

Yupiiit School District

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



Date: September 5, 2023
To: Regional School Board
From: Scott Ballard, Superintendent

Re: Approval of Agenda

The Administration recommends for the Regional School Board to approve the Agenda for September 5, 2023.

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

Akiak

Tuluksak

Lillian Alexie, Secretary
Samuel George, Board Member
Robert Charles, Vice Chairman

Ivan M. Ivan, Board Member
Moses Owen, Chairman

Peter Gregory SR, Board Member
Moses Peter, Treasurer

Committee Meetings and Work-sessions

Regional Board of Education Meeting

LOCATION: Akiachak, Alaska **DATE:** September 5, 2023

- I. Call to Order
- II. Roll Call
- III. Recognition of Guests
- IV. Approval of Agenda
- V. Action Items
 - A. READS Act Literacy Liaison Job Description
 - B. Pre-K Pre Literacy Paraprofessional Job Description
 - C. Translators for CLSD Grant Job Description
 - D. Yupiaq Maintenance Job Description
- VI. Next Regular Meeting: September 21, 2023 in Tuluksak
- VII. Adjournment



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Date: September 5, 2023
To: Regional School Board
From: Scott Ballard, Superintendent

Re: Action Item A

The Administration recommends for the Regional School Board to approve the READS Act Literacy Liaison Job Description.

Yupiit School District
Akiachak, Alaska

Job Description

JOB TITLE:	AK READS Act Literacy Liaison	SALARY:	Certified: \$90,000/year (contracted without benefits)
REPORTS TO:	Site Principal	HRS:	8 hr/day
LOCATION:	Yupiit School District	No. DAYS:	180 days

JOB PURPOSE An on-site or offsite certified teacher will provide supplemental services to provide the necessary supports for the AK Reads Act, including reviewing student data for K-3 students, developing literacy intervention plans for students that are not proficient, and contacting parents of struggling students regularly. Additionally, Yugtun CBMs and fluency screeners will be created to support the progress monitoring and benchmark progress.

A teacher in this position will work directly with the site principal and K-3 teachers to provide literacy support for students in the following areas:

- K-2 immersion students will begin systematic phonics instruction and site words in Yugtun. Immersion students will learn to read and write command words, directives, and basic concept words in Yugtun.
- Upon leaving the Immersion program, students will transition from Yugtun phonemic awareness and vocabulary building activities to English phonemic awareness and vocabulary building activities. 3rd grade students will learn systematic phonics instruction and site words in English. 3rd grade students will learn to read and write in English.

Duties, Responsibilities and Accountabilities

*** This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor.*

1. Develop weekly meeting times with K-3 teachers and the site principal to summarize data analysis of literacy screeners and formative assessment tools.
2. Establish partnerships with parents that are respectful, culturally sensitive and nonjudgmental.
3. Involve parents in addressing literacy needs for students below proficient and identifying strengths to create individualized reading achievement (IRAP) plans.
4. more
5. more
6. Ensure compliance with all applicable YSD, Head Start, federal and state regulations.

Qualifications:

REQUIRED QUALIFICATIONS:

1. College degree with a preference in Early Literacy.
2. Current and valid Alaska Teaching Certification
3. Ability to effectively communicate and collaborate with staff, parents and local, regional and state service providers.
4. Working knowledge of local community resources and social service agencies
5. Demonstrated skills in crisis intervention, counseling and providing self-help skills training to adults preferred.
6. Familiarity/experience with Head Start philosophy preferred.
7. Previous experience under YSD's Our Future Leaders Grant preferred.

PREFERRED QUALIFICATIONS

1. Experience working in rural Alaska
2. Master's degree in Reading
3. Prior experience working remotely

JOB REQUIREMENTS

1. Must follow FERPA guidelines working with student data.
2. Must be self-motivated to work remotely meeting deadlines and expectations
3. Must be willing and able to flex schedule for evening and weekend work to accommodate principals and teachers schedules.

