



## Community/Parent Survey of Principal

Name (Optional): \_\_\_\_\_

Date: \_\_\_\_\_

School: \_\_\_\_\_

(Please check one)

☐ **COMMUNITY MEMBER**

☐ **PARENT**

☐ **I have met the principal**

How many times have you met with the principal? \_\_\_\_\_

Please rate the following areas by circling the number that reflects your thoughts and feelings:

### ***Leadership***

A. Our school principal involves everyone in the process of setting and reaching goals that will improve the education of our children.

1=Never

2=Sometimes

3=Most of the Time

4=Always

B. I help make goals for our school, and participate in evaluating the teachers and principal.

1=Never

2=Sometimes

3=Most of the Time

4=Always

### ***School Planning***

A. Our school has clear goals for improving student performance.

1=Never

2=Sometimes

3=Most of the Time

4=Always

B. I am aware of or I helped make plans for improving student performance. (Ex.: Involvement in or awareness of school planning process, Individual Learning Plans, IEPs, Home Visits)

1=Never

2=Sometimes

3=Most of the Time

4=Always

### ***Parent and Community Member Focus***

A. Our school has a system to collect information from everyone, and they use that information to help strengthen our community, school, and student achievement. (Ex.: LASB Meetings, Village meetings, surveys, Home Visits)

1=Never

2=Sometimes

3=Most of the Time

4=Always

B. I give information to the school and district that will help school leaders and teachers better educate our children. (Ex.: Town meetings, surveys, informal discussions with students and school employees, letters, phone calls, Home Visits, surveys)

1=Never

2=Sometimes

3=Most of the Time

4=Always

### ***Information & Analysis***

A. Our school regularly uses information from test scores and the community to improve in all areas. (Ex.: Benchmark Test, Report Cards, Parent concerns)

1=Never

2=Sometimes

3=Most of the Time

4=Always

B. I am aware of useful information that helps us improve in all areas. (Ex.: School Newspaper, Benchmark Tests, Report Cards, student/district web page)

1=Never

2=Sometimes

3=Most of the Time

4=Always

### ***Teacher / Staff Focus***

A. Our school regularly supports its staff members through training and other educational opportunities as they continue to pursue excellence in all aspects of their profession.

(Ex.: staff inservices, professional development opportunities, workshops)

**1=Never**

**2=Sometimes**

**3=Most of the Time**

**4=Always**

B. I support the training staff members receive and feel it is helping the children better learn.

**1=Never**

**2=Sometimes**

**3=Most of the Time**

**4=Always**

### **Educational & Support Process Management**

A. Our school regularly supports its teachers and its programs (Ex.: Technology, Reading, Writing & Math Instruction, Early Childhood, etc.) to better serve ALL kids.

**1=Never**

**2=Sometimes**

**3=Most of the Time**

**4=Always**

B. I am involved in supporting programs that meet the needs of ALL kids. (Ex.: Board meetings, School Activities, Volunteering in Schools, Cultural Curriculum, etc.)

**1=Never**

**2=Sometimes**

**3=Most of the Time**

**4=Always**

The following are things in which the school and district do well in serving our children:

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The following are ways that the school or district needs to improve:

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The following are ways I support my child as a student:

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Then following are ways in which I can improve my efforts as a parent:

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# Yupiiit School District

Student Survey of Teacher

Circle Your Answers



Teacher Name: \_\_\_\_\_

I am in                      Third grade    ☐  
                                 Fourth grade   ☐  
                                 Fifth grade    ☐  
                                 Sixth grade   ☐

1. My teacher makes sure everyone in the classroom is treated with respect.

Never                      Sometimes                      Most of the time                      Always

2. My teacher makes sure everyone is included and involved in classroom activities.

Never                      Sometimes                      Most of the time                      Always

3. My teacher makes sure my classroom is a safe place to learn.

Never                      Sometimes                      Most of the time                      Always

4. My teacher stops teasing and bullying and teaches us how to be kind to each other.

Never                      Sometimes                      Most of the time                      Always

5. My teacher lets me make some choices in how I learn, which activities I can do, and which assignments I can choose.

Never                      Sometimes                      Most of the time                      Always

6. My teacher helps everyone do their best.

Never                      Sometimes                      Most of the time                      Always

7. My teacher uses a lot of things to help us learn like technology and center activities.

Never                      Sometimes                      Most of the time                      Always

8. My teacher gives me more than one chance to learn things.

Never                      Sometimes                      Most of the time                      Always

9. When I don't understand something my teacher takes time to help me and never gets mad at me for not getting it the first time.

Never                      Sometimes                      Most of the time                      Always

10. My teacher knows my family and lets them know what we are learning.

Never                      Sometimes                      Most of the time                      Always

11. I like coming to school because I know I can learn.

Never                      Sometimes                      Most of the time                      Always

12. Some of my favorite things about my class are:

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# Yupiiit School District

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



## Student Survey of Teacher (Grades 7 – 12)

Teacher Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check the box that most describes this teacher.

1. This teacher treats me respectfully.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
2. I feel I can learn successfully with this teacher.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
3. This teacher knows the subject he/she is teaching.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
4. My teacher uses different activities to make learning interesting.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
5. This teacher has high expectations for everyone in my class.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
6. This teacher gives me extra help after school when I ask for it.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
7. This teacher is respectful to our culture and traditions.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
8. This teacher respects my ideas about how I learn best.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
9. My teacher expects everyone to be respectful to each other including to the teacher.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
10. My teacher stops unkind and disruptive behaviors in our classroom.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_

The following are things the teacher has done that have helped me learn this year.

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The following are things this teacher could do to improve my child's learning.

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# Yup'it School District

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



## Parent Survey of Teacher

Teacher Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please check yes or no.

1. I have met with this teacher as a parent. Yes \_\_\_\_ No \_\_\_\_  
How many times? \_\_\_\_
2. I have watched this teacher teach in the classroom. Yes \_\_\_\_ No \_\_\_\_
3. This teacher communicates with me regularly to discuss my child's education. Yes \_\_\_\_ No \_\_\_\_

Check the box that most describes this teacher.

1. This teacher treats my child respectfully.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
2. I feel my child is learning successfully from this teacher.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
3. This teacher knows the subject he/she is teaching.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
4. My child tells me about the things he or she does in the classroom that are interesting.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
5. This teacher has high expectations for my child.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
6. This teacher gives my child extra help after school when he or she needs it.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
7. This teacher is respectful to our culture and traditions.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_
8. This teacher respects my ideas about how my child learns best.  
Never \_\_\_\_ Sometimes \_\_\_\_ Most of the Time \_\_\_\_ Always \_\_\_\_

The following are things the teacher has done that have helped my child learn this year.

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The following are things this teacher could do to improve my child's learning.

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Principal Name: \_\_\_\_\_

*Yup'it School District  
Student Survey on Principal Form  
Grades 4-12*

Please circle the number or word that best shows what you think or feel about your principal in the following questions:

**Leadership**

1. My principal tries to motivate me, and helps me become excited about learning.

1 2 3 4  
← Never Sometimes Most of the Time Always →

**Learning environment**

2. My principal makes sure everyone in my school is treated with respect.

1 2 3 4  
← Never Sometimes Most of the Time Always →

3. My principal knows each child and treats all with respect and kindness.

1 2 3 4  
← Never Sometimes Most of the Time Always →

4. My principal welcomes students each day.

1 2 3 4  
← Never Sometimes Most of the Time Always →

**Communication and Participation with all**

5. My principal makes sure everyone is included or involved in school activities.

1 2 3 4  
← Never Sometimes Most of the Time Always →

**Student Growth**

6. My principal makes sure my school is a safe place to learn.

1 2 3 4  
← Never Sometimes Most of the Time Always →

7. My principal cares about my future and what I will be doing after I leave school.

1 2 3 4

← 1 2 3 4 →  
Never Sometimes Most of the Time Always

**Law and District Policy**

8. My principal allows us to make some choices in how the school is run.

← 1 2 3 4 →  
Never Sometimes Most of the Time Always

**Curriculum**

9. My principal expects me to learn in all of my subjects.

← 1 2 3 4 →  
Never Sometimes Most of the Time Always

10. My principal knows what I am learning in my classroom.

← 1 2 3 4 →  
Never Sometimes Most of the Time Always

**Social/Cultural**

11. My principal knows my family.

← 1 2 3 4 →  
Never Sometimes Most of the Time Always

**Assessment and Evaluation**

12. My principal wants me to take pride in my work.

← 1 2 3 4 →  
Never Sometimes Most of the Time Always

13. My principal wants me to score well on my assessments/tests.

← 1 2 3 4 →  
Never Sometimes Most of the Time Always

**Facilities**

14. My school is well maintained, clean and looks good.

← 1 2 3 4 →  
Never Sometimes Most of the Time Always

Please tell us more about your principal:

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**Yup'it School District**  
**Teacher/Staff Survey on Principal**

Principal Name \_\_\_\_\_ Date \_\_\_\_\_

Rate your principal: 1-Never      2-Sometimes      3-Most of the time      4-Always

**Leadership**

- |  |         |
|--|---------|
| 1. My principal uses a variety of appropriate problem solving tools. | 1 2 3 4 |
| 2. My principal models a collaborative approach.                     | 1 2 3 4 |
| 3. My principal leads the collaborative goal setting process.        | 1 2 3 4 |
| 4. My principal believes in him or herself.                          | 1 2 3 4 |

**Learning Environment**

- |  |         |
|--|---------|
| 1. My principal helps me to use effective instructional strategies and best practices. (Balanced Instruction, CHAMPS, Differentiated Instruction)                              | 1 2 3 4 |
| 2. My principal maintains an effective learning environment including high expectations, respect, appreciation, collaboration, community culture, safety, and professionalism. | 1 2 3 4 |
| 3. My principal believes in me.  | 1 2 3 4 |

**Curriculum**

- |   |         |
|---|---------|
| 1. My principal understands and can articulate YSD programs/curriculum              | 1 2 3 4 |
| 2. My principal works to connect all stakeholders with what our school is about.    | 1 2 3 4 |
| 3. My principal facilitates the alignment of goals and standards in Instruction.    | 1 2 3 4 |
| 4. My principal evidences a research-based knowledge of curriculum and instruction. | 1 2 3 4 |

**Student Growth and Development**

- |  |         |
|--|---------|
| 1. My principal supports the teachers in maintaining a safe and orderly classroom. | 1 2 3 4 |
| 2. My principal respects children.   | 1 2 3 4 |
| 3. Children feel known and cared for by my principal.                              | 1 2 3 4 |
| 4. My principal believes in each child's ability to learn and grow.                | 1 2 3 4 |
| 5. My principal is consistent in his/her disciplinary procedures.                  | 1 2 3 4 |

**Professional Development**

- |   |         |
|---|---------|
| 1. My principal supports my professional development. | 1 2 3 4 |
| 2. My principal has high over-all expectations of me. | 1 2 3 4 |

- |  |         |
|--|---------|
| 3. My principal knows my strengths and weaknesses.   | 1 2 3 4 |
| 4. My principal inspires and motivates me to focus on my strengths while improving my weak areas.      | 1 2 3 4 |
| 5. My principal supports me in positive ways that ultimately focus on improving learning for children. | 1 2 3 4 |

### **Assessment and Evaluation**

- |  |         |
|--|---------|
| 1. My evaluation process is on track with my principal.  | 1 2 3 4 |
| 2. My principal adheres to the YSD evaluation process.   | 1 2 3 4 |
| 3. My principal visits my classroom frequently and knows my students and the education going on under my direction/facilitation. | 1 2 3 4 |
| 4. My principal deals fairly with all under his supervision.   | 1 2 3 4 |
| 5. My principal guides and participates in the Data-Based Decision Making Process of the school.                                 | 1 2 3 4 |

### **Laws and District policy**

- |   |         |
|---|---------|
| 1. My principal acts in accordance with established laws/district policies. | 1 2 3 4 |
| 2. My principal is a good manager in overseeing the building, budget, etc.  | 1 2 3 4 |

### **Social, cultural, political and economic forces**

- |   |         |
|---|---------|
| 1. My principal maintains collaborative relationships that enhance real-life learning opportunities for children. | 1 2 3 4 |
| 2. My principal applies understanding of cultural norms.  | 1 2 3 4 |

### **Communication and participation with all in the school community**

- |   |         |
|---|---------|
| 1. My principal is responsive to stakeholder concerns in a way that enhances interaction.         | 1 2 3 4 |
| 2. My principal communicates in a culturally responsive manner with the broader school community. | 1 2 3 4 |
| 3. My principal coordinates school and community activities.                                      | 1 2 3 4 |
| 4. Parents and community members feel welcome in the school.                                      | 1 2 3 4 |

### **Support of Teachers**

- |   |         |
|---|---------|
| 1. My principal is responsive to teacher housing needs and other factors that allow me to focus on the learning needs of children | 1 2 3 4 |
| 2. My principal holds me accountable to what is best for children   | 1 2 3 4 |
| 3. My principal supports me in confrontation incidents with staff, parents, etc., and stands up for me when I am in the right.    | 1 2 3 4 |
| 4. My principal positively reflects a belief in the importance of the teaching profession.  | 1 2 3 4 |

The following are ways this principal is succeeding in leading our learning community:

The following are ways I would like to see this principal improve:

Teacher Name \_\_\_\_\_ (optional)

## Performance Survey for the Yupiit School District Superintendent

Completed Surveys must be returned to Bonnie James, Regional School Board Secretary at the District Office by December 1.

(Surveys may be turned in at the school for mailing.)

### Please check all that apply:

I am a      ☐ Community Member  
              ☐ Parent/Guardian of an YSD student  
              ☐ YSD Employee  
              ☐ Student in High School in YSD  
              ☐ Student in Elementary or Middle School

Have you met and talked with the Superintendent?      ☐ Yes      ☐ No

Have you participated in any meetings or discussions with?  
the Superintendent?      ☐ Yes      ☐ No

How many times?       times

Please rate the Superintendent in the following areas.

#### 1. Leadership and District Culture

This standard addresses the superintendent's performance in leadership through empowering others, visioning, helping shape school culture and climate, and understanding multicultural and ethnic differences.

Indicators include:

- Facilitating community processes and discussions to develop and implement a shared vision that focuses on improving student achievement
- Promotes academic rigor that focuses on learning and excellence
- Creates and supports a community of learners that empowers others to reach high levels of performance
- Models learning for staff and students
- Promotes understanding and celebrating school/community cultures
- Promotes and expects a school-based climate of tolerance, acceptance and civility
- Develops, implements, promotes and monitors continuous improvement processes

☐ Excellent      ☐ Good      ☐ Needs Improvement      ☐ Unsatisfactory      ☐ ?

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. Communications and Community Relations

This standard emphasizes the skills necessary to establish effective two-way communications with students, staff and parents, and the community. It also stresses responding to community feedback and building community support for the district.

Indicators include:

- Development of formal and informal ways to gain external perceptions of the district
- Demonstrating effective communication skills (written, verbal, non-verbal in formal and informal settings, large and small group and one-on-one basis)
- Promotes involvement of all stakeholders to fully participate in the process of schooling
- Establishes effective school/community relations

\_\_\_ Excellent      \_\_\_ Good      \_\_\_ Needs Improvement      \_\_\_ Unsatisfactory      \_\_\_ ?

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. Organizational Management

This standard requires the superintendent to gather and analyze data for decision-making and for making recommendations to the board. It stresses the skills necessary to meet internal and external expectations and to effectively allocate resources.

Indicators include:

- Demonstrates budget management including financial forecasting, planning, cash-flow management, account auditing and monitoring
- Develops and monitors long-range goals for school and district technology and information systems, making informed decisions about computer hardware and software, and staff development and training needs
- Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs
- Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma

\_\_\_ Excellent      \_\_\_ Good      \_\_\_ Needs Improvement      \_\_\_ Unsatisfactory      \_\_\_ ?

Comments: \_\_\_\_\_  
\_\_\_\_\_

4. Curriculum Planning Development

[Type the document title]

This standard addresses the superintendent's skills in staying up-to-date in curriculum, teaching, learning and testing theories. It requires the superintendent to make sound recommendations for learning technologies.

Indicators include:

Development of core curriculum design and delivery system based on content and assessment standards and best practices

Establishing curriculum planning to anticipate occupational trends and school-to-career needs

Uses child development and learning theories and the process to create developmentally appropriate curriculum and instruction

Includes the use of computers, the internet, networking, distance learning and other technologies in educational programming

Assesses student progress using a variety of appropriate tools

Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment

\_\_\_ Excellent      \_\_\_ Good      \_\_\_ Needs Improvement      \_\_\_ Unsatisfactory      \_\_\_ ?

Comments: \_\_\_\_\_  
\_\_\_\_\_

5. Instructional Leadership

This standard addresses what is to be taught; it emphasizes how it should be taught. It emphasizes the skills required to ensure that the most effective teaching techniques are in place and that all instructional resources are used to maximize student achievement. This standard also requires applying research and best practices with respect to diversity.

Indicators include:

- Collaboratively developing, implementing and monitoring change process to improve student and adult learning
- Implementing appropriate safety and security practices in schools
- Formulating a plan to assess appropriate teaching methods, classroom management and strategies for all learners
- Analyzing available instructional resources including applications of technology and assign them in cost effective and equitable manner to enhance student learning
- Establishing instructional strategies that include cultural diversity and differences in learning styles
- Applying effective methods of providing, monitoring, evaluating and reporting student achievement and using good research and assessment to improve the learning process
- Encouraging various staffing patterns, student grouping plans, class scheduling plans, school organizational structures, and facilities design

processes to support various teaching strategies and desired student outcomes

\_\_\_ Excellent      \_\_\_ Good      \_\_\_ Needs Improvement      \_\_\_ Unsatisfactory      \_\_\_ ?

Comments: \_\_\_\_\_

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6. Human Resources Management

This standard requires skills in developing and implementing a staff performance-evaluation system. It also requires skills in applying ethical, contractual and legal requirements for personnel selection, development, retention, promotion and dismissal.

Indicators include:

- Using the system of staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development
- Identifying and applying appropriate policies, criteria, and processes for the recruitment, selection, induction, compensation, and separation of personnel with attention to issues of equity and diversity

\_\_\_ Excellent      \_\_\_ Good      \_\_\_ Needs Improvement      \_\_\_ Unsatisfactory      \_\_\_ ?

Comments: \_\_\_\_\_

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7. Values and Ethics of Leadership

This standard requires the understanding and modeling of appropriate value systems, ethics and moral leadership. It also requires superintendents to exhibit multicultural and ethnic understanding and to coordinate with social agencies and human services to help students grow and develop as caring, informed citizens.

