

Yupiit School District

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



Date: August 13, 2018
To: Regional School Board
From: Tariq Malik, Interim Superintendent
Re: Committee Meeting & Worksession

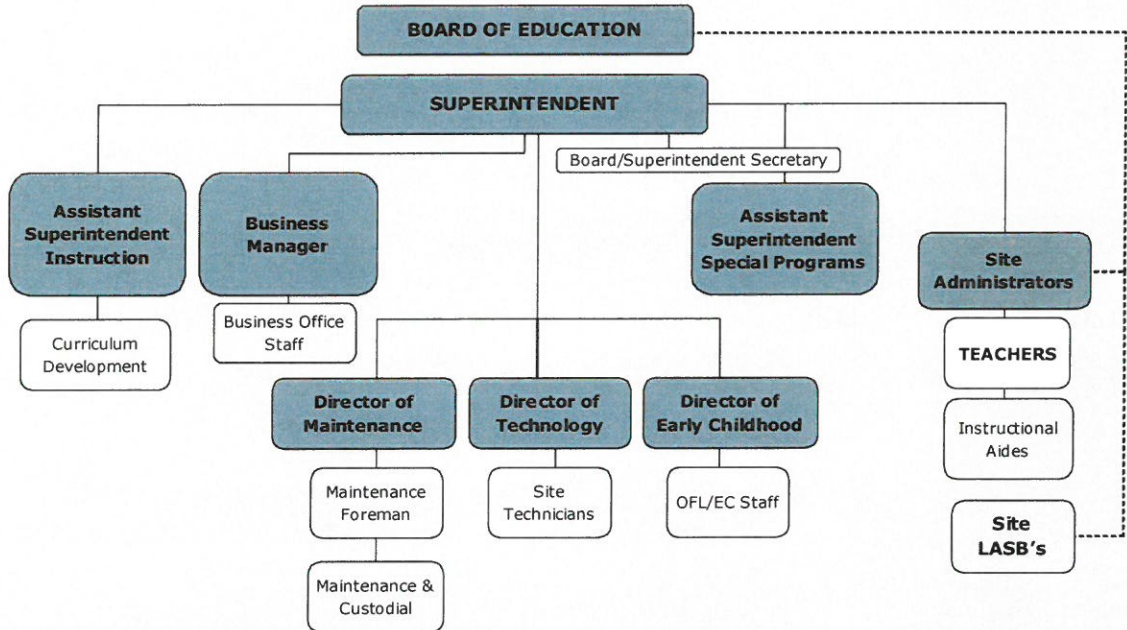
The Committee Meeting & Worksession includes: Job Descriptions; Organizational Chart; Proposed E 3515 Key Authorization users; Proposed E3510 Work Order Form; Sample Landlord Tenant Act; Sample Pet Policy and Sample Pet Rules.

APPENDIX B

BP 2110

Organizational Chart

SY 2011-2012/FY 2012



AR 3515 ACCESS AND KEYS*Current Agreement*

All keys used in a school shall be the responsibility of the principal. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal shall set up a record keeping system so as to know at all times the locations of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate, or building involved. They shall lock all doors and windows and turn off lights, appliances, etc., when leaving the room or building.

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal immediately and shall pay a \$300 fee. Duplicate keys may be obtained only through the District office.

Keys shall be used only by authorized employees and shall never be loaned to students, volunteers or other non-employees.

Revised 4/13

Adopted: 11/2006

Yupiiit School District

Current Agreement
Yupit School District Key Contract

I, _____ have been issued the following key (s)

for my personal use while employed by YSD at the _____ site. I acknowledge under no circumstances am I authorized to give or loan my key (s) to any other person for any reason.

Key Code _____ # of keys with this code _____

Key Code _____ # of keys with this code _____

Key Code _____ # of keys with this code _____

Key Code _____ # of keys with this code _____

I also understand that I am financially responsible for any keys lost that I have signed for, regardless of who lost the key. I agree to reimburse the Yupit School District immediately for any losses. I therefore concede to have my pay check garnished by YSD for any keys I have lost at the following rate schedule.

Individual Key \$300 - PER YSD AR 3515

Master Key \$2000

Signature

Date

Keys returned:

Key Code _____ Date Returned _____

Key Code _____ Date Returned _____

Key Code _____ Date Returned _____

Key Code _____ Date Returned _____

Administrator

Date

E3515

Proposed

Keying Schedule -Key Authorization Users

Job Position	Key Title	What Key Authorization Opens Only
Superintendent of Schools	GGM	Access to All Schools on all sites Exterior & Interior
Maintenance Director	GMM GMH	Access to All Schools on all sites Exterior & Interior,, connexs, storage units, freezer & drygood storage, kitchen, principal, counselor, student store Access to Housing Units on all sites
Head Cook	FS	Freezer Room, Drygoods, Kitchen, School Front Door Key
Principals	SM	Specific Site School Exterior and Interior Rooms All (Exterior School Keys Principal ONLY)
Principals	HM	Specific Site Only - All Housing Units Exterior Doors
Interim Subcontractors	IC	Exterior School Door & Classroom Key or Housing Key where they are staying
Teachers	SC	School interior rooms only (Not including the Kitchen, Principal, Counselor, Maintenance Rooms & Student Store)
Teachers Housing - Unit #1	H1 H2 H3 H4 H5 H6 H7	Only Teacher in Unit # 1 Only Teacher in Unit # 2 Only Teacher in Unit # 3 Only Teacher in Unit # 4 Only Teacher in Unit # 5 Only Teacher in Unit # 6 Only Teacher in Unit # 7
Maintenance	MA	Site Specific All interior classrooms (Except Principal, Counselor, Student Store) Check out/ sign in House Key from Lock Box - Always two people in an occupied house
Head Maintenance Person	M1	Site Specific Front School Door
Maintenance Staff	M2	Site Specific - Connex, Maintenance Storage Buildings, Maintenance Building
Maintenance Staff	MC	Vacant Housing Units - Change Core to MC after tenant leaves. At move in Change Core to Housing Unit # Core at move in or after the unit has past final clean and ready for occupant. Occupied Units No Entrance without Occupant or Principal or check out key from Lock Box (Always 2 people in an occupied house
Custodian Staff	CC	Custodian Closet, Classrooms
Principal Office	PO	Separate Keying Only - Principal Only
Counselor Office	CO	Separate Keying Only - Counselor Only
Student Store	SS	Separate Keying Only - Principal Only to Sign over to Teacher in charge of Student Store
District Office	DO	Keys Only to District Office Building Employees
Secretary Office		Locked Key Box with Log for all housing unit keys Only Maintenance Staff may check out keys

All Key Making/Coring equipment to be sent to Akiachak DO Office. No Key will be Cut or given to Any Individual that is not specifically listed as Authorized to enter a specific location. Any exceptions need to be authorized in writing by the Maintenance Director. Monthly all site specific signed key logs will be turned into the Maintenance Director and all blank keys will be monthly inventoried and submitted to the Maintenance Director on the last working day of each Month.

No Key will be given to an individual until they have signed the Key Log with verification from a second individual that they have received the authorized key per their specific job title.

The ONLY individual who will be making keys and cores for all Yupiit School District Buildings will be Ray Nose.

ALL Individuals whom receive keys will sign a Yupiit School District Key Contract

Spenard Builders Supply



EIN # 92-0018728

DELIVERY/LOADING COPY

SBS - MILLWORK PRODUCTION
4412
ANCHORAGE, AK
(907) 563-3141

99517 0 2 3 2 4 1 3 4 8 4 5 *

* ***INVOICE*** *

NUMBER 24134845
DATE 7/03/2018 PAGE 1
3:48 PM
907-825-3600 RAY NOSE
YUPIIT SCHOOL DISTRICT
PO BOX 51190 1ST MAIN ST
AKIACHAK AK 99551

ACCOUNT 20-00796850-001

S
O
L
D
T
O

GENERAL ACCOUNT
YUPIIT SCHOOL DISTRICT
BOX 100
AKIACHAK, AK

99551-9999

S
H
I
P
T
O

Tax ID#:

SELLING STORE 23 SHIPPING STORE 23 SALES PERSON 4078 JASON RODRIGUEZ OUR ORDER NO 234383-00

CUSTOMER P.O.# 160960 TERMS TERMS CODE 2 0023-00054799

QUANTITY ORDERED	QUANTITY SHIPPED	U/M	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
300	300	EA	SPC002343830010	1C7TB1626 CORE	300EA 21.50	6,450.00
288	288	EA	SPC002343830020	1A1TB1-KS473KS800	288EA 1.49	429.12
10	10	EA	SPC002343830030	6K30N4CSTK626 PASSAGE KNOB	10EA 76.00	760.00
10	10	EA	SPC002343830040	6K30L4CSTK626 PRIVACY KNOB	10EA 96.00	960.00
6	6	EA	SPC002343830050	41B772L PADLOCK L/C	6EA 36.50	219.00
6	6	EA	SPC002343830060	11B772L PADLOCK L/C	6EA 35.00	210.00
4	4	EA	SPC002343830070	PKG OF 500 225 SPRINGS	4EA 25.00	100.00
4	4	EA	SPC002343830080	PKG OF 500 210 CAPS	4EA 9.59	38.36
112	112	EA	SPC002343830090	01-9A/2B-19B A2 PIN SEGMENT	112EA 7.25	812.00
1	1	EA	CFC002343830100	FREIGHT TO AKIACHAK	1EA 87.00	87.00
				TRACKING#437791451416		

Deliver by: 7/20/2018

Order By: JSTACKHOUS	WEIGHT # 0	NET SALE 10065.48	TAXABLE SALE .00	TAX % .00	TAX .00	TOTAL 10,065.48
----------------------	------------	-------------------	------------------	-----------	---------	-----------------

VOUCHER 60200
VENDOR 45733
GL# _____
APPROVED BY _____
CHK# _____

E 3510

Maintenance/Repair Request

Current

REQUEST FOR CUSTODIAL/MAINTENANCE SERVICE

School requesting service _____ Date: _____
 Person requesting service _____ Time: _____
 Service requested _____

 _____ Approved by _____
 Campus _____ Department _____ Building _____ Room _____
 Service to be performed by Lead Custodian Maintenance Dept Other _____

CUSTODIAL/MAINTENANCE USE

Comments _____

Service Started		Service Completed		Total Time
Date	Time	Date	Time	

When completed, sign and return white and pink copies to office of individual authorizing service

SIGNATURE OF SERVICEMAN _____

WHITE - REQUESTING PERSON CANARY - AUTHORIZING OFFICE PINK - CUSTODIAL/MAINTENANCE

E 3510
Proposed

**YUPIIT SCHOOL DISTRICT
WORK ORDER FORM**

Date:	Person Requesting :
Time:	WORK APPROVED BY:
Email to: Specific Principal and janderson@yupiit.org (Cell) 907.825.2035	Location of Work:
<input type="checkbox"/> Akiachak	
<input type="checkbox"/> Akiak	
<input type="checkbox"/> Tuluksak	

WORK REQUESTED: (JOB DESCRIPTION)

- Custodian
- Maintenance Department
- Emergency Issue
- Date Needed
- Pet in the House (PET HAS TO BE KENNELLED FOR WORK TO BE COMPLETED)

(MAINTENANCE ONLY - TO FILL IN BELOW)

WORK ASSIGNED TO:

SCOPE OF WORK COMPLETED:

Work Completion Date

Signatures

IF INCOMPLETE, EXPLAIN:

Updated: July 2017

Current Agreement

YUPIIT SCHOOL DISTRICT
Pet Permission/Agreement Form
For Residential Lease

I, _____, (Lessee) who reside at _____, Alaska, and who have a written Residential Lease Agreement with the Yupiit School District (Lessor), do hereby seek permission to harbor _____ pet (s), in or about the rented premises under the following conditions:

- 1. By requesting to harbor a pet (s) in or about the rental unit at any time, I agree to keep my pet (s) under control as not to physically harm or endanger any person(s).
2. I also agree to keep the premises and the grounds around the premises clean from pet fecal material.
3. I further understand that if my residence is in a building shared by other tenants, I will try, to the best of my abilities, to respect their privacy in regards to noise, etc. caused by my pet (s).
4. After permission is granted, I hereby agree to authorize the Lessor to deduct five hundred dollars (\$500.00) from my paycheck. This deposit will be deducted in 2 paychecks. The monthly pet fee is in addition to the amount authorized for damages in Section 3 of my Residential Lease Agreement.
5. Tenants agree to pay IMMEDIATELY for any damage, loss, or any expense caused by their pets. This includes any damage done inside and/or outside the dwelling.
6. Upon termination of this lease, a final inspection will be performed and any assessed damages will be deducted from Lessee's final paycheck. Damage is defined in Item Number 3 of my Residential Lease Agreement.
7. If I do not abide by the terms of this form or lease, I understand that the Lessor may request immediate termination of this agreement and I may no longer harbor pet(s) in or about my residence.
8. For the purpose of this section, the definition of a pet shall include the following: dog, cat, ferret, and/or other animals as permitted by the District. Pets do not include animals traditionally considered livestock, including goats, horses, chickens, or pigs. Housing units are restricted to a maximum of three (3) pets in or about the property.

LESSEE SIGNATURE

DATE

Initial _____

Current Agreement

**Yupiiit School District
Residential Employee Lease**

EMPLOYEE

SITE

UNIT NUMBER

BY THIS AGREEMENT made and entered into on August 1, 2017 between the Yupiiit School District, herein referred to as the Lessor, and herein referred to as Lessee, Lessor leases to the undersigned Lessee, subject to the terms and conditions enumerated herein. Unit Number located in,

, Alaska, together with all appurtenances, for the remainder of the school year, to commence on August 1, 2017, and to continue until July 31, 2018. Upon written application this lease may be extended consistent with District School Board housing regulations. List the names of those who will be residing: (please print)

Adult(s) _____ Child(ren) under 18 _____

The particular terms and conditions of this lease are as follows:

1. **RENT**

Lessee agrees to pay the Lessor as rent for the leased premises the sum of \$ per month (August through May) and the sum of \$ per month for June and July. (Half rent for June and July will be charged to all employees whether or not personal belongings are left in their units over the summer, unless the employee resigns or is terminated.)

Lessee agrees to pay by means of payroll deduction to start with the August paycheck, or the first month of their tenancy thereafter.

2. **LEASE TERMINATION**

If Lessee should at any time be dismissed from the service of Lessor, be transferred to another site during the term of this lease, be non-retained, or voluntarily quit the service of Lessor, Lessor shall have the right to terminate this lease and reenter upon, and take possession of, said premises upon ten (10) days written notice to vacate said premises, or by mailing a copy to the Lessee at the address upon the premises, or at such other address provided by Lessee in writing to Lessor.

