

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

Akiak

Tuluksak

Willie Kasayulie, Chairman
Samuel George, Treasurer

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

Peter Napoka JR, Board Member
Noah Andrew, Board Secretary

Committee Meetings and Work-sessions

11:00 AM - District Mission, Board Goals, Introduction of New District Staff

11:30 AM - Policies

Agenda (beginning at 1:00 PM)

Regional Board of Education Meeting

LOCATION: Akiachak, Alaska

DATE: August 20, 2015

- I. Call to Order
- II. Roll Call
- III. Invocation
- IV. Recognition of Guests
- V. Approval of Agenda
- VI. Approval of Minutes
 - A. July 16, 2015
- VII. Correspondence
- VIII. Reports:
 - A. Commissioner's Report - DBMS
 - B. School Reports - No Reports
 1. Akiachak
 2. Akiak
 3. Tuluksak
 - C. Attendance Report – No Report
 - D. Superintendent's Report
 - E. Curriculum, Instruction, Assessment – No Report
 - F. Maintenance Director
 - G. Federal Programs Report – No Report
 - H. Tech Services Report – No Report
 - I. Moore Settlement Grant Report – No Report
- IX. Business and Finance Report
- X. Strategic Plan
- XI. Action Items
 - A. Resignations
 - B. New Hires
 - C. FY2016 Teachers for Tenure

D. School Board Seat Vacancy

E. 3rd Reading AR 3360

F. 1st Reading of Policies

G. MOA for Principal Support

XII. Executive Session

XIII. Board Travel:

XIV. Public Comments

XV. Board Comments

XVI. Next Regular Meeting: September 17, 2015

XVII. Adjournment

Yupiit School District

Box 51190 Akiachak, AK 99551 (907) 825-3600 Fax (907) 825-3655

Regional School Board

Akiachak

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

Akiak

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

Tuluksak

Noah Andrew, Secretary
Peter Napoka, Board Member

Minutes of the Yupiit School District Regional Board of Education

Held: July 16, 2015
Village: Akiachak, Alaska

Committee Meeting & Work-session	11:00 AM – Tribal Education Staff
Call to Order	Chairman Willie Kasayulie called the regular meeting of the Regional School Board to order at 12:45 PM
Roll Call	<p>Present</p> <p>Willie Kasayulie, Chairman Ivan Ivan, Vice Chairman Samuel George, Treasurer - excused Noah Andrew, Secretary Moses Owen, Board Member Peter Napoka, Board Member - Excused</p> <p>Also Present:</p> <p>Norma Holmgaard, Superintendent Joanne Slats, Business Manager Tom Begich</p>
Invocation	III. Invocation: Moses Owen rendered the invocation.
Recognition of Guests	IV. Recognition of Guests:
Approval of Agenda	<p>V. Approval of Agenda:</p> <p>Motion by Ivan Ivan, Seconded by Moses Owen to accept the agenda and delete item D. under Action items. Motion was passed unanimously.</p>

<p>Approval of Minutes</p>	<p>VI. Approval of Minutes: A. June 25, 2015</p> <p>Motion by Ivan Ivan, Seconded by Noah Andrew to approve the Regular Board minutes. Motion carried.</p>
<p>Executive Session</p>	<p>VII. Executive Session – Board Self-Evaluation and Goal Setting Motion by Moses Owen, Seconded by Ivan Ivan to go into an executive session at 12:51 PM. Motion passed.</p> <p>Motion by, Seconded by to get out of an executive session at 3:07 PM. Motion passed.</p>
<p>Action Items</p>	<p>VIII. Action Items A. Approval of Board Goals for FY’16 Superintendent Holmgaard recommended for the Board to adopt the Board Goals for FY16.</p> <p>Motion by Ivan Ivan, Seconded by Moses Owen to adopt the Board Goals for FY2016 as follows: 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; and Goal #4: The Board will institute and review an annual survey process. Motion passed.</p> <p>B. Approval of Resignations Julie George has submitted her resignation from the YSD Accounting Technician position effective July 17, 2015. The Administration recommended the approval of this resignation.</p> <p>Motion by Moses Owen, Seconded by Ivan Ivan to approve the resignation from Julie George as YSD Accounting Technician effective July 17, 2015. Motion passed.</p> <p>C. Approval of Contracts The Administration recommended the approval of the contract for the 2015-2016 School Year for Valeria Owrey, 6th Grade Teacher for Tuluksak School.</p> <p>Motion by Noah Andrew, Seconded by Ivan Ivan to approve the contract for Valeria Owrey, 6th Grade Teacher for Tuluksak School. Motion passed.</p> <p>D. 2nd Reading of AR 3360 The Administration recommended the approval of the 2nd Reading of AR 3360 Travel and Per Diem.</p>

Continue – Action Items	Motion by Ivan Ivan, Seconded by Noah Andrew to approve the 2 nd Reading of AR 3360 Travel and Per Diem. Motion passed.
Board Comments	XII. Board Comments:
Next Meeting Regular Meeting	XIII. Next Regular Meeting: August 20, 2015
Adjournment	XIV. Adjournment Motion by Ivan Ivan, Seconded by Moses Owen to adjourn the meeting at 3:20 PM. Meeting adjourned.
	<div> <div>_____</div> <div>Secretary</div> </div> <div> <div>_____</div> <div>Date</div> </div>

Yupiit School District

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



August 10, 2015

MEMORANDUM

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

Special Education Audit

The Alaska Department of Education has scheduled an Audit of the Yupiit School District's Special Education program on October 13 through October 16, 2015. This will be primarily a desk audit which will review YSD documents to ensure accuracy and compliance with state and federal IDEA laws.

ESEA Compliance Monitoring

The Alaska Department of Education has scheduled an ESEA Compliance Monitoring on-site visit for February 29 – March 1, 2016. During this visit Department of Education staff will review Consolidated Grant financials as well as program specific files in schools. They will observe grant funded staff at work to ensure they are doing the work of the grants.

Preventative Maintenance Final Report

The Department of Education has notified YSD that it is not eligible to submit CIP requests until such time as YSD successfully passes the Preventative Maintenance Audit and is notified by the Department that CIP applications may be submitted.

Douglas Business Management Services

PO Box 2345

Soldotna, AK 99669

douglas.melody@gmail.com

907-398-6819

Yupit School District Settlement Agreement

June 2015 Quarterly Report

July 31, 2015

PROJECT UPDATE

Independent Accountant Activities: The independent accountant worked at the Yupit School District (YSD) April 16 - April 21, 2015, and May 11-15, 2015. This is the final DBMS report because the Yupit School District Settlement Agreement concluded June 30, 2015.

Project Costs YTD though June 2015

EED Contract 533189	\$80,000.00
Less YTD Costs	<u>(\$80,009.80)</u>
Contract Balance	<u>(\$9.80)*</u>

* This amount does not include Bethel to/from Akiachak travel costs charged directly to YSD

Pertinent Information: YSD is actively involved in the continuum of compliance with Board Policy and sound operational practices. As long as YSD continues to maintain current operational practices, it is the opinion of the independent contractor that there is no longer a need for oversight by the Alaska Department of Education and Early Development after June 30, 2015. However; contracted services is recommended for the business office and the food service departments. More information is noted in these sections below.