Indicators include:

- Exhibiting multicultural and ethnic understanding and sensitivity
- Describing role of schooling in a democratic society
- Manifesting a professional code of ethics and demonstrating personal integrity
- Modeling accepted moral and ethical standards in all interactions
- Exploring and developing ways to find common ground in dealing with difficult and divisive issues
- Promoting the establishment of moral and ethical practices in every classroom, every school and throughout the district

\_\_\_ Excellent      \_\_\_ Good      \_\_\_ Needs Improvement      \_\_\_ Unsatisfactory      \_\_\_ ?

Comments: \_\_\_\_\_

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8. Employee Relations

This performance standard requires the superintendent to have a comprehensive working knowledge of employee relations. This requires the superintendent to understand and effectively administer the contract content and to keep abreast of any legislation that might affect labor relations in the District. It also requires the superintendent to efficiently address employee issues and complaints in a fair and timely manner.

Indicators include:

- Identifying contract language issues and proposing solutions
- Developing contract language collaboratively with the Board and employees
- Establishing productive relationships with employee groups while managing agreements effectively.

\_\_\_ Excellent      \_\_\_ Good      \_\_\_ Needs Improvement      \_\_\_ Unsatisfactory      \_\_\_ ?

Comments: \_\_\_\_\_

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Yup'it School District  
Confidential Superintendent Feedback Survey

Please complete and return to:  
Bonne James, RSB Secretary  
Yup'it School District  
PO Box 51190  
Akiachak, AK 99551

Return by June 12, 2015

Location:      Tuluksak      Akiak      Akiachak

**1: Leadership and District Culture**

- 1.2 Promotes academic rigor that focuses on learning and excellence for schools.
- 1.3 Creates and supports a community of learners that empowers others to reach high levels of performance to achieve the school's vision.
- 1.4 Models learning for staff and students.
- 1.5 Promotes understanding and celebrating school/community cultures.
- 1.6 Promotes and expects a school based climate of tolerance, acceptance and civility.
- 1.7 Develops, implements, promotes and monitors continuous improvement processes.

☐ Unacceptable      ☐ Good      ☐ Outstanding      ☐ Not known

**2: Policy and Governance**

- 2.1 Understands and articulates the system of public school governance and differentiates between policy-making and administrative roles.
- 2.2 Establishes procedures for superintendent/board interpersonal and working relationships.
- 2.3 Understands and interprets the role of federal, state and regional governments, policies and politics and their relationships to local districts and schools.
- 2.4 Uses legal counsel in governance and procedures to avoid civil and criminal liabilities.

☐ Unacceptable      ☐ Good      ☐ Outstanding      ☐ Not known

**3: Communications and Community Relations**

- 3.1 Develops formal and informal techniques to gain external perceptions of district.
- 3.2 Demonstrates effective communication skills (written, verbal and non-verbal contexts, formal and informal settings, large and small group and one-on-one environments).
- 3.3 Promotes involvement of all stakeholders to fully participate in the process of schooling.
- 3.4 Establishes effective school/community relations, school/business partnerships and public service.
- 3.5 Understands the role of media in shaping and forming opinions as well as how to work with the media.

☐ Unacceptable      ☐ Good      ☐ Outstanding      ☐ Not known

**4: Organizational Management**

- 4.1 Demonstrates budget management including financial forecasting, planning, cash-flow management, account auditing and monitoring.
- 4.2 Develops and monitors long-range plans for school and district technology and information systems, making informed decisions about computer hardware and software, and staff development and training needs.
- 4.3 Demonstrates knowledge of school facilities and develops a process that builds internal and public support for facility needs.
- 4.4 Establishes procedures and practices for dealing with emergencies such as weather, threats to the school, student violence and trauma.

☐ Unacceptable      ☐ Good      ☐ Outstanding      ☐ Not known

Page 1 Comments:

**5: Curriculum Planning Development**

- 5.1 Develops core curriculum design and delivery system based on content and assessment standards and best practices.
- 5.2 Establishes curriculum planning to anticipate occupational trends and school-to-career needs.
- 5.3 Uses child development and learning theories and the process to create developmentally appropriate curriculum and instruction.
- 5.4 Includes the use of computers, the Internet, networking, distance learning and other technologies in educational programming.
- 5.5 Assesses student progress using a variety of appropriate techniques.
- 5.6 Involves faculty and stakeholders in enhancement and renewal of curriculum to ensure alignment of curriculum, instruction and assessment.

☐ Unacceptable      ☐ Good      ☐ Outstanding      ☐ Not known

**6: Instructional Leadership**

- 6.1 Collaboratively develops, implements and monitors change process to improve student and adult (staff) learning.
- 6.2 Implements appropriate safety and security practices in schools.
- 6.3 Formulates plan to assess appropriate teaching methods, classroom management and strategies for all learners.
- 6.4 Analyzes available instructional resources including applications of technology and assign them in cost effective and equitable manner to enhance student outcomes.
- 6.5 Establishes instructional strategies that include cultural diversity and differences in learning styles.
- 6.6 Applies effective methods of providing, monitoring, evaluating and reporting student achievement and uses good research and assessments to improve the learning process.
- 6.7 Encourages various staffing patterns, student grouping plans, class scheduling plans, school organizational structures, and facilities design processes to support various teaching strategies and desired student outcomes.

☐ Unacceptable      ☐ Good      ☐ Outstanding      ☐ Not known

**7: Human Resources Management**

- 7.1 Demonstrates use of system and staff evaluation data for personnel policies, decision-making, promotion of career growth and professional development.
- 7.2 Identifies and applies appropriate policies, criteria, and processes for the recruitment, selection, induction, compensation and separation of personnel with attention to issues of equity and diversity.

☐ Unacceptable      ☐ Good      ☐ Outstanding      ☐ Not known

**8: Values and Ethics of Leadership**

- 8.1 Exhibits multicultural and ethnic understanding and sensitivity.
- 8.2 Describes role of schooling in a democratic society.
- 8.3 Manifests a professional code of ethics and demonstrates personal integrity.
- 8.4 Models accepted moral and ethical standards in all interactions.
- 8.5 Explores and develops ways to find common ground in dealing with difficult and divisive issues.
- 8.6 Promotes the establishment of moral and ethical practices in every classroom, every school, and throughout the district.

☐ Unacceptable      ☐ Good      ☐ Outstanding      ☐ Not known

Page 2 Comments:

Instructions for RSB Secretary.

1. Mail to all staff
2. Email to all staff
3. Post multiple copies in public locations
4. Collect surveys. Do not discuss with Superintendent or anyone else.
5. Cut off comment section to hide handwriting, and type all of these into a separate document.
  - a. Do not interpret or re-word
  - b. Put all comments in even if they are repeated by others
6. Provide all surveys and confidential comments to RSB for executive session.

The Confidential Survey to Include:

1. How each individual site (Akiachak, Akiak, Tuluksak) can be improved in relation to staffing and their responsibilities.

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2. How the Districtwide departments (i.e. Business Office, Maintenance Department, Food Service, Special Education, etc.) can better serve and improved the staff, staff, and community relations.

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3. How can the Regional School Board and Local Advisory School Boards better serve the staff, students and community.

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# Superintendent of Schools

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**SAMPLE - *modify as needed***

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## SUPERINTENDENT EVALUATION DOCUMENT #2

\_\_\_\_\_ SCHOOL DISTRICT

### **Board of Education Evaluation of the Superintendent**

**Confidential**

**From: Fall 20\_\_ To: Fall 20\_\_**

As you read through the following list, rank the items **1 - 4**.

1- Exceptional / 2- Meets Expectations / 3- Needs Improvement / 4- Unknown.

You are encouraged to place comments in the appropriate area.

#### **Relationship with the Board:**

- \_\_\_ Keeps board informed of organization activities, progress and problems.
- \_\_\_ Is receptive to board member ideas and suggestions.
- \_\_\_ Makes sound recommendations for board action.
- \_\_\_ Accepts board criticism as constructive suggestions for improvement.
- \_\_\_ Gives constructive criticism in a friendly, firm and positive way.
- \_\_\_ Follows up on all problems and Issues brought to his attention.

Comments:

#### **Management Skills and Abilities:**

- \_\_\_ Maintains a smooth-running administrative office.
- \_\_\_ Prepares all necessary reports and keeps accurate records.
- \_\_\_ Speaks and writes clearly.
- \_\_\_ Proposes organizational goals and objectives prior to each fiscal year.
- \_\_\_ Plans well in advance.
- \_\_\_ Is progressive in attitude and action.
- \_\_\_ Adequately follows through on set plans.

Comments:

**Services to People Served:**

- ☐ Understands and stays current with the needs of people served.
- ☐ Focuses all activities on servicing peoples' needs.
- ☐ Accepts criticism from the people served and responds appropriately.

Comments:

**Fiscal Management:**

- ☐ Prepares a balanced budget.
- ☐ Completes the year with a balanced budget.
- ☐ Displays common sense and good judgment in business.
- ☐ Adequately supervises the physical plant.

Comments:

**Personal and Professional Attitudes:**

- ☐ Projects professional demeanor.
- ☐ Participates in professional activities.

Comments:

**Community and Public Relations:**

- ☐ Represents the organization in a positive and professional manner.
- ☐ Actively promotes the organization to the public.

Comments:

**Effective Leadership of Staff:**

- ☐ Hires and maintains competent staff members.
- ☐ Encourages staff development.
- ☐ Follows personnel policies closely.
- ☐ Maintains high staff productivity.

Comments:

# SUPERINTENDENT EVALUATION BY SCHOOL BOARD

E 2123 (a)

Superintendent Name:

School year evaluation period:

School Board Member Name:

## INSTRUCTIONS AND OBJECTIVES OF THIS EVALUATION

In evaluating a superintendent, there are many factors which must be taken into account. The first is to look at the job description and then verify that the individual is, in fact, meeting the requirements which are delineated there. The following questions are intended to generate a "snapshot" of the performance of the individual whom the Board hired to fill this position.

Please rank your response to each group of questions by putting a check mark under the ranking number. The numbers are arrayed as follows:

Unsatisfactory		Needs Improvement		Satisfactory		Strong		Exemplary	
1	2	3	4	5	6	7	8	9	10

## EVALUATION QUESTIONS

**The primary role of the superintendent is to oversee the day-to-day operations of the District and to see that the goal of improving student success remains the foremost function of the schools.**

1. Are KPBSD schools and programs operating efficiently and smoothly?	NO	SOMETIMES	USUALLY	YES
2. Is the priority of student achievement a clear and observable goal throughout the district?	NO	SOMETIMES	USUALLY	YES
3. Are non-instructional areas of the district managed well?	NO	SOMETIMES	USUALLY	YES
4. Is there a clear grasp of the superintendent's position relative to the Board, staff and community?	NO	SOMETIMES	USUALLY	YES
5. Is process for hiring, advancement, and termination both smooth and well-reasoned?	NO	SOMETIMES	USUALLY	YES
6. Does the superintendent delegate his responsibilities appropriately?	NO	SOMETIMES	USUALLY	YES

Does the superintendent oversee the day-to-day operations of the District and see that the goal of improving student success remains the foremost function of the schools?

Comment:

Unsatisfactory		Needs Improvement		Satisfactory		Strong		Exemplary	
1	2	3	4	5	6	7	8	9	10

**A primary role of the superintendent is to provide a "face" in the general community for the School District.**

7. Is information provided to the public regarding KPBSD operations and activities?	NO	SOMETIMES	USUALLY	YES
8. Does the superintendent have credibility with the community at large?	NO	SOMETIMES	USUALLY	YES
9. Is public input regarding school operations actively solicited and valued?	NO	SOMETIMES	USUALLY	YES
10. Is the superintendent someone you look to for providing information to the public on educational issues?	NO	SOMETIMES	USUALLY	YES

	<u>Unsatisfactory</u>		<u>Needs Improvement</u>		<u>Satisfactory</u>		<u>Strong</u>		<u>Exemplary</u>	
Does the superintendent provide a positive "face" in the general community for the School District?	1	2	3	4	5	6	7	8	9	10

Comment:

**The superintendent should maintain a positive relationship with the Board of Education.**

11. Do the superintendent's actions display an understanding of the relationship between the Board and superintendent?	NO	SOMETIMES	USUALLY	YES
12. Does the superintendent inform the Board of important issues in the District?	NO	SOMETIMES	USUALLY	YES
13. Does the superintendent provide factual and complete information to the Board?	NO	SOMETIMES	USUALLY	YES

	<u>Unsatisfactory</u>		<u>Needs Improvement</u>		<u>Satisfactory</u>		<u>Strong</u>		<u>Exemplary</u>	
Does the superintendent maintain a positive relationship with the Board of Education?	1	2	3	4	5	6	7	8	9	10

Comment:

**A corollary function for the superintendent is to provide a measure of leadership to help the District improve its operations and educational offerings.**

14. Does the superintendent stay current with educational issues and trends?	NO	SOMETIMES	USUALLY	YES
15. Does the superintendent have an in depth understanding of school district operations?	NO	SOMETIMES	USUALLY	YES
16. Does the superintendent follow instructions of the Board for moving the District in a particular direction?	NO	SOMETIMES	USUALLY	YES

	<u>Unsatisfactory</u>		<u>Needs Improvement</u>		<u>Satisfactory</u>		<u>Strong</u>		<u>Exemplary</u>	
Does the superintendent provide leadership to help the District improve its operations and educational offerings?	1	2	3	4	5	6	7	8	9	10

Comment:

**Additionally, a superintendent should exhibit some primarily personal qualities which would reflect well upon the District.**

17. Does the superintendent act ethically?	NO	SOMETIMES	USUALLY	YES
18. Does the superintendent communicate effectively with all stakeholders?	NO	SOMETIMES	USUALLY	YES
19. Does the superintendent handle stressful situations appropriately?	NO	SOMETIMES	USUALLY	YES
20. Does the superintendent maintain an appropriate professional appearance and demeanor?	NO	SOMETIMES	USUALLY	YES
21. Does the superintendent exercise good judgment?	NO	SOMETIMES	USUALLY	YES

	<u>Unsatisfactory</u>		<u>Needs Improvement</u>		<u>Satisfactory</u>		<u>Strong</u>		<u>Exemplary</u>	
Does the superintendent exhibit personal qualities which reflect well upon the District?	1	2	3	4	5	6	7	8	9	10

Comment:

**Generally speaking, a superintendent is a compendium of factors which comprise a whole.**

22. Is the superintendent someone you trust in all the various roles we assign to our superintendent?	NO	SOMETIMES	USUALLY	YES
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Comment required:

23. Would you recommend this individual for employment in a like position in a different district?	NO	SOMETIMES	USUALLY	YES
--	----	-----------	---------	-----

Comment required:

Revised: 06/2011

# Superintendent of Schools

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\_\_\_\_\_ SCHOOL DISTRICT

## **Board of Education Evaluation of the Superintendent**

**Board Member:**

**Attached please find the materials needed to complete individual Board Member evaluation of the Superintendent of Schools.**

**Please complete this task and return the materials to the Board President via the District Office by Noon on Thursday, November \_\_, 20\_\_.**

**Thank you.**

\_\_\_\_\_ SCHOOL DISTRICT  
BOARD OF EDUCATION

## **EVALUATION OF THE SUPERINTENDENT OF SCHOOLS**

**Confidential**

**From: Fall 20\_\_ To: Fall 20\_\_**

**Procedure:** Set forth in Board of Education Policy and the Contract with the Superintendent of Schools.

**Key:** The superintendent's responsibilities have been organized in seven categories. Each board member is asked to judge the superintendent's performance on each item cited in each of the categories.

**\*Note:** Any area determined as being performed in a less than satisfactory manner must contain specific recommendations on how the superintendent can improve his performance in that area.

## A. RELATIONS WITH THE BOARD

1. Keeps the Board informed on issues, needs and operation of the school system.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

2. Offers professional advice to the Board on items requiring board action, with appropriate recommendations based on study and analysis.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

3. Interprets and executes the intent of Board policy.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

4. Supports Board policy and actions to the public and staff.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

5. Understands his role in administration of Board policy.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

6. Seeks and accepts constructive criticism of his work.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

7. Has a harmonious working relationship with the Board.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

8. Accepts his responsibility for maintaining liaison between the Board and school personnel.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

9. Remains impartial, treating all Board members fairly and equitably.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

10. Refrains from criticism of individual members of the Board.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

11. Goes to the Board when he feels a serious difference of opinion exists between him and the Board, in an earnest effort to resolve such differences immediately.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

12. Bases his position (with regard to matters under discussion by the board) upon

principle and is willing to maintain that position without regard for its popularity until an official Board position has been reached, after which time he supports the decision of the Board.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

13. Is willing to modify proposals and recommendations in light of Board suggestions.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

14. Acts at his own discretion if action is necessary in any matter not covered by Board policy, reports such action to the Board as soon as practicable, and recommends policy in order to provide guidance in the future.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

15. Advises the Board on the need for new and/or revised policies.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

16. Encourages, reinforces and protects the 'Board process.'

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

## B. COMMUNITY RELATIONS

1 Gains respect and support of the community on the conduct of the school operation.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

2. Solicits and gives attention to problems and opinions brought to him by all groups and individuals.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

3. Develops an open friendly and cooperative relationship with the news media.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

4. Participates actively in community life and affairs.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

5. Works effectively with public and private agencies.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

6. Makes himself available to meet with community and school groups.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

7. Informs the local community about the district's program.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

8. Presents an appropriate role model of behavior to the community.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

### C. PERSONNEL MATTERS

1. Develops and executes sound personnel procedures and practices.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

2. Develops good staff morale and loyalty to the organization.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

3. Delegates authority to staff members appropriate to the position each holds.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

4. Recruits and assigns the best available personnel in terms of their competencies.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

5. Makes recommendations for employment or promotion of personnel in writing and with supporting data, and accepts responsibility for his recommendations.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

6. Encourages participation of appropriate staff members and groups in planning programs and services.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

7. Provides for the evaluation of staff members. Accepts the responsibility of maintaining adequate written personnel evaluation records giving commendation for good work as well as constructive suggestions for improvement.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

8. Recommends to the board for final action the promotion, demotion, or dismissal of all employees.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

9. Takes responsibility for the development of salaries for all personnel, and recommends to the Board the levels which, within budgetary limitations, will best serve the interest of the district.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

10. Meets and confers with leaders of the teachers' association, representing to the best of his ability and understanding, the interest and will of the Board.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

11. Receive recommendations for personnel matters from Board members with an open mind.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

#### D. INSTRUCTIONAL LEADERSHIP

1. Understands and keeps informed regarding all aspects of the instructional program.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

2. Implements the District's philosophy of education.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

3. Implements the District's educational goals.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

4. Participates with staff, Board, and community to study, develop and implement curriculum improvement.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

5. Organizes and implements a planned program of staff development and improvement.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

### E. FISCAL RESPONSIBILITIES:

1. Keeps informed on needs of the school program - plant, facilities, equipment, and supplies.

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement (comments expected)

2. Supervises business operations, insisting on competent and efficient performance.

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement (comments expected)

3. Determines that funds are spent wisely, and that adequate control and accounting are maintained.

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement (comments expected)

4. Evaluates financial needs and makes recommendations for adequate financing of the District's programs.

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement (comments expected)

5. Interprets proposed budgets for the community in order to promote community understanding and support.

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement (comments expected)

### F. LEADERSHIP AND COMMUNICATION QUALITIES

1. Demonstrates his ability to work with individuals and groups.

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement (comments expected)

2. Maintains poise and emotional stability in the full range of his professional activities.

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement (comments expected)

3. Is suitably attired and well groomed.

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement (comments expected)

4. Writes clearly and concisely.

\_\_\_\_\_ Satisfactory \_\_\_\_\_ Needs Improvement (comments expected)

5. Speaks well in front of large and small groups, expressing his ideas in a logical and forthright manner.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

6. Thinks well on his feet when faced with an unexpected or disturbing turn of events.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

7. Maintains his professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

#### G. PLANNING AND PROCESSING

1. Develops appropriate models of organization for the District.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

2. Implements appropriate models of organization for the District.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

3. Works with the Board to develop appropriate annual organizational goals of the District.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

4. Plans and structures the activities of the Board to meet the goals of the District.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

5. Plans and structures the resources of the organization to meet the goals of the District.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

6. Over the past year has demonstrated appropriate effort and progress towards meeting the District Goals.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

7. Develops appropriate annual Superintendents goals.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

8. Plans and structures his activates to meet the Superintendent's goals.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

9. Over the past year has demonstrated appropriate effort and progress towards meeting the Superintendent's Goals.

\_\_\_\_ Satisfactory \_\_\_\_ Needs Improvement (comments expected)

## H. SUMMARY

Comments:

BOARD OF EDUCATION	DATE	SUPERINTENDENT	DATE
--------------------	------	----------------	------

_____	_____	_____	_____
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		

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# YUPIIT SCHOOL DISTRICT

## Superintendent's Job Performance Evaluation

Every school administrator, regardless of assignment, must recognize that there are many qualifications and characteristics which must be exhibited if success is to be achieved in the performance of their professional responsibilities as educational leaders.

