

Yupiit School District

New Staff Moving Guide



Welcome to the Yupiit School District!

The Yupiit School District (YSD), a Regional Educational Attendance Area, operates three remote schools along 28 winding miles of the Kuskokwim River. There are 450 students in the district. Our goal is to create a

culturally rich, technology driven, and safe learning environment for all students. We strive to instill values in education, thereby motivating and empowering students to pursue higher learning. In doing so we hope to expand vocational and career opportunities for all.

This booklet will assist you in your transition. If you have any questions about educational programs, the lifestyles, or other practical concerns, please feel free to call or email us using the contact information on the subsequent pages. There is also information on our district website at: www.yupiit.org. There you will find information about the villages and view pictures of students and staff. You will find the upcoming events and school calendar, as well as the school directory, teaching resources, and a wealth of other information.

Please be aware that summertime in the YSD region is very busy. Many of us are engaged in subsistence salmon fishing and keep limited office hours.

Our Villages

The Yupiit School District is made up of three Yup'ik native villages. Each village is run and managed by their own Tribal Governments and Tribal Corporations. They have a small store for groceries and some other supplies. Akiachak, Akiak and Tuluksak also have a small gravel runway for commuter flights to and from Bethel. The two primary air carriers for our villages are Yute Commuter Services and Ravn Air. The Kuskokwim river is also important for transportation, with boats moving people and supplies in the spring, summer, and fall months. Four-wheelers, snowmachines, and trucks are able to take advantage of the ice road on the frozen river in the winter.

With the exception of Tuluksak, most residents of these villages have water and sewer service. Tuluksak does not, however all teacher housing is connected to the school's water and sewer system. All villages have electricity powered by diesel generators.

- Akiachak (Akiacuaq in Central Yup'ik) has a population of about 715 residents, and about 210 K-12 students.
- Akiak (Akiak in Central Yup'ik) has a population of about 400 residents, and about 130 K-12 students.
- Tuluksak has a population of about 365 residents, and about 126 K-12 students.

Alcohol in the Communities:

Each of our villages is a dry community. Simply put, no alcohol is allowed into the village.



Location and Climate

By examining the location and climates of the villages, you can gather that Yupiit School District is located on a large river, which has many uses. It is used for recreation and subsistence activities. From mid-May through September, the river is ice-free. Subsistence fishing is commonly practiced. You can find Salmon, Grayling, and Rainbow Trout. Hunting and fishing are regulated, and licenses can be purchased in Bethel or online. There are wild moose, caribou, bears, fox, wolves, beavers and other small wildlife in the area. Please keep in mind that the natives here use the wildlife for their food, and you will need to understand that if you hunt their food you must be respectful and not wasteful.

In the winter when the river is frozen, you can travel from village to village by four-wheeler or snow machine, and sometimes vehicles via the "ice road". The ice road is the Kuskokwim River, and the locals here check to see it is frozen well enough to drive on.

Please use caution as the weather warms. During the warmer temps the ice begins to thaw and break up. The river can be fast moving and treacherous. Extreme caution needs to be taken when dealing with the river during this time. You might take a few moments to read up on hypothermia and how to avoid becoming its victim. However, hypothermia is not limited to an unexpected dip in the river. If you are outdoorsmen, you already know that you need proper attire for extremely cold conditions. Temperatures can dip down to -50 degrees and stay that way for several weeks at a time.



Anticipate rain in August, which leads to muddy conditions and icing conditions as the temperatures from the summer drop. The beginning of September brings our first snows. October continues with cooler temps with some more snow and wind. November through March are our heaviest snowfalls. You will see lots of beautiful snow, some windy conditions, and plummeting temperatures. In January temperatures seem to get the lowest which can get down to -65 degrees for 1 to 3-week periods. February continues with snow, but temperatures gradually rise. March blows in with strong winds and still more

snow as temperatures continue to warm above zero degrees. Break up of ice in April or May can bring flooding. Temperatures range from 0-30 degrees. The flooding can bring life to a halt. At times, it can make roads and trails impassable. Villages may even flood so one will need to take precaution.

The area averages 16 inches of precipitation, with snowfall of 50 inches. Summer temperatures range from 42 to 62 °F. Winter temperatures range from -2 to 19 °F with colder windchills.



Clothing

What can I wear to school?

