the Minutes for May 21, 2020 as presented.</p>
<p>Correspondence</p>	<p>VI. Correspondence: none</p>
<p>Action Items</p>	<p>VII. Action Items</p> <p>A. Revised Job Descriptions The revised Job Descriptions for the Cook’s, Cook’s Helper was presented for approval.</p> <p>Motion by Sam George, Seconded by Peter Gregory to approve the job descriptions for the Cook’s and Cook’s Helper. Motion passed.</p> <p>B. 1st Reading of Revised BP 4112.61 The 1st Reading of the Revised BP 4112.61 was presented for approval.</p> <p>Motion by Ivan Ivan. Seconded by Moses Owen to approve the Revised BP 4112.61 with changes available during the 2nd Reading. Motion passed.</p>
<p>Recess</p>	<p>Chairman Kasayulie called for a lunch break at 12:33 PM. Reconvened at 1:17 PM.</p> <p>C. 2nd Reading of 2020 Board Policy Updates The 2nd Reading of 2020 Board Policy Updates was presented for approval.</p> <p>Motion by Sam George, Seconded by Robert Charles to approve the 2nd Reading of the 2020 Board Policy Updates, BP 3510 Maintenance and BP 6114.4 Pandemic/Epidemic Emergencies. Motion passed.</p> <p>D. Alaska Technical Services The Alaska Technical Services Professional Services Agreement at the approximate amount of \$25,000.00 was presented for approval.</p> <p>Motion by Moses Owen, Seconded by Ivan Ivan to approve the Alaska Technical Services at the approximate amount of \$25,000.00 with conditions if we bring these contractors in to work, work with someone from each site. Require to make sure anyone coming in to the District hold a Type M Certificate. Motion passed.</p> <p>E. Professional Services Agreement between Ellen Long The Professional Services Agreement between Ellen Long at the approximate amount of \$20,000.00 was presented for approval.</p> <p>F. Professional Service Agreement between Jack Simpson The Professional Services Agreement between Jack Simpson at the approximate amount of \$72,000.00 was presented for approval.</p>

<p>Continue – Action Items</p>	<p>G. Professional Service Agreement between Ray Jensen The Professional Services Agreement between Ray Jensen at the approximate amount of \$8,000.00 was presented for approval.</p> <p>Motion by Ivan Ivan, Seconded by Sam George to approve the Professional Service Agreements between Ellen Long at the approximate amount of \$20,000.00; Professional Service Agreement between Jack Simpson at the approximate amount of \$72,000.00 and the Professional Service Agreement between Ray Jensen at the approximate amount of \$8,000.00. Motion passed unanimously.</p> <p>H. SOP Calendar The Standard Operating Procedure (SOP) District Calendar is presented for your approval.</p> <p>I. SOP Hiring The Standard Operating Procedure (SOP) Hiring is presented for your approval.</p> <p>J. SOP Professional Development Outside of the District The Standard Operating Procedure (SOP) Professional Development Outside of the District is presented for approval.</p> <p>Motion by Moses Owen Seconded by Robert Charles to remove Action Items H-J. Motion passed.</p> <p>Items are already placed in the policy and handbooks.</p> <p>K. Home Grown Educator Initiative The Home Grown Educator Initiative Program is presented for your approval.</p> <p>Motion by Sam George, Seconded by Peter Gregory to approve the Home Grown Educator Initiatives. Motion passed.</p> <p>L. 1st Reading of BP4144 Complaints The 1st Reading of Revised BP 4144 Complaints is presented for approval.</p> <p>Tabled</p>
<p>Recess</p>	<p>Chairman Willie Kasayulie called for a recess at 2:35 PM. Reconvened at 3:05 PM</p> <p>M. Organizational Chart The Organizational Chart is presented for your approval.</p> <p>Tabled</p> <p>N. Certified/Classified Handbook The Certified/Classified Handbook is presented for your review.</p>

<p>Continue – Action Items</p>	<p>Tabled</p> <p>O. Yupik Writing Course The Yup'ik Writing Course is presented for your approval.</p> <p>Motion by Sam George, Seconded by Peter Gregory to approve the Yupik Writing Course as recommend by Yupiaq Ed Coordinator, Janice George. Motion passed.</p> <p>P. Upingauriluta, Getting Ready for Life, Immersion Litrature The Upingariluta, Getting Ready for Life, Immersion Literature is presented for approval.</p> <p>Motion by Sam George, Seconded by Moses Owen to approve the Upingaluta, Getting Ready for Life, Immersion Litrature. Motion passed.</p> <p>Q. Strategic Plan Update & Board Goals – Tabled</p> <p>Motion by Ivan Ivan, Seconded by Moses Owen to suspend the Rules to deal with the Truck Repair. Motion passed.</p> <p>R. Lumi's Auto Repair</p> <p>Motion by Sam George, Seconded by Ivan Ivan to approve the Lumi's Auto Repair, LLC at the approximate amount of \$9,307.00 to repair the Tuluksak Truck. Motion passed unanimously.</p>
<p>Reports</p>	<p>XII. Reports: The Administrative Reports from A-G are presented for your review and information.</p> <p>A. Yupiaq Education Coordinator's Report: B. Business & Finance Report: C. Federal/State Programs Report: D. Maintenance & Operations Report: E. Technology/Human Resource Director's Report: F. ANE Director's Report: G. Superintendent's Report:</p>
<p>Executive Session</p>	<p>XIII. Executive Session: Employee Matters We need a motion to go into an executive session to discuss Employee Matters.</p> <p>Motion by Sam George, Seconded by Ivan Ivan to go into an executive session at 2:51 PM. Motion passed.</p> <p>Motion by Sam George, Seconded by Moses Owen to get out of an executive session at 5:20 PM. Motion passed.</p> <p>Motion by Sam George, Seconded by Robert Charles to have John Stackhouse draft a letter for Chairman Willie Kasayulie to sign to decline opening negotiations with KP's attorneys, Motion passed unanimously.</p>

	<p>Motion by Robert Charles, Seconded by Sam George to have John Stackhouse draft response letters to three complaints received by the board for Chairman Willie Kasayulie to sign. Motion passed unanimously.</p> <p>Motion by Sam George, Seconded by Moses Owen to require all contract modifications to be presented to the board for signature prior to submission to the employee. Motion passed unanimously.</p>
Board Travel/Info	XIV. Board Travel/Info: none
Public Comments	XV. Public Comments
Board Comments	XVI. Board Comments
Next Meeting Regular Meeting	XVII. Next Regular Meeting: July 16, 2020
Adjournment	<p>XVIII. Adjournment: Motion by Sam George, Seconded by Robert Charles to adjourn the meeting at 5:34 PM.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%; text-align: center;"> <hr/> Secretary </div> <div style="width: 45%; text-align: center;"> <hr/> Date </div> </div>

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Regional School Board

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Robert Charles, Board Member

Akiak

Ivan M. Ivan, Vice Chairman
Moses Owen, Board Member

Tuluksak

Peter Gregory SR, Secretary
Moses Peter, Board Member

Minutes of the Yupiit School District Special Regional Board of Education

Held: July 1, 2020

Village: Akiachak

Call to Order	I. Call to Order: Chairman Willie Kasayulie called the special meeting of the Regional School Board to order at 12:47 PM
Roll Call	II. Roll Call: Present: Willie Kasayulie, Chairman Ivan Ivan, Vice Chairman Samuel George, Treasurer Moses Owen, Board Member Robert Charles, Board Member Moses Peter, Board Member
Excused	Peter Gregory, Secretary
Invocation	III. Invocation: Moses Owen rendered the invocation
Recognition of Guests	IV. Recognition of Guests: John Stackhouse, Judy Anderson and Bonnie James.
Approval of Agenda	V. Approval of Agenda: Administration presented the Yupiit School District Regional School Board Agenda for approval. Motion by Ivan Ivan Seconded by Robert Charles to approve the Agenda for July 1, 2020 as presented. Motion passed.

<p>Executive Session</p>	<p>XII. Executive Session:</p> <p>A. Legal Matters</p> <p>B. Approval of Superintendent's Leave</p> <p>We need a motion to go into an Executive Session.</p> <p>Motion by Sam George, Seconded by Moses Owen to go into an Executive Session at 12:52 PM. Motion passed.</p> <p>Motion by Sam George, Seconded by Robert Charles to get out of an Executive Session at 4:15 PM. Motion passed.</p>
<p>Next Meeting</p> <p>Regular Meeting</p>	<p>XIII. Next Regular Meeting:</p> <p>A. Special RSB Meeting July 14, 2020</p> <p>B. Regular RSB Meeting July 16, 2020</p>
<p>Adjournment</p>	<p>XIV. Adjournment: Motion by Sam George, Seconded by Moses Owen to adjourn the meeting at 4:15 PM.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p>Secretary</p> </div> <div style="width: 45%;"> <p>_____</p> <p>Date</p> </div> </div>

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Correspondence - none

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item A

The Administration recommends the approval of the 2nd Reading of BP 4112.61.

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Proposed Changes:

BP 4112.61/4212.61/4312 EMPLOYMENT REFERENCES - All Personnel

The School Board desires to provide information about district employees to prospective employers to the extent that such information is factual and does not violate an employee's privacy rights.

The Superintendent or Principal shall process all requests for references, letters of recommendation, or information about the causes or reasons for separation regarding all district employees other than the Superintendent. No other staff member shall make statements concerning a separated employee's performance or the reason(s) why any individual has left district employment. The Superintendent or Principal shall provide a copy of any reference letters written, hiring checklists completed or any other documents submitted regarding current or former Yupiit School District employees to the human resources department.

(cf. 4112.6 - Personnel Files)

(cf. 4117.5 - Termination Agreements)

Legal References:

ALASKA STATUTES

AS 09.65.160 Job References

Added 9/93

Adopted: 11/2006

Revised 06/2020

Commented [MOU1]: Proposed Change: Add the following sentence to the existing policy:

"The Superintendent or Principal shall provide a copy of any reference letters written, hiring checklists completed or any other documents submitted regarding current or former Yupiit School District employees to the human resources department."

Yupiit School District

Formatted: Centered

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item B

The Administration recommends the approval of the 3rd Reading of BP 3520 Maintenance and BP 6114,4 Pandemic/Epidemic Emergencies.

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AASB POLICY REFERENCE MANUAL UPDATE SERVICE**2019-2020 UPDATE****INSTRUCTION SHEET**

NOTE: This packet includes only those policy manual pages that have been revised, deleted or newly established. Full text pages are included and are to be substituted as indicated below.

This Update is limited due to little movement at the state and federal level to revise education policy during the 2019-2020 term. However, it includes an important policy regarding leave available to employees in response to the COVID-19 pandemic, as well as updates to the model pandemic policy. AASB anticipates providing additional updates throughout the year in response to the pandemic.

For ease of School Boards, AASB has identified those portions of the Update that require formal Board action in order to implement the policy changes. This is indicated by a “Yes” or “No.” A “No” is used if changes have been made only to an AR or an Exhibit, or if policy changes are limited to explanatory notes, legal reference or cross-reference updates, or minor grammatical or stylistic changes that have not changed the policy meaning.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
<u>ARTICLE 3, Series 3000 – Business and Noninstructional Operations</u>		
BP 3510	Yes	This update incorporates a new subsection in 4 AAC 31.080, which provides criteria for a preventive maintenance program of a school district eligible for state aid for school construction and major maintenance. It also adds a requirement to have periodic evaluation of commissioning existing facilities to a qualifying energy management plan. A cite to the regulation has been added.
<u>ARTICLE 4, Series 4000 – Personnel</u>		
AR 4161.8	No	***New Administrative Regulation*** This temporary administrative regulation adopts the emergency sick leave and emergency family leave policies created by Congress in the Families First Coronavirus Response Act. It is scheduled to expire on December 31, 2020, unless extended by Congress. The regulation sets forth the leave entitlements guaranteed to employees as part of the act, and clarifies district responsibilities.

REPLACE/ADD	FORMAL ADOPTION REQUIRED	DESCRIPTION
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ARTICLE 5, Series 5000 – Students

AR 5112.2	No	This modification to the student exclusion policy clarifies that a board may deny an admission for any reason permitted by statute, not only reasons related to physical or mental health.
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ARTICLE 6, Series 6000 – Instruction

BP 6114.4	Yes	This update clarifies the Board's authority to delegate additional authority to the Superintendent as a response to a pandemic/epidemic, and sets forth actions the Superintendent may take, consistent with law.
AR 6162.5	No	This update requires that staff members supervising student testing do not access electronic devices during the test, except as necessary to administer the test. This strengthens test security and is adopted in response to DEED guidance.

Business and Noninstructional Operations

MAINTENANCE

BP 3510

Note: In order to qualify for a capital improvement project grant or debt reimbursement under AS 14.11.011 or AS 14.11.100, a school district must have in effect a preventive maintenance plan. This plan: 1) must include a computerized maintenance management program, cardex system, or other formal systematic means of tracking the timing and costs associated with planned and completed maintenance activities, including scheduled preventive maintenance; 2) must address energy management for buildings owned or operated by the district; 3) must include a regular custodial care program for buildings owned and operated by the district; 4) must include preventive maintenance training for facility managers and maintenance employees; and 5) must include renewal and replacement schedules for electrical, mechanical, structural, and other components of facilities owned and operated by the district. Additionally, the district must be adequately adhering to the preventive maintenance plan.

The School Board recognizes the importance of timely maintenance and repair of district facilities, property and equipment in ensuring the safety of students and employees, in protecting state and local investment, in providing necessary loss control, and in helping to ensure the availability of capital funding. A preventive maintenance plan shall be in effect which includes custodial care, scheduled preventive maintenance, commissioning, and energy management for district buildings. The Superintendent or designee shall ensure a systematic means of tracking the timing and costs associated with maintenance activities; shall direct the preparation of renewal and replacement schedules for electrical, mechanical, structural, and other components of district facilities; and shall provide for preventive maintenance training for facility managers and maintenance employees.

(cf. 3511 - Energy Conservation)

(cf. 3514 - Environmental Safety)

(cf. 3515 - School Safety and Security)

(cf. 5142 - Safety)

All school buildings and equipment shall be regularly inspected to assure that all are maintained at the highest level of safety. Employees are responsible for promptly reporting to their supervisor any damage to district property or equipment.

Legal Reference:

ALASKA STATUTES

14.11.011 Grant applications

14.11.100 State aid for costs of school construction debt

4 AAC 31.013 Preventive maintenance and facility management

Revised 4/2020

Instruction

PANDEMIC/EPIDEMIC EMERGENCIES

BP 6114.4(a)

Note: This optional policy may be revised or deleted.

The Board recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is affected by a pandemic/epidemic outbreak. At all times the health, safety and welfare of the students shall be the first priority.

Planning and Coordination

The Superintendent shall designate one or more staff members to serve as a liaison between the school district and local and state health officials. This designee is responsible for connecting with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials to coordinate their pandemic/epidemic plans with that of the school district.

With fiscal concerns in mind, the District may purchase and store supplies necessary for an epidemic/pandemic outbreak, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by health officials.

The Superintendent shall develop procedures and plans for the transportation of students in the event of an evacuation. Such procedures shall include provisions for students who cannot be transported to home at the time of the evacuation.

Response

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person may be quarantined pending further medical examination. Parents/guardians and local and state health officials shall be notified immediately.

In conjunction with local and state health officials, the Superintendent shall ascertain whether an evacuation, lockdown, or shelter-in-place needs to be established. As soon as such a decision has been made, the school district shall attempt to notify the parents of all students.

In the event of an evacuation, the Superintendent is charged with determining when the school shall re-open. In the event of a lockdown or shelter-in-place, the Superintendent shall notify all proper authorities and relief agencies to seek their assistance for the duration of the lockdown or shelter-in-place.

In addition to powers already delegated, the School Board may delegate authority to the Superintendent to make emergency decisions in a pandemic/epidemic response which are consistent with federal, state, and local law and these Board Policies. Consistent with applicable law, the Superintendent may take action including, but not limited to, adopting a teleworking

Instruction

PANDEMIC/EPIDEMIC EMERGENCIES

BP 6114.4(b)

agreement for school staff and establishing remote education.

Infection Control

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by that individual's primary care physician or other medical personnel indicating that that person does not bear the risk of transmitting the communicable disease.

Continuance of Education

The Superintendent shall develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail, local access cable television, or the school district's website.

(cf. 5141.22 – Infectious Diseases)

(cf. 5141.23 – Infectious Disease Prevention)

(cf. 5144.1 – Suspension and Expulsion)

(cf. 6114 – Crisis Response Plan)

Legal Reference:

ALASKA STATUTES

14.03.02 School Year

14.30.045 (4) Grounds for suspension or denial of admission

ALASKA ADMINISTRATIVE CODE

4 AAC 05.090 The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99

Revised 4/2020

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item C

The Administration recommends the approval of the 1st Reading of BP 4144 Complaints.

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AR 4144/4244/4344 COMPLAINTS - Certificated/Classified Personnel

The following guidelines shall prescribe the manner in which complaints are handled:

1. A "complaint" shall be defined as an alleged misapplication of the district's policies, regulations, rules or procedures.

Procedures for the resolution of employee complaints provide a route of appeal through administrative channels and to the Board, if necessary. If the complaint is related to discrimination or harassment, the district's procedure for complaints concerning discrimination should be used.

(cf. 1312.3 - Complaints Concerning Discrimination)

2. So as not to interfere with school schedules, meetings related to a complaint shall be held before or after the complainant's regular working hours.

3. All matters related to a complaint shall be kept confidential. Only those individuals directly involved in resolving the complaint shall be informed of the complaint.

4. All documents, communications and records dealing with the complaint shall be placed in a district complaint file. No such material shall be placed in an employee's personnel file.

5. No reprisals shall be taken against any participant in a complaint procedure by reason of such participation.

6. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.

7. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

Informal Complaints

Employees are encouraged to resolve complaints informally. Formal complaint procedures shall not be initiated unless informal efforts to resolve the complaint have been exhausted and the complainant has provided a written description of such efforts.

Formal Complaints

If a complaint has not been satisfactorily resolved by informal procedures, the complaint may file a written formal complaint using the procedures outlined below. All written complaints must be filed on the approved district complaint forms and follow the following steps:

Formal Complaint Procedure - Step 1

If a complaint has not been satisfactorily resolved by informal procedures, the complainant may file a written complaint with the immediate supervisor or principal within 60 days of the act or event which is the subject of the complaint.

Within five working days of receiving the complaint, the immediate supervisor or principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The immediate supervisor or principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure - Step 2

If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent or Principal within five working days of receiving the answer at Step 1. All information presented at Step 1 shall be included with the complaint, and the immediate supervisor or principal shall submit to the Superintendent or Principal a report describing attempts to resolve the complaint at Step 1.

Within five working days of receiving the complaint, the Superintendent or Principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint.

The Superintendent or Principal shall present all concerned parties with a written answer to the complaint within ten working days after the meeting.

Formal Complaint Procedure-Step 3

If a complaint has not been satisfactorily resolved at Step 2, the complainant may file a written appeal to the School Board within five working days of receiving the answer at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the Superintendent or Principal shall submit to the Board a report describing attempts to resolve the complaint at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting which falls at least 12 days after the appeal is filed. This hearing shall be held in executive session if the complaint relates to matters properly addressed in executive session.

(cf. 9321 - Executive Sessions)

The Board shall make its decision within 30 days of the hearing and shall mail its decision to all concerned parties. The Board's decision shall be final.

Adopted: 11/2006

Revised 7-16-20

Yupit School District

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Yupiit School District

Box 51190 • Akiachak, AK 99551 • Phone (907) 825-3600 • Fax (877) 825-2404 • www.yupiit.org



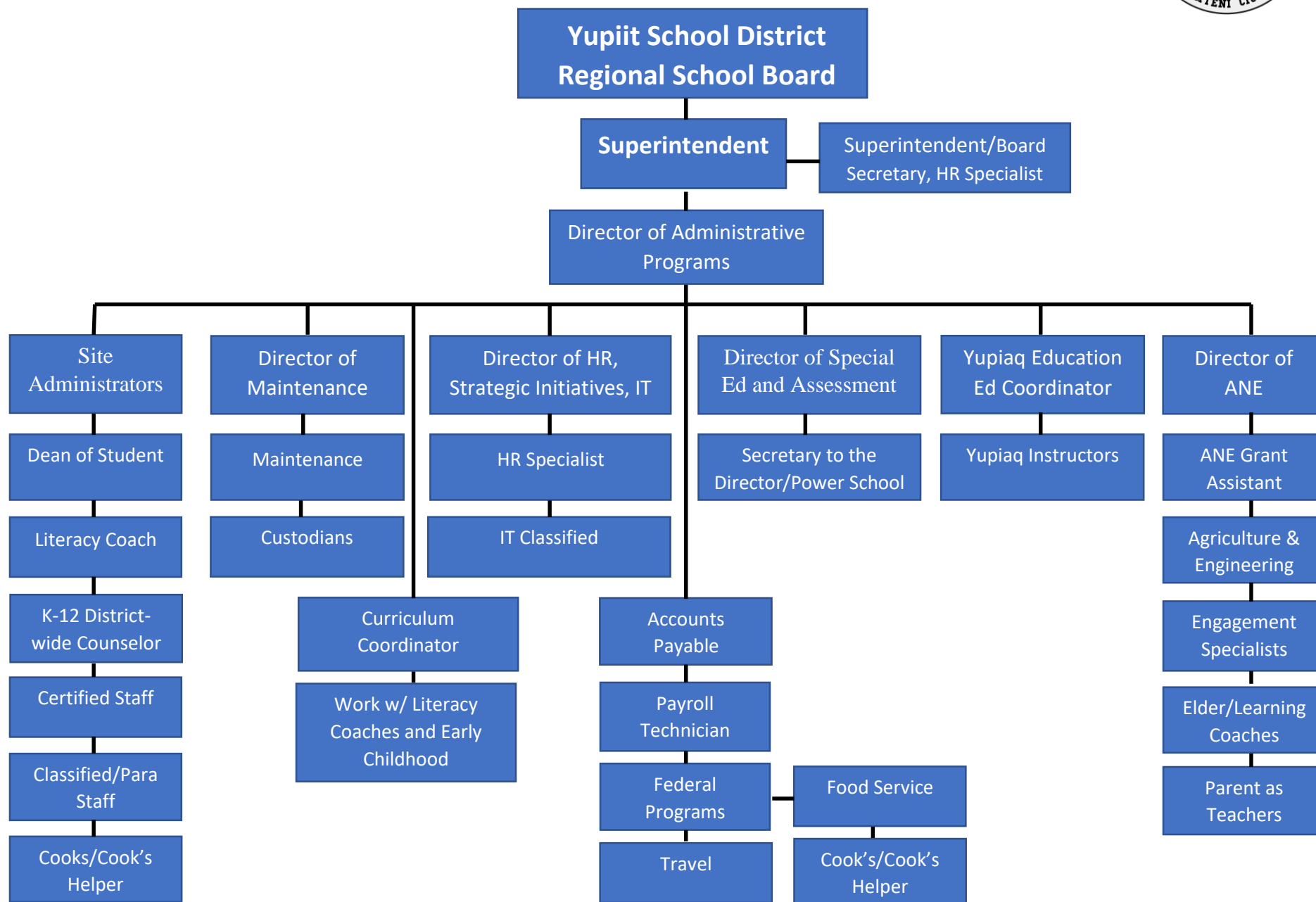
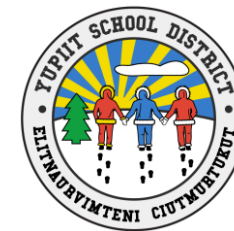
Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item D

During the last board meeting, the RSB board tabled the Organizational Chart. This is presented for your review and possible action.