An enumeration and appraisal of the more significant qualifications and characteristics are included within this appraisal instrument. These qualifications and characteristics are included within this appraisal within eleven Administrator Performance Areas with a performance scale ranging from 1 to 5. The ratings are to be interpreted as follows:

<b>1</b>	<b>VERY POOR</b>	<u><b>VERY POOR</b></u> , and should definitely be improved
<b>2</b>	<b>WEAK</b>	<u><b>WEAK</b></u> , but not necessarily detrimental to leadership
<b>3</b>	<b>ADEQUATE</b>	<u><b>ADEQUATE</b></u> , over-all satisfactory accomplishment
<b>4</b>	<b>COMMENDABLE</b>	<u><b>COMMENDABLE</b></u> , performing strongly, positively
<b>5</b>	<b>OUTSTANDING</b>	<u><b>CLEARLY OUTSTANDING</b></u> , qualities considered unique

### 1. ORGANIZATION AND ADMINISTRATION

- \_\_\_\_\_ A. Assigns to people capable of completing tasks on schedule  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ B. Uses administrative team wisely.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ C. Shows willingness to try new methods or ideas.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ D. Supports policies, procedures, and philosophy of the Board.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ **SUBTOTAL** divided by 4 = \_\_\_\_\_ Average Score.

### 2. COMMUNICATIONS

- \_\_\_\_\_ A. Expresses ideas smoothly.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ B. Accurately expresses written ideas and directions.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ C. Keeps Board and community informed regarding school activities.  
COMMENTS: \_\_\_\_\_

1 VERY POOR	2 WEAK	3 ADEQUATE	4 COMMENDABLE	5 OUTSTANDING
-------------	--------	------------	---------------	---------------

\_\_\_\_\_ D. Makes effective use of humor in communicating.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ **SUBTOTAL** divided by 4 = \_\_\_\_\_ Average Score

### 3. PERSONNEL MANAGEMENT

\_\_\_\_\_ A. Conducts himself in a professional manner in dealing with all people involved in schools.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ B. Develops and executes sound personnel procedures and practices.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ C. Fosters good staff morale and loyalty to the organization.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ D. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ E. Delegates authority to staff members appropriate to the position each holds.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ F. Recruits and assigns the best available personnel.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ G. Encourages participation of appropriate staff members and groups in policy interpretation, planning, and program implementation.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ H. Evaluation performance of staff members giving commendation for good work as well as constructive suggestions for improvement.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ I. Organizes staff duties, and responsibilities to take advantage of the staff's special competencies and interests.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ J. Organizes and implements a planned program of staff evaluation and improvement.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ K. Supervises personnel to assure consistently high quality of performance.  
COMMENTS: \_\_\_\_\_

1 VERY POOR	2 WEAK	3 ADEQUATE	4 COMMENDABLE	5 OUTSTANDING
-------------	--------	------------	---------------	---------------

\_\_\_\_\_ L. Provides for a sound program of in-service at all levels.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ SUBTOTAL divided by 12 = \_\_\_\_\_ Average Score

#### 4. SCHOOL CLIMATE

\_\_\_\_\_ A. Deep-seated belief that the Yupiit Schools are operated for the benefit of the children enrolled in them – not the Boards, Administrators, Teachers or Parents.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ B. Aggressive about upgrading and improving the schools.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ C. An open mind about the status quo and the many changes facing public education in Alaska and throughout the nation.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ D. Unquestioned courage, integrity and honesty to act for the good of the students in all situations.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ SUBTOTAL divided by 4 = \_\_\_\_\_ Average Score

#### 5. RELATIONSHIP WITH STUDENTS

\_\_\_\_\_ A. Is responsive to student problems and moves quickly and forcefully to develop and apply solutions.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ B. Carry's out administrative role in style which elicits positive respects from students.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ C. Demonstrates appropriate sensitivity, patience and firmness in dealing with the Yupiit School District's student population.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ D. Is visible in the schools.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ SUBTOTAL divided by 4 = \_\_\_\_\_ Average Score

1 VERY POOR	2 WEAK	3 ADEQUATE	4 COMMENDABLE	5 OUTSTANDING
-------------	--------	------------	---------------	---------------

## 6. INSTRUCTIONAL MANAGEMENT

- \_\_\_\_\_ A. Is knowledgeable about current trends and issues in education.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ B. Makes sound recommendations to the Board that will improve the school system.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ C. Provides teachers with modern equipment, materials, and textbooks to ensure student opportunity.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ D. Sets high performance expectations for teachers.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ E. Reviews curricular offerings and revises to meet student needs.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ F. Provides teacher in-service to improve teaching techniques.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ G. Evaluates all administrative personnel to insure adequate job performance.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ H. Insures development of curriculum to include cultural activities within the classroom and assures the teaching thereof.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ **SUBTOTAL** divided by 8 = \_\_\_\_\_ Average Score

## 7. FISCAL MANAGEMENT

- \_\_\_\_\_ A. Follows proper procedures in securing and expanding District funds.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ B. Provides accurate reports to the Board regarding all funds and contracts.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ C. Works diligently to discover additional grants and funds for the District.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ D. Works closely with the assistant superintendent, principals and local advisory school board in planning budget.  
COMMENTS: \_\_\_\_\_

1 VERY POOR	2 WEAK	3 ADEQUATE	4 COMMENDABLE	5 OUTSTANDING
-------------	--------	------------	---------------	---------------

\_\_\_\_ E. Seeks advice from Board on questionable finance matters.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ SUBTOTAL divided by 5 = \_\_\_\_\_ Average Score

## 8 FACILITIES MANAGEMENT

\_\_\_\_ A. Seeks to improve physical conditions of District buildings.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ B. Inspects buildings frequently and makes recommendations for improvement.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ C. Prevents vandalism by installing a sense of pride in students.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ D. Plans effectively for future renovation and replacement of facilities.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ E. Provides the Board with adequate justification for all projects.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ F. Oversees timely requisitions of supplies.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ SUBTOTAL divided by 6 = \_\_\_\_\_ Average Score

## 9. BOARD RELATIONS

\_\_\_\_ A. Interprets and executes Board policy.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ B. Makes provisions for others to have policy input.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ C. Makes policy recommendations to the Board.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ D. Keeps the Board informed on issues, needs, and the operation of the school system.  
COMMENTS: \_\_\_\_\_

\_\_\_\_ E. Is receptive to advice from the Board in matters pertaining to the operation of the school system and responds to objective differences of opinion in an earnest attempt to resolve them.

1 VERY POOR	2 WEAK	3 ADEQUATE	4 COMMENDABLE	5 OUTSTANDING
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COMMENTS: \_\_\_\_\_

\_\_\_\_\_ F. Takes a stand when the Board gets into the area of administration.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ G. Keeps confidential the confidential matters which Board members share with him.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ H. Executes his responsibilities for maintaining an effective liaison between the Board and school personnel.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ I. Provides the Board with a written agenda and appropriate back-up material by the determined date before each board meeting.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ J. Feels free to maintain his own position on matters under discussion by the Board until an official decision has been reached, after which time he subordinates his views to those of the Board.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ K. Is impartial in his relationships with individual Board members.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ L. Has harmonious working relationship with the Board.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ M. Supports Board policy and actions to the public and staff.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ N. Accurately interprets and executes the intent of Board policy.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ O. Offers professional advice to the Board on items requiring Board action, with appropriate recommendations based on careful study and analysis.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ **SUBTOTAL** divided by 15 = \_\_\_\_\_ Average Score

## 10. COMMUNITY RELATIONS

\_\_\_\_\_ A. Demonstrates sound public relations practices.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ B. Serves as a positive representative for education in the district.

1 VERY POOR	2 WEAK	3 ADEQUATE	4 COMMENDABLE	5 OUTSTANDING
-------------	--------	------------	---------------	---------------

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ C. Solicits ideas from and gives attention to problems and opinions of groups and individuals.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ D. Develops and maintains friendly and cooperative relationships with news media.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ E. Achieves status as a community leader in public education.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ F. Works effectively with public and private agencies.

COMMENTS: \_\_\_\_\_

\_\_\_\_\_ **SUBTOTAL** divided by   6   = \_\_\_\_\_ Average Score

## 11. PERSONAL CHARACTERISTICS

- \_\_\_\_\_ A. Shows mutual confidence and respect for others.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ B. Defends principle and conviction in the face of pressure and partisan influence.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ C. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ D. Earns respect and standing among his professional colleagues.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ E. Devotes his time and energy effectively to his job.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ F. Demonstrates his ability to work well with individuals and groups including local government officials.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ G. Exercises good judgment and practices democratic processes in arriving at decisions.

COMMENTS: \_\_\_\_\_

- \_\_\_\_\_ H. Possesses and maintains the health and energy necessary to meet the responsibilities of his position.

COMMENTS: \_\_\_\_\_

1 VERY POOR	2 WEAK	3 ADEQUATE	4 COMMENDABLE	5 OUTSTANDING
-------------	--------	------------	---------------	---------------

- \_\_\_\_\_ I. Maintains poise and emotional stability in the full range of his professional activities.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ J. Presents and conducts himself in a professional manner commensurate with his position in the school system.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ K. Articulates effectively.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ L. Writes clearly and concisely.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ M. Speaks well in front of large and small groups, expressing his ideas in a logical and forthright manner.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ N. Thinks well on his feet when faced with an unexpected or disturbing turn of events in a large group meeting.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ O. Engages in activities to promote his own professional growth and development.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ P. Seeks and accepts constructive criticism of his work.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ Q. Has a sound philosophy of education and its role in life.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ R. Exhibits a proper degree of idealism.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ S. Exhibits a proper degree of confidence.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ T. Shows good judgment, common sense, and perception.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ U. Demonstrates ability to lead and to shoulder responsibility.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ V. Assertively tries to improve the system.  
COMMENTS: \_\_\_\_\_
- \_\_\_\_\_ W. Inspires others to high professional standards.

1 VERY POOR	2 WEAK	3 ADEQUATE	4 COMMENDABLE	5 OUTSTANDING
-------------	--------	------------	---------------	---------------

COMMENTS: \_\_\_\_\_

\_\_\_\_\_ X. Is suitably attires and well groomed.  
COMMENTS: \_\_\_\_\_

\_\_\_\_\_ SUBTOTAL divided by 24 = \_\_\_\_\_ Average Score

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

Average score for this evaluation \_\_\_\_\_

Note: Signatures do not necessarily imply agreement, only that process was complete.

# Yupit School District

Box 51190 • Akiachak, AK 99551

Telephone (907) 825-3600 Fax: (877) 825-2404



September 11, 2015

Worksession

Board Policies

AR 9250

This AR is new adding clarification to BP 9250

BP 4161/4261 Leaves

Delete the first "Note" box.

BP 4161.1 Sick Leave – Certificated Personnel

Delete the paragraph that says "Teachers are subject to disciplinary action, up to and including termination, for misusing sick leave, including providing false information regarding the use of, or need for, sick leave."

Under "Sick Leave Bank" delete the "Note referring to AK Statute 14.14.105 as it is referenced at the bottom of the BP."

AR 4161.1 Sick Leave – Certified Personnel

No change

BP 4161.2/4261.2/4361.2 Personal Leaves – All Personnel

No change

BP 4161.3 Sabbatical – Certified Personnel

Delete "or principal" in the last paragraph.

BP 4161.4/4261.4/4361.4 Family and Medical Leave

Replace "Intermittent Leave" with the following:

Heading: Use of Leave, Including Intermittent and Reduced-Schedule Leave

An employee does not need to use FMLA or AFLA leave in a single block. Rather, leave can be taken intermittently or on a reduced leave schedule *when medically necessary*.

Leave because of a serious health condition, or either type of family military leave under FMLA, may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced-schedule leave (reducing the usual number of hours worked per workweek or workday), so long as medically necessary.

If leave is unpaid, the District will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced – leave schedule, the District may temporarily transfer the employee to an available

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

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

Tuluksak School  
P.O. Box 115  
Tuluksak, AK 679  
(907)695-5600

alternative position that better accommodates the recurring leave and which has equivalent pay and benefits.

Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave may not be taken on an intermittent basis when used to care for the employee's own child during the first year following birth, or to care for a child placed with the employee for foster care or adoption, unless both the employee and employee agree to such intermittent leave . Approval for such intermittent leave may be granted by the Superintendent for extenuating circumstances but not for convenience.

Military family leave based due to qualifying exigencies may also be taken on an intermittent basis.

BP 4161.7 Civic Leave  
No Change

Regional School Board  
Stipend/Pay Schedule

Regional School Board Meetings	500.00/full day meeting including worksession
Conference Attendance not covered in registration	250.00/full day conference + per diem for meals
Travel Days for Conference attendance	Per Diem for meals during travel time
Committee Work	250.00 for committee meetings 4.0 hours & over 175.00 for committee meetings under 4.0 hours

*This AR will go into effect in October 2015.*

Regional School Board  
Stipend/Pay Schedule

Regional School Board Meetings	500.00/full day meeting including worksession
Conference Attendance	250.00/full day conference + per diem for meals not covered in registration
Travel Days for Conference attendance	Per Diem for meals during travel time
Committee Work	250.00 for committee meetings 4.0 hours & over 175.00 for committee meetings under 4.0 hours

*This AR will go into effect in October 2015.*

**LEAVES**

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

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond the employee's control.
2. Family illness, bereavement, religious observances and other personal reasons.
3. Situations stemming from occupational status such as attendance at meetings, conventions, inservice courses, seminars, etc.
4. Other situations for which leave is provided by law.

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

*Legal Reference:*

ALASKA STATUTES

*14.14.107 Sick leave and sick leave transfer*

*14.20.147 Transfer or absorption of attendance area or federal agency school*

*23.10.500 - 23.10.550 Alaska Family Leave Act*

ALASKA ADMINISTRATIVE CODE

*4 AAC 09.020 Teachers entitled to pay*

*FAMILY AND MEDICAL LEAVE ACT, 29 U.S.C. 2601 et. seq.; 29 CFR Part 825, amend. 2008*

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

*Revised 9/15*

**SICK LEAVE**

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

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

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

**Sick Leave Bank**

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

*Legal Reference:*

ALASKA STATUTES

14.14.105 Sick leave bank

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 15.040 Sick leave

4 AAC 15.900 Definitions

FAMILY AND MEDICAL LEAVE ACT, 29 U.S.C. 2601 et. seq.; 29 CFR Part 825, amend. 2008

*Revised 9/15*

**Certificated Personnel**  
**SICK LEAVE**

AR 4161.1

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

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

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

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

**Employee Notifications of Absence**

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

**YUPIIT SCHOOL DISTRICT**  
**Adopted: 11/2006**

## **All Personnel**

BP 4161.2

4261.2

## **PERSONAL LEAVES**

4361.2

### **Personal Necessity**

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

Acceptable reasons for the use of personal necessity leave include:

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

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

#### *Legal Reference:*

##### ALASKA STATUTES

*23.10.500 - 23.10.550 Alaska Family Leave Act*

##### ALASKA ADMINISTRATIVE CODE

*4 AAC 09.020 Teachers entitled to pay*

*4 AAC 15.040 Sick leave*

*Revised 9/97*

**YUPIIT SCHOOL DISTRICT**  
**Adopted: 11/2006**

**SABBATICAL**

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

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

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

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

*Legal Reference:*

ALASKA STATUTES

*14.20.280-14.20.350 Sabbatical leave*

*14.20.280 Basis of leave*

*14.20.290 Application*

*14.20.330 Selection of teachers*

*14.20.310 Amount of sabbatical leave and compensation*

*14.20.320 Responsibility of teacher*

*14.20.330 Position, tenure, and retirement*

*14.20.340 Military service and previous leaves of absence*

*14.20.345 Leave of absence without pay*

*14.20.350 Definition*

## **FAMILY AND MEDICAL LEAVE**

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

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

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

*(cf. 4161 – Leaves)*

### **Covered Employees**

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

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

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

Unused family and medical leave does not accumulate from year to year.