The schools are properly heated but there might be a need for sweatshirts or sweaters when temps drop to lows of -65 degrees. Everyone here dress in layers, and it helps. Style? Casual dress is the practice. Dress for the weather and the activity in which you will be engaged. Teachers typically wear jeans, a T-shirt, sweater, and parka as needed. You may want to bring some dress clothes for special events like: Christmas, graduation, etc. The students will wear current trend jeans or pants topped with T-shirts or sweaters.

Bring your: mud boots or waders (Bogs or Mucks hold up best here), Ice grippers, arctic winter boots (you will need thinsulate insulation good for -45 or better, warm hat that protects your ears, warm, water and wind proof gloves (thinsulate lined), and scarves may be ordered in the fall from stores in Anchorage or

catalogs. Each school office gets a variety of catalogs. Don't worry about getting these items until you are here. Some staff may have suggestions - ask around.

Recreation and Local Practices

One aspect of the area is berry picking. Families collect gallons of berries for freezing, canning and baking. You can find blueberries, blackberries, crowberries, high and low bush cranberries and salmonberries, to name a few. As a non-Native shareholder, you may need to have a \$100 "land use permit" to berry pick or recreate on their lands, available from the Kuskokwim Corporation. Visit www.kuskokwim.com for more information.

Yupit schools are probably not any different from the schools you are leaving. At times, the girls will wear a traditional dress. Don't forget to plan now for Halloween! The kids love it when the teachers/administrators participate in trick-or-treating and wear a costume, too!

In our experiences in the bush it has been a practice to give the students in your class small, age appropriate gifts at Christmas and Valentines. Some teachers go out of their way to buy gifts; others keep it simple. You will have time to check with several staff and order later if you choose.

Religious practices are generally Moravian or Russian Orthodox. There are organized church services in most villages conducted by a church official, local representative or layperson. Even though they may support a religion other than the one you practice, you will always be welcome to participate. It is a good way to blend into the community and is viewed as a positive gesture. Feel free to attend services or create your own way to worship. Akiachak and Akiak church is a Moravian church. Attending funeral services or memorial services is appreciated, but not required.

If you are invited to a potluck and decide to attend, plan to bring/share a dish (casserole, spaghetti, etc.) or dessert (cookies, cake, brownies, etc.). Most potlucks held at the school are open to all. Everyone is unofficially invited. You may not receive a personal invitation - but you are welcome. You don't have to bring enough to feed the village - just a regular size serving bowl/pan. Others will bring food too. It is a wonderful way to be part of the village. It may be a good idea to bring it in an aluminum pan, as you may not get it back after the meal. Participation is considered a sign of respect.

Our region also hosts three winter dog sled races: Kuskokwim 300, Bogus Creek 150, and the Akiak Dash. The Kuskokwim 300, the most popular event, is the premiere mid-distance dog sled race in the world and is one of the toughest races in the state of Alaska. The race spans across a 300-mile trail from Bethel, Alaska up across tundra and the Kuskokwim River to Aniak, Alaska and back down again traveling through our three villages along the way.



Our People – Yup'ik

The Yup'ik or, in the Central Alaskan Yup'ik language, Yup'ik (plural Yupiit), are a group of indigenous peoples of western, southwestern, and southcentral Alaska and the Russian Far East. They include the Central Alaskan Yup'ik people of the Yukon-Kuskokwim delta, the Kuskokwim River, and coastal Bristol Bay in Alaska; the Alutiiq (or Suq'piaq) of the Alaska Peninsula and coastal and island areas of southcentral Alaska; and the Siberian Yupik of the Russian Far East and St. Lawrence Island in western Alaska. They are Eskimo and are related to the Inuit.

The traditional way of life of the Yup'ik was semi-nomadic, following the seasonal variations in their environment. Hunting, primarily sea mammals, and fishing were subsistence activities. They also developed trade, initially with neighboring groups, and then with the Russians by the end of the nineteenth century. They believed that all living creatures go through a cycle of birth, death, and rebirth, leading them to give newborns the name of a recently deceased member of their community, and to practice rituals in which parts of animals that were killed for food were returned to the ocean so that they could be reborn. Since contact with the outside world was relatively recent for the

Yup'ik, they were able to retain many of their traditional ways of life. Communities are still located along the water, and many families still harvest the traditional subsistence resources, especially salmon and seal.