YSD Significant Changes in Year Three of the Settlement Agreement

Budget

1. Updated budget document using system reports to eliminate the potential for error; this document is now in the same format required for the Annual Financial Report
2. Implemented final phase-in of the 15:1 pupil teacher ratio

in the FY16 budget

Business Office

1. Hired a new business manager as of July 1, 2014*
2. Hired a new accounting specialist as of July 1, 2014*
3. Converted the payroll employee file system from annual files prepared for each active employee to a permanent file for each employee
4. Implemented new finance software effective July 1, 2014
5. Reviewed Standard Operating Procedures with YSD staff
6. Provided procurement cards to administrative staff
7. Trained secretaries on new business office software
8. Trained secretaries on inputting employee timecards
9. Renegotiated utility contracts to be perpetual contracts based on actual utility rates
10. Implemented new format for monthly Financial Report to Board using system reports

* Both individuals resigned in June 2015

Human Resources

1. Updated employee job descriptions
2. Converted classified work calendar system to another model to simplify the process
3. Revised certificated salary schedules to be competitive with comparable school districts
4. Created MOSAIC evaluation templates for classified staff evaluations
5. Contracted with a company to perform background checks on all new hires

Travel

1. Approved updated Standard Operating Procedure pertaining to travel
2. Revised internal travel request process

Food Service

1. DEED reviewed YSD food service program
2. Implemented student meal counts using Power School food service module
3. Procured contracted services to assist with training and compliance

Maintenance

1. Hired a new maintenance director
2. Transitioned management of maintenance from principals to maintenance director
3. DEED facilities audit performed
4. School Dude updated to be effectively used; maintenance director received software training

IT

1. Transitioned YSD email system to Gmail
2. Summer OASIS report transferred to IT
3. Evaluated website and realigned content
4. Technology Interns hired
5. Infrastructure was addressed to support on-line MAPS testing

Administration

1. Ensured evaluations were conducted for all employees
2. Initiated a Calendar Committee
3. Conducted community meetings; public input in preparation for board strategic planning discussions

Board of Education

1. Hired a new superintendent
2. Received direct legislative funding in the amount of \$70 K for classroom technology
3. Reviewed Strategic Plan
4. Completed review of BP Section 0000 and half of Section 1000

DEPARTMENT STATUS

BUSINESS OFFICE

Business Manager: In FY15, YSD was essentially in year one of the Settlement Agreement in relationship to budget development because YSD hired a new to the profession individual on July 1, 2014. The learning curve for any business manager is approximately two years. Although, the business manager was progressing well, she submitted her resignation as business manager in June 2015 citing not being comfortable with the responsibilities of the position. It is likely the business manager's decision was impacted by the frustration with the need for contracted services voiced by several Board members during a Board Meeting leaving the impression that future contracted services would not be supported by the Board.

The accounts payable/payroll specialist also submitted her resignation in June. Since this was the position that the business manager successfully held prior to becoming the business manager, her request for this position was granted.

YSD posted a vacancy notice for a new business manager. Finding a viable business manager this time of year is difficult. YSD ultimately opted to contract with AKEBS for the remainder of FY16; a sound decision given Lucienne Smith's familiarity with YSD and the changes underway. AKEBS is also managing the FY15 audit for YSD. Expectations are the audit will go well.

Ms. Smith will see that the next level of training relative to the business section of board policy, Standard Operating Procedures, and continued implementation of the Black Mountain software acquired July 1, 2014 occurs.

YSD has plans to post a business manager vacancy early in 2016.

Budget: The FY16 budget was approved in May; the business manager presented the budget to the Board and answered questions.

The YSD budget will be managed appropriately under Ms. Smith's direction. Depending on the skills and experience of the individual hired to be the YSD business manager, it may be necessary to contract training for that person to ensure the YSD budget continues to be managed properly until that person gains the necessary experience.

Fund Balance: Although the FY15 books are not finalized, it appears fund balance will increase significantly which is what is expected with the many cost saving measures in place. Examples of these cost saving measures include consolidated supply purchases, moving to posting manuals, documents, and forms on the website, networking copy machines, and electronic transmission of documents between schools and the District Office.

Recommendation: Fund balance will not yet be where it should be; therefore, continuation of the Board approved plan to budget \$250 K per year to acquire an appropriate fund balance is recommended.

Secretary Meeting: YSD plans include bringing the school secretaries together for training on the Black Mountain software so that schools can run their own financial reports and look up their purchase orders. Secretaries were trained to input employee daily time cards for their school into the Black Mountain software last spring; they will receive a refresher on this process during their August in-service. Secretaries will also be trained to enroll and dis-enroll students and to input student attendance in Power School.

Utility Contracts: The utility contracts were renegotiated for FY16; changes include utility costs billed monthly based on actual utility unit costs. This is a significant change from a flat rate

contract that was lower than actual utility costs to YSD paying for the actual cost of the utilities. In addition, the contracts were established to be on-going contracts, thereby, eliminating the need for annual contract negotiations. These contracts include renegotiation clauses when a need arises. It is important that YSD closely monitor the monthly billings to see if there are any rate changes; if this occurs then the contracts will need to be renegotiated.

Recommendations: Updated employee data needs to be provided to the electrical companies early in August so the companies can apply for the power cost equalization subsidy for residential accounts. This is an annual process; the accounts payable specialist should calendar this task noting that it is an annual task so that it will remind her to do this each August. Review of the September utility bills needs to occur to ensure PCE appears on the invoices for August utility usage.

Copies of the utility bills should be sent to the maintenance secretary each month for input into School Dude software.

Standard Operating Procedures: YSD Standard Operating Procedures are in concert with YSD Board Policy and best practice; they include detailed actions to ensure compliance with Board Policy. To that end, SOPs should be changed as needed, approved by the superintendent, communicated to staff as appropriate, and posted to the YSD website.

Payroll:

Recommendation: Converting the payroll files from an annual file system to a cumulative file system has not been completed. Work on this project should be scheduled to ensure this project is finalized.

HUMAN RESOURCES

Ongoing review of annual HR functions needs to be conducted by the HR coordinator to ensure her work-flows timely support the annual hiring process, development of the budget, and Board of Education duties.

As requested by YSD HR and payroll staff, the Black Mountain HR module was purchased for easier data sharing between these two departments. This proactive request by YSD staff is commendable.

The HR coordinator created and distributed the classified personnel action forms in May. YSD is now on track for contracts and PAFs to be issued and distributed to all staff before school lets out annually.

HR processes are in place and training has occurred; it is the responsibility of the HR coordinator to ensure continuation of the established processes.

Recommendations: It is recommended that the HR coordinator calendar (using the electronic calendar in Gmail) all tasks to ensure timely processing and to review all projects to ensure accuracy of data before released.

It is recommended that HR begin to systematically scan all HR files; a scanning template needs to be developed that can be used for each HR file. Once these files are scanned; then redundancy of electronic files needs to occur to ensure protection in the event employee records are lost.

It is recommended that AKEBS do the initial input to implement the new HR module so that it is ready for YSD staff to maintain after it is activated. It is likely implementation will need to occur later this fall or after the first of the year given current time constraints.

TRAVEL

Use of scheduled airlines is problematic due to their inability to maintain their flight schedules. Flights are routinely late and/or cancelled; the resulting loss of staff time in such situations is costly to the District. Consequently, YSD uses a charter service working to maximize flights. In addition the air charter service works in freight shipments to fill outgoing charter flights thereby eliminating extra freight costs. However, using charters is costly the district, particularly in light of rebuilding a viable fund balance.

Also, there is a perception that there are different travel expectations depending on whether travel is funded by the general fund or grants; conservative flight travel must be applied to all funding sources, not just the general fund. Also, some think that 'hopping on already scheduled flights' is a free ride; that is not the case. The costs of all flights are allocated according to the purpose of the travel for each traveler.

Recommendations:

Chartering a plane for one or two individuals is costly; YSD staff should be required to use scheduled airline services unless there are three or more individuals traveling.

Renfro has provided excellent service to YSD on many levels. However, as a public entity, YSD should develop a RFP for contracted services to provide other air services an opportunity to bid for services to YSD.