**FAMILY AND MEDICAL LEAVE (continued)**

**Reasons for Taking Leave**

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

Covered employees will be granted leave for the following reasons:

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

**Notices**

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

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

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

### **Concurrent Use of Paid Leave**

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

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

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

*(cf. 4161.1 – Sick Leave)*

*(cf. 4161.2 – Personal Leaves)*

### **Medical Certification and Fitness for Duty**

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

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

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

### **“Calendar Year” for Purposes of Leave Entitlement**

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

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

**FAMILY AND MEDICAL LEAVE (continued)**

**Instructional Employees**

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

**Job Benefits and Protection**

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

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

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

**FAMILY AND MEDICAL LEAVE (continued)**

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

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

*(cf. 4030 – Nondiscrimination in Employment)*

**No Alternative Employment**

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

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

**Enforcement of Rights**

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

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

*Legal References:*

ALASKA STATUTES

30.20.500-.550 Alaska Family Leave Act

UNITED STATES CODE

Family and Medical Leave, 29 U.S.C. 2601, et seq.

Family and Medical Leave Act of 1993, 29 C.F.R. 825.100-825.702 (Amend 2013)

*Revised 9/15*

## **CIVIC LEAVE**

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

## **JURY OR WITNESS DUTY**

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

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

## **MILITARY LEAVE**

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

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

### *Legal Reference:*

#### ALASKA STATUTES

*09.20.030 Exemptions*

*14.20.340 Military service and previous leaves of absence*

*26.05.075 Reemployment rights of the organized militia*

*39.20.270 Court leave*

*39.20.340 Leave of absence for reserve or auxiliary members of armed services*

*39.20.350 Restoration of reserve members to former positions*

*Revised 12/04*

# Yupiiit School District

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

## Regional Board Members

**Akiachak**

Willie Kasayulie, Chairman  
Samuel George, Treasurer

**Akiak**

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

**Tuluksak**

Peter Napoka JR, Board Member  
Noah Andrew, Board Secretary

## Committee Meetings and Work-sessions

11:00 AM - Interviews  
11:30 AM - Public Surveys  
12:00 PM - Policies  
12:15 PM - Lunch

Agenda (beginning at 1:00 PM)

## Regional Board of Education Meeting

**LOCATION:** Akiachak, Alaska      **DATE:** September 17, 2015

- I. Call to Order
- II. Roll Call
- III. Invocation
- IV. Recognition of Guests
- V. Approval of Agenda
- VI. Approval of Minutes: August 20 2015
- VII. Action: Appointment to Seat B Oath of Board
- VIII. Correspondence
- IX. Reports:
  - A. School Reports
    1. Akiachak
    2. Akiak
    3. Tuluksak
  - C. Attendance Report
  - D. Superintendent's Report
  - E. Curriculum, Instruction, Assessment
  - F. Maintenance Director
  - G. Special Programs Report
  - H. Moore Settlement Grant Report
- X. Business and Finance Report
- XI. Strategic Plan

XII. Action Items

A. Consent Agenda

**1. 1<sup>st</sup> Reading of Policies:** AR 9250 RSB Stipend Schedule; BP 4161/4261

Leaves; BP 4161.1 Sick Leave – Certificated Personnel; BP4161.2/4261.2/4361.3 Personal Leaves – All Personnel; BP 4161.3 Sabbatical – Certified Personnel; BP 4161.4/4261.4/4361.4 Family and Medical Leave; and BP 4161.7 Civic Leave

**2. 2<sup>nd</sup> Reading of Policies:** BP 1313; BP 1321; AR 1321; BP 1322; AR 1322; BP 1325 (a) BP 1325(b); AR 1325; BP 1325.1; BP 1330; AR 1330(a) AR 1330(b); E 1330; BP 1340; AR 1340(a) AR 1340(b); E 1340; BP 1400; BP 1410; AR 1410; and BP 1700

**3. Resignations**

**4. Recommendations for Hire**

B. Meeting Location Change

C. AASB Nominations

1. Board of Director

2. Carl Rose Governance Award

3. Outstanding School Board of the Year

XIII. Executive Session

XIV. Board Travel: 62<sup>nd</sup> AASB Annual Conference – November 5-8, 2015

XV. Public Comments

XVI. Board Comments

XVII. Next Regular Meeting: October 15, 2015

XVIII. 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

**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: August 20, 2015  
Village: Akiachak, Alaska

<b>Committee Meeting &amp; Work-session</b>	<p>11:00 AM – District Mission, Board Goals, Introduction of New District Staff</p> <p>11:30 AM – Policies</p> <p>The Regional School Board discussed updating the YSD Mission Statement. Members recommended asking the LASB's to discuss this and make recommendations. Superintendent Holmgaard will work with principals to place this on the agenda for an upcoming LASB meeting.</p> <p>Director of Curriculum, Jamie Burgess introduced herself to the RSB as did Director of Special Programs Wayne Boggs.</p> <p>The RSB members finished the review of Section 1000 policies so that they were ready for the First Reading.</p> <p>Members did not discuss School Board Goals.</p>
<b>Call to Order</b>	<p>Chairman Ivan Ivan called the regular meeting of the Regional School Board to order at 1:07 PM.</p>
<b>Roll Call</b>	<p>Present</p> <p>Ivan Ivan, Vice Chairman Samuel George, Treasurer Noah Andrew, Secretary Moses Owen, Board Member Peter Napoka, Board Member</p>
<b>Excused</b>	<p>Willie Kasayulie, Chairman</p>

	<p>Also Present:  Norma Holmgaard, Superintendent  Jamie Burgess, Curriculum Director  Wayne Boggs, Director of Special Ed  James Hartz, Maintenance Director  Bonnie James, Recording Secretary</p>
<b>Invocation</b>	<b>III. Invocation:</b> Moses Owen rendered the invocation.
<b>Recognition of Guests</b>	<b>IV. Recognition of Guests:</b>
<b>Approval of Agenda</b>	<p><b>V. Approval of Agenda:</b>  Motion by Sam George, Seconded by Peter Napoka to accept the agenda to move up Maintenance Director's report. Motion was passed unanimously.</p>
<b>Approval of Minutes</b>	<p><b>VI. Approval of Minutes:</b>  <b>A. July 16, 2015</b>  Motion by Sam George, Seconded by Moses Owen to approve the Regular Board minutes. Motion carried.</p>
<b>Correspondence</b>	<p><b>VII. Correspondence:</b>  Superintendent Holmgaard reported that 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 to review YSD documents to ensure accuracy and compliance with state and federal IDEA laws.</p> <p>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.</p> <p>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.</p>
<b>Reports</b>	<p><b>VIII. Reports:</b>  <b>A. Commissioner's Report – DBMS</b> – Supt. Holmgaard addressed recommendations by DBMS in the Superintendent's report  <b>B. School Reports:</b> Superintendent Holmgaard submitted the notes from the July 20, 2015 Attendance Committee meeting.  1. Akiachak  2. Akiak  3. Tuluksak  <b>C. Attendance Report – No Report</b>  <b>D. Superintendent's Report</b> – Mrs. Holmgaard highlighted her</p>

<b>Continue - Reports</b>	<p>report</p> <p><b>E. Curriculum, Instruction, Assessment – No report</b></p> <p><b>F. Maintenance Director – No report</b></p> <p><b>G. Federal Programs Report – No Report</b></p> <p><b>H. Tech Services Report – No Report</b></p> <p><b>I. Moore Settlement Grant Report</b></p>
<b>Business and Finance</b>	<p><b>IX. Business and Finance</b> – Mrs. Holmgaard highlighted the Business and Finance report. See full report in board packet.</p>
<b>Strategic Plan</b>	<p><b>X. Strategic Plan Update</b></p> <p>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.</p>
<b>Action Items</b>	<p><b>XI. Action Items:</b></p> <p><b>A. Resignations</b></p> <p>The Administration requested the approval of the following resignations: Jeannie Carpenter, Akiak School Custodian effective August 5, 2015; and Katherine Wassilie, Akiachak School, Food Service Assistant effective August 11, 2015 and Aaron Chingliak, Maintenance Mechanic, effective August 21, 2015.</p> <p>Motion by Sam George, Seconded by Moses Owen to approve the resignations as recommended by Administration. Motion passed.</p> <p><b>B. New Hires</b></p> <p>The Administration requested the approval of the following contracts: Kaylin Charles, Secretary for Maintenance and Curriculum Departments; Jennifer Phillip, Receptionist: Travel Clerk/Webpage Manager; and Everett Slicker, Math/Science Teacher Akiak School.</p> <p>Motion by Sam George, Seconded by Peter Napoka to approve the new hires as recommended by Administration. Motion passed.</p> <p><b>C. FY2016 Teachers for Tenure</b></p> <p>The FY16 Recommendation for Teachers for Tenure for Dena Blake, Resource Teacher Akiachak School; and Sharene Craft, Science Teacher Akiachak School.</p> <p>Motion by Moses Owen, Seconded by Noah Andrew to approve the Teachers for Tenure for Dena Blake, Resource Teacher, Akiachak</p>

<b>Continue – Action Items</b>	School and Sharene Craft, Science Teacher, Akiachak School. Motion passed.
<b>Recess</b>	<p>Chairman Ivan Ivan called for recess at 2:37 PM Reconvened at 2:49 PM</p> <p><b>D. School Board Seat Vacancy</b> The Administration requested that the Yupiit School District Regional School Board declare Seat B vacant. The Administration further recommended that the YSD Regional School Board agree to leave this seat unfilled pending the outcome of the October municipal elections.</p> <p>Motion by Sam George, Seconded by Noah Andrew to declare Seat B Vacant. Motion passed.</p> <p>Motion by Moses Owen, Seconded by Noah Andrew to leave the seat unfilled pending the outcome of the October municipal elections.</p> <p>Motion by Moses Owen, Seconded by Noah to withdraw the motion. Motion passed.</p> <p>Motion by Noah Andrew, Seconded by Moses Owen to suspend the Rules to hear the agenda after the last agenda item. Motion passed.</p> <p><b>E. 3<sup>rd</sup> Reading of AR 3360</b> The Administration requested RSB approval for the third and final reading of AR 3360 which allows for travel reimbursement in the form of fuel for in district travel.</p> <p>Motion by Sam George, Seconded by Peter Napoka to accept the 3<sup>rd</sup> and final Reading of AR 3360. Motion passed.</p> <p><b>F. 1<sup>st</sup> Reading of Policies</b> The Administration requested RSB approval for the 1<sup>st</sup> Reading of the following Policies: BP1313; BP1321; AR1321; BP1322; AR1322; BP1325 (a) BP1325(b); AR1325; BP1325.1; BP1330; AR1330(a) AR1330(b); E1330; BP1340; AR1340(a) AR1340(b); E1340; BP1400; BP1410; AR1410; and BP1700.</p> <p>Motion by Sam George, Seconded by Moses Owen to approve the 1<sup>st</sup> Reading of the Policies. Motion passed.</p> <p><b>G. MOA for Principal Support</b> The Administration requested approval from the Regional School Board to continue principal coaching through the attached contract with Wykis Coaching and Consulting.</p> <p>Motion by Sam George, Seconded by Moses Owen to approve the MOA with Wykis Coaching and Consulting at the approximate amount of \$16,000.00 from August 1, 2015 to June 1, 2016. Motion passed.</p>

<b>Continue – Action Items</b>	<b>D. School Board Seat Vacancy</b>  Motion by Noah Andrew, Seconded by Sam George to follow the Board Policy and advertise Seat B Vacancy. Motion passed.
<b>Executive Session</b>	<b>XII. Executive Session: None</b>
<b>Travel</b>	<b>XIII. Board Travel:</b> Upcoming Boardsmanship Academy – September 12-13, 2015.
<b>Public Comments</b>	<b>XIV. Public Comments</b>
<b>Next Meeting Regular Meeting</b>	<b>XV. Next Regular Meeting: September 17, 2015</b>
<b>Adjournment</b>	<b>XVI. Adjournment:</b> Motion by Sam George, Seconded by Peter Napoka to adjourn the meeting at 3:16 PM. Motion passed.  <div style="display: flex; justify-content: space-between;"> <div> _____  Secretary </div> <div> _____  Date </div> </div>

# Yupiiit School District

Box 51190 • Akiachak, AK 99551

Telephone (907) 825-3600 Fax: (877) 825-2404



September 11, 2015

## MEMORANDUM

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

The Regional School Board will need to vote on seating an applicant for the remainder of the Seat B term that ends with the October 2015 election.

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

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

Tuluksak School  
P.O. Box 115  
Tuluksak, AK 679  
(907) 695-5600

# Yupit School District

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



September 10, 2015

## MEMORANDUM

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

### School Sale of Non-Nutritional Foods

The US Department of Agriculture and the Alaska Department of Education have notified school districts that the sale of non-nutritional foods in schools during the school day has been severely limited. Most food items sold in student stores would be considered non-nutritional and therefore could not be sold during the school day. There is a waiver process where schools can get approval to sell such items during fund raising activities (which is what the student store is). Middle and High Schools can get permission for up to 25 days for such sales to occur. Elementary Schools may be granted 10 days. Because YSD schools are K-12 buildings we would be limited to 10 days. School that host activities are encouraged to use their 10 days when they are hosting tournaments. At no time can student stores or the sale of non-nutritional foods be offered 30 minutes before or after school lunch service.

Additional regulations require 4 to 8 hours of specified training for district food service program managers as well as all food service workers. This will require that YSD food service workers work a longer contract year in order to provide time for these training programs.

### Notification of Budget Non-Approval

The Department of Education has notified YSD that the FY'16 Budget did not meet the 70% for instruction rule. A waiver for this is required to be submitted this month. Lucienne Smith is working on this waiver for YSD. The FY'16 Budget included 68% for instruction. Very close.

#### **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

# Akiachak School: "Home of the Huskies"

## Yupiit School District

Mr Christopher Barr, Principal  
PO Box 51100  
Akiachak, AK 99551



Phone: 907-825-3616  
Fax: 907-825-3656  
Website: [www.yupiit.org](http://www.yupiit.org)

### Akiachak Huskies Board Report: Husky Highlights

#### Local Area School Board Meetings (LASB):

##### Introductory Meeting:

- All staff of Akiachak School attended and introduced themselves to the LASB.
- Reviewed initial school goals, physical education program and LASB Election.

##### School Events:

- Parent-Teacher Conferences were held on August 13th and 14th. Teachers, parents and students collaborated through the Title I Teacher and Parent Compact.
- Bookbag Roundup was held on August 15th and was a huge success. Our students were provided with free book bags loaded with school supplies.
- Teacher Walk Event was held on the first week of school. Every teacher and paraprofessional walked students home after school to build relationships with parents and the community. The event was awesome! Parents enjoyed talking with teachers and seeing educators participating in the community.
- Middle and High School students completed a survey to improve the school culture and climate. Students enjoyed having input in the improvement of the school.
- Student Council is in the initial setup phase. Akiachak will have grade level representatives from 9th – 12th grade.
- September 2, 2015 – School Improvement Parent Meeting was held to discuss school improvement. Parents had the opportunity to fill out a survey and enjoy hotdogs.
- Elementary students took a berry-picking field trip to enrich math and language standards being taught within the classroom.
- High School Creative Writing Classes have been taking field trips around the community to assist in meeting writing standards.
- Physical Education Program is up and running. Physical Education is highly structured and supplies have been ordered to expand our students knowledge in health and physical education

##### School News:

- Staff meetings are held every Wednesday – staff have been provided training to increase cultural relevant activities and attendance. We are currently developing and implementing strategies to maintain high levels of attendance of students and staff.
- Paraprofessionals are being utilized within the elementary and high school classrooms. This allows students the opportunity for independent learning and remediation.

- New staff is adjusting well to their classroom and students. The school staff has tremendous enthusiasm and creativity. We look forward to education the children of the Yupiit School District.
- Students from elementary and high school levels have been displaying leadership roles during the Husky Pride morning announcement. The students' lead the Pledge of Allegiance and the Yuuyaraq for the entire school.
- Mrs. Latham provides Yupik instruction for our 9<sup>th</sup> grade high school students. She is currently blending Yupik Language and Yupik Arts and Crafts to increase student understanding of the Yupik Language. This opportunity allows students to learn about the rich Yupik culture.
- Leadership Team has met and completed a School Needs Assessment to determine school goals for 2015 – 2016.
- A School Climate Committee has been formed to increase effectiveness of school processes and procedures.





## August 2015 School Board Report/Akiak

**Students:** The students are off to a great start! They are getting to know their new teachers and getting back into a routine. Open Gym and other positive rewards are being implemented to encourage student attendance and reward positive behavior.

Each month the students/staff are focusing on a character word. The word of the month for September is respect.

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

**Events:** Saturday, August 15<sup>th</sup> a student backpack/school supply was held. The good people of Chiulista provided the backpacks and school supplies. Hot dogs, chips, and lemonade were served.

The first four days of school (August 17-20) teachers and classified staff went to houses in the village bringing small bags of candy and introductory letters. It was a great opportunity for our new and returning staff to meet and visit with the families of our students.

The first two weeks of school our 8-12<sup>th</sup> grade students were treated to a Yupik arts and crafts camp during the school day. A local artist (Clifton Smith) taught the students. They created many beautiful pieces.

**LASB/Title I:** Truancy data from 2014-2015 was examined. The principal will continue to attend monthly IRA Council meetings. We discussed possible ways to increase attendance (focusing on October). Guest included:

- Kristi Burns-K
- Terise Boggs-Counselor
- Wayne Boggs- DO
- Bill McCarty-Shop
- Mick Wykis-Admin. Coach

**Academic/PLC:** The staff received training over the iObservation process. They have also received training over the MAP and Aimsweb test.



**Cultural:** The 8<sup>th</sup>-12<sup>th</sup> grade students made two dimensional masks and ladles. They wrote short paragraphs describing the meaning behind their designs. They also created posters showing something important in their lives-with descriptive paragraphs included.

**Up Coming Events:**

- September 22-5:30 potluck followed by a concert-Sam Johns
- September 10- Community feedback meeting (4:00pm)

The staff is becoming a unified team. We are striving to promote the academic and social development of the youth of Akiak. We thank you for your continued support and for the opportunity to work with your youth.