However, during the twentieth century when Western schools and Christian churches were built, the Yup'ik stopped telling their stories and offering their traditional words of wisdom. Their children were educated in Western languages and ways, and Christian churches taught their children religion; as the last shamans died no-one took their place. As the twenty-first century dawned, however, Yup'ik elders recognized that their lifestyle was almost lost. The elders chose to start sharing their wise words, believing that they have continued relevance and power to change lives. These words of wisdom are now available not only to educate Yup'ik young people and thus continue their culture but are also offered to all for the benefit of human society around the world. The Yup'ik's overall population today is estimated at 24,000 people.

Teacher Certification:

Please contact the Alaska Department of Education Teacher Certification Division with questions regarding your application for certification in Alaska. Information regarding types of certificates and the requirements can be found at www.eed.state.ak.us/teacher certification. You must have secured certification or have your yellow card in order to begin on August 1.

Alaska Statewide Mentor Project

The State of Alaska provides a mentor for all teachers new to the profession. The District wholeheartedly endorses this program and will inform the Alaska Mentor Project of all teachers new to the district and new to the profession (1st and 2nd year teachers). We invite the mentors to participate in our August in-service in order to give you the opportunity to become acquainted with the individuals and the project. They can also provide support to you as you prepare to head out to your new home.



Transportation:

You will need to arrange for your travel from your home to Akiachak, Alaska before in-service begins. As stated previously, district office staff will assist you with these arrangements if you so wish. We will also spend time during the New Teacher orientation in July/August discussing the logistics of travel into the Bush. Please be aware that Alaska Airlines permits 3 check-in bags (up to 50 pounds each) and 2 carry-ons **inside** Alaska only.

For your information listed below are numbers for the airline services most often used between villages:

Ravn	Yute Communter Services
Ph #: 907-543-3800	Ph #: 907-543-2684

Ravn/ERA and Yute Air usually have daily scheduled flights between Bethel and the villages (and between villages). You can call the airline and make a reservation on a scheduled flight or you can charter a plane. Seat fare from Bethel to Akiachak is \$80.00; to Akiak is \$95.00 and to Tuluksak is \$110.00. For more detailed and up-to-date fares, please contact the airlines directly. The airlines run specials often and can be found on their websites.

There are no paved roads connecting villages. Travel is done by air, four-wheeler, snow machine, foot, dog sled, boat, and sometimes trucks. Gasoline is currently going for \$11.00 a gallon in our area. Gas prices will rise as the economy dictates. (Prices are currently rising with each new barge delivering fuel.) Some long-term residents have shipped cars or trucks to their villages. Price is determined by length of vehicle. 4-wheel drive is recommended. Snowmobiles & ATV's are very popular. Vehicles can be flown out on a cargo plane to Bethel. Yupiit is not an airline hub so most of us walk or use 4 Wheeler's.

The district does not pay moving costs or airfare from your home to our District.



Vehicles

There are places in Anchorage where you can store your vehicle for the school year. Here is information for some of the storage facilities:

- Affordable Storage
- Int'l Self Storage - 563-3287
- Airport Mini Storage - 248-1840 www.alaskaministorage.com
- Airport Road Car storage - 562-2751
- Arctic Self Storage - 563-3342
- Agent's Automotive - 563-2436

Alaska Airlines Programs

Club 49: Club 49 is a free program within the Alaska Airlines Mileage Plan that offers additional benefits for Alaska residents. Members enjoy exclusive benefits when traveling to, from or within the great state of Alaska on Alaska Airlines. You just have to be an Alaska state resident and Mileage Plan member and you get the following benefits:

- **Two free checked bags-** Club 49 members and all passengers on the same reservation can check two bags for free when traveling to or from Alaska on Alaska Airlines.



- **Travel Now discounts-** Receive two Travel Now discounts per year, good for 30% off one-way travel in a refundable Y-Class fare to, from, or within Alaska on Alaska Airlines, booked within four days of departure.
- **Freight for Less-** Ship up to 100 lbs. of freight within Alaska for only \$10 when you fly, and \$40 any time, with our newest Club 49 benefit. There's no limit on number of times you ship, but some restrictions apply.

Mileage Plan: Mileage Plan is the Alaska Airlines loyalty program for those who fly frequently.

Earn one mile for every mile flown on Alaska, even on the lowest fare. Plus, you can earn when you shop, dine, rent a car, stay in a hotel, and more. There are so many ways to earn miles, both in the air and on the ground.