EMPLOYMENT REQUIREMENTS:

1. Must provide the necessary technology to effectively work remotely, including but not limited to a non-public accessible computer, reliable and consistent internet service, any necessary printer, paper, or tools to meet the job requirements.
2. Must provide current business licence and tax information meeting the requirements for a contracted employee.
3. Must pass state and federal background checks for convictions of violence and child abuse and/or neglect.
4. Proven ability to work independently and as part of a team and demonstrate initiative and creative problem solving and decision making.
5. High degree of professionalism; ability to maintain confidentiality.
6. Ability to exercise good judgment, courtesy and tact in working with a diverse staff, families and service providers.

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires extensive computer software proficiency including: Microsoft Office (Outlook, Excel, Word, PowerPoint, etc.), Adobe Professional and Acrobat Pro, Scanning, Internet access. Etc. Requires excellent writing, grammar and spelling skill. Must be able to use computer transcription equipment.

3. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations. Requires personal presence and appearance to appropriately act as a representative of the Superintendent and Board of Education. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict.
4. Requires ability to speak clearly and concisely both in oral and written communication.
5. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
6. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations.

Education and/or Experience: College degree and updated teacher certification. Master's Degree in Reading Literacy

Language Skills: Ability to read and interpret documents such as software operating and training instructions, and technical procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before supervisors and district employees.

Mathematical Skills: Ability to analyze test data and provide concise understandable reports for principals and teachers.

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

Computer Skills and Abilities: Requires knowledge and ability to operate a variety of software on computers. Working knowledge of Microsoft Word, Excel, and scanning required.

Other Skills and Abilities: Ability to develop effective working relationships with the principal and teachers. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work in a cross-cultural environment.

Physical Demands: The job is a remote position and it will be the employee's responsibility to maintain a safe working environment while carrying out the duties and responsibilities of this position.

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

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

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

Employee: print name and sign

Date

Supervisor: print name and sign

Date

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Date: September 5, 2023
To: Regional School Board
From: Scott Ballard, Superintendent

Re: Action Item B

The Administration recommends for the Regional School Board to approve the Pre-K Pre Literacy Paraprofessional Job Description.

Yupiit School District
Akiachak, Alaska

Job Description

JOB TITLE: Pre-K Pre Literacy Paraprofessional SALARY: Classified: \$27.80
REPORTS TO: Site Principal HRS: 4.5
LOCATION: Yupiit School District No. DAYS: 172 days

JOB PURPOSE Promote Yupiaq and English bilingual early literacy skills to prepare pre-K students for YSD's Kindergarten Immersion program by developing healthy relationships between the Yupiit School District and pre-K children and families. The pre-K program will have a story time, songs, games, videos, and other activities to help children gain pre literacy skills in both Yup'ik and English. Parents will have the opportunity to see strategies modeled for teaching pre literacy skills.

Duties, Responsibilities and Accountabilities

*** This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor.*

1. Organize pre-K pre-literacy, literacy events and model pre-K literacy skills during in person visits to the school or in person visits to pre-K family homes.
2. Coordinate with the site administrator and Yupiaq Education Coordinator to develop lesson plans.
3. Establish partnerships with parents that are respectful, culturally sensitive and nonjudgmental.
4. Communicate observations, concerns and important information about children and families during weekly or bi-weekly meetings with the principal and the Yupiaq Education Coordinator.
5. Document all services provided for families.
6. Ensure compliance with all applicable YSD, federal and state regulations.

OTHER RESPONSIBILITIES:

1. Participate in Family Partnership meetings when appropriate.
2. Participate in staff meetings, regular supervisory meetings and all required training.

Qualifications:

REQUIRED QUALIFICATIONS:

1. High School diploma or GED and experience raising/working with young children and/or parents.
2. Bi-lingual in Yugtun and English.

3. Ability to effectively communicate and collaborate with staff, parents and local, regional and state service providers.

PREFERRED QUALIFICATIONS

1. Basic skill level in word processing and email.
2. Working knowledge of local community resources and social service agencies
3. Demonstrated skills in crisis intervention, counseling and providing self-help skills training to adults preferred.