Sincerely,

*Charles V Burns*

Charles V Burns  
Principal  
Akiak School



# **Tuluksak School**

P.O. Box 115

Tuluksak, AK 99679

Phone (907) 695-5600 Fax 907.695.5645



## **Principal Report for September R.S.B. Meeting**

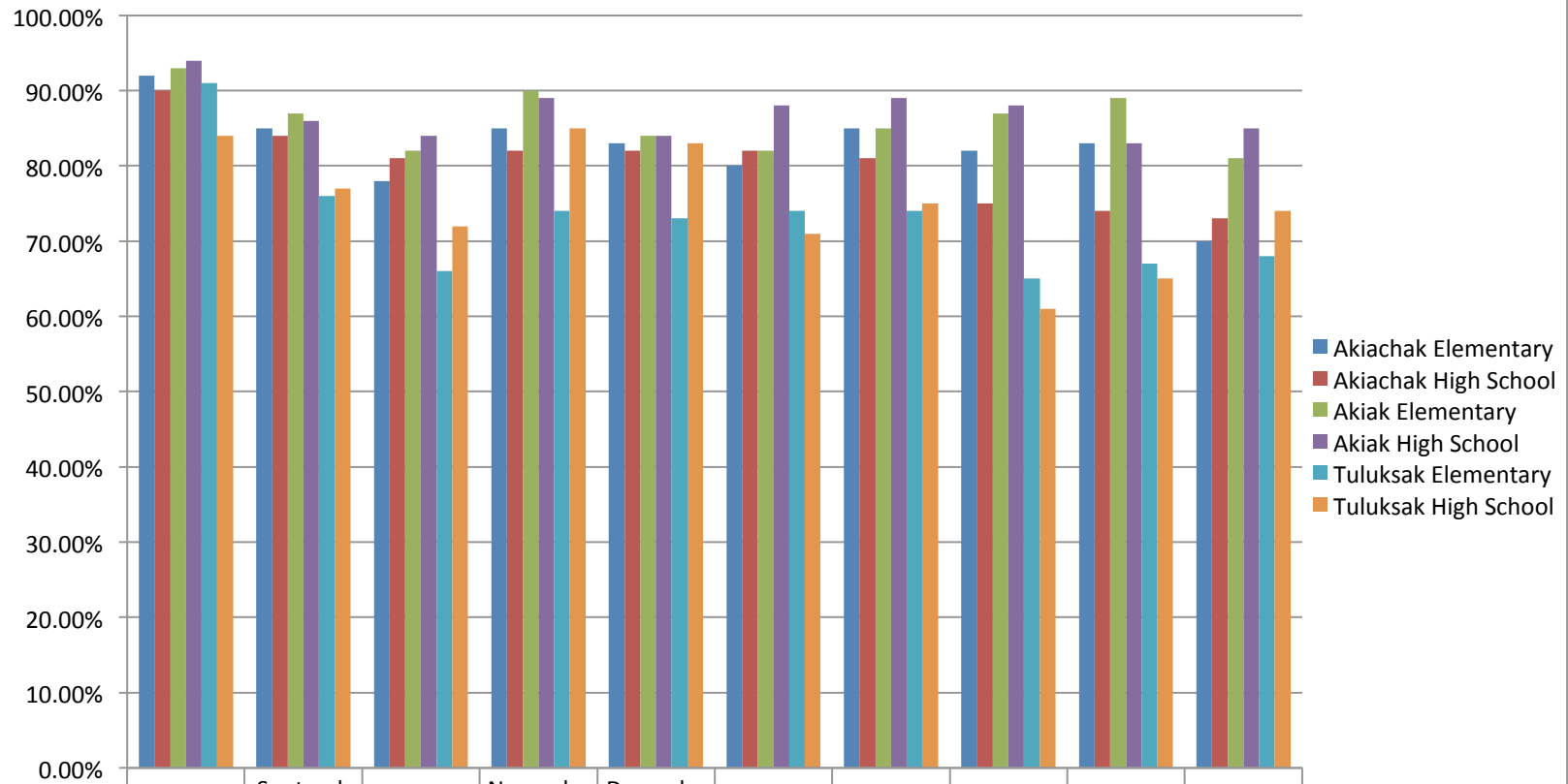
### **School Events:**

- Back-to-school picnic was held on August 15. Teachers, Parents and community showed up for the event and were served hotdogs, chips, juice and cake. During the event, the new teachers introduced themselves to the parents, students and community members.
- Backpack give away event was on August 15. Yulista provide all students with backpacks full of school supplies needed to start the school year.
- Parent-Teacher conference was a success. We had many parents come to the school to sign Parent Compact and discuss important issues in the parent/student handbook.
- The Cross Country team is coached by Adam Swenson. The first meet will be held in Aciachak. The school will be sending the team off with a big pep rally. Go Wolverines!
- Perfect Attendance at Tuluksak school was held on September 4. Tuluksak School held their first monthly perfect attendance. Students who had perfect attendance for the month of August received certificates, prizes and cheers from the audience. The 4<sup>th</sup> grade class had the highest attendance for the month.
- After School Activity will be implemented this month. K-6 grade students will be learning how to Yuraq with team leader Jonathan Owens. The Yuraq will be held 3 days a week for 9 weeks.
- Student Council will begin the year at Tuluksak School. The lead teacher is Katie Ringer. She will have her first meeting with students in the month of September.
- Caught Being Good will begin in the month of September. Student who are caught being good throughout the school will receive a Caught You Being Good ticket, which can be redeemed for selected rewards.

### **School News**

- We have 5 new teachers this year at Tuluksak School. The new teachers are adjusting well. The new teachers made their first initial contact with parents at the beginning of school by walking their student home and introducing themselves.
- Elder Program will be starting in the month of September. The LASB members approved the list of Elders for the program. It is our goal to have the
- MAP testing will begin September 8-18. A staff meeting was held to discuss testing procedures and how we will use the student data to increase student achievement.

## 2014-15 YUPIIT SCHOOL DISTRICT



	August	September	October	November	December	January	February	March	April	May
Akiachak Elementary	92.00%	85.00%	78.00%	85.00%	83.00%	80.00%	85.00%	82.00%	83.00%	70.00%
Akiachak High School	90.00%	84.00%	81.00%	82.00%	82.00%	82.00%	81.00%	75.00%	74.00%	73.00%
Akiak Elementary	93.00%	87.00%	82.00%	90.00%	84.00%	82.00%	85.00%	87.00%	89.00%	81.00%
Akiak High School	94.00%	86.00%	84.00%	89.00%	84.00%	88.00%	89.00%	88.00%	83.00%	85.00%
Tuluksak Elementary	91.00%	76.00%	66.00%	74.00%	73.00%	74.00%	74.00%	65.00%	67.00%	68.00%
Tuluksak High School	84.00%	77.00%	72.00%	85.00%	83.00%	71.00%	75.00%	61.00%	65.00%	74.00%



# Yupiiit School District

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



September 10, 2015

## MEMORANDUM

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

### Count Dates

Count dates for student enrollment counts resulting in the YSD FY16 Foundation Funds begins on September 28 and ends on October 23.

### Native Council Meetings

All YSD principals have been directed to attend Native Community Council meetings monthly to report on school events, issues and student achievement as well as attendance concerns.

### Calista Corporation Supports Safety

The Calista Corporation has donated reflective zipper pulls for all elementary students in the district to help keep children safe during the dark winter months. Schools have been asked to distribute these in October at Parent Conferences so that they get attached to coats properly. Thank you notes will be sent to Calista Corporation from each school.

### Technology Update for RSB

After several discussions with Len Fabich it is recommended that it is time to update the technology for the Regional School Board. Laptops would allow for Internet access and RSB packet access without Internet. Packet documents can be provided on a jump drive so that RSB members can read them without Internet. Laptops and jump drives would be brought to each meeting and the next meeting the jump drives would be sent back to members with new documents.

### Akiachak to Host Regional Cross Country Meet

On September 26 Akiachak School lead by Coach Barron Sample will host the Regional Cross-country meet. Coach Sample and Mrs. Greusel have been planning this for some time. Seven teams are expected to arrive in Akiachak on September 25. Hosting something this big requires a lot of volunteers. If you or your family has some time, please contact Stacy Greusel for more information on how you can help with this wonderful event.

School Assemblies and Community Performance to Celebrate Healthy Ways of Life  
Mike Williams has arranged for Samuel Johns an accomplished rapper to visit YSD Schools to speak to students about healthy ways of life. The day will end with a community performance.

September 22 – Akiak School

Potluck at 5:30 and community performance after

September 23 – Tuluksak School

Community Performance at 4:00

September 24 – Akiachak School

Community Performance at 4:00

Akiak Math/Science Position

A teacher has been found for the Math/Science position at Akiak School. He has not yet accepted and will not be able to arrive until the beginning of the second quarter. Mr. Burns will need to teach some classes until this time. Mr. Boggs will work with him to create appropriate plans for students in these content areas.

Travel RFP

YSD has put out an RFP for two regular charters three times each month. One flight will be on Wednesday mornings and one on Thursday afternoons. Each flight will make 4 stops. It is expected that this will cut YSD travel costs by thousands of dollars. It will also allow for regular on-site support from YSD district support and related service providers.



Curriculum Department Report  
Jamie S. Burgess, Director of Curriculum, Instruction &  
Assessment  
September Regional School Board Meeting

Curriculum Development

- Everyday Math approved pacing guides re-formatted to be user-friendly and disseminated to all K-6 teaching staff prior to start of school year
- Imagine It! Pacing guides need some re-formatting to be more user-friendly – project should be completed by the end of the semester
- Graphing calculators and Cognitive Tutor software licenses were purchased to support instruction and intervention for K-12 Carnegie Math program.
- Curriculum Map project is underway – this will provide a clear and consistent framework for instruction in K-6 science and social studies and all 7-12 secondary courses. Consists of scope and sequence, pacing, and addressed state standards.
- Textbook inventory and management system being developed, to include centralization of unused materials at district office. Complete bar-coding of all non-consumable textbooks and teacher resources will be conducted over the course of the year, and textbook inventory and check-in/check-out procedures will be developed
- District website is being updated to function as a permanent location for district digital curriculum materials. District curriculum materials are also uploaded to Google Drive to allow easy sharing with all district staff.
- High School Course of Study is being reviewed and updated; will include Career & Technical Education courses and Career Pathways (under development by Head Counselor).
- K-8 Report Card needs to be updated; committee of teachers and parents will be formed to review and give feedback. PowerSchool software may need to be updated – new report card format will be effective for 2016-2017 school year.

Professional Development

- 9/14 Inservice – Infusing Rigor in the Classroom presented by SERCC for all teachers and paraprofessionals.
- 9/21 Inservice - Everyday math overview and presentation on interventions by Pat McDonald for K-6 teachers; training on Cognitive Tutor software for 7-12 math teachers; training/discussion on Curriculum Maps for all other teachers.
- Training for all teachers regarding interpretation and use of benchmark testing results will be conducted at the end of September/beginning of October.

#### District Test Coordinator– Ms. Robyt

- Completed training for upcoming fall AIMSweb and MAP benchmark assessments – testing runs from 9/8 through 9/22.
- Completed W-APT (English Proficiency) Screening for 35 out of 37 new students in district.
- Submitted Career & College Readiness Survey to AKEED – district will implement WorkKeys assessment for all juniors and offer ACT or SAT to college-bound students.

#### ELL Coordinator – Ms. Robyt

- August Inservice – shared spring 2015 Access (English Proficiency Measurement) test results with all staff; modeled 6 instructional strategies to use with bilingual students and taught one explicit vocabulary strategy. Staff are expected to use the vocabulary strategy in their instruction.
- Cultural/Alaskan replacement texts for K-6 reading program were delivered to staff along with teacher guides. 9 additional text lesson guides will be completed by the end of the semester by consultant.
- Imagine It! Program review training was conducted for all K-6 teachers and paraprofessionals.

#### Yup'ik Curriculum Report – Ms. Hartz

- Previously created Yup'ik curriculum materials have been located and reviewed. Most subject areas will need updating, a community review and submittal for RSB approval. Extensive pre-K Dual Language Immersion curriculum and materials exist to support upcoming pre-K program.
- Conducted collaborative meeting with district leadership from LKSD regarding YSD participation in the YE grant (sharing Yup'ik curriculum source materials) as well as the LKSD's various pre-K programs.
- Examined options for Type M certification for Yup'ik teachers, including review of Yugtun language assessment shared by LKSD.
- Currently cataloging original interview tapes used to produce Elitnaurutait and other curriculum materials and determining appropriate preservation methods.

Projects	Maintenance & Capital Improvement	
	Tasks In Progress	Renovating Akiachak LMT.housing.
		Modifying lift station.
		Winterizing plumbing in district housing.
		District-wide re-keying two villages complete one more to go.
		Water line upgrades in Tuluksak.
		AHFC housing grant application .
		Technician scheduled to repair kitchen appliances all three villages.
	Tasks Completed	One Akiachak LMT. Housing rentals.
		Akiak fuel response plan.
		Moose hunting.
	Recommendations	
	Budget Considerations	
NOTES		
Yupiit School District has invested a lot of money in the renovation of Akiachak LMT. Housing rentals, I will have an estimated cost of these repairs when finished.		
Tuluksak water continues to be a major problem. The teachers arrived in the beginning of the school year to no water and the first day of school was cancelled due to no water. They have consistently not had water every weekend.		

Special Programs Report:  
Yupit Regional School Board  
September 17, 2015

#### STUDENT PATHWAYS:

Yupit School District is sending 6 students, 2 from each campus, to Aniak for Alaska ExCel vocational training. Three students will attend a welding class from September 29 – October 12 and three will attend a heavy equipment operation class from October 14 - 23. We will also send 6 students to the Chugach School District's Outdoor Leadership phase September 28 – October 7. Class fees and transportation costs are paid by the district from grant funds.

The district has just been notified, September 4, that we are receiving an increase in our Johnson – O'Malley grant that will enable us to send more students to EXCEL Alaska vocational education classes. We are very happy about this, as we are able to offer our students opportunities to acquire marketable job skills.

#### COUNSELOR MEETING:

On September 14 I met with the district's school counselors to develop ways in which our students who attend these VTE classes can share their experiences with their classmates and community. We also discussed the proper way in which to insure that our students get the proper academic credit for these courses and stay current with their classes at school.

#### SCHOOL VISITS:

We are working with representatives of both the Chugach and Kuspuk programs to schedule visits to our communities to meet with parents and students to explain their programs and answer questions from our community members. I will provide those dates as we get confirmation.

#### AKIAK SCHOOL SUPPORT:

I spend at least one day each week in Akiak to work with the principal to support school improvement efforts and familiarize myself with the school and the community. I also observe and evaluate the Kindergarten teacher, Mrs Burns, who may not be evaluated by Mr. Burns.

#### MEETINGS AND TRAININGS:

I attended Migrant Education recruiting and records management training in Anchorage August 25-27. My responsibilities include managing Migrant Education grant funds and supervising the staff involved in recruiting and records management. The training was useful in educating me about the particulars of the program, and gave me a chance to get to know the State personnel involved with the program.

**SPECIAL EDUCATION SERVICE PROVIDERS:**

Anne Kosacheff - PT, was in Akiachak on August 24. Due to weather she was unable to make it to Tuluksak and has rescheduled for September.

Mark Smedley - School Psychologist will be in District from September 15 - 18. He will visit all 3 sites. He currently has 5 reevaluations planned and at least 2 referrals.

JoAnne Domko - speech language pathologist will be in District from September 14-18. She will visit all 3 sites. She will be updating goals and objectives for students who receive speech and language services, meeting with students and teachers and providing direct services to students.

Diane George - Special education director - will be in District from September 14-16 and September 21-23. She will be preparing for the special education desk audit which takes place in mid-October, planning and providing required 6 hours of training to special education paraprofessionals, reviewing and updating files and rosters in preparation for the October count and meeting with JoAnne Domko and Mark Smedley.

Respectfully submitted:

Wayne Boggs  
Special Projects Director

# Yupit School District

Box 51190 • Akiachak, AK 99551

Telephone (907) 825-3600 Fax: (877) 825-2404



September 11, 2015

## MEMORANDUM

To: Regional School Board  
From: Norma Holmgaard, Superintendent  
Re: Moore Settlement Grants

### Targeted Resources Grant

Two projects are underway with this grant. Rayna Hartz is working on the K-12 Yupik curriculum which includes science and social studies units. An update on her work can be found in the Curriculum/Instruction/Assessment Director's Report.

The second project is finishing the Alaskan literature units for the English/Language Arts Program. In Early August there were 0 units to be completed. Four have been finished with five remaining. These are expected to be completed and in the hands of teachers by early December.

### Early Literacy

No additional funds have been allocated for the Moore Early Literacy Program. Funds remaining from FY'15 will be utilized to develop materials and curriculum for the YSD 4-year-old program.

### Teacher Retention Grant

This grant has ended with two successful summer programs for new staff.

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

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

Tuluksak School  
P.O. Box 115  
Tuluksak, AK 679  
(907) 695-5600

# Yupit School District

Box 51190 • Akiachak, AK 99551 • Telephone (907) 825-3600 • FAX 877.825.2404



September 8, 2015

## MEMORANDUM

TO: YSD Board of Education

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

RE: SEPTEMBER 2015 Board Report

The FY16 Monthly Board Reports are attached as follows:

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

**FY 2015 Audit** – We are finalizing our annual financial report with the auditors and will have a draft by next month. We were able to close out a number of funds that had been on the books since FY 2010.

**Food Service** – All our policy information has been updated on the Child Nutrition website, and we continue to move to have all policy processes performed online. With the advertisement for a part time person to focus on food product receiving and inventory, we look forward to having a well-documented program for the visiting EED – Child Nutrition Division folks this year.

**Technology** – All sites now have the MyFax capabilities, so the age of using a separate piece of equipment has been eliminated. All administrative offices and site offices can fax from and receive directly to their email. As the faxes arrive in electronic form it eliminates the need to make a paper copy, they can be electronically filed. All fax numbers have been updated on the letterhead and the website. A listing has also been provided to each site of all MyFax numbers.

**In-service** – Ongoing secretarial in-service is performed so all sites have solid knowledge of all things that are within their area of responsibility - i.e., the accounting software, daily time cards, food service reports, PowerSchool (where all student data is contained), on site deposits, responding to site questions, etc.

**Waiver** – As indicated last month, when we submitted our FY 2016 budget, it was at 68% instruction so we are required to submit a waiver. A copy of the draft waiver is included as part of this report.

**E-rate** – YSD has been approved for all their eRate application services for this school year. One item was approved at a lower rate than what was submitted and we are appealing. That correction will gain the YSD \$55K in discounts for our internet bandwidth that was increased last year.

**FY 2016 Enrollment** – the count period for this year begins September 28th and continues for 20 school days thru October 23<sup>rd</sup>. From this count period we will realize our FY 2016 foundation funds; remember we budgeted for 464 students district wide (KKI-218; AKI-110; TUL-136).