As an elite Mileage Plan member, you'll earn miles faster and enjoy perks like two free checked bags, priority check-in and boarding, and preferred seating with Alaska. I've had upgrades to both premium class and first class (and once had both upgrades in one flight!).

Shopping and Shipping

Remember to shop locally if you can as the locals appreciate your business but be aware that prices are substantially higher in local stores because of shipping and stocking costs. Stores in the villages are expensive. Food and supply costs are about double. Most people have food and supplies shipped in from Anchorage stores. The stores take phone orders and will charge purchases or send C.O.D. (Cash on Delivery). Some stores will box and mail your order for you for an extra fee - usually a percentage of the total bill. You might want to spend a day or two in Anchorage to stock up and mail items yourself. The Airport Post Office is open late hours. Fred

Meyer on Muldoon Dr., Walmart on Dimond Blvd., and Carrs (grocery store) on Jewel Lake will allow you to shop and then push your cart to the "Bush Order" counter and leave it for them to box and ship out for you. It may take 7-10 days to receive your order(s).

Most villages have a grocery store where some supplies can be purchased. The choice of items is very limited, and the price reflects the isolation and location of the villages. Most people ship food in from Anchorage or Bethel. Fresh produce is not often available in the villages but can be obtained from Bethel, which has several grocery stores. Send all your dry goods via mail. The post office at the Anchorage airport has extended hours (typically they are open until midnight). The night before flying into the village buy your frozen foods and keep frozen. You can bring fresh food with you, if you want. You can't carry sour cream and yogurt type products onto the plane. They must be checked in.

You may choose to box and send all your purchases via a cargo airline - they often deliver the next day or so. They usually have freezer space for frozen groceries. You can save money by sending out multiple boxes at a time because it is cheaper if you do. The rates are set by a minimum weight and then for additional weight beyond that.

In the winter many people will travel by snow-machine to buy groceries in Bethel. You may also send 70 lbs of goods within the state of Alaska, 3 day priority for \$30 via USPS.

Ship your groceries early. Below is a list of grocery stores in Anchorage that ship out:



- Alaska Bush Service PH #: 907-344-6690 (This is a small Alaskan business, specializing in helping rural Alaskans get goods from Costco Wholesale Warehouse. They do not sell products; only provide a service to you.) You can request catalogs from them.
- Wal-Mart (on old Seward) PH #: 800-833-2874
- Costco PH #: 907-267-7105
- Fred Meyers PH #: 1-800-478-2611
- Omaha Steak: omahasteak.com
- Mr. Prime Beef: 7521 Old Seward Highway, Anchorage, AK 99518; 907-349-3556
- Full Circle Farms: is a great way to get fresh fruits and vegetables every other week. They specialize in organic produce and also supply other food items, such as bread, cheese, eggs, etc. They can be found on line at <http://www.fullcircle.com/>
- Meyer's Organic Farm in Bethel: meyersfarm@gmail.com or <http://meyersfarm.net/>

*You can request catalogs from these businesses. You can also place an order by phone &/or on their websites and have the order mailed to you at your site.

In addition, many people are now taking advantage of ordering online through amazon.com.

Mail Service

Mail service is available. You will need to rent a mailbox at the post office in your village when you get here. Mail service is expected daily, but Mother Nature and the daily temperatures have a strong hand in mail delivery. Some villages don't have daily mail service. If the weather looks questionable and you have a bill due or need to make a deposit, plan ahead or bank online.

Rubbermaid totes work well and are often used for mailing to the district. It is suggested that you drill four holes in the lid and use zip ties (don't cut the zip ties – they get sharp). Don't close the ties until the tubs are on the scale. If they are close to the 70-pound limit you will have to remove some items. Ship regular parcel post, unless you are in a hurry to receive something. It takes about two weeks from Anchorage to your site, but it has also taken 4 weeks. Also, insure your boxes as it is not uncommon for one not to make it when sending a large number.

District Housing

Water is an important issue in rural Alaska. The schools and all of the staff residences in the Yupiit School District have running water. You might want to invest in a Brita pitcher, a PUR water filter that attaches to the faucet, or a water distiller if having bottled water is important to you. You can usually purchase bottled water at the store(s) in the larger villages, but it is more expensive than in Anchorage.

The schools have all facilities available. They have classrooms, kitchen, and bathrooms with showers, small computer labs, libraries and Internet connection. Hopefully, the teacher before you restocked your classroom. If not, contact your principal.