Upon such termination of the lease, subject to the other provisions of this lease relating to damage, and reports, Lessee shall only be liable for the rent to the date of the termination of the lease, and if rent has been collected beyond that date, it shall be refunded to the Lessee, provided he/she vacates said premises according to the written notice.

3. **SECURITY FOR DAMAGE**

Lessor may deduct from Lessee's final paycheck the actual cost of replacement or repair, whichever is higher, where damages to the premises result from the following:

Initial _____

- a. Failure by the Lessee during the tenancy to maintain the premises, or failure after the termination of the tenancy to leave the premises in as clean and orderly condition as when he/she found it, normal wear and tear expected.
- b. Failure of the Lessee to remove from the leased premises all ashes, rubbish, garbage and other waste in an appropriate manner.
- c. Failure of the Lessee to keep all plumbing fixtures on the leased premises as clean as their condition reasonably permits.
- d. Abuse by the Lessee of any electrical, plumbing, sanitary, heating, ventilating, kitchen and other facilities and appliances so as to damage same.
- e. Deliberate or negligent destruction, defacement, damage, impairment, removal or alternation, without the consent of the Lessor, of any part of the premises by the Lessee.
- f. Damage by pets.

A \$200 deposit will be deducted from the Lessee's first paycheck, it will be returned at the end of the rental period upon successful inspection of the unit. In addition, if the lessee chooses to have pets, (no more than 3 are allowed) a pet deposit of \$500.00 will be deducted from the Lessee's paycheck. This deposit will be deducted in 2 paychecks. Lessor will inspect the premises at Lessee's departure for damage or failure by the Lessee to leave the premises in as clean and orderly condition as it was found, as listed above which may signal the right to retain an appropriate part of the deposit. As used herein, the term "Lessee" shall include not only the individuals signing this lease agreement, but also all children, relatives, agents, guests, and others who are either under the control of the undersigned Lessee or who are knowingly permitted by the undersigned Lessee to engage in any of the actions or failures to act as described in this paragraph, or who are present on the premises under Lessee's actual or implied consent. However, where Lessee accommodates Lessor by allowing school district employees, job applicants, or other guests of invitee shelter at the premises, the Lessee shall not be responsible for any damage caused by such school district guests or invitee.

Furnishings have been provided by Lessee's use and enjoyment during the period of the lease. In addition, if at any time during the lease term the Lessee requests and receives permission to keep pets on the premises in accordance with Section 20 below, Lessee authorizes a \$500.00 pet deposit to be deducted in equal amounts from his/her next two (2) paychecks during the lease term. In the event of damage to the furnishings in excess of normal wear and tear, Lessee understands and agrees that Lessee is responsible for the full cost to repair such damage or replace the damaged item(s). Lessee understands that this amount may exceed the security deposit deducted from Lessee's paycheck, and further understands that Lessee is responsible for the actual amount, even if it exceeds the amount of the security deposit. For damage done to the furnishings in an amount that exceeds the amount of the security deposit, Lessee shall be responsible for either repairing or replacing the item(s), including any shipping costs associated with this repair or replacement.

4. ALTERATIONS AND IMPROVEMENTS

Initial _____

Lessee shall make no alternations to the buildings and appurtenances on the leased premises or construct any building or make other improvements on the leased premises without the prior, written consent of the Lessor. All alterations, changes and improvements built, constructed or placed on the leased premises by the Lessee, with the exception of fixtures, improvements and/or amenities removable without structural damage to the premises and movable personal property, shall unless otherwise provided by another written agreement between Lessor and Lessee, become the property of the Lessor, at no cost to Lessor, and remain on the leased premises at the termination of the lease.

5. **DESTRUCTION OF PREMISES**

In the event that the leased premises, or any part thereof, shall be rendered untenable by fire, snow, storm or other casualty of deterioration not the fault of the Lessee, this lease agreement at the option of the Lessor, may terminate for that part of the premises rendered untenable. Thereupon, Lessor shall where possible place lessee in suitable housing including any time while repairing the premises. If the premises are rendered untenable by any action or omission of the Lessee, Lessee's obligation to pay rent shall continue. However, Lessor shall, where available, place Lessee in alternate housing. In lieu of terminating this lease in whole or part because all or part of the premises are rendered untenable by fire, snow, storm, or other casualty or deterioration, Lessor may, at its option, but without prejudice to its other remedies, repair the premises to a tenantable condition and maintain this lease in effect, though the rent shall be diminished in proportion to the fraction of the premises which are temporarily untenable, or for the period of time when the entire premises are untenable.

6. **UTILITIES**

Lessor will pay for water, sewer, and fuel oil.

7. **STATUTES, ORDINANCES, ETC.**

Lessee shall comply with all applicable statutes, ordinances, rules, orders, regulations and requirement of federal, state and local governments relating to the premises.

All housing is equipped with smoke detectors and carbon monoxide detectors as required by code. Lessee may not tamper with, disable or remove these devices.

8. **EMERGENCY REPAIRS**

In the event of sudden damage or leaking of the roof, breaking or cracking of windows or doors, bursting or leaking of water pipes, or water heaters or any sudden emergency which renders the leased premises or its contents or occupants liable to imminent harm or other damage or destruction, Lessee shall promptly make all repairs, reasonably necessary and possible to prevent future damage, destruction, or injury to the leased premises, contents therein or occupants thereof. However, where Lessee is not competent due to lack of experience, training, proper equipment, or physical ability Lessee is required to do only what he or she reasonable can to retard damage to the premises. Once done, Lessor is responsible to provide suitable competent persons and necessary material and equipment at the earliest possible time to reconstruct the damaged premises, providing the damage has not rendered the premises untenable (see paragraph 5).

9. **USE OF PREMISES**

Lessee agrees that the leased premises are to be used primarily for residential purposes and incidentally for activity to Lessee's performance of his/her employment obligations with Lessor.

Initial _____

Lessee may not use the premises as a retail or wholesale location for goods and/or services. However, nothing here is intended to limit lessee's conduct of hobbies or other activities which do not result in abusive use of the premises.

Failure to abide by the terms of use in this agreement constitutes cause for termination of the lease by Lessor, subject to notice as required by law.

All Yupiit School District housing units are designated No Smoking areas. Pursuant to AS 17.38.220 Lessee is expressly prohibited from the possession, consumption, use, display, transfer, distribution, sale, transportation, or growing of marijuana in the housing unit.

10. APPLICATION OF LEASE

This lease applies regardless of whether the leased premises are owned by the Lessor or leased by the Lessor from other entities.

11. CONDITION OF PREMISES AND FURNISHING

Lessee hereby acknowledges receipt and acceptance of the leased premises with the particular items of furniture and appliances contained therein. Lessee further acknowledges that he/she has examined the premises and said furniture and appliances and that he/she finds the premises and said furniture and appliances in good order and condition except as noted on attached Exhibit A. At the termination of this lease, Lessee will yield to Lessor the premises and all such furniture and appliances in as good order and condition as at the date of this lease, ordinary wear and tear expected, and extraordinary loss due to fire, storm and other causes beyond the Lessee's control. Lessee shall neither remove nor permit to be removed any of said furniture or appliances from the lease premises, and not permit any part of said furniture or appliances to be exposed to weather. At the termination of the lease and any renewals thereof, the Lessor shall indicate in writing on Exhibit A its acceptance or rejection of Lessee's representation that furniture and appliances are returned in as good order and condition as at the date of this lease, ordinary wear and other causes beyond the Lessee's control expected. Any rejection of that representation will be fully explained thereon.

12. INSURANCE

Lessee may, at his own expense, maintain fire, hazard, theft or other insurance on Lessee's personal belongings kept in or upon the leased premises. Lessor shall not act as insurer of Lessee's personal property kept in or upon the leased premises. However, if loss of Lessee's goods is due to negligence of Lessor either in its duty to provide safe and habitable dwelling or as a result of acts of commission or omission of its duty to provide safe and habitable dwelling or as a result of acts of commission or omission of its agents, employees, guests, or invitee, Lessee expected, Lessor shall be responsible.

13. ACCESS

The Lessee shall not unreasonably withhold consent to the Lessor or its agents to enter into or upon the leased premises at reasonable times and in a reasonable unobtrusive manner in order to inspect the premises, make necessary or agreed repairs, alternations, or improvements, supply necessary or agreed services, or exhibit the leased premises to prospective or actual purchasers, mortgagees, tenants, workmen or contractors. Except in case of emergency, or unless it is impractical to do so, the Lessor shall give the Lessee at least twelve (12) hours advance notice of its intent to enter into the premises. The Lessor or its

Initial _____

agents may enter into the leased premises without the consent of the Lessee in case of emergency.

14. **EXTENDED ABSENCE**

The Lessee shall notify the local unit administrator of any anticipated extended absence of the Lessee from the premises in excess of seven (7) days. Said notice shall be in writing delivered prior to the beginning of the absence.

15. **CONDEMNATION**

If the leased property, or any part thereof, is taken by eminent domain, this lease shall expire on the date when the lease premises shall be so taken, and the rent shall be apportioned as of that date. No part of any condemnation award shall belong to the Lessee.

16. **JOINT AND SEVERAL OBLIGATION**

If more than one person is the Lessee of the premises, or if more than one person occupies the leased premises even though not all occupants have signed this lease, the undersigned Lessees shall be jointly and severally liable for all damages and rent unless a defaulting occupant is an employee of Lessor in which case the non-defaulting tenant shall be responsible only for his/her proportionate part of the rent and only for damages he/she actually caused, or knowingly permitted. All employees of the Yupiit School District residing in YSD housing shall sign a separate lease.

17. **NOTICE**

All notices required to be given by Lessee to Lessor pursuant to this agreement of law, shall be delivered or mailed, postage prepaid, to the Yupiit School District, Attention: Superintendent, unless Lessor notifies Lessee in writing of another address to be used. All notices required to be given by Lessor to Lessee may be delivered or mailed to Lessee at the leased premises described herein, and any such delivery or mailing to the Lessee, unless Lessee has previously provided a written notice to the Lessor of a different address for Lessee's receipt of notice.

18. **WAIVER**

Neither the acceptance of rent nor any other act or omission of Lessor at any time or times after the happening of any event which would enable Lessor to cancel this lease or declares Lessee's interstate hereunder forfeited, shall operate as waiver of any past or future violation, breach or failure to keep or perform any covenant, agreement, term or condition hereof or to deprive Lessor of his/her right to cancel or terminate this lease at any time that cause for cancellation or termination may exist, or be construed at any future time at stop Lessor from promptly exercising any other option, right or remedy that it may have under any term or provision of this lease.

19. **SUBLEASE AND ASSIGNMENT**

Lessee shall not sublet or assign the premises without the written consent of the Lessor.

20. **HOUSING OF PET(S)**

I hereby request permission to keep the following pet(s) not to exceed three (3) on the premises of my quarters. This request is subject to my signature and agreement with the YSD Pet Permission/Agreement Form.

Initial _____

Type of pet(s): _____ Number _____
_____ Number _____

I understand I am liable for any damage done by my pet(s). I understand that if, in the judgment of the unit administrator or the Superintendent, my pet becomes a nuisance or a hazard, I may be required to move it immediately and permanently from the premises.

I agree that my cat/dog or other pet that is not confined in a cage or tank will not be left at the premises unattended by an adult member of the household for longer than one (1) day, the pet(s) will be removed from the premises and arrangements made for their care off premises.

I understand the above pet regulations and agree to abide by them. I understand that my failure to abide by these regulations may result in my eviction from teacher housing and termination of my lease.

All other terms of the Residential Employee Lease Agreement, to the extent not expressly modified herein, shall remain unaffected by this addendum and all other obligations between the Lessor and Lessee shall continue to be governed by the terms of the Residential Employee Lease Agreement.

LESSOR (EMPLOYER)

Dated

LESSEE (EMPLOYEE)

Dated

Initial _____

Except for units renting for more than \$2,000 per month, security deposits and prepaid rents may not total more than two months' rent.¹⁵ A landlord may require an additional deposit, of up to one month's rent, from a tenant who will be keeping a pet that is not a service animal.¹⁶

Sometimes a landlord asks for a nonrefundable application fee to place a prospective tenant on a waiting list for an apartment. If an application fee covers the landlord's actual, reasonable costs for services performed (such as checking the applicant's credit history), it is probably lawful.

However, it is NOT lawful to charge a fee that becomes the security deposit if the tenant moves in, but is forfeited if the tenant decides not to take the unit. At most, such a tenant would be responsible for rent during the time it takes the landlord to find a replacement tenant, and for the actual costs (such as newspaper ads) of finding one.

Where are deposits kept?

Deposits and prepaid rent must be deposited by the landlord or the property manager in a trust account in a bank or savings and loan association, or with a licensed escrow agent.¹⁷ (Exceptions could be made in rural Alaska, if there is no bank in town and it would be impractical to bank the money.) A trust account can be any separate savings or checking account labeled "trust account" and used only for deposits and prepaid rents. A receipt should be written whenever the tenant pays a deposit or prepays rent. The landlord cannot mix prepaid rent and security deposit funds with other money. Although a landlord can keep the security deposits and prepaid rents from several tenants in a single account, each tenant's funds are to be accounted for separately, and may not be refunded to another tenant, or applied to another tenant's rent or damage obligations.¹⁸



Landlords are required to provide tenants with the terms and conditions under which prepaid rents or deposits (or any portion of those monies) might be withheld by the landlord. The additional "pet deposit" noted above is to be accounted for separately from the regular security deposit or prepaid rent, and can be applied only to the amount of damage directly related to the pet.¹⁹

Can deposits earn interest?

The Landlord and Tenant Act does not require that the trust account earn interest, but if the tenant's deposit does earn interest, the tenant is entitled to the interest under general trust law principles, unless both parties have agreed otherwise. It is a good idea to specify in the rental agreement whether the deposit will earn interest, and if so, who gets the interest.

If the property is managed by a licensed property manager, the interest on the tenant's money in the trust account must go to the tenant, under the terms of the real estate license law, unless the tenant agrees in writing that the interest may go to the property owner. The property manager may not keep the interest.²⁰

When there's a new owner...

When rental housing is sold, a new owner is responsible for refunding any security deposits and prepaid rents that may be owed to the tenants who move out after the ownership is transferred.²¹ Therefore, a buyer of rental property should make sure that the previous owner transfers all deposits and prepaid rents along with the property. If the previous owner makes a proper transfer of these funds and notifies the tenants of the sale of the dwelling unit, he is relieved of further responsibility. If not, the previous owner will still be responsible to the tenants for deposits and prepaid rents, even though the new owner is also responsible.²²

¹⁵ AS 34.03.070(a).