INFORMATION TECHNOLOGY

YSD will operate with continued contracted IT services for FY16. The contractor has taken on a colleague to meet the superintendent's requirement that IT services be on-site throughout the year. With continuing stabilization at YSD, it is likely that it will not be necessary to have daily IT staff coverage at YSD as long as IT staff can be contacted should a matter arise needing IT's attention. IT staff needs should be evaluated periodically during FY16.

Student Accounting Software: Power School can provide a vast amount of information if student data is accurately entered in the system. Plans are underway to expand the use of the Power School software to include school counselors maintaining course schedules, secretaries entering attendance, and property descriptions noted to facilitate the annual Impact Aid application.

Gmail/Google Docs: YSD is now using Gmail for its email system. YSD is also using Google Docs when appropriate for shared work flows. Akiachak School frequently uses Google Docs for managing internal staff projects; the other schools will be implementing Google Docs in FY16.

Website: YSD made some adjustments to the content of its website making it more user friendly.

Recommendations:

It is recommended that YSD review current software to ensure all are being effectively and efficiently used. Many of the software used by YSD are being used at fundamental levels; YSD can gain greater efficiency if software is better utilized.

The YSD website should continue to be developed to be the 'go-to' spot for YSD manuals, forms, and other information. Hard copy files are often outdated and forgotten when placed on shelves, not to mention the cost of producing them in staff time and paper. Given the challenges with connectivity, it is recommended that staff download frequently used manuals, documents, and/or forms onto a jump drive or their computer for access if the Internet is unavailable.

Contracted services were procured earlier this year to evaluate all YSD telecommunication equipment and software and to make recommendations to ensure YSD electronic equipment is protected during frequent power outages and brown-outs that occur frequently in each community. YSD should take steps to implement viable recommendations.

STUDENT NUTRITION

AKEBS will oversee the transition of the YSD food service department into compliance with state and federal mandates. Job descriptions will be reviewed with the food service staff and principals; employees must be accountable to their work expectations. Principals will receive training on how to manage the food service program in their building.

AKEBS is working through the implementation details of the Primero Edge software before school starts so that school staff can be trained on their part of the record keeping requirements. Recipes and cycle menus will be maintained in this software that will be used to create required production records.

An internal audit will be conducted at each site this fall and again in the spring to ensure expectations are met.

Recommendation: Employee absenteeism needs to be addressed; compliance with food service regulations is difficult when food service staff is frequently absent. Often qualified substitutes aren't available leaving well-intentioned staff that doesn't have required training to fill the void.

MAINTENANCE

The YSD maintenance team is working well and much is being done. This summer the school gym floors have been refinished and the gym walls have been painted. Energy efficient appliances and new furniture was ordered for employee housing; these items are expected to arrive soon and will be installed and placed as soon as possible.

YSD failed the DEED facilities audit this year; record-keeping was the most significant challenge. YSD has transferred a district-level employee to maintenance to assist with that program and a half-time secretary has been added to that department who will be focusing on maintaining the School Dude software system. Use of the School Dude system will aid the maintenance director in managing the YSD maintenance department.

The maintenance director is working on resubmitting an AHFC grant application to build employee housing. His plan, because he has worked as a general contractor in the past, is to use local workers under his supervision. It is best if YSD is able to have sufficient housing of its own to house employees.

Recommendations: It is recommended that maintenance director implement an electronic calendar and that he receive Excel training to assist him in managing the YSD maintenance department.

It is essential that planning and materials be ordered for summer maintenance projects by March 31 annually. In addition, the anticipated cost for the summer maintenance program is needed for budget development purposes.

An energy conservation program should be developed so that those living in employee housing will assist the district in containing utility costs. Examples include turning lights off when not in use; keeping thermostats at reasonable levels, and putting on more clothing to keep warm instead of turning up the heat.

ADMINISTRATION

Mrs. Holmgaard is managing YSD per the authorization of the Board of Education. Issues are being addressed per Board Policy and Standard Operating Procedures. Evaluations are being performed and if necessary, plans for improvement are being written. The business of the District is being handled timely. With stabilization of the operations side of YSD, there should be improvements on the instructional side because employees no longer have to worry about their housing situation or their paychecks or what happened to their order.

Mrs. Holmgaard is actively involved in preparing for the new school year. YSD's district level team includes a curriculum director and a full time special programs director; both of whom will be housed in Akiachak. It was difficult for a new superintendent to not have both of these positions full time in Akiachak last year. Mrs. Holmgaard will also be working with returning IT and business management contractors. The benefits of this team are already being realized with some updated curriculum posted to the YSD website, supports for the August in-services in place, and there is no concern about the financial audit scheduled in August.

Recommendations: Electronic calendars should be mandated for all administrators and District Office support staff with the requirement that all tasks be noted with the appropriate reminder flags used; i.e. quarterly reports should be flagged quarterly, annual tasks should be flagged to occur yearly, and so on.

Reinforcement of completed new hire paperwork is encouraged from the superintendent. It would be best if new staff who don't have all their paperwork ready to turn in when they arrive for work, be provided time by supervisors to complete their paperwork as soon as possible. Without paperwork it is difficult to ensure paychecks are correct and that benefits are initiated in a timely fashion.

Classified employee absenteeism is excessive. Reinforcement of work expectations is recommended noting that leave without pay is not an approved type of leave. The YSD leave form should be updated to remove the leave without pay option.

The certificated and classified employee handbooks should be reviewed and updated as appropriate.

BOARD OF EDUCATION

The Board discussed the following board goals for next year:

1. The Board will engage tribal and village-based organizations (IRAs and Village Corporations) to seek the involvement of others in schools
2. The Board will be trained in Governance and Finance and participate in regional, state and national entities
3. The Board will become familiar with the YSD facilities plan and continue regular reviews of their policies
4. The Board will institute and review an annual survey process

Plans are in place for the Board to receive board training in Anchorage after they attend the annual AASB conference in November 2015.

Recommendations: It is recommended that the Board consider meeting for two days in June; one day for a board evaluation and planning and the second day for the June Board Meeting. It is recommended that the July Board meeting be eliminated to facilitate the planning and self-evaluation meeting in June.

It is recommended that the Board continue reviewing Board Policy.

Yupiiit School District

Box 51190 • Akiachak, AK 99551
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August 13, 2015

SUPERINTENDENT'S REPORT

Every Child Achieves Act (ECAA): ESEA Reauthorization

The United States Senate has approved a reauthorization of the ESEA/No Child Left Behind Act which is being called "Every Child Achieves Act" or ECAA. While it is a long distance from being finalized there are several things that were added to this bill by Senator Murkowski that are new.

- Cooperation and engagement between our schools and Alaska's Native leaders and parents will be much stronger to improve the way our schools meet the cultural, language, and educational needs of Alaska Native students.
- Greater support for the creation, improvement, and expansion of Native language immersion schools where students learn reading, writing, math, science, and other subjects through their ancestral languages. And the bill provides for a study to identify the best practices of these schools and to make recommendations for their continued support.
- The bill eliminates technical red tape that made it nearly impossible for Alaska's rural school districts to claim Impact Aid dollars to which they are entitled.
- It helps working parents and keeps kids safe after school by making sure the 21st Century Community Learning Center program that sustains many afterschool programs was maintained and improved.

Response to DBMS Report

Recommendation: Continue to appropriate 250,000.00 to Fund Balance to reach goal.
YSD should continue to include this appropriation in the budget.

Recommendation: Gathering Water and Power Usage Data.

YSD will send housing information to water and power utility owners so that actual usage data can be collected to determine YSD actual costs. The Maintenance Department Secretary will collect bills and develop a spreadsheet to collect all of this information to ensure that YSD has actual data on district water and power usage.