Housing in the villages is very limited. The district provides housing. Rental rates are as follows:

- 3 Bedroom: \$437.50 total or \$145.83 per person
- 2 Bedroom: \$425 total or \$212.50 per person
- One Bedroom: \$325

If you have a roommate, rent is split, but each employee leases directly from the District. All teacher housing has running hot and cold water, bathroom facilities and electricity. Each person is required to submit

a \$200.00 deposit that will be refunded following the completion of a satisfactory inspection at the end of employment with the District. In addition, pet owners will incur a \$1,000.00 additional deposit, which is returned at the end of employment, if no damage has been found in the apartment. **No more than three (3) pets are allowed.**

Furniture & major appliances are provided. These include washer, dryer, stove, refrigerator, chest freezer, microwave, couch, kitchen table and chairs, beds in the bedrooms, etc.

Medical Services

Medical services are minimal in the smaller villages.

Akiachak has a small clinic with limited medical options of basic routine care for check-ups. If you have major medical concerns, we suggest you fly to Anchorage to Providence Hospital. There is a hospital in Bethel, but for more serious issues Anchorage is best. There is a Health Aide on call in most villages. Their training is limited to basic first aid. More serious injuries and illnesses are referred to Bethel or Anchorage. Our Health coverage has a good mail order system for prescription medications through Walgreen's. Otherwise, medicine can be dispensed at Bethel or your own method of choice. For toiletries and over the counter medications, www.drugstore.com is a good source delivering in 5-7 days! If you take medication on a regular basis, make sure you have a few months' worth of your prescription(s). Sometimes it's difficult getting your mail services started and you don't want to be caught with your guard down. The same goes for bringing a spare pair of glasses or contacts and solutions.



You will find that you might become ill more often upon relocating to a new village. There are different "bugs" here and your resistance will need building. Don't let things go. Get checked out. Make sure your tetanus shots are up to date, just in case. As part of your employment, you will need a general health exam. You might want to take care of that before you make your final move. Tuberculosis is a common bacterium in Alaska so try to stay dry and warm. TB checks are done annually and are required by the district for staff and students. Many YSD employees carry air-ambulance insurance, which can provide emergency flights from the village to the appropriate hospital. It is relatively inexpensive. There are two air ambulance services for our area: Guardian Flight (800-793-0010) and LifeMed (855-907-5433). Guardian Flight, part of AirMedCare. is \$130 per year for a family.

Curriculum and Instruction

The Yupiit School District has been working diligently over the last several years to provide our students with a high-quality educational experience. It is our belief that students must have sound academic skills as well as cultural knowledge and skills.

The Yupiit School District has been identified by the State of Alaska as a district in need of improvement. We have implemented a district improvement plan. Following are some of the instructional programs/materials adopted by the district and identified as critical to effective instructional decisions for the continued growth and success of Yupiit students:

- Curriculum based assessment – AIMSweb is used for all students in grades K-8. MAP (Measures of Academic Progress) is used for all students in grades 3-12. Students are assessed three times yearly in reading and math measures. Students are identified as intensive, strategic or benchmark and the appropriate interventions are planned.
- RTI (Response to Instruction) model – this is a process for providing quality instruction and timely interventions matched to student needs. Student progress is monitored frequently in order that

teachers can make ongoing instructional decisions. This model is in its infancy in the Yupiit School District.

- Professional Learning Communities – teachers meet weekly in grade level teams to discuss student data and make instructional decisions in order to best meet the needs of students.
- Everyday Math – Grade Levels K-6, *Everyday Mathematics* enables students to build conceptual understanding, computational fluency and real-world problem-solving skills. *Everyday Mathematics* is developed by The University of Chicago School Mathematics Project.
- HMH reading is a comprehensive elementary reading and writing program.