¹⁶ AS 34.03.070(h). A service animal is an animal individually trained to do work or perform tasks directly related to and for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. AS 34.03.070(i).

¹⁷ AS 34.03.070(c).

¹⁸ AS 34.03.070(c).

¹⁹ AS 34.03.070(h).

²⁰ 12 AAC 64.210.

²¹ AS 34.03.070(f).

²² AS 34.03.110(a).

LEASE ADDENDUM - PET POLICY
ALL TENANTS MUST READ & SIGN THIS ADDENDUM

SAMPLES
4 uplit

The purpose of this addendum is to convey the terms and conditions regarding pets in a Steiner Realty, Inc. managed property and **must be signed by all tenants when adding a pet.**

Pets are not permitted unless this addendum is completed, agreed upon, and signed by both TENANT and LANDLORD. If a pet is acquired after completion of this form, Steiner Realty must be notified in writing and payment of the proper "Deposit" and "Fees" as described below must be made. Permission to keep a pet is a privilege, not a right, and as such, may be revoked at any time at the sole discretion of management.

REFUNDABLE PET DEPOSIT

TENANT agrees to pay LANDLORD a refundable pet deposit in the amount of ~~\$200.00~~ per cat and ~~\$400.00~~ per dog.

TENANT has the following pets:	Pet Description (Color, Age, Breed, Name, Sex)
Cats _____ @ \$200.00 / cat = \$ _____	_____
Dogs _____ @ \$400.00 / dog = \$ _____	_____
TOTAL PET DEPOSIT DUE:	\$ _____

PET DEPOSIT is in addition to SECURITY DEPOSIT described in your lease. TENANT, upon paying LANDLORD said PET DEPOSIT, is permitted to have the above listed pets in the LEASED PROPERTY. LANDLORD is authorized to retain TENANT'S entire PET DEPOSIT and SECURITY DEPOSIT or a portion thereof, as reimbursement for fumigation, extermination, or any other costs incurred as a result of pet in LEASED PROPERTY. This is without prejudice to any other remedies which LANDLORD may have. LANDLORD agrees to refund to TENANT entire PET DEPOSIT or portion thereof, should costs be less than the total calculated deposit due.

PET PRIVILEGE FEE

In addition to PET DEPOSIT, TENANT agrees to pay LANDLORD a PET PRIVILEGE FEE of \$10.00 per month per cat and \$20.00 per month per dog. This PET PRIVILEGE FEE is in addition to the MONTHLY RENT.

RULES

TENANT agrees to read and comply with the PET RULES listed on the reverse side of this agreement.

TENANT understands that any complaint or notice received regarding the pet(s) is considered a violation of the LEASE and may result in immediate removal of the pet(s) and/or LEASE termination; whichever LANDLORD deems necessary. Tenant also understands that no pets are permitted to visit or temporarily be boarded in the LEASE PROPERTY; doing so would also be considered a LEASE violation and subject to immediate removal of pet and/or LEASE termination.

*** I have read, understand, and agree to all the terms and conditions described above in the *Pet Deposit, Pet Privilege Fee, and Rules* section of this PET POLICY agreement.

Tenant Name (Please Print)	Tenant Signature	Date
Tenant Name (Please Print)	Tenant Signature	Date

PET RULES

SAMPLE

INSTRUCTIONS: The following rules, restrictions, and obligations apply to all TENANTS. By affixing your signature on the reverse side of this agreement, TENANT acknowledges that you have read, understand, and agree to the following:

1. No loud or noisy animals including excessive barking, jumping, scratching, whining, or any other sound
2. No vicious or dangerous animals are permitted. TENANT must be able to maintain control over the pet at all times
3. Pet shall be RESTRAINED AT ALL TIMES when not in apartment. Unsupervised and/or unrestrained animals in any common area are strictly prohibited
4. Pet shall be properly maintained, licensed, and inoculated as required by local, county, or state statute, ordinance, or health code
5. Pet shall display owner identification and current inoculation tags at all times
6. Any odor resulting from any pet is considered a nuisance and is strictly prohibited
7. TENANT assumes all responsibility and is strictly liable for any and all amount of any injury to any person or property as a result of the pet or it's actions and TENANT shall indemnify LANDLORD for all costs of litigation and attorney's fees resulting from the same
8. All food and water bowls must be placed on a protective/plastic floor covering
9. All litter boxes must be placed on a protective/plastic floor covering and maintained in a proper and sanitary condition
10. Used litter will be double bagged and disposed of in the nearest outdoor trash receptacle and NOT disposed of down the toilet regardless of product's claim of "flushability"
11. No pet is permitted to urinate or defecate on any unprotected floor
12. TENANT agrees to clean up after dog(s) immediately and properly dispose of all waste into nearest outdoor trash receptacle
13. TENANT may not abandon the pet or leave it for an extended period of time
14. No "visiting" or temporary boarding of pets
15. No pet will be permitted to disturb the health, safety, rights, comfort, quite or peaceful enjoyment of other tenants
16. TENANT agrees to notify ^{Yupit SD.} ~~Steiner Realty, Inc.~~ of any violation by another TENANT or his/her pet
17. TENANT understands that this list is subject to change as deemed necessary by the LANDLORD

Yupiit School District

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



Date: August 13, 2018
To: Regional School Board
From: Tariq Malik, Interim Superintendent
Re: Approval of Agenda

The Administration recommends the approval of the agenda for August 13, 2018.

Yupiit School District

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

Regional Board Members

Akiachak

Akiak

Tuluksak

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

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

Peter Gregory SR, Board Secretary
Moses Peter, Board Member

Committee Meetings and Work-sessions

- 10:00 AM - Job Descriptions
- 11:00 AM - Organizational Chart
- 11:30 AM - Proposed E 3515 Key Authorization Users
- Proposed E 3510 Work Order Form
- Sample Landlord Tenant Act
- Sample Pet Policy
- Sample Pet Rules

Agenda (beginning at 1:00 PM)

Regional Board of Education Meeting

LOCATION: Akiachak, Alaska **DATE:** August 13, 2018

- I. Call to Order
- II. Roll Call
- III. Invocation
- IV. Recognition of Guests
- V. Approval of Agenda
- VI. Approval of Minutes: July 19, 2018
- VII. Correspondence:
- VIII. Reports:
 - A. Tribal Education Department Report
 - B. Federal/State Programs Director
 - C. Business and Finance Report
 - D. Maintenance Director's Report
 - E. Superintendent's Report
- IX. Action Items
 - A. Ratify Poll Vote: 7-27-18
 - B. New Hires
 - C. Bilingual and Cultural Teacher Job Description
 - D. Proposed E 3515 Key Authorization Users
 - E. Proposed E 3510 Work Order Form

- X. Board Travel/Info:
 - A. Board Retreat – August 17-18, 2018
 - B. Fall Legislative Fly-In – September 15-16, 2018, Fairbanks, Alaska
- XI. Public Comments
- XII. Board Comments
- XIII. Executive Session:
- XIV. Next Regular Meeting: September 20, 2018
- XV. Adjournment

Yupiit School District

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

Regional School Board

Akiachak

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

Akiak

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

Tuluksak

Peter Gregory SR, Secretary
Moses Peter, Board Member

Minutes of the Yupiit School District Regional Board of Education

Held: July 19, 2018
Village: Akiachak, Alaska

<p>Committee Meeting & Work-session</p>	<p>10:00 AM - Board Evaluation, Goal Setting, Board Self Assessment 11:00 AM - Assign Board Committee</p>
<p>Call to Order</p>	<p>I. Call to Order: Chairman Willie Kasayulie called the regular meeting of the Regional School Board to order at 12:53 PM</p>
<p>Roll Call</p>	<p>II. Roll Call: Present: Willie Kasayulie, Chairman Ivan Ivan, Vice Chairman Samuel George, Treasurer Peter Gregory, Secretary Moses Owen, Board Member Robert Charles, Board Member Moses Peter, Board Member</p>
<p>Invocation</p>	<p>III. Invocation: Moses Owen rendered the invocation</p>
<p>Recognition of Guests</p>	<p>IV. Recognition of Guests:</p>
<p>Approval of Agenda</p>	<p>V. Approval of Agenda: Administration presents the Yupiit School District Regional School Board Agenda for approval. Motion by Ivan Ivan, Seconded by Robert Charles to approve the agenda as presented. Motion passed.</p>

<p>Approval of Minutes</p>	<p>VI. Approval of Minutes: The Administration presents the Yupiit School District Regional School Board Minutes for approval.</p> <p>A. May 24, 2018</p> <p>Motion by Robert, Seconded by Sam George to approve the Special Board meeting Minutes for May 24, 2018. Motion passed.</p> <p>B. June 21, 2018</p> <p>Motion by Ivan Ivan, Seconded by Sam George to approve the Regular Board meeting Minutes. Motion passed.</p>
<p>Correspondence</p>	<p>VII. Correspondence: Request Letter The correspondence letter from Isaac Sam is presented for information.</p>
<p>Reports</p>	<p>VIII. Reports:</p> <p>A. Tribal Education Director’s Report: Sophie Kasayulie highlighted her board report</p> <p>B. Federal/State Programs Director’s Report: Kaylin Charles highlighted her board report</p> <p>C. Business and Finance Report: John Stackhouse highlighted his board report</p>
<p>Recess</p>	<p>Chairman Kasayulie called for recess at 2:43 PM Reconvened at 2:50</p> <p>D. Maintenance & Operation Director’s Report:</p> <p>E. Interim Superintendent’s Report: Tariq Malik highlighted his board report.</p>
<p>Action Items</p>	<p>IX. Action Items</p> <p>A. Coalition of Education Equity (CEE) Membership Renewal</p> <p>The Coalition of Education Equity (CEE) Membership Renewal is presented for discussion and possible action.</p> <p>Motion by Ivan Ivan, Seconded by Sam George to approve the Coalition of Education Equity (CEE) Membership Renewal at the amount of \$8000.00. Motion passed unanimously with 7-0 votes.</p> <p>B. Resignations</p> <p>The Administration recommended the approval of the resignations for David Carpenter, Special Education teacher, Akiak School; and Shawna Williams, Title I Aide, Akiak School and Carol Dennis, Special Education Teacher, Akiachak School. This is presented for approval.</p> <p>Motion by Sam George, Seconded by Robert Charles to approve the resignations for David Carpenter, Special Education teacher, Akiachak School; Shawna Williams, Title I Teacher Aide, Akiak School and Carol Dennis, Special Education teacher, Akiachak School. Motion passed.</p>

Continue – Action Items	<p style="text-align: center;">C. New Hires</p> <p>The Administration recommended the approval of the New Hires for Jill Stone, Deaf Ed/Special Education Teacher, Akiachak School; Johnny Thorn, Special Education Teacher, Tuluksak School; Jennifer Stackhouse, Accounts Payable Technician; Katie Charles, Special Ed Aide, Akiachak School.</p> <p>Motion by Ivan Ivan, Seconded by Sam George to approve the New Hires recommended by Administration. Motion passed with 6-1 votes, Robert Charles abstained</p> <p style="text-align: center;">D. ANE Grant</p> <p>The Superintendent requested to authorize Administration to expand \$4,000.00 from the ANE Grant.</p> <p>Motion by Moses Peter, Seconded by Moses Owen to authorize Administration to expand \$4,000.00 from the ANE Grant. Motion passed unanimously with 7-0 votes.</p>
Board Travel/Info	<p>XII. Board Travel/Info: Board Retreat August 17-18, 2018</p> <p>The upcoming RSB Board Retreat is scheduled on August 17-18, 2018 in Anchorage. This is presented for information.</p>
Public Comments	<p>XIII. Public Comments</p>
Board Comments	<p>XIV. Board Comments</p>
Executive Session	<p>XV. Executive Session: Student/Business Matter</p> <p>Motion by Sam George, Seconded by Robert Charles to go into an executive session at 3:59 PM. Motion passed.</p> <p>Motion by Moses Peter, Seconded by Peter Gregory to get out of an executive session at 5:24 PM. Motion passed.</p> <p>Motion by Sam George, Seconded by Robert Charles for Administration to negotiate with Kokarmiut Corporation. Motion passed.</p>
Next Meeting Regular Meeting	<p>XVI. Next Regular Meeting: August 15, 2018</p>
Adjournment	<p>XVII. Adjournment:</p> <p>Motion by Sam, George, Seconded by Moses Peter to adjourn the meeting at 5:24 PM. Meeting Adjourned.</p>
	<p style="text-align: center;">_____</p> <p style="text-align: center;">Secretary Date</p>

Yupiit School District

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



Date: August 13, 2018
To: Regional School Board
From: Tariq Malik, Interim Superintendent

Re: Reports A-E

The Administrator's reports are presented for your information and review.

Author of Report: Sophie Kasayulie
 Department/Location: Akiachak
 Date of Regional School Board Meeting: August 13, 2018

Mission Statement

To educate all children to be successful in any environment.

Vision Statement

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

Values

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

Strategic Goal Areas:

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

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
August 1, 2018	Panel Presentation	Yup'ik teachers from each community presented about programs that are implemented in the classrooms Covering Yuuyaraq, Dual Language, Spelling Bee, Teaching through Music and Elder response.	Students Succeed Culturally and Academically
August 2, 2018	Group Discussion	During in service we had staff attending the discussion share what they have done in class.	Students Succeed Culturally and Academically
August 3 and 6, 2018	Identifying staff for Type M certification	Three of our staff our applying for Type M because they have their own classrooms to teach K-12.	Education System Change
August 7, 2018	Memorandum of Understanding	We are renewing MOU with Rural Cap with our Elder Mentors.	Community, Parents, and Elder Involvement

Yupiiit School District

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



From: John C. Stackhouse
Business Manager
Yupiiit School District

Date: August 16, 2018

Subj: FY18-19 August Board Report

The FY18-19 August Board Report contains the following:

Income statement report from BMS for 08/18

Author of Report: John Stackhouse
 Department/Location: Business Manager
 Date of Regional School Board Meeting: August 16, 2018

Mission Statement
 To educate all children to be successful in any environment.