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Yupiit School District

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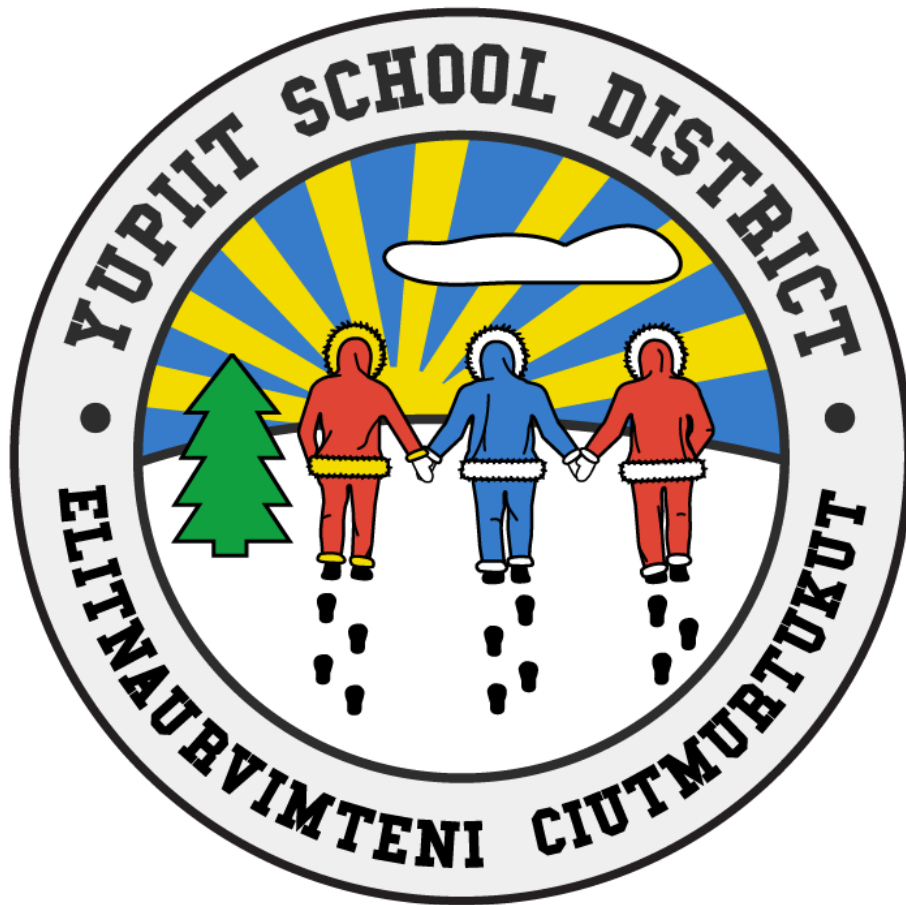
Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item E

The Certified/Classified Handbook is presented for your approval.

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Yupiit School District

Staff Handbook



2020-2021

Forward

In the event of a discrepancy between any information contained in our Staff Handbook and Board Policies, Board Policy will govern. All staff are asked to become familiar with this handbook and refer to it often.

The purpose of this handbook is to support high standards of work, inspire efficiency, encourage professional growth, and promote high standards of professional ethics. The official documents of the School District are considered to be the authority and should be consulted if there are questions about specific details that are either not addressed or are not in enough detail for your needs.

Please consult the Board Policy Manual that is available on the district website at <http://www.yupit.org/>

NOTE: The contents of this Handbook are subject to change pursuant to any changes in Board Policy enacted by the YSD Regional School Board subsequent to approval and distribution of this Handbook

It is strongly recommended that educators who are seeking further clarification, insights and guidance for adhering to and/or implementing any given school district policy, rule, regulation and state and federal statute review the original source if cited (i.e., BP-Board Policy/AR- Administrative Rule/E-Exhibit).

A signature page, located in the appendices section of this handbook, will need to be signed and returned to your school Principal to signify you have read the handbook. Please return the signature page within five (5) working school days of the start of the student academic school year.

General District Information

Yupiit School District

Schools: Akiachak School, Akiak School, Tuluksak School

Mission Statement

To educate all children to be successful in any environment.

Philosophy

The School Board is committed to providing a program of instruction which offers each and every student an equal and equitable opportunity to develop to the maximum of his/her individual capabilities. The Board further believes all students can succeed regardless of their ethnicity, background, gender or ability. School staff shall ensure this philosophy is reflected in all school programs and supporting educational activities and in all that they do. [BP 0100]

School District Goals

The School Board is committed to educational excellence and self-evaluation and believes the school district exists to meet the diverse and unique needs of students, parents/guardians and other community members. It is, therefore, important that citizens are afforded viable ways and means for freely expressing their expectations for their school district and each of its schools. The Board strongly encourages students, parents, staff, and all other community members and organizations to actively participate in the school district's continuing and ongoing school improvement efforts.

The Board believes that a quality education should provide an opportunity for students to develop:

- Their concept of self-worth and the ability to exercise self-discipline.
- A positive attitude toward responsible citizenship.
- Mastery of the basic knowledge, skills, understandings and abilities associated with reading, writing, mathematics, science, computer technology, world languages and fine arts.
- Skills and other competencies leading toward economic independence consistent with individual interests and basic potential.
- An awareness and understanding of our country's history and ideals and its diverse ethnic, racial and cultural heritage.
- An awareness and understanding of the heritage, ideals, and contributions of other cultures, races and nationalities.
- A recognition of the importance of physical and mental health.
- An ability to adapt and participate constructively in a changing society.
- An understanding of the relationship of people and their environment.
- Moral and ethical values based on the rights and responsibilities of individuals and their relationships to each other. [BP 0200; BP 021]

The Yupiit School District

Yupiit School District (YSD), a Regional Educational Attendance Area, operates three remote schools on the Kuskokwim river in Southwest Alaska. Our schools are located in the villages of Akiachak, Akiak, and Tuluksak. The district serves approximately 450 students across the three schools.

Regional School Board

Meetings of the Regional School Board are conducted for the purpose of accomplishing district business that ultimately supports student achievement. Meetings are open to the public and occur each month. District employees are encouraged to attend board meetings. The Board may conduct closed meeting sessions to discuss certain matters that by law are confidential. The Board encourages community involvement in the schools as an essential element of effective schools. The Board and administration shall actively seek the input of parents/guardians and interested community members on Board agenda items. The Board calendar, current Board packets, and historical minutes are posted on the district website at <http://www.yupiit.org>

Local Advisory School Board

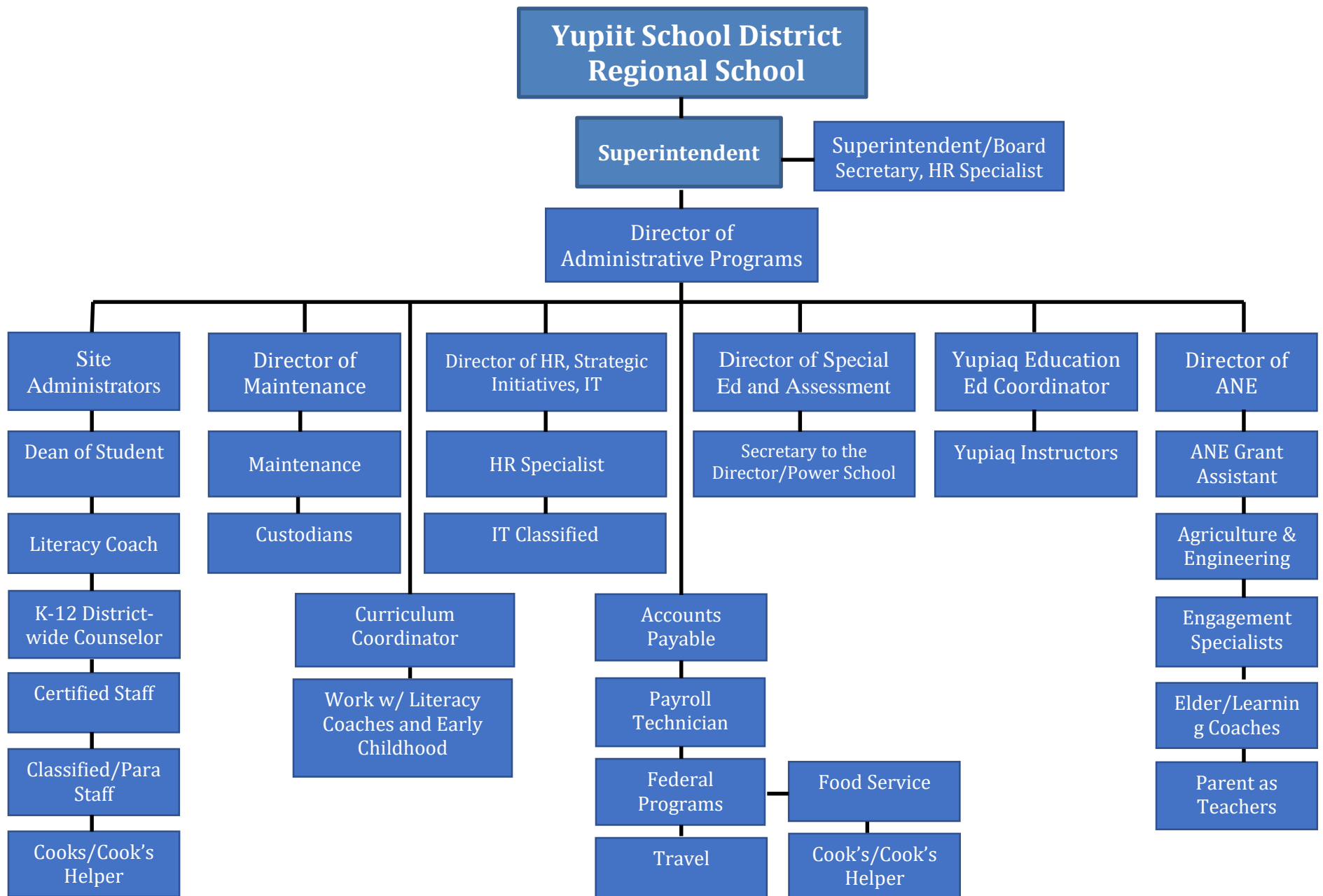
Each school attendance area shall be served by an elected advisory school board. Each Advisory School Board shall consist of a minimum of five members. Members shall serve staggered three-year terms. Advisory School Board Members may not be employed by the district without approval by the School Board. The School Board encourages Advisory School Boards to appoint a nonvoting student member to the Advisory School Board. [BP 8110]

Board Policy

The board policy in its entirety can be found on the district website at <http://yupiit.org> under the School Board tab in the menu. This is a searchable online policy manual. Throughout this manual you will see references to both BP and AR followed by a set of numbers. BP stands for Board Policy and AR stands for Administrative Regulation. Use these references when searching for the specific board policies you would like to view.

School District Administration and Support Staff

<p style="text-align: center;">Superintendent Cassandra Bennett Phone: (907) 825-3600 Fax: 1-877-825-2404 cbennett@yupiit.org</p>		
<p style="text-align: center;">Director of Administrative Services John Stackhouse Phone: (907) 825-3669 Fax: 1-877-825-8947 jstackhouse@yupiit.org</p>		
<p>Coordinator Curriculum, Instruction & Early Childhood Clare Robyt Phone: (907) 825-3606 Fax: 1-877-825-8947 crobyt@yupiit.org</p>	<p>Director of Special Programs & Assessment Kary DelSignore Phone: (907) 825-3606 Fax: 1-877-825-8947 kdelsignore@yupiit.org</p>	<p>Yupiaq Education Coordinator Mikic/Aqvang George Phone: 907-825-3612 Fax: 907-825-2429 jgeorge@yupiit.org</p>
<p>Director of Maintenance & Operations Judy Anderson Phone: (907) 825-3602 Fax: 1-877-825-8947 janderson@yupiit.org</p>	<p>Director of HR, Strategic Initiatives, Technology Anthony Graham Phone: 907-825-3620 Fax: 1-877-825-9712 agraham@yupiit.org</p>	<p>State/Federal Programs & Food Service Specialist Kaylin Charles Phone: (907) 825-3614 Fax: 1-877-825-2429 kcharles@yupiit.org</p>
<p>Superintendent/Board Secretary/HR Specialist Bonnie James Phone: (907) 825-3611 Fax: 1-877-825-2404 bjames@yupiit.org</p>	<p>DO Receptionist & Special Projects Jennifer Phillip Phone: (907) 825-3600 Fax: 1-877-825-2429 jphillip@yupiit.org</p>	<p>PowerSchool, Special Education, Curriculum, Assessment, & Migrant Ed Secretary Edna Jackson Phone: (907) 825-3608 Fax: 1-877-825-9712 ejackson@yupiit.org</p>
<p>Payroll Technician Maisha Ivanoff Phone: (907) 825-3604 Fax: 1-877-825-8947 mivanoff@yupiit.org</p>	<p>Accounts Payable Technician Jennifer Stackhouse Phone: (907) 825-3601 Fax: 1-877-825-8947 jenstackhouse@yupiit.org</p>	<p>ANE Grant Director Matthew Turner Phone: (907) 825-2194 Fax: 1-877-825-2429 mturner@yupiit.org</p>
<p>District-wide Counselor Cathy Snider Phone: (907) 825-2178 Fax: 1-877-825-8947 csnider@yupiit.org</p>		



District Office Staff

Who to Call List

Human Resources

<i>Contact</i>	<i>Task</i>	<i>Description</i>
Superintendent/Board Secretary/HR Specialist Bonnie James Phone: (907) 825-3611 Fax: 1-877-825-2404 bjames@yupiit.org Director of HR, Strategic Initiatives, Technology Anthony Graham Phone: 907-825-3620 Fax: 1-877-825-9712 agraham@yupiit.org	Added Duty Contracts	With the approval of the Superintendent, Human Resources will issue all added duty contracts. The Business Office will make payment for an added duty contract. Payment can occur only if a contract has been issued and the Activities Director or Supervisor has signed the contract stating that it has been completed.
	Contracts	All contracts are issued by Human Resources and are paid by the Business office. If you have a question or concern about your placement on the salary scale, degree, credits, or years of experience.
	Complaint Policies	For questions regarding YSD's complaint policies or to request a copy of the district complaint form.

Business Office

<i>Contact</i>	<i>Task</i>	<i>Description</i>
Payroll Technician Maisha Ivanoff Phone: (907) 825-3604 Fax: 1-877-825-8947 mivanoff@yupiit.org Director of Administrative Services John Stackhouse Phone: (907) 825-3669 Fax: 1-877-825-8947 jstackhouse@yupiit.org	Paychecks	Payroll is processed in the District Office in Akiachak. Your paycheck may be deposited directly to your bank or credit union account. If you have any questions or concerns, please call or send an email message.
	Credit Unions/Banking Institutions	The District will, at your request, make payroll deductions and deposit those deductions with a credit union/banking institution.
	W-4	To revise your federal tax withholding status or number of withholding allowances, please complete a new W-4. Forms may be obtained from your school office or the business office. A current W-4 form can be located on the YSD website and in the Business Office
	Sick/Personal Leave	Balance of sick/personal leave is shown on your paystub. Requests to use your leave must be submitted in advance to and approved by your Supervisor. If you are transferring sick leave from another Alaskan School District, be sure that information gets to our payroll department within 90 days (per A.S.14.14.107(b)) or you will lose that benefit. Leave forms often arrive at the business office late so your check stub may not show the most current leave balance. Be sure to submit your approved sick/personal leave request form to payroll after you have taken the leave. If you prefer, you may email a copy of your leave requests to payroll, but please do not send in duplicates.

Director of Administrative Services John Stackhouse Phone: (907) 825-3669 Fax: 1-877-825-8947 jstackhouse@yupiit.org	Health Insurance	The District provides health insurance to its employees. Specifics on the Plan may be found in the Yupiit School District Plan Document and the Meritain document entitled, <i>A Guide to Benefits and Enrollment</i> . Currently we offer only Plan B. They are posted on the YSD website. Any changes to your status (i.e., name change, additional dependents, address where you want reimbursement or EOB mailed, etc.) must be forwarded to John
	Tax Sheltered Annuity	The District allows payroll deductions for 403(b) or 457 contributions. For more information <u>contact OMNI</u> . For questions regarding the amount deducted from your paycheck, please contact payroll.
Accounts Payable Technician Jennifer Stackhouse Phone: (907) 825-3601 Fax: 1-877-825-8947 jenstackhouse@yupiit.org	Check Requests	Accounts Payable at YSD prepares checks for per diem and other non-taxable reimbursements. Per diem requests must be submitted for processing to the Business office. Accounts Payable is scheduled for processing every other Wednesday – be sure to get your request in two weeks in advance before check processing.
	Purchasing Procedures	Submit your purchase request into Black Mountain Accounting system.
DO Receptionist & Special Projects Jennifer Phillip Phone: (907) 825-3600 Fax: 1-877-825-2429 jphillip@yupiit.org	Travel	Any questions regarding district-sponsored travel.
Site Principal/Supervisor	Report of Occupational Injury	When an employee has an on the job accident, they are required to complete the <i>Employee's Report of Occupational Injury or Illness</i> within 7 days of the injury. The employer is also required to complete the <i>Employer Report of Occupational Injury or Illness</i> .

Counseling Department:

Contact	Task	Description
District-wide Counselor Cathy Snider Phone: (907) 825-2178 Fax: 1-877-825-8947	Counseling Crisis Team Leader Seniors Scholarships Excel/Voyage	When a school or student has a crisis, they should follow the crisis plan and contact both the district counselor and superintendent.

Technology Department:

Site	Primary	Secondary
District Office	Jennifer Stackhouse Site Technology Support jstackhouse@yupiit.org	Director of HR, Strategic Initiatives, Technology Anthony Graham

Akiachak	OPEN POSITION Site Technology Support @yupiit.org	Phone: 907-825-3620 Fax: 1-877-825-9712 agraham@yupiit.org
Akiak	Bill McCarty Site Technology Support bmccarty@yupiit.org	
Tuluksak	Adam Swenson Site Technology Support aswenson@yupiit.org	

Please use the list below for contacts related to programs used across YSD:

Program	Contact	Contact
PowerSchool	PowerSchool, Special Education, Curriculum, Assessment, & Migrant Ed Secretary Edna Jackson Phone: (907) 825-3608 Fax: 1-877-825-9712 ejackson@yupiit.org Questions about rosters, attendance, discipline, reports, etc.	Director of HR, Strategic Initiatives, Technology Anthony Graham Phone: 907-825-3620 Fax: 1-877-825-9712 agraham@yupiit.org Questions about customizations
Houghton Mifflin Harcourt (HMH)	Curriculum Coordinator, Instruction & Early Childhood Clare Robyt Phone: (907) 825-3606 Fax: 1-877-825-8947 crobyt@yupiit.org Questions about curriculum/assessment, classroom application, differentiation	Director of HR, Strategic Initiatives, Technology Anthony Graham Phone: 907-825-3620 Fax: 1-877-825-9712 agraham@yupiit.org Questions about data downloads, imports and exports, installing software or other applications
AimsWeb	Director of Special Programs & Assessment Kary DelSignore Phone: (907) 825-3606 Fax: 1-877-825-8947 kdelsignore@yupiit.org Questions about curriculum/assessment, classroom application, differentiation	Director of HR, Strategic Initiatives, Technology Anthony Graham Phone: 907-825-3620 Fax: 1-877-825-9712 agraham@yupiit.org Questions about data downloads, imports and exports, installing software or other applications

Acellus	Curriculum Coordinator, Instruction & Early Childhood Clare Robyt Phone: (907) 825-3606 Fax: 1-877-825-8947 crobyt@yupiit.org Questions about curriculum/assessment, classroom application, differentiation	Director of HR, Strategic Initiatives, Technology Anthony Graham Phone: 907-825-3620 Fax: 1-877-825-9712 agraham@yupiit.org Questions about data downloads, imports and exports, installing software or other applications
WIDA	Director of Special Programs & Assessment Kary DelSignore Phone: (907) 825-3606 Fax: 1-877-825-8947 kdelsignore@yupiit.org Questions about curriculum/assessment, classroom application, differentiation	Director of HR, Strategic Initiatives, Technology Anthony Graham Phone: 907-825-3620 Fax: 1-877-825-9712 agraham@yupiit.org Questions about data downloads, imports and exports, installing software or other applications
MAP	Director of Special Programs & Assessment Kary DelSignore Phone: (907) 825-3606 Fax: 1-877-825-8947 kdelsignore@yupiit.org Questions about curriculum/assessment, classroom application, differentiation	Director of HR, Strategic Initiatives, Technology Anthony Graham Phone: 907-825-3620 Fax: 1-877-825-9712 agraham@yupiit.org Questions about data downloads, imports and exports, installing software or other applications
Black Mountain	Site Secretary	Director of Administrative Services John Stackhouse Phone: (907) 825-3669 Fax: 1-877-825-8947 jstackhouse@yupiit.org

Summary

If you have any questions about your paychecks, payroll advances, retirement, various benefits, 403(b) plan, purchase orders, or anything financial, please feel free to contact Maisha Ivanoff or John Stackhouse. Accurate information can minimize confusion and save needless emotional anguish, which will be important during the long winter.

District Information Sources

District Website

The District website contains valuable information, forms and links that all employees of the Yupiit School District need to become familiar with. Some of the important resources include; business office forms, Board Policy Manual, District curriculum, school calendars, resource center database, staff travel info and forms, links to school sites, and much more. <http://www.yupiit.org>

YSD Board Policy

Available in a searchable online format from the District website under the menu item “School Board.”

School Handbooks

Available from your site administrator OR from the District website on the individual school pages.

YSD Staff Handbook

This guide - available for download from the District website under the menu item “Staff Portal”.

Relevant Websites

YSD Website	http://www.yupiit.org
Department of Education and Early Development website	http://www.eed.state.ak.us
Teacher certification website	http://www.eed.state.ak.us/teachercertification
State Retirement System website	http://www.state.ak.us/drb

Workplace Safety

Emergency Drills

Each school has procedures for fire, earthquake, lockdown and emergency evacuation drills. Staff should know and understand the procedures for these drills. Student safety is of the utmost concern. Prepare your students early in the school year to successfully react to the signals and review the procedures that will be followed in the event that their safety is threatened.

Crisis Response Plans

Each school is required to have a crisis response plan that is updated annually and shared with staff, students and community. A Crisis is any traumatic event, either natural or man-made, that impacts the school community, and creates

distress, hardship, fear, or grief. Discuss each event and assign potential protocol(s). Site plans should include protocol for the following situations.

LOCKDOWN-Those conditions requiring complete separation and protection of school occupants from any situation regarding an existing internal or external situation that could directly threaten their safety.

EVACUATION-Those conditions requiring occupants of the school building to leave.

SHELTERING-IN-PLACE-Should be used to protect school occupants from external threats such as chemical plumes, severe weather and other natural or man-made threats. This protocol provides refuge for school occupants and the public within the school building during an emergency.

MENTAL HEALTH-Those conditions requiring follow up to a traumatic event involving specific individuals or groups of individuals (this protocol would include some level of counseling). Please see your site administrator for a copy of your school's crisis response plan.

Employee Safety

YSD believes every employee has the right to a safe workplace. No employee shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety or well-being. It is every employee's responsibility to ensure that safe practices are followed and that any unsafe conditions are reported to the appropriate supervisor immediately. All equipment and facilities will be maintained in compliance with applicable local, state and federal statutes and regulations.

Workers' Compensation

YSD provides employees with Workers' Compensation coverage for injuries or illnesses incurred as a result of employment as provided by Alaska statute. Employees are responsible for reporting any work-related injury or illness to their immediate supervisor within 48 hours of occurrence. Supervisors and employees must complete an Alaska Department of Labor and Workforce Development "Report of Occupational Injury or Illness" form and submit the form to the Business Office. This form can be obtained from the Business Office. Timeliness is essential in the reporting of injuries to ensure proper benefits are received.

Student Accident Reporting

Student safety is a paramount concern of the District and all employees. Any employee who witnesses or becomes aware of an injury or accident involving a student is required to take appropriate steps to ensure the safety of the student and

report the incident to his/her supervisor immediately. A student accident form must be completed and turned into the school office.

Child Abuse and Neglect Reporting

YSD employees are required by law to report known or suspected incidences of child abuse or neglect to the Office of Child Services (OCS). The regional office is located in Bethel, AK and the phone number is (907) 543-3441. Pursuant to AS 14.17.068, failing to report child abuse as mandated by law is a misdemeanor if the person knew or should have known that circumstances gave rise to the need for a report. District employees must cooperate with the child protective agencies responsible for reporting, investigating and prosecuting cases of child abuse.

Drug-Free Workplace

The Regional School Board believes that the maintenance of drug and alcohol-free workplaces is essential to school and district operations. No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at school or in any other district workplace. It should be further noted that chronic drug or alcohol abuse after hours and away from the workplace, that impacts job performance in any way, may constitute grounds for disciplinary action if such behavior is deemed detrimental to an employee's performance.

Alcohol and Tobacco Use

In accordance with Alaska's smoking law and to promote the health and safety of all students and staff, the School Board prohibits smoking or the use of tobacco products anywhere and anytime on district property and in district vehicles. Please see the board policy- BP 3513- for more information.

Sexual and Other Forms of Unlawful Harassment

The School Board is committed to the elimination of all forms of harassment. Harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism or tardiness. The Board will not tolerate the harassment of any student by another student, district employee, or any employee from another employer, or any third party (includes, but not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business). Any individual who is found guilty of any form of harassment shall be subject to disciplinary action.

Harassment means intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, behavior, or symbols in such a manner as to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes, but is not limited to, harassment on the basis of

race, sex, creed, color, national origin, religion, marital status, or disability.