Additional Important Contact Information

Travel

Long term auto storage in Anchorage	Diamond Airport Parking 907-245-0396 www.diamondparking.com Publix Self Storage 907-333-6175 www.publixselfstorage.com A-1 Park and Store 907-348-7878 www.a1parkandstore.com
To and from Bethel Pets require a reservation and health certificate	Alaska Air 1-800-252-7522 www.alaskaair.com you can check 3 bags Era Alaska 1-800-866-8394 www.flyravn.com
To and from villages (207 - 6 seats) (172 - 3 seats) Charter prices range from \$135 - \$450 Seat fare ranges from \$80-	RAVN 1-800-866-8394 www.flyravn.com - scheduled flights daily Grant 1-888-359-4726 www.flygrant.com - charters only Yute Commuters 907-543-2684 -scheduled flights and charters daily

Food/Groceries/Shipping In Anchorage

Wal-Mart Super Center	907-344-5300 8900 Old Seward Highway Offers bush shipping - COD or pre-pay
Fred Meyer	907-269-1700 7701 DeBarr Road www.fredmeyer.com Offers bush shipping, and online ordering
Costco	907-349-233; 330 West Dimond Boulevard (907) 269-9510; 4125 Debarr Road, Anchorage, AK 99508
Alaska Bush Service Use for bulk items that you do not want to mail out yourself	907-344-6696 1200 E 76th Ave # 1209
Express Yourself Expeditors Use for bulk items that you do not want to mail out yourself	1-800-248-4419 1761 E 64th Anchorage http://www.expressyourselfexpeditors.com
Everts Air Cargo Use for large items that you want to ship out (4 wheelers, boats, snow machines)	1-866-242-0009 6111 Lockheed Avenue www.evertsair.com
Northern Air Cargo Use for large items that you want to ship out (4 wheelers, boats, snow machines)	907-243-3331 3900 Old International Airport Road www.nacargo.com/
United States Postal Service ship items parcel post unless you need them right away, if shipping from lower 48 use priority mail	5000 West International Airport Road 70lb maximum on boxes 15 gallon Rubbermaid totes work well for packing and shipping

Miscellaneous in Anchorage

<p>Driver's License Birth certificate or passport required</p>	<p>1300 West Benson Boulevard</p>
<p>Cell Phone - GCI</p>	<p>www.gci.com 800 E. Dimond Blvd. 907-265-5400 2800 C Street 907-265-5400 320 W. 5th Avenue 907-265-5400</p>
<p>Banking There is not a bank in the village, there and ATM. Anchorage has national banks also. You will need your routing number and account number to set up direct deposit with the</p>	<p>First National Bank Alaska www.fnbalaska.com Northrim Bank www.northrim.com Alaska USA Federal Credit Union www.alaskausa.org Denali Alaskan Federal Credit Union http://www.denalifcu.org/</p>
<p>Physical/Medical must be completed within 90 days employment</p>	<p>First Care 3710 Woodland Drive, Suite 1100 907-762-6560 www.firstcareak.net Alpine Urgent Care 1310 East Dimond Boulevard 907-344-2400 www.alpineurgentcare.com</p>
<p>Satellite Satellite dishes are mounted on housing, you need to provide the basic plan \$65 (2011-2012)</p>	<p>The Satellite Guy 2400 Spenard Road #100 907-243-7471 www.alaskadish.com</p>
<p>Fingerprints</p>	<p>Castech 2217 East Tudor Road #12 907-337-5002 www.alaskafingerprinting.com Hi-Tech Finger Prints 4007 Old Seward Highway 907- 563-4659 www.hitechfingerprints.com</p>
<p>Teacher Supply Store</p>	<p>Back 2 School 2217 East Tudor Road 907-277-2800 www.back2schoolak.com</p>

Food/Groceries In Bethel

AC Grocery, household items, clothing, crafts, hardware, snowmachines, etc. Will ship items into villages.	www.acvaluecenter.com m 800-478-2661 135 Ridgecrest Street
Full Circle Farm Produce Organic produce delivered to your village on a weekly or bi-weekly basis.	www.fullcircle.com

Miscellaneous in Your Village

Land line and internet basic phone plan \$35 (2011-2012)	Unicom/United Utilities 907-543-7575
Post office box Learn the hours as soon as you can. You need two forms of ID to set up a PO box.	Akiachak - 907-825-4012 Akiak - 907-765-7415 Tuluksak - 907-695-6767

Emergency/Health/Safety

Yukon-Kuskokwim Health Corporation (Bethel Hospital) They have clinics for basic illness.	1-800-478-3321 www.ykhc.org
Village Clinics Can see you for basic illnesses and injuries (sore throat, sinus infection, minor cuts)	Akiachak - 907-825-4011 Akiak - 907-765-7125 Tuluksak - 907-695-6991 http://www.ykhc.org/1255.cfm?action=showVillages
Village VPO/VPSO VPO - village public office VPSO - village public safety officer	Akiachak - 907-825-4313 Akiak - 907-765-7000 Tuluksak - 907-695-6000
Housing issues Frozen pipes, no heat, no electricity	Akiachak Akiak Tuluksak