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

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

Strategic Goal Areas:

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

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
Aug 1	In-Service	Provided instruction to the new teachers on business office functions, requisition procedures, pay and leave issues, and travel	Education System Change
Aug 1	In-Service	Trained district staff on the use of the new remote requisition platform	Education System Change

Funds 100- 100

100 OPERATING BUDGET

Function	Object	Description	----- Current Year -----				
			Current Month	Current YTD	Current Enc	Budget	Variance
Revenue							
	40	OTHER LOCAL REVENUES				15,000.00	-15,000.00
	47	E-RATE				1,543,890.00	-1,543,890.00
	50	OTHER STATE REVENUES				6,503,456.00	-6,503,456.00
	56	TRS ON-BEHALF				583,053.00	-583,053.00
	57	PERS ON-BEHALF				119,222.00	-119,222.00
	90	OTHER STATE REVENUE				128,114.00	-128,114.00
	110	IMPACT AID				3,606,030.00	-3,606,030.00
		Total Revenue	0.00	0.00		12,498,765.00	-12,498,765.00
Expenses							
100		REGULAR INSTRUCTION					
	315	TEACHER				2,175,533.00	2,175,533.00
	323	AIDES				280,325.00	280,325.00
	329	SUBSTITUTES/TEMPORARIES		-215.30		60,000.00	60,215.30
	360	EMPLOYEE BENEFITS				986,544.00	986,544.00
	362	UNEMPLOYMENT INSURANCE		-3.22			3.22
	363	WORKER'S COMP		-3.88			3.88
	364	FICA/MEDICARE		-16.47			16.47
	367	TRS ONBEHALF				355,482.00	355,482.00
	368	PERS ONBEHALF				18,872.00	18,872.00
	410	PROFESSIONAL & TECH SVCS				3,000.00	3,000.00
	420	STAFF TRAVEL & PER DIEM				6,000.00	6,000.00
	440	OTHER PURCHASED SERVICES				1,000.00	1,000.00
	450	SUPPLIES, MATL & MEDIA		48,006.81	47,250.16	123,000.00	74,993.19
		Total Function		47,767.94	47,250.16	4,009,756.00	3,961,988.06
120		BILINGUAL/BICULTURAL INST					
	321	DIR/COORD/MGR (NON-CERT)		6,972.84		83,674.00	76,701.16
	322	SPECIALISTS (NON-CERT)				24,916.00	24,916.00
	360	EMPLOYEE BENEFITS				43,436.00	43,436.00
	361	HEALTH/LIFE INSURANCE		1,320.10			-1,320.10
	362	UNEMPLOYMENT INSURANCE		97.53			-97.53
	363	WORKER'S COMP		104.59			-104.59
	364	FICA/MEDICARE		533.43			-533.43
	366	PERS		1,534.02			-1,534.02
	368	PERS ONBEHALF				6,059.00	6,059.00
	410	PROFESSIONAL & TECH SVCS				2,500.00	2,500.00
	420	STAFF TRAVEL & PER DIEM				1,000.00	1,000.00
	450	SUPPLIES, MATL & MEDIA				9,000.00	9,000.00
		Total Function		10,562.51		170,585.00	160,022.49

Funds 100- 100

100 OPERATING BUDGET

Function	Object	Description	----- Current Year -----				
			Current Month	Current YTD	Current Enc	Budget	Variance
160		VOCATIONAL ED INSTRUCTION					
	315	TEACHER				142,834.00	142,834.00
	360	EMPLOYEE BENEFITS				57,134.00	57,134.00
	367	TRS ONBEHALF				23,339.00	23,339.00
	450	SUPPLIES, MATL & MEDIA		4,694.95	4,694.95	9,000.00	4,305.05
		Total Function		4,694.95	4,694.95	232,307.00	227,612.05
200		SPECIAL ED INSTRUCTION					
	315	TEACHER				623,773.00	623,773.00
	323	AIDES				188,187.00	188,187.00
	360	EMPLOYEE BENEFITS				324,784.00	324,784.00
	367	TRS ONBEHALF				101,925.00	101,925.00
	368	PERS ONBEHALF				14,175.00	14,175.00
	420	STAFF TRAVEL & PER DIEM				3,000.00	3,000.00
	450	SUPPLIES, MATL & MEDIA		278.65	278.65	2,000.00	1,721.35
		Total Function		278.65	278.65	1,257,844.00	1,257,565.35
220		SPEC ED SUPPORT SVCS					
	314	DIR/COOR/MANAGER (CERT)		8,828.25		105,939.00	97,110.75
	324	SUPPORT STAFF				6,037.00	6,037.00
	360	EMPLOYEE BENEFITS				42,376.00	42,376.00
	362	UNEMPLOYMENT INSURANCE		121.83			-121.83
	363	WORKER'S COMP		132.42			-132.42
	364	FICA/MEDICARE		128.01			-128.01
	365	TEACHER'S RETIREMENT		1,108.82			-1,108.82
	367	TRS ONBEHALF				17,310.00	17,310.00
	368	PERS ONBEHALF				337.00	337.00
	410	PROFESSIONAL & TECH SVCS				95,000.00	95,000.00
	420	STAFF TRAVEL & PER DIEM				15,550.00	15,550.00
	425	STUDENT TRAVEL				1,000.00	1,000.00
	450	SUPPLIES, MATL & MEDIA				3,000.00	3,000.00
	490	OTHER EXPENSES				300.00	300.00
		Total Function		10,319.33		286,849.00	276,529.67
320		GUIDANCE SERVICES					
	318	SPECIALISTS				261,694.00	261,694.00
	360	EMPLOYEE BENEFITS				104,678.00	104,678.00
	367	TRS ONBEHALF				42,762.00	42,762.00
	390	TRAVEL ALLOWANCE				500.00	500.00
	420	STAFF TRAVEL & PER DIEM				1,000.00	1,000.00
	450	SUPPLIES, MATL & MEDIA				1,500.00	1,500.00
		Total Function				412,134.00	412,134.00
350		SUPPORT SERVICES INSTRUCT					
	314	DIR/COOR/MANAGER (CERT)		9,442.50		113,310.00	103,867.50
	324	SUPPORT STAFF				23,664.00	23,664.00

Funds 100- 100

100 OPERATING BUDGET

Function	Object	Description	----- Current Year -----				
			Current Month	Current YTD	Current Enc	Budget	Variance
	360	EMPLOYEE BENEFITS				54,782.00	54,782.00
	362	UNEMPLOYMENT INSURANCE		130.31			-130.31
	363	WORKER'S COMP		141.64			-141.64
	364	FICA/MEDICARE		136.92			-136.92
	365	TEACHER'S RETIREMENT		1,185.97			-1,185.97
	367	TRS ONBEHALF				18,515.00	18,515.00
	368	PERS ONBEHALF				1,319.00	1,319.00
	390	TRAVEL ALLOWANCE				1,000.00	1,000.00
	410	PROFESSIONAL & TECH SVCS				10,000.00	10,000.00
	420	STAFF TRAVEL & PER DIEM				5,625.00	5,625.00
	433	COMMUNICATIONS				300.00	300.00
	450	SUPPLIES, MATL & MEDIA				16,875.00	16,875.00
	491	DUES & FEES				1,500.00	1,500.00
		Total Function		11,037.34		246,890.00	235,852.66
351		TECHNOLOGY					
	314	DIR/COOR/MANAGER (CERT)				105,939.00	105,939.00
	324	SUPPORT STAFF				39,930.00	39,930.00
	360	EMPLOYEE BENEFITS				52,272.00	52,272.00
	367	TRS ONBEHALF				13,710.00	13,710.00
	368	PERS ONBEHALF				2,228.00	2,228.00
	410	PROFESSIONAL & TECH SVCS				5,500.00	5,500.00
	420	STAFF TRAVEL & PER DIEM				7,500.00	7,500.00
	433	COMMUNICATIONS		1,436.27		1,800,000.00	1,798,563.73
	440	OTHER PURCHASED SERVICES				6,000.00	6,000.00
	450	SUPPLIES, MATL & MEDIA				50,000.00	50,000.00
	491	DUES & FEES				1,500.00	1,500.00
		Total Function		1,436.27		2,084,579.00	2,083,142.73
352		LIBRARY SERVICES					
	323	AIDES				65,899.00	65,899.00
	360	EMPLOYEE BENEFITS				19,051.00	19,051.00
	368	PERS ONBEHALF				3,677.00	3,677.00
	450	SUPPLIES, MATL & MEDIA				3,500.00	3,500.00
		Total Function				92,127.00	92,127.00
354		IN-SERVICE TRAINING					
	410	PROFESSIONAL & TECH SVCS				7,500.00	7,500.00
	420	STAFF TRAVEL & PER DIEM		1,093.40	1,093.40	5,000.00	3,906.60
	440	OTHER PURCHASED SERVICES				2,500.00	2,500.00
	450	SUPPLIES, MATL & MEDIA		2,839.93	2,839.93	2,500.00	-339.93
		Total Function		3,933.33	3,933.33	17,500.00	13,566.67
400		SCHOOL ADMINISTRATION					
	313	PRINCIPAL		16,045.84		293,645.00	277,599.16
	360	EMPLOYEE BENEFITS				117,458.00	117,458.00

YUPIIT SCHOOL DISTRICT
Income Statement
For the Accounting Period: 8 / 18

Funds 100- 100

100 OPERATING BUDGET

Function	Object	Description	----- Current Year -----				
			Current Month	Current YTD	Current Enc	Budget	Variance
	361	HEALTH/LIFE INSURANCE		586.80			-586.80
	362	UNEMPLOYMENT INSURANCE		223.42			-223.42
	363	WORKER'S COMP		240.68			-240.68
	364	FICA/MEDICARE		233.77			-233.77
	365	TEACHER'S RETIREMENT		2,015.33			-2,015.33
	367	TRS ONBEHALF				47,982.00	47,982.00
	390	TRAVEL ALLOWANCE				1,350.00	1,350.00
	420	STAFF TRAVEL & PER DIEM		90.00		3,200.00	3,110.00
	450	SUPPLIES, MATL & MEDIA		9,088.52	8,890.00	900.00	-8,188.52
		Total Function		28,524.36	8,890.00	464,535.00	436,010.64
450		SCHOOL ADMIN SUPPORT					
	324	SUPPORT STAFF				102,564.00	102,564.00
	360	EMPLOYEE BENEFITS				41,025.00	41,025.00
	368	PERS ONBEHALF				5,724.00	5,724.00
	450	SUPPLIES, MATL & MEDIA				900.00	900.00
		Total Function				150,213.00	150,213.00
511		BOARD OF EDUCATION					
	322	SPECIALISTS (NON-CERT)		3,500.00		68,000.00	64,500.00
	324	SUPPORT STAFF		2,345.94		37,151.00	34,805.06
	360	EMPLOYEE BENEFITS				33,961.00	33,961.00
	361	HEALTH/LIFE INSURANCE		241.97			-241.97
	362	UNEMPLOYMENT INSURANCE		32.83			-32.83
	363	WORKER'S COMP		35.18			-35.18
	364	FICA/MEDICARE		447.22			-447.22
	366	PERS		736.09			-736.09
	368	PERS ONBEHALF				5,867.00	5,867.00
	410	PROFESSIONAL & TECH SVCS				5,000.00	5,000.00
	420	STAFF TRAVEL & PER DIEM	6,885.04	8,318.56	8,062.56	50,000.00	41,681.44
	450	SUPPLIES, MATL & MEDIA				5,900.00	5,900.00
	491	DUES & FEES				18,450.00	18,450.00
		Total Function	6,885.04	15,657.79	8,062.56	224,329.00	208,671.21
512		OFFICE OF SUPERINTENDENT					
	311	SUPERINTENDENT		10,416.67		125,000.00	114,583.33
	316	EXTRA DUTY PAY		3,690.89			-3,690.89
	324	SUPPORT STAFF		2,417.04		29,004.00	26,586.96
	360	EMPLOYEE BENEFITS				61,602.00	61,602.00
	361	HEALTH/LIFE INSURANCE		2,082.73			-2,082.73
	362	UNEMPLOYMENT INSURANCE		228.48			-228.48
	363	WORKER'S COMP		247.87			-247.87
	364	FICA/MEDICARE		389.46			-389.46
	365	TEACHER'S RETIREMENT		1,771.90			-1,771.90
	366	PERS		531.76			-531.76
	367	TRS ONBEHALF				17,775.00	17,775.00

YUPIIT SCHOOL DISTRICT
Income Statement
For the Accounting Period: 8 / 18

Funds 100- 100

100 OPERATING BUDGET

Function	Object	Description	----- Current Year -----				
			Current Month	Current YTD	Current Enc	Budget	Variance
	368	PERS ONBEHALF				1,618.00	1,618.00
	370	HOUSING SUBSIDY				23,000.00	23,000.00
	390	TRAVEL ALLOWANCE		2,300.00		10,000.00	7,700.00
	410	PROFESSIONAL & TECH SVCS				35,000.00	35,000.00
	420	STAFF TRAVEL & PER DIEM	3,082.44	3,082.44	2,999.94	7,500.00	4,417.56
	433	COMMUNICATIONS				1,800.00	1,800.00
	450	SUPPLIES, MATL & MEDIA				1,500.00	1,500.00
	490	OTHER EXPENSES		1,030.00	1,030.00		-1,030.00
	491	DUES & FEES				500.00	500.00
		Total Function	3,082.44	28,189.24	4,029.94	314,299.00	286,109.76
550		DISTRICT ADMIN SUPPORT SV					
	310	CERTIFICATED SALARIES		9,750.00			-9,750.00
	321	DIR/COORD/MGR (NON-CERT)				117,000.00	117,000.00
	324	SUPPORT STAFF		413.71		131,981.00	131,567.29
	329	SUBSTITUTES/TEMPORARIES		-645.46			645.46
	360	EMPLOYEE BENEFITS				99,592.00	99,592.00
	362	UNEMPLOYMENT INSURANCE		130.98			-130.98
	363	WORKER'S COMP		144.26			-144.26
	364	FICA/MEDICARE		728.14			-728.14
	366	PERS		2,199.56			-2,199.56
	368	PERS ONBEHALF				13,893.00	13,893.00
	390	TRAVEL ALLOWANCE				1,500.00	1,500.00
	410	PROFESSIONAL & TECH SVCS				60,000.00	60,000.00
	420	STAFF TRAVEL & PER DIEM				5,000.00	5,000.00
	433	COMMUNICATIONS		2,140.27		30,000.00	27,859.73
	440	OTHER PURCHASED SERVICES		15,520.00		40,000.00	24,480.00
	445	INSURANCE & BOND PREMIUMS A				18,500.00	18,500.00
	450	SUPPLIES, MATL & MEDIA		911.39	911.39	5,000.00	4,088.61
	491	DUES & FEES		1,800.00		3,000.00	1,200.00
		Total Function		33,092.85	911.39	525,466.00	492,373.15
551		RECRUITMENT					
	410	PROFESSIONAL & TECH SVCS				5,000.00	5,000.00
	420	STAFF TRAVEL & PER DIEM				11,250.00	11,250.00
	490	OTHER EXPENSES				5,500.00	5,500.00
		Total Function				21,750.00	21,750.00
552		HUMAN RESOURCES STAFF SVC					
	321	DIR/COORD/MGR (NON-CERT)				28,151.00	28,151.00
	324	SUPPORT STAFF		2,345.94			-2,345.94
	360	EMPLOYEE BENEFITS				11,261.00	11,261.00
	361	HEALTH/LIFE INSURANCE		242.00			-242.00
	362	UNEMPLOYMENT INSURANCE		32.81			-32.81
	363	WORKER'S COMP		35.19			-35.19
	364	FICA/MEDICARE		179.46			-179.46