# Yupit School District

Box 51190 • Akiachak, AK 99551 • Telephone (907) 825-3600 • FAX 877.825.2404



September 8, 2015

State of Alaska Board of Education & Early Development  
801 West 10<sup>th</sup> Street, Suite 200  
P.O. Box 110500  
Juneau, AK 99811-0500

Re: *Request for Waiver (AS 14.17.520(d))*

Dear State Board:

Pursuant to the minimum expenditure for instruction as set forth in AS 14.17.520 the Yupit School District requests a waiver to the mandate.

The Yupit School District requests a waiver to the 70% minimum expenditure for instruction requirement due to reasons and causes beyond the district's control including the high cost of energy, water and sewer of which constitute 60% of the district's maintenance budget and 11% of the overall budget, and the expense of receiving maintenance services and supplies – in short the high cost of maintenance & operations due to the geographic location of the district.

The District Administration and School Board remain committed to providing quality education and will remain vigilant in seeking cost savings and efficiencies to meet instructional needs. In an effort to create savings and efficiencies, the District outsourced their District-wide Technology Coordinator (instructional) and Business Manager positions.

On behalf of the Yupit School District Board of Education and the students of the Yupit School District, I am hereby formally requesting a waiver of the 70 percent requirement for the 2015-2016 school year.

We are sincerely appreciative of the ongoing support we receive from the Department of Education and Early Development. Please feel free to contact me if any further information is needed or is required.

Sincerely,

**Norma Holmgaard**  
Superintendent

Enclosure

Cc: Honorable Mike Hawker, Chair – LB&A, State Capitol, Rm 502, Juneau, AK 99801-1182

**Additional Information for School Year 2015-2016  
Minimum Expenditures for Instruction AS.14.17.520  
Yupiit School District**

**2015-2016 Expenditure Allocations:**

Function	Amount	Percent
Instructional: (100-400)	8,853,775	68%
School Administration: (450)	194,660	1%
District Administration: (510)	412,384	3%
District Administration Support Services: (550)	410,648	3%
Operation & Plant Maintenance: (600)	2,963,378	23%
Student Activities: (700)	201,186	2%
Community Services: (780)	0	0.00%
<b>Total</b>	<b>13,036,031</b>	<b>100.00%</b>

**DISTRICT PROFILE:** Based in Akiachak, Alaska. Yupiit School District (YSD) is a Regional Education Attendance Area located in Akiachak, Alaska. YSD operates 3 schools in 3 communities with an average daily membership of 464 (Pre K – Grade 12). The area serviced by YSD encompasses approximately 19 miles and all three villages are located along the Kuskokwim River.

The economy of all YSD communities is closely tied to commercial fishing on the Kuskokwim River in Southwest Alaska.

The YSD District Office is located in Akiachak, Alaska. Access from Bethel is by air or boat and vehicle (on an ice road for a few months in the winter). Transportation between sites within the Yupiit School District is by air, boat or ice road. From Anchorage you can fly into Bethel by commercial jet. From Bethel you fly a small plane to each of the villages.

**Instruction (100-400):** \$8,853,775 or 68% of the total expenditures. This has increased mainly due to salary schedule increases to allow YSD to be competitive with the area districts. This includes 41.5

teachers, classroom aides, special education aides, 3 Principals, and one .5 Principal. Total salaries and benefits are 51% of the instructional function. The remaining 49% of instruction is budgeted for professional & technical, supplies, textbooks materials & media, staff & student travel, and utility services (communications) for internet access. The district has continued to preserve a 15:1 Student/Teacher ratio.

**School Administration Support Services (450):** \$194,660 or 1 % of the total expenditures. This is for the 3 site secretary/registrars.

**District Administration (510):** \$412,384 or 3% of the total expenditures. Total salaries and benefits are 78% of this function. The remaining 22% represents travel expenses for the Superintendent, school board, and board secretary, traveling to sites for meetings, stipends for board members, professional services (legal fees), communications, supplies, and dues and fees to AASB complete the remainder of this budget.

**District Administration Support Services (550):** \$410,648 or 3% of the total expenditures. This Function has decreased from the FY 2014 & FY 2015 budgets due to an increase in indirect recovery and by creating efficiencies within the business office decreasing in staff. Salaries and benefits account for 63% of this budget, with the remaining 47% for travel, professional & technical services, supplies, equipment and insurance.

**Operations and Maintenance (600):** \$2,963,378 or 23% of the total expenditures. Salaries and benefits account for 20% of this budget. Utilities consist of 60% of this budget (with energy alone being 50%) and over 11% of the overall budget. This expense has begun to increase due to the age of the three school buildings.

**Student Activities (700):** \$201,186 or 2% of the total expenditures. This function has decreased slightly due to reducing stipends. The students fundraise for a portion of the co-curricular activity travel. 17% of this budget is for paying extra duty stipends for coaching the various co-curricular activities and the remaining expenditures are for travel, supplies, and due and fees for participation.

09/04/15  
19:14:30

YUPIIT SCHOOL DISTRICT  
Statement of Revenue Budget vs Actuals  
For the Accounting Period: 9 / 15

Page: 1 of 1  
Report ID: B110F

Fund	Received		Estimated Revenue	Revenue	% Received
	Current Month	Received YTD		To Be Received	
100 OPERATING BUDGET	0.00	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	27,450.00	730,865.00	703,415.00	4 %
710 STUDENT ACTIVITY FUND	0.00	1,010.00	0.00	-1,010.00	** %
Grand Total:	0.00	1,148,812.49	15,475,560.00	14,326,747.51	7 %

09/06/15  
15:09:44

YUPIIT SCHOOL DISTRICT  
Statement of Expenditure - Budget vs. Actual Report  
For the Accounting Period: 9 / 15

Page: 1 of 1  
Report ID: B100F

Fund	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% Committed
100 OPERATING BUDGET	4,542.14	1,297,043.65	13,358,066.00	13,357,966.00	12,060,922.35	10 %
236 STAFF DEVELOPMENT	0.00	887.04	4,255.00	4,255.00	3,367.96	21 %
239 TEACHER RETENTION MOORE	0.00	35,017.18	33,140.00	33,140.00	-1,877.18	106 %
250 TITLE IIA T&P R&R	0.00	5,598.24	0.00	0.00	-5,598.24	*** %
255 FOOD SERVICE FUND	0.00	102,691.66	577,422.00	577,422.00	474,730.34	18 %
256 TITLE I PART (A)	0.00	11,012.00	425,568.00	425,568.00	414,556.00	3 %
257 TITLE I PART C MIGRANT ED	0.00	2,277.83	47,985.00	47,985.00	45,707.17	5 %
258 TITLE IA 5% HQ	0.00	115.00	2,925.00	2,925.00	2,810.00	4 %
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	1,284.00	2,169.00	66,230.00	66,230.00	64,061.00	3 %
297 TITLE VIB	0.00	1,516.75	132,166.00	132,166.00	130,649.25	1 %
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	0.00	440.92	129,708.00	129,708.00	129,267.08	0 %
364 ANE SCHOOL TO LIFE	34.99	17,580.41	0.00	0.00	-17,580.41	*** %
390 TEACHER HOUSING FUND	5,528.62	317,010.96	730,934.00	730,934.00	413,923.04	43 %
710 STUDENT ACTIVITY FUND	3,993.00	5,602.88	0.00	0.00	-5,602.88	*** %
Grand Total:	15,382.75	1,800,966.33	15,580,678.00	15,580,578.00	13,779,611.67	12 %

100 OPERATING BUDGET

Function / Object	Received		Estimated Revenue	Revenue		% Received
	Current Month	Received YTD		To Be 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	0.00	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:	0.00	1,111,392.63	13,358,067.00	12,246,674.37		8 %
Org Total:	0.00	1,111,392.63	13,358,067.00	12,246,674.37		8 %
Fund Total:	0.00	1,111,392.63	13,358,067.00	12,246,674.37		8 %
Grand Total:	0.00	1,111,392.63	13,358,067.00	12,246,674.37		8 %

09/04/15  
19:28:02

YUPIIT SCHOOL DISTRICT  
Expenditure Budget vs. Actual Query  
For the Accounting Period: 9 / 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	0.00	133,561.84	1,763,120.00	1,763,120.00	1,629,558.16	7
160 VOCATIONAL ED INSTRUCTION	0.00	4,543.24	83,419.00	83,419.00	78,875.76	5
200 SPECIAL ED INSTRUCTION	0.00	11,455.74	327,437.00	327,437.00	315,981.26	3
320 GUIDANCE SERVICES	0.00	10,772.52	137,393.00	137,393.00	126,620.48	7
351 TECHNOLOGY	0.00	0.00	15,793.00	15,793.00	15,793.00	0
352 LIBRARY SERVICES	0.00	597.97	43,622.00	43,622.00	43,024.03	1
400 SCHOOL ADMINISTRATION	0.00	15,727.74	208,191.00	208,191.00	192,463.26	7
450 SCHOOL ADMIN SUPPORT	0.00	4,434.74	80,653.00	80,653.00	76,218.26	5
511 BOARD OF EDUCATION	0.00	0.00	3,342.00	3,342.00	3,342.00	0
600 OPERATION & MAINTENANCE	149.86	139,535.13	1,135,479.00	1,135,479.00	995,943.87	12
700 STUDENT ACTIVITIES	0.00	1,929.20	70,869.00	70,869.00	68,939.80	2
Org Total:	149.86	322,558.12	3,869,318.00	3,869,318.00	3,546,759.88	
11 AKIAK SCHOOLS						
100 REGULAR INSTRUCTION	0.00	60,344.92	826,055.00	826,055.00	765,710.08	7
160 VOCATIONAL ED INSTRUCTION	0.00	4,787.98	0.00	0.00	-4,787.98	***
200 SPECIAL ED INSTRUCTION	0.00	11,671.48	233,554.00	233,554.00	221,882.52	4
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	995.47	41,366.00	41,366.00	40,370.53	2
400 SCHOOL ADMINISTRATION	14.95	12,088.91	148,580.00	148,580.00	136,491.09	8
450 SCHOOL ADMIN SUPPORT	0.00	2,473.89	71,202.00	71,202.00	68,728.11	3
511 BOARD OF EDUCATION	0.00	0.00	3,342.00	3,342.00	3,342.00	0
600 OPERATION & MAINTENANCE	0.00	49,819.70	693,249.00	693,249.00	643,429.30	7
700 STUDENT ACTIVITIES	0.00	515.00	47,636.00	47,636.00	47,121.00	1
Org Total:	14.95	143,572.35	2,163,784.00	2,163,784.00	2,020,211.65	
12 TULUKSAK SCHOOLS						
100 REGULAR INSTRUCTION	0.00	77,711.73	1,171,383.00	1,171,383.00	1,093,671.27	6
160 VOCATIONAL ED INSTRUCTION	0.00	361.00	85,000.00	85,000.00	84,639.00	0
200 SPECIAL ED INSTRUCTION	0.00	18,224.16	358,184.00	358,184.00	339,959.84	5
320 GUIDANCE SERVICES	0.00	8,585.45	108,792.00	108,792.00	100,206.55	7
351 TECHNOLOGY	0.00	0.00	15,793.00	15,793.00	15,793.00	0
352 LIBRARY SERVICES	0.00	1,133.17	53,995.00	53,995.00	52,861.83	2
400 SCHOOL ADMINISTRATION	418.00	10,419.76	159,912.00	159,912.00	149,492.24	6
450 SCHOOL ADMIN SUPPORT	0.00	959.03	42,805.00	42,805.00	41,845.97	2
511 BOARD OF EDUCATION	0.00	0.00	3,342.00	3,342.00	3,342.00	0
600 OPERATION & MAINTENANCE	357.83	303,940.39	739,788.00	739,788.00	435,847.61	41
700 STUDENT ACTIVITIES	0.00	655.00	59,486.00	59,486.00	58,831.00	1
Org Total:	775.83	421,989.69	2,798,480.00	2,798,480.00	2,376,490.31	
500 DISTRICT-WIDE						
100 REGULAR INSTRUCTION	211.14	6,745.14	479,840.00	457,340.00	450,594.86	1

09/04/15  
19:28:02

YUPIIT SCHOOL DISTRICT  
Expenditure Budget vs. Actual Query  
For the Accounting Period: 9 / 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	773.91	11,015.00	11,015.00	10,241.09	7
220 SPEC ED SUPPORT SVCS	0.00	3,275.17	207,624.00	167,624.00	164,348.83	1
300 STUDENT SUPPORT SERVICES	0.00	6,150.91	0.00	40,000.00	33,849.09	15
350 SUPPORT SERVICES INSTRUCT	572.12	24,846.86	322,986.00	322,986.00	298,139.14	7
351 TECHNOLOGY	0.00	6,512.00	1,647,904.00	1,647,904.00	1,641,392.00	0
354 IN-SERVICE TRAINING	0.00	27,168.22	5,000.00	27,500.00	331.78	98
511 BOARD OF EDUCATION	298.97	29,883.02	141,916.00	141,916.00	112,032.98	21
512 OFFICE OF SUPERINTENDENT	1,220.48	20,581.57	260,442.00	260,442.00	239,860.43	7
550 DISTRICT ADMIN SUPPORT SV	40.00	98,030.46	356,435.00	358,935.00	260,904.54	27
551 RECRUITMENT	0.00	0.00	15,000.00	15,000.00	15,000.00	0
552 HUMAN RESOURCES STAFF SVC	0.00	3,614.30	39,213.00	39,213.00	35,598.70	9
600 OPERATION & MAINTENANCE	1,258.79	177,732.45	394,862.00	392,262.00	214,529.55	45
700 STUDENT ACTIVITIES	0.00	3,609.48	23,195.00	23,195.00	19,585.52	15
Org Total:	3,601.50	408,923.49	3,905,432.00	3,905,332.00	3,496,408.51	
Fund Total:	4,542.14	1,297,043.65	13,358,066.00	13,357,966.00	12,060,922.35	9 %
Grand Total:	4,542.14	1,297,043.65	13,358,066.00	13,357,966.00	12,060,922.35	9 %

# Yupiiit School District

Box 51190 • Akiachak, AK 99551

Telephone (907) 825-3600 Fax: (877) 825-2404



September 11, 2015

## MEMORANDUM

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

### INVOLVING ELDERS AND THE COMMUNITY

1. Identify and bring Elders into the school to teach traditional skills, arts and crafts, and technology and to model good behavior.
  - a. Develop seasonally appropriate Elder activities twice each month in the school
  - b. Identify and reach out to Elders who are active in each school and to those active in Tribal Court

***No progress at this time. Elder Mentor Program is being considered at each school. Tuluksak School has identified Elders for the program.***
2. Continue parent outreach program including parent instruction
  - a. Develop School/Parent Compact

*Each school has developed a compact to support children's educations. Most parents and teachers discussed this before school began this year and during home visits. It will be discussed again at October conferences when teachers and parents will measure their progress.*
  - b. Meet with parents before school year starts – and revisit at the end: Use positive postcards to reinforce parent activities.

***Conferences were held at all schools before school start up. Postcards have not yet been purchased.***
  - c. Develop Parent/Peer networks: Posters created by kids for events (Perhaps a task for student governments)

***Networks have not yet been developed. Discussions with the Alaska Institute for Student Support have occurred to develop school and community engagement activities.***
  - d. Develop youth/parent tree to support attendance

***No progress at this time.***
  - e. Develop annual education program for parents around critical school district issues (attendance, culture and language curriculum)

***No Progress at this time.***

## YUPIK CURRICULUM AND STUDENT OUTCOMES

1. Improve attendance and academic achievement so students can either go on to higher education or enter a vocational program.  
***Attendance discussions have occurred in Akiak on July 20 and Tuluksak on September 8. Akiachak meeting has not yet been scheduled. Home visits by teachers and staff occurred the first week of school to build home and school relationships. These were very successful. Other activities and work are included in the Director's reports.***
2. Use culturally appropriate assessments for students  
***No progress has been made on this.***
3. Establish procedures to award Elders and Paraprofessionals type M Certificates.  
***This is under investigation. An assessment has been acquired from LKSD to determine proficiency in reading, writing and speaking Yupik. In addition investigation is underway to identify courses that could be offered in-district for individuals wanting to earn a Type M certificate.***
4. Establish a Yupik Program Department responsible for Yupik curriculum, Yupik materials, Elder outreach, summer cultural school options  
***Department has been established. Two people working on curriculum, school based cultural activities, K-12 curriculum, and summer culture camps.***
5. Develop training programs for Yupik staff so that they can teach effectively.  
***No specific progress at this time but being investigated as in #3 above.***
6. Develop opportunities for student leadership and for students to develop leadership skills  
***Schools are starting student councils. YSD will send student groups to Alaska Close-Up, Youth and Elders Conference, AASB Youth Leadership conference.***
7. Identify books and videos translated into Yupik  
***This has not yet begun but will begin during this first semester.***
8. Develop early childhood program with regular assessment.  
***Yupik Specialist hired. An Early Childhood Committee will be formed to ensure that NAEYC standards are met and culture is a driving component of curriculum.***

## CAREER PATHWAYS

1. Identify community labor needs and youth interests and provide educational opportunities to address these  
***No progress on this at this time***

2. Develop youth-centered education based on child's desires, including relevant vocational education and life skills courses (cooking, child development etc.)  
***Added a half-time vocational teacher to Akiak School and Tuluksak School. Encouragement of student participation in VTE and Excel Programs, continued work on course of studies***
3. Explore more effective use of financial aid to support graduates' pursuits of either Higher Education or Vocational Education  
***No progress at this time.***
4. Create a "counseling plan of service" through a Head Counselor  
***Head Counselor identified. Discussions beginning regarding Plan of Service***
5. Develop a newsletter that includes success stories  
***No progress at this time.***

#### EFFECTIVE OPERATIONS

1. Find money to train locals to work in schools including Yupik paraprofessional certification  
***Currently working on establishing targeted training needs and sources of training for Type M certification***
2. Keep buildings in good repair, major and minor maintenance  
***Summer maintenance plan to be completed by March 1 to allow for early arrival of materials***  
***Prioritize maintenance needs***
3. Maintain fiscally sound operations  
***Continued work on streamlining financial operations and HR operations***  
***Review of Policy Manual and online updates***  
***Review of housing leases and equity***  
***Articulation of personnel procedures so that they are known by all***  
***Continued updating and adding Standard Operating Procedures***
4. Keep technology up-to-date  
***A technology replacement plan has not yet been developed***

# Yupit School District

Box 51190 • Akiachak, AK 99551

Telephone (907) 825-3600 Fax: (877) 825-2404



September 11, 2015

## MEMORANDUM

To: Regional School Board  
From: Norma Holmgaard  
Re: First Reading of Board Policies

The Administration respectfully requests approval for the first reading of the following YSD Board Policies:

AR 9250	RSB Stipend Schedule
BP 4161/4261	Leaves
BP 4161.1	Sick Leave – Certificated Personnel
BP4161.2/4261.2/4361.3	Personal Leaves – All Personnel
BP 4161.3	Sabbatical – Certified Personnel
BP 4161.4/4261.4/4361.4	Family and Medical Leave
BP 4161.7	Civic Leave

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

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

Tuluksak School  
P.O. Box 115  
Tuluksak, AK 679  
(907)695-5600

Regional School Board  
Stipend/Pay Schedule

Regional School Board Meetings	500.00/full day meeting including worksession
Conference Attendance not covered in registration	250.00/full day conference + per diem for meals
Travel Days for Conference attendance	Per Diem for meals during travel time
Committee Work	250.00 for committee meetings 4.0 hours & over 175.00 for committee meetings under 4.0 hours

*This AR will go into effect in October 2015.*

Regional School Board  
Stipend/Pay Schedule

Regional School Board Meetings	500.00/full day meeting including worksession
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Travel Days for Conference attendance	Per Diem for meals during travel time
Committee Work	250.00 for committee meetings 4.0 hours & over 175.00 for committee meetings under 4.0 hours

*This AR will go into effect in October 2015.*

**LEAVES**

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

1. Personal sickness or injury, pregnancy, jury duty, military service or emergencies beyond the employee's control.
2. Family illness, bereavement, religious observances and other personal reasons.
3. Situations stemming from occupational status such as attendance at meetings, conventions, inservice courses, seminars, etc.
4. Other situations for which leave is provided by law.