Licensing Information

Alaska Department of Education and Early Development	www.eed.state.ak.us/teachercertification/
Praxis Testing Information	www.ets.org/praxis

Who to Contact at YSD

Added Duty Contracts – *Cassandra Bennett/Bonnie James*

With the approval of the Superintendent, Human Resources will issue all added duty contracts. The Business Office will make payment for an added duty contract. **Payment can occur only if a contract has been issued and the Activities Director or Supervisor has signed the contract stating that it has been completed.**

Email address - bjames@yupiit.org 907-825-3611

Contracts – *Bonnie James 907-825-3611*

All contracts are issued by Human Resources and are paid by the Business office. If you have a question or concern about your placement on the salary scale, degree, credits, years of experience, new hire paperwork.

Email address - bjames@yupiit.org 907-825-3611

Paychecks – *Maisha Ekamrak 907-825-3604*

Payroll is processed in the District Office in Akiachak. Your paycheck may be deposited directly into your bank or credit union account. If you have questions or concerns, please call or send an e-mail message.

Email address - mekamrak@yupiit.org 907-825-3604

Credit Unions/Banking Institutions – *Maisha Ekamrak*

The District will, at your request, make payroll deductions and deposit those deductions with a credit union/banking institution. **Email address - mekamrak@yupiit.org 907-825-3604**

Personal Leave – *Maisha Ekamrak 907-825-3604*

Balance is shown on monthly paycheck stub. Requests to use your Personal Leave must be submitted in advance to and approved by your Supervisor. Submit your leave request to payroll **after** you have used the leave. If you prefer, you may e-mail attach a copy of your leave request to payroll, but please **do not send in duplicates.**

Email address - mekamrak@yupiit.org 907-825-3604

Leave forms often arrive at the business office late so your check stub may not show the most current leave balance. Be sure to submit your approved sick leave request form to payroll **after** you have taken the leave. If you prefer, you may e-mail attach a copy of your leave request to payroll, but please **do not send in duplicates.**

Sick Leave – *Maisha Ekamrak 907-825-3604*

Balance of sick leave is shown on paycheck stub. If you are transferring sick leave from another Alaskan school District, be sure that information gets to our payroll department within 90 days (per A.S. 14.14.107(b)) or you will lose that benefit. **Email address - mekamrak@yupiit.org 907-825-3604**

W-4 – *Maisha Ekamrak 907-825-3604*

To revise your federal tax withholding status or number of withholding allowances, please complete a new W-4. Forms may be obtained from your school office or the business office. Our elected representatives and our government employees periodically meddle with this system, especially during and after election years. You are encouraged to make tax liability estimates to avoid nasty surprises each April. A current W4 form can be located on the YSD website and in the Business office.

Email address - mekamrak@yupiit.org 907-825-3604

Insurance – Health– *John Stackhouse 907-825-3669*

The District provides health insurance to its employees. Specifics on the Plan may be found in the Yupiit School District Plan Document and the Meritain document entitled, *A Guide to Benefits and Enrollment*. Currently we offer only Plan B. They are posted on the YSD website. Any changes to your status (i.e., name change, additional dependents, address where you want reimbursement or EOB's mailed, etc.) must be forwarded to John.

Email address – jstackhouse@yupiit.org 907-825-3669

Tax Sheltered Annuity – *John Stackhouse 907-825-3669*

The District allows payroll deductions for a 403(b) or 457 contributions. For more information contact OMNI. For questions regarding the amount deducted from your paycheck, please contact payroll.

Email address – jstackhouse@yupiit.org 907-825-3669

Report of Occupational Injury – *Site Principals/John Stackhouse*

When an employee has an on the job accident, they are required to complete the *Employee's Report of Occupational Injury or Illness* within 7 days of the injury. The employer is also required to complete the *Employer Report of Occupational Injury of Illness*.

Sick Leave Bank – *Principals/John Stackhouse*

Please read the Teacher Handbook, speak to your site Principal.

Certified/Classified Handbooks

A read only copy is also available on the YSD website.