Recommendation – Human Resources: Use a calendar to ensure HR annual work is done in a timely manner and to ensure accuracy of details.

This has not yet been set up but we are working on how to improve HR functions and accuracy.

Develop a template for scanning employee files in case of loss of paper files.

This has not yet been done, but will be discussed. Old files can be scanned and saved to reduce the need for storing boxes.

It was recommended that AKEBS do the initial input of the employee data into the Black Mountain System to improve payroll and employee records. This has been done.

Recommendation – Travel: The recommendation was made for employees needing to travel between villages use scheduled carrier service rather than charter services and that charter service not be scheduled for fewer than three persons.

YSD does need to reduce travel costs. Employees will be required to travel as teams. Travel calendars have been set up on Google so that staff can see scheduled travel and share. We will continue to discuss and RFP for travel services. This is complicated and requires thoughtful discussion.

Recommendation: To better use software within the district including PowerSchool and Black Mountain. YSD has already held secretary training on August 4 to provide more extensive training in both of these tools for secretaries. Secretaries will train again on August 21. The HR specialist will schedule training with the Black Mountain Software. Len Fabich and Will Schlein will provide on-site training to teachers and paraprofessionals in more extensive use of Google Drive and PowerSchool.

Recommendation: YSD website should be improved and updated. This is already in progress. New documents have been added and outdated links removed. The new Travel/receptionist will learn how to update information on the website and address needs regularly.

Recommendation: Update servers and technology infrastructure as recommended by the Tech Audit conducted in FY15.

Many of the suggestions made in the audit are beyond the financial reach of the school district. Several servers have been replaced to improve connectivity. Fabich Enterprises will be asked to develop a plan to address other needs identified in the audit.

Recommendation Food Service: Employee absenteeism in the food service program was identified as a major area of weakness in the effective preparation and operation of the program. Absenteeism in support staff positions. The superintendent will be meeting with all support staff in each school on August 13 and 14 to talk about their importance to effective school operations, honoring their leave, and consequences of failing to report to work.

Recommendation Maintenance To implement an electronic calendar for the Maintenance Department to assist in organizing and communicating projects and staff assignments. This has not yet been discussed.

Budgeting for summer maintenance is vital for YSD financial solvency. Summer maintenance orders and projects should be finalized by March 1 to allow for effective purchasing and scheduling. This is already being addressed on the calendar for March 1, 2016.

An energy conservation program was recommended to decrease energy costs. This has not yet been developed. YSD is developing a data collection process to get baseline information on energy consumption.

Recommendation: Use of electronic calendars to ensure that all deadline sensitive work is completed. The YSD Instructional Support Team will meet on August 25 to discuss the use of calendars and receive input from Tech Specialists.

Recommended to give new employees time to complete paperwork after their arrival if it has not been completed prior to that.

This is already being done. YSD does need to be more efficient with monitoring paperwork and communicating needs in a manner.

Recommended that the certified and classified employee handbooks should be updated. These handbooks are very outdated. Committees will be formed this fall to begin the review process.

Recommendation Regional School Board: It was recommended that the RSB schedule 2 meeting days in June with one being used for the Self-Evaluation and not schedule any meeting in July. This will be discussed by the RSB when the FY17 meeting dates are discussed.

Tuluksak Native Community

I met with Peter Andrew and two members of TNC council on Tuesday, August 11 to discuss the water situation in Tuluksak. I shared that the Department of Environmental Conservation had approached YSD and inquired about YSD's interest in operating the Tuluksak water facility. I assured TNC that we would not discuss such a proposal without their input and participation. I also discussed the consequences of not having water at the school. We will not be able to hold school without water and sewer. An option might be correspondence/home study for students. I also mentioned that new teachers arrived this fall to

no water. Already comments about leaving have been heard. We want to make sure we do not create a situation where teachers leave after only one year.

Attendance Committee Meeting

A group of concerned stakeholders met in Akiak School on Monday, July 20 to discuss solutions to absenteeism in the schools. A report from this committee is attached.

Upcoming Activities

Thursday, August 13, 2015: I will be meeting with all support staff in Tuluksak in the morning and Akiak in the afternoon to discuss the classified handbook and how much we need them every day. I hope to set a positive tone for FY 16. I will meet with the classified staff on Friday, August 14 for the same purpose.

Saturday, August 15, 2015: Backpack Back-to-school Celebrations

Whitney Downey from Yulista will travel to all YSD schools to give backpacks full of school supplies to all YSD students. Extra backpacks will be left with the schools for students transferring in during the course of the year.

Wednesday, August 12, 2015 all YSD resource teachers met with Wayne Boggs and Diane George to prepare for FY16 and the upcoming Special Education Audit.

Yupit School District
Attendance Improvement Committee
July 20, 2015 Meeting Notes
Akiak School Library

10:00 – 12:00

Participants

Moses Owen	YSD Regional School Board
Ivan Ivan	YSD Regional School Board, Akiak Native Community
John Phillip Sr.	Akiak Elder
Olinka Jones	Akiak School Advisory School Board
Elena Owen	Akiak School Secretary

- I. Participants introduced themselves
- II. Norma Holmgaard shared that this committee was formed under the direction of Regional School Board Chairman Willie Kasayulie after a request from the Tuluksak School Advisory School Board for the Yupit School District to look into solutions for the poor attendance of students in the district.

Leaders from Akiachak, Akiak and Tuluksak were invited to attend and discuss these issues.

III. Importance of Regular School Attendance

IV. Research

Norma Holmgaard reviewed the research on school attendance. Current research suggests that in order for most students to grow at least one year in their academic learning they must attend school at least 90% of the time. In the Yupit School District, to achieve this students must not miss more than 16 days of school or 16 class periods for any specific class.

Studies have also shown that good attendance habits are solidly formed by the age of 8. Students who have poor attendance in pre-school, kindergarten and first grade are likely to continue these habits for the remainder of their schooling. After this time it is extremely difficult to break the poor habits. Students with poor attendance are likely to be dropouts before their sophomore year in high school.

- V. Causes of poor attendance were discussed. Possible problems included the following:
 - a. Young parents have weak parenting skills and need help
 - b. Kids are spoiled and parents give in to them not wanting to go to school
 - c. Grandparents are pushed into raising grandchildren and are not prepared to take on this responsibility
 - d. Some kids are bullied and don't want to come to school
 - e. Students feel that the teachers don't help them in conflicts with others
 - f. School climate is negative and students don't want to be there
 - g. Some students act up just to be sent home
 - h. Some students get suspended a lot which hurts attendance

VI. Possible ways to Improve Attendance

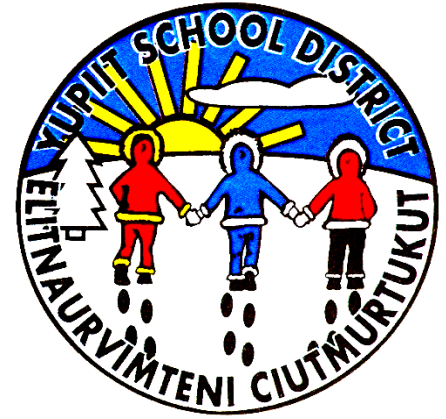
- a. What can the district do?