Funds 100- 100

100 OPERATING BUDGET

Function	Object	Description	----- Current Year -----				
			Current Month	Current YTD	Current Enc	Budget	Variance
	366	PERS		516.11			-516.11
	368	PERS ONBEHALF				1,571.00	1,571.00
	420	STAFF TRAVEL & PER DIEM				500.00	500.00
	450	SUPPLIES, MATL & MEDIA				250.00	250.00
	490	OTHER EXPENSES				250.00	250.00
		Total Function		3,351.51		41,983.00	38,631.49
600		OPERATION & MAINTENANCE					
	316	EXTRA DUTY PAY		2,500.00			-2,500.00
	321	DIR/COORD/MGR (NON-CERT)		4,546.75		56,851.00	52,304.25
	325	MAINTENANCE/CUSTODIAL		4,206.29		249,623.00	245,416.71
	329	SUBSTITUTES/TEMPORARIES		-1,814.49			1,814.49
	360	EMPLOYEE BENEFITS				122,590.00	122,590.00
	361	HEALTH/LIFE INSURANCE		140.85			-140.85
	362	UNEMPLOYMENT INSURANCE		136.47			-136.47
	363	WORKER'S COMP		132.30			-132.30
	364	FICA/MEDICARE		722.06			-722.06
	366	PERS		960.28			-960.28
	368	PERS ONBEHALF				35,279.00	35,279.00
	410	PROFESSIONAL & TECH SVCS				5,000.00	5,000.00
	420	STAFF TRAVEL & PER DIEM				15,000.00	15,000.00
	431	WATER & SEWAGE		62,500.00		325,000.00	262,500.00
	433	COMMUNICATIONS				300.00	300.00
	435	FUEL-HEATING		327,271.36		405,580.00	78,308.64
	436	ELECTRICITY				431,000.00	431,000.00
	440	OTHER PURCHASED SERVICES		17,451.00	17,451.00	28,000.00	10,549.00
	445	INSURANCE & BOND PREMIUMS A				170,000.00	170,000.00
	452	MAINTENANCE SUPPLIES		13,013.25	11,365.23	100,000.00	86,986.75
	453	JANITORIAL SUPPLIES		75.00	75.00	35,000.00	34,925.00
	456	VEHICLE MAINTENANCE				10,500.00	10,500.00
	458	GAS & OIL		3,720.39		26,654.00	22,933.61
	490	OTHER EXPENSES				100.00	100.00
	491	DUES & FEES				450.00	450.00
		Total Function		435,561.51	28,891.23	2,016,927.00	1,581,365.49
700		STUDENT ACTIVITIES					
	315	TEACHER				10,000.00	10,000.00
	316	EXTRA DUTY PAY				27,000.00	27,000.00
	324	SUPPORT STAFF				5,000.00	5,000.00
	360	EMPLOYEE BENEFITS				15,100.00	15,100.00
	367	TRS ONBEHALF				5,831.00	5,831.00
	368	PERS ONBEHALF				279.00	279.00
	420	STAFF TRAVEL & PER DIEM				3,500.00	3,500.00
	425	STUDENT TRAVEL	3,055.00	3,055.00		105,000.00	101,945.00
	450	SUPPLIES, MATL & MEDIA		1,082.19	1,082.19	1,600.00	517.81
	491	DUES & FEES				1,610.00	1,610.00
		Total Function	3,055.00	4,137.19	1,082.19	174,920.00	170,782.81

08/07/18
17:23:13

YUPIIT SCHOOL DISTRICT
Income Statement
For the Accounting Period: 8 / 18

Page: 7 of 7
Report ID: LB170

Funds 100- 100

100 OPERATING BUDGET

Function	Object	Description	----- Current Year -----				
			Current Month	Current YTD	Current Enc	Budget	Variance
790		FOOD SERVICES					
	510	EQUIPMENT		578.05	578.05		-578.05
		Total Function		578.05	578.05		-578.05
		Total Expenses	13,022.48	639,122.82	108,602.45	12,744,993.00	12,105,870.18
		Net Income from Operations	-13,022.48	-639,122.82			
		Other Expenses					
900		FUND TRANSFERS					
	552	XFER TO FOOD SERVICE				140,000.00	140,000.00
	558	XFER TO TEACHER HOUSING				440,000.00	440,000.00
		Total Function				580,000.00	
		Total Other Expenses	0.00	0.00		580,000.00	580,000.00
		Net Income	-13,022.48	-639,122.82			

YUPIIT SCHOOL DISTRICT
Income Statement
For the Accounting Period: 8 / 18

Funds 255- 255

255 FOOD SERVICE FUND

Function	Object	Description	----- Current Year -----				
			Current Month	Current YTD	Current Enc	Budget	Variance
Revenue							
	22	TYPE A ADULT MEAL REVENUE				13,000.00	-13,000.00
	40	OTHER LOCAL REVENUES				32,000.00	-32,000.00
	161	USDA FOOD SERVICE REIMBRS A				373,000.00	-373,000.00
	250	TRANSFER FR OTHER FUNDS				140,000.00	-140,000.00
		Total Revenue	0.00	0.00		558,000.00	-558,000.00
Expenses							
790		FOOD SERVICES					
	321	DIR/COORD/MGR (NON-CERT)		2,589.25		60,321.00	57,731.75
	326	FOOD SERVICE STAFF				107,318.00	107,318.00
	329	SUBSTITUTES/TEMPORARIES				6,000.00	6,000.00
	360	EMPLOYEE BENEFITS				67,955.00	67,955.00
	361	HEALTH/LIFE INSURANCE		516.29			-516.29
	362	UNEMPLOYMENT INSURANCE		35.73			-35.73
	363	WORKER'S COMP		38.84			-38.84
	364	FICA/MEDICARE		198.07			-198.07
	366	PERS		569.63			-569.63
	420	STAFF TRAVEL & PER DIEM	1,129.00	1,129.00	857.00	1,500.00	371.00
	450	SUPPLIES, MATL & MEDIA	435.66	2,675.16	2,675.16	8,000.00	5,324.84
	459	FOOD	96,682.49	96,682.49	96,682.49	365,000.00	268,317.51
	491	DUES & FEES				1,500.00	1,500.00
	510	EQUIPMENT				2,500.00	2,500.00
		Total Function	98,247.15	104,434.46	100,214.65	620,094.00	515,659.54
		Total Expenses	98,247.15	104,434.46	100,214.65	620,094.00	515,659.54
		Net Income from Operations	-98,247.15	-104,434.46			
		Net Income	-98,247.15	-104,434.46			

YUPIIT SCHOOL DISTRICT
Income Statement
For the Accounting Period: 8 / 18

Funds 390- 390

390 TEACHER HOUSING FUND

Function	Object	Description	----- Current Year -----				
			Current Month	Current YTD	Current Enc	Budget	Variance
Revenue							
	46	SCHOOL FACILITIES RENTAL				280,000.00	-280,000.00
	250	TRANSFER FR OTHER FUNDS				440,000.00	-440,000.00
		Total Revenue	0.00	0.00		720,000.00	-720,000.00
Expenses							
600		OPERATION & MAINTENANCE					
	321	DIR/COORD/MGR (NON-CERT)		3,840.59		48,378.00	44,537.41
	325	MAINTENANCE/CUSTODIAL		1,158.32		133,378.00	132,219.68
	329	SUBSTITUTES/TEMPORARIES		-415.58			415.58
	360	EMPLOYEE BENEFITS				72,702.00	72,702.00
	361	HEALTH/LIFE INSURANCE		-0.03			0.03
	362	UNEMPLOYMENT INSURANCE		67.51			-67.51
	363	WORKER'S COMP		66.73			-66.73
	364	FICA/MEDICARE		350.61			-350.61
	366	PERS		254.85			-254.85
	420	STAFF TRAVEL & PER DIEM				2,500.00	2,500.00
	436	ELECTRICITY				185,500.00	185,500.00
	440	OTHER PURCHASED SERVICES				1,500.00	1,500.00
	441	RENTAL PAYMENTS		30,000.00		57,000.00	27,000.00
	452	MAINTENANCE SUPPLIES	3,221.69	28,924.63	8,793.43	72,500.00	43,575.37
		Total Function	3,221.69	64,247.63	8,793.43	573,458.00	509,210.37
		Total Expenses	3,221.69	64,247.63	8,793.43	573,458.00	509,210.37
		Net Income from Operations	-3,221.69	-64,247.63			
		Net Income	-3,221.69	-64,247.63			

Author of Report: Judy Anderson
 Department/Location: Maintenance Director
 Date of Regional School Board Meeting: August 16, 2018.

Mission Statement

To educate all children to be successful in any environment.

Vision Statement

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

Values

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

Strategic Goal Areas:

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

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
August 2018	Site Visits	No Site Visits yet during the Month of August.	Operations & Education System Change
August 2018	Summer Projects	<p>Akiak, Tuluksak, Akiachak Schools are staffed for the summer, prioritized and evaluated the summer maintenance of buildings and facilities and specified improvements.</p> <ul style="list-style-type: none"> • Yukon Fire serviced all school fire alarm systems. All defective items have been ordered and the fire alarm system parts have been delivered to site for installation by Maintenance Team, in compliance with Yukon Fire Reports. • Incorporated the Work Order Process with Teachers and Staff on all sites. • Akiachak - Leveling & preparing housing units for teachers. Units # 9, 1, 2, 3, 4 and 8 leveling has been completed. Leveling has been required to create proper drain flow and to address ceiling gaps in the housing units. The leveling has been completed prior to any interior repairs. • Hot water tanks are being drained and flushed. Boiler being cleaning. Teacher Housing Fuel Tanks have been topped off. • Willows have been trimmed around the housing areas. • Sections of board walks are being repaired/ replaced to be in compliance with OSHA requirements. Stairways, Porches and Railings are being replaced / repaired to be in compliance with OSHA. • Tuluksak the sprinkler system did not have enough water to test due to lack of water from the city. The tank is now full and operational. 	Operations & Education System Change Teacher Retention

		<p>The sprinkler system will be tested on the 21st. The expired fire extinguishers had to be flown into Anchorage to be refilled and certified due to a manufacturing shortage of fire extinguishers in the USA. The fire extinguishers have been filled, certified and returned to Tuluksak.</p> <ul style="list-style-type: none"> • Tuluksak Generator # 1 has had the oil changed and is up and running. Generator 2 was overheating and new thermostats have been installed. • Summer housing projects have been completed. • Trimming of grass and willows is underway, around the school, teacher housing and fuel tanks. • Teacher Housing Fuel tanks have been topped off. • Akiak – Has finalized summer maintenance of teacher housing and school interior painting has been completed. • All Fuel Oil has been received. • Willows and grass has been cut and removed around the school and teacher housing. • Cleaned out Nurses Office of food and misc. supplies to be used as the Counselors Office. • Custodian / Maintenance Schedule has been revised for the 2018/2019 School Year. 	
August 2018	OSHA Citation Review/ Compliance	<p>Reviewed the OSHA citations and monitored the compliance progress.</p> <p>Training was completed for OSHA 10, Mold Remediation and Asbestos Awareness trainings for all Maintenance, Custodial staff and Principals for all sites.</p>	Operations & Education System change
August 2018	2018-2019 Preventive Maintenance planning	<p>Organizing Maintenance buildings and planning for short/ long term goals.</p> <p>Created and updated the Key Schedule and authorization policy.</p> <p>Proposing for the Work Session the following items:</p> <ul style="list-style-type: none"> • Proposing for the Boards Consideration a revised resolution for the cost of key replacement. The Revised Resolution E3515 has the invoice for materials only, this invoice does not include any labor of the Maintenance Staff to re-core, remove and install cores and cut all the new keys. Also, included is the revised Keying Schedule and Key Contract. • Proposing for the Boards Consideration a Revised Maintenance Work Order Form E3510 attached for your review. 	Education System Change Students Succeed Culturally & Academically

		<ul style="list-style-type: none"> Proposing for the Boards Consideration a Pet Policy. Attached is the current Pet Permission/ Agreement Form and the Resident Employee Lease Agreement. The State of Alaska – Landlord Tenant Act Page 8 in regards to amount a Landlord is able to charge for a pet deposit. Also, included is a Sample “Lease Addendum – Pet Policy” for consideration as an Addendum to the Yupit School District Lease. 	
August 2018	Ordering Supplies & Materials	Contacted Suppliers and ordered safety supplies and site specific need based materials as required to complete tasks and ensure equipment is running	Operations & Education System Change

AR 3515 ACCESS AND KEYS*Current Agreement*

All keys used in a school shall be the responsibility of the principal. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal shall set up a record keeping system so as to know at all times the locations of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate, or building involved. They shall lock all doors and windows and turn off lights, appliances, etc., when leaving the room or building.

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall report the loss to the principal immediately and shall pay a \$300 fee. Duplicate keys may be obtained only through the District office.

Keys shall be used only by authorized employees and shall never be loaned to students, volunteers or other non-employees.

Revised 4/13

Adopted: 11/2006

Yupit School District

Current Agreement

Yupit School District Key Contract

I, _____ have been issued the following key (s)

for my personal use while employed by YSD at the _____ site. I acknowledge under no circumstances am I authorized to give or loan my key (s) to any other person for any reason.

Key Code _____ # of keys with this code _____

Key Code _____ # of keys with this code _____

Key Code _____ # of keys with this code _____

Key Code _____ # of keys with this code _____

I also understand that I am financially responsible for any keys lost that I have signed for, regardless of who lost the key. I agree to reimburse the Yupit School District immediately for any losses. I therefore concede to have my pay check garnished by YSD for any keys I have lost at the following rate schedule.