The Board encourages students and staff to immediately report incidences of any form of harassment to the appropriate administrator. In no case shall a student or staff member be required to resolve the complaint directly with the offending person. [BP 4119.11; BP 4119.12; BP 5145.5; BP/AR 5145.7]

General Information and Job Expectations

Supervisors

See the Organizational Flowchart at the front of this manual or on the District website under the menu item “[District Information.](#)”

Compensation

The School Board is committed to compliance with the salary basis requirements of the Fair Labor Standards Act. The 2017-2021 Salary Schedule can be found in *Appendix H*.

Pay Advances

An employee may be granted up to two (2) pay advances per fiscal year (July 1st to June 30th). Temporary and substitute employees are NOT eligible for pay advances. The pay advance may not exceed one---half (1/2) of the employee’s anticipated net pay in any one pay period. All advances must be repaid during the next one (1) or two (2) regular pay periods. To request a pay advance, an employee must complete the Pay Advance request form, have it signed by their immediate supervisor and/or building administrator, and submit it to the Business Office at least two (2) working days prior to the next regularly scheduled check run. Scheduled checks run every other Wednesday. [BP 4151]

Pay Days

Certified staff shall receive the annual salary in twelve (12) equal paychecks on the last scheduled work-day of each month. Classified staff are paid on the 15th and the last scheduled working day of the month. The pay periods shall be from the 1st through the 15th and the 16th through to the last working day of the month.

Staff Contract Start and End Dates
FY2020-2021

Classified Work Day/Week/ Year

The work day/week/year is the number of days in a fiscal year for which each support staff position has been budgeted. For the purpose of identifying benefits, a full time position is based upon a minimum work week of twenty (20) hours. The district's workweek begins on Sunday and ends on Saturday. Employees are expected to work the hours authorized on their status form. Additional hours must be approved by the supervisor and/or administration prior to working them. Failure to do so may result in docked pay for those unauthorized hours.

Employees will be authorized to work the number of days listed unless the supervisor requests a change in status from the Superintendent.

<u>Position</u>	<u>Start</u>	<u>End</u>	<u># of Days</u>	<u>Hours</u>	<u>Notes</u>
Superintendent	July 1	June 30	260	8/day	Except as otherwise noted
DO Certified Staff	July 1	June 30	260	8/day	Except as otherwise noted
DO Classified Staff	July 1	June 30	260	8/day	Except as otherwise noted Travel, Payroll, HR Coordinator, Federal programs, Accounts technician
ANE Grant Director	July 1	June 30	260	8/day	
HR/Technology	July 1	June 7	245	8/day	
Special Education/Assessment	July 1	June 7	245	8/day	
Yup'ik Coordinator	July 1	June 30	260	8/day	
DO Secretary to Director	July 1	June 9	230	8/day	No in-service days except the first two

Principals	July 23	June 3	210	8/day	
Dean of Students	July 23	May 20	200	8/day	
Teachers	August 3	May 15	188	7.5/day	
Instructional or SPED Aide	August 3	May 12	178	6/day 6.5/day (SPED aid)	No in-service days except the first two
Library Aide	August 3	May 12	185	5/day	No in-service days except the first two
Cook and Cook's Helper	August 3	May 14	185	6/day	No teacher work or in- service days
School Secretary	July 23	May 17	198	7/day	No teacher work or in- service days
Custodian	July 23	June 9	210	8/day	Work 5 extra days in December
Maintenance	July 1	June 30	260	7/day	

The School Board shall fix the length of the school/workday subject to the provisions of law. A typical school day would be as follows:

- 7:00 am Cooks arrive.
- 8:00 am Administrators arrive.
- 8:30 am All School instructional staff (teachers and aids) arrive. All other positions report to work as instructed by supervisor.
- 9:00 am School Classes Begin.
- 3:30 pm Elementary school dismissed.
- Teachers walk their classes to the front door and assure students have left the building or are with a supervising adult (i.e., after school tutor).
- 3:20 pm All teachers assistants are dismissed.
- 4:00 pm Middle/High school teachers may leave work after confirming that all their students have left the building or are with a supervising adult (i.e., co-curricular advisor, athletic coach, tutor, etc.) [BP 6112]

NOTE: The end of the working day for classified employees is based on their contracted hours. [BP 4253 (a-b)]

Pay Scales

See appendix.

Purchasing Procedures

All orders must be entered and tracked through the Black Mountain Accounting System by the school secretary. The following procedures should be taken when entering a requisition into Black Mountain:

1. Go to the site that you will be ordering from, i.e. Amazon.com, Walmart.com, NAPA, etc.
2. Place the items that you would like to order in your cart and continue to checkout.
3. Mark your shipping preferences.
4. DO NOT CHECK OUT. Print the page with the order information and shipping information, this page should also have a total cost to be used to complete your requisition request.
5. Open the Black Mountain Requisition system.
6. Use your printed page to key your order into the requisition system, including the total amount requested.
7. Submit your requisition for approval.
8. Wait for approval (this can take up to three days).
9. If your requisition is NOT approved, please contact your school Principal to establish the details of the denial.
10. Complete your purchase request by checking out or emailing a copy of your Purchase Order to the vendor.
11. School secretary will keep a record of all received orders and submit this to the district office at the end of the year for accounting records.

Please note, if you purchase an item without prior approval, you will not be reimbursed.

Securing Work Areas

At the end of each work-day, employees are responsible for turning off lights and equipment, and securing the doors and windows in their work area. This is vital to help detour break-ins and damage to district property.

Dress Code

In our district casual dress is the norm, but staff may wish to dress in more professional attire for special occasions.

Staff Absence

Whenever a teacher will need to be absent from work, for whatever reason, they are to notify their immediate administrative supervisor, but not by

e-mail. If an absence is anticipated prior to the start of a school day, teachers should notify their immediate administrative supervisor by 7:00 am. If appropriate, teachers absent need to once again contact their immediate administrative supervisor by 2:00 pm on the day of their absence to advise of their return status. Both notification times allow for the efficient contacting of potential substitutes. A leave request form is to be completed and submitted by the end of the workday upon return. An absence longer than three (3) working days may require a physician's notice.

If a situation arises in which a staff member will be late to work, they are to call the school administration immediately and provide basic information as to why they will be late and their anticipated time of arrival. Time lost from work will require the completion of a leave request form.

Know that ANY TIME that you plan on taking personal leave that you are required to get the approval of your principal before either advancing your request to the District level if required OR taking leave.

Family and Medical Leave Act (FMLA)

See Alaska Department of Administration, Personnel and Labor Relations for information: <https://doa.alaska.gov/dop/Payroll/familyLeave/>

Substitute Plans

When a teacher has planned leave, it is required that the teacher will leave clear plans for a substitute to follow that will support continued student learning as much as possible in the teacher's absence. These plans and related materials should be left in a place that is easy for the substitute and/or the site administrator to access. Plans should include all emergency procedure protocols.

Work Related Travel

Staff sometimes will travel away from their sites for training or professional development. When staff are traveling for training or professional development WITHIN or OUT of the district, they must submit a Travel Authorization Form. These are found on the Staff Portal of the District website. The Travel Authorization form details mileage, per diem, and any other travel expense. This form should be signed by the site administrator and submitted to the Business Office at least one week prior to travel, and preferably sooner if possible. The Business Office can then cut a check or issue a direct deposit in time for the traveling staff member to receive it before their travel date.

Use of District Network and Electronic Mail

All staff must sign the District's Technology Use Agreement, available from site administrators and the district Technology Director. You will agree to keep district passwords secure, protect equipment from abuse, and abide by online rules and other policies adopted by the district.

During the school day, staff may only use the district networks for official school district business.

Email/Digital Communications

Yupiiit is a Google.edu district. All staff and fifth grade and higher may receive Gmail accounts, and keep these accounts as long as they remain in the district. Students in 5th grade and higher are expected to utilize these accounts as part of their regular classroom experience and learning in order to access the Google Suite of tools. Following are expectations for staff with regard to email and digital communications in the district:

1. Check email daily - several times daily if possible
2. Respond in a timely fashion to email from staff, District office, students, and parents
3. Utilize District email for professional purposes, maintain a personal email address for regular daily personal email that is unrelated to the job
4. Avail yourself of Inservice and other study regarding Google tools, as well as the Google Help tutorials for Gmail and other Google Apps such as Drive, Docs, Sheets and Slides so you can make the most effective use of them.
5. Utilize Google Apps for Education in a productive way that supports collaboration and learning with your students, and with fellow staff members.
6. Reinforce proper netiquette and digital citizenship on a regular basis with students through use of digital communication tools.

Calendar

Utilize a calendar (either a digital calendar or a physical calendar) effectively and regularly. It is expected that you will find and use the calendars available on the website as well as your school calendar, and any calendar invites and notifications you receive via email or in other communication in order to be properly informed of activities and events that are a part of your job responsibilities. It is expected that all teachers take responsibility for keeping track of these things, as notices for upcoming events are not usually sent twice as a reminder. If a calendar invite is sent to you through your District Gmail account, you are expected to respond to the request within the email application.

Performance Evaluations

The School Board believes that professional evaluations can provide valuable information relevant to making employment decisions and can help staff improve their teaching knowledge, skills, understandings and abilities, while enhancing student achievement. In accordance with school district policies and state statutes, the school administration shall evaluate the effectiveness of certified personnel annually. All staff will be observed twice

yearly. Evaluations will be made in accordance with the determined evaluation process. Final evaluations will be discussed with teachers.

The school administration shall annually provide in-service training to all certificated staff describing the instrument, procedures and process for conducting professional evaluations. The proposed evaluation schedule is as follows:

1. Within the first 20 days of the school year, evaluation procedures are introduced and discussed during an annually scheduled all staff meeting or in-service.
2. First formal observation and pre/post observation conference will be completed by November 30th. Post observation conference must occur within 5 days of observation.
3. Interim evaluation progress report must be completed by December 15th. Second Formal Observation
4. and pre/post observation conference for non-tenured teachers and teachers on a Plan of Improvement must be completed by January 15th.
5. Final evaluations for non-tenured teachers and teachers being recommended for non-retention are due to the Human Resources Office by March 15th.
6. Final evaluations for all other staff are due to the Human Resources office by April 15th.
7. Non-tenured teachers must receive notices of non-retention no later than the last day of school.

For more information, refer to the Yupiit School District's Teacher Evaluation Handbook. [BP 4115]

Staff Concerns/Complaints

The School Board recognizes the need for providing educators with a process for addressing concerns regarding those issues that are not subject to the formal grievance procedures. The Board encourages staff to submit concerns and complaints promptly so that they might be resolved quickly. The Board expects that staff members and administrators will make every effort to resolve employee concerns, complaints and disagreements informally before resorting to formal complaint procedures. Formal complaint procedures shall not be initiated unless informal efforts to resolve a complaint have been exhausted and the complainant has provided a written description of such efforts.

The following guidelines shall prescribe the manner in which complaints are handled:

1. A “complaint” shall be defined as an alleged misapplication of the district’s policies, rules, regulations or procedures.
2. Meetings related to a complaint shall be held before or after the complainant’s regular working hours.
3. All matters related to a complaint shall be kept confidential.
4. All documents, communications and records dealing with the complaint shall be placed in a district complaint file and not in an employee’s personnel file.
5. No reprisals shall be taken against any employee in a complaint procedure by reason of such participation.
6. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire, the complaint may proceed to the next step.
7. Any complaint not taken to the next step within prescribed time limits shall be considered settled on the basis of the resolution given at the preceding step.

Formal Complaint Procedures

Step 1. If a complaint is not satisfactorily resolved informally, the complainant may file a written complaint with the building level Principal within sixty (60) days of the act or event, which is the subject of the complaint. Within five (5) days of receiving the complaint, the Principal shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. The Principal shall present all concerned parties with a written answer to the complaint within ten (10) working days after the meeting.

Step 2. If a complaint has not been satisfactorily resolved at Step 1, the complainant may file the written complaint with the Superintendent within five (5) working days of receiving the resolution in Step 1. Within five (5) working days of receiving the complaint, the Superintendent shall conduct any necessary investigation and meet with the complainant in an effort to resolve the complaint. The Superintendent will present all concerned parties with a written answer to the complaint within ten (10) working days after the meeting.

Step 3. If a complaint has not been satisfactorily resolved in Step 2, the complainant may file a written appeal to the School Board within five (5) working days of receiving the resolution in Step 2. An appeal hearing shall be held at the next regularly scheduled Board meeting which falls at least twelve (12) days after the appeal is filed. The hearing shall be held in executive session

if the complaint relates to matters properly addressed in executive session. The Board shall render its decision within thirty (30) days of the hearing and shall mail its decision to all concerned parties. The Board's decision shall be final.
[BP 4344/AR 4144]

For all complaints, the staff complaint form must be completed. It is located on the Staff Portal on the YSD website.

Curriculum, Instruction and Assessment

Curriculum

English Language Arts	
DEED Standards	https://education.alaska.gov/standards/english-language-arts
<u>K-6</u>	Houghton Mifflin Harcourt- Into Reading-textbooks, consumables, online. Houghton Mifflin Harcourt- Into Writing Workshop, textbooks.
<u>7-8</u>	Houghton Mifflin Harcourt- Into Literature- textbooks, consumables, online. Houghton Mifflin Harcourt-Write In- textbooks, online.
<u>9-12</u>	Houghton Mifflin Harcourt- Into Literature- textbooks, consumables, online. Houghton Mifflin Harcourt-Write In- textbooks, online.

Math	
DEED Standards	https://education.alaska.gov/standards/mathematics
<u>K-12</u>	<ul style="list-style-type: none"> • Saxon Math- textbooks

Science	
DEED Standards	https://education.alaska.gov/standards/science
<u>K-12</u>	<p>Science is to be taught according to the current Alaska Educational Standards.</p> <p>YSD has purchased Acellus online. Training will be provided during in-service.</p> <p>The following links are to request a checkout of Science/STEM kits, plan ahead and checkout a kit for hands on project-based learning that is connected to the lesson on Acellus.</p> <p>https://www.akcoastalstudies.org/education-programs/education-resources.html</p> <p>http://www.anchoragelibrary.org/services/services-for/kids/stem-kits/</p> <p>https://www.arlis.org/docs/vol2/a/ScienceKits.pdf</p> <p>https://www.alaskacenters.gov/visitors-centers/anchorage/teachers/kits/descriptions</p>

Social Studies	
DEED Standards	https://education.alaska.gov/akstandards/standards/ContentStandards.pdf
<u>K-12</u>	<p>Social Studies is to be taught according to the current Alaska Educational Standards.</p> <p>YSD has purchased Acellus online. Training will be provided during in-service.</p> <p>Plan ahead and combine project-based learning with the lessons offered on Acellus.</p> <p>https://hubpages.com/education/social-studies-projects-ideas-for-pbl</p> <p>https://creativeeducator.tech4learning.com/social-studies</p>

	https://clarendonlearning.org/subject/lesson-plans/social-studies-lesson-plans/?gclid=CjwKCAjw-ITqBRB7EiwAZ1c5UxaxheONQD9hdsWiSC6JXad4tXugYQ_bzp_9wS8szKOcQj6LQ4YU0xoChkwQAvD_BwE http://pblu.org/projects https://www.wsfcs.k12.nc.us/Page/97714
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Physical Education	
DEED Standards	https://education.alaska.gov/schoolhealth/pestandards
<u>K-12</u>	PE is to be offered daily to students to provide them with an adequate amount of physical activity performing organized tasks or games under the supervision of a teacher to meet the Alaska State Standards.

Health	
DEED Standards	https://education.alaska.gov/schoolhealth/pestandards
<u>K-8</u>	<p>The Great Body Shop Curriculum includes 4 page booklets for each month, teacher lesson plans, and online resources.</p> <p>https://www.thegreatbodyshop.net/</p>
<u>9-12</u>	<p>For High School Health please follow the state standards, the following links provide free lessons, online videos, and printables for 9-12 health topics.</p> <p>https://www.healthworldeducation.org/safety-free?gclid=CjwKCAjwm4rqBRBUEiwAwaWjjMbT9cJq3xrxVWJT235oKtGxg1MJ8XjkZHFhzyYuSEQpmDiOK_CVxoCf8MQAvD_BwE</p> <p>https://everfi.com/partners/k-12-educators/health-wellness/</p> <p>https://www.shapeamerica.org/publications/resources/downloads-lessons-curriculum.aspx</p> <p>https://healtheducationtoday.com/</p>

YUPIIT ELITNAURUTAIT

Yupiit Cultural Standards-To strengthen and support the Yup'ik Identity of the students through the Yupiit Piciryarait (Way of Life).

- A. Subsistence
- B. Survival
- C. Cultural Expression
- D. Community
- E. Government
- F. Health and Wellness
- G. Language

Kalikanek Naaqinariuq-textbook

Lesson Plans

It is required that detailed lesson plans be completed each week. A copy of the plans will be turned in to the site administrator at the beginning of school each Monday, or the first school day of an abbreviated week. The lesson plan format and structure will be determined by the school administration and staff. Some sites may choose to implement an online lesson planning system which will allow administrative access to monitor and print lesson plans as needed.

If you plan in advance to be absent from school, your duty schedule (lunch, before/after school, etc.) should be included with your lesson plans. Supportive materials, seating charts, should be readily available. Substitutes appreciate all the help you give. All teachers must have a five---day emergency lesson plan to cover unexpected absences from class. Lesson plans are to be archived and turned into the office at the end of the year for a five-year period of time.

On days a teacher will be out of the building, the para is the designated substitute and will receive pay based on full day sub pay rather than their hourly wage or whichever is greater. Teacher's who know they will be out should go over lesson plan expectations with the para prior to being absent.

Assessment

All licensed staff may be required to receive training to proctor tests.

PEAKS Performance Evaluations for Alaska's Schools (PEAKS)

Assessments for Language Arts and Mathematics will be administered to students in grades 3-9. PEAKS are usually scheduled for last week in March and/or the first weeks of April each year. See the District website under Special Programs and Assessment for the Assessment Calendar. The dates and guidelines for PEAKS are set by the Alaska Department of Education. Practice tests and formative assessments can be found on the Department of Education website.

WIDA's ACCESS for ELLs

Alaska's annual ELP assessment. The Wisconsin Center for Education Research (WCER) is the organization home for the WIDA Consortium. Please check the WIDA website for research regarding a variety of topics for ELLs. The W-APT is the WIDA-ACCESS Placement Test used to determine eligibility and placement for potential LEP students. This test must be given to new/incoming students. All kindergarten students and students new to the district are screened using the W-APT, also from WIDA. Students in grades 1-12 identified through prior testing and/or teacher request for LEP (Limited English Proficiency) along with kindergarten and new students who didn't score at level on the screening, are given the full assessment, the ACCESS for ELLs. Trained staff administer the assessment during the statewide testing window, which usually is open from February 1st through March 31st each year. Test results are usually available in late May/early June.

AIMSWeb Plus

AIMSWeb Plus benchmark exams are given three times per year; fall, winter and spring for students in grades K-2. Central office support staff will assist teachers with administering the benchmark exams. Teachers are responsible for progress monitoring for those students who are identified as deficient.

MAP Measures of Academic Progress (MAP)

Assessments for Reading, Language, and Math are administered to students in grades 2-12 in fall, winter, and spring. Teachers administer their own MAP tests at the direction of their site administrator. Teachers have access to student testing data, and are expected to utilize this data during site PLC and preparation time to plan strategies to improve student growth.

Alaska Kindergarten and First Grade Developmental Profile

The Alaska Department of Education (DEED) requires that all entering Kindergarten students and first grade students who have not yet been profiled be given a developmental profile. The results of this assessment will be completed online in October and submitted to DEED by November 1 of each school year.

National Assessment of Educational Progress (NAEP)

NAEP assesses four subjects at the state level: mathematics, reading, science, and writing. As part of the Elementary and Secondary Education Act (ESEA) reauthorization in 2001, each state must administer annual assessments based on a state's academic content standards in mathematics, reading, and science at varying grade levels. The ESEA reauthorization of 2001 also requires that states receiving Title I funding participate in NAEP assessments in mathematics and reading in grades 4 and 8 every other year. NAEP testing typically occurs in January and February.

PowerSchool: Student Grades and Attendance

The district uses PowerSchool as our student reporting system and database. It is an important responsibility to maintain updated and accurate student information within this system, including attendance and grades.*

*Administrators: To set Master Schedules, enroll students, and change schedules, please see your admin materials for PowerSchool Procedures.

Ensuring Correct Student Rosters in PowerSchool

Teachers should check their rostered courses in PowerSchool daily during the first 2 weeks of school to ensure they are correct. Incorrectly rostered or missing students should be communicated immediately with your site administrator.

Recording Student Attendance

It is essential for District and state records, for safety purposes, and for reporting purposes to parents/guardians that attendance procedures be followed consistently and accurately. Teachers are required to record attendance on a daily basis. In some cases, this means taking attendance for each class period, and for others it is once in the morning, and once after lunch. For whatever attendance periods are listed in PowerSchool, attendance must be taken within the first 10 minutes of that period. It is your responsibility to know your school's procedures for recording attendance and understand the PowerSchool attendance codes.

Entering Student Grades into PowerSchool

All teachers must enter grade data for each student in each course at a minimum of twice per week. Students who are missing assignments that have been graded with scores entered for other students should receive a grade entry of "0" (zero) in PowerSchool. This can always be changed later when a student makes up work. PowerSchool is a communications tool. Utilize it to communicate accurately and honestly with all stakeholders. Use caution in going too far the other direction

with too many grade entries, as this adversely affects a student's ability to do anything that will impact as time goes by. Two to five grade entries per week per student is appropriate.

Grading Procedures

The School Board believes that students and parents/guardians have the right to receive regular progress reports on student performance. Grades that reflect the true and accurate student achievement and behavior/conduct are important indicators of learning and effective teaching. Educators shall assess and evaluate student work in relation to local, state, and federal standards and expectations for any given content/subject---matter area or grade level, and not in relation to the work of other students. Grades and other performance indicators need to be based on impartial, consistent observations of student work and their mastery of content and objectives as demonstrated through classroom participation, homework and tests.

Student behavior/conduct, attitude, and effort should not be reflected in achievement grades but should be reported separately. If a student misses excessive classes without an excuse and/or does not submit course assignments or successfully completes course assessments, or fails to meet other course requirements, a teacher may lower that student's grade for nonperformance. Teachers are to explicitly explain their grading practices, criteria, expectations and procedures to all students enrolled in their classes/courses at the beginning of each semester. Teachers must be able to legitimately justify and support their grading system and the grades they assign students.

Grading Scale

Teachers are expected to evaluate and assign grades to students at the end of each grading period (quarterly). Students are to be assigned a letter grade that indicates the degree to which a student has mastered course content during that grading period. First (1st) and second (2nd) quarter final grades will be averaged to determine the final first (1st) Semester grade, and third (3rd) and fourth (4th) quarter final grades to determine the second (2nd) semester final grade. The following grading scale is to be used:

Letter Grade	Achievement Level	Numerical Mastery Equivalent
A	Course standards/objectives have been mastered at a superior/high achievement level	90---100%

B	Course standards/objectives have been mastered at a higher than average level	80---89%
C	Course standards/objectives have satisfactorily been mastered	70---79%
D	Course standards/objectives have been mastered at a minimal level	60---69%
F	Course standards/objectives have not been mastered	0---59%
I	Incomplete	

The decision and option of granting an “incomplete” to a student resides with a teacher. However, students must remove an incomplete within two (2) weeks after a grading period unless there are extenuating circumstances that prevent completion of missed assignments. Teachers should make every effort to keep parents/guardians informed of student grades falling below a C average. An intervention plan should be considered when grades fall below this level.

Criteria for determining achievement/academic grades may include but are not limited to:

1. Preparation and timely completion of assignments.
2. Contribution to classroom discussions.
3. Demonstrated knowledge, skills, understandings and abilities associated with content/subject---matter standards and objectives as measured by formal and informal assessments and observations.
4. Organization and presentation of written and oral assignments.
5. Originality and reasoning ability when solving problems.

Although illness, lack of interest and effort, and poor attendance may be reasons for a student’s failure to gain credit in a course, not one of these reasons in itself may be a determiner of a final grade. Only when a student achieves less than the minimum course objectives will it be justified to award an F grade.

Grades for reporting Citizenship and Effort shall be:

O --- Outstanding

S --- Satisfactory

N --- Needs Improvement

Criteria for determining citizenship grades may include but are not limited to:

1. Obeying rules.
2. Respecting public and personal property.

3. Maintaining courteous, cooperative relationships with teachers and fellow students.
4. Working without disturbing others.

Criteria for determining effort grades may include but are not limited to:

1. Taking responsibility for having essential and necessary supplies, equipment and materials for class.
2. Showing interest in initiative.
3. Working immediately and completing assignments on-time.
4. Using free time resourcefully.