Per Diem Checks – *Jennifer Stackhouse 907-825-3601*

Accounts Payable at YSD prepares checks for per diem and other non-taxable reimbursements. Per diem requests must be submitted for processing to the Business office. Accounts Payable is scheduled for processing every other Wednesday – be sure to get your request in two weeks in advance before check processing.

Email address - accountspayable@yupiit.org 907-825-3601

Travel- *Jennifer Phillip 907-825-3600* -

Email address - jphillip@yupiit.org

Purchasing Procedures – *Jennifer Stackhouse 907-825-3601*

Submit the purchase request into Black Mountain Accounting system. After the requisition has been approved (through all channels), Accounts Payable will receive notification from the Black Mountain Accounting system. You will then receive an emailed copy of the approved purchase order from accountspayable@yupiit.org . At this time, **you** are now able to place your order with the vendor you chose.

Be Prepared for Where you will be Working and Living

You are traveling to a remote part of Alaska to live and work.

You will be working during the winter months in western Alaska. It is not uncommon for the weather to remain below zero for several months. Even when the weather is “just” 5 below zero, windchill can make it feel even colder, so have clothes rated to minus 40 degrees.

While your living space will be served by water, sewer, and electric utilities, it is not uncommon to be without power for several days, or for water or sewer to freeze, thereby making the toilet unusable, and water for drinking or taking showers not available from your faucets.

While your village is served by an airport, it is not uncommon for flights to be grounded for many days at a time due to weather, even in the summer months.

Internet in your living space is not a guarantee. Dish TV and internet services are available, but expensive. Think back to the time when people read for entertainment and consider giving it a try.

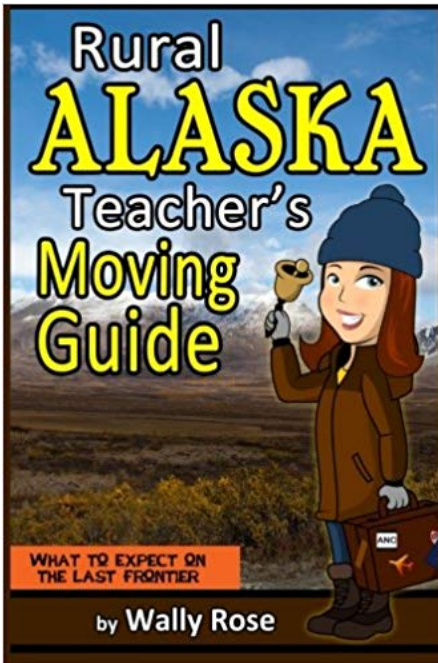
Fresh fruits and vegetables are a rarity. There are some service to deliver fruits and veggies, like Full Circle, and there are some options for having groceries delivered.

These are the realities of living in remote Alaska. Thousands of people live in these areas and enjoy the life here completely. The key is understanding what you are getting in to and being prepared.

NEED TO HAVE	CONSIDER HAVING
A winter weight sleeping bag	Medivac Insurance
A jacket (or layers) that can keep you warm at -40 degrees	Headlamp
Insulated snow pants	Snow goggles
Insulated snow boots	candles
A very warm hat that can cover your ears	Sleeping pad
Gloves that are warm, windproof, and water resistant	Manual can opener
A scarf or neck gaiter	Board games or books
Battery-powered area light	Power pack for charging you phone
A collapsible water container (that you keep full of potable water when you move in!)	Dish drain
5 days supply of canned/preserved food that does not require refrigeration or cooking to eat	Coffee maker
calf-high waterproof boots to navigate deep mud (Alaskans favor Xtra-Toughs or Muck Boots)	toaster
Rain jacket and pants	Mixer/mixing bowls
Brita water pitcher	Humidifier
Supply of personal medications	Surge protectors
Sense of adventure!	TV/DVD player
Bug spray/sunscreen	Curtains
cleaning products - dish soap, laundry soap, sponges (nothing with bleach)	Craft/hobby supplies
Pots/pans, bakeware	Movies
Dishes (cups, mugs, bowls, plates)	

Cooking utensils	
Eating utensils	
Water bottle	
Shower curtain and liner	
Bedding (usually queen, but check with principal)	
Towels	
Lotion, hair care products, bath soap	
Ice cleats	

Additional Information



Rural Alaska Teacher's Moving Guide: What to Expect on the Last Frontier

<https://www.amazon.com/Rural-Alaska-Teachers-Moving-Guide/dp/1500275042>