Individual Key \$300 - PER YSD AR 3515

Master Key \$2000

Signature

Date

Keys returned:

Key Code _____ Date Returned _____

Key Code _____ Date Returned _____

Key Code _____ Date Returned _____

Key Code _____ Date Returned _____

Administrator

Date

E3515

Proposed

Keying Schedule -Key Authorization Users

Job Position	Key Title	What Key Authorization Opens Only
Superintendent of Schools	GGM	Access to All Schools on all sites Exterior & Interior
Maintenance Director	GMM GMH	Access to All Schools on all sites Exterior & Interior,, connexs, storage units, freezer & drygood storage, kitchen, principal, counselor, student store Access to Housing Units on all sites
Head Cook	FS	Freezer Room, Drygoods, Kitchen, School Front Door Key
Principals	SM	Specific Site School Exterior and Interior Rooms All (Exterior School Keys Principal ONLY)
Principals	HM	Specific Site Only - All Housing Units Exterior Doors
Interim Subcontractors	IC	Exterior School Door & Classroom Key or Housing Key where they are staying
Teachers	SC	School interior rooms only (Not including the Kitchen, Principal, Counselor, Maintenance Rooms & Student Store)
Teachers Housing - Unit #1	H1 H2 H3 H4 H5 H6 H7	Only Teacher in Unit # 1 Only Teacher in Unit # 2 Only Teacher in Unit # 3 Only Teacher in Unit # 4 Only Teacher in Unit # 5 Only Teacher in Unit # 6 Only Teacher in Unit # 7
Maintenance	MA	Site Specific All interior classrooms (Except Principal, Counselor, Student Store) Check out/ sign in House Key from Lock Box - Always two people in an occupied house
Head Maintenance Person	M1	Site Specific Front School Door
Maintenance Staff	M2	Site Specific - Connex, Maintenance Storage Buildings, Maintenance Building
Maintenance Staff	MC	Vacant Housing Units - Change Core to MC after tenant leaves. At move in Change Core to Housing Unit # Core at move in or after the unit has past final clean and ready for occupant. Occupied Units No Entrance without Occupant or Principal or check out key from Lock Box (Always 2 people in an occupied house
Custodian Staff	CC	Custodian Closet, Classrooms
Principal Office	PO	Separate Keying Only - Principal Only
Counselor Office	CO	Separate Keying Only - Counselor Only
Student Store	SS	Separate Keying Only - Principal Only to Sign over to Teacher in charge of Student Store
District Office	DO	Keys Only to District Office Building Employees
Secretary Office		Locked Key Box with Log for all housing unit keys Only Maintenance Staff may check out keys

All Key Making/Coring equipment to be sent to Akiachak DO Office. No Key will be Cut or given to Any Individual that is not specifically listed as Authorized to enter a specific location. Any exceptions need to be authorized in writing by the Maintenance Director. Monthly all site specific signed key logs will be turned into the Maintenance Director and all blank keys will be monthly inventoried and submitted to the Maintenance Director on the last working day of each Month.

No Key will be given to an individual until they have signed the Key Log with verification from a second individual that they have received the authorized key per their specific job title.

**The ONLY individual who will be making keys and cores for all Yupiit School District Buildings will be Ray Nose.
ALL Individuals whom receive keys will sign a Yupiit School District Key Contract**

Spenard Builders Supply

EIN # 92-0018778



DELIVERY/LOADING COPY

SBS - MILLWORK PRODUCTION
4412
ANCHORAGE, AK
(907)563-3141



INVOICE

99517 0 2 3 2 4 1 3 4 8 4 5 *
NUMBER 24134845
DATE 7/03/2018
3:48 PM
907-825-3600 RAY NOSE
YUPIIT SCHOOL DISTRICT
PO BOX 51190 1ST MAIN ST
AKIACHAK AK 99551

PAGE 1

ACCOUNT

20-00796850-001

S
O
L
D
T
O

GENERAL ACCOUNT
YUPIIT SCHOOL DISTRICT
BOX 100
AKIACHAK, AK

99551-9999

S
H
I
P
T
O

Tax ID#:

SELLING STORE 23 SHIPPING STORE 23 SALES PERSON 4078 JASON RODRIGUEZ OUR ORDER NO. 234383-00

CUSTOMER P.O. # 160960 TERMS TERMS CODE 2 0023-00054799

QUANTITY ORDERED	QUANTITY SHIPPED	U/M	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	
300	300	EA	SPC002343830010	1C7TB1626 CORE	300EA	21.50	6,450.00
288	288	EA	SPC002343830020	1A1TB1-KS473KS800	288EA	1.49	429.12
10	10	EA	SPC002343830030	6K30N4CSTK626 PASSAGE KNOB	10EA	76.00	760.00
10	10	EA	SPC002343830040	6K30L4CSTK626 PRIVACY KNOB	10EA	96.00	960.00
6	6	EA	SPC002343830050	41B772L PADLOCK L/C	6EA	36.50	219.00
6	6	EA	SPC002343830060	11B772L PADLOCK L/C	6EA	35.00	210.00
4	4	EA	SPC002343830070	PKG OF 500 225 SPRINGS	4EA	25.00	100.00
4	4	EA	SPC002343830080	PKG OF 500 210 CAPS	4EA	9.59	38.36
112	112	EA	SPC002343830090	01-9A/2B-19B A2 PIN SEGMENT	112EA	7.25	812.00
1	1	EA	CFC002343830100	FREIGHT TO AKIACHAK	1EA	87.00	87.00

TRACKING#437791451416

Deliver by: 7/20/2018

ORDER BY: JSTACKHOUS	WEIGHT #	NET SALE	TAXABLE SALE	TAX %	TAX	TOTAL
CUSTOMER SIGNATURE X	0	10065.48	.00	.00	.00	10,065.48

VOUCHER 6200
VENDOR 45930
GL# _____
APPROVED BY _____
CHK# _____

E 3510

Maintenance/Repair Request

Current

REQUEST FOR CUSTODIAL/MAINTENANCE SERVICE									
School requesting service							Date:		
Person requesting service							Time:		
Service requested							<input type="checkbox"/>		
							<input type="checkbox"/>		
							<input type="checkbox"/>		
Approved by									
Campus			Department			Building		Room	
Service to be performed by			<input type="checkbox"/> Lead Custodian	<input type="checkbox"/> Maintenance Dept.			<input type="checkbox"/> Other		
CUSTODIAL/MAINTENANCE USE									
Comments									
Service Started			Service Completed				Total Time		
Date		Time	Date		Time				
When completed, sign and return white and pink copies to office of individual authorizing service.									
							SIGNATURE OF SERVICEMAN		
WHITE - REQUESTING PERSON		CANARY - AUTHORIZING OFFICE			PINK - CUSTODIAL/MAINTENANCE				

E 3510
Proposed

**YUPIIT SCHOOL DISTRICT
WORK ORDER FORM**

Date:

Person Requesting :

Time:

WORK APPROVED BY:

Email to: Specific Principal and
janderson@yupiit.org
(Cell) 907.825.2035

Location of Work:

- Akiachak
- Akiak
- Tuluksak

WORK REQUESTED: (JOB DESCRIPTION)

- Custodian
- Maintenance Department
- Emergency Issue
- Date Needed
- Pet in the House (PET HAS TO BE KENNELLED FOR WORK TO BE COMPLETED)

(MAINTENANCE ONLY - TO FILL IN BELOW)

WORK ASSIGNED TO:

SCOPE OF WORK COMPLETED:

Work Completion Date

Signatures

IF INCOMPLETE, EXPLAIN:

Updated: July 2017

Current Agreement

YUPIIT SCHOOL DISTRICT

Pet Permission/Agreement Form
For Residential Lease

I, _____, (Lessee) who reside at _____, Alaska, and who have a written Residential Lease Agreement with the Yupiit School District (Lessor), do hereby seek permission to harbor _____ pet (s), in or about the rented premises under the following conditions:

1. By requesting to harbor a pet (s) in or about the rental unit at any time, I agree to keep my pet (s) under control as not to physically harm or endanger any person(s).
2. I also agree to keep the premises and the grounds around the premises clean from pet fecal material.
3. I further understand that if my residence is in a building shared by other tenants, I will try, to the best of my abilities, to respect their privacy in regards to noise, etc. caused by my pet (s).
4. After permission is granted, I hereby agree to authorize the Lessor to deduct five hundred dollars (\$500.00) from my paycheck. This deposit will be deducted in 2 paychecks. ***The monthly pet fee is in addition to the amount authorized for damages in Section 3 of my Residential Lease Agreement.***
5. ***Tenants agree to pay IMMEDIATELY for any damage, loss, or any expense caused by their pets. This includes any damage done inside and/or outside the dwelling.***
6. Upon termination of this lease, a final inspection will be performed and any assessed damages will be deducted from Lessee's final paycheck. Damage is defined in Item Number 3 of my Residential Lease Agreement.
7. If I do not abide by the terms of this form or lease, I understand that the Lessor may request immediate termination of this agreement and I may no longer harbor pet(s) in or about my residence.
8. For the purpose of this section, the definition of a pet shall include the following: dog, cat, ferret, and/or other animals as permitted by the District. Pets do not include animals traditionally considered livestock, including goats, horses, chickens, or pigs. Housing units are restricted to a maximum of three (3) pets in or about the property.

LESSEE SIGNATURE

DATE

Initial_____

Current Agreement

Yupiiit School District
Residential Employee Lease

EMPLOYEE SITE UNIT NUMBER

BY THIS AGREEMENT made and entered into on August 1, 2017 between the Yupiiit School District, herein referred to as the Lessor, and herein referred to as Lessee, Lessor leases to the undersigned Lessee, subject to the terms and conditions enumerated herein, Unit Number located in, Alaska, together with all appurtenances, for the remainder of the school year, to commence on August 1, 2017, and to continue until July 31, 2018. Upon written application this lease may be extended consistent with District School Board housing regulations. List the names of those who will be residing: (please print)

Adult(s) Child(ren) under 18

The particular terms and conditions of this lease are as follows:

1. RENT

Lessee agrees to pay the Lessor as rent for the leased premises the sum of \$ per month (August through May) and the sum of \$ per month for June and July. (Half rent for June and July will be charged to all employees whether or not personal belongings are left in their units over the summer, unless the employee resigns or is terminated.)

Lessee agrees to pay by means of payroll deduction to start with the August paycheck, or the first month of their tenancy thereafter.

2. LEASE TERMINATION

If Lessee should at any time be dismissed from the service of Lessor, be transferred to another site during the term of this lease, be non-retained, or voluntarily quit the service of Lessor, Lessor shall have the right to terminate this lease and reenter upon, and take possession of, said premises upon ten (10) days written notice to vacate said premises, or by mailing a copy to the Lessee at the address upon the premises, or at such other address provided by Lessee in writing to Lessor.

Upon such termination of the lease, subject to the other provisions of this lease relating to damage, and reports, Lessee shall only be liable for the rent to the date of the termination of the lease, and if rent has been collected beyond that date, it shall be refunded to the Lessee, provided he/she vacates said premises according to the written notice.

3. SECURITY FOR DAMAGE

Lessor may deduct from Lessee's final paycheck the actual cost of replacement or repair, whichever is higher, where damages to the premises result from the following:

Initial_____

- a. Failure by the Lessee during the tenancy to maintain the premises, or failure after the termination of the tenancy to leave the premises in as clean and orderly condition as when he/she found it, normal wear and tear expected.
- b. Failure of the Lessee to remove from the leased premises all ashes, rubbish, garbage and other waste in an appropriate manner.
- c. Failure of the Lessee to keep all plumbing fixtures on the leased premises as clean as their condition reasonably permits.
- d. Abuse by the Lessee of any electrical, plumbing, sanitary, heating, ventilating, kitchen and other facilities and appliances so as to damage same.
- e. Deliberate or negligent destruction, defacement, damage, impairment, removal or alternation, without the consent of the Lessor, of any part of the premises by the Lessee.
- f. Damage by pets.

A \$200 deposit will be deducted from the Lessee’s first paycheck, it will be returned at the end of the rental period upon successful inspection of the unit. In addition, if the lessee chooses to have pets, (no more than 3 are allowed) a pet deposit of \$500.00 will be deducted from the Lessee’s paycheck. This deposit will be deducted in 2 paychecks. Lessor will inspect the premises at Lessee’s departure for damage or failure by the Lessee to leave the premises in as clean and orderly condition as it was found, as listed above which may signal the right to retain an appropriate part of the deposit. As used herein, the term “Lessee “shall include not only the individuals signing this lease agreement, but also all children, relatives, agents, guests, and others who are either under the control of the undersigned Lessee or who are knowingly permitted by the undersigned Lessee to engage in any of the actions or failures to act as described in this paragraph, or who are present on the premises under Lessee’s actual or implied consent. However, where Lessee accommodates Lessor by allowing school district employees, job applicants, or other guests of invitee shelter at the premises, the Lessee shall not be responsible for any damage caused by such school district guests or invitee.

Furnishings have been provided by Lessee’s use and enjoyment during the period of the lease. In addition, if at any time during the lease term the Lessee requests and receives permission to keep pets on the premises in accordance with Section 20 below, Lessee authorizes a \$500.00 pet deposit to be deducted in equal amounts from his/her next two (2) paychecks during the lease term. In the event of damage to the furnishings in excess of normal wear and tear, Lessee understands and agrees that Lessee is responsible for the full cost to repair such damage or replace the damaged item(s). Lessee understands that this amount may exceed the security deposit deducted from Lessee’s paycheck, and further understands that Lessee is responsible for the actual amount, even if it exceeds the amount of the security deposit. For damage done to the furnishings in an amount that exceeds the amount of the security deposit, Lessee shall be responsible for either repairing or replacing the item(s), including any shipping costs associated with this repair or replacement.

4. **ALTERATIONS AND IMPROVEMENTS**

Initial_____

Lessee shall make no alternations to the buildings and appurtenances on the leased premises or construct any building or make other improvements on the leased premises without the prior, written consent of the Lessor. All alterations, changes and improvements built, constructed or placed on the leased premises by the Lessee, with the exception of fixtures, improvements and/or amenities removable without structural damage to the premises and movable personal property, shall unless otherwise provided by another written agreement between Lessor and Lessee, become the property of the Lessor, at no cost to Lessor, and remain on the leased premises at the termination of the lease.

5. **DESTRUCTION OF PREMISES**

In the event that the leased premises, or any part thereof, shall be rendered untenantable by fire, snow, storm or other casualty of deterioration not the fault of the Lessee, this lease agreement at the option of the Lessor, may terminate for that part of the premises rendered untenantable. Thereupon, Lessor shall where possible place lessee in suitable housing including any time while repairing the premises. If the premises are rendered untenantable by any action or omission of the Lessee, Lessee's obligation to pay rent shall continue. However, Lessor shall, where available, place Lessee in alternate housing. In lieu of terminating this lease in whole or part because all or part of the premises are rendered untenantable by fire, snow, storm, or other casualty or deterioration, Lessor may, at its option, but without prejudice to its other remedies, repair the premises to a tenantable condition and maintain this lease in effect, though the rent shall be diminished in proportion to the fraction of the premises which are temporarily untenantable, or for the period of time when the entire premises are untenantable.

6. **UTILITIES**

Lessor will pay for water, sewer, and fuel oil.