Teachers will distribute to their students at the beginning of each grading period course standards, objectives, and expectations, including how students will be assessed and how assessments will be weighted in the grading process. Teachers will take the necessary time to thoroughly explain their grading process and procedures. Each student must receive at least ten (10) numerical grades in a grading period to determine a student's final grade. Teachers should enter grades for all students a minimum of two (2) per week. Grades will be determined based on grading best practices and research---based findings.

Students are to be granted a ten (10) school days grace period at the end of any given grading period to demonstrate mastery of course content/subject---matter and replace an "incomplete" marking. Building Principals may extend a grace period for unusual and legitimate circumstances. Make---up and/or missed work will normally be considered that work not yet mastered by students, but teachers are granted leeway in determining alternative assignments or ways for students to demonstrate mastery of grading period standards and objectives. When a teacher determines, in their best judgment, that a student has mastered so few standards and objectives and has not satisfactorily met learning expectations, and that informal make---up work is not practical, the teacher may indicate that a student must successfully repeat the course as a condition for receiving a passing grade for that course. The processing of student make---up work will be at the teacher's convenience and leisure.

Grade Point Average

High School (9---12) student grades will be transferred and/or included on student transcripts, and are to include information relating to grade---point values. For the purpose of determining grade---point value averages, the following four

(4) point grading scale will be used

- A = 4 Grade Points
- B = 3 Grade Points
- C = 2 Grade Points
- D = 1 Grade Point
- F = 0 Grade

Honor Roll

Each school shall post an honor roll at the conclusion of each grading period. All course grades, except Pass/Fail courses, shall be used in calculating student eligibility for the honor roll. To qualify for the honor roll, a student must receive no current grades in any course below a C average and have a grade point average of 3.0 or higher. Plus and minus grades will not be considered when calculating grade point averages. Any student who does not wish to have their name included on the honor roll and/or its posting must notify the school office. Honor roll descriptive levels are as follows:

- Superintendent's Honor Roll: 4.0 GPA
- Principal's Honor Roll: 3.5---4.9 GPA
- General Honor Roll: 3.0---3.4 GPA

Advanced Placement/Honors Courses

The district encourages high school students to take advanced placement and honors courses. Because of the extra work associated with enrollment in these courses, the evaluation system shall reflect a weighted grading scale to reflect the more rigorous nature of these courses. Grades received in these courses will be calculated as follows:

- A = 5 Grade Points
- B = 4 Grade Points
- C = 3 Grade Points
- D = 2 Grade Point
- F = 0 Grade

Pass/Fail Grading

With parental/guardian approval, students may elect to earn a "pass" or "fail" grade instead of an A---F letter grade in the following courses:

1. All courses taken in the Alternative Education Program.
2. All courses taken in the Special Education Program.
3. 9-12th grade non---college preparatory courses taken in summer school.

Students who receive a "pass" grade will acquire the appropriate semester units of credit for the course, and the grade will be counted in determining class rank or honors list. Students who receive a "fail" grade will not receive course credit.

Students shall receive a "pass/fail" grade for classes in which they serve as student aides unless predetermined goals and objectives related to specific content/subject--- matter knowledge, skills, understandings and abilities are on file and have been approved by the building Principal.

Repeated Courses

With Principal approval, a student may repeat a course in order to raise their grade. The highest grade received will be the permanent grade on the student's transcript. The student will receive credit for taking the course once. Students may take a failed class course online through Accellus.

Withdrawal from Courses

Courses may only be dropped or changed during the first two weeks of the semester. A student who drops a course during the first two (2) weeks of any semester may do so without any entry on their permanent student record. A student who drops a course after the first two (2) weeks of any semester shall receive an "F" grade on their permanent student record, unless otherwise decided by the building Principal because of extenuating circumstances.

Credit Review Sheets

All students in grades 9---12 will have a Credit Review sheet included in their cumulative folder. The Credit Review sheet will be up---dated at the end of each semester by the school counselor and or the Dean of Students.

Eighth (8th) grade students that have completed high school course requirements will receive high school credit and a Credit Review sheet placed in their cumulative folder.

Progress/Report Cards

Progress reports to students and parents/guardians are to be prepared and distributed mid---way through each grading quarter. Report cards will be issued quarterly for semester/yearly courses. For courses less than a semester in length, report cards will be issued at the end of each course. [BP/AR 5121]

Graduation Requirements

Students shall receive diplomas of graduation from high school only after the meeting the following district graduation requirements, as well as successful completion of any required high school competency examination (post a score for the ACT, SAT or WorkKeys exams):

<u>Subject</u>	<u>Units of Credit</u>
English	4
Mathematics	3
Science	3
Social Science	3

Physical Education/Health	1.5
Technology	1
Electives	<u>6.5</u>

TOTAL: **22**

An eighth (8th) grade student will be allowed to participate in their graduation exercises unless they are being retained, or the school administration has determined they should not be allowed to do so as a result of disciplinary action. [BP 6146.1; BP 6146.3; BP 6146.4; BP 6146.5]

Professional Development

Professional Learning Community (PLC)

“A Professional Learning Community is a collaboration of teachers, administrators, parents, and students, who work together to seek out best practices, test them in the classroom, continuously improve processes, and focus on results.” The District is committed to the full implementation of PLC’s. All sites have time set aside in their schedules one day per week for the purpose of collaborative meetings or Professional Learning Communities. All certified staff are required to participate in PLC’s. Should classified staff wish to participate or be invited to participate this time should be reflected on their timesheet.

Professional Development/In-Service

The District offers a wide variety of professional development and in-service opportunities. These range from District in-service, attending conferences, attending webinars, completing PD modules independently, peer observations, taking university courses and being a contributing member of your school’s PLC. Teachers are responsible for accruing enough professional credits to keep their Alaska Teaching Certificates current. Some staff development opportunities include options for earning such credits.

Required Training

There are several required training modules both certified and/or classified staff must take on a rotating basis (annual, every two years, every three years, etc.). The human resources department will notify staff of required trainings at the start of each school year.

School and Classroom Procedures and Expectations

Expectations for Classroom Instruction

In the Yupit School District, we believe strongly in differentiating instruction to meet students where they are. All classrooms should be structured to promote active learning that is engaging and relevant to our students. We do not favor a “sit and get” model. Station rotations, blended learning, project-based learning, and inquiry models are what keep our students engaged and interested in learning. Our curriculum supports these methods, and these methods are effective with our students. We offer professional development opportunities throughout the year, including classroom coaching and in-services, that support these instructional methods.

Handling Discipline

It is expected that all staff will familiarize themselves with their site handbooks regarding the school discipline policies and plans. All staff in the building are expected to enforce the school discipline plans and policies consistently. It is also expected that each teacher will develop a classroom discipline plan that aligns with the school plan. Time should be spent at the beginning of the year and then regularly throughout the year teaching expectations to students so that they understand behavior expectations. These plans should also be communicated with all parents. In order for discipline plans to be effective they must be consistent. Teachers should be prepared to handle discipline and enforcement of behaviors in their own classrooms in a way that is respectful to students and reinforces good behavior and supports student achievement.

Severe discipline problems that cannot, even with consistency on the part of the teacher, be resolved within the classroom, should be referred to the site administrator. Parents should always be notified and included in the discipline of their children.

The Yupit School District has adopted the Responsive Classroom model for SY 2020-21. All staff will be trained to use this model.

Responsibility for Contacting Parents

It is expected that all teachers will contact parents of all of their students regularly throughout the year. This parent contact should be informative but should also support building good relationships with families and students. Sometimes contact can merely be a note home with a positive message about their child. Contact can take many forms, such as phone calls, notes, emails, and personal visits (inviting parents into the school, or possibly visiting home with prior agreement). The more a teacher is out in the community, in local businesses or at school events, the more opportunities there are to make meaningful contact with parents. Although teachers are not required to keep contact logs, it can be useful for teachers to keep them just to ensure regular contact is being made with families

of all students. When or if a student's grade ever reaches the level of "D", teachers must contact home immediately to inform parents of student performance, and to discuss plans for how the student can be supported both at home and at school. This focused and regular contact needs to be in place as long as the grade is in danger of remaining at a "D" or lower.

Field Trips

The School Board recognizes that school---sponsored trips are important components of a students' development. All trips involving out---of---state travel require Board approval. Teachers shall develop plans that provide for the safety of students and their proper supervision. In advance of a trip, teachers shall determine educational objectives that relate directly to the curriculum and provide for the best use of students' learning time while on the trip. Teachers shall also provide appropriate instruction before and after the trip. The following procedures will be used when planning a field trip:

1. Teacher will meet with the Principal and will discuss the purpose and goals for the field trip. Principal approval is necessary to continue planning for the field trip.
2. Teacher completes a field trip request form and submits the form three weeks (for in---state travel) or six weeks (for out---of---state travel) prior to the scheduled field trip. Exceptions for the advance notice may apply.
3. Teacher attaches an Expense Sheet (Budget) of all related costs.
4. The Field Trip request will be reviewed, and the teacher notified of approval or rejection by the Principal.
5. No field trips will be allowed during state assessments.

Senior trip requests must be submitted for approval by October 15th of each year. [BP 6153]

School and Classroom Visitors

All visitors into the school building should check in at the main school office immediately upon entering.

Volunteers

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich educational programs and supporting activities and strengthen our schools' relationships with homes, businesses, public agencies, civic groups, and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. The School Board strongly encourages parents/guardians and other community members to share their time, knowledge and abilities with our teachers and students. Building site Principals are responsible for coordinating

with the Superintendent's office toward approving the use of volunteers and are entrusted with establishing regulations to protect the safety and well---being of students and volunteers.

Volunteers shall adhere to all state and district policies, rules and regulations and will need to sign a Waiver of Liability for Volunteers. [BP1250 (E)]

Maintenance and Classroom Cleaning

The custodian in charge of your building and the District maintenance staff maintains classrooms. It is expected that teachers and students will practice reasonable cleanliness habits. If a classroom or workspace requires major maintenance (i.e. hole in the wall, broken fixtures, leaking sink, etc.) notify the site administrator, and/or submit a Work Order Request form found on the district website under the Staff Portal, in Maintenance and Operations.

Classroom Video Use Guidelines

The use of video must adhere to all appropriate copyright laws. The Superintendent or Principal shall establish a pre-screening process to be used when a teacher desires to show a film not previously approved by the district or state for educational purposes. Before showing any film not previously approved, the teacher shall notify parents/guardians that the film will be shown.

Students who do not receive written parental permission to view the film shall be excused to an alternate supervised activity. [BP/AR 6161.1; BP 6161.11]

Inventory at the end of each school year

The school administration is responsible for providing proper control and conservation of district property. Administration is to maintain an inventory for all items currently valued in excess of \$500.00 or a lesser amount if required by state or federal grant requirements and regulations. To this end, staff may be required to assist in properly controlling and annually inventorying that property assigned to them for their use. Copies of property inventories will be kept at the district and school sites.

The following inventory information must be recorded:

1. Description (with manufacturer's name and/or model number).
2. Identification and/or serial number.
3. Date and cost of acquisition (estimate if unknown).
4. Funding source (grant source and grant title).
5. Current use, condition and location.
6. Date on which inventory information was verified.

Staff will complete an inventory list for all textbooks, supplies and equipment located in their classrooms and/or working areas on an annual basis as directed by administration. All equipment purchased with federal funds or non---federal matching funds shall be labeled with the district's

name and an equipment or inventory control number. The date and mode of disposal of all equipment removed from the inventory shall also be recorded. Inventory lists are to be submitted to the school secretary. All inventoried items are to remain in their location unless prior administrative approval to locate them elsewhere has been granted. [BP/AR 3440]

School Calendar

The school calendar will meet the requirements of the law as well as the needs of the school community. The school calendar shall show the beginning and ending school dates, number of teaching days, vacation/holiday periods, and other pertinent dates. The District Office and schools shall be closed in observance of Labor Day, Thanksgiving Day and the day after: Christmas, New Year's Day, Memorial Day, and the Fourth of July. Holidays that fall on a Sunday shall be observed the following Monday. Holidays that fall on a Saturday shall be observed the preceding Friday.

The district shall commemorate special days and events in accordance with law. Schools are encouraged to celebrate and recognize days and events of local significance. [BP 6111; BP 6115]

Salary Schedules

APPROVED
Yupit School District 2019-2021 188 Day Teacher Salary Schedule

Step	BA	BA+18	BA+36 MA	BA+54 MA+18	BA+72 MA+36
0	51,442	55,042	58,642	62,242	65,842
1	55,042	58,642	62,242	65,842	69,442
2	58,642	62,242	65,842	69,442	73,042
3	61,042	64,642	68,242	71,842	75,442
4	63,442	67,042	70,642	74,242	77,842
5	65,842	69,442	73,042	76,642	80,242
6	68,242	71,842	75,442	79,042	82,642
7	70,042	73,642	77,242	80,842	84,442
8	71,417	75,442	79,042	82,642	86,242
9		76,411	80,242	83,842	87,442
10			81,405	85,042	88,642
11				86,399	89,842
12					91,393

YUPIIT SCHOOL DISTRICT
Certificated Administrator
Salary Schedule
Effective July 1, 2015

Directors - 215 Days	
Step	Salary

0	91,196
1	93,653
2	96,110
3	98,567
4	101,024
5	103,482
6	105,939
7	108,396
8	110,853
9	113,310

Principals - 210 Days	
Step	Salary

0	89,075
1	91,475
2	93,875
3	96,275
4	98,675
5	101,075
6	103,475
7	105,875
8	108,275
9	110,675

Assistant Principals - 200 Days	
Step	Salary

0	67,706
1	70,260
2	72,813
3	75,366
4	77,919
5	80,472
6	83,026
7	85,579
8	88,132
9	90,685

**Certificated Coordinators work 205 days
with a salary based on the Teacher Salary Schedule**

Acknowledgment of Handbook

I acknowledge that I have received a copy of the Yupiit School District Employee Handbook dated: August 2020. I understand that this employee handbook replaces any and all prior verbal and written communications regarding the Yupiit School District working conditions, policies, procedures, appeal processes, and benefits.

I have read and understood the contents of this handbook and will act in accordance with these policies and procedures as a condition of my employment with the Yupiit School District.

Employee Signature

Employee Written Name

Date

YUPIIT SCHOOL DISTRICT
Certificated Administrator
Salary Schedule
Effective July 1, 2015

Directors - 215 Days	
Step	Salary

0	91,196
1	93,653
2	96,110
3	98,567
4	101,024
5	103,482
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Employee Signature

Employee Written Name

Date

Yupiit School District

Box 51190 • Akiachak, AK 99551 • Phone (907) 825-3600 • Fax (877) 825-2404 • www.yupiit.org



Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item F

The New Hire for Sally L. Spellman as 3rd Grade Teacher for the Akiachak School is presented for approval for FY2020-2021.

Yupiit School District

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item G

During the last RSB meeting, the Proposed Classified Pay Scale with Para as Teacher Sub Pay Rate was tabled. This is presented for your approval.

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CLASSIFIED SALARY SCHEDULE	Activity Aide Student Worker	Community Library Aide	Library Aide	Cook's Helper Tchr Aide I Clerk Typist HS Coordinator	Receptionist Clerk Generalist Food Service Asst	Clerk Typist II Custodian Tchr Aide II HS Coordntr II Tech	Acct Clerk I Cook Lead Custodian P/R Clerk I	Acct Clerk II Tchr Aide III P/R Clerk II	Secretary	Secretary II Purchasing Clk Tchr Aide IV Federal/State Proj. Coord. Early Literacy	Maintenance Mech I	Instructor Holding a Bachelor's Degree Maintenance Mechanic I I Acct Tech District Project Specialist
STEP	A	B	C	D	E	F	G	H	I	J	K	L
0	\$ 10.83	\$ 13.00	\$ 13.65	\$ 14.33	\$ 15.04	\$ 15.80	\$ 16.59	\$ 17.42	\$ 18.29	\$ 19.20	\$ 20.16	\$ 21.17
1	\$ 11.15	\$ 13.39	\$ 14.06	\$ 14.76	\$ 15.50	\$ 16.27	\$ 17.08	\$ 17.94	\$ 18.84	\$ 19.78	\$ 20.77	\$ 21.80
2	\$ 11.49	\$ 13.79	\$ 14.48	\$ 15.20	\$ 15.96	\$ 16.76	\$ 17.60	\$ 18.48	\$ 19.40	\$ 20.37	\$ 21.39	\$ 22.46
3	\$ 11.83	\$ 14.20	\$ 14.91	\$ 15.66	\$ 16.44	\$ 17.26	\$ 18.12	\$ 19.03	\$ 19.98	\$ 20.98	\$ 22.03	\$ 23.13
4	\$ 12.19	\$ 14.63	\$ 15.36	\$ 16.13	\$ 16.93	\$ 17.78	\$ 18.67	\$ 19.60	\$ 20.58	\$ 21.61	\$ 22.69	\$ 23.83
5	\$ 12.55	\$ 15.07	\$ 15.82	\$ 16.61	\$ 17.44	\$ 18.31	\$ 19.23	\$ 20.19	\$ 21.20	\$ 22.26	\$ 23.37	\$ 24.54
6	\$ 12.93	\$ 15.52	\$ 16.29	\$ 17.11	\$ 17.96	\$ 18.86	\$ 19.81	\$ 20.80	\$ 21.84	\$ 22.93	\$ 24.07	\$ 25.28
7	\$ 13.32	\$ 15.98	\$ 16.78	\$ 17.62	\$ 18.50	\$ 19.43	\$ 20.40	\$ 21.42	\$ 22.49	\$ 23.61	\$ 24.80	\$ 26.04
8	\$ 13.72	\$ 16.46	\$ 17.29	\$ 18.15	\$ 19.06	\$ 20.01	\$ 21.01	\$ 22.06	\$ 23.17	\$ 24.32	\$ 25.54	\$ 26.82
9	\$ 14.13	\$ 16.96	\$ 17.80	\$ 18.69	\$ 19.63	\$ 20.61	\$ 21.64	\$ 22.72	\$ 23.86	\$ 25.05	\$ 26.31	\$ 27.62
10	\$ 14.55	\$ 17.47	\$ 18.34	\$ 19.26	\$ 20.22	\$ 21.23	\$ 22.29	\$ 23.41	\$ 24.58	\$ 25.80	\$ 27.09	\$ 28.45
11	\$ 14.99	\$ 17.99	\$ 18.89	\$ 19.83	\$ 20.83	\$ 21.87	\$ 22.96	\$ 24.11	\$ 25.31	\$ 26.58	\$ 27.91	\$ 29.30
12	\$ 15.44	\$ 18.53	\$ 19.46	\$ 20.43	\$ 21.45	\$ 22.52	\$ 23.65	\$ 24.83	\$ 26.07	\$ 27.38	\$ 28.74	\$ 30.18
13	\$ 15.90	\$ 19.09	\$ 20.04	\$ 21.04	\$ 22.09	\$ 23.20	\$ 24.36	\$ 25.58	\$ 26.85	\$ 28.20	\$ 29.61	\$ 31.09
14	\$ 16.38	\$ 19.66	\$ 20.64	\$ 21.67	\$ 22.76	\$ 23.89	\$ 25.09	\$ 26.34	\$ 27.66	\$ 29.04	\$ 30.50	\$ 32.02
15	\$ 16.87	\$ 20.25	\$ 21.26	\$ 22.32	\$ 23.44	\$ 24.61	\$ 25.84	\$ 27.13	\$ 28.49	\$ 29.91	\$ 31.41	\$ 32.98
16	\$ 17.38	\$ 20.85	\$ 21.90	\$ 22.99	\$ 24.14	\$ 25.35	\$ 26.62	\$ 27.95	\$ 29.34	\$ 30.81	\$ 32.35	\$ 33.97
17	\$ 17.90	\$ 21.48	\$ 22.55	\$ 23.68	\$ 24.87	\$ 26.11	\$ 27.42	\$ 28.79	\$ 30.23	\$ 31.74	\$ 33.32	\$ 34.99
18	\$ 18.44	\$ 22.12	\$ 23.23	\$ 24.39	\$ 25.61	\$ 26.89	\$ 28.24	\$ 29.65	\$ 31.13	\$ 32.69	\$ 34.32	\$ 36.04
19	\$ 18.99	\$ 22.79	\$ 23.93	\$ 25.12	\$ 26.38	\$ 27.70	\$ 29.08	\$ 30.54	\$ 32.07	\$ 33.67	\$ 35.35	\$ 37.12
20	\$ 19.56	\$ 23.47	\$ 24.65	\$ 25.88	\$ 27.17	\$ 28.53	\$ 29.96	\$ 31.46	\$ 33.03	\$ 34.68	\$ 36.41	\$ 38.23
21	\$ 20.15	\$ 24.18	\$ 25.39	\$ 26.65	\$ 27.99	\$ 29.39	\$ 30.86	\$ 32.40	\$ 34.02	\$ 35.72	\$ 37.51	\$ 39.38
22	\$ 20.75	\$ 24.90	\$ 26.15	\$ 27.45	\$ 28.83	\$ 30.27	\$ 31.78	\$ 33.37	\$ 35.04	\$ 36.79	\$ 38.63	\$ 40.56
23	\$ 21.37	\$ 25.65	\$ 26.93	\$ 28.28	\$ 29.69	\$ 31.18	\$ 32.74	\$ 34.37	\$ 36.09	\$ 37.89	\$ 39.79	\$ 41.78
24	\$ 22.02	\$ 26.42	\$ 27.74	\$ 29.13	\$ 30.58	\$ 32.11	\$ 33.72	\$ 35.40	\$ 37.17	\$ 39.03	\$ 40.98	\$ 43.03
25	\$ 22.68	\$ 27.21	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.07	\$ 34.73	\$ 36.46	\$ 38.29	\$ 40.20	\$ 42.21	\$ 44.32

Teacher's Aide I = 0-30 Credit Hours

Teacher's Aide II = 31-60 Credit Hours

Teacher's Aide III = 61-90 Credit Hours

Teacher's Aide IV = 91-120 Credit Hours

SUBSTITUTE AND TEMPORARY WORKERS

Para as Teacher Sub	\$	7.87	per hour + regular pay
Non-Certified Teacher Subs	\$	21.00	per hour
Certified Teacher Subs	\$	26.60	per hour
Classified Subs	\$	13.13	per hour
Classified Sub - Custodian or Maintenance	\$	15.75	per hour

Yupiit School District

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item H

The Course for Educators Description is presented for your approval for FY2020-2021.

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Conversational Central Yup'ik
Yup'ik Course for Educators

- Description:
 - Entry level course to learn, speak and understand Yugtun. Focus on Communication I everyday situations.
- Materials: (We already have a box full for educators willing to take this class)
 - Yup'ik Phrase & Conversation Lessons (included on Google Drive and/or email)
- Course Objectives:
 1. Recognize and understand spoken Yugtun and materials taught in the classroom.
 2. Distinguish the various sounds of the Yugtun Language.
 3. Distinguish different sounds that would otherwise sound the same to the untrained ear. (cali= some more/cali=work)
 4. Give commands that have been learned to other students so feedback can be given if pronunciation is incorrect.
 5. Be aware of culturally appropriate usage of learned language/material.

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item I

During the last meeting, the Board asked for the copy of the job description for the Dean of Students. This is presented for your review.

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Yupiiit School District

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Job Description

JOB TITLE:	Teacher/Dean of Students		
SALARY:	Teacher Salary Schedule plus Stipend (based on qualifications)		
REPORTS TO:	Principal	HRS:	8 hr/day
LOCATION:	Yupiiit School District	No. DAYS:	188 days

JOB PURPOSE:

The Teacher/Dean of Students holds a dual position within the school in which they serve. Under the direction of the Principal, the Teacher/Dean of Students serves as a member of the site administrative team in the planning, coordination, and administration of school activities and programs, including curriculum, instruction, assessment, student conduct and attendance, and athletics and extracurricular programs. The Teacher/Dean of Students also serves as a teacher in the school in which they serve. This role's purpose is to teach the assigned grade level as noted below.

QUALIFICATION REQUIREMENTS:

- Must possess an appropriate Alaska Educator License.
- Valid Alaska State certificated administrative credential or progress towards one preferred.
- Earned Bachelor's degree in educational related field.
- Minimum three years successful teaching experience, preferably in rural Alaska.
- Must meet federal highly qualified standards

KNOWLEDGE, SKILLS, and ABILITIES:

- Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
- Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations. Requires personal presence and appearance to appropriately act as a representative of the Superintendent and Board of Education. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict.
- Requires ability to speak clearly and concisely both in oral and written communication.
- Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
- Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations and Alaska Teacher Code of Ethics.
- Skills and ability in organization, time management, task prioritization and record keeping
- Exemplary skills in written and oral language with the ability to communicate respectfully, clearly and concisely by telephone, in person, and in written form.
- Ability to make effective presentations, produce high quality reports, draft policies and procedures, and product publications.
- Ability to apply diplomatic techniques in all district-related matters and maintain strict confidentiality in sensitive matters.
- Ability to analyze and synthesize complex data.
- Ability to establish and maintain effective working relationships with staff, administration and community in a variety of roles and positions.
- Ability to remain calm, flexible, and work effectively under pressure.