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

*Legal Reference:*

ALASKA STATUTES

*14.14.107 Sick leave and sick leave transfer*

*14.20.147 Transfer or absorption of attendance area or federal agency school*

*23.10.500 - 23.10.550 Alaska Family Leave Act*

ALASKA ADMINISTRATIVE CODE

*4 AAC 09.020 Teachers entitled to pay*

*FAMILY AND MEDICAL LEAVE ACT, 29 U.S.C. 2601 et. seq.; 29 CFR Part 825, amend. 2008*

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

*Revised 9/15*

**SICK LEAVE**

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

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

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

**Sick Leave Bank**

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

*Legal Reference:*

ALASKA STATUTES

14.14.105 Sick leave bank

14.14.107 Sick leave and sick leave transfer

14.20.147 Transfer or absorption of attendance area or federal agency school

23.10.500 - 23.10.550 Alaska Family Leave Act

ALASKA ADMINISTRATIVE CODE

4 AAC 15.040 Sick leave

4 AAC 15.900 Definitions

FAMILY AND MEDICAL LEAVE ACT, 29 U.S.C. 2601 et. seq.; 29 CFR Part 825, amend. 2008

*Revised 9/15*

**Certificated Personnel**  
**SICK LEAVE**

AR 4161.1

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

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

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

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

**Employee Notifications of Absence**

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

**YUPIIT SCHOOL DISTRICT**  
**Adopted: 11/2006**

## **All Personnel**

BP 4161.2

4261.2

## **PERSONAL LEAVES**

4361.2

### **Personal Necessity**

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

Acceptable reasons for the use of personal necessity leave include:

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

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

#### *Legal Reference:*

##### ALASKA STATUTES

*23.10.500 - 23.10.550 Alaska Family Leave Act*

##### ALASKA ADMINISTRATIVE CODE

*4 AAC 09.020 Teachers entitled to pay*

*4 AAC 15.040 Sick leave*

*Revised 9/97*

**YUPIIT SCHOOL DISTRICT**  
**Adopted: 11/2006**

**SABBATICAL**

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

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

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

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

*Legal Reference:*

ALASKA STATUTES

*14.20.280-14.20.350 Sabbatical leave*

*14.20.280 Basis of leave*

*14.20.290 Application*

*14.20.330 Selection of teachers*

*14.20.310 Amount of sabbatical leave and compensation*

*14.20.320 Responsibility of teacher*

*14.20.330 Position, tenure, and retirement*

*14.20.340 Military service and previous leaves of absence*

*14.20.345 Leave of absence without pay*

*14.20.350 Definition*

## **FAMILY AND MEDICAL LEAVE**

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

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

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

*(cf. 4161 – Leaves)*

### **Covered Employees**

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

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

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

Unused family and medical leave does not accumulate from year to year.

**FAMILY AND MEDICAL LEAVE (continued)**

**Reasons for Taking Leave**

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

Covered employees will be granted leave for the following reasons:

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

**Notices**

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

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

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

### **Concurrent Use of Paid Leave**

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

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

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

*(cf. 4161.1 – Sick Leave)*

*(cf. 4161.2 – Personal Leaves)*

### **Medical Certification and Fitness for Duty**

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

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

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

### **“Calendar Year” for Purposes of Leave Entitlement**

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

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

**FAMILY AND MEDICAL LEAVE (continued)**

**Instructional Employees**

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

**Job Benefits and Protection**

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

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

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

**FAMILY AND MEDICAL LEAVE (continued)**

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

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

*(cf. 4030 – Nondiscrimination in Employment)*

**No Alternative Employment**

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

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

**Enforcement of Rights**

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

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

*Legal References:*

ALASKA STATUTES

30.20.500-.550 Alaska Family Leave Act

UNITED STATES CODE

Family and Medical Leave, 29 U.S.C. 2601, et seq.

Family and Medical Leave Act of 1993, 29 C.F.R. 825.100-825.702 (Amend 2013)

*Revised 9/15*

## **CIVIC LEAVE**

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

## **JURY OR WITNESS DUTY**

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

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

## **MILITARY LEAVE**

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

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

### *Legal Reference:*

#### ALASKA STATUTES

*09.20.030 Exemptions*

*14.20.340 Military service and previous leaves of absence*

*26.05.075 Reemployment rights of the organized militia*

*39.20.270 Court leave*

*39.20.340 Leave of absence for reserve or auxiliary members of armed services*

*39.20.350 Restoration of reserve members to former positions*

*Revised 12/04*

# Yupiiit School District

Box 51190 • Akiachak, AK 99551

Telephone (907) 825-3600 Fax: (877) 825-2404



September 11, 2015

## MEMORANDUM

To: Regional School Board  
From: Norma Holmgaard, Superintendent  
Re: Second Reading of Policy Revisions

The Administration respectfully requests the approval of the second reading of the following Board Policies

BP1313

BP1321 AR1321

BP1322 AR1322

BP1325 (a) BP1325(b) AR1325

BP1325.1

BP1330 AR1330(a) AR1330(b) E1330

BP1340 AR1340(a) AR1340(b) E1340

BP1400

BP1410 AR1410

BP1700

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

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

Tuluksak School  
P.O. Box 115  
Tuluksak, AK 679  
(907)695-5600

**WILLFUL DISRUPTION OF THE SCHOOL**

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

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

*(cf. 1260 - Visits to the Schools)*

*(cf. 3515 - School Safety and Security)*

*(cf. 3515.2 - Intruders on Campus)*

*(cf. 1312 - Public Complaints Concerning the Schools)*

*(cf. 1312.1 - Public Complaints Concerning School Personnel)*

*(cf. 5131.4 - Campus Disturbances)*

*Legal Reference:*

ALASKA STATUTES

*AS 11.61.110 Disorderly Conduct*

*AS 11.61.120 Harassment*

*Revised 8/2014*

**YUPIIT SCHOOL DISTRICT**

**Revised 8/2014**

**SOLICITATION OF FUNDS FROM AND BY STUDENTS**

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

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

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

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

*(cf. 3452 – Student Activity Funds)*

*(cf. 1230 – School-Connected Organizations)*

*(cf. 3290 – Gifts, Grants, and Bequests)*

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

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

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

*Revised 8/2014*

**SOLICITATION OF FUNDS FROM AND BY STUDENTS**

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

**Instructional Safeguards**

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

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

**Student Safety**

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

Revised 8/2014

**PUBLIC PERFORMANCES BY STUDENTS**

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

*(cf. 0100 – Philosophy)*

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

*(cf. 1321 – Solicitation of Funds From and By Students)*

*(cf. 1325 – Advertising and Promotion)*

*(cf. 1330 – Use of School Facilities)*

*(cf. 6115 – Ceremonies and Observances)*

*(cf. 6141.2 – Recognition of Religious Beliefs and Customs)*

*(cf. 6145 – Extracurricular and Co-Curricular Activities)*

Revised 8/2014

**PUBLIC PERFORMANCES BY STUDENTS**

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

1. Are sponsored by the schools or district or school-connected organizations on behalf of the schools.
2. Are organized by non-profit organizations for worthwhile purposes, such as promoting educational, recreational or character-building activities, cultural awareness, public safety, or charitable fund-raising.
3. Are public events of community, district, state or national interest of sufficient breadth to enlist general sympathy and cooperation or in recognition of special days of observance?

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

1. Events that are for the purpose of private gain or for the advertising of commercial projects or products.
2. Events that are primarily for the furtherance of any politically partisan interest.
3. Events that are primarily for the furtherance of any sectarian concern.
4. Events that cause an undue amount of interference with the regular school program or that cause an excessive amount of absence due to rehearsal or preparation.

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

Revised 8/2014

## **ADVERTISING AND PROMOTION**

### **Public Information**

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

*(cf. 0100 – Purpose)*

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

*(cf. 1321 – Solicitation of Funds from and by Students)*

*(cf. 5145.2 – Freedom of Speech/Expression: Publications Code)*

*(cf. 6145.5 – Student Organizations and Equal Access)*

*(cf. 6162.8 – Research)*

### **Paid Advertisements**

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

The district shall not accept advertising copy which:

1. Is obscene, libelous, or slanderous, or which incites students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
2. Attacks or denigrates any group on account of sex, race, color, religion, ancestry, national origin, handicap or disadvantage.
3. Promotes the use or sale of materials or services, which are illegal or inconsistent with school objectives. Ads for tobacco, intoxicants, and X-rated movies or products shall not be used.

**ADVERTISING AND PROMOTION (continued)**

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

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

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

*Revised 8/2014*

**ADVERTISING AND PROMOTION**

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

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

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

Revised 8/2014

**COMMERCIALS**

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

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

**USE OF SCHOOL FACILITIES**

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

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

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

(cf. 0100 – Philosophy)

(cf. 0430 – Community School Program)

(cf. 6145.5 – Organizations/Associations)

*Legal References:*

ALASKA STATUTES

04.16.080 Sales or consumption at school events

14.03.100 Use of school facilities

Elementary and Secondary Education Act, 20 U.S.C. § 7905, as amended by the No Child Left Behind Act of 2001 (P.L. 107-110)

Revised 8/2014

**USE OF SCHOOL FACILITIES**

**Facility Use Restrictions**

1. Facility users must comply with all applicable state and federal laws, community ordinances, school district policies and rules, and rental agreement conditions.
2. Use or possession of alcoholic beverages and/or drugs is prohibited. (AS 04.16.080)
3. Facility use which represents a safety or security risk to the district is prohibited.
4. No partisan, sectarian or denominational doctrine may be advocated in school facilities during the hours the school is in session.
5. After use of partisan or religious activities, each group or individual shall police the use area to ensure that partisan or religious information, literature, papers, or documents of any kind are removed from the facility use area.
6. Facility users are not to operate any school equipment or use facility areas other than that stipulated in the facility use request.

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

**Facility Use Requests and Application Procedures**

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

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

**USE OF SCHOOL FACILITIES** (continued)

1. In-school uses (clubs, class events, etc.).
2. Contracted uses.
3. School support groups and youth groups.
4. Public agencies and public affairs groups.
5. Community recreational and cultural events.
6. Community religious or special interest events.
7. Private, non-school-connected classes and educational events.
8. Profit-making or commercial events, out-of-town groups, etc.

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

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

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

*Revised 8/2014*

**Yupiiit School District  
Facility Use Agreement**

\_\_\_\_\_ School

This Agreement is executed between the Yupiiit School District Regional Board of Education and \_\_\_\_\_ for the use of \_\_\_\_\_ at \_\_\_\_\_ School. I \_\_\_\_\_ as \_\_\_\_\_ of this organization declare that the purpose of this usage is as follows:

\_\_\_\_\_ Event

\_\_\_\_\_ Date

\_\_\_\_\_ Time

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

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

2. SCHOOL EVENTS OTHER EVENT

Sunday-Thursday midnight	6:00PM – 12	Community Events	6:00PM – open
Friday – Saturday AM	6:00PM – 1:00	Summer Events	6:00PM - open
<b>Times for events will be strictly enforced</b>			

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

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

**\*School Events supersede other activities.**

**This Agreement may be terminated immediately upon failure to comply with the above conditions.**

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

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Yupiiit School District  
ADOPTED: 11/2006

## ACCESS TO DISTRICT RECORDS

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

*(cf. 3580 – District Records)*

*(cf. 4112.6/4212.6/4312.6 – Personnel Records)*

*(cf. 4119.23/4219.23/4319.23 – Unauthorized Release of Confidential Information)*

*(cf. 5125 – Student Records; Confidentiality)*

*(cf. 9011 – Disclosure of Confidential Information)*

*(cf. 9321 – Closed Sessions)*

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

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

*Legal Reference:*

*ALASKA STATUTES*

*40.25.120 - .220 Public Records Act*

*14.03.115 Access to school records by parent, foster parent, or guardian*

*14.14.090 Additional duties*

*14.20.149 Employee evaluation*

*14.43.930 Scholarship program information*

*23.40.235 Public involvement in school district negotiations*

*City of Kenai v. Kenai Peninsula Newspapers, 642 P2d 1316 (Alaska 1982)*

*Anchorage School District v. Anchorage Daily News, 779 P2d 1191 (Alaska 1989)*

*UNITED STATES CODE, TITLE 20*

*1232g Family Educational Rights and Privacy Act of 1974*

*Revised 8/2014*

### ACCESS TO DISTRICT RECORDS

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

Note: Specifying in district regulations which records are open and which are exempt is optional. The following may be expanded or deleted in accordance with law and district needs.

Public records include any writings and records except:

1. Records of vital statistics and adoption proceedings, which shall be treated in the manner required by AS 18.50. (AS 40.25.120)
2. Records pertaining to juveniles. (AS 40.25.120)
3. Medical and related public health records. (AS 40.25.120)
4. Records required to be kept confidential by a federal law or regulation or by state law, including but not limited to: (AS 40.25.120)
  - a. Personnel evaluation records (4 AAC 19.040 and AS 14.20.149).

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

- b. Education records of students containing personally identifiable information. (20 U.S.C. 1232g)
  - c. Records regarding ongoing negotiations on a pending collective bargaining agreement, disclosure of which would impair the district's bargaining position. However, initial proposals, last-best-offer proposals, tentative agreements before ratification, and final agreements are all public documents which must be made available for inspection. (AS 23.40.235)

**ACCESS TO DISTRICT RECORDS** (continued)

- d. Records of contemplated purchase, lease, or acquisition of real property, or other property or services where release would impair the district's ability to obtain favorable terms in the transaction, or where the disclosure would provide the potential seller with an unfair competitive advantage.
  - e. Information obtained by the district's insurance carriers and their attorneys and agents regarding potential or pending claims against the district.
5. Records compiled for law enforcement purposes, but only if disclosure would interfere with enforcement proceedings, would deprive a person of a fair trial, would constitute an unwarranted invasion of privacy, would disclose a confidential source, would disclose confidential techniques or law enforcement guidelines, or would endanger life or physical safety. (AS 40.25.120)
6. Library records, names, addresses, or other personal identifying information contained in school library records, except as requested by the parent/guardian. (AS 40.25.140)

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

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

*(cf. 1312 – Complaints Concerning the Schools)*

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

*Revised 8/14/14*

Office

Email:  
FAX:

	<u>START NUMBER</u>	<u>RESEARCH TIME (minutes)</u>	<u>DATE</u>
Request Received	_____	_____	_____
Request Reviewed	_____	_____	_____
Record(s) Located	_____	_____	_____
Fee Calculated	_____	_____	_____
Requestor Notified	_____	_____	_____
Documents Sent	_____	_____	_____
			Amount \$ _____

**RELATIONS BETWEEN OTHER GOVERNMENTAL  
AGENCIES AND THE SCHOOLS**

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

*(cf. 1020 – Youth Services)*

*(cf. 9140 – Board Representatives)*

*(cf. 9311 – Board Policies)*

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

*(cf. 3312 – Contracts)*

*Legal Reference:*

ALASKA STATUTES

*03.20.100 Farm-to-school program*

*14.12.150 – 14.12.170 Regional Resource Centers*

*47.10.093 Disclosure of agency records.*

*47.10.090 Court records*

*47.12.310 Agency records*

*Revised 8/14/14*

**INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY**

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

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

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

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

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

*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*

*(cf. 3515 - School Safety and Security)*

*(cf. 5125 - Student Records)*

*(cf. 5142 - Safety)*

*Legal Reference:*

**ALASKA STATUTES**

*11.81.900 Definitions*

*14.12.150-14.12.170 Regional Resource Centers*

*14.33.120 School Disciplinary and Safety Program*

*14.33.130 Enforcement of Approved Program, Additional Safety Obligations*

*47.12.310 Agency Records*

*47.12.315 Public Disclosure of Information in Agency Records Relating to Certain Minors*

*47.10.093 Disclosure of Agency Records*

*47.10.090 and 47.12.300 Court Records*

*Revised 8/2014*

**YUPIIT SCHOOL DISTRICT**  
**Revised 8/2014**

**INTERAGENCY COOPERATION FOR STUDENT AND STAFF SAFETY**

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

1. The Superintendent is designated to receive safety information regarding students, including notices of criminal conduct. A staff member having information about a student concerning a possible threat to safety shall immediately report such information to the Superintendent. The Superintendent will forward information from staff members or agencies to the designated administrator at the site attended by the student.
2. Each site should develop a procedure for handling this information as it arrives.
3. One person at each school (principal, assistant principal, or counselor) should be identified to handle the law enforcement notices.
4. The confidentiality of the student must be protected and disclosure of this sensitive information is not authorized except as set forth in these procedures.
5. The principal will review the information and share on a need to know basis with appropriate staff who work closely with the student.
6. These alerts should be placed in the student's cumulative folder and transferred with the student if the student moves to another school.
7. If the school has other information which it thinks the law enforcement agency needs to be aware of regarding the student, this information should be relayed to the Superintendent who will then forward it to the appropriate agency.