- i. Develop support activities to educate and support young parents
- ii. Make schools more positive places
- iii. Work with the district attorney to prosecute severe truancy issues
- iv. Teach Yupiaq values daily to students and parents
 - 1. Love
 - 2. Respect
 - 3. Working together
 - 4. Helping each other
- v. The church could support education and learning
- vi. Tribal Councils and Community Councils could:
 - 1. Provide release time for staff to share their talents in the school without any loss of pay
 - 2. Work with the school to increase involvement of Elders in students' day
 - 3. Release staff to provide after school activities for elementary students and have each activity begin with talking about the Yupiaq values and how they will apply to the activity
 - 4. Ivan Ivan shared a diagram showing how parents, the school and community can support each child through teaching
- vii. Next Steps
 - 1. Norma Holmgaard will schedule a meeting with the Akiak Native Community Council and the Akiak LASB to further discuss how the Council can support school improvement and student sense of identity. This will be scheduled by July 24, 2015 and will occur before September 1, 2015
 - 2. Because no leaders from Tuluksak and Akiachak attended this meeting, Norma Holmgaard will schedule a discussion similar to this meeting with leaders in each of the communities
 - 3. Moses Owen and Ivan Ivan will attend the meetings in Tuluksak and Akiachak to support the work of this committee
 - 4. Moses Owen and Ivan Ivan will speak briefly with the YSD certified staff on August 7 to encourage the staff to support the Yupiaq values and treat all children fairly and with kindness
 - 5. Norma Holmgaard will sent these notes to all members of the committee and communicate upcoming meeting dates with the committee and the Regional School Board
- viii. Other concerns that were expressed in the meeting include:
 - 1. In student situation involving more than one student, often only one student is suspended because the whole story and total situation was not adequately investigated
 - 2. It appears that there is favoritism in school with children of some people not being held to the same expectations as other children
 - 3. Parents need to know about opportunities happening in school especially those requiring good attendance
 - 4. Behavioral health and wellness should be involved
- ix. Meeting adjourned at 12:00 noon

Projects	Maintenance & Capital Improvement	
	Tasks In Progress	Renovating Akiachak LMT. Housing.
		Modifying lift stations.
		Winterizing plumbing in district housing.
		District-wide re-key process started May 20, 2015.
		Water line upgrades in Tuluksak.
		Akiak fuel response plan.
		AHFC housing grant.
	Tasks Completed	Fuel, custodial, building, furniture, appliances, materials have been delivered.
		Gym's, classrooms and hallways have been painted.
		Repaired front door KKI school.
		Modified hot water heater.
		40 hour haz-woper complete.
		Three housing units raised and sewer lines modified.
		Windows in kindergarten room replaced KKI.
	Recommendations	
	Budget Considerations	
NOTES		

Yupiiit School District

Box 51190 • Akiachak, AK 99551 • Telephone (907) 825-3600 • FAX 877.825.8947



August 11, 2015

MEMORANDUM

TO: YSD Board of Education

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

RE: AUGUST 2015 Board Report

The FY16 Monthly Board Reports are attached as discussed last year. The reports are as follows:

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

FY 2015 year end is being completed and we are preparing for an early audit. The week of August 24th the auditors will be on site for a few days completing their final audit and walk thru. The auditors will be scheduling some time to speak the Board members as part of their audit requirements.

Along with FY2015 we completed payroll audits of all salaried employees, scanned all A/P files for record retention, and began scanning all payroll files. We continue to work on old records to determine what we need to keep in hard copy format and what can be scanned and then burned or shredded.

Custodial supplies have arrived, fuel has been delivered. The first cycle menu of food has arrived at each site, and many textbooks have arrived. YSD is ready for school!

Food Service - After three years of failing the Food Service review, we have asked the Child Nutrition program folks to assist us this year. In addition, the week of August 3rd we contracted with a State Food Service reviewer to assist us in entering all our breakfast and lunch menu items in the state's free PrimeroEdge software. Along with the ongoing training, we were able to get all the lunch menus entered and now are moving to enter all the breakfast menus. Having this information in PrimeroEdge provides us with the nutrient analysis of our menus which is a requirement during a review. It will also provide the cooks with a simple production record print out and simplify creating and saving the production records ... which are also required in the food service program.

The District has been approved as a Community Eligibility Provision (CEP) district again this year. That means not only do all our students eat breakfast and lunch free, we are not required to have families complete the free/reduced lunch applications. Under this provision we will likely receive a higher reimbursement for the year.

Working with maintenance to clean out the Akiachak freezers and have only current year's food in the freezers is an ongoing project. By each school year end, there should not be any frozen food remaining if all menus are being followed at the sites. This year we will be working diligently to insure the food inventory is being used as appropriate and the USDA commodities are parceled out to Akiak and Tuluksak as soon as they arrive. Finally we will be insuring the bar code scanning is working at each site to record the students eating breakfast and lunch and in having our records in electronic format.

I am very excited this year as we anticipate moving the National school lunch and breakfast program into an approved and model program.

Technology - The old AS400 has been turned off and the data transferred to EMA's server in Anchorage. It has been checked for accessibility and confirmed that the data resides there. IT will remove the old server, have it boxed and mailed to EMA where they will wipe the hard drive and send the server to recycling. Once all payroll has been scanned, we will be able to discontinue the annual payment to access that data thru EMA.

Payroll has implemented at all sites the Daily Time Card for regular hourly employees. Employees input their into the computer time at their sites and at the end of a pay period the supervisors approve the time. Once approved it is automatically uploaded to the payroll system by the Districts payroll technician. That reduces the possible human error by inputting time. Time for substitutes is still being input by payroll, but we hope to have this implemented via the Daily Time Card module before second semester.

Scanning all accounting and business records to a local hard drive as well as attached to the transactions in the accounting software is an ongoing task and requires continual effort to insure it is being completed. Doing this alleviates hard copy records being archived. By year end we hope to have all records organized digitally.

Land line faxes have been replaced at all sites with electronic Myfax capabilities. This allows faxes to be sent directly to/from computers email.

In-service – Secretaries were in serviced on the use of the new accounting software, new teachers were in-serviced on various areas of the business office, and administrators were also in serviced on the many requirements of the Food service program they are tasked to oversee. The business forms were updated on the District's website and all information in-serviced was reinforced with follow up emails recapping the in-serviced items.

Waiver – When we submitted our FY 2016 budget in July to EED, it was at 68% budgeted in instruction. We will be required to submit a waiver. We are currently working on drafting the waiver and will submit to the Commissioner of Education as well as the EED once we receive their letter requesting us to submit our letter.

E-rate – YSD has been approved for all their erate application services for this school year including the increase in internet bandwidth. We have been approved for \$1,636,153 from the federal government and \$65,332 from the State of Alaska.

All questions are welcomed.

08/11/15
20:46:10

YUPIIT SCHOOL DISTRICT
Statement of Revenue Budget vs Actuals
For the Accounting Period: 8 / 15

Page: 1 of 1
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
100 OPERATING BUDGET	540,917.00	1,111,392.63	13,358,067.00	12,246,674.37	8 %
255 FOOD SERVICE FUND	0.00	8,959.86	577,422.00	568,462.14	2 %
256 TITLE I PART (A)	0.00	0.00	425,568.00	425,568.00	0 %
257 TITLE I PART C MIGRANT ED	0.00	0.00	47,985.00	47,985.00	0 %
269 PRESCHOOL DISABLED	0.00	0.00	4,595.00	4,595.00	0 %
270 TITLE III-A ENG LANG ACQ	0.00	0.00	24,815.00	24,815.00	0 %
297 TITLE VIB	0.00	0.00	132,166.00	132,166.00	0 %
301 CARL PERKINS	0.00	0.00	18,443.00	18,443.00	0 %
350 JOHNSON O'MALLEY	0.00	0.00	24,426.00	24,426.00	0 %
362 INIDAN EDUCATION	0.00	0.00	129,708.00	129,708.00	0 %
370 BEST BEGINNINGS	0.00	0.00	1,500.00	1,500.00	0 %
390 TEACHER HOUSING FUND	0.00	1,600.00	730,865.00	729,265.00	0 %
Grand Total:	540,917.00	1,121,952.49	15,475,560.00	14,353,607.51	7 %