Duties, Responsibilities and Accountabilities

Teacher:

1. Meets and instructs assigned classes in the location and at the times designated.
2. Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity, culture and interests of the students.
4. Prepares lesson plans on a weekly basis for classes assigned and shows written evidence of preparation upon request of immediate superior.
5. Encourage student to set and maintain standards of classroom behavior.
6. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, established clear objectives for all lessons, unit projects and the like to communicate these objectives to students following established curricula and aligned with Alaska Standards.
7. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
8. Employs strategies to meet the unique needs of ELL learners.
9. Assesses the accomplishments of students on a regular basis and provides progress reports as required.
10. Will, within a “reasonable time frames” return corrected student assignments and tests to insure their utility as pertinent learning tools
11. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
12. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulation.
13. Assists the administration in implementing all policies and rules governing student life and conduct, and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
14. Makes provision to maintain open communications with parents by providing appropriate student progress reports and reports cards, and by contacting parents in person or by phone when necessary.
15. Plans and supervises purposeful assignments for teacher aide(s) and volunteer(s) and, cooperatively with department heads, evaluates their job performance.
16. Strives to maintain and improve professional competence as articulated through Marzano’s framework for effective instructional practices.
17. Attends staff meetings “open house” and parent conferences, staff committees as required.
18. Maintains a positive mental attitude as it relates to students, staff, administration and school board.

Dean of Students

1. Assists in the development, implementation, and evaluation of intervention programs that address the needs of at-risk students.
2. Performs a variety of administrative duties to assist the Principal in managing the school; assumes the duties of the Principal in the absence of the Principal and as assigned.
3. Assists the Principal in providing instructional leadership to the school.
4. Assists with the recruiting, interviewing, and selection of new faculty and staff.
5. Develops and administers disciplinary procedures in accordance with district policies and state laws; receives referrals and confers with students, parents, teachers, community agencies, and law enforcement; responds to and resolves parent, student, and staff concerns and complaints.

6. Supervises students on campus before and after school; monitors students during lunch, recess, passing periods, and other activities; instructs students in appropriate behavior; disciplines students in accordance with established guidelines.
7. Monitors and organizes attendance functions; prepares letters, calls parents, and attends meetings as needed, regarding absent or tardy students; provides leadership for attendance improvement efforts.
8. Provides direction to a variety of faculty, staff, and student programs and services.
9. Participates as needed in Individual Educational Plan meetings as needed.
10. Liaison to the after-school programming in collaboration with school staff and/or personnel from outside agencies.
11. Supervises activities, including evening activities, as assigned.
12. Attends meetings of parent and other groups; provides supervision for afternoon and evening activities.
13. Works with the Principal to establish a safe and secure learning environment for students.
14. Prepares and maintains a variety of district, county, state, and federal records and reports; directs preparation of records and reports by staff.
15. Participates in administrative meetings and training to improve administrative skills; maintains current knowledge of the district's adopted curriculum.
16. Performs other duties as assigned.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

Mathematical Skill: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Demonstrated ability to operate computers and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Requires the ability to lift 75 pounds.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

TO APPLY: Must have a complete application on file.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Contact: Bonnie James, HR Specialist for Application materials
(907) 825-3600
Yupiit School District
P.O. Box 51190
Akiachak, AK 99551

BP 4030: Nondiscrimination in Employment, All Personnel

***Note:** Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, which became effective November 21, 2009, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.*

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

The Yupiit School District is an Equal Opportunity Employer

Yupiit School District

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Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item J

The GCI Land Lease in Tuluksak is presented for your review and possible action.

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LAND LEASE AGREEMENT

This Lease Agreement ("**Lease**") is made effective as of September 1, 2019 ("**Effective Date**"), by and between Yupiit School District ("**Lessor**") organized and existing under the laws of Alaska whose address is with its head office located at 1 Main Street, Akiachak, AK 99551 and United Utilities, Inc., an Alaska corporation with offices located at 2550 Denali Street, Suite 1000, Anchorage, AK 99503-2751, on its own behalf and on behalf of ~~GCI Corporation and its affiliates~~ (collectively, "**Lessee**") (each a "**Party**" and collectively, the "**Parties**").

Commented [MA1]: I really don't understand the reasoning behind this change. GCI Corporation is not an entity. The lease is with UUI and its affiliates.

WHEREAS, Lessor owns or controls that certain plot, parcel, or tract of land described as Lot 1, Tuluksak School Subdivision, according to the plat thereof, filed under Plat Number 2005-27, Records of the Bethel Recording District, Fourth Judicial District, State of Alaska (the "**Property**"); and

WHEREAS Lessee desires to use a portion of the Property in connection with its telecommunications business; and

WHEREAS Lessor desires to grant Lessee the right to use a portion of the Property in accordance with this Lease.

NOW, THEREFORE, it is hereby agreed as follows:

1. **Premises.** Lessor leases to Lessee the following property ("**Premises**"):

A 100' x 100' space for use as set forth in Section 2 of this Lease, upon which Lessee's initial construction includes:

- ☐ Equipment base station
- ☐ Antenna structure(s);
- ☐ Utility building(s);

The Premises are as depicted in Exhibit A.

2. **Authorized Uses.** This Lease is issued for the following authorized uses: Lessee may install, construct, maintain, operate, modify, replace, repair, and upgrade a technical facility and related communications equipment on the Premises in conjunction with Lessee's operation as a communications provider. Lessee shall have the right to make all improvements, alterations, upgrades, or additions to the Premises appropriate for Lessee's authorized uses, including but not limited to the right to disturb ground and/or vegetation as required for the authorized uses, the right to use and store batteries on the Premises as required for Lessee's technical facility and related communications equipment, and the right to construct a fence within the Premises and undertake any other appropriate means to secure the Premises at Lessee's expense. Within approximately two but not to exceed three calendar years from the date of execution of this Lease, Lessee shall relocate the fence ~~to a minimum of ten (10) feet from the Lift Station as mutually agreed upon by the Parties~~. Lessee has the right to modify, supplement, replace, upgrade, expand, increase, or relocate its technical facility or communications equipment within the Premises at any time. Lessee will be allowed to make such alterations to the Premises as required to ensure that Lessee's technical facility and/or communications equipment complies with all applicable federal, state, or local laws, rules, or regulations. In the event Lessee desires to modify or upgrade its technical facility or communications equipment in a manner that requires an additional portion of the Property (the "**Additional Premises**"), Lessor may, at its option, lease to Lessee the Additional Premises on terms and conditions to be mutually agreed upon by Lessor and Lessee: ~~at the same respective price per square foot in effect at the time the Additional Premises is leased to Lessee~~. In the event Lessee constructs or adds additional communications equipment on the Premises, Lessor further grants Lessee the right to use such portions of the Property as may be designated by Lessor during construction and installation of Lessee's communications equipment, for a period not to exceed one hundred and twenty (120) days: ~~or as otherwise mutually agreed to by the Parties~~. All Lessee construction on the Premises shall be neat, presentable, and compatible with its use and surroundings.

Commented [MA2]: I suggest we leave this up to GCI and the school district to mutually decide what makes most sense as opposed to mandating something that may or may not make sense.

Commented [MA3]: This is expansion space. We will lease at the same price, if the District doesn't like the price, they don't have to lease the space. Let's not add complexity where it's not necessary.

3. **Term.** The initial term of this Lease is five (5) years ("**Term**"), commencing as of ~~September 1, 2019 ("Commencement Date")~~ the Effective Date. As long as Lessee is not in violation of any terms or conditions set forth in this Lease, Lessee may request four (4), individual five (5) year extensions (individually, an "**Extension**" and collectively, the "**Extensions**") which may be approved by Lessor in its sole discretion. Lessee shall notify Lessor at least one hundred eighty (180) days prior to the expiration of the then-current Term or extension period, of its desire to extend this Lease. If the requested extension is approved by Lessor, with the exception of the rental rate which shall be negotiated in good faith by the Parties, all other terms of this Lease shall remain in effect during the extension period. In the event Lessor allows Lessee to hold over at or after the end of the Lease Term or any extension period without having renewed or extended this Lease as provided in this section, such hold-over tenancy shall be on a month-to-month basis commencing on the first day of the hold-over period, during which tenancy may be terminated upon thirty (30) days written notice by either party. During such hold-over tenancy, the parties shall be bound by all of the terms and conditions of this Lease as applicable, other than rent, which shall be calculated as set forth in Section 4 below.

Commented [MA4]: September 1, 2019 is the "Effective Date"

4. **Rent.** The rent for the Premises ("**Rent**") will be Eight Hundred Dollars per month, payable without invoice or demand on the first (1st) day of each month. Payment shall be made by check, bank draft, or money order made payable to Lessor. If this Lease commences on a date other than the first day of a month, Rent shall be prorated as of, and paid on, the ~~Commencement~~Effective Date. If this Lease is terminated at any time other than the last day of a month, rent shall be prorated as of the date of termination. In the event of termination for any reason other than Lessee's violation of any term of this Lease, all prepaid rent shall be refunded to Lessee. All unpaid rents and fees will accrue interest at 10% percent per annum beginning 30 days after payment is due. During any hold-over tenancy, Lessee shall pay to Lessor rent at one hundred twenty-five percent (125%) of the rate in effect at the termination of the Initial Lease Term or any extension thereof, unless the parties agree upon a different rate in writing.

5. **Maintenance.** Lessee shall keep the Premises and all its improvements thereon neat and presentable.

6. **Utilities.** Lessee shall be solely responsible for and promptly pay all charges for gas, electricity, telephone service, or any other utility used or consumed by Lessee on the Premises. Lessee shall have an electrical current meter installed at the Premises for Lessee's electrical usage, and Lessee shall pay for the cost installation, maintenance, repair, and/or replacement of same. Such meter will be billed by and paid directly to the power company by Lessee. Lessee shall have the right, at its expense, to improve the present utilities on the Premises and to install emergency power generators on the Premises.

7. **Disposition of Improvements.** Any and all improvements and personal property of every kind and nature constructed, erected, or placed by Lessee on the Premises (collectively, the "**Improvements**") shall be removed from the Premises by Lessee within one hundred and eighty (180) days after the expiration or other termination of this Lease. Lessee will repair any damage to the Premises and the Property resulting from Lessee's removal activities. Notwithstanding the foregoing, Lessee will not be responsible for the replacement of any trees, shrubs, or other vegetation on the Premises. Any property remaining on the Premises or the Property after 180 days following expiration or termination of this Lease may be removed and disposed of by Lessor at its option, and the cost of such removal and disposition shall be paid by Lessee.

8. **Title.** All Improvements brought onto the Property by Lessee will be and remain Lessee's personal property and, at Lessee's option, may be removed by Lessee at any time during or after the Term. Lessor covenants and agrees that no part of the Improvements will become, or be considered as being affixed to or a part of, the Property, it being the specific intention of Lessor that all Improvements of every kind and nature constructed, erected, or placed by Lessee on the Premises will be and remain the property of Lessee and may be removed by Lessee at any time during or after the Term. Notwithstanding the foregoing, title to any Improvements or other property owned by Lessee remaining on the Premises as of the expiration or other termination of this Lease, which is not removed as set out in Section 7 above, shall, at Lessor's option, vest in Lessor or be removed and disposed of by Lessor with the reasonable cost paid by Lessee as set out in Section 7 above.

9. **Hazardous Materials.** Lessor represents and warrants that, to the best of Lessor's knowledge and belief, prior to the date Lessee first occupied the Premises, the Premises had never been subject to any contamination or hazardous conditions resulting in any environmental investigation, inquiry,

or remediation.

Lessor and Lessee agree that each will be responsible for compliance with any and all applicable governmental laws, rules, statutes, regulations, codes, ordinances, or principles of common law regulating or imposing standards of liability or standards of conduct with regard to protection of the environment or worker health and safety, as may now or at any time hereafter be in effect, to the extent such apply to that party's activity conducted in or on the Premises. Lessor and Lessee agree to hold harmless and indemnify the other from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of the indemnifying party for payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding ("**Claims**"), to the extent arising from that party's breach of its obligations or representations under this section. Lessor agrees to hold harmless and indemnify Lessee from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of Lessor for, payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any Claims, to the extent arising from contamination of the Premises with hazardous substances prior to the date Lessee first occupied the Premises or from such contamination caused by the acts or omissions of Lessor during the Term. Lessee agrees to hold harmless and indemnify Lessor from, and to assume all duties, responsibilities and liabilities at the sole cost and expense of Lessee for payment of penalties, sanctions, forfeitures, losses, costs or damages, and for responding to any Claims, to the extent arising from hazardous substances on, above, or under the Premises, or otherwise generating from the Premises, after the date Lessee first occupied the Premises, or as a result of Lessee's use of the Premises, or the acts or omissions of Lessee, its agents, employees, contractors, or invitees during the term of Lessee's occupancy of the Premises. In the event Lessee becomes aware of any hazardous substances on the Property, or any environmental, health, or safety condition or matter relating to the Property that, in Lessee's sole determination, renders the condition of the Premises unsuitable for Lessee's use, or if Lessee believes the leasing or continued leasing of the Premises would expose Lessee to undue risks of liability to a government agency or other third party, Lessee will have the right to terminate this Lease upon written notice to Lessor. In the event of a material spill of fuel or other hazardous materials on the Premises, Lessee shall promptly notify Lessor and act promptly to contain the spill, repair any damage, absorb and clean up the spill area, and restore the Premises to a condition reasonably satisfactory to Lessor.

10. Representations and Warranties. Lessor hereby makes the following representations and warranties with respect to this Lease, the Property, and the Premises: The execution of this Lease has been duly authorized by Lessor and all necessary consents have been received. Lessor has all right, title, and interest in the Premises and the Property, and to execute and to perform its obligations under this Lease. Other than the express warranties set out above and elsewhere in this Lease, Lessor makes no express or implied warranties concerning the title or condition of the Premises, including survey, access, or suitability for any use, including those uses authorized by this Lease. Lessee takes the Premises as-is, subject to all other provisions to this Lease.

11. Indemnity. Lessee agrees to indemnify, defend and hold Lessor harmless from and against any and all injury, loss, damage or liability (or any claims in respect of the foregoing), costs or expenses (including reasonable attorneys' fees and court costs) arising directly from Lessee's use of the Premises, the actions or failure to act of Lessee, its employees, agents, contractors, or invitees, the installation, use, maintenance, repair or removal of the Improvements or Lessee's breach of any provision of this Agreement, except to the extent attributable to the negligent or intentional act or omission of Lessor, its employees, agents or independent contractors. Lessor agrees to indemnify, defend and hold Lessee harmless from and against any and all injury, loss, damage, or liability (or any claims in respect of the foregoing), costs or expenses (including reasonable attorneys' fees and court costs) arising directly from the actions or failure to act of Lessor, its employees or agents, or Lessor's breach of any provision of this Agreement, except to the extent attributable to the negligent or intentional act or omission of Lessee, its employees, agents, or independent contractors.

12. Insurance.

- (a) Lessee shall secure and keep in force during the term of this Lease adequate insurance to protect both Lessor and Lessee against comprehensive public liability and property damage:
 - 1. Property damage arising from one occurrence in the amount of not less than \$1,000,000.00, and
 - 2. Personal injury or death in an amount of not less than \$1,000,000.00 per person and \$1,000,000.00 per occurrence.

- (b) All insurance required by this covenant must:
 - 1. name Lessor as an additional insured;
 - 2. provide that Lessor be notified prior to any termination or cancellation in the insurance coverage; and
 - 3. include a waiver of subrogation by which the insurer waives all rights of subrogation against Lessor for payments made under the policy.
- (c) The requirement of insurance coverage does not relieve Lessee of any other obligations under this Lease. Lessee may self-insure against the risks undertaken herein.
- (d) Lessee shall deliver to Lessor a certificate evidencing insurance required by this Section at the commencement of the Lease and will notify Lessor immediately of any material changes to the policies required under this Lease during Term.

13. Sale, Assignment or Sublease. Lessee shall not assign, sublet or otherwise transfer or encumber any part of Lessee's interest in this Lease or the Premises, in whole or in part, without Lessor's prior written consent. Any attempted assignment, transfer, encumbrance, or subleasing without Lessor's prior written consent shall be void. Lessor retains exclusive right to lease ground space on the Property adjacent to the Premises to other carriers and tenants. The provisions of this Section do not apply to an assignment or sublease to an affiliate of Lessee. Lessee may, with advanced written notice to Lessor, assign or sublet any portion of this Lease to an affiliate of Lessee.

Commented [MA5]: GCI needs to be able to move the lease between affiliates. Not sure why this would matter to the School District.

14. Condemnation. In the event Lessor receives notification of any condemnation proceedings affecting the Premises, Lessor will provide notice of the proceeding to Lessee within forty-eight (48) hours. If a condemning authority takes all of the Premises, or a portion sufficient, in Lessee's sole determination, to render the Premises unsuitable for Lessee, this Lease will terminate as of the date the title vests in the condemning authority. The Parties will each be entitled to pursue their own separate awards in the condemnation proceedings, which for Lessee will include, where applicable, the value of its Improvements, moving expenses, prepaid Rent, and business dislocation expenses provided, however, that such claims do not reduce or otherwise affect any award or compensation to which Lessor is entitled. Lessee will be entitled to reimbursement by Lessor for any prepaid rent on a pro rata basis. If a condemning authority takes a portion of the Premises but Lessee determines that the Premises remain suitable for Lessee use, this Lease will remain in full force and effect and Lessee shall be entitled to a pro rata reduction in the Rent reflecting the portion of the Premises so taken.

15. Cancellation. Lessor may cancel this Lease and recover possession of the Premises by giving Lessee thirty (30) days' prior written notice, upon the happening of any of the events listed below, that are not cured within thirty (30) days of such notice:

- (a) Lessee's failure to pay when due the rents or fees specified in this Lease, including any increases made pursuant to this Lease.
- (b) The return for insufficient funds of checks for payment of rents or fees.
- (c) The use of the Premises by Lessee for any purpose not authorized by this Lease.
- (d) The appointment of a trustee or receiver for the Lessee's assets in a proceeding brought by or against the Lessee.
- (e) The failure of Lessee to perform any provision or covenant in this Lease. If such provision or covenant is not possible to perform within such thirty (30) day notice and cure period, Lessee shall not be in default under this Lease if it has promptly commenced and is diligently pursuing the cure thereof.

Lessee may cancel this Lease with thirty (30) days' written notice to Lessor if (a) for any reason the Premises become unsuitable for Lessee's communications purposes, including but not limited to Lessee's inability to obtain any necessary permits or regulatory approvals for the construction or ongoing operation of the Improvements, (b) a trustee or receiver for the Lessor's assets is appointed in a proceeding brought by or against Lessor, or (c) Lessor fails to perform any provision or covenant in this Lease and such nonperformance is not cured within thirty (30) days of Lessee notice. If such provision or covenant is not possible for Lessor to perform within such thirty (30) day cure period, Lessor shall not be in default under this Lease if it has promptly commenced and is diligently pursuing the cure thereof.

16. Casualty. Lessor will provide notice to Lessee of any casualty or other harm affecting the

Premises within forty-eight (48) hours of the casualty or other harm. If any part of the Improvements or Premises is damaged by casualty or other harm as to render the Premises unsuitable, in Lessee's sole discretion, then Lessee may terminate this Lease by providing written notice to Lessor, which termination will be effective as of the date of such casualty or other harm. Upon such termination, Lessee will be entitled to collect all insurance proceeds payable to Lessee on account thereof and to be reimbursed for any prepaid Rent on a pro rata basis. Lessor agrees to permit Lessee to place temporary transmission and reception facilities on the Property at a location mutually agreed to by Lessee and Lessor, for a period of up to 180 days while Lessee pursues activating a replacement transmission facility at another location; notwithstanding the termination of the Lease such temporary facilities will be governed by all of the terms and conditions of this Lease, including Rent. If Lessee undertakes to rebuild or restore the Improvements, Lessor agrees to permit Lessee to place temporary facilities on the Property at a location and on terms mutually agreed by Lessor and Lessee, during the reconstruction of the Premises and/or the Improvements, which, unless otherwise agreed to by the Parties, shall not exceed 180 days. If Lessor elects not to restore the Premises, Lessor will notify Lessee immediately of the decision.

17. **Access.** Lessor agrees that Lessee shall have access to the Property for temporary parking of vehicles during inspection, maintenance, repair, upgrade or replacement of the Improvements, for pedestrian traffic, and for ingress and egress to the Premises for all uses authorized or required by this Lease, over the existing access road or such other areas reasonably designated by Lessor. Lessee may only access the Premises via the existing access road unless expressly authorized by the Lessor. Lessor reserves the right to grant to third parties or reserve to itself easements or rights-of-way through, on, or above the Premises. No easement or right-of-way on the Premises may unreasonably interfere with Lessee's use of the Premises. Lessee's right to access the Premises as described in this section shall continue during the Term and all Extensions, twenty-four hours a day, seven days a week. All of Lessee's rights in this section shall be granted to Lessee without any further compensation due to Lessor.

18. **Laws and Taxes.** Lessee will conduct all activities authorized by this Lease in compliance with all applicable federal, state, and local laws, including but not limited to matters of health, safety, sanitation, pollution and communications. Lessor shall pay all property taxes directly to the relevant taxing authority, except that Lessee shall reimburse Lessor for taxes specifically attributable to and levied upon on Lessee's Improvements upon invoice by the Lessor. Such invoice will be sent to Lessee before December 31 of the calendar year in which the tax bill is payable. If Lessor fails to timely pay any taxes due on the Premises, Lessee shall have the right (but not the obligation) to pay such taxes and, at Lessee's election, to be reimbursed by Lessor within ten (10) days of payment for the full amount of such payment (including any and all interest or overdue fees) or to offset such amount against Lessee's Rent obligations pursuant to this Lease.

19. **Disputes.** In any disputes between the Parties, the laws of the State of Alaska will govern. Any lawsuit must be brought in the courts of the State of Alaska. Either Party may request a mediation of any unresolved dispute. Lessee agrees to notify Lessor of any claim, demand, or lawsuit arising out of Lessee's occupation or use of the Premises. Upon Lessor's request, Lessee will reasonably cooperate and assist in the investigation and litigation of any claim, demand, or lawsuit affecting the Premises.

20. **Liens.** Lessee shall keep the Premises free of all liens, pay all costs for labor and materials arising out of any construction or improvements by Lessee on the Premises, and hold Lessor harmless from liability for any liens, including costs and reasonable attorney fees related to Lessee's activities. By this provision, Lessor does not recognize that it is in any way liable for any liens on the Premises.

21. **No Waiver; Consents.** The failure of a Party to insist upon the strict performance of any provision in this Lease may not be considered as a waiver or relinquishment of that provision for the future. The waiver of any provision or covenant in this Lease cannot be enforced or relied upon unless the waiver is in writing and executed by the Party waiving such provision. Whenever consent by one Party is required by this Lease, the granting of such consent in any one instance will not constitute continuing consent to subsequent instances where such consent is required.

22. **Validity of Parts.** If any provision of this Lease is declared to be invalid by a court of competent jurisdiction, the remaining covenants and provisions will continue in full force.

23. **Entire Agreement.** This Lease and the exhibits attached hereto, all being a part hereof,

constitute the entire agreement of the Parties and supersede all prior offers, negotiations, and agreements with respect to the subject matter of this Lease. Except as otherwise stated in this Lease, each party shall bear its own fees and expenses incurred in connection with the negotiation, drafting, execution, and performance of this Lease and the transactions it contemplates.

24. **Survival.** All provisions of this Lease relating to indemnification shall survive the termination or expiration hereof. In addition, any terms and conditions contained in this Lease that by their sense and context are intended to survive the termination or expiration of this Lease shall so survive.

25. **W-9.** Lessor agrees to provide Lessee with a completed IRS Form W-9, or its equivalent, upon execution of this Lease and at such other times as may be reasonably requested by Lessee, including any change in Lessor's name or address.

26. **Attorneys' Fees.** In the event that any dispute between the Parties related to this Lease should result in litigation, the prevailing Party in such litigation shall be entitled to recover from the other Party all reasonable attorneys' fees and expenses. Prevailing Party means the Party determined by the court to have most nearly prevailed even if such party did not prevail in all matters.