JOB REQUIREMENTS

1. Agency is a mandated drug and alcohol free workplace.
2. Must be in good general health and free from communicable illness or disease and serious back injury.
3. Must know proper lifting techniques and be able to lift and carry up to 35 pounds.
4. Able to respond quickly to children's needs and emergency situations.
5. General office environment and families' homes.
6. Must be willing and able to flex schedule for evening and weekend work to accommodate parent schedules for home visits and meeting.
7. Occasional travel required.

EMPLOYMENT REQUIREMENTS:

1. Must provide a TB screening and basic physical exam within thirty (30) days of hire with follow-up every three (3) years at employee's expense.
2. Must complete and maintain CPR and First Aid Training certification.
3. Must be able to provide own transportation to meet work schedule requirements.
4. Must pass state and federal background checks for convictions of violence and child abuse and/or neglect.
5. Proven ability to work independently and as part of a team and demonstrate initiative and creative problem solving and decision making.
6. High degree of professionalism; ability to maintain confidentiality.
7. Ability to exercise good judgment, courtesy and tact in working with a diverse staff, families and service providers.

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations. Requires personal presence and appearance to appropriately act as a representative of the Superintendent and Board of Education. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict.
3. Requires ability to speak clearly and concisely both in oral and written communication.
4. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.

5. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations.

Education and/or Experience: High School diploma or equivalent.

Language Skills: Bi-lingual in Yugtun and English.

Other Skills and Abilities: Ability to develop effective working relationships with the principal, staff, students, parents, and community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work in a cross-cultural environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands and arms. This position frequently requires non-stop typing on the computer. This position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers. The employee must occasionally lift and/or move up to 30 pounds, such as tables, office and meeting supplies. This position may occasionally require employee to work extended or irregular hours. Specific vision abilities required by this job include close vision and depth perception. Some travel is required as part of the job.

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

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

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

Employee: print name and sign

Date

Supervisor: print name and sign

Date

Yupiit School District

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Date: September 5, 2023
To: Regional School Board
From: Scott Ballard, Superintendent

Re: Action Item C

The Administration recommends for the Regional School Board to approve the Translators for CLSD Grant Job Description.

Yupiit School District
Akiachak, Alaska

Job Description

JOB TITLE:	Translator for CLSD Grant	SALARY:	\$20,000 (salary)
REPORTS TO:	Yupiaq Education Coordinator	HRS:	4/day
LOCATION:	Yupiit School District	No. DAYS:	120 days

JOB PURPOSE Promote Yup'ik and English bilingual early literacy skills through quality translations in Yugtun for texts aligned to the Science of Reading. These translated texts are intended to support our pre-K - 3 students.

Duties, Responsibilities and Accountabilities

*** This job description in no way implies that these are the only duties to be performed by the employee. Employees may be required to perform any other duties within this or a lower level job upon request of the immediate department or division supervisor.*

1. Ensure compliance with all applicable YSD, federal and state regulations.
2. Translate from Yugtun to English or English to Yugtun
3. Provide translations for each book in both languages accessible to students and parents.

OTHER RESPONSIBILITIES:

1. Participate in bi-weekly meetings with the Yupiaq Education Coordinator and/or Literacy Specialist/Liaison
2. Participate in staff meetings, regular supervisory meetings and all required training.

Qualifications:

REQUIRED QUALIFICATIONS:

1. Fluent in Yugtun and English languages
2. Ability to effectively communicate and collaborate with YSD staff.
3. Basic skill level in word processing, spreadsheets and email.

JOB REQUIREMENTS

1. Agency is a mandated drug and alcohol free workplace.
2. Must be in good general health and free from communicable illness or disease and serious back injury.

EMPLOYMENT REQUIREMENTS:

1. Must provide a TB screening and basic physical exam within thirty (30) days of hire with follow-up every three (3) years at employee's expense.
2. Must be able to provide own transportation to meet work schedule requirements.