7. **STATUTES, ORDINANCES, ETC.**

Lessee shall comply with all applicable statutes, ordinances, rules, orders, regulations and requirement of federal, state and local governments relating to the premises.

All housing is equipped with smoke detectors and carbon monoxide detectors as required by code. Lessee may not tamper with, disable or remove these devices.

8. **EMERGENCY REPAIRS**

In the event of sudden damage or leaking of the roof, breaking or cracking of windows or doors, bursting or leaking of water pipes, or water heaters or any sudden emergency which renders the leased premises or its contents or occupants liable to imminent harm or other damage or destruction, Lessee shall promptly make all repairs, reasonably necessary and possible to prevent future damage, destruction, or injury to the leased premises, contents therein or occupants thereof. However, where Lessee is not competent due to lack of experience, training, proper equipment, or physical ability Lessee is required to do only what he or she reasonable can to retard damage to the premises. Once done, Lessor is responsible to provide suitable competent persons and necessary material and equipment at the earliest possible time to reconstruct the damaged premises, providing the damage has not rendered the premises untenantable (see paragraph 5).

9. **USE OF PREMISES**

Lessee agrees that the leased premises are to be used primarily for residential purposes and incidentally for activity to Lessee's performance of his/her employment obligations with Lessor.

Initial_____

Lessee may not use the premises as a retail or wholesale location for goods and/or services. However, nothing here is intended to limit lessee's conduct of hobbies or other activities which do not result in abusive use of the premises.

Failure to abide by the terms of use in this agreement constitutes cause for termination of the lease by Lessor, subject to notice as required by law.

All Yupit School District housing units are designated No Smoking areas. Pursuant to AS 17.38.220 Lessee is expressly prohibited from the possession, consumption, use, display, transfer, distribution, sale, transportation, or growing of marijuana in the housing unit.

10. **APPLICATION OF LEASE**

This lease applies regardless of whether the leased premises are owned by the Lessor or leased by the Lessor from other entities.

11. **CONDITION OF PREMISES AND FURNISHING**

Lessee hereby acknowledges receipt and acceptance of the leased premises with the particular items of furniture and appliances contained therein. Lessee further acknowledges that he/she has examined the premises and said furniture and appliances and that he/she finds the premises and said furniture and appliances in good order and condition except as noted on attached Exhibit A. At the termination of this lease, Lessee will yield to Lessor the premises and all such furniture and appliances in as good order and condition as at the date of this lease, ordinary wear and tear expected, and extraordinary loss due to fire, storm and other causes beyond the Lessee's control. Lessee shall neither remove nor permit to be removed any of said furniture or appliances from the lease premises, and not permit any part of said furniture or appliances to be exposed to weather. At the termination of the lease and any renewals thereof, the Lessor shall indicate in writing on Exhibit A its acceptance or rejection of Lessee's representation that furniture and appliances are returned in as good order and condition as at the date of this lease, ordinary wear and other causes beyond the Lessee's control expected. Any rejection of that representation will be fully explained thereon.

12. **INSURANCE**

Lessee may, at his own expense, maintain fire, hazard, theft or other insurance on Lessee's personal belongings kept in or upon the leased premises. Lessor shall not act as insurer of Lessee's personal property kept in or upon the leased premises. However, if loss of Lessee's goods is due to negligence of Lessor either in its duty to provide safe and habitable dwelling or as a result of acts of commission or omission of its duty to provide safe and habitable dwelling or as a result of acts of commission or omission of its agents, employees, guests, or invitee, Lessee expected, Lessor shall be responsible.

13. **ACCESS**

The Lessee shall not unreasonably withhold consent to the Lessor or its agents to enter into or upon the leased premises at reasonable times and in a reasonable unobtrusive manner in order to inspect the premises, make necessary or agreed repairs, alternations, or improvements, supply necessary or agreed services, or exhibit the leased premises to prospective or actual purchasers, mortgagees, tenants, workmen or contractors. Except in case of emergency, or unless it is impractical to do so, the Lessor shall give the Lessee at least twelve (12) hours advance notice of its intent to enter into the premises. The Lessor or its

Initial_____

agents may enter into the leased premises without the consent of the Lessee in case of emergency.

14. **EXTENDED ABSENCE**

The Lessee shall notify the local unit administrator of any anticipated extended absence of the Lessee from the premises in excess of seven (7) days. Said notice shall be in writing delivered prior to the beginning of the absence.

15. **CONDEMNATION**

If the leased property, or any part thereof, is taken by eminent domain, this lease shall expire on the date when the lease premises shall be so taken, and the rent shall be apportioned as of that date. No part of any condemnation award shall belong to the Lessee.

16. **JOINT AND SEVERAL OBLIGATION**

If more than one person is the Lessee of the premises, or if more than one person occupies the leased premises even though not all occupants have signed this lease, the undersigned Lessees shall be jointly and severally liable for all damages and rent unless a defaulting occupant is an employee of Lessor in which case the non-defaulting tenant shall be responsible only for his/her proportionate part of the rent and only for damages he/she actually caused, or knowingly permitted. All employees of the Yupiit School District residing in YSD housing shall sign a separate lease.

17. **NOTICE**

All notices required to be given by Lessee to Lessor pursuant to this agreement of law, shall be delivered or mailed, postage prepaid, to the Yupiit School District, Attention: Superintendent, unless Lessor notifies Lessee in writing of another address to be used. All notices required to be given by Lessor to Lessee may be delivered or mailed to Lessee at the leased premises described herein, and any such delivery or mailing to the Lessee, unless Lessee has previously provided a written notice to the Lessor of a different address for Lessee's receipt of notice.

18. **WAIVER**

Neither the acceptance of rent nor any other act or omission of Lessor at any time or times after the happening of any event which would enable Lessor to cancel this lease or declares Lessee's interstate hereunder forfeited, shall operate as waiver of any past or future violation, breach or failure to keep or perform any covenant, agreement, term or condition hereof or to deprive Lessor of his/her right to cancel or terminate this lease at any time that cause for cancellation or termination may exist, or be construed at any future time at stop Lessor from promptly exercising any other option, right or remedy that it may have under any term or provision of this lease.

19. **SUBLEASE AND ASSIGNMENT**

Lessee shall not sublet or assign the premises without the written consent of the Lessor.

20. **HOUSING OF PET(S)**

I hereby request permission to keep the following pet(s) not to exceed three (3) on the premises of my quarters. This request is subject to my signature and agreement with the YSD Pet Permission/Agreement Form.

Initial_____

Type of pet(s): _____ Number _____
_____ Number _____

I understand I am liable for any damage done by my pet(s). I understand that if, in the judgment of the unit administrator or the Superintendent, my pet becomes a nuisance or a hazard, I may be required to move it immediately and permanently from the premises.

I agree that my cat/dog or other pet that is not confined in a cage or tank will not be left at the premises unattended by an adult member of the household for longer than one (1) day, the pet(s) will be removed from the premises and arrangements made for their care off premises.

I understand the above pet regulations and agree to abide by them. I understand that my failure to abide by these regulations may result in my eviction from teacher housing and termination of my lease.

All other terms of the Residential Employee Lease Agreement, to the extent not expressly modified herein, shall remain unaffected by this addendum and all other obligations between the Lessor and Lessee shall continue to be governed by the terms of the Residential Employee Lease Agreement.

LESSOR (EMPLOYER)

Dated

LESSEE (EMPLOYEE)

Dated

Initial_____

Except for units renting for more than \$2,000 per month, security deposits and prepaid rents may not total more than two months' rent.¹⁵ A landlord may require an additional deposit, of up to one month's rent, from a tenant who will be keeping a pet that is not a service animal.¹⁶



Sometimes a landlord asks for a nonrefundable application fee to place a prospective tenant on a waiting list for an apartment. If an application fee covers the landlord's actual, reasonable costs for services performed (such as checking the applicant's credit history), it is probably lawful.

However, it is NOT lawful to charge a fee that becomes the security deposit if the tenant moves in, but is forfeited if the tenant decides not to take the unit. At most, such a tenant would be responsible for rent during the time it takes the landlord to find a replacement tenant, and for the actual costs (such as newspaper ads) of finding one.

Where are deposits kept?

Deposits and prepaid rent must be deposited by the landlord or the property manager in a trust account in a bank or savings and loan association, or with a licensed escrow agent.¹⁷ (Exceptions could be made in rural Alaska, if there is no bank in town and it would be impractical to bank the money.) A trust account can be any separate savings or checking account labeled "trust account" and used only for deposits and prepaid rents. A receipt should be written whenever the tenant pays a deposit or prepays rent. The landlord cannot mix prepaid rent and security deposit funds with other money. Although a landlord can keep the security deposits and prepaid rents from several tenants in a single account, each tenant's funds are to be accounted for separately, and may not be refunded to another tenant, or applied to another tenant's rent or damage obligations.¹⁸

Landlords are required to provide tenants with the terms and conditions under which prepaid rents or deposits (or any portion of those monies) might be withheld by the landlord. The additional "pet deposit" noted above is to be accounted for separately from the regular security deposit or prepaid rent, and can be applied only to the amount of damage directly related to the pet.¹⁹

Can deposits earn interest?

The Landlord and Tenant Act does not require that the trust account earn interest, but if the tenant's deposit does earn interest, the tenant is entitled to the interest under general trust law principles, unless both parties have agreed otherwise. It is a good idea to specify in the rental agreement whether the deposit will earn interest, and if so, who gets the interest.

If the property is managed by a licensed property manager, the interest on the tenant's money in the trust account must go to the tenant, under the terms of the real estate license law, unless the tenant agrees in writing that the interest may go to the property owner. The property manager may not keep the interest.²⁰

When there's a new owner...

When rental housing is sold, a new owner is responsible for refunding any security deposits and prepaid rents that may be owed to the tenants who move out after the ownership is transferred.²¹ Therefore, a buyer of rental property should make sure that the previous owner transfers all deposits and prepaid rents along with the property. If the previous owner makes a proper transfer of these funds and notifies the tenants of the sale of the dwelling unit, he is relieved of further responsibility. If not, the previous owner will still be responsible to the tenants for deposits and prepaid rents, even though the new owner is **also** responsible.²²

¹⁵ AS 34.03.070(a).

¹⁶ AS 34.03.070(h). A service animal is an animal individually trained to do work or perform tasks directly related to and for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. AS 34.03.070(i).

¹⁷ AS 34.03.070(c).

¹⁸ AS 34.03.070(c).

¹⁹ AS 34.03.070(h).

²⁰ 12 AAC 64.210.

²¹ AS 34.03.070(f).

²² AS 34.03.110(a).

LEASE ADDENDUM - PET POLICY
ALL TENANTS MUST READ & SIGN THIS ADDENDUM

SAMPLES
Yupit

The purpose of this addendum is to convey the terms and conditions regarding pets in a Steiner Realty, Inc. managed property and **must be signed by all tenants when adding a pet.**

Pets are not permitted unless this addendum is completed, agreed upon, and signed by both TENANT and LANDLORD. If a pet is acquired after completion of this form, Steiner Realty must be notified in writing and payment of the proper "Deposit" and "Fees" as described below must be made. Permission to keep a pet is a privilege, not a right, and as such, may be revoked at any time at the sole discretion of management.

REFUNDABLE PET DEPOSIT

TENANT agrees to pay LANDLORD a refundable pet deposit in the amount of ~~\$200.00~~ per cat and ~~\$400.00~~ per dog.

TENANT has the following pets:	Pet Description (Color, Age, Breed, Name, Sex)
Cats _____ @ \$200.00 / cat = \$ _____	_____
Dogs _____ @ \$400.00 / dog = \$ _____	_____
TOTAL PET DEPOSIT DUE:	\$ _____

PET DEPOSIT is in addition to SECURITY DEPOSIT described in your lease. TENANT, upon paying LANDLORD said PET DEPOSIT, is permitted to have the above listed pets in the LEASED PROPERTY. LANDLORD is authorized to retain TENANT'S entire PET DEPOSIT and SECURITY DEPOSIT or a portion thereof, as reimbursement for fumigation, extermination, or any other costs incurred as a result of pet in LEASED PROPERTY. This is without prejudice to any other remedies which LANDLORD may have. LANDLORD agrees to refund to TENANT entire PET DEPOSIT or portion thereof, should costs be less than the total calculated deposit due.

PET PRIVILEGE FEE

In addition to PET DEPOSIT, TENANT agrees to pay LANDLORD a PET PRIVILEGE FEE of \$10.00 per month per cat and \$20.00 per month per dog. This PET PRIVILEGE FEE is in addition to the MONTHLY RENT.

RULES

TENANT agrees to read and comply with the PET RULES listed on the reverse side of this agreement.

TENANT understands that any complaint or notice received regarding the pet(s) is considered a violation of the LEASE and may result in immediate removal of the pet(s) and/or LEASE termination; whichever LANDLORD deems necessary. Tenant also understands that no pets are permitted to visit or temporarily be boarded in the LEASE PROPERTY; doing so would also be considered a LEASE violation and subject to immediate removal of pet and/or LEASE termination.



I have read, understand, and agree to all the terms and conditions described above in the *Pet Deposit, Pet Privilege Fee, and Rules* section of this PET POLICY agreement.

Tenant Name (Please Print)	Tenant Signature	Date
Tenant Name (Please Print)	Tenant Signature	Date

PET RULES

SAMPLE

INSTRUCTIONS: The following rules, restrictions, and obligations apply to all TENANTS. By affixing your signature on the reverse side of this agreement, TENANT acknowledges that you have read, understand, and agree to the following:

1. No loud or noisy animals including excessive barking, jumping, scratching, whining, or any other sound
2. No vicious or dangerous animals are permitted. TENANT must be able to maintain control over the pet at all times
3. Pet shall be RESTRAINED AT ALL TIMES when not in apartment. Unsupervised and/or unrestrained animals in any common area are strictly prohibited
4. Pet shall be properly maintained, licensed, and inoculated as required by local, county, or state statute, ordinance, or health code
5. Pet shall display owner identification and current inoculation tags at all times
6. Any odor resulting from any pet is considered a nuisance and is strictly prohibited
7. TENANT assumes all responsibility and is strictly liable for any and all amount of any injury to any person or property as a result of the pet or it's actions and TENANT shall indemnify LANDLORD for all costs of litigation and attorney's fees resulting from the same
8. All food and water bowls must be placed on a protective/plastic floor covering
9. All litter boxes must be placed on a protective/plastic floor covering and maintained in a proper and sanitary condition
10. Used litter will be double bagged and disposed of in the nearest outdoor trash receptacle and NOT disposed of down the toilet regardless of product's claim of "flushability"
11. No pet is permitted to urinate or defecate on any unprotected floor
12. TENANT agrees to clean up after dog(s) immediately and properly dispose of all waste into nearest outdoor trash receptacle
13. TENANT may not abandon the pet or leave it for an extended period of time
14. No "visiting" or temporary boarding of pets
15. No pet will be permitted to disturb the health, safety, rights, comfort, quite or peaceful enjoyment of other tenants
16. TENANT agrees to notify ^{Yupit S.D.} ~~Steiner Realty, Inc.~~ of any violation by another TENANT or his/her pet
17. TENANT understands that this list is subject to change as deemed necessary by the LANDLORD

Author of Report: Tariq Malik
 Department: Interim Superintendent
 Date of Regional School Board Meeting: August 15, 2018.