27. **Natural Disasters.** If any cause which occurs without the fault or negligence of either Party renders the Premises permanently unusable, this Lease may be terminated by either Party upon thirty (30) days' written notice to the other. Causes include but are not restricted to acts of God or the public enemy, acts of the United States, fires, floods, epidemics, quarantine restrictions, or strikes. No Party shall be liable for any delay or failure in performance due to such events outside of the defaulting Party's reasonable control. The obligations and rights of the excused Party shall be extended on a day-to-day basis for the time period equal to the period of the excusable delay.

28. **Notices.** Any notices to be given under this Lease by either Party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested, to the recipient at the address indicated below:

Lessor:
Yup'it School District
Attn: Superintendent
PO Box 51190
Akiachak, AK 99551
Telephone: 907-825-3600
Email:

Lessee:
United Utilities, Inc.
Attn.: Catherine Manka
2550 Denali St., Suite 1000
Anchorage, AK 99503
Telephone: 907.868.5723
Email: cmanka@gci.com

With a copy of legal notices to:
Jermain, Dunnagan & Owens, P.C.
Attn: [Title]
3000 A Street, Ste 300
Anchorage, AK 99503

With a copy of legal notices to:
GCI Communication Corp.
Attn: Corporate Counsel
2550 Denali St., Suite 1000
Anchorage, AK 99503

or such other address or to the attention of such other person as the recipient Party shall have specified by prior written notice to the sending Party. Such notice shall be effective as of the date of its receipt.

29. **Quiet Enjoyment.** Lessee shall have the right of quiet enjoyment of the Premises for the Term and all Extensions thereof, regardless of any sale, transfer, assignment or foreclosure of the Premises. This Lease shall be binding on each Party's successors and assigns.

30. **Binding Agreement; Amendments; Counterparts.** This Lease shall run with the land and be binding upon each Party's heirs, representatives, executors, successors and assigns. This Lease may only be amended in writing, and such amendment shall be signed by authorized representatives of both Parties. The Parties may execute this Lease in counterparts, each of which shall be deemed an original, and both of which, collectively, taken together shall constitute one and the same Lease. Delivery of an executed counterpart by electronic transmission email or fax shall be as effective as physical delivery of an executed counterpart.

31. **Non-Disclosure Agreement.** Neither Party shall disclose the terms and conditions of this

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Lease, including the rent due hereunder, outside its organization, except as may be required by applicable law, including but not limited to application of Alaska Public Records Act, and Lessee may disclose this Lease with potential sublessees who have submitted a collocation application; prior to Lessee's disclosure

to potential sublessees who have submitted a collocation application, Lessee will redact financial information and any other sensitive materials that will not pertain to a sublessee. Notwithstanding the foregoing and subject to the terms of this Lease governing assignment, either Party may disclose the terms and conditions of the Lease to a potential purchaser or assignee of such Party's interest in the Lease upon execution of a non-disclosure agreement by such purchaser or assignee.

32. **Recording.** This Lease shall not be recorded. Contemporaneously with the execution of this Lease, the Parties shall execute a recordable Memorandum of Lease substantially in the form set forth in Exhibit C. Either Party may record this Memorandum at any time during the Term in its absolute discretion. During the Term of this Lease, either Party will, at any time and upon fifteen (15) days' prior written notice from the other, execute, acknowledge and deliver to the other a recordable Memorandum of Lease.

[END OF SECTIONS AND TEXT]

Lessee : United Utilities, Inc.

Lessor: Yupiit School District

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____

Site Drawing and Plat Map

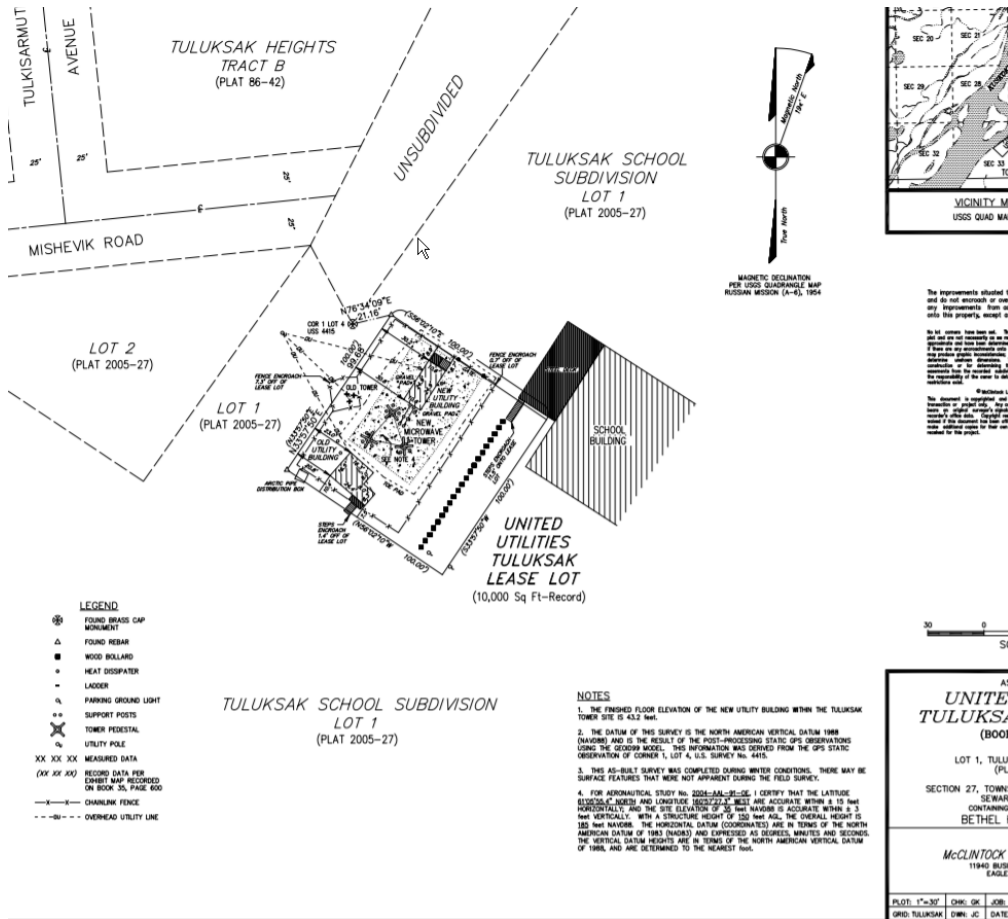


Exhibit B
Title Report

Litigation Guarantee (Rev. 6-92)
Guarantee Form No. 1

Guarantee No.: 0209-3220663



First American

First American Title Insurance Company

3035 C Street
Anchorage, AK 99503
Phn - (907)561-1844 (800)770-0510
Fax - (907)562-0540

LITIGATION GUARANTEE

LIABILITY: \$	250.00	ORDER NO.:	0209-3220663
FEE: \$	250.00	YOUR REF.:	

SUBJECT TO THE EXCLUSIONS FROM COVERAGE, THE LIMITS OF LIABILITY AND OTHER PROVISIONS OF THE CONDITIONS AND STIPULATIONS HERETO ANNEXED AND MADE A PART OF THIS GUARANTEE,

First American Title Insurance Company
a Corporation, herein called the Company

GUARANTEES

General Communications Inc. (GCI)

herein called the Assured, against loss not exceeding the liability amount stated above which the Assured shall sustain by reason of any incorrectness in the assurance which the Company hereby gives that, according to the public records, on the date stated below,

1. The title to the herein described land was vested in the vestee named, subject to the matters shown as exceptions herein, which exceptions are not necessarily shown in the order of their priority; AND

Dated: April 15, 2019 at 8:00 A.M.



SCHEDULE A

Title to said estate or interest at the date hereof is vested in:

Yupit School District

The estate or interest in the land hereinafter described or referred to covered by this Guarantee is:

Fee Simple Estate

The land referred to in this Guarantee is situated in the State of Alaska , Bethel Recording District, and is described as follows:

Lot 1, TULUKSAK SCHOOL SUBDIVISION, according to the official plat thereof, filed under Plat Number 2005-27, Records of the Bethel Recording District, Fourth Judicial District, State of Alaska.

EXCEPTING THEREFROM THE SUBSURFACE ESTATE and all rights, privileges, immunities and appurtenances of whatsoever nature accruing unto said estate pursuant to the Alaska Native Claims Settlement Act of 12-18-71 (85 Stat 688, 704; 43 U.S.C. 1601, 1613(f) (1976) as reserved by the United States of America.

SCHEDULE B

EXCEPTIONS:

1. Subject property does not lie within an organized taxing district.
2. Rights of the public and/or governmental agencies in and to any portion of the above described real property lying within any roadway or public easement areas.
3. Any question that may arise due to the shifting and/or changing in the course of Tuluksak River.
4. Rights of the public and of governmental bodies in and to that portion of the premises herein described lying below the high water mark of Tuluksak River.
5. Any prohibition or limitation on the use, occupancy or improvements of the land resulting from the right of the public or riparian owners to use any waters which may cover the land or to use any portion of the land which is now or may formerly have been covered by water.
6. Any adverse claim based upon the assertion that some portion of said land is tide or submerged lands, or has been created by artificial means or has accreted to such portion so created.
7. The terms, covenants, conditions and provisions, including rights-of-way and easements as contained in the Alaska Native Claims Settlement Act, dated December 18, 1971, U.S. Public Law 92-203, 85 Stat. 688, 43 U.S.C.A. 1601, et seq.
8. Reservation of the subsurface estate in said land including, but not limited to, rights of entry to explore, develop or remove minerals from said subsurface estate, as set forth in Sections 14(f) and 14(g) of the Alaska Native Claims Settlement Act referred to hereinabove.

NOTE: No assurance is given as to the vertical delineation of the surface and subsurface estates in said land as provided in said act.

9. A claim, if any, of any person of a right, title, interest, or possession to the property, or any portion thereof, under the Alaska Native Allotment Act of May 17, 1906, 34 Stat 197, as amended; thence Alaska Native Claims Settlement Act of 1971 S18, 43 USC S1617; or the Alaska National Interest Land's Conservation Act of 1980, S905, 43 USC S1634.
10. Any defect or invalidity of the title to said land based on the fact that no patent has been issued by the United States of America. Upon the issuance of said patent and recordation thereof in the Bethel Recording District, said land will be subject to all the provisions and reservations contained therein.
11. Any matters as shown on Boundary Boundary under Plat Number 83-29
12. A lease and the terms and conditions thereof.

Lessor:	Tulkisarmute Corporation
Lessee:	United Utilities, Inc.
Term:	20 years commencing October 1, 1982 and may be renewed for an additional 15 years
Dated:	June 16, 1983
Recorded:	August 9, 1983
Recording Information:	Book 35 Page 585

First American Title

NOTE: Defects, liens, encumbrances or other matters affecting the leasehold estate, whether or not shown by the public records.

13. Covenants, conditions and restrictions, including terms and provisions thereof, as set forth or referred to in the deed but deleting any covenant, condition or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status, or national origin to the extent such covenants, conditions or restrictions violate 42 U.S.C. 3604(c):

Recorded: March 16, 1989
Recording Information: Book 51 Page 241

14. Right of Way Easement, including the terms and provisions thereof, granted to United Utilities, Inc. , and its assigns and/or successors in interest, to construct, operate and maintain an electric transmission and/or telephone distribution line or system by instrument

Recorded: April 15, 1993
Recording Information: Book 60 Page 250
Affects: Blanket Easement

15. Joint Use Of Poles Agreement and the terms and conditions thereof:

Between: Tulkisarmute Corporation
And: United Utilities, Inc
Recording Information: December 26, 1997, Book 78 Page 150

16. Covenants, conditions and restrictions, including terms and provisions thereof, as set forth or referred to in the deed but deleting any covenant, condition or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status, or national origin to the extent such covenants, conditions or restrictions violate 42 U.S.C. 3604(c):

Recorded: July 28, 2004
Recording Information: Serial Number 2004-001259-0

17. A lease and the terms and conditions thereof.

Lessor: Yupiit School District
Lessee: Tuluksak Native Community
Term: 30 years
Dated: July 20, 2010
Recorded: September 2, 2010
Recording Information: Serial Number 2010-000894-0
Affects: See instrument for exact exact

NOTE: Defects, liens, encumbrances or other matters affecting the leasehold estate, whether or not shown by the public records.

NOTE: THIS GUARANTEE IS RESTRICTED TO THE USE OF THE ASSURED HEREIN AND IS NOT TO BE USED AS A BASIS FOR CLOSING ANY TRANSACTION AFFECTING TITLE TO SAID PROPERTY.

NOTICE

The attached plat, if any, is furnished as a courtesy only by First American Title Insurance Company, and is not part of any title commitment or policy of title insurance.

First American Title

Exhibit C: Form of Memorandum of Lease

Memorandum of Lease

Record in the Bethel Recording District
After Recording, Return to:
United Utilities, Inc.
Attn: Catherine Manka
2550 Denali St., Suite 1000
Anchorage, AK 99503

1. This Memorandum of Lease ("Memorandum") relates to that Lease Agreement ("Lease") between Yupiit School District, as Lessor, and United Utilities, Inc., as Lessee, dated effective as of November 1, 2019. The Lease relates to the following described "Premises":

A 100' x 100' parcel of land located on Lot 1, Tuluksak School Subdivision, according to
the plat thereof, filed under Plat Number 2005-27,
Records of the Bethel Recording District, Fourth Judicial District, State of Alaska

as shown on the Attached Exhibit A.

2. Term. The Lease's term is five (5) years, and shall be automatically renewed for four (4) five (5) year renewal periods unless Lessee elects to terminate the lease by providing Lessor written notice of its intent to terminate at least thirty (30) days prior to the expiration of the then-current term.
3. Purpose. The purpose of the Lease is to provide Lessee with the use of the Premises for telecommunication purposes, related equipment and support structures.
4. Incorporation of Lease. This Memorandum is for informational purposes only and nothing contained in this Memorandum shall be deemed to in any way modify or otherwise affect any of the terms and conditions of the Lease, the terms of which are incorporated in this Memorandum by reference. This instrument is merely a memorandum of the Lease and is subject to all of the terms, provisions and conditions of the Lease. In the event of any inconsistency between the terms of the Lease and this instrument, the terms of the Lease shall prevail.
5. Binding Effect. The rights and obligations set forth in this Memorandum shall be binding upon and inure to the benefit of Lessor and Lessee and their respective heirs, personal representatives, successors, and assigns.
6. Authority. Lessor and Lessee represent and warrant to each other that they have full right, power, and authority to enter into this Memorandum of Lease without the consent or approval of any other entity or person and make these representations knowing that the other party will rely thereon. The signatories on behalf of Lessor and Lessee further represent and warrant that they have full right, power, and authority to act for and on behalf of Lessor and Lessee in entering into this Memorandum of Lease.

Dated as of _____, 2019.

Lessee : United Utilities, Inc.

By: _____
Name: _____
Title: _____
Date: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ of United Utilities, Inc., Anchorage, AK, on behalf of the corporation.

Dated this _____ day of _____, 20__.

NOTARY PUBLIC for the
State of _____
My Commission Expires: _____

Lessor: Yupiit School District

By: _____
Name: _____
Title: _____
Date: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

The foregoing instrument was acknowledged before me this (date) by (name of person who acknowledged).

Dated this _____ day of _____, 20__.

NOTARY PUBLIC for the
State of _____
My Commission Expires: _____

Yupiit School District

Box 51190 • Akiachak, AK 99551 • Phone (907) 825-3600 • Fax (877) 825-2404 • www.yupiit.org



Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item K

The Contract for Water & Sewer Services for Akiachak is presented for your review and possible action.

.

Akiachak Native Community
PO Box 51070
Akiachak, Alaska 99551

**Contract for Water and Sewer Service
For the Yupiit School District at Akiachak, Alaska**

This contract is between the Yupiit School District (the school) and the Akiachak Native Community (the Community).

WHEREAS, the School desires to receive a potable water with an iron content which meets USPHS drinking water standards; and

The School desires to dispose of its waste water in an environmentally acceptable manner; and

The Community possesses the capability of meeting both these desires and is willing to provide the School with water supply and sewage disposal services.

THEREFOR, the School and the Community agrees;

Article I. Services to be performed:

A. The Community agrees to:

1. Provide up to 2,000 gallons of potable water for any given twenty four (24) hour period for which the School requests water service. This water is to be delivered under pressure to the point at which the utilidor from the Community's water treatment building (VSW Building) enters the YSD compound.
2. Make available to the School the service of treatment and disposal of up to 2,000 gallons of sewage from the camp per day on a year-round basis.
3. Maintain the utilidors beyond the limits of the YSD compound.

B. The School agrees to:

1. Provide, contingent upon availability water to the VSW building; for any given day for which the Community requests water service. This water will be replaced on a gallon-to-gallon basis by the Community at no cost.

Article II. Period of Performance

This contract commences on July 01, 2020.

Article II.

Termination

This contract shall remain in effect until June 30, 2021 Article IV.

Consideration

- A. In consideration of the Community's performance of the requirement of this contract; the School agrees to:
1. Send Payments to **Department of Commerce, Community, and Economic Development; Division of Community and Regional Affairs 550 West 7th Avenue, Suite 1640 Anchorage, Alaska 99501** on behalf of Akiachak Native Community's contract of \$180,000.00 for the services from July 1, 2020 to June 30, 2021 in Quarterly payments of \$30,000.00 due beginning of each quarter July 1, 2020, October 1, 2020, January 1, 2021 and April 1, 2021 for potable water delivered to the School. The remaining quarterly payments of \$15,000 is to be payable directly to Akiachak Native Community for rest of the service contract.
 2. The Community Water and Sewer improvement Project will be allowed installation of water meters at the camp on west end of Akiachak and allowed access to install and read between the 20th and 24th of each month these meters where necessary.
 3. The School may ask for an iron determination at any reasonable time. The determination will be made using an approved field test procedure (LaMotte A-50 or approved equal). If the determination shows the iron to be greater than 0.3 ppm, a meter reading will be taken and the appropriate rate, as in Article IV, Section A.I. of this contract. shall be billed. At such time as the Community demonstrates to School that the iron content is below 0.3 ppm, a new reading will be taken and will be used as the point at which the billing deductions will be terminated.
 4. The Community will notify the School at least one day before the water is turned off for services.

Article V. Additional Contract Provisions

1. This contract is subject to all applicable laws of the State of Alaska
2. The Community agrees to protect, defend, indemnify, and save harmless from and against any all claims (no matter how meritless), demands, and causes of action of any nature whatsoever, and any expenses incident to defense of any by the School for injury to or death of persons of loss or

damage to property arising out of the performance of this agreement by the Community.

3. The School agrees to protect, defend, indemnify, and save harmless the Community from and against any and all claims (no matter how meritless), demands, and causes of action of any nature whatsoever, and any expenses incident to defense of any by the Community therefrom, for injury to or death of person or loss of or damage to property arising out of performance of this agreement by the School.
4. Any dispute arising under this contract which is not disposed of by agreement between the parties shall be subject to arbitration under the following procedures:
 - a. Either party shall advise the other party that it requests the arbitration of a dispute arising under the contract.
 - b. Within seven (7) days of receipt of the arbitration request, each party shall select one arbitrator panel member.
 - c. Within seven (7) days of their selection, the two panel members shall select a third member. No more than (3) days shall be used in selecting the third member. In the event an agreement cannot be reached within three days, the Federal Mediation and Arbitration Service shall be asked to select the third member.
 - d. The decision of the arbitration panel shall be rendered in writing to both parties. The decision shall set forth the findings of fact, reasoning, and conclusion of panel. The decisions of the panel shall be final and conclusive.
5. The parties to this contract shall not assign this contract, nor any part thereof, except upon the mutual agreement of both parties to this contract; a party may not unreasonably withhold to such an assignment.

For the Akiachak Native Community

TRIBAL ADMINISTRATOR

DATE

For Yupiit School District

SUPERINTENDENT

DATE

Yupiit School District

Box 51190 • Akiachak, AK 99551 • Phone (907) 825-3600 • Fax (877) 825-2404 • www.yupiit.org



Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Action Item L

The Tier Classification is presented for your review and information/discussion.

.

Tier	Employees	Description	Contract Details
Tier I- Certificated School Site Employees	Certificated School Site Employees <ul style="list-style-type: none"> • Teacher • Counselor • Literacy Coach • Dean of Students • Principal • Type M certified staff with a BA degree or above 	Staff working at a school site within the district Has certification issued by Alaska Department of Education as noted on job description	Board approved scale for teachers and administrators All contracts are issued for a one-year term.
Tier II-a- Certified Director	Certified Director/Coordinator	Certificated Has certification issued by Alaska Department of Education as noted on job description	Board approved scale for administrators All contracts are issued for a one-year term.
Tier II-b- Classified Director	Classified Director/Coordinator	Non-certificated Has certifications in job field as noted on job description	Board approved scale for administrators All contracts are issued for a one-year term.
Tier III-a - Classified Skilled + 0	Classified Skilled <ul style="list-style-type: none"> • Foreman • Program Supervisor • Personnel Assistant • Secretary • Federal Programs • Payroll Technician • Accounts Payable/Receivable • Type M Certificated staff without a BA degree or above • Other 	HS diploma/GED and 0 hours of post-secondary credit Hourly pay scale	
Tier III-b - Classified Skilled + 18	Classified Skilled <ul style="list-style-type: none"> • Foreman • Program Supervisor 	HS diploma/GED and 18 hours of post-secondary credit	

	<ul style="list-style-type: none"> • Personnel Assistant • Secretary • Federal Programs • Payroll Technician • Accounts Payable/Receivable • Type M Certificated staff without a BA degree or above • Other 	Hourly pay scale	
Tier III-c - Classified Skilled +36	Classified Skilled <ul style="list-style-type: none"> • Foreman • Program Supervisor • Personnel Assistant • Secretary • Federal Programs • Payroll Technician • Accounts Payable/Receivable • Type M Certificated staff without a BA degree or above • Other 	HS diploma/GED and 36 hours of post- secondary credit Hourly pay scale	
Tier IV-a - Classified Degreed BA + 0	Classified Degreed <ul style="list-style-type: none"> • Foreman • Program Supervisor • Personnel Assistant • Secretary • Federal Programs • Payroll Technician • Accounts Payable/Receivable • Other 	BA and 0 hours of post-secondary credit Pay Scale: Board Approved hourly pay scale	
Tier IV-b - Classified Degreed BA + 18	Classified Degreed <ul style="list-style-type: none"> • Foreman • Program Supervisor • Personnel Assistant • Secretary • Federal Programs • Payroll Technician • Accounts 	BA and 18 hours of post-secondary credit Pay Scale: Board Approved hourly pay scale	

	Payable/Receivable <ul style="list-style-type: none"> • Other 		
Tier IV-c - Classified Degreed BA +36	Classified Degreed <ul style="list-style-type: none"> • Foreman • Program Supervisor • Personnel Assistant • Secretary • Federal Programs • Payroll Technician • Accounts Payable/Receivable • Other 	BA and 36 hours of post-secondary credit Pay Scale: Board Approved hourly pay scale	
Tier V	Other Funded Positions <ul style="list-style-type: none"> • ANE Grant Director • Other 	Negotiated contracts aligned with the grant	

Staff Contract Details

<u>Tier</u>	<u>Position</u>	<u>Start</u>	<u>End</u>	<u># of Days</u>	<u>Notes</u>
I	Teachers	August 3	May 13	188	
	Counselor	August 3	May 13	188	
	Dean of Students	July 23	May 20	200	
	Assistant Principal	July 23	May 20	200	
	Principals	July 23	June 3	210	
II-a, b	Director	July 1	June 30	255	30 days of leave
	Coordinator	July 23	June 8	215	
III-a, b, c and IV-a, b, c	District Office Staff	July 1	June 30	255	
	Instructional or SPED Aide	August 3	May 12	178	No in-service days except the first two
	Library Aide	August 3	May 14	185	No teacher work or in- service days
	Cook and Cook's Helper	August 5	May 15	185	No teacher work or in- service days
	School Secretary	July 23	May 14	198	

	Custodian	July 23	May 28	210	Work 5 extra days in December
	Maintenance	July 1	June 30	260	
V	Other Funded Positions	In accordance with funding regulations			

Yupiit School District

Box 51190 • Akiachak, AK 99551 • Phone (907) 825-3600 • Fax (877) 825-2404 • www.yupiit.org



Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Reports A-G

The Administrative reports are presented for your review and information only.

Author of Report: Janice George
Department/Location: Yup'iaq Education
Date of Regional School Board Meeting: July 16, 2020

Mission Statement

To educate all children to be successful in any environment.