08/11/15
20:44:04

YUPIIT SCHOOL DISTRICT
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 8 / 15

Page: 1 of 1
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 OPERATING BUDGET	121,208.23	777,001.23	13,358,066.00	13,358,066.00	12,581,064.77	6 %
239 TEACHER RETENTION MOORE	19,347.70	20,009.70	0.00	0.00	-20,009.70	*** %
250 TITLE IIA T&P R&R	3,300.00	3,300.00	0.00	0.00	-3,300.00	*** %
255 FOOD SERVICE FUND	100.43	28,919.96	577,422.00	577,422.00	548,502.04	5 %
256 TITLE I PART (A)	0.00	692.00	425,568.00	425,568.00	424,876.00	0 %
257 TITLE I PART C MIGRANT ED	1,091.20	1,091.20	47,985.00	47,985.00	46,893.80	2 %
258 TITLE IA 5% HQ	115.00	115.00	0.00	0.00	-115.00	*** %
269 PRESCHOOL DISABLED	0.00	0.00	4,595.00	4,595.00	4,595.00	0 %
270 TITLE III-A ENG LANG ACQ	0.00	0.00	24,815.00	24,815.00	24,815.00	0 %
274 TITLE IA SCHOOL IMPROVEMENT	885.00	885.00	0.00	0.00	-885.00	*** %
297 TITLE VIB	0.00	235.00	132,166.00	132,166.00	131,931.00	0 %
301 CARL PERKINS	0.00	2,002.81	18,443.00	18,443.00	16,440.19	11 %
350 JOHNSON O'MALLEY	0.00	0.00	24,426.00	24,426.00	24,426.00	0 %
362 INIDAN EDUCATION	25.00	25.00	129,708.00	129,708.00	129,683.00	0 %
364 ANE SCHOOL TO LIFE	1,635.00	7,135.00	0.00	0.00	-7,135.00	*** %
390 TEACHER HOUSING FUND	245,239.35	257,444.23	730,934.00	730,934.00	473,489.77	35 %
710 STUDENT ACTIVITY FUND	0.00	1,645.76	0.00	0.00	-1,645.76	*** %
Grand Total:	392,946.91	1,100,501.89	15,474,128.00	15,474,128.00	14,373,626.11	7 %

100 OPERATING BUDGET

Function / Object	Received			Revenue		%
	Current Month	Received YTD	Estimated Revenue	To Be Received	Received	
000						
0000						
40 OTHER LOCAL REVENUES	0.00	29,558.63	15,000.00	-14,558.63	197 %	
47 E-RATE	0.00	0.00	1,305,447.00	1,305,447.00	0 %	
51 FOUNDATION PROGRAM	540,917.00	1,081,834.00	7,087,291.00	6,005,457.00	15 %	
55 QUALITY SCHOOLS	0.00	0.00	25,946.00	25,946.00	0 %	
56 TRS ON-BEHALF	0.00	0.00	558,366.00	558,366.00	0 %	
57 PERS ON-BEHALF	0.00	0.00	379,757.00	379,757.00	0 %	
110 IMPACT AID	0.00	0.00	3,986,260.00	3,986,260.00	0 %	
Function Total:	540,917.00	1,111,392.63	13,358,067.00	12,246,674.37	8 %	
Org Total:	540,917.00	1,111,392.63	13,358,067.00	12,246,674.37	8 %	
Fund Total:	540,917.00	1,111,392.63	13,358,067.00	12,246,674.37	8 %	
Grand Total:	540,917.00	1,111,392.63	13,358,067.00	12,246,674.37	8 %	

08/11/15
20:51:55

YUPIIT SCHOOL DISTRICT
Expenditure Budget vs. Actual Query
For the Accounting Period: 8 / 15

Page: 1 of 2
Report ID: B100AKAF

Funds 100- 100, Objects 300-599

Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 OPERATING BUDGET						
900 FUND TRANSFERS	0.00	0.00	621,052.00	621,052.00	621,052.00	0
10 AKIACHAK SCHOOLS						
100 REGULAR INSTRUCTION	115.62	9,385.28	1,763,120.00	1,763,120.00	1,753,734.72	0
160 VOCATIONAL ED INSTRUCTION	0.00	0.00	83,419.00	83,419.00	83,419.00	0
200 SPECIAL ED INSTRUCTION	0.00	1,324.00	327,437.00	327,437.00	326,113.00	0
320 GUIDANCE SERVICES	0.00	662.00	137,393.00	137,393.00	136,731.00	0
351 TECHNOLOGY	0.00	0.00	15,793.00	15,793.00	15,793.00	0
352 LIBRARY SERVICES	0.00	0.00	43,622.00	43,622.00	43,622.00	0
400 SCHOOL ADMINISTRATION	0.00	1,392.38	208,191.00	208,191.00	206,798.62	0
450 SCHOOL ADMIN SUPPORT	0.00	0.00	80,653.00	80,653.00	80,653.00	0
511 BOARD OF EDUCATION	0.00	0.00	3,342.00	3,342.00	3,342.00	0
600 OPERATION & MAINTENANCE	21,383.76	112,191.16	1,135,479.00	1,135,479.00	1,023,287.84	9
700 STUDENT ACTIVITIES	905.00	1,236.00	70,869.00	70,869.00	69,633.00	1
Org Total:	22,404.38	126,190.82	3,869,318.00	3,869,318.00	3,743,127.18	
11 AKIAK SCHOOLS						
100 REGULAR INSTRUCTION	5.56	4,849.56	826,055.00	826,055.00	821,205.44	0
160 VOCATIONAL ED INSTRUCTION	0.00	346.00	0.00	0.00	-346.00	***
200 SPECIAL ED INSTRUCTION	0.00	692.00	233,554.00	233,554.00	232,862.00	0
320 GUIDANCE SERVICES	0.00	875.00	83,007.00	83,007.00	82,132.00	1
351 TECHNOLOGY	0.00	0.00	15,793.00	15,793.00	15,793.00	0
352 LIBRARY SERVICES	0.00	0.00	41,366.00	41,366.00	41,366.00	0
400 SCHOOL ADMINISTRATION	420.00	1,238.60	148,580.00	148,580.00	147,341.40	0
450 SCHOOL ADMIN SUPPORT	0.00	0.00	71,202.00	71,202.00	71,202.00	0
511 BOARD OF EDUCATION	0.00	0.00	3,342.00	3,342.00	3,342.00	0
600 OPERATION & MAINTENANCE	8,255.43	30,002.57	693,249.00	693,249.00	663,246.43	4
700 STUDENT ACTIVITIES	515.00	515.00	47,636.00	47,636.00	47,121.00	1
Org Total:	9,195.99	38,518.73	2,163,784.00	2,163,784.00	2,125,265.27	
12 TULUKSAK SCHOOLS						
100 REGULAR INSTRUCTION	27.41	6,525.41	1,171,383.00	1,171,383.00	1,164,857.59	0
160 VOCATIONAL ED INSTRUCTION	0.00	361.00	85,000.00	85,000.00	84,639.00	0
200 SPECIAL ED INSTRUCTION	0.00	2,166.00	358,184.00	358,184.00	356,018.00	0
320 GUIDANCE SERVICES	0.00	722.00	108,792.00	108,792.00	108,070.00	0
351 TECHNOLOGY	0.00	0.00	15,793.00	15,793.00	15,793.00	0
352 LIBRARY SERVICES	0.00	0.00	53,995.00	53,995.00	53,995.00	0
400 SCHOOL ADMINISTRATION	0.00	909.43	159,912.00	159,912.00	159,002.57	0
450 SCHOOL ADMIN SUPPORT	0.00	0.00	42,805.00	42,805.00	42,805.00	0
511 BOARD OF EDUCATION	0.00	0.00	3,342.00	3,342.00	3,342.00	0
600 OPERATION & MAINTENANCE	9,923.47	288,611.24	739,788.00	739,788.00	451,176.76	39
700 STUDENT ACTIVITIES	655.00	655.00	59,486.00	59,486.00	58,831.00	1
Org Total:	10,605.88	299,950.08	2,798,480.00	2,798,480.00	2,498,529.92	
500 DISTRICT-WIDE						
100 REGULAR INSTRUCTION	0.00	0.00	479,840.00	479,840.00	479,840.00	0