3. Must pass state and federal background checks for convictions of violence and child abuse and/or neglect.
4. Proven ability to work independently and as part of a team and demonstrate initiative and creative problem solving and decision making.
5. High degree of professionalism; ability to maintain confidentiality.
6. Ability to exercise good judgment, courtesy and tact in working with a diverse staff, families and service providers.

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires ability to speak clearly and concisely both in oral and written communication.
3. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
4. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations.

Education and/or Experience: Understanding and practice of Yuuyaraq

Language Skills: Written and oral fluency of Yugtun and English. Ability to speak effectively with supervisors and district employees.

While performing this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; operate a computer; and reach with hands and arms. This position may requires typing on the computer. This position requires the individual to meet deadlines with time constraints and to interact with the public and other workers.

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

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

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Employee: print name and sign

Date

Supervisor: print name and sign

Date

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Date: September 5, 2023
To: Regional School Board
From: Scott Ballard, Superintendent

Re: Action Item D

The Administration recommends for the Regional School Board to approve the Yupiaq Maintenance Job Description.

Yupiit School District
Akiachak, Alaska

JOB Description

JOB TITLE: Yupiaq Maintenance HRS: On-Call
SALARY: \$25.00 hr. No. DAYS: September 2023 to June 2024
REPORTS TO: Yugtun Education Director LOCATION: Akiachak

JOB PURPOSE: The **Yupiaq Maintenance Mechanic** will support the Yupiit School District in providing traditional learning and distance learning opportunities to students. The Yupiaq Maintenance Mechanic will work closely with the Yupiaq Education Director, and Superintendent to maintain all district boats throughout the school year by changing gear oil and motor oil when needed, bringing the boats to and from the river to a secured location.

Other responsibilities include transporting students for sports.

This position is grant funded, and there is a possibility that it will not be funded or available after the Term of Service.

Duties, Responsibilities and Accountabilities

1. Maintain tools and machinery in good condition, and use of all tools carefully and as instructed.
2. Performs minor repairs to outboard motors.
3. Cleans and organizes Yupiaq Education Department Conex building.
4. Removes trash/garbage from working area if necessary.
5. Performs tasks with the highest standard of safety and regard for student and staff.
6. Regularly inspects outboard maintenance needs, and responds quickly to those needs. Implements preventative and routine maintenance schedules.
7. Adheres to applicable statutes, policies, regulations, and directives.
8. Requisitions parts accurately and in a timely fashion for repair, replacement, provision, and inventory.
9. Performs other duties as assigned.
- 10.

Qualifications:

1. Valid Alaska Driver's License is required.
2. Demonstrated ability to work with hands and to work in mechanically oriented situations.
3. General knowledge of various types of equipment used in building trades.
4. Working knowledge of plumbing, electrical, construction, refrigeration and generators.
5. Will be in good/excellent physical condition.

6. Ability to lift 70 pounds unassisted.
7. Ability to work as directed and with little or no supervision.
8. Ability to work as part of the team.
9. Willingness to travel District wide as needed.
10. Ability to carryout the duties described as follows.

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work.
2. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
3. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations.

Other Skills and Abilities: Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to work in a cross-cultural environment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is regularly required to sit and talk or hear. The employee will be engaged in outdoor project-based learning required to stand; walk, and reach with hands and arms, carry, lift, and engage in aerobic activity. This position may require loading, unloading, and riding on a boat. This position may occasionally require employee to work extended or irregular hours Specific vision abilities required by this job include close vision and depth perception. Some travel is required as part of the job.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

BP 4030: Nondiscrimination in Employment, All Personnel

Note: title Ii of the Genetic Information Nondiscrimination Act (GINA) of 2008, which became effective November 21, 2009, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring,

promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.

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

The Yupiit School District is an Equal Opportunity Employer.

Yupiiit School District

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Date: September 5, 2023
To: Regional School Board
From: Scott Ballard, Superintendent

Re: Next Regular Meeting

The Next Regular meeting is scheduled for September 21, 2023 in Tuluksak.