Vision Statement

All members of the community are proud and committed to our school system. Students have a positive learning environment, speak the Yup'iaq language, know their culture, attend school regularly and graduate prepared to be successful in any environment. The majority of our teachers and school staff are Yup'ik and speak their language, and the curriculum and instruction is based in Yup'ik values and traditions. Our community members, elders, parents and students feel ownership in our schools

Values

Love for Children, Spirituality, Sharing, Humility, Hard Work, Respect for Others and Their Property, Cooperation, Family Roles, Knowledge of Family Tree, Hunter Success, Domestic Skills, Knowledge of Language, Avoid Conflict, Humor, Respect for Land, Respect for Nature

Strategic Goal Areas:

1. Students Succeed Culturally and Academically
2. Community, Parents and Elder Involvement
3. Staff Recruitment and Retention
4. Education System Change

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
Tuesdays June/ July	Take Wing Tengluni	Continue planning for upcoming seminars, virtual gathering and Yuuyaraq classes (virtual)	Education System Change
June	Calista Culture Camp (C3)	Continue planning for Virtual Gathering & students who were apart of C3 Summer 2019 will be receive recognition.	Education System Change
June/July	Educator Yup'ik Course	Syllabus writing for Educator Yup'ik Course	Staff Recruitment and Retention
June/July	Culture Overview	Working on an outline and a power point for Culture Overview for New Teacher Inservice.	Staff Recruitment and Retention
July	Tribal Government	Zoom meeting, ideas for course outline.	Education System Change

Yupiit School District

Box 51190 • Akiachak, AK 99551 • Telephone (907) 825-3600 • FAX (877) 825-2404



From: John C. Stackhouse
Business Manager
Yupiit School District

Date: July 16, 2020

Subj: 2020 July Board Report

The 2020 July Board Report contains the following:

Summary of Activities

Grant Explanations

Income statement report from BMS for 07/20

Yup'it School District
PO Box 51190
Akiachak, AK 99551
Regional School Board Report

Author of Report: John Stackhouse
Department/Location: Business Manager
Date of Regional School Board Meeting: July 16, 2020

Mission Statement

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Strategic Goal Areas:

1. Students Succeed Culturally and Academically
2. Community, Parents and Elder Involvement
3. Staff Recruitment and Retention
4. Education System Change

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
July	FY21 Budget	Prepared budget for submission to DEED	Education System Change
July	FY19 Audit DEED	Responded to requests from DEED for follow up information on FY19 Audit findings. Received letter from DEED accepting YSD's response to the findings and agrees that YSD is working to rectify the findings.	Education System Change
July	FY20 Audit	Began preparations for FY20 Audit. Communicated with Auditors, set date for week of August 24, 2020. Began work to close out FY20 school year expenditures.	Education System Change
July	Special Board Meeting	Coordinated with attorneys and YSD board on SPED student arrangements	Education System Change
July	School Re-Opening	Attended meetings regarding school re-opening plans	Education System Change

State Funding and State Federal Pass through Funding

Fund 100

Foundation Funding- Funding received from Alaska DEED based on Base Student Allocation (BSA) of \$5930 per student and calculated using a formula to adjust for school size. Additional funding is received for SPED students based on the Special Needs factor multiplier of 1.20. The vocational and technical funding is based on a multiplier of 1.015. The intensive need student count is calculated by a multiplier factor of 13. Finally, the correspondence program is calculated by a multiplier of 0.90.

Current amount of Grant: \$6,078,601

Included in Fund 100:

E-Rate: This program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and internet access. Provides funding at 90% of cost.

Impact Aid: designed to assist United States local school districts that have lost property tax revenue due to the presence of tax-exempt Federal property, or that have experienced increased expenditures due to the enrollment of federally connected children, including children living on Indian lands.

Amount of Grant: \$3,562,334

Quality Schools Grant- These funds are used for instructional materials to support math competencies, literacy and language development, to provide educational support for students to improve academic language, literacy and math skills.

Amount of Grant: \$26,013

Fund 205

Pupil Transportation fund: Funding received to support student transportation.

Amount of Grant: \$928

Fund 255

Food Service Fund: Funds received from the USDA for the National School Lunch Program, Breakfast program, Afterschool Snack Program, and Commodities.

Amount of Grant: Varies

Fund 236

Staff Development Grant: Funding received for specific staff development opportunities from the State of Alaska.

Amount of Grant: Varies

Fund 245

CSI/TSI School Improvement funds: Funding received to assist schools in meeting the goals identified in the STEPP plan. Akiachak and Tuluksak are identified Comprehensive Support designated as lowest 5%. Akiak School is identified Targeted Support.

Amount \$100,000

Fund 256

Title I, Part A- Services for Children in Poverty: These funds are targeted for use in improving the academic achievement of disadvantaged children. YSD uses these funds to provide a Literacy Coach within each school, paraprofessional support for literacy and

math in the primary grades, paraprofessional training in early literacy for primary grades, substitutes for Teachers attending RTI/MTSS, to subsidize teacher housing, Staff travel for committee functions and district staff to attend ESEA Technical Assistance Workshop, and Student travel for sessions offered by Chugach School District/EXCEL Alaska for credit recovery.

Amount of Grant: \$1,076,105.53

Reaped into Fund 256

Title II, Part A- Teacher Quality: Increase the academic achievement of all students by helping schools and districts improve teacher and principal quality. In addition, Title II A funds may be used to improve the skills and knowledge of principals for effective school leadership.

Reaped into Title I, Part A

Reaped into Fund 256

Title IV, A- Student Support and Academic Enrichment: The Every Student Succeeds Act (ESSA) authorizes significant funds to help increase the capacity of states, local educational agencies (LEAs), schools, and local communities to provide all students with access to a well-rounded education and to improve school conditions for student learning.

Reaped into Title I, Part A

Fund 257

Title I, Part C - Migrant Education: These funds are to target the academic needs of migrant students, which arise because of their migratory activities such as fishing and agriculture. YSD utilizes these funds to cover costs of migrant recruiting which is done by school secretaries and to provide for a migrant records clerk who monitors the program documentation. Purchase of laptops for each site for Migrant Education students to use in classroom to increase their skills in English, Math, and Reading. These funds are also being used to provide opportunities for migrant students to attend vocational learning opportunities through Chugach School District. Funding is based on the number of students meeting the specifics of the migrant identification rules.

Amount of Grant: \$148,576.00

Fund 269

Section 619 - Special Education Support- This grant supports activities for students with disabilities age 3-5. YSD uses these funds to assist in the cost of speech therapy services and educational supplies for young children.

Amount of Grant: \$2,010.82

Fund 270

Title III, A-Services for Limited English Proficient (LEP) Students: YSD receives limited Title III funds but uses them to provide support for teacher training in effective practices for teaching students who are not proficient in English. A teacher team has been attending training lead by experts from the Department of Education. They are working with the YSD Literacy Coach to share their learning and understanding of how to efficiently support the learning of LEP students.

Amount of Grant: \$76,454

Fund 271

Migrant Parent Advisory Council: Funds received for Jennifer Phillip to attend as a

member of the Statewide Migrant Ed Advisory Council.

Fund 274

School Improvement Funds- Funds are used to implement selected elements of each site's improvement plans, as administered through the online planning STEPP (Step Toward Educational Progress & Partnership) tool. Funded activities include developing community engagement through Culture week and advisory board training, strengthening RTI systems with training for principals and the district leadership team, and supplies and materials for various items.

Amount of Grant: ~\$155,000.00

Fund 297

Title VIB - Services for Students with Disabilities: YSD employs 2 Special education paraprofessional with these funds. Speech and Occupational Therapy services and a Psychologist are also secured from this grant. Title VIB funds provide funding for attendance at the state Special Education Conference and for technology and curriculum needs in district special education classrooms.

Amount of Grant: \$160,527.31

Fund 319

CARES act funding: Funding received to assist schools respond to COVID19 related expenditures.

Amount of Grant: \$544,799.00

Fund 301

Carl Perkins: These funds must be used for the development and support of approved vocational and career pathways courses. YSD supports supplies and materials for approved vocational courses offered in schools and professional development for CTE teachers and administration.

Amount of Grant: \$24,643.00

Fund 390

Employee Housing- Funds generated by rental revenue and transfers from foundation funding to support teacher housing maintenance and repair.

Direct Federal Funding

Fund 350

Johnson O'Malley (JOM): This grant is operated under an educational plan which contains educational objectives to address the needs of our students. Funds were used to purchase supplemental, culturally relevant supplies and materials for students.

Amount of Grant: \$26,372.00

Fund 351

Rural Low-Income Schools: Funds used to support student government.

Amount of Grant \$9,239

Fund 362

Indian Education: Title VII: Funds are generated by the districts Indian Student Count. Funds must be used to address the academic needs of Alaska Native students in YSD schools. Funding for students, staff, and elders' participation in the Youth and Elders Conference, tuition for students to attend VTE phases through the Chugach School District for college and career readiness training, funding for Regional School Board and Tribal Education Director to attend the National Indian Education Association conference,

supplies and materials to increase knowledge of cultural identity and awareness.
Amount of Grant: \$169,057.00

Fund 365

Alaska Native Education Grant (ANE): Federal funding received to enhance Alaska Native Education. This grant is a three-year award July 2018- June 2021.
Amount of Grant \$2,421,676

07/07/20
14:33:45

YUPIIT SCHOOL DISTRICT
Income Statement
For the Accounting Period: 7 / 20

Page: 1 of 14
Report ID: LBI70

100 OPERATING BUDGET

			----- Current Year -----			
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget
						Variance
Expenses						
100		REGULAR INSTRUCTION				
	315	TEACHER				2,223,545.00
	323	AIDES				277,884.00
	329	SUBSTITUTES/TEMPORARIES				55,000.00
	360	EMPLOYEE BENEFITS				878,749.00
	367	TRS ONBEHALF				444,409.00
	368	PERS ONBEHALF				33,275.00
	420	STAFF TRAVEL & PER DIEM				3,000.00
	450	SUPPLIES, MATL & MEDIA				121,000.00
		Total Function				4,036,862.00
120		BILINGUAL/BICULTURAL INST				
	314	DIR/COOR/MANAGER (CERT)				91,671.00
	360	EMPLOYEE BENEFITS				32,085.00
	367	TRS ONBEHALF				8,239.00
	368	PERS ONBEHALF				6,069.00
	420	STAFF TRAVEL & PER DIEM				1,000.00
	450	SUPPLIES, MATL & MEDIA				9,000.00
		Total Function				148,064.00
160		VOCATIONAL ED INSTRUCTION				
	315	TEACHER				164,047.00
	360	EMPLOYEE BENEFITS				57,417.00
	367	TRS ONBEHALF				29,381.00
	450	SUPPLIES, MATL & MEDIA				15,000.00
		Total Function				265,845.00
200		SPECIAL ED INSTRUCTION				
	315	TEACHER				428,536.00
	323	AIDES				243,832.00
	360	EMPLOYEE BENEFITS				235,329.00
	367	TRS ONBEHALF				76,751.00
	368	PERS ONBEHALF				18,897.00
	420	STAFF TRAVEL & PER DIEM				1,000.00
	450	SUPPLIES, MATL & MEDIA				2,000.00
		Total Function				1,006,345.00
220		SPEC ED SUPPORT SVCS				
	314	DIR/COOR/MANAGER (CERT)				96,110.00
	360	EMPLOYEE BENEFITS				33,639.00
	367	TRS ONBEHALF				17,213.00
	390	TRAVEL ALLOWANCE				48,040.00
	410	PROFESSIONAL & TECH SVCS				95,000.00
	420	STAFF TRAVEL & PER DIEM				15,000.00

07/07/20
14:33:45

YUPIIT SCHOOL DISTRICT
Income Statement
For the Accounting Period: 7 / 20

Page: 2 of 14
Report ID: LBL70

100 OPERATING BUDGET

			----- Current Year -----				
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget	Variance
	425	STUDENT TRAVEL				1,000.00	1,000.00
	450	SUPPLIES, MATL & MEDIA				3,000.00	3,000.00
		Total Function				309,002.00	309,002.00
320		GUIDANCE SERVICES					
	318	SPECIALISTS				273,972.00	273,972.00
	360	EMPLOYEE BENEFITS				95,890.00	95,890.00
	367	TRS ONBEHALF				49,069.00	49,069.00
		Total Function				418,931.00	418,931.00
352		LIBRARY SERVICES					
	323	AIDES				67,394.00	67,394.00
	360	EMPLOYEE BENEFITS				17,497.00	17,497.00
	368	PERS ONBEHALF				4,462.00	4,462.00
		Total Function				89,353.00	89,353.00
354		IN-SERVICE TRAINING					
	410	PROFESSIONAL & TECH SVCS				7,500.00	7,500.00
	420	STAFF TRAVEL & PER DIEM				5,000.00	5,000.00
	440	OTHER PURCHASED SERVICES				2,500.00	2,500.00
	450	SUPPLIES, MATL & MEDIA				2,500.00	2,500.00
		Total Function				17,500.00	17,500.00
360		Instructional-Related Technology					
	314	DIR/COOR/MANAGER (CERT)				81,054.00	81,054.00
	321	DIR/COORD/MGR (NON-CERT)				28,369.00	28,369.00
	367	TRS ONBEHALF				14,517.00	14,517.00
	433	COMMUNICATIONS				1,332,423.00	1,332,423.00
	450	SUPPLIES, MATL & MEDIA				6,000.00	6,000.00
		Total Function				1,462,363.00	1,462,363.00
400		SCHOOL ADMINISTRATION					
	313	PRINCIPAL				293,625.00	293,625.00
	360	EMPLOYEE BENEFITS				102,768.00	102,768.00
	367	TRS ONBEHALF				52,588.00	52,588.00
	420	STAFF TRAVEL & PER DIEM				3,500.00	3,500.00
		Total Function				452,481.00	452,481.00
450		SCHOOL ADMIN SUPPORT					
	324	SUPPORT STAFF				100,414.00	100,414.00
	360	EMPLOYEE BENEFITS				35,145.00	35,145.00
	368	PERS ONBEHALF				6,647.00	6,647.00
		Total Function				142,206.00	142,206.00
511		BOARD OF EDUCATION					
	324	SUPPORT STAFF				31,701.00	31,701.00

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YUPIIT SCHOOL DISTRICT
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100 OPERATING BUDGET

			----- Current Year -----				
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget	Variance
	329	SUBSTITUTES/TEMPORARIES				66,000.00	66,000.00
	360	EMPLOYEE BENEFITS				31,945.00	31,945.00
	368	PERS ONBEHALF				6,469.00	6,469.00
	420	STAFF TRAVEL & PER DIEM	1,208.40	1,208.40	1,208.40	64,660.00	63,451.60
	450	SUPPLIES, MATL & MEDIA				5,900.00	5,900.00
	491	DUES & FEES				18,450.00	18,450.00
		Total Function	1,208.40	1,208.40	1,208.40	225,125.00	223,916.60
512		OFFICE OF SUPERINTENDENT					
	311	SUPERINTENDENT				120,000.00	120,000.00
	324	SUPPORT STAFF				29,571.00	29,571.00
	360	EMPLOYEE BENEFITS				52,350.00	52,350.00
	367	TRS ONBEHALF				17,064.00	17,064.00
	368	PERS ONBEHALF				1,958.00	1,958.00
	410	PROFESSIONAL & TECH SVCS				35,000.00	35,000.00
	420	STAFF TRAVEL & PER DIEM				7,500.00	7,500.00
	450	SUPPLIES, MATL & MEDIA				1,500.00	1,500.00
	491	DUES & FEES				500.00	500.00
		Total Function				265,443.00	265,443.00
550		DISTRICT ADMIN SUPPORT SV					
	321	DIR/COORD/MGR (NON-CERT)				118,755.00	118,755.00
	324	SUPPORT STAFF				165,907.00	165,907.00
	360	EMPLOYEE BENEFITS				99,632.00	99,632.00
	368	PERS ONBEHALF				18,845.00	18,845.00
	410	PROFESSIONAL & TECH SVCS				60,000.00	60,000.00
	420	STAFF TRAVEL & PER DIEM				5,000.00	5,000.00
	440	OTHER PURCHASED SERVICES				40,000.00	40,000.00
	445	INSURANCE & BOND PREMIUMS A				61,800.00	61,800.00
	450	SUPPLIES, MATL & MEDIA				5,000.00	5,000.00
	491	DUES & FEES				3,000.00	3,000.00
		Total Function				577,939.00	577,939.00
551		RECRUITMENT					
	410	PROFESSIONAL & TECH SVCS				5,000.00	5,000.00
	420	STAFF TRAVEL & PER DIEM				12,000.00	12,000.00
	490	OTHER EXPENSES				5,500.00	5,500.00
		Total Function				22,500.00	22,500.00
552		HUMAN RESOURCES STAFF SVC					
	321	DIR/COORD/MGR (NON-CERT)				28,701.00	28,701.00
	360	EMPLOYEE BENEFITS				10,045.00	10,045.00
	368	PERS ONBEHALF				1,900.00	1,900.00
	420	STAFF TRAVEL & PER DIEM				500.00	500.00
	450	SUPPLIES, MATL & MEDIA				250.00	250.00
		Total Function				41,396.00	41,396.00

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YUPIIT SCHOOL DISTRICT
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100 OPERATING BUDGET

			----- Current Year -----				
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget	Variance
560		Administrative Technology Services					
	314	DIR/COOR/MANAGER (CERT)				27,018.00	27,018.00
	360	EMPLOYEE BENEFITS				10,807.00	10,807.00
	367	TRS ONBEHALF				4,839.00	4,839.00
	420	STAFF TRAVEL & PER DIEM				7,500.00	7,500.00
	433	COMMUNICATIONS				444,141.00	444,141.00
	444	TECHNOLOGY RELATED REPAIRS AND				1,500.00	1,500.00
	450	SUPPLIES, MATL & MEDIA				38,000.00	38,000.00
	491	DUES & FEES				1,500.00	1,500.00
		Total Function				535,305.00	535,305.00
600		OPERATION & MAINTENANCE					
	321	DIR/COORD/MGR (NON-CERT)				55,835.00	55,835.00
	325	MAINTENANCE/CUSTODIAL				197,463.00	197,463.00
	329	SUBSTITUTES/TEMPORARIES				80,000.00	80,000.00
	360	EMPLOYEE BENEFITS				98,905.00	98,905.00
	368	PERS ONBEHALF				36,076.00	36,076.00
	410	PROFESSIONAL & TECH SVCS				2,000.00	2,000.00
	420	STAFF TRAVEL & PER DIEM				9,000.00	9,000.00
	431	WATER & SEWAGE				330,000.00	330,000.00
	435	FUEL-HEATING				405,850.00	405,850.00
	436	ELECTRICITY				479,750.00	479,750.00
	445	INSURANCE & BOND PREMIUMS A				170,000.00	170,000.00
	452	MAINTENANCE SUPPLIES				100,000.00	100,000.00
	453	JANITORIAL SUPPLIES				35,000.00	35,000.00
	456	VEHICLE MAINTENANCE				10,500.00	10,500.00
	458	GAS & OIL				26,654.00	26,654.00
		Total Function				2,037,033.00	2,037,033.00
700		STUDENT ACTIVITIES					
	316	EXTRA DUTY PAY				20,250.00	20,250.00
	329	SUBSTITUTES/TEMPORARIES				10,000.00	10,000.00
	360	EMPLOYEE BENEFITS				10,588.00	10,588.00
	367	TRS ONBEHALF				5,164.00	5,164.00
	420	STAFF TRAVEL & PER DIEM				1,500.00	1,500.00
	425	STUDENT TRAVEL				99,000.00	99,000.00
	450	SUPPLIES, MATL & MEDIA				15,000.00	15,000.00
	491	DUES & FEES				4,500.00	4,500.00
		Total Function				166,002.00	166,002.00
Total Expenses			1,208.40	1,208.40	1,208.40	12,219,695.00	12,218,486.60
Net Income from Operations			-1,208.40	-1,208.40			

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YUPIIT SCHOOL DISTRICT
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100 OPERATING BUDGET

			----- Current Year -----			
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget
						Variance
Other Expenses						
900		FUND TRANSFERS				
	552	XFER TO FOOD SERVICE				100,000.00
	558	XFER TO TEACHER HOUSING				400,000.00
		Total Function				500,000.00
		Total Other Expenses	0.00	0.00		500,000.00
		Net Income	-1,208.40	-1,208.40		

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YUPIIT SCHOOL DISTRICT
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255 FOOD SERVICE FUND

			----- Current Year -----			
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget
						Variance
Expenses						
790		FOOD SERVICES				
	321	DIR/COORD/MGR (NON-CERT)				32,361.00
	326	FOOD SERVICE STAFF				109,161.00
	360	EMPLOYEE BENEFITS				49,534.00
	420	STAFF TRAVEL & PER DIEM				1,500.00
	450	SUPPLIES, MATL & MEDIA				8,000.00
	459	FOOD				365,000.00
	510	EQUIPMENT				2,500.00
		Total Function				568,056.00
		Total Expenses	0.00	0.00		568,056.00
		Net Income from Operations				
		Net Income	0.00	0.00		

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YUPIIT SCHOOL DISTRICT
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256 TITLE I PART (A)

			----- Current Year -----			
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget
						Variance
Expenses						
100		REGULAR INSTRUCTION				
	315	TEACHER				261,440.00
	321	DIR/COORD/MGR (NON-CERT)				31,748.00
	323	AIDES				103,625.00
	360	EMPLOYEE BENEFITS				158,726.00
	420	STAFF TRAVEL & PER DIEM				80,000.00
		Total Function				635,539.00
		Total Expenses	0.00	0.00		635,539.00
		Net Income from Operations				
		Net Income	0.00	0.00		

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257 TITLE I-C MIGRANT ED

			----- Current Year -----			
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget
						Variance
Expenses						
100		REGULAR INSTRUCTION				
	324	SUPPORT STAFF			11,621.00	11,621.00
	360	EMPLOYEE BENEFITS			7,479.00	7,479.00
	425	STUDENT TRAVEL			4,500.00	4,500.00
	450	SUPPLIES, MATL & MEDIA			65,238.00	65,238.00
	480	STUDENT STIPENDS			15,000.00	15,000.00
		Total Function			103,838.00	103,838.00
450		SCHOOL ADMIN SUPPORT				
	324	SUPPORT STAFF			7,079.00	7,079.00
		Total Function			7,079.00	7,079.00
		Total Expenses	0.00	0.00		110,917.00
		Net Income from Operations				
		Net Income	0.00	0.00		

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YUPIIT SCHOOL DISTRICT
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269 PRESCHOOL DISABLED

			----- Current Year -----			
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget
						Variance
Expenses						
220		SPEC ED SUPPORT SVCS				
	410	PROFESSIONAL & TECH SVCS				1,612.00
	450	SUPPLIES, MATL & MEDIA				398.00
		Total Function				2,010.00
		Total Expenses	0.00	0.00		2,010.00
		Net Income from Operations				
		Net Income	0.00	0.00		

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270 TITLE III-A ENG LANG ACQ

			----- Current Year -----			
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget
						Variance
Expenses						
100		REGULAR INSTRUCTION				
	320	NON CERTIFICATED SALARIES				3,999.00
	410	PROFESSIONAL & TECH SVCS				3,000.00
	420	STAFF TRAVEL & PER DIEM				3,000.00
	450	SUPPLIES, MATL & MEDIA				12,528.00
		Total Function				22,527.00
		Total Expenses	0.00	0.00		22,527.00
		Net Income from Operations				
		Net Income	0.00	0.00		

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YUPIIT SCHOOL DISTRICT
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297 TITLE VIB

			----- Current Year -----			
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget
						Variance
Expenses						
200		SPECIAL ED INSTRUCTION				
	323	AIDES				39,750.00
	360	EMPLOYEE BENEFITS				19,737.00
	425	STUDENT TRAVEL				2,000.00
		Total Function				61,487.00
220		SPEC ED SUPPORT SVCS				
	410	PROFESSIONAL & TECH SVCS				65,840.00
	420	STAFF TRAVEL & PER DIEM				14,590.00
	450	SUPPLIES, MATL & MEDIA				8,299.00
		Total Function				88,729.00
Total Expenses			0.00	0.00		150,216.00
Net Income from Operations						
Net Income			0.00	0.00		

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YUPIIT SCHOOL DISTRICT
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301 CARL PERKINS

			----- Current Year -----			
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget
						Variance
Expenses						
100		REGULAR INSTRUCTION				
	425	STUDENT TRAVEL				2,084.00
		Total Function				2,084.00
160		VOCATIONAL ED INSTRUCTION				
	420	STAFF TRAVEL & PER DIEM				4,300.00
	425	STUDENT TRAVEL				2,085.00
	450	SUPPLIES, MATL & MEDIA				15,000.00
		Total Function				21,385.00
Total Expenses			0.00	0.00		23,469.00
Net Income from Operations						
Net Income			0.00	0.00		

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YUPIIT SCHOOL DISTRICT
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365 ANE 2018

			----- Current Year -----				
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget	Variance
Expenses							
100		REGULAR INSTRUCTION					
	450	SUPPLIES, MATL & MEDIA	4,000.00	4,000.00	4,000.00		-4,000.00
		Total Function	4,000.00	4,000.00	4,000.00		-4,000.00
		Total Expenses	4,000.00	4,000.00	4,000.00	0.00	-4,000.00
		Net Income from Operations	-4,000.00	-4,000.00			
		Net Income	-4,000.00	-4,000.00			

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YUPIIT SCHOOL DISTRICT
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390 TEACHER HOUSING FUND

			----- Current Year -----				
Function	Object	Description	Current Month	Current YTD	Current Enc	Budget	Variance
Expenses							
600		OPERATION & MAINTENANCE					
	321	DIR/COORD/MGR (NON-CERT)				47,009.00	47,009.00
	325	MAINTENANCE/CUSTODIAL				103,382.00	103,382.00
	360	EMPLOYEE BENEFITS				52,542.00	52,542.00
	420	STAFF TRAVEL & PER DIEM				2,500.00	2,500.00
	436	ELECTRICITY				88,000.00	88,000.00
	441	RENTAL PAYMENTS				58,500.00	58,500.00
	452	MAINTENANCE SUPPLIES				7,500.00	7,500.00
		Total Function				359,433.00	359,433.00
		Total Expenses	0.00	0.00		359,433.00	359,433.00
		Net Income from Operations					
		Net Income	0.00	0.00			

Author of Report: Kaylin Charles

Department/Location: Federal Programs

Date of Regional School Board Meeting: July 16, 2020

Mission Statement

To educate all children to be successful in any environment.