08/11/15
20:51:55

YUPIIT SCHOOL DISTRICT
Expenditure Budget vs. Actual Query
For the Accounting Period: 8 / 15

Page: 2 of 2
Report ID: B100AKAF

Funds 100- 100, Objects 300-599

Program-Function	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 OPERATING BUDGET						
200 SPECIAL ED INSTRUCTION	0.00	0.00	11,015.00	11,015.00	11,015.00	0
220 SPEC ED SUPPORT SVCS	724.00	1,055.00	207,624.00	207,624.00	206,569.00	0
300 Student Support Services	0.00	331.00	0.00	0.00	-331.00	***
350 SUPPORT SERVICES INSTRUCT	4,500.00	5,162.00	322,986.00	322,986.00	317,824.00	1
351 TECHNOLOGY	6,512.00	6,512.00	1,647,904.00	1,647,904.00	1,641,392.00	0
354 IN-SERVICE TRAINING	478.33	26,861.22	5,000.00	5,000.00	-21,861.22	537
511 BOARD OF EDUCATION	17,203.40	20,444.10	141,916.00	141,916.00	121,471.90	14
512 OFFICE OF SUPERINTENDENT	2,483.44	2,723.44	260,442.00	260,442.00	257,718.56	1
550 DISTRICT ADMIN SUPPORT SV	46,455.26	86,399.98	356,435.00	356,435.00	270,035.02	24
551 RECRUITMENT	0.00	0.00	15,000.00	15,000.00	15,000.00	0
552 HUMAN RESOURCES STAFF SVC	250.00	474.10	39,213.00	39,213.00	38,738.90	1
600 OPERATION & MAINTENANCE	395.55	162,378.76	394,862.00	394,862.00	232,483.24	41
700 STUDENT ACTIVITIES	0.00	0.00	23,195.00	23,195.00	23,195.00	0
Org Total:	79,001.98	312,341.60	3,905,432.00	3,905,432.00	3,593,090.40	
Fund Total:	121,208.23	777,001.23	13,358,066.00	13,358,066.00	12,581,064.77	5 %
Grand Total:	121,208.23	777,001.23	13,358,066.00	13,358,066.00	12,581,064.77	5 %

Yupiiit School District

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



August 13, 2015

MEMORANDUM

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

On July 30 all principals reviewed the updated Strategic Plan and learned the expectations for schools and staff in implementing the goals of the plan.

All schools need to include community engagement goals and activities in their school plans for the year.

On August 7, 2015 all YSD Certified Staff learned how to implement in their classrooms the Alaska Standards for Culturally Responsive Schools . These standards were embedded in the teacher evaluation model to help staff see how these standards can be regularly implemented.

It has been requested that historical activities be included in the Strategic Plan report. This information has not been accessible. Typically a report addresses anything that has been accomplished since the last report. More direction is needed regarding this request.

The website has been updated.

Yupiiit School District

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



August 13, 2015

MEMORANDUM

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

The Administration respectfully requests the approval of the following resignations:

Jeannie Carpenter
Katherine Wassilie

Akiak School Custodian
Akiachak School, Food Service Assistant

August 5
August 11

Akiak School

P.O. Box 227

Akiachak School

P.O. Box 51190

Tuluksak School

P.O. Box 115



Charles Burns <cburns@yupit.org>

Resignation

Jeannie Carpenter <jcarpenter@yupit.org>

Wed, Aug 5, 2015 at 3:32 PM

To: Norma Holmgaard <nholmgaard@yupit.org>, Charles Burns <cburns@yupit.org>
Cc: Jim Hartz <jhartz@yupit.org>

Jeannie Carpenter
P.O. box 52012 Akiak, AK 99552

Effective August 5, 2015 I am resigning my position as custodian of the Akiak School.

If there is anything I can do to help with training or transitioning in a new custodian please feel free to call me.

I will always treasure the friendships I've made in my 12 years in Akiak & wish you all the best.

Thank you,



Jeannie Carpenter

Yupiiit School District

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



August 13, 2015

MEMORANDUM

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

The Administration respectfully requests the approval of the following contracts:

Kaylin Charles
Jennifer Phillip
Everett Slicker

Secretary for Maintenance and Curriculum Departments
Receptionist: Travel Clerk/Webpage Manager
Math/Science Teacher Akiak School

Akiak School

P.O. Box 227
Akiak, Alaska 99552
Tel. (907) 765-4600

Akiachak School

P.O. Box 51190
Akiachak, Alaska 99551
Tel. (907) 825-3616

Tuluksak School

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

Yupiit School District

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



August 13, 2015

MEMORANDUM

To: YSD Regional School Board
From: Norma Holmgaard, Superintendent
Re: FY16 Recommendation for Teachers for Tenure

Dena Blake	Resource Teacher	Akiachak School
Sharene Craft	Science Teacher	Akiachak School

Akiak School
P.O. Box 227
Akiak, Alaska 99552
Tel. (907) 765-4600

Akiachak School
P.O. Box 51190
Akiachak, Alaska 99551
Tel. (907) 825-3616

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

Yupiit School District

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



August 13, 2015

MEMORANDUM

To: Regional School Board
From: Norma Holmgaard, Superintendent
Re: Vacancy of RSB Seat B

YSD Board Policy 9223 states that a RSB seat must be declared vacant if the member occupying that seat “no longer resides within the boundaries which he/she was elected to represent...”

Peter Evon who was appointed to complete the term for Seat B.

Peter Evon no longer resides in the Seat B boundaries.

The Administration requests that the Yupiit School District Regional School Board declare Seat B vacant. The Administration further recommends that the YSD Regional School Board agree to leave this seat unfilled pending the outcome of the October municipal elections.

Yupiiit School District

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



August 13, 2015

MEMORANDUM

To: Regional School Board
From: Norma Holmgaard, Superintendent
Re: Final Approval of AR 3360

The Administration respectfully requests RSB approval for the third and final reading of AR3360 which allows for travel reimbursement in the form of fuel for in district travel.

AR 3360 TRAVEL AND PER DIEM

Purpose

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

Travel and Approval Policy

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

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

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

1. The travel is required to achieve operational, legislative, career development, or service objectives of the District.
2. The travel is required to support state or federal efforts, which are beneficial to the District.
3. The travel is mandated by the state or federal government.
4. The travel is for specific training, which is required for employees to perform District functions, such as training on technological advances or for required certifications.
5. The travel is for specific training that will result in a significant cost savings or cost avoidance to the District. Such cost savings or avoidance shall be demonstrated prior to administrator approval of travel.
6. The travel is required to attend a national or state board, committee meeting or conference as a District representative, and the exchange of information or participation will result in a benefit to the District.

Employee/Board travel under the following conditions shall not normally be approved when costs are at District expense. When approved, written justification shall have been prepared by the traveler, approved in advance and submitted with the Travel Reimbursement form.