*Revised 8/2014*

**RELATIONS BETWEEN PRIVATE INDUSTRY AND THE SCHOOLS**

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

*(cf. 1150 – Board Commendation Program)*

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

*(cf. 1220 – Citizen Advisory Committees)*

*(cf. 1240 – Volunteer Assistance)*

*(cf. 6164.42 – Guidance Services)*

*(cf. 6178 – Vocational Education)*

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

*(cf. 3290 – Gifts, Grants and Bequests)*

*(cf. 6000 – Instruction)*

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

*(cf. 1250 – Visits to the Schools)*

*(cf. 6020 – Parent Involvement)*

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

Revised 8/2014

# Yupiiit School District

Box 51190 • Akiachak, AK 99551

Telephone (907) 825-3600 Fax: (877) 825-2404



September 11, 2015

## MEMORANDUM

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

The Administration respectfully requests approval of the following resignation

JoAnne Slats

Accounts Payable Specialist

Effective 09/8/15

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

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

Tuluksak School  
P.O. Box 115  
Tuluksak, AK 679  
(907)695-5600

# Yupit School District

Box 51190 • Akiachak, AK 99551

Telephone (907) 825-3600 Fax: (877) 825-2404



September 11, 2015

## MEMORANDUM

To: Regional School Board  
From: Norma Holmgaard, Superintendent  
Re: Recommendation to Hire

The Administration respectfully requests approval of the following contract

Sophie Kasayulie    Yupik Curriculum and Community Outreach Specialist

Permission to hire has been requested of the Commissioner of Education as per Alaska Statute for hiring immediate family of RSB members. Final approval is pending Commissioner approval.

Martha Wise	Paraprofessional Special Education Aide
Henry Nicholai	Paraprofessional Special Education Aide
John Jasper JR	Head Custodian, Akiak School
Michael Williams JR	Half-time Custodian, Akiak School
Isaac Peter	Maintenance/Food Service Tech
Freda Alexie	Yupiaq Language & Culture Instructor

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

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

Tuluksak School  
P.O. Box 115  
Tuluksak, AK 679  
(907)695-5600

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Telephone (907) 825-3600 Fax: (877) 825-2404



September 11, 2015

## MEMORANDUM

To: Regional School Board  
From: Norma Holmgaard, Superintendent  
Re: RSB Meeting Location Change

It is recommended that the October 15, 2015 YSD Regional School Board meeting location be held in Tuluksak and the November 19, 2015 YSD Regional School Board Meeting be held in Akiak.

Administration respectfully requests approval from the Regional School Board for these location changes.

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

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

Tuluksak School  
P.O. Box 115  
Tuluksak, AK 679  
(907)695-5600



# Board of Directors Nomination Form

Nominations must be received by October 12, 2015

Name \_\_\_\_\_

Ways in which nominee has demonstrated advocacy for children:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
(Cell) \_\_\_\_\_

Email \_\_\_\_\_

## Background Information

Education \_\_\_\_\_

Present Occupation \_\_\_\_\_

Previous Occupation(s) \_\_\_\_\_

Membership in professional or other organizations, if any.

Dates - Offices Held:

Nominee is a current board member of the

\_\_\_\_\_ School Board.

Dates of Service \_\_\_\_\_

Year Current Term Expires \_\_\_\_\_

Offices held on local school board with dates: \_\_\_\_\_

This nomination form should be accompanied by a **one page written statement** from the nominee regarding that individual's views on:

1. The appropriate role of the AASB.
2. Three major issues facing AASB in the near future.
3. How AASB could better serve school boards?
4. Ways AASB can help school boards meet Board Standards.

If nominee is selected by Nominating Committee, this statement will be made available for the General Membership at the Annual Conference.

Formal action was taken by the \_\_\_\_\_  
School Board on \_\_\_\_\_

to submit the name of this nominee.

Signed \_\_\_\_\_  
School Board President or designee

Other Education-related public service at the local, state or national level (Boards, commissions, task forces, committees) with dates and leadership positions held, if any:

Other Non Education-related public service or cultural activities at the local, state or national level, with dates and positions held, if any:

Nominations must be received in the AASB office by October 12, 2015. Please return to:

**AASB Nominations**  
**Chairman c/o Ryan Aguilar**  
**1111 West 9th St., Juneau,**  
**Alaska 99801**

Tel: 907-463-1660 Fax: 586-2995

Nominations form should be accompanied by a copy of the Board of Directors Job Description Code of Ethics, signed by nominee.

# Board of Directors Job Description and Code of Ethics

## Job Description

### Constitutional Responsibilities

The Board of Directors establishes policies to supervise, control and direct the business of AASB within the limits of, and consistent with, the Resolutions and Beliefs, and Constitution and Bylaws approved by the Delegate Assembly. Within these limits, the Board of Directors:

- Actively promotes the purposes of the Association;
- Interprets AASB's Constitution and Bylaws;
- Adopts such policies, rules, and regulations for the conduct of its business as it shall deem advisable;
- Employs and annually evaluates the Executive Director;
- Adopts and periodically adjusts the Association's budget;
- Provides oversight for the operation of the Legal Assistance Fund and AASB Scholarship Fund;
- Proposes changes to the dues structure to the general membership;
- Sets/approves/adopts the amount AASB will charge for all meetings, services and materials.

### Corporate Responsibilities

In the exercise of its corporate responsibilities, the Board of Directors adopts and maintains a Board Policy Manual which sets forth procedures and guidelines for the Board's operations and Director's participation in AASB activities. In order to accomplish the overall mission of the Board of Directors and to achieve its corporate objectives, each member of the Board has several kinds of individual responsibilities. Members should:

- prepare well for each Board meeting, through full and careful study of the agenda and its support materials, other relevant materials and through discussion of agenda items, where appropriate, with school board association staff members, fellow school board members, and others as desired in the formulation of preliminary personal views on each topic in advance of the Board meeting. These judgments are to serve as a base point for further discussion in the meeting;
- attend the entire board meeting by arranging travel schedules in advance to permit on-time arrival and staying through the full meeting;
- participate effectively in the Board meeting by ensuring that the concerns formulated in the preparation stage are heard by the whole Board. Each Director is expected to retain an open mind until all the facts and view points on issues are before the Board. Conclusions on action items are sought that are believed to be in the best interests of AASB. And, once a decision is made, the director is expected to support such Board conclusions, even when one may have some reservations about them;

• evaluate and follow-up on the actions taken in the Board meeting, by keeping track (through published AASB reporting documents) of how the actions of the Board are being implemented in the short- and long-run, and bringing up any concerns with the President, Executive Director or Board of Directors, as appropriate;

• establish two-way communication through the Board Liaison Network and with their respective school boards to explain and discuss actions taken by the Board of Directors, and;

• provide personal liaison to the member boards through the Board Liaison Network or caucus leadership, or in such other ways as are determined by the President or Board of Directors;

• fulfill responsibilities of any collateral assignment as an AASB committee member or AASB appointed representative to other agency committees or task forces in accordance with the purpose of the committee or the nature of the representation on behalf of AASB and consistent with the precepts of preparation, attendance, participation and evaluation set forth above, and;

• participate actively in the legislative activities of AASB, in the most effective manner, to be jointly decided with the Executive Director, and;

• diligently participate in the annual evaluation of the Executive Director by completing the evaluation instrument and returning it to the designated officer in a timely manner, participating fully and constructively in the Board's evaluation discussion, and assisting in setting professional performance goals for the Executive Director, and;

• accept occasional public speaking assignments such as chairing caucuses and introducing speakers at meetings and giving reports as appropriate before the Board or general membership, and;

• acknowledge and abide by the AASB Board of Directors Job Description and Code of Ethics.

Additionally, the Board Member serves as an Ambassador of the Association. As such, each member of the Board functions as a representative of AASB to member school districts and the general public. Each Director must assume responsibility for explaining AASB's programs, the basis for governance decisions, AASB's vision for the future as described in the AASB's Long Range plan, and AASB's missions and goals, together with the action plans approved by the Board to realize that vision and attain those missions and goals.

Finally, the Board member serves as an advocate for AASB both at home and at the state level. Each member of the Board is part of the governance team selected by the AASB general membership. He or she is expected to be a vigorous, knowledgeable and articulate advocate of AASB and its programs, as approved by the Board of Directors, so that the value of

membership in AASB can be made fully and clearly known in the district from which the Director comes, as well as to all other school boards around the state. As a result of this advocacy, the attitudes, opinions and conclusions about AASB, formulated by school board members around the state, can be made with full understanding of all the facts that Directors can make available.

## Code of Ethics

As a member of the Association of Alaska School Boards Board of Directors I will strive to improve public education, and to that end I will:

- Attend all three regularly scheduled AASB board meetings and other teleconference meetings, insofar as possible, and become informed concerning the issues to be considered at those meetings;
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held board meetings;
- Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- Encourage the free expression of opinion by all board members, and seek systematic communications between the board and member school boards;
- Work with other AASB board members to establish effective board policies and to delegate authority for the administration of the association to the Executive Director;
- Communicate to other AASB board members, and the Executive Director, expressions of member and public reaction to AASB resolutions, policies and programs;
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards association;
- Support the employment of those persons best qualified to serve as association staff, and insist on a regular and impartial evaluation of all staff;
- Avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain;
- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

My signature below indicates that I have read and agree to abide by the AASB Board of Directors Job Description and Code of Ethics.

Name \_\_\_\_\_

Date \_\_\_\_\_



# BOARD OF DIRECTORS

## Election Procedures

*The Association of Alaska School Boards is governed by a Board of Directors comprised of 15 members elected at large from throughout the state. To qualify for a seat on the Board as a director, a nominee shall be a member of a Board of Education which is in good standing with the Association.*

*The Nominating Committee will review all nominations, interview candidates and recommend a balanced slate of candidates to the membership at the AASB Annual Conference in November.*

*Criteria considered by the Nominating Committee will include demonstrated leadership and experience, candidate's statewide perspective and vision of the future for school boards, adaptability, and time available to devote to AASB Board service. Additionally the Nominations Committee will consider how the candidate will complement the geographical representation, urban, rural and ethnic makeup of the Board.*

*Nominations must be made by official action of the school board on which the nominee is a member.*

### Nominating Procedures

1. All nominations must be received in the AASB office by **October 12, 2015**.
2. Prepare **background information** accurately and completely, stating:
  - a. Name and address;
  - b. Length of term for which candidate is being nominated;
  - c. Name of local school board;
  - d. Dates of service, year current term expires;
  - e. Offices held;
  - f. Other education-related awards, services, trainings or recognitions;
  - g. Other non-education related public service or cultural activities at the local, state, or national level;
  - h. Evidence of demonstrated advocacy for children;
  - i. Personal data: education, present and previous occupations, membership in professional or fraternal organizations.
3. Nominations forms should be accompanied by a **written statement** from the nominee regarding that individual's views on areas relating to AASB listed on the nominations form.
4. Nominee should submit a **signed copy** of the AASB Board of Directors Code of Ethics.
5. Record of **official action of the school board** of which the nominee is a member and signature of the school board president or designee.
6. Submit nomination to:

**Nominations Committee Chairperson**  
**c/o Ryan Aguilar**  
**Association of Alaska School Boards**  
**1111 West 9th Street,**  
**Juneau, AK 99801**

**Note:** Faxed, emailed or scanned copies must **request confirmation**. Please submit the original signed documents following a fax or e-mail submitted to meet the October 12, 2015 deadline.



# Carl Rose Governance Award

*Nominations must be received by October 12, 2015*

The Carl Rose Governance Award (formally the Outstanding Board Member Award) is designed to reflect the nominee's involvement in Board Standards.

In order to be eligible, a nominee:

- Must have served on their local board for at least four consecutive years
- Must serve on a member board in good standing of AASB

Please provide the following information on a separate sheet of paper and attach to the nomination form.

- Name and address of nominee:
- Name of School Board on which nominee has served and dates of service:
- Positions held on school board:

The following identifies specific criteria that should be considered when nominating a school board member for the Carl Rose Governance Award. If possible, work with the nominee to identify and document pertinent items so the information provided helps the Awards Committee make their selection.

## 1. Level of AASB Professional Development Program Attained? 12 Points

<input checked="" type="checkbox"/> Level 1	Basic Boardsmanship Award	BBA
<input checked="" type="checkbox"/> Level 2	Experienced Boardsmanship Award	EBA
<input checked="" type="checkbox"/> Level 3	Master in Boardsmanship Award	MBA

Other education attained: Provide specific information

## 2. Demonstrated evidence and leadership as measured against Board Standards. 20 Points

Identify Standards that the member has been actively involved in achieving for the district. Provide a short narrative for each selected standard. Refer to the attached Board Standards document to identify indicators with which the member has provided leadership.

### **Vision** The Board Creates a Shared Vision to Enhance Student Achievement

- 1.1 Board develops a dynamic shared vision for education that

reflects student needs and community priorities.

- 1.2 Board keeps the district and community focused on educating students.
- 1.3 Board demonstrates its strong commitment to vision by using the shared vision to guide decision making.

### **Structure** The Board Provides a Structure that Supports the Vision

- 2.1 Board establishes a management system that results in effective decision making processes and enables all the people to help the district achieve its vision and make the best use of resources.
- 2.2 Board ensures that long and short term plans are developed and annually revised through a process involving extensive participation, information gathering, research, and reflection.
- 2.3 Board sets high instructional standards based on the best available information about the knowledge and skills students will need in the future.
- 2.4 Board acts to ensure vision and structure comply with legal requirements.
- 2.5 Board encourages and supports innovative approaches to teaching, learning, and the continuous renewal of education.

### **Accountability** The Board Measures District Performance Toward Accomplishing the Vision and Reports the Results to the Public

- 3.1 Board receives regular reports on student progress and needs based on a variety of assessments to evaluate the quality and equity of the educational program.
- 3.2 Board evaluates the superintendent and board performance annually and reports the result to the public.
- 3.3 Board ensures long and short term plans are evaluated and revised with the needs of students in mind.
- 3.4 Board uses an understandable format to periodically report district performance to the public.

*Please be sure to complete both sides of this form!*

### **Advocacy** The Board Champions the Vision

- 4.1 Board leads in celebrating the achievements of students and accomplishments of others who contribute to education.
- 4.2 Board advocates for children and families and establishes strong relationships with parents and other mentors to help support students.
- 4.3 Board establishes partnerships with individuals, groups, and organizations to promote educational opportunities for all students.
- 4.4 Board promotes school board service as a meaningful way to make long term contributions to the local community and society.
- 4.5 The board is proactive in identifying and addressing issues that affect the education of students.

### **Conduct and Ethics** The Board and Its Individual Members Conduct District Business In a Fair, Respectful, and Responsible Manner

- 5.1 Board and its individual members act in a manner that reflects service to the community on behalf of students.
- 5.2 Board demonstrates a commitment to continually improving teamwork, problem solving, and decision making skills through a conscious program of board development.
- 5.3 Expenditures for board activities are clearly identified in the budget, related to the district vision, and open to public scrutiny.

### **3. Participation in State Activities 10 Points**

Check each of the following activities with which the member has been involved. Provide the name of the committee, task force or meeting and dates.

*AASB Committees* \_\_\_\_\_

*AASB Board of Directors* \_\_\_\_\_

*Local, Regional, or State Task Force or Committee* \_\_\_\_\_

*AK. Dept. EED* \_\_\_\_\_

*University of Alaska* \_\_\_\_\_

*Other education related activities* \_\_\_\_\_

### **4. Participation in National School Boards Association Activities and Meetings.**

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Formal action was taken by the \_\_\_\_\_

School Board on \_\_\_\_\_, to submit the name of this nominee.

Signed: \_\_\_\_\_  
School Board President or designee

**Nominations must be received in the AASB Office by October 12, 2015**



Please return to:  
AASB Awards Committee Chairman  
1111 West 9th St., Juneau, Alaska 99801  
Tel: (907) 463-1660 Fax: (907) 586-2995



# Outstanding School Board Award

*Nominations must be received by Oct 12, 2015*

The Outstanding School Board Award is designed to reflect the board's involvement in Board Standards. In order to be eligible, a school board must be a member board in good standing of AASB and have formally adopted Board Standards. The school board should self-nominate for this award.

- ☐ Please provide the following information on a separate sheet of paper and attach to the nomination form.

**Name of School Board** \_\_\_\_\_

The following identifies specific criteria that should be considered when self-nominating your school board for the Outstanding School Board Award. Identify and document pertinent items so the information provided helps the Awards Committee make their selection. The award criteria references the board in office prior to the current election.

## 1. Community Engagement 10 Points

- ☐ Describe actions the board has taken that have resulted in positive change in the community. Examples could include partnerships with other organizations, school sponsored community events, forums, or Assets training.

## 2. Level of AASB Professional Development Program 5 Points

- ☐ A majority of members have qualified for the Basic Boardsmanship Award BBA. One additional point will be given to each member having obtained an Excellence Boardsmanship Award.

## 3. Demonstrated evidence of leadership as measured against AASB School Board Standards. The school board must have formally adopted Board Standards to qualify for the award.

- ☐ Identify Standards that the Board has been actively involved in addressing for the district. Provide a short narrative for each area. Refer to the Board Standards document when compiling the narrative.

**Vision** The Board Creates a Shared Vision to Enhance Student Achievement **5 points**

**Structure** Board Provides a Structure that Supports the Vision **5 points**

**Accountability** The Board Measures District Performance Toward Accomplishing the Vision and Reports the Results to the Public **5 points**

**Advocacy** The Board Champions the Vision **5 points**

**Conduct and Ethics** Board and Its Individual Members Conduct District Business In a Fair, Respectful, and Responsible Manner **5 points**

## 3. Participation in State and National Activities 10 Points

- ☐ Identify activities with which the board or individual members have been involved. Provide the name of the committee, task force or meeting and dates. For ex-ample: AASB Committees, AASB Board of Directors, State Task Force or Committee, participation in other education related activities, participation in National School Boards Association Activities and Meetings.

## 4. Evidence of growth in student achievement 15 Points

- ☐ Provide supporting information that shows the board has identified student achievement as a priority in its goals or through its strategic plan. Include copies of the District Report Card or other measurements documenting growth in student achievement.

Formal action was taken by the \_\_\_\_\_

School Board on \_\_\_\_\_,

to submit the name of this nominee.

Signed: \_\_\_\_\_

*School Board President or designee*

Please return to:

AASB Awards Committee Chairman  
1111 West 9th St., Juneau, Alaska 99801  
Tel: (907) 463-1660 Fax: (907) 586-2995