Vision Statement

All members of the community are proud and committed to our school system. Students have a positive learning environment, speak the Yup'ik language, know their culture, attend school regularly and graduate prepared to be successful in any environment. The majority of our teachers and school staff are Yup'ik and speak their language, and the curriculum and instruction is based in Yup'ik values and traditions. Our community members, elders, parents and students feel ownership in our schools

Values

Love for Children, Spirituality, Sharing, Humility, Hard Work, Respect for Others and Their Property, Cooperation, Family Roles, Knowledge of Family Tree, Hunter Success, Domestic Skills, Knowledge of Language, Avoid Conflict, Humor, Respect for Land, Respect for Nature

Strategic Goal Areas:

1. Students Succeed Culturally and Academically
2. Community, Parents and Elder Involvement
3. Staff Recruitment and Retention
4. Education System Change

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
June 17, 2020	Migrant Literacy	Migrant Literacy final report submitted to DEED	Education System Change
June 18, 2020	EASIE Part II	Electronic Application System for Indian Education submitted to Office of Education and initial approval received	Education System Change
June	Alaska's SMART start	Reintegration Leadership Meeting collaboration	Education System Change
June/July	OASIS Reporting	Compiling student data and revisions to SIS data in PowerSchool for 2020 Summer OASIS reporting.	Education System Change
June 29, 2020	Perkin's All-in-one	Perkin's All-in-one for courses offered district wide submitted to Alaska CTE portal	Education System Change
June 30, 2020	ESEA Consolidated Grants	Elementary Secondary Education Act grants submitted to DEED and substantially approved; Title IA, Title IIA, Title IIIA, and Title IVA, Title IC	Education System Change
July 1, 2020	21 st CCLC	Notice for proposal FY21 21 st CCLC grant not selected by DEED for review	Education System Change
July 1, 2020	RLIS	Rural and Low-Income Schools grant award notification received from US ED	Education System Change
July 2, 2020	PowerSchool Special Programs	PowerSchool Special Programs training (SPED) for reporting to DEED	Education System Change

Author of Report: Judy Anderson
Department/Location: Maintenance Director
Date of Regional School Board Meeting: July 16, 2020

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Strategic Goal Areas:

1. Students Succeed Culturally and Academically
2. Community, Parents and Elder Involvement
3. Staff Recruitment and Retention
4. Education System Change

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
July 2020	Site Visits	Site visit to Akiak.	Operations & Education System Change
July 2020		<p>Akiachak –</p> <ul style="list-style-type: none"> • Added window frames, replaced rotten edging board, primed and painted the exterior of the Business Office. • Added window frames, primed and painted the Maintenance Office. • Added window frames to the District Office exterior. • Priming and painting the exterior of the District Office. • Replacing the damaged garage plywood floor in Unit 10. • Finished remodeling Unit 10. • Remodeling Unit 11, bringing units up to Residential Building Code Requirements. • Ran pex glycol and water lines in Unit 11. • Primed and painted in washer and dryer room and installed vinyl flooring • Leveled Unit # 6/7 • Remodeling Unit #7 Bathroom, replaced interior doors and painted the unit. • Replaced broken windows in Unit 8 & 7. • Cut grass, bushes and cleaned up around Teacher Housing/School Area. • Take school garbage to the dump. • Meter and fuel logs • Fueled up vehicles. <p>Tuluksak –</p> <ul style="list-style-type: none"> • Installed new subfloor and sheetrock in Unit 16 bathrooms. • Removed Unit #6 rotten bathroom floor, installed new joist and subfloor. 	Operations & Education System Change Teacher Retention

		<ul style="list-style-type: none"> • Installed new water saver toilets in nine teacher housing units. • Moved used oil barrels into connex. Moved new oil and antifreeze next to connex on pallets. • Meter, fuel and generator logs. • Filled up the CAT generator tank daily. • Filled teacher housing and school with fuel. • Taking garbage to the dump. <p>Akiak –</p> <ul style="list-style-type: none"> • Painted high school and elementary hallways. • Primed and painted elders' area. • Removed carpet from Unit #11, replaced drywall at bedroom window. • Primed and painted Unit #11. • KKI Flooring Crew came up and taught AKI team how to install flooring in Unit #11. • TPO House installed new outlets, ran new wires, built bedroom closets, installed new windows, cut out bathroom door location, filled in old bathroom door location, removed old stairs and decks, replaced rotten header lumber at location where deck attached to the house with new pressure treated lumber and framed new water heater closet. • Meter and fuel logs. • Fueled up the school vehicles • Taking Trash to the Dump. 	
July 2020	Review/ Compliance	<ul style="list-style-type: none"> • Scheduling Fire Protection, Roof Contractor and Abatement Contractor to come into villages. • Updated all contractors on current status of travel to the region. 	Operations & Education System change
July 2020	Preventive Maintenance Planning	<ul style="list-style-type: none"> • Finalizing Work order system for year end. • Updating CIP Forms for submission of Yearly Application in August. • Finished Custodial Plan updates to incorporate in new equipment and new COVID-19 Cleaning Requirements. • Finalizing 2020 Custodial training program. 	Education System Change Students Succeed Culturally & Academically
July 2020	Ordering Supplies & Materials	<ul style="list-style-type: none"> • Purchasing required materials needed to complete scheduled and emergency projects. 	Operations & Education System Change

Author of Report: Anthony Graham

Department/Location: Technology

Date of Regional School Board Meeting: July 2020

Mission Statement

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Love for Children, Spirituality, Sharing, Humility, Hard Work, Respect for Others and Their Property, Cooperation, Family Roles, Knowledge of Family Tree, Hunter Success, Domestic Skills, Knowledge of Language, Avoid Conflict, Humor, Respect for Land, Respect for Nature

Strategic Goal Areas:

1. Students Succeed Culturally and Academically
2. Community, Parents and Elder Involvement
3. Staff Recruitment and Retention
4. Education System Change

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
Daily	IT Support	Troubleshooting this month included: generated new staff email accounts and deactivated staff accounts that are not returning to the district, cleaned up email groups, consulted with GCI on network related issues	Students Succeed Culturally and Academically Education System Change
July	Training	PowerSchool Special Programs training conducted with several members of District leadership team.	Students Succeed Culturally and Academically
July	GCI Lease	GCI lease presented this month for review.	Education System Change

Author of Report: Anthony Graham
Department/Location: Human Resources
Date of Regional School Board Meeting: July 2020

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Strategic Goal Areas:

5. Students Succeed Culturally and Academically
6. Community, Parents and Elder Involvement
7. Staff Recruitment and Retention
8. Education System Change

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
July	Hired Staff	<ul style="list-style-type: none"> KKI: 3rd Grade Teacher AKI: N/A TLT: Currently interviewing to fill positions 	<p>Students Succeed Culturally and Academically</p> <p>Staff Recruitment and Retention</p> <p>Education System Change</p>
July	Open Positions	<ul style="list-style-type: none"> KKI: SPED Teacher AKI: N/A TLT: SPED Teacher, Language Arts Teacher, 4th Grade Teacher 	<p>Students Succeed Culturally and Academically</p> <p>Staff Recruitment and Retention</p> <p>Education System Change</p>
July	Recruiting and Retention	<p>Actively interviewing for all positions.</p> <p>Worked with new hires to collect new hire documents and answer questions about transitioning to the district.</p>	<p>Staff Recruitment and Retention</p> <p>Education System Change</p>

Author of Report: Matthew Turner
Department/Location: District Office
Date of Regional School Board Meeting: 16 July, 2020

Mission Statement

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Strategic Goal Areas:

1. Students Succeed Culturally and Academically
2. Community, Parents and Elder Involvement
3. Staff Recruitment and Retention
4. Education System Change

Date(s)	Activity	Details	Connection
		No new initiatives or projects. Moving forward on all projects detailed in the previous report.	

Author of Report: Clare Robyt

Department: Curriculum

Date of Regional School Board Meeting:

Mission Statement

To educate all children to be successful in any environment.

Vision Statement

All members of the community are proud and committed to our school system. Students have a positive learning environment, speak the Yup'iaq language, know their culture, attend school regularly and graduate prepared to be successful in any environment. The majority of our teachers and school staff are Yup'ik and speak their language, and the curriculum and instruction is based in Yup'ik values and traditions. Our community members, elders, parents and students feel ownership in our schools

Values

Love for Children, Spirituality, Sharing, Humility, Hard Work, Respect for Others and Their Property, Cooperation, Family Roles, Knowledge of Family Tree, Hunter Success, Domestic Skills, Knowledge of Language, Avoid Conflict, Humor, Respect for Land, Respect for Nature

Strategic Goal Areas:

1. Students Succeed Culturally and Academically
2. Community, Parents and Elder Involvement
3. Staff Recruitment and Retention
4. Education System Change

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
June 2020	Pre-Elementary Grant	Wanda Wright and myself wrote grant for a PreK program in Akiak as a pilot PreK program. Grant features: 1. Push-in literacy support to Head Start by a certified teacher 2. Afternoon program consistent with Head Start for transition to Kindergarten 3. Yup'ik Language and Culture in the afternoon	<ol style="list-style-type: none"> 1. Students Succeed Culturally and Academically 2. Every Student has access to the curriculum for academic success
June 2020	ECE Regional providers	Collaborative meeting with Debra Baldwin about Pre-Kindergarten programming and implementation	<ol style="list-style-type: none"> 1. 1 Students Succeed Culturally and Academically 2. Every Student has access to the curriculum for academic success
June 2020	Tribal Gov't Course	Several meetings with university connections for course development that is community based, experiential, and meaningful.	<ol style="list-style-type: none"> 1. Students Succeed Culturally and Academically 2. Every Student has access to the curriculum for academic success 3. Community, Parents and Elder Involvement
June 2020	Pedagogy	Several planning meetings with district persons and university persons for educator course development o learn how to teach culturally, place-based, abd experientially	<ol style="list-style-type: none"> 1. Education System Change 2. Community, Parents and Elder Involvement

Author of Report: Kary Hawkins-DelSignore
Department/Location: Special Education / Akiachak
Date of Regional School Board Meeting: July 16, 2020

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Students Succeed Culturally and Academically
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Staff Recruitment and Retention
Education System Change

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
July 3	Staffing Update	There are still 3 special education teaching positions open in the district.	Staff Recruitment and Retention
July 2, 2020	Parent Surrogates	I am working with Janice and site principals to identify and train parent surrogates as required by the state to fill in at IEP meetings should a parent or family member be unable to attend.	Community, Parents and Elder Involvement
August 6, 2020	Staff training by the state	The state will provide an online training event for all special education teachers, to ensure that paperwork meets state compliance guidelines.	Education System Change. Staff Recruitment and Retention
July 2, 2020	Related service providers	Related service providers have been contacted and they are preparing to begin the year with online services assisted by special education teachers and paraprofessional	Students Succeed Culturally and Academically
July 2, 2020	Professional Development	Received training on Powerschool Special Programs through a virtual training module.	Staff Recruitment and Retention; Education
July and August 2020	Special Education Staff Guide	Creating a guidebook for special education staff to help create consistency within the district, it will be placed in a shared Google Drive.	Staff Recruitment and Retention; Education, Students Succeed Culturally and Academically

Author of Report: Cassandra Bennett
Department/Location: Yupit School District
Date of Regional School Board Meeting: July 16, 2020

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Strategic Goal Areas:

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Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
July 2020	ORGANIZATION AND ADMINISTRATION	1-Attending zoom meetings with SEERC and with DEED on the Smart Start plan to re-enter. 2-Conversing with Yukon Kuskokwim Health Corporation. 3-Planning meetings with the Committee to open schools began Tuesday, July 6. Committee includes, Business, Personnel, Curriculum, Principal Rep, Maintenance, and Superintendent 4-AASA zoom meeting Thursday July 9 at 1-2:30 AK time.	1-Students Succeed Culturally and Academically 2-Community, Parents and Elder Involvement 3-Staff Recruitment and Retention 4-Education System Change Education system change
July 2020	COMMUNICATIONS	1-Leadership meetings as District Office begin Monday, August 10, 2020 /Inservie August 3, 2020 2-Tuesday and Thursday meetings with principals and state coaches at 4:00 pm begin again August 11, 2020 3-ASA meetings with Commissioner Johnson and superintendents have continued since COVID began. 4-Zoom meetings with SEERC for planning for re-entry of students continue. 5-Memos have gone out to all staff regarding logistics of re-entry to the villages. Staff will fly into Anchorage and district will transport to each village, Penn and Lake charter flights July 20, 21, 22. 6-Memo concerning telework agreement shared with all staff. 7-All staff should be back in the village no later than July 22nd to quarantine and be ready to work with students. (See superintendent for extenuating circumstances.)	1-Students Succeed Culturally and Academically 2-Community, Parents and Elder Involvement 3-Staff Recruitment and Retention 4-Education System Change
July 2020	PERSONNEL MANAGEMENT	1-HR and Principals are continuing to interview teachers and fill positions. 2-Anthony Graham and Bonnie James has worked on the Staff Handbook to align with Board Policy and develop forms and procedures. 3-Danielson Evaluation Forms and training for Principals and Teachers will continue. Danielson Effective Teachers Program brings about an awareness of best teaching practices. Schedule completed for dates of observations and evaluations.	1-Students Succeed Culturally and Academically 2-Community, Parents and Elder Involvement 3-Staff Recruitment and Retention 4-Education System Change

Yupit School District
PO Box 51190
Akiachak, AK 99551
Regional School Board Report

July 2020	SCHOOL CLIMATE	<p>1- Plans are being made to bring students back to school with plans for 3 phases. The Open School Committee is looking at various scenarios in the event a student or someone in the village becomes infected. School will close for 14 days to allow deep clean of the building and await possible outbreak of other students. Maintenance is developing a plan for maintenance of the building on a deeper level while training students to help with sanitizing desks and keeping their hands washed.</p> <p>2- Meeting with the community/tribal leaders are being set up to discuss the plans for opening school.</p> <p>3- Some staff have responded with input for COVID and teaching. Our desire is to assure both staff and parents are working together to keep the students safe and healthy.</p>	<p>1-Students Succeed Culturally and Academically</p> <p>3-Staff Recruitment and Retention</p> <p>4-Education System Change</p>
July 2020	RELATIONSHIP WITH STUDENTS	<p>1-Graduation Tuluksak August ?</p> <p>2-Graduation Akiak August 28 @ 2:00 pm</p> <p>3-Graduation Akiachak August 14 @ 2:00 pm.</p>	<p>1-Students Succeed Culturally and Academically</p> <p>2-Community, Parents and Elder Involvement</p> <p>4-Education System Change</p>
July 2020	INSTRUCTIONAL MANAGEMENT	<p>1-The Open School committee is looking at technology use for instruction on I-pads and various tools and programs students may use for instruction and catch-up.</p> <p>2-Reading will be a priority in ensuring students are back on track.</p> <p>3-We will immediately begin with LLI for catch up intervention.</p> <p>4-Janice George will be introducing the Yupik Language course to staff.</p> <p>5-Saxon Math materials are arriving and being inventoried and distributed to schools.</p> <p>5-All staff will be trained in Responsive Classroom.</p> <p>6-Looking at the possibility of Wednesday afternoon for in-service to get back into school asap.</p>	<p>1-Students Succeed Culturally and Academically</p> <p>2-Community, Parents and Elder Involvement</p> <p>3-Staff Recruitment and Retention</p> <p>4-Education System Change</p>
July 2020	FISCAL MANAGEMENT	<p>1-Review John Stackhouse's business report</p>	<p>1.Students succeed culturally and academically</p> <p>4.Education System change and alignment</p>
July 2020	FACILITIES MANAGEMENT	<p>1-Refer to Maintenance Report</p>	<p>1-Students Succeed Culturally and Academically</p> <p>2-Community, Parents and Elder Involvement</p> <p>3-Staff Recruitment and Retention</p> <p>4-Education System Change</p>
July 2020	BOARD RELATIONS	<p>1-Meeting with the board July 14 to discuss Directors contracts.</p> <p>2-Sent memos, minutes and info to the board through email.</p> <p>3-Sent an invitation to Joel Issak from DEED to talk with the board on Tribal Compacting. Mr. Isaak will meet via zoom with the board during the July meeting.</p>	<p>1-Students Succeed Culturally and Academically</p> <p>2-Community, Parents and Elder Involvement</p> <p>3-Staff Recruitment and Retention</p> <p>4-Education System Change</p>
July 2020	COMMUNITY RELATIONS	<p>1-Memo prepared for staff and community regarding the return and quarantine of staff</p> <p>2-Assurances given to the villages concerning the precautions the district will take to assure health and safety. These plans are being prepared for both DEED and the villages.</p>	<p>1-Students Succeed Culturally and Academically</p> <p>2-Community, Parents and Elder Involvement</p> <p>3-Staff Recruitment and Retention</p> <p>4-Education System Change</p>

Yup'it School District
PO Box 51190
Akiachak, AK 99551
Regional School Board Report

July 2020	PERSONAL CHARACTERISTICS	1-Superintendent Endorsement has been completed as of June 12, 2020 2- Continue to work with ASA, Coach and DEED Coaches for improvement.	1-Students Succeed Culturally and Academically 2-Community, Parents and Elder Involvement 3-Staff Recruitment and Retention 4-Education System Change
July 2020	Items to be Addressed	1-I have invited a board member to be a part of planning the opening of school. I would like to know the board members thoughts on reopening school. 2-Discussion of Strategic Action Steps? Need a planning session scheduled. 3-Goals approved by the board for the superintendent to focus on for the district during SY 20-21.	1-Students Succeed Culturally and Academically 2-Community, Parents and Elder Involvement 3-Staff Recruitment and Retention 4-Education System Change

Yupiit School District

Box 51190 • Akiachak, AK 99551 • Phone (907) 825-3600 • Fax (877) 825-2404 • www.yupiit.org



Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Executive Session - none

Yupiit School District

Box 51190 • Akiachak, AK 99551 • Phone (907) 825-3600 • Fax (877) 825-2404 • www.yupiit.org



Date: July 16, 2020
To: Regional School Board
From: Cassandra Bennett, Superintendent
Re: Next Regular Meeting

The next regular meeting is scheduled for August 20, 2020 in Akiachak.

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Yupiit School District
Regional School Board of Education Meetings

3rd Thursday Meeting Date	2nd Monday Agenda Deadline	2nd Wednesday Packet Info & Reports due @ 8:00 AM	2nd Friday Packets Distributed
July 16, 2020	July 6, 2020	July 8, 2020	July 10, 2020
August 20, 2020	August 10, 2020	August 12, 2020	August 14, 2020
September 17, 2020	September 7, 2020	September 9, 2020	September 11, 2020
October 15, 2020	October 5, 2020	October 7, 2020	October 9, 2020
November 19, 2020	November 9, 2020	November 11, 2020	November 13, 2020
December 17, 2020	December 7, 2020	December 9, 2020	December 11, 2020
January 21, 2021	January 11, 2021	January 13, 2021	January 15, 2021
February 18, 2021	February 8, 2021	February 10, 2021	February 12, 2021
March 25, 2021	March 15, 2021	March 17, 2021	March 19, 2021
April 15, 2021	April 5, 2021	April 7, 2021	April 9, 2021
May 20, 2021	May 10, 2021	May 12, 2021	May 14, 2021
June 24, 2021	June 14, 2021	June 16, 2021	June 18, 2021
<p>BB 9320(a) Regular Meetings: The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with an annual calendar of regular Board meetings and shall be notified of any changes to the calendar. The Board shall hold 1 regular meeting on the 3rd Thursday of each month. Unless changed by the Board, regular meetings shall be held at 11:00 AM at the School Library. Notice of regular meetings shall be posted at least three days prior to the meeting. **not scheduled on 3rd Thursday</p>			

YUPIIT SCHOOL DISTRICT

ANNUAL GUIDELINE

DATE	ROUTINE AGENDA ITEMS
July	<ul style="list-style-type: none"> -Prepare BP for Board Policy Committee per BP review cycle -Board Meeting – post packets and minutes on website -Assist with all in-service meeting arrangements as requested -Review district teacher evaluation plan -Assign Board Committees
August	<ul style="list-style-type: none"> -Approve CIP Application -Board Policy Committee meets to go over BP's -Board Meeting – post packets and minutes on website -Order Board Meeting supplies to have on hand (snacks, coffee, etc.) -Assist with all in-services as requested -Make travel arrangements for board members attended AASB -Welcome staff and students -Midyear Review of Superintendent's Goals -NIEA Conference
September	<ul style="list-style-type: none"> -Assessment Report -Board Policy Committee meets to go over BP's (if needed) -Board Meeting – post packets and minutes on website -Review Supt Evaluation Process -Review Student Assessment data - Curriculum review
October	<ul style="list-style-type: none"> -Approval of YSD Legislative Priorities -Board Policy Committee meets to go over BP's (if needed) -Make travel arrangements for board members attended AASB Conference -Board Meeting – post packets and minutes on website -School Board Resolutions -AASB Annual Conference -New Board Orientation
November	<ul style="list-style-type: none"> -Enrollment projection for next year -Revenue projection for next year -Acceptance of the Annual Audit Report -Board Meeting – post packets and minutes on website -Prepare staffing sheets for subsequent year and send to the Business Manager -Review Audit -Student/Teacher/Parent/Community Survey
December	<ul style="list-style-type: none"> -New Calendar Work-session -Develop Talking points for approved Legislative Priorities -Board Meeting – post packets and minutes on website -Update work calendars for subsequent year -Review and update YSD New Hire Handbook -Review of Supt. Evaluation -NSBA Conference -Budget Revision -Approve New Curriculum

January	<ul style="list-style-type: none"> --Approval of School Calendar -Approval of Organization Chart -Approval of Administrator Assignments - Approval of Teaching Assignments -Superintendent evaluation and goals -Board Meeting – post packets and minutes on website -Prepare contracts for returning administrators and teachers -Ensure approved BP changes are updated to the website (send to AASB for processing when ready) -Audit Report -Staff evaluation process review -AASB Legislative Fly-In and Leadership Training
February	<ul style="list-style-type: none"> -Work-session: Strategic Plan Review -Board Meeting – post packets and minutes on website -Prepare for and assist with all hiring activities (posting vacancy notices, Job fairs) -Strategic Plan Review -Facilities needs planning - Budget Development
March	<ul style="list-style-type: none"> -Presentation and 1st Reading of Budget -Board Meeting – post packets and minutes on website -Assist with all hiring activities -Work-session: Summer Maintenance & CIP
April	<ul style="list-style-type: none"> -2nd Reading and Approval of the Budget -Prepare and distribute classified PAFs authorized by the YSD budget use the staffing spreadsheets as the control document for this project) -Board Meeting – post packets and minutes on website -New employees receive a job description to be reviewed, signed, and returned to HR
May	<ul style="list-style-type: none"> -3rd Reading and Approval of the Budget -Develop Board Goals for the new year -Board Meeting – post packets and minutes on website -Prepare Employee Housing Lease Agreements -Prepare employee information lists for staff to use -Send request to IT to set up new hires for email, etc. -Achievement Data Review -Review student handbook
June	<ul style="list-style-type: none"> -Board Evaluation, Goal Setting, Board Self Assessments -Strategic Plan Report/Review -Prepare Employee Housing Lease Agreements (update control worksheet for this project send control document to Business Manager and Maintenance Director when completed) -Review crises response plan - Curriculum Review