**Yupiit School District
Regional School Board of
Education Meetings**

3rd Thursday Meeting Date	2nd Monday Agenda Deadline	2nd Wednesday Packet Info & Reports due @ 8:00 AM	2nd Friday Packets Distributed
July 20, 2023	July 10, 2023	July 12, 2023	July 14, 2023
August 17, 2023	August 7, 2023	August 9, 2023	August 11, 2023
September 21, 2023	September 11, 2023	September 13, 2023	September 15, 2023
October 19, 2023	October 9, 2023	October 11, 2023	October 13, 2023
November 16, 2023	November 6, 2023	November 8, 2023	November 10, 2023
December 21, 2023	December 4, 2023	December 6, 2023	December 8, 2023
January 18, 2024	January 8, 2024	January 10, 2024	January 12, 2024
February 15, 2024	February 5, 2024	February 7, 2024	February 9, 2024
March 21, 2024	March 11, 2024	March 13, 2024	March 15, 2024
April 18, 2024	April 8, 2024	April 10, 2024	April 12, 2024
May 16, 2024	May 6, 2024	May 8, 2024	May 10, 2024
June 20, 2024	June 10, 2024	June 12, 2024	June 14, 2024

BB 9320(a) Regular Meetings: The Board shall adopt a yearly calendar specifying the date, time and place of each regular meeting. The local media shall be provided with an annual calendar of regular Board meetings and shall be notified of any changes to the calendar. The Board shall hold 1 regular meeting on the **3rd Thursday of each month**. Unless changed by the Board, regular meetings shall be held at 11:00 AM at the School Library. Notice of regular meetings shall be posted at least three days prior to the meeting. ****not scheduled on 3rd Thursday**

YUPIIT SCHOOL DISTRICT B

ANNUAL GUIDELINE

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

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



2023

JULY

14-16 AASB Board of Directors Summer Meeting — Anchorage

SEPTEMBER

12 Project Transform Pre-Conference Day — Egan Civic & Convention Center, Anchorage

13-14 DEED Alaska School Safety & Well-Being Summit — Egan Civic & Convention Center

15 Alaska Family Engagement Center Post-Conference Day

16-17 Fall Boardsmanship Academy — Hotel Captain Cook, Anchorage

29-30 Alaska Charter School Academy — Anchorage

OCTOBER

4-5 Maintenance Employees Conference — Clarion Suites Anchorage

NOVEMBER

9-12 AASB's Annual Conference & Youth Leadership Institute — Hilton, Anchorage

13 AASB Board of Directors Meeting — Hilton, Anchorage

DECEMBER

7-8 Executive Administrative Assistants Training — Clarion Suites, Anchorage

8-9 School Law and Policy & Equity Day — Clarion Suites, Anchorage

2024

JANUARY

16 First-Term Board Member Webinar series begins — weekly, January-April

27-30 NSBA Equity Symposium & Advocacy Institute — Washington, D.C.



2024

FEBRUARY

10-13 Leadership Academy & Legislative Fly-In and Youth Advocacy Institute — Elizabeth Peratrovich Hall, Juneau

APRIL

6-8 NSBA Annual Conference — New Orleans, LA

19-20 AASB Board of Directors Meeting — Hilton, Anchorage

20-21 Spring Boardsmanship Academy & Youth on Boards— Hilton, Anchorage

JULY

TBD AASB Board of Directors Summer Meeting — TBD

SEPTEMBER

14-15 Fall Boardsmanship Academy — Pike's Waterfront Lodge, Fairbanks

OCTOBER

2-3 Maintenance Employees Conference — The Lakefront, Anchorage

NOVEMBER

7-10 AASB's Annual Conference & Youth Leadership Institute — Hilton, Anchorage

11 AASB Board of Directors Meeting — Hilton, Anchorage

DECEMBER

12-13 Executive Administrative Assistants Training — Hotel Captain Cook, Anchorage

13-14 School Law and Policy & Equity Day — Hotel Captain Cook, Anchorage

Yupiit School District

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Date: September 5, 2023
To: Regional School Board
From: Scott Ballard, Superintendent

Re: Adjournment