Mission Statement

To educate all children to be successful in any environment.

Vision Statement

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

Values

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

Strategic Goal Areas:

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

Date(s)	Activity	Details	Connection to YSD Mission, Objectives, Strategic Goals and/or School Goals
August 2018	Site Visits	Visited Akiak School , welcomed the new Principal and met with community members. Follow up visit with the maintenance director to monitor summer work progress.	Staff Recruitment and Retention Operations Community, Parents and Elder Involvement.
August 2018	Compact Meetings	Attended meetings with Akiachak Tribal council members, RSB and community members regarding Tribal Educational Compacting at Akiachak. Met with the three Tribal Councils and RSB members for a meeting on August 6, 2018 at Akiak regarding Tribal Education Compacting.	Community, Parents, Elders Involvement Education System Change.
August 2018	In-Service	Yup'it School District in-service on August 1&2, 2018 at Akiachak School was a success and trainings were held for the Administrators, Teachers, para-professionals Cooks, Maintenance and custodial staff.	Education System change Staff Recruitment & Retention
August 2018	Curriculum & Instruction	Monitored and followed up on Materials, supplies and provisions for the start of school with the Curriculum Director. Received new computers for the three sites. Pursued Language arts & Special education teacher hiring with the assistance of principals and the curriculum director. Filled the Technology Director's position.	Education System Change. Staff Recruitment and Retention.
August 2018	Summer Maintenance Programs extension	Akiak, Tuluksak, Akiachak Schools are staffed for the summer, as needed, and monitored for the summer maintenance of buildings and facilities and specified improvements work extended into August.	Operations & Education System Change Staff Recruitment and Retention.

Yupiit School District

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



Date: August 13, 2018
To: Regional School Board
From: Tariq Malik, Interim Superintendent

Re: Action Item A.

This is to ratify the Poll Vote that was administered on July 27, 2018 to compensate any of our Regional School Board members who attend any committee meetings or District-related meetings using the policy AR 9250 Stipend/Pay schedule. Motion was approved with 6-1 votes, Sam George abstained.

Yupiit School District

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



Date: August 13, 2018
To: Regional School Board
From: Tariq Malik, Interim

Superintendent

Re: Action Item B. New Hires

The Administration recommends the New Hire for Scott Price, Special Education Teacher (Secondary) for Akiachak School.

Yupiit School District

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



Date: August 13, 2018
To: Regional School Board
From: Tariq Malik, Interim Superintendent
Re: Action Item C. Bilingual and Culture Teacher Job Description

The Administration recommends the approval of the Bilingual and Culture Teacher Job Description.

**Yupit School District
Akiachak, Akiak, Tuluksak**

JOB DESCRIPTION

JOB TITLE: Bilingual and Cultural Teacher

SALARY: DOE

REPORTS TO: Principal /Yupiaq Education Director

HR 7.5

LOCATION: Akiachak

No. DAYS: 188

JOB PURPOSE: To provide instruction in the Yupik Language and Culture and to provide in-class support for children to bridge the Yupik/English languages.

Duties, Responsibilities and Accountabilities

1. Plans and prepare in writing bilingual/bicultural program of study, meet the individual needs, interests, and abilities of students, upon request of the Supervisor.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Guides the learning process toward the achievement of district and local school curriculum cultural goals and, in harmony with the goals, establishes clear objectives *for* all lessons, units, projects, and the like to communicate these objectives to students.
4. Encourages students to set and maintain high standards *for* classroom behavior.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities
6. Assesses the accomplishments of students on a regular basis and provides progress reports as required
7. Provides in-class support to bridge the language gap for second language learners
8. Counsels with colleagues, students, and/or parents on a regular basis and provides documented evidence, upon request.
9. Assists the administration in implementing all district policies and Yuuyaraq /or rules of governing student life and conduct, develops reasonable rules of classroom behavior and procedures and maintains procedural classroom management best practices.
10. Maintains accurate, complete, and *correct* records as required by law, district policy and administrative regulations
11. Attends and participates in faculty meetings regularly.
12. Cooperates with regular education teachers to design that supports students learning
13. Establishes and maintains cooperative relations with others.
14. Is responsible for monitoring the behavior of all students, within his/her sight and hearing during the workday.
15. Attends and participates In Community School Committee and various Advisory Committee meetings.
16. Performs other duties as assigned.

Qualifications:

1. Associates Degree Preferred
2. Valid Alaska Type M certificate
3. At least two years demonstrated successful teaching experience preferred.
4. Ability to carry out successfully the duties described above .

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 in Yupik and English.
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: High School diploma or equivalent. Post secondary education preferred.

Language Skills: Ability to read and interpret documents such as software operating and training instructions, and technical procedure manuals and curriculum guides. Ability to write routine reports and correspondence in English and Yup'ik.

Mathematical Skills: Ability to calculate figures and amounts such as bank deposits and purchase requisitions.

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, 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 principle 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

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



Date: August 13, 2018
To: Regional School Board
From: Tariq Malik, Interim Superintendent

Re: Action Item D. Proposed E 3515 Key Authorization Users

The Administration recommends the approval of the 1st Reading of the Proposed E 3515 Key Authorization users.

E3515

Proposed

Keying Schedule - Key Authorization Users

Job Position	Key Title	What Key Authorization Opens Only
Superintendent of Schools	GSM	Access to All Schools on all sites Exterior & Interior
Maintenance Director	GMM GMH	Access to All Schools on all sites Exterior & Interior,, connex, storage units, freezer & drygood storage, kitchen, principal, counselor, student store Access to Housing Units on all sites
Head Cook	FS	Freezer Room, Drygoods, Kitchen, School Front Door Key
Principals Principals	SM HM	Specific Site School Exterior and Interior Rooms All (Exterior School Keys Principal ONLY) Specific Site Only - All Housing Units Exterior Doors
Interim Subcontractors	IC	Exterior School Door & Classroom Key or Housing Key where they are staying
Teachers	SC	School interior rooms only (Not including the Kitchen, Principal, Counselor, Maintenance Rooms & Student Store)
Teachers Housing - Unit #1	H1 H2 H3 H4 H5 H6 H7	Only Teacher in Unit # 1 Only Teacher in Unit # 2 Only Teacher in Unit # 3 Only Teacher in Unit # 4 Only Teacher in Unit # 5 Only Teacher in Unit # 6 Only Teacher in Unit # 7
Maintenance Head Maintenance Person Maintenance Staff	MA M1 M2	Site Specific All interior classrooms (Except Principal, Counselor, Student Store) Check out/ sign in house key from Lock Box - Always two people in an occupied house Site Specific Front School Door Site Specific - Connex, Maintenance Storage Buildings, Maintenance Building
Maintenance Staff	MC	Vacant Housing Units - Change Core to MC after tenant leaves - At move in Change Core to Housing Unit # Core at move in or after the unit has past final clean and ready for occupant Occupied Units No Entrance without Occupant or Principal or check out key from Lock Box (Always 2 people in an occupied house
Custodian Staff	CC	Custodian Closet, Classrooms
Principal Office	PO	Separate Keying Only - Principal Only
Counselor Office	CO	Separate Keying Only - Counselor Only
Student Store	SS	Separate Keying Only - Principal Only to Sign over to Teacher in charge of Student Store
District Office	DO	Keys Only to District Office Building Employees
Secretary Office		Locked Key Box with Log for all housing unit keys - Only Maintenance Staff may check out keys

All Key Making/Coring equipment to be sent to Akiachak DO Office. No Key will be Cut or given to Any Individual that is not specifically listed as Authorized to enter a specific location. Any exceptions need to be authorized in writing by the Maintenance Director. Monthly all site specific signed key logs will be turned into the Maintenance Director and all blank keys will be monthly inventoried and submitted to the Maintenance Director on the last working day of each Month.

No Key will be given to an individual until they have signed the Key Log with verification from a second individual that they have received the authorized key per their specific job title.

The ONLY individual who will be making keys and cores for all Yupiit School District Buildings will be Ray Nose.

ALL Individuals whom receive keys will sign a Yupiit School District Key Contract

Yupiit School District

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



Date: August 13, 2018
To: Regional School Board
From: Tariq Malik, Interim Superintendent
Re: Action Item E. Proposed E 3510 Work Order Form

The Administration recommends the approval of the 1st Reading of the Proposed E 3510 Work Order Form.

E 3510
Proposed

**YUPIIT SCHOOL DISTRICT
WORK ORDER FORM**

Date:	Person Requesting :
Time:	WORK APPROVED BY:
Email to: Specific Principal and janderson@yuplit.org (Cell) 907.825.2035	Location of Work:
<input type="checkbox"/> Akiachak	
<input type="checkbox"/> Akiak	
<input type="checkbox"/> Tuluksak	

WORK REQUESTED: (JOB DESCRIPTION)

<input type="checkbox"/> Custodian
<input type="checkbox"/> Maintenance Department
<input type="checkbox"/> Emergency Issue
<input type="checkbox"/> Date Needed
<input type="checkbox"/> Pet in the House (PET HAS TO BE KENNELLED FOR WORK TO BE COMPLETED)

(MAINTENANCE ONLY - TO FILL IN BELOW)

WORK ASSIGNED TO:

SCOPE OF WORK COMPLETED:

Work Completion Date	Signatures
-----------------------------	-------------------

IF INCOMPLETE, EXPLAIN:

Yupiit School District

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



Date: August 13, 2018
To: Regional School Board
From: Tariq Malik, Interim Superintendent

Re: Board Travel/Info

The Regional School Board Retreat is scheduled on August 17-18, 2018 in Anchorage. This is for your information.

The Association of Alaska School Board Fall Boardmanship Academy is scheduled on September 15-16, 2018 in Fairbanks, Alaska. This is presented for your information and possible action.

Fall Boardsmanship Academy

Summary

Association of Alaska School Boards

FALL BOARDSMANSHIP ACADEMY

September 15-16, 2018

Pike's Waterfront Lodge ~ Fairbanks, AK

- **Early Bird Registration Fee (by September 10th): \$380 per person (please note a 5% service charge will apply to all credit card payments)**
- **Late Registration Fee (after September 10th): \$390**

*****Cancellations after September 10th & no-shows will incur a \$50 administrative fee per registration.*****

Attend the 2018 Fall Boardsmanship Academy to:

- **Hear an update from the UAS Alaska College on Education from Dr. Steve Atwater.**
- **Learn about K-12 outreach programs to support Alaska Teachers.**
- **Hear how Fairbanks North Star Borough School District is implementing personalized learning in the classroom.**
- **Hear how Yukon-Koyukuk School District is implementing language programs.**
- **Connect with colleagues from around the state.**
- **And much, much more!**

AASB Fall Boardsmanship Academy

Fall Boardsmanship Academy

Agenda

AASB Fall Academy

Pike's Waterfront Lodge ~ Fairbanks, Alaska

2018 Fall Boardsmanship Academy Agenda (printable)

Fall Boardsmanship Academy DRAFT Agenda

Saturday, September 15, 2018

8:15 a.m.	Conference Registration and continental breakfast & coffee
9:00 a.m.	Welcome, overview and warm up
9:15 -10:15 a.m.	UAS Alaska College on Education Update , Dr. Steve Atwater
10:15-10:30 am	Break
10:30- 11:30 am	Supporting Alaska's Teachers Alaska Teacher Placement, Alaska State Mentor Project, Educator's Rising, and REACH UP, Toni McFadden & Glenda Findlay
11:30 am- 12pm	Career Coach , Fred Villa, University of Alaska Statewide Academic Affairs
12:00-1:30 p.m.	Lunch on your own
1:30-2:45 p.m.	Personalized Learning in the Classroom Fairbanks North Star Borough School District , Karen Gaborik, Superintendent , Heidi Haas, School Board President
2:45-3:00 p.m.	Break
3:00-4:15 p.m.	Personalized Learning in the Classroom , Fairbanks North Star Borough School District, Karen Gaborik and Heidi Haas
4:15 p.m.	Wrap up of the day

Sunday, September 16, 2018

8:15 a.m.	Conference Registration and continental breakfast & coffee
9:00 a.m.	Welcome Back, overview and warm up
9:15-10:30 a.m.	District Language Programs Yukon Koyukuk School District, Susan Paskvan, Native Language Coordinator, Kerry Boyd, Superintendent
10:30 a.m.- 10:45 a.m.	Break
10:45 am- 12 pm	Research Based Educator Systems Support (RESS) Pilot Study Results Barbara Adams, Adams Analytic Solution, Sara Sledge, Coalition for Education Equity
12:00-1:30 p.m.	Lunch on your own
1:30-2:45 p.m.	School Boards' Role in School Climate – Jenni Lefing , AASB
245- 3:00 p.m.	Break
3:00- 4:15 p.m.	Board Training – Lon Garrison, AASB
4:15 p.m.	Evaluation & Wrap-up

Yupiit School District Regional School Board of Education Meetings

3rd Thursday Meeting Date	2nd Monday Agenda Deadline	2nd Wednesday Packet Information & Reports due @ 8:00 AM	2nd Friday Packets Distributed
July 19, 2018	July 9, 2018	July 11, 2018	July 13, 2018
August 15, 2018 August 17-18, 2018	August 6, 2018 BOARD RETREAT	August 8, 2018	August 20, 2018
September 20, 2018	September 10, 2018	September 12, 2018	September 13, 2018
October 18, 2018	October 8, 2018	October 10, 2018	October 12, 2018
November 15, 2018	November 5, 2018	November 7, 2018	November 9, 2018
December 20, 2018	December 10, 2018	December 12, 2018	December 14, 2018
January 17, 2019	January 7, 2019	January 9, 2019	January 11, 2019
February 21, 2019	February 11, 2019	February 13, 2019	February 15, 2019
March 21, 2019	March 11, 2019	March 13, 2019	March 15, 2019
April 18, 2019	April 8, 2019	April 10, 2019	April 12, 2019
May 16, 2019	May 6, 2019	May 8 2019	May 10, 2019
June 20, 2019	June 10, 2019	June 12, 2019	June 14, 2019

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**