1. Travel by first class or business class air accommodations.
2. Travel by other than the most economical and/or direct route.
3. Rental car class above economy rate.

Use of rental vehicles

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

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

Travel during normal work day

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

Travel and Per Diem Policy

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

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

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

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

District Vehicle and/or Rental Vehicle. The District will reimburse the cost of fuel and other vehicle operating costs actually incurred by the employee. No reimbursement for mileage will be allowed.

Lodging Costs. The District will pay lodging costs (room and applicable tax) only at an economy and single occupancy rate, unless two District employees share a double room and then a double occupancy rate will be paid. Government or other discounted rates shall be requested and used whenever possible. Room tax will not be reimbursed if eligible for exemption.

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

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

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

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

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

Per Diem rate adjustments

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

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

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

Registration Fees. The District may make advance payment or reimbursement for

education/training fees. Fees for entertainment, spouse activities, and similar expenses are the responsibility of the traveler and will not be paid by the District.

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

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

Responsibility

1. The Superintendent shall approve all travel for all District employees, including committee members.
2. The Board President or designee shall approve all travel for all Board members.
3. Department heads and administrators shall:
 - Ensure that District funds are spent in a prudent manner resulting in maximum benefit to the District.
 - Ensure the travel requested is budgeted within the department/location budget.
 - Ensure that reimbursement is received by the District when the employee reimbursement form indicates that reimbursement for all or part of the expenses is due from an outside agency.
4. The Business Manager shall:
 - Ensure that travel has been approved prior to making any travel related payments, i.e., hotel deposits or registration fees.
 - Review all travel reimbursement requests to ensure that travel payments and reimbursements are made in accordance with this policy/procedure.
 - Require specific justification for actual expenses that deviate more than ten percent (10%) higher than authorized. Depending on the circumstances and amount of the deviation, the travel expense report may be forwarded to the Superintendent for review and approval.
5. Travelers shall:
 - Incur only those expenses that are necessary and reasonable to accomplish the approved purpose of the trip.
 - Maintain a travel log or other record of travel dates and expenses to sufficiently itemize and support business expenses, obtain original receipts needed for reimbursement of lodging, car rental, gasoline, and other expenses.

- Submit original itemized receipts that indicate purpose, date, and amount.
- Ensure all business expenses incurred and submitted for reimbursement are in compliance with this policy/procedure.
- Submit travel reimbursement request within 30 days after travel has been completed.
- Submit all Travel Reimbursement requests and Mileage Reimbursement requests on a monthly basis.

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

Revised 4/13

Adopted: 11/2006

YUPIIT SCHOOL DISTRICT

Yupiiit School District

Box 51190 • Akiachak, AK 99551 • Telephone (907) 825-3600 • FAX (907) 825-3655



July 10, 2015

MEMORANDUM

To: YSD Regional School Board
From: Norma Holmgaard, Superintendent
RE: 1st Reading of Policies

The Administration respectfully recommends the approval of the 1st Reading of Policies.

Akiak School
P.O. Box 49
Akiak, Alaska 99552
Tel. (907) 765-4600
FAX (907) 765-4632

Akiachak School
P.O. Box 51189
Akiachak, Alaska 99551
Tel. (907) 825-3616
FAX (907) 825-3656

Tuluksak School
P.O. Box 115
Tuluksak, Alaska 99679
Tel. (907) 695-5625
FAX (907) 695-5645

Yupiiit School District

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



August 13, 2015

MEMORANDUM

To: Regional School Board
From: Norma Holmgaard, Superintendent
Re: Principal Coach MOA

It is often that new to the district and new to the profession teachers and administrators benefit from one-on-one coaching support.

During the 2014-2015 school year two highly skilled and highly trained coaches were contracted to work with new staff in YSD schools.

The Administration respectfully requests approval from the Regional School Board to continue principal coaching through the attached contract with Wykis Coaching and Consulting. Mr. Wykis is a respected coach trained by the Alaska State Principal Mentor Project.

Yupiiit School District
P. O. Box 51190
Akiachak, Alaska 99551
(907)825-3600 phone, (907)825-3655 fax

MEMORANDUM OF AGREEMENT

Contractor: WYKIS COACHING & CONSULTING INC. E.I.N. 45-2037449 P. O. #

Address: 36887 Cheechako News Drive City: Soldotna St. AK Zip: 99669

Telephone: (907) 394-4349

District Location: Districtwide Program: Professional Development

CONTRACT SCOPE & CONSIDERATION

August, 2015

1 day virtual administrator coaching at \$650 per day (2 hour coaching sessions x 4) \$ 650.00

September, 2015

1 travel day \$ 400.00

2 day on site in Akiak at \$650 per day \$1300.00

3 days per diem at \$60 per day \$ 180.00

Travel (estimated) to be billed to the District and arranged by the contractor: \$ 598.00

Airfare Kenai to Akiak RT \$598.00

1/2 day of virtual coaching at \$650 per day \$ 325.00

October, 2015

1/2 day of virtual coaching at \$650 per day \$ 325.00

November, 2015

1 travel day \$ 400.00

2 day on site in Akiak at \$650 per day \$1300.00

3 days per diem at \$60 per day \$ 180.00

Travel (Estimated) to be billed to the District and arranged by the contractor: \$ 598.00

Airfare Kenai to Akiak RT \$598

1/2 day of virtual coaching at \$650 per day \$ 325.00

December, 2015

½ day of virtual coaching at \$650 per day \$ 325.00

January, 2016

1 travel day \$ 400.00

2 day on site in Akiak at \$650 per day \$1300.00

3 days per diem at \$60 per day \$ 180.00

Travel (Estimated) to be billed to the District and arranged by the contractor: \$ 598.00

Airfare Kenai to Akiak RT \$598

Hotel and cab in Anchorage on return

1/2day of virtual coaching at \$650 per day \$ 325.00

February, 2016

1/2 day of virtual coaching at \$650 per day \$ 325.00

March, 2016

½ day of virtual coaching at \$650 per day \$ 325.00

April, 2016

1 travel day \$ 400.00

2 day on site in AKIAK at \$650 per day \$1300.00

3 days per diem at \$60 per day \$ 180.00

Travel (Estimated) to be billed to the District and arranged by the contractor: \$ 598.00.

Airfare Kenai to Akiak RT	\$598	
1/2 day of virtual coaching at \$650 per day		\$ 325.00
<u>May, 2016</u>		
1 day of virtual coaching at \$650 per day		\$ 650.00
Contract Totals		
Travel		\$ 2392.00
Per Diem		\$ 720.00
Travel days charge (4 x \$400)		\$ 1600.00
Coaching and Consulting on-site and virtual		\$ 9100.00
Travel Contingency due to weather (hotel costs)		\$ 200.00
Total		\$14012.00

CONTRACT SCOPE & CONSIDERATION

MAXIMUM REINBURSEMENT: \$ 16,000

MAXIMUM AMOUNT authorized by this amount is: \$16,000, Payment will be made upon receipt of an

APPROVED invoice which reference P. O. # . ACCOUNT CODE: 100.500.350.410

NOTHING HEREIN is to be construed as establishing an employee-employer relationship. No other compensation or benefit is expressed or implied. As a condition of performance the above named contractor shall pay all federal, state and local taxes that may be incurred by the contractor, subcontractor(s) or other persons. In addition, the above named contractor shall obtain all licenses, certifications and insurances that may be required.

OTHER CONSIDERATIONS:

DATE APPROVED BY BOARD:

TIME PERIOD COVERED:..... FROM: August 1, 2015 TO: June 1, 2016

Business Manager	Date	Originator	Date:
Superintendent	Date	Contractor	Date: