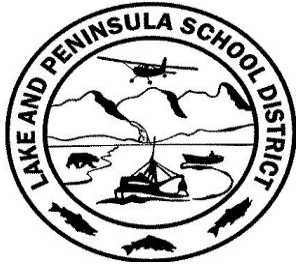


**THE LAKE AND PENINSULA SCHOOL DISTRICT**  
**Regular School Board Meeting AGENDA**  
**January 10, 2019, 10:00 AM**

Agenda

1. <b>CALL TO ORDER</b>	
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3. <b>PLEDGE OF ALLEGIANCE</b>	<b>5</b>
4. <b>ROLL CALL</b>	
5. <b>INTRODUCTION OF VISITORS</b>	
6. <b>ORDERING OF AGENDA</b>	
7. <b>APPROVAL OF CONSENT AGENDA</b>	
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d. Public Comments	
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b. LSAC	
c. Student	
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a. Contract Approval	
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15. <b>FUTURE AGENDA ITEMS AND MEETING DATE</b>	
a. February 14, 2019	
16. <b>ADJOURNMENT</b>	



THE LAKE AND PENINSULA SCHOOL DISTRICT  
101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-4473



OATH OF OFFICE  
SCHOOL BOARD MEMBER

I, *Gerda Kosbruk*, School Board Member, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States of America and the Constitution of the State of Alaska, and that I will honestly, faithfully, and impartially discharge my duties as a School Board Member, to the best of my ability.

---

Gerda Kosbruk,  
School Board Member

Subscribed and sworn to before me this \_\_\_\_th day of January, 2019.

---

Notary in and for the State of Alaska

---

Commission expires



THE LAKE AND PENINSULA SCHOOL DISTRICT  
101 Jensen Drive  
P.O. Box 498  
King Salmon, Alaska 99613  
Phone (907) 246-4280 / Fax (907) 246-4473



OATH OF OFFICE  
SCHOOL BOARD MEMBER

I, *Harry Ricci*, School Board Member, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States of America and the Constitution of the State of Alaska, and that I will honestly, faithfully, and impartially discharge my duties as a School Board Member, to the best of my ability.

---

Harry Ricci,  
School Board Member

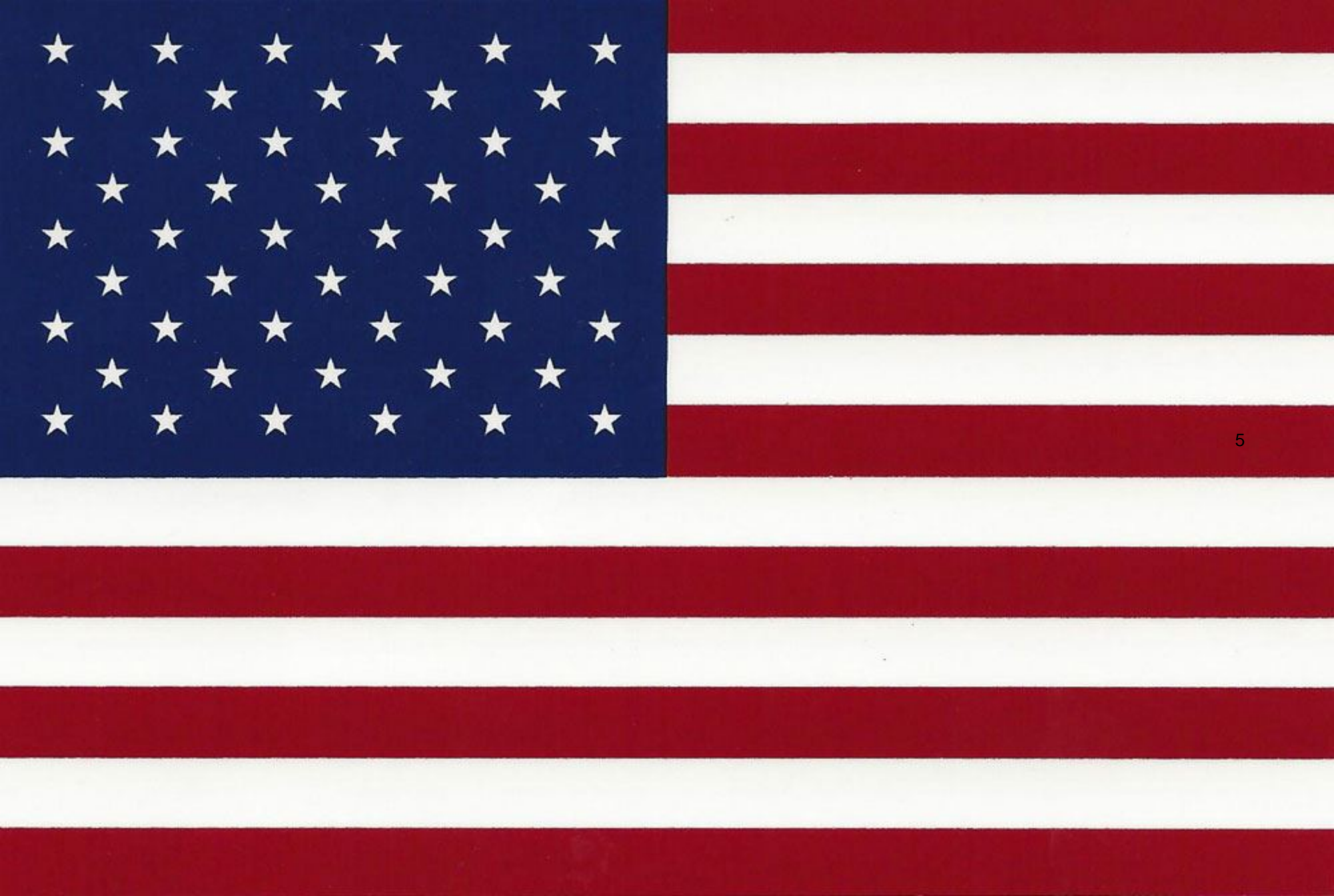
Subscribed and sworn to before me this \_\_\_\_th day of January, 2019.

---

Notary in and for the State of Alaska

---

Commission expires



*JANUARY 10, 2019*  
*School Board Meeting*

**PAYROLL**

**CHECK REGISTERS**

**11/7/2018 – 1/10/2019**

41272 – 41492

**GENERAL**

**CHECK REGISTERS**

**11/7/18 – 1/10/19**

97326 – 97489

**PAYROLL & GENERAL**

**Direct Deposits & Vendor Payments**

**11/7/18 – 1/10/19**

Vouchers 1099 - 1157

<b>To: Superintendent Ty Mase and LPSD School Board Members</b>	<b>From: Jerry Fisher, Principal Hannah Ward, Head Teacher</b>
<b>Outstanding Activities and Events</b>	
<p>We hosted a Christmas Play and Potluck, on the 18<sup>th</sup>. On the 15<sup>th</sup>, student government hosted a donation bingo night with the help of parents and our secondary class.</p> <p>We also had a Polar Express party in the Elementary class. Students came to school in their pajamas, and enjoyed snacks, games, and arts and crafts activities.</p>	
<b>Personnel</b>	
<p>Our personnel are doing great! Hannah Ward in our primary classroom, and Rob Fagerquist in our secondary classroom are excited to have finished their first semester in Pilot Point. They are looking forward to a fantastic spring semester.</p>	
<b>Standards Based System/Curriculum Progress</b>	
<p>The teachers are doing their best to make their lessons culturally relevant for our students.</p>	
<b>Technology Progress</b>	
<p>Technology is working ok. The internet issues have been fixed and computers are no longer being kicked off the wifi. We still need a projector installed in the secondary classroom.</p>	
<b>Facility Update</b>	
<p>Our secondary class has almost finished building the trash bin. We are excited to get it outside so we no longer have to keep our trash in the hallway.</p> <p>Repairs needed: Our carpets are ripped and bubbled and creating a tripping hazard for teachers and students.</p>	
<b>LSAC Activity</b>	
<p>We had our LSAC meeting on the 12th. We discussed night gym, the Christmas Play, and current activities going around the school.</p>	

## **Volunteer Report**

### **Professional Development**

Our professional development has been centered around the Crisis Prevention training. We were very thankful to have Mr. Richter come down to walk our staff through the training.

### **Pupil Attendance**

Students are excited to be out for Christmas break. At this time of year we have seen a drop in student attendance as families are traveling.

### **Student and Staff Safety**

Students safety lessons this month have been centered on sharing and taking pride in our school.

### **Subsistence Calendar**

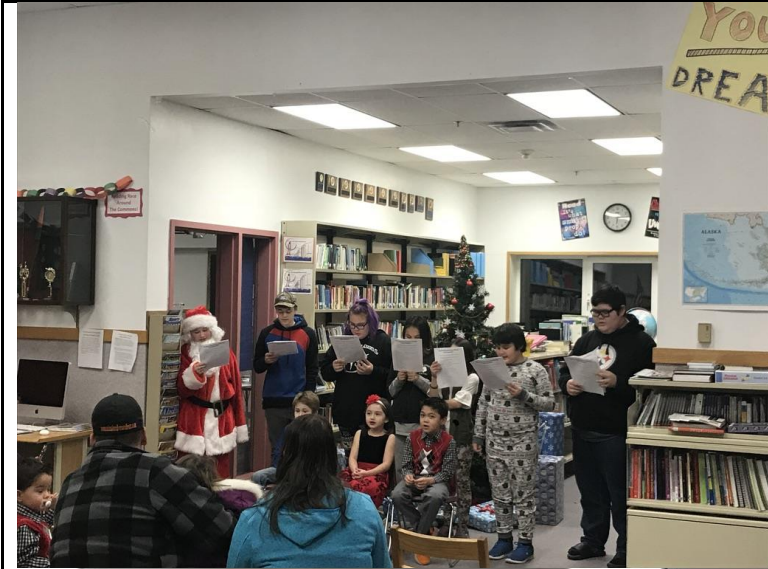
Students are making gains as they progress through the year. Students that did not finish levels at the end of last year are making their way towards end of level tests. We expect to have several students pass levels soon after we come back from Christmas Break.

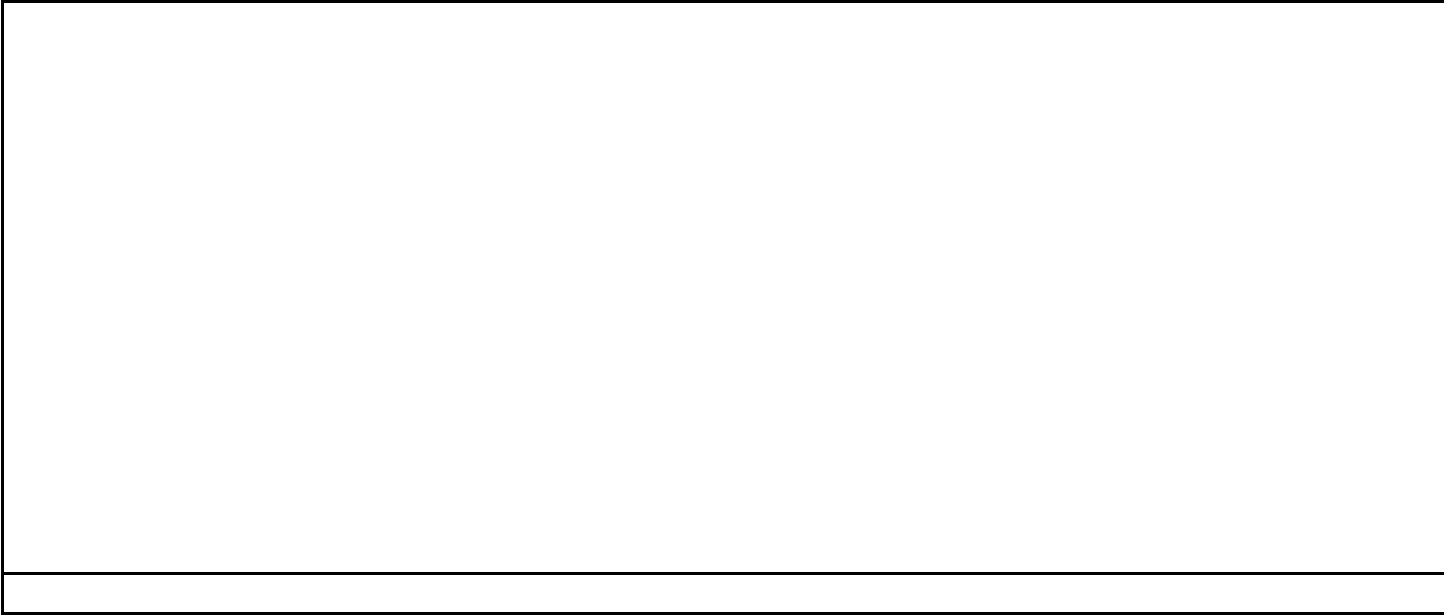
Other: Photos:

Bingo night:



Christmas Play and Potluck:





**To: Superintendent Ty Mase  
and LPSD School Board  
Members**

**From:  
Jerry Fisher, Principal**

**Site Report – Kokhanok School – September, 2018**

**Outstanding Activities and Events**

We hosted a Christmas Bazar on Saturday the 15 and a Christmas Event on Wednesday the 19. Each of the teachers had their class perform a small song or routine.

**Personnel**

Our personnel are doing well overall. We are looking forward to the new tutor who will arrive on the 12 of January. She and Jordan will take some our higher needs students and provide them with extra support until the end of the semester.

**Standards Based System/Curriculum Progress**

The teachers are doing their best to make their lessons culturally relevant for our students.

**Technology Progress**

Our Technology has been working well in Kokhanok. Our new projectors have arrived and waiting to be installed.

**LSAC Activity**

We held a LSAC meeting on December 3 and discussed the coming events. We have Christmas Bazar planned and a Christmas program. The Bazar will be held on the 15 and the Christmas program will be held on the 19<sup>th</sup>.

**Volunteer Report**

Brittany has had a lot of volunteers in the Pre-K room this year. It has been nice to see parents in the classroom helping with the students.

**Facility Update**

The facility is in good repair. Leonard has been doing a great job keeping the building cleaned. He does an amazing job. The rooms have been cold the last few days as the temperature has dropped, but that is being fixed.

**Professional Development**

Our professional development has been centered around MAPS testing, our new reading curriculum and powerschool. We have also had sessions detailing changes in our cultural standards.

**Pupil Attendance**

Our attendance has been off the last month or so after Thanksgiving. We had a stomach bug run through the school that has really hurt our overall attendance.

**Student and Staff Safety**

Students safety lately has been on anti-bullying and how to show respect to others.

**Subsistence Calendar**

We are still enjoying our subsistence calendar and working out how to give credit to our few students who have completed summer culture activities.

**Other:**

## Site Report – Chignik Lake – December 2018

<b>To: Superintendent Ty Mase and LPSD School Board Members</b>	<b>From: Barbra Donachy/Head Teacher, Chignik Lake</b>
<b>Outstanding Activities and Events</b>	
<p>Chignik Lake School is maintaining its enrollment of eight students in the main school and three in the preschool. All students were focused on finishing projects and finishing academic tasks needing completion prior to winter break. Kindergarten through 8<sup>th</sup> graders participated in the MAP testing. Students all showed growth compared to the beginning of the year benchmark. Conferences to discuss the growth with parents will be held after winter break.</p> <p>At the end of the school term, the students enjoyed a visit from Rick Luthi. They were able to show off their reading, math, and technology skills while he was here.</p> <p>Students also spent time preparing for a presentation for the community. This presentation included a sing-a-long, some jokes, and most importantly a play depicting a native story which explains the origins of the winds. The show was enjoyed by many community and family members. A dessert potluck followed where all enjoyed socializing before a much-deserved school break.</p> <p>One issue is plaguing our village. This issue is affecting all of the community members along with the school. Our mail service, provided by the contracted airline, Grant Aviation, has been horribly slow. Community members have all been experiencing delayed mail. Many of us have mail and freight which has been sitting in King Salmon for three weeks or perhaps longer. This undelivered mail includes groceries for the school and other items necessary for student instruction.</p>	
<b>Personnel</b>	
CPI training is scheduled for January 12 <sup>th</sup> for all student contact staff.	
<b>Standards Based System/Curriculum Progress</b>	
All students are making progress in their levels.	
<b>Technology Progress</b>	
All our technology is functioning properly. We are still waiting for a speaker to be delivered which was supposed to go along with one of our projectors. This, too, is an item we are waiting for delivery through the Post Office (Grant Aviation).	
<b>Facility Update</b>	
The facility is in good shape. New shovels have been ordered in order to keep our treacherously slippery boardwalks clear. Ice cleats have been ordered for staff who do not have them to avoid slipping.	
<b>LSAC Activity</b>	
The LSAC met on December 6th. See the LSAC report for details. The next meeting is scheduled for January 15th.	
<b>Volunteer Report</b>	
Brenda King continues to volunteer in the library shelving books in her spare time. Jack Donachy also volunteered a few hours supporting students.	
<b>Professional Development</b>	

Our school participated in the late start Monday at the beginning of the month for professional development for teachers.
<b>Pupil Attendance</b>
Eight students are regularly attending school in the K-8 classroom. Three students have been regularly attending preschool.
<b>Student and Staff Safety</b>
Ice cleats have been ordered for those staff who do not have some.
<b>Subsistence Calendar</b>
No concerns regarding this topic.
<b>Other</b>
Nothing else to report

## Site Report – School Site –December 2018

<b>To: Superintendent Ty Mase and LPSD School Board Members</b>	<b>From: Sara Erickson, Co-Head Teacher</b>
<b>Outstanding Activities and Events</b>	
We have two students making traditional tools and clothing for level 10 cultural awareness projects.	
<b>Personnel</b>	
Staff are doing well.	
<b>Standards Based System/Curriculum Progress</b>	
We are working to get as many standards done as possible as the first semester comes to a close.	
<b>Technology Progress</b>	
We are getting a new projector and apple tv for each classroom because we only have one that we are sharing. The new reading program requires a great deal of projecting so we really need one for each class.	
<b>Facility Update</b>	
We are still struggling with our roof and leaking.	
<b>LSAC Activity</b>	
There was a December LSAC see attached for minutes.	
<b>Volunteer Report</b>	
None to report.	
<b>Professional Development</b>	
The staff likes the late Monday professional development. It has been very useful.	
<b>Pupil Attendance</b>	
Attendance is strong!	
<b>Student and Staff Safety</b>	
Everyone has been safe. There is nothing to report.	
<b>Subsistence Calendar</b>	
We are working on moving through the curriculum so that the students finish their standards by the end of the year.	
<b>Other</b>	

**Local School Advisory Committee**  
**Meeting Agenda**  
For  
**(Wednesday)**  
**December 12<sup>th</sup> 2018**

The Local School Advisory Committee will hold a meeting Wednesday December 12th 2018 at **4:00PM** at the Pilot Point School.

The agenda shall be as follows:

A. Call to Order 4:13PM

B. Roll Call A) Lori Ann Abyo\_X,B) Breanna Griechen Absent\_,C) Monica Brown\_X,D) Samantha Holm\_X,E) Tabitha Holm\_.

C. Introductions: Hannah Ward, Mr. Rob and Jerry Fisher

D. Approval of Agenda: There was No agenda to approve

E. Approval of Previous Minutes: There were no minutes from last meeting

F. Reports:

1. **Principal:**

The school is doing well. There might be a change in the online classes next school year. There is a possibility that there is a tutor coming.

2. **Teachers:**

**HANNAH:** The reading teacher Amber Kresel came to the school for a couple days to help get the teachers set up with the reading program. The kids have been doing chess club and have been enjoying Chess and still look forward to the virtual chess game with the other schools that are doing chess as well. After Christmas break, there will be an art club starting.

**Mr.Rob:** Students are doing well. The kids are working to put a new dumpster together for the school.

The school will be releasing at 2 PM on Thursday December 13, 2018 to have the end of the quarter parent/teacher meetings. The MAP testing that the students took will be discussed.

3. **Student Rep:**

There was no student rep that came to the meeting, but Mr. Rob reported on the Student Government. They will be hosting a Bingo on Saturday December 15, 2018 at 5 PM. They are accepting donations from anyone that wants to donate and will be selling Italian sodas.

G. New Business;

1. Christmas Play and Potluck                      2.                      3.

The students have been working on a Christmas play that they will put on December 18, 2018 at 6 PM. The students will perform their play and then the potluck will take place after in the gym.

H. Old Business;

1. Night Gym                      2. LSAC Elections                      3. Thanksgiving Potluck

A child is a terrible thing to waste

## **Local School Advisory Committee Meeting Agenda**

Night Gym was discussed, since the last meeting, the night gym aide was instructed to lock the front door at 6:30 PM, so students that are at gym are not running in and out of the school. That has not been followed through on, but teachers will make reiterate the policy to the gym aide. There will also be a gym agreement written up for students and parents to sign, if they want to come to the gym. There have been some issues with students being told they are not allowed to come to gym for not following rules and still showing up. The parents will also be notified when the student is not allowed to come to gym.

The votes of the LSAC election were counted in the last meeting and Lori Ann Abyo, Breanna Griechen and Tabitha Holm received the most votes in the election that took place on November 6, 2018. Brenna Griechen was absent this meeting, so we will wait until next meeting to assign the office positions.

Thanksgiving potluck took place on November 21, 2018 during lunch time. The Student Government purchased 2 turkeys for the potluck and parents brought other dishes. The turkeys turned out good and everyone left full.

I. Future Agenda Items: LSAC office placement

J. Date and time of next meeting: January 22, 2019 @ 4 PM

K. Public comments: None

L. School staff comments: Last day of school is December 19, 2018 and it will be a full day of school. The students will have a little pajama party and Polar Express Party that day. Snacks are welcomed.

M. LSAC member comments:

N. Adjournment; \_5\_:00\_PM

# Chignik Lake School

## LSAC Meeting

Thursday, December 6, 2018

Call to Order: 4:00 p.m.

Roll Call: Marty Takak, Francine Isenberg, Clinton Boskofsky, Nina Garner, Natalie Lind,

Visitors: Barbra Donachy, Matthew Stark, Brenda King

Approval of Agenda – motion to approve amended agenda by Clinton, second by Nina.

Approval of Previous Minutes- motion to approve previous minutes as read with no corrections by Nina Garner, Clinton second.

Reports –

Preschool- Doing letters each week, doing numbers, practicing Christmas program, children love the arts and crafts, learning shapes and colors, most important is the letter and the sound of letters. Seem to be enjoying learning the letter and sounds as well as doing this on the iPads. All the students have individual iPads.

Elementary/Middle/High School- 3 times a year MAP (measures of academic performance) tests are given. All students finished today, all students did terrific. Due to the tests being long, Barbra broke the tests into smaller segments. Barbra is receiving help so that she may work with students individually with this. Barbra will contact parents with the results. All kids are presenting during the Christmas program. Finishing all assignments that are due before break. Matthew won a \$5,000 grant from Carrs/Safeway for the school for Robotics. He will be ordering supplies. Joe has approved this. He is just waiting for the money to be released. Curriculum will be changing so this will help fill those items.

New Business:

Selection of Officers-Per LSAC Handbook selection of officers will be done at the next meeting after the elections which would be at today's meeting.

Nina would like to keep it as a block selection and keep as assigned. No objections, Brenda makes a motion to accept positions as stated. Nina second.

Christmas Presentation and Dessert Potluck- Barbra says all the kids are working on a presentation for the Community on December 17<sup>th</sup> at 6pm, dessert potluck only.

Winter Break - Barbra says winter break starts 12/19, 12/18 will be updated on release time per conversation with Joe. 01/04 is when school starts again. 01/07 school starts and may be late start. No school 1/10 due to last night of starring. No school 1/11.

Emergency Crisis Plan-Site crisis manual needs to be updated with current contact information. Updated version will be presented at the next meeting.

Next Meeting-January 15, 2019 at 4pm

Dismissal-Motion to adjourn by Nina at 4:36pm, Francine second.

**The Lake and Peninsula School District  
Regular Local School Advisory Committee  
Date: December 11, 2018  
Location: Chignik Lagoon**

**1. Call to Order**

LSAC President, Jolene Peterson called the regular meeting of Chignik Lagoon LSAC to order, at 4:30PM at the Chignik Lagoon School in Chignik Lagoon, Alaska.

**2. Roll Call of LSAC Members**

President, Jolene Peterson, Vice President: Rhonda Gregorio, Secretary: Samantha Jones, Members: Christine Anderson, Harolyn Bumpus (absent), Alternate Member: Sean Carr (absent)

**3. Introduction of Staff, Students, and Visitors**

Sara Erickson, Nancy Anderson

**4. Approval of Agenda**

**A. MOTION:** Moved by: Rhonda, Seconded by: Christina

**5. Previous Minutes**

**A. MOTION:** Moved by: Christina, Seconded by: Rhonda

**6. New Business**

**A. Student Government: DISCUSSION:** A store order was placed last week. The Custom Ink Fundraiser fell through, there weren't enough sweatshirts ordered, all of the money was returned to the people who preordered. T-Shirts and sweatshirts are generally better for fundraisers, as there is a minimum of 30 to place an order, coffee mugs are 50 for a minimum order. Chris suggested a Spirit week after winter break. The kids will choose the themes for the days. Samantha suggested that we do a potluck and possibly do a reward for the most spirited. We could advertise it to the community details will follow. The school store is making money; the teachers/student government advisors feel that it is best to ease up on the fundraisers this year because of our disaster salmon season.

**B. Other: DISCUSSION:** Jolene said that the JOM order was placed, a lot of the items came in damaged. Jolene resent the items and is waiting for them to come back in the mail.

**7. Future Agenda Items:**

**A. Next Meeting: January 23, 2018 @ 4:00pm**

**B. Fundraiser Ideas**

**8. Adjournment**

**Moved by:** Jolene Petersen **Seconded by:** Samantha Jones, to adjourn at 4:44 pm.

**DISCUSSION:** NONE **VOTE:** Approved

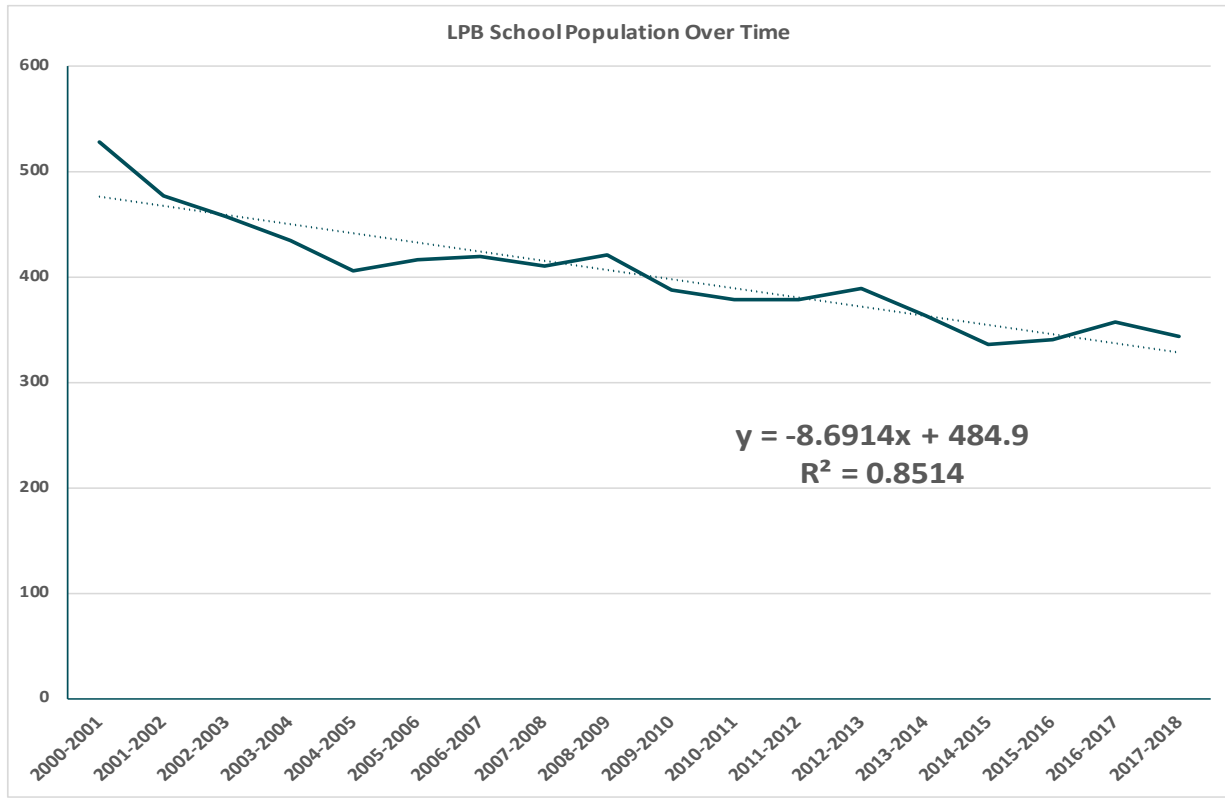
**PASSED AND APPROVED THIS 11th Day of December 2018  
BY THE CHIGNIK LAGOON LOCAL SCHOOL ADVISORY COMMITTEE**



Date: January 1, 2019  
 To: Lake and Peninsula School Board  
 From: Ty Mase  
 Re: Superintendent's Report – January 1, 2019

**I. Enrollment History**

The statistical interpretation is that since the 2000-2001 school year, the district has lost an average of 8.7 students/year.



**II. Important Dates**

- January 21- Assembly Meeting
- February 9 – AASB Fly-In
- February 14 – Board Meeting
- March 15 – Alaska Teacher Placement
- March 23 – AASB Fly-In
- March 24 – Superintendent Fly-In

April 8 – PEAK Testing  
April 15 – SNAP Meet  
April 22 – Cultural Week  
May 2 – School Closes

### **III. Maintenance Issues**

In December we discussed the Chignik Lagoon roof and the need for the district to address ongoing maintenance issues. Last year, in addition to our regular funding request from the Borough, we also asked for a draw on the School Endowment Fund to pay for a new reading curriculum. The plan for the upcoming budget cycle is to request something similar to address the leaking roof in the Lagoon, carpet in Pilot Point and rusted out doors in some of our South sites.

### **IV. Administrators as Coaches**

This past year I made the decision to not allow principals to coach. Time away from sites, cost, and politics all weighed into my decision. However, in some cases there aren't other options and the principal is the clearly the best candidate to work with our student athletes. I am informing the board at this time so future discussions can take place for next school year. Whatever decision is made, I would like to have board input on this issue.

### **V. Step Increase Mistake**

During negotiations last year we agreed that we would shift our salary columns and freeze step movement for one year. To date this year's salary payouts have included a step increase, amounting to approximately \$600 per eligible certified staff so far this year.

Our solution is to process the correction on the remaining checks so it is not a hardship on anyone.

### **VI. CTE Update**

Exciting news for our BBRCTE Program. BBEDC has granted the program \$150,000 with the possibility of this becoming annual support. And BBNC (Peak Oilfield) has given the program \$100,000 through the Alaska Tax Credit Program. A very big step for program stability and the future of vocational training for the region's students!

### **VII. Air Taxi Survey**

We have developed an air taxi survey which will be sent to district travelers every Friday. The survey is meant to capture safety concerns and provide our air taxis with feedback. A copy of the survey is attached to this report.

### **VIII. Staffing**

As you may have read in my last Friday update, we have had a tough year when it comes to staffing. We had a teacher leave prior to the school year, another at the end of the first quarter and yet another at the end of the second semester. Add to this a principal resignation at the end of the first semester and we have an unprecedented amount of resignations and the year is only half over.

We are paying attention and also looking forward when it comes to new hires, induction, retention, etc.



Date: January 10, 2019  
To: Lake and Peninsula School Board  
From: Kasie Luke  
Re: Human Resources Director - December 2018

---

### **Stepping into Spring:**

- Welcoming 5 tutors:
  - Diana Basisty, Brockport U - Kokhanok
  - Lauren Carson, Brockport U - Newhalen
  - James Williams, Centenary U - Perryville
  - Abbey Wells, former LSPD teacher - Tanalian
  - Jen Jenkins (+ Spouse, AJ & Service Dog Rafiki), Kutztown U - Levelock
- 5 Student Teachers:
  - Suzanne Collander, University of Alaska, ANC, - Newhalen
  - Taylor Lanham, Brockport U - Newhalen
  - Maddie Spinelli, Kutztown U - Chignik Bay
  - Gabbie Cruz, Kutztown U - Igiugig
  - Nicole Tener, Kutztown U - Nondalton

### **Adjustments:**

- Jerry Fisher resigned 12/21/18
- Moon McCarley will serve as the Pilot Point Itinerant Principal
- Ed Lester will serve as Igiugig Itinerant Principal which means
- Joe Ward will pick up Chignik Bay as their Itinerant Principal
- Bill Cornell will be the Itinerant Principal for Kokhanok
- Elena Swenson resigned 12/12/18
- Eric Michael will be the Perryville Secondary Generalist
- Bill Harris has signed on through 3/1/19 as Long Term Sub at Meshik School

### **Recruitment:**

- Distance Teacher and Principal Postings
- We will continue to encourage staff to seek out Certified Educators by continuing to offer a “Head Hunter” stipend.
- Graphic Design LPSD Display in progress for Ted Stevens International Airport

## All Personnel

BP 4112.4  
4212.4  
4312.4

### HEALTH EXAMINATIONS

Note: Alaska Statute 14.30.075, enacted in 2016, provides that school districts may require physical examinations of teachers as a condition of employment. Districts are not required to pay the cost of teacher physical exams and this does not affect the coverage of any health insurance benefits the district provides to teachers

Employees may be required to pass a physical and/or psychological examination any time such an examination appears necessary to preserve the health and welfare of district students and employees, or to furnish medical proof of physical or mental ability to perform satisfactorily the assigned duties of an individual's position, or as a condition of employment.

*(cf. 4119.41 - Employees with Infectious Disease)*

*Legal Reference:*

ALASKA STATUTE

*14.30.075 Physical examinations for teachers*

ALASKA ADMINISTRATIVE CODE

*4 AAC 18.010 Teachers' and administrators' contracts*

*Revised 3/2018*

## Certificated Personnel

### SUSPENSION/DISCIPLINARY ACTION

BP 4118

The School Board expects its employees to perform their duties in accordance with state law and School Board policy and administrative regulations.

*(cf. 4119.21 - Codes of Ethics)*

*(cf. 4117.4 - Dismissal)*

*(cf. 4117.6 - Nonretention)*

The Superintendent or designee may take disciplinary action, including verbal warning, written warning, reassignment, suspension with or without pay and dismissal, as he/she deems appropriate and may deviate from the progressive order of disciplinary actions in light of the particular facts and circumstances involved.

Note: A teacher may be suspended pending an investigation to determine whether cause exists for dismissal. However, the teacher's regular compensation must be continued during the temporary suspension. AS 14.20.170.

The Superintendent or designee shall document all disciplinary actions thoroughly and accurately and shall ensure that such actions are taken in a consistent, nondiscriminatory manner.

Certificated management and supervisory personnel who are not covered by a collective bargaining agreement are subject to the disciplinary procedures set forth in BP 4218, except for discipline involving dismissal or nonretention. The District will provide the statutory and policy rights afforded to all certificated staff for dismissal and nonretention actions.

*(cf. 4218 – Dismissal/Suspension/Disciplinary Action)*

*(cf. 4300 - Definitions)*

#### *Legal Reference:*

##### ALASKA STATUTES

*14.20.030 Causes for revocation and suspension*

*14.20.170 Dismissal*

*14.20.175 Nonretention*

*14.20.180 Procedures upon notice of dismissal or nonretention*

##### ALASKA ADMINISTRATIVE CODE

*20 AAC 10.020 Code of ethics and teaching standards*

*Revised 3/2018*

**AASB POLICY REFERENCE MANUAL**  
**9/92**

## Personnel

### DISMISSAL/SUSPENSION/DISCIPLINARY ACTION

BP 4218(a)

#### Probationary Employees

At any time prior to the expiration of the probationary period, the Superintendent or designee may, at his/her discretion, dismiss a probationary classified employee from district employment. A probationary employee shall not be entitled to a hearing.

#### Permanent Employees

Permanent classified employees shall be subject to personnel action (including, but not limited to, reprimand, suspension without pay, demotion, reduction of pay step in class, dismissal) only for cause. This policy also applies to classified management and supervisory employees unless otherwise provided by law.

*(cf. 4300 – Definitions)*

In addition to any disqualifying or actionable causes otherwise provided for by statute or by policy or regulation of this district, each of the following constitutes cause for personnel action against a permanent classified employee:

1. falsifying any information supplied to the school district, including, but not limited to, information supplied on application forms, employment records, or any other school district records
2. incompetency
3. inefficiency
4. neglect of duty
5. insubordination
6. dishonesty
7. possessing or consuming alcohol, tobacco, controlled substances, including marijuana, or other illegal drugs or synthetic drugs while on duty or on District premises whether or not on duty; or being under the influence of these prohibited substances while on duty
8. conviction of a felony, conviction of any sex offense made relevant by provisions of law, or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. A plea or verdict of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section. Applicants and employees must inform the Superintendent of any conviction so that a determination can be made by the district regarding its applicability to

**Personnel**

employment. For existing employees, reporting must occur within 48 hours of conviction.

## Personnel

### DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

BP 4218(b)

9. absence without leave
10. immoral conduct
11. discourteous treatment of the public, students, or other employees
12. improper political activity
13. willful disobedience
14. misuse, theft, or destruction of district property
15. violation of district, School Board or departmental rule, policy, procedure, or violation of federal, state, or local statute, regulation, or ordinance
16. physical or mental disability, which disability precludes the employee from the proper performance of his/her essential duties and responsibilities as determined by competent medical authority, except as otherwise provided by a contract or by law regulating the accommodation of disabilities or the retirement of employees
17. failure to possess or keep in effect any license, certificate, or other similar requirement specified in the employee's class specification or otherwise necessary for the employee to perform the duties of the position
18. unlawful discrimination, including harassment, on the basis of race, religion, creed, color, national origin, ancestry, physical or mental disability, marital status, sex, pregnancy, or age against the public, students, or other employees
19. unlawful retaliation against any other district officer or employee, student, or member of the public who, in good faith, reports, assists, discloses, divulges, or otherwise brings to the attention of any appropriate authority, whether an outside person, agency, or school district official, any information relative to actual or suspected violation of any law or district policy or procedure occurring on the job or directly related thereto
20. any other failure of good behavior either during or outside of duty hours which is of such nature that it causes discredit to the district or his/her employment

### Disciplinary Procedures

The following procedures will govern personnel action unless an applicable collective bargaining agreement provides different procedures. In such event, the collective bargaining agreement will govern and employees must utilize the negotiated grievance procedures to appeal any discipline. In cases involving a personnel action, the Superintendent or designee shall prepare a written statement of the personnel action which shall be served upon the employee either personally or by

**Personnel**

registered or certified mail, return receipt requested, at the employee's last known address. The statement shall include:

## Personnel

### DISMISSAL/SUSPENSION/DISCIPLINARY ACTION (continued)

BP 4218(c)

1. A statement of the nature of the personnel action (the disciplinary action being imposed).
2. A statement of the cause or causes for the discipline.
3. A statement of the specific acts or omissions upon which the causes are based. If violation of rule, policy, or regulation of the district is alleged, the rule, policy, or regulation violated shall be identified.
4. A statement of the employee's right to appeal the recommendation and the manner and time within which his/her appeal must be filed.

In the event the Superintendent or designee determines that an employee should be removed from duty while an investigation into alleged misconduct is conducted, the employee will be placed on administrative leave with pay.

In cases where the Superintendent or designee has determined that a permanent classified employee should be dismissed, termination of employment will be effective upon delivery to the employee of the statement of personnel action.

For all discipline short of dismissal, demotion in a reduction in pay, or unpaid suspension of five (5) or more days, a permanent employee may, within five calendar days after receiving the statement of personnel action described above, file a written appeal to the Superintendent. If the Superintendent did not decide the original discipline, the Superintendent shall hear and decide the appeal. Otherwise, the Superintendent will appoint another district administrator to hear and decide the appeal. The appeal may be conducted without a hearing, based upon a review of the personnel action and the written appeal. At the Superintendent or designee's sole discretion, an informal hearing may be held if determined to be necessary to inform the decision maker. The decision on appeal is final.

A permanent employee who has been dismissed, demoted with a reduction in pay, or placed on unpaid suspension of five (5) or more days, may, within five calendar days after receiving the statement of personnel action described above, file a written appeal to the School Board by submitting his/her request to the Superintendent. The appeal may include a formal hearing before the School Board, in the event this is requested by the employee. If not, the appeal may be conducted without a hearing, based on the School Board's review of the statement of the personnel action and the written appeal. The School Board shall determine the procedures for the hearing, giving the employee advanced notice of the procedures. The decision of the School Board is final. If an employee fails to appeal personnel action within the time specified in these rules, the employee shall be deemed to have waived his/her right to an appeal.

At any time before an employee's appeal is finally submitted to the Superintendent or School Board for decision, the Superintendent or designee may serve on the employee and file with the decision maker an amended or supplemental statement of personnel action.

**Personnel**

The Superintendent, designee, or School Board who is hearing an appeal may affirm, modify or revoke the personnel action.

**DISMISSAL/SUSPENSION/DISCIPLINARY ACTION** (continued)

BP 4218(d)

Revised 3/2018

**CHILD CARE AND DEVELOPMENT PROGRAMS**

BP 6179

Note: The following optional policy may be revised or deleted to reflect district philosophy and needs.

The School Board wishes to provide a safe environment with competent, caring supervision for children whose parents/guardians are working, in training, seeking jobs, incapacitated, or in need of respite. Besides attempting to help children develop intellectually, socially, emotionally and physically, district child care and preschool programs should strengthen families by enhancing parenting skills and reducing the strain on parents.

The Superintendent or designee shall ensure that district child care and preschool programs comply with requirements of law.

A district must submit annual assurances to the department indicating that the district has adopted written policies that ensure compliance with the programmatic requirements of 4 AAC 60.170, the pre-elementary education regulation. The assurances must be signed by the superintendent for the district.

*(cf. 5146 - Married/Pregnant/Parenting Students)*

*(cf. 5148 - Child Care)*

*Legal Reference:*

ALASKA ADMINISTRATIVE CODE

*4 AAC 60.010-4 AAC 60.180 Pre-elementary (early childhood) school*

*Revised 3/2018*

## Leave without Pay Board Overview

At our December Board meeting I indicated that I would do further research on LPSD's policies and procedures dealing with Leave Without Pay (LWOP).

Currently, LPSD offers classified staff members sick leave (see below), but no personal or annual leave. In discussions with Joyce Alto, LPSD payroll clerk, it was stated that approximately 60% of current classified employees utilize LWOP each school year. The reasons vary, but some examples include:

- Running out of sick leave while taking care of major medical procedures
- Attending board, corporation, or other meetings outside of the village
- Personal travel to Anchorage or other destinations
- Commercial fishing in the Chignik
- Subsistence and Migrant Activities such as extended hunting and fishing trips

A recent real-life example would be an employee who was in Anchorage for medical procedures and suffered complications and was not cleared to travel back to the village. Available sick leave was used and the employee went into LWOP status for several weeks. Under FMLA and AFLA we are required to allow employees to be absent for a qualifying condition for 12 to 18 weeks.

We also have employees that participate in the Chignik fishery and miss the first several weeks of each school year. Their absences are pre-arranged and we work with them to make sure they are covered.

Without offering alternative leave, it would be difficult to eliminate LWOP in LPSD. We have many individuals across the district who have to travel out for medical and who sit on multiple boards, etc. A quick comparison would be if Lake and Pen Board or Assembly Members didn't have leave to attend meetings, trainings, fly-ins, etc. An active board or assembly member would need several weeks of LWOP a year.

Our practice has been to require prior notice and approval for LWOP. When necessary, we hire subs for those classified staff that we know are going to be gone.

It isn't always a perfect system, but because of our unique situation/location, I don't know if we have other viable options that are fair and consistent across the district, and would leave us with an ample classified workforce.

At this time, I will hold with what is currently in place and will wait to hear from Gerda if further investigation or board discussion/action is warranted.

Date: 5/4/18

To: Lake and Peninsula School Board

From: Ty Mase, Superintendent

Ed Lester, LPAA Representative

**Re: Joint recommendation for FY2019 and FY2020 Contract**


Last Spring, the Lake and Peninsula Administrator's Association informally discussed with the Superintendent the possibility of developing a joint recommendation to the School Board on a new contractual agreement.

As a result of these discussions, the Lake and Peninsula Administrator's Association and the Superintendent jointly recommend the following items for a successor agreement:

A new contractual agreement for FY2019 and FY2020 with existing terms, conditions and language remaining the same except as outlined below:

1. **Update** Article XV Salary for 2018-2019 and 2019-2020 years.
2. **Update** Article XXI Effective dates to July 1, 2018 to June 30, 2020.

The Association and Superintendent jointly recommend the board concur with and approve the above proposal for a successor agreement between the Lake and Peninsula Administrator's Association and the Lake and Peninsula School District.

Superintendent Signature  Date **5-8-18**

LPAA Representative Signature  Date **5/8/18**

**CONTRACTUAL AGREEMENT**

**BETWEEN**

**THE LAKE AND PENINSULA SCHOOL DISTRICT**

**AND**

**THE LAKE AND PENINSULA ADMINISTRATORS' ASSOCIATION**

**JULY 1, 2018 - JUNE 30, 2020**

**JULY 1, 2018 - JUNE 30, 2020**

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## **ARTICLE I DEFINITIONS**

**SUPERINTENDENT:** Superintendent shall mean Superintendent of Schools of The Lake and Peninsula School District or his/her designee.

**BOARD:** Board shall mean the School Board of the Lake and Peninsula School District

**ADMINISTRATOR:** ADMINISTRATOR shall mean any certificated Principal, Coordinator, Director, or Assistant Coordinator within the District. Specifically excluded from this definition are the Superintendent, Associate or Assistant Superintendent(s), Administrative Assistant(s), personnel in non-certificated positions, certificated substitute Principals who work less than twenty (20) consecutive working days, and administrators who may elect or have elected to remove themselves from the administrators' bargaining unit.

**DAY:** Day shall mean calendar day excluding holidays, except as otherwise specified by this document.

**AGREEMENT:** Agreement shall mean this document.

## **ARTICLE II RECOGNITION**

For the period of this Agreement, the Board recognizes The Lake and Peninsula Administrator's Association as the exclusive bargaining agent for the District's Administrators as defined in this Agreement.

## **ARTICLE III TERMS OF THE AGREEMENT**

### **A. Conformity to Law**

If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction or contrary to regulation by an action of an agency of competent jurisdiction, said provision shall be null and void, but all other provisions of this Agreement shall remain in full force and effect. Within twenty (20) days of such finding of nonconformity, the parties shall meet to negotiate a replacement for the nonconforming provision only.

## **ARTICLE IV NEGOTIATIONS**

### **A. Inauguration of Negotiations**

1. Negotiations may be requested by either party any time after December during the school year proceeding the school year in which this Agreement expires. Said notice shall be deemed to have been given when given in writing and delivered from the Board president to the Association president, or from the Association president to the Board president.

2. Within ten (10) days of said request, the requesting party shall supply the other party with a complete proposal on all items the requesting party wishes to negotiate. Within twenty (20) days of the receipt of the proposal, the other party shall provide a complete proposal on all items it wishes to negotiate.

3. No later than twenty (20) school days following the receipt of the requestor's proposal, the Board and the Association shall mutually agree to a time and a date for negotiations to begin.

**B. Ground Rules and Initial Meeting**

- 1. Prior to the date set by the parties for the onset of actual negotiations, the spokesperson from each party shall meet to determine ground rules for negotiations.
- 2. The first session of negotiations shall convene on a Friday at 7:00 p.m. in King Salmon.
- 3. At the initial negotiations session, the negotiations teams shall sign tentative agreement on all items not in dispute.

**C. Information**

Upon written request, the parties agree to make available to the other team specific items of public information on finances and Administrator-related statistics; this information shall be provided at no cost. This provision does not require the District or the Association to research, summarize, or analyze the information provided to the other team.

**D. Impasse**

Impasse may be declared by either party. Impasse procedures specified in Alaska Statutes will be followed, except that the parties will use the services of the Federal Mediation and Conciliation Service for mediation and the services of the American Arbitration Association for advisory arbitration.

**E. Ratification**

The Board's and the Association's negotiation teams shall promptly take tentative agreement to the Board and to the members of the Association for a ratification vote. The tentative agreement shall be deemed ratified when a majority of the members and a majority of the Board have voted to accept the tentative agreement.

The absence of any decision by either party within forty-five (45) days shall be deemed as an affirmative vote by that party.

**ARTICLE V NONDISCRIMINATION**

The Board shall not discriminate against an administrator in any manner prohibited by state or federal law or on the basis of affiliation with the Association.

**ARTICLE VI OPTIONS FOR PAYMENT**

The Board shall provide each Administrator in its employ the following options for receiving his/her pay:

- 1. Twelve equal payments.
- 2. Ten equal monthly payment.

Administrators choosing the second option will be guaranteed the same coverage for health insurance. Paydays shall be on the 25th of each month. When payday falls on or during a school holiday, vacation or weekend, Administrators shall receive paychecks on the last previous workday. Administrators requesting early payment of summer paychecks shall be paid within seven (7) working days of the last day of the school year, provided all duties have been completed and all records and required reports have been received by their immediate central office supervisor.

The Board will continue to provide the option for annuity deduction that was provided at the start of the 1977-78 school year.

## ARTICLE VII CONTRACT YEAR AND WORK DAY

### **A. Work Year**

An Assistant Coordinator's contract shall consist of one hundred ninety-one (191) days, including one hundred eighty (180) days in session, six (6) work days, excluding weekends and holidays, except that four (4) of those six (6) work days may be weekends days upon written approval of the Superintendent, and five (5) holidays.

A Principal's contract shall consist of two hundred and five (205) days, including one hundred eighty (180) days in session, twenty (20) work days, excluding weekends and holidays, except that ten (10) of those twenty (20) work days may be weekends days upon written approval of the Superintendent, and five (5) holidays.

A Coordinator's/Director's contract shall consist of two hundred ten (210) days, including one hundred eighty (180) days in session, twenty five (25) work days, excluding weekends and holidays, and five (5) holidays.

Any extensions of an Administrator's contract shall be voluntary, requiring mutual agreement in writing, and be paid at the Administrator's daily rate.

### **B. Work Day**

1. The minimum work day shall be eight (8) hours inclusive of a thirty (30) minute duty-free lunch,.

## ARTICLE VIII SICK LEAVE BANK

The District will continue to cooperate in the operation of an administrative sick leave bank for all administrators including those covered by this Agreement.

### **A. Eligibility**

The district will establish and operate a sick leave bank for administrators.

### **B. Member Donations**

1. Each administrator will donate one day of his/her sick leave to the bank each September 1, until the bank is built up to a maximum of one hundred (100) days. No more days will be added to this maximum until the bank is depleted to ten (10) days except for new participants who shall donate one (1) day each upon commencing their employment.

2. Additions will be made to the bank at the beginning of each school year or date of employment according to the above limitations.

3. In the event that the bank becomes depleted to ten (10) days during the school year, each member of the bank will donate an additional day up to a maximum of two (2) days per administrator.

4. A person leaving the District will not be able to withdraw the contributed days.

### **C. Utilization**

1. A member shall be eligible for the withdrawal and utilization of bank days only after having depleted all of his/her sick leave and personal leave days.
2. A maximum of sixty (60) days each school year can be drawn by one individual from the bank (in addition to his/her own
3. Persons withdrawing sick leave days from the bank will not have to replace these days except as a regular contributing member of the bank.
4. Sick leave days can only be drawn from the bank for individual member's illness.
5. Requests for use of bank days must be accompanied by a letter from the attending physician or health aide.
6. The sick leave bank shall be administered by the Superintendent and the administrators. A committee will consist of three (3) members, one (1) appointed by the administrators and two (2) appointed by the Superintendent. Requests for sick leave from the bank must be approved by a majority vote of the committee. A member whose request for sick leave bank days is not approved by a majority vote of the committee may take his/her written request to the Board. The decision of the Board shall be final.

## **ARTICLE IX LEAVES**

### **A. Sick Leave**

All certificated Administrators under contract shall be entitled to sick leave as provided in the Rules and Regulations of the State Board of Education, 4AAC15.040. Except that an administrator will be credited with six (6) days on the second day of the Administrator's contract term to a maximum of one and one-third (1.33) days per month. The remaining six (6) days of sick leave will be credited the Administrator on the second day of the second semester. If an administrator does not complete his/her contract, the value of any days used but not earned will be deducted from his/her final pay.

In the event an administrator's sick leave and sick leave bank allocations have been exhausted and the Administrator remains unable to return to work, that Administrator shall be granted leave without pay not to exceed the contract year of that illness.

For the purposes of this Article, temporary disabilities such as pregnancy and pregnancy-related medical conditions are to be treated the same as any other medical condition.

### **B. Bereavement/Illness Leave**

Death in the immediate family entitles the Administrator to seven (7) days sick leave, except that if the circumstances of the death in the immediate family require travel outside the State of Alaska, the Administrator is entitled to ten (10) days sick leave. Death in other than the immediate family shall be covered under this section with the approval of the Superintendent.

In the event of illness of an immediate family member, an administrator shall be granted up to ten (10) days sick leave annually.

Immediate family shall include husband and wife, father and mother, son and daughter, brother and sister, grandparent, grandchild, and stepchild.

**C. Professional Leave**

Professional leave will be granted by the Superintendent for the administrators' annual attendance at two (2) state professional conferences. Transportation, registration and perdiem will be paid by the district. Selection of conferences will be subject to approval by the Superintendent.

Professional leave, transportation and perdiem to Anchorage, paid by the district, for up to six administrators annually to attend a national professional educational meeting of the administrators choice may be approved by the superintendent. All other expenses to be paid by the administrator.

**D. Association Leave**

Ten days of Association Leave shall be granted to the Association President or his/her designee by the Superintendent for each year. It shall be non-cumulative.

**E. Personal Leave**

Five (5) days personal leave with pay will be granted to all Administrators for each school year. None will be cumulative. Personal leave shall be for the purpose of transacting or attending to personal matters which require absence during the year.

Personal leave will not be used for vacations, the day before or after holidays or at the beginning or end of the school year.

Requests to the Superintendent will be as early as possible, but no later than 24 hours prior to the date personal leave is to begin.

No more than 2 of the administrative staff will be absent on personal leave at any time.

As an additional incentive to encourage staff members to conduct their personal business during the summer months, or during other nonduty days, the District will annually pay each administrator a maximum of two (2) days at their daily rate for unused personal leave. Personal leave shall be used prior to taking non-contract days. The payment for unused personal leave will be processed prior to June 30 each school year.

**F. Sabbatical Leave**

The District may, upon written request, support a Sabbatical Leave with pay of one-half (1/2) the administrators' base salary, to one Administrator per school year after five (5) years of continuous service with the District.

Upon return from Sabbatical Leave an administrator shall be restored to the former administrative position which he/she left, if it is available or if not available to another position in the District for which the Administrator qualifies.

Salary schedule placement shall be determined at the point where Sabbatical Leave began, plus any additional horizontal advancement from credits earned.

The Sabbatical year shall be counted for advancement on the pay scale.

In the event an administrator on Sabbatical chooses not to return to the District, the Administrator shall repay the District the amount of the salary earned during the Sabbatical year unless mutually agreed otherwise.

### **G. Court Leave**

Compensated leave shall be granted to the Administrator who is obliged to be present in court under an order of any court of competent jurisdiction either as a witness or juror, but not as a plaintiff or a defendant in personal litigation. The Administrator shall promptly remit to the District any compensation received for court attendance while on court leave.

### **H. Emergency Leave**

In the event of a situation deemed an emergency, an administrator shall be granted leave with pay subject to approval of the Superintendent. Each Administrator shall be entitled to a maximum of four (4) days per year for such leave (provided all other appropriate types of leave have been used up).

## **ARTICLE XII WORKING CONDITIONS**

### **A. Administrator-Initiated Transfer**

1. A transfer or reassignment request may be initiated by any Administrator.
2. The Board agrees when filling administrative vacancies and new administrative positions and Central Office administrative positions to consult Administrator intent forms which may have been filed with the District, and where possible, to select within the District when qualified applicants are available.
3. District Administrators will be considered on the basis of experience, qualifications, and length of service to the District. However, the specific needs of The Lake and Peninsula School District will be given first priority in the final selection of the successful applicant.
4. In addition to transportation, the District shall reimburse parcel post, to a maximum of \$300.00 per family plus \$35.00 per child, and move one plane (Cherokee 6/Cessna 206) load, for customary and reasonable moving expenses for Administrators transferred. Except for summer transfers, travel and administrative leave will be provided to the site to secure housing prior to the transfer.

### **B. District-Initiated Transfer**

1. Notice of involuntary transfer for a subsequent school year shall be given as soon as practical, but not later than April 15 of the current school year. Prior to making an involuntary transfer, the Superintendent shall review requests for voluntary transfers and shall consult with the Administrator. Written reasons will be provided with the Notice of Transfer.
2. The April 15 date notwithstanding, involuntary transfers may be made at any time for (1) program change; (2) decrease, increase, or change in enrollment; (3) community unrest; or (4) a resignation that occurs after the end of the school year at a site that needs an administrator experienced in the District's programs.
3. An Administrator who is involuntarily transferred shall have the option, in lieu of accepting the involuntary transfer, of being placed on a one year leave of absence without pay.
4. In addition to transportation, the District shall reimburse parcel post, to a maximum of \$300.00 per family plus \$35.00 per child, and move one plane (Cherokee 6/Cessna 206) load, for customary and reasonable moving expenses for Administrators involuntarily transferred. Except for summer transfers, travel and administrative leave will be provided to the site to secure housing prior to the transfer.

5. District employed couples (one spouse administrator and one spouse a teacher) shall not be separated through an involuntary transfer unless mutually agreed upon by the Administrator and the district's administration or unless the transfer is mandated by a lack of a position for one member of the couple.

6. An Administrator involuntarily transferred under this provision will receive two (2) weeks prior notice. An involuntary transfer found necessary after the conclusion of the school year will require the District to notify the affected Administrator by written notice to his/her summer address (via certified mail) and a phone call to his/her summer telephone number on file with the District.

**D. Personnel Files**

An Administrator shall be entitled to a copy of his/her permanent file and site file upon written request at a cost of twenty-five (\$.25) cents per page.

**ARTICLE XIII REDUCTION IN FORCE OF TENURED ADMINISTRATORS**

A. For purposes of this Article, a reduction in force is defined as the non-retention of a tenured Administrator pursuant to state law.

B. Responsibility for determining the level of staffing in the District rests solely with the Board which will consider the recommendations given by the Superintendent.

C. The Board reserves the right to determine the retention or non-retention of any program that will best serve the interest of the District.

D. When the Board deems it necessary or desirable to reduce staff, the reduction, insofar as possible, will be implemented through attrition. If the reduction in staff cannot be implemented through attrition, any tenured Administrator not retained will be given recall preference if the following conditions prevail:

1. The Administrator is an active candidate.
2. The Administrator meets the job qualifications for the position, i.e., certification (endorsement) and experience requirements.
3. The Administrator has performed satisfactory service.

E. To the extent that it is consistent with the District's program needs, which includes job qualifications as described above, length of service with the District will be given priority in determining the order of non-retention and recall.

F. A tenured Administrator who is nonretained due to a reduction in force shall be accorded recall rights for one (1) year unless the Administrator specifically waives this right in writing. Said recall rights are lost if a certificated position is offered by the District via (1) phone call, (2) telegram, and (3) certified letter, and the Administrator fails to accept it within ten (10) days of delivery, or notice of attempted delivery, or if he/she accepts employment with another district. The Administrator is responsible for ensuring that the District has a current address on file. The District will not be required to guarantee recall rights to any Administrator the District is unable to contact due to that Administrator not providing the District with a current address.

G. No new Administrators shall be hired until all nonretained tenured Administrators satisfying the requirements listed above in D have been recalled.

H. Administrators who are nonretained shall have the option of purchasing coverage under the District's health insurance plan.

## ARTICLE XIV GRIEVANCE PROCEDURE

A. For the purpose of this Agreement, a grievance is defined as an alleged violation of this Agreement.

B. A grievant is an administrator(s) or the Association. When the Association files a grievance on behalf of an administrator or Administrators, the Association shall notify all potentially affected Administrators and obtain the signatures of those wishing to participate in the Association's action.

C. Effort shall be made to settle grievances at the lowest possible level of the grievance procedure.

D. Grievances will be processed in the following manner and within stated time limits. The time limits as specified in the grievance procedure, however, may be modified by the prior written consent of both parties.

Step 1: An aggrieved Administrator shall promptly attempt to resolve the grievance informally between the Administrator and his/her immediate supervisor.

If the grievance is not resolved informally, it shall be reduced to writing by the Administrator, who shall submit it to the supervisor.

If an administrator does not submit his/her grievance to the supervisor within twenty (20) days after the facts upon which the grievance is based first occur or first become known to the Administrator, the grievance will be deemed waived. The aggrieved Administrator may be accompanied by one member of the Association when presenting the written grievance.

The supervisor will reply in writing to the Administrator with a copy to the Association within five (5) school days after receipt of the written grievance.

Step 2: If the grievance is not settled in Step 1 and the Administrator wishes to appeal the grievance to Step 2, the Administrator may file the grievance in writing with the Superintendent within ten (10) school days after receipt of the supervisor's written answer. The written Grievance shall give a clear, concise statement of the alleged grievance, citing the specific provision(s) of the Agreement alleged to have been violated and including relevant facts upon which the grievance is based, the issue(s) involved, and the relief sought. The Superintendent or his/her designee shall review the grievance, arrange for necessary discussions, and send a written answer to the Administrator with a copy to the Association no later than ten (10) school days after receipt of the written grievance.

Step 3: If the grievance is not settled in Step 2 and the Administrator wishes to appeal to Step 3, the grievant may appeal the Superintendent's disposition to the Board through the Superintendent. If the Administrator does not send his/her appeal to the Board within ten (10) school days after the receipt of the Superintendent's answer, the grievance will be deemed waived. If the grievant appeals to the Board as provided, the Board shall hold a hearing to hear the appeal of the Superintendent's decision within thirty (30) days of the receipt of the appeal. If administration or other staff members are involved, they shall be present to present the facts to the Board as they see them. The Board shall render its decision with respect to the grievant within fifteen (15) days of the hearing.

Step 4: Grievances not settled in Step 3 of the Grievance Procedure may be appealed to arbitration by the grievant Association.

The Association shall provide written notice of a request for arbitration to the Superintendent within twenty (20) school days of receipt of the Board's answer in Step 3.

When timely request has been made for arbitration, the parties or their designated representative shall attempt to select an impartial arbitrator. Failing to do so, the Association shall request the American Arbitration Association (AAA) to submit a list of arbitrators. The selection of the arbitrator shall be made with the procedures established by the AAA.

The arbitrator shall schedule a hearing on the grievance. After hearing such evidence as the parties desire to present, the arbitrator shall render a written decision. A decision of the arbitrator shall be binding upon the parties.

Each party shall bear the travel/lodging costs of producing its own witnesses and the costs of preparation of exhibits and other materials. The fee and expenses of the arbitrator shall be shared equally between the Association and the Board.

#### E. Conditions

1. All disputes concerning the arbitrability of an issue will be presented to the arbitrator at the hearing scheduled on the merits. Either party may appeal the decision and the determination of the arbitrator on the issue of arbitrability to the courts.
2. No reprisal will be taken by either party as a result of their testimony or participation in a grievance.
3. A grievant will have complied with time limits if his/her appeal or initial grievance is postmarked on or before the applicable date.

### **ARTICLE XV SALARY**

- A. Effective for the 2018-2019 and 2019-2020 school years base principal salary is \$90,000 with an annual increase of 2%, principals with current salary over \$90,000 as of 7/1/2015 receive a 2% increase only.
- B. The salary schedule for assistant principal effective for the 2018-2019 and 2019-2020 school years is attached.
- C. The Principal-Teacher Salary Scale shall mirror the Assistant Coordinators scale. Principal-Teachers shall be hired for 191 days per school year.

ASST. COORDINATORS 191 DAY SALARY SCHEDULE  
JULY 1, 2018 THROUGH JUNE 30, 2020

YRS EXP	MA		MA 36		ED. D.	
	<u>SALARY</u>	<u>INDEX</u>	<u>SALARY</u>	<u>INDEX</u>	<u>SALARY</u>	<u>INDEX</u>
0	\$58,511	1.0000	\$60,852	1.0400	\$63,192	1.0800
1	\$61,437	1.0500	\$63,777	1.0900	\$66,118	1.1300
2	\$64,362	1.1000	\$66,703	1.1400	\$69,043	1.1800
3	\$65,532	1.1200	\$67,873	1.1600	\$70,213	1.2000
4	\$66,703	1.1400	\$69,043	1.1800	\$71,384	1.2200
5	\$68,458	1.1700	\$70,798	1.2100	\$73,139	1.2500
6	\$70,213	1.2000	\$72,554	1.2400	\$74,894	1.2800
7	\$71,969	1.2300	\$74,309	1.2700	\$76,650	1.3100
8	\$73,139	1.2500	\$75,479	1.2900	\$77,820	1.3300
9	\$74,309	1.2700	\$76,650	1.3100	\$78,990	1.3500
10	\$75,479	1.2900	\$77,820	1.3300	\$80,160	1.3700
11	\$76,650	1.3100	\$78,990	1.3500	\$81,330	1.3900
12	\$77,820	1.3300	\$80,160	1.3700	\$82,501	1.4100

COORDINATORS 210 DAY SALARY SCHEDULE  
JULY 1, 2018 THROUGH JUNE 30, 2020

YRS EXP	MA		MA 36		ED. D.	
	<u>SALARY</u>	<u>INDEX</u>	<u>SALARY</u>	<u>INDEX</u>	<u>SALARY</u>	<u>INDEX</u>
0	68,395	1.0000	\$71,131	1.0400	\$73,867	1.0800
1	\$71,815	1.0500	\$74,551	1.0900	\$77,287	1.1300
2	\$75,235	1.1000	\$77,971	1.1400	\$80,706	1.1800
3	\$76,603	1.1200	\$79,339	1.1600	\$82,074	1.2000
4	\$77,971	1.1400	\$80,706	1.1800	\$83,442	1.2200
5	\$80,022	1.1700	\$82,758	1.2100	\$85,494	1.2500
6	\$82,074	1.2000	\$84,810	1.2400	\$87,546	1.2800
7	\$84,126	1.2300	\$86,862	1.2700	\$89,598	1.3100
8	\$85,494	1.2500	\$88,230	1.2900	\$90,966	1.3300
9	\$86,862	1.2700	\$89,598	1.3100	\$92,334	1.3500
10	\$88,230	1.2900	\$90,966	1.3300	\$93,701	1.3700
11	\$89,598	1.3100	\$92,334	1.3500	\$95,069	1.3900
12	\$90,966	1.3300	\$93,701	1.3700	\$96,437	1.4100

UP TO FOUR YEARS OUTSIDE THE DISTRICT AND ALL IN-DISTRICT ADMINISTRATIVE EXPERIENCE CAN BE CREDITED ON THE ASST. COORDINATOR AND COORDINATOR SCHEDULES .

ASSISTANT PRINCIPALS 205 DAY SALARY SCHEDULE  
JULY 1, 2018 THROUGH JUNE 30, 2020

<u>YRS EXP</u>	<u>SALARY</u>	<u>INDEX</u>
0	\$72,899	100.00%
1	\$74,094	101.64%
2	\$75,289	103.28%
3	\$76,484	104.92%
4	\$77,679	106.56%
5	\$78,875	108.20%
6	\$80,072	109.84%
7	\$81,269	111.48%
8	\$82,466	113.12%
9	\$83,663	114.77%
10	\$84,860	116.41%

UP TO THREE (3) YEARS PRIOR PRINCIPAL EXPERIENCE CAN BE CREDITED FOR INITIAL PLACEMENT ON THE ASSISTANT PRINCIPAL SCHEDULE. ONLY DISTRICT ASSISTANT PRINCIPAL EXPERIENCE CAN BE CREDITED FOR ADDITIONAL ADVANCEMENT ON THE ASSISTANT PRINCIPAL SCHEDULE.

## **ARTICLE XVI PLACEMENT**

A. Up to Four (4) years outside the District Administrative experience will be credited for placement on the Assistant Coordinator and Coordinator/Director Salary Schedules.

B. Up to three (3) years prior principal experience can be credited for initial placement on the Assistant Principal schedule. Only District Assistant Principal experience can be credited for additional advancement on the Assistant Principal schedule.

C. Vertical step increases shall be limited to one per year. All Administrative experience with the District will be credited for placement on the Assistant Coordinator and Coordinator/Director Salary Schedules.

## **ARTICLE XVII CREDIT HOURS FOR ADDITIONAL SALARY**

A. Hours of credit must have been earned subsequent to the granting of the Master's Degree and qualification for a certificate.

B. In this agreement, hours of credit means semester hours of credit.

C. The hours must have been earned toward an advanced Degree and/or to improve professional competence or toward an approved specialized role in the school.

D. Within a period of five years, credits cannot be duplicated for the purpose of salary advancement.

E. Credits for advancement on the salary scale taken after employment in the District must be approved by the Superintendent.

F. Credits must have been earned previous to September 1, and a record from the college or university placed in the office of the District Superintendent not later than September 20 of the school year for which they apply, and this is to be followed by the official transcript no later than October 15 of the school year for which they apply. After November 15, an administrator's contract shall not be reduced due to re-evaluation of credits for placement. This article does not apply to Principals.

G. All courses, including correspondence courses, must be from an accredited college or university. This article does not apply to Principals.

## **ARTICLE XIX COACHING COMPENSATION**

Administrators with coaching responsibilities shall receive compensation for coaching duties in accordance with the provisions related to coaching compensation outlined in the Teacher's Negotiated Agreement with the district.

## **ARTICLE XX BENEFITS**

### **A. Travel Pay**

Annual travel will be allowed for District Administrators once each year for commercial (seat or coach) round trip fare to his/her Administrative station from Anchorage. Also, one additional round trip fare for south area administrators from their duty station to Anchorage, north area administrators from their station to Iliamna (seat or coach).

Travel to another destination or by other means will be reimbursed up to the amount it would cost to travel to King Salmon or Iliamna by commercial (seat or coach) fare. However, return fare for the Anchorage trip will be forfeited by an administrator if he/she does not fulfill his/her contract.

All reimbursement in this section will be made on basis of proof of payment by the Administrator.

**B. Health Insurance**

Administrators shall receive audio-visual, dental, medical insurance comparable to that provided employees of the State of Alaska with the premium for the employee, spouse, and personal dependents to be paid by the District. Final selection of carrier shall be at the discretion of the Board. When individual health insurance premiums exceed the capped 1996/97 school year level, the parties shall reopen contact negotiations.

**C. Life Insurance**

Administrators shall receive life insurance equal to their annual salary contingent upon the ability of the administrator to meet the standards of insurability as prescribed by the district's health/life insurance carrier.

**D. Professional Dues**

Dues to one State or National professional educational organization of the Administrator's choice will be paid by the District each year.

**E. Course Credit Reimbursement**

The District shall reimburse the principal up to one thousand, two hundred fifty dollars (\$1,250.00) for expenses related to approved educational courses.

**F. Cell Phones**

The District will provide administrators a communication stipend of \$40 a month, in return the administrator will provide the district with an active cell number that works in the Lake and Peninsula Borough and can be utilized for work related calls.

**ARTICLE XXI DURATION**

The term of this agreement shall be three years, becoming effective on July 1st, 2018 and remain in full force and effect until it expires on June 30th, 2020.

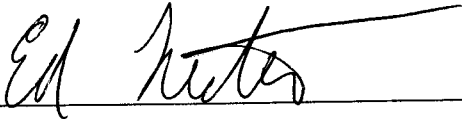
**DATE OF RATIFICATION**

FOR THE LAKE AND PENINSULA SCHOOL DISTRICT:

\_\_\_\_\_  
BOARD CHAIRMAN

DATE: \_\_\_\_\_

FOR THE LAKE AND PENINSULA ADMINISTRATOR'S ASSOCIATION:

  
\_\_\_\_\_

DATE: 5/8/18

# Ivanof Bay School Calendar Calendar 2019-2020

## Lake and Peninsula School District

District Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

<b>KEY</b>	Aug-19							Sep-19							Oct-19													
<b>O</b>	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
<b>O</b>	School Opens																											
<b>E</b>	End of Quarter																											
<b>H</b>	Legal Holiday																											
<b>I</b>	Inservice Day																											
<b>C</b>	School Closes																											
<b>SS</b>	Saturday School																											
<b>T</b>	Testing																											
<b>V</b>	Vacation Day																											
<b>W</b>	Teacher Workday																											
<b>X</b>	Emergency Closure																											

# of Inservice Days:	# of Inservice Days: 4	# of Inservice Days: 0	# of Inservice Days: 4
# of Student Days:	# of Student Days: 0	# of Student Days: 19	# of Student Days: 19
# of Teacher Days:	# of Teacher Days: 4	# of Teacher Days: 21	# of Teacher Days: 23

Nov-19							Dec-19							Jan-20							Feb-20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
					S			S	S	S	S	S					H										
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
	S	S	S	S	S			S	S	S	S	S								I		S	S	S	S	S	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
	S	S	S	S	S			S	S	S	S	S			S	S	S	S	S			S	S	S	S		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
	S	S	S	S	S					H					S	S	S	S	S			S	S	S	S	S	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
	S	S	S	H	H										S	S	S	S	S			S	S	S	S	S	

# of Inservice Days: 0	# of Inservice Days: 0	# of Inservice Days: 1	# of Inservice Days: 0
# of Student Days: 19	# of Student Days: 15	# of Student Days: 15	# of Student Days: 19
# of Teacher Days: 21	# of Teacher Days: 16	# of Teacher Days: 17	# of Teacher Days: 19

Mar-20							Apr-20							May-20						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
	S	S	S	S	S					S	S	S							C	W
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
	S	S	S	S	S			S	S	S	S	S								
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
	S	S	S	S	S			S	S	S	S	S								
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
	S	S	S	S	S			S	S	S	S	S								
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
	S	S						S	S	S	S									
														31						

# of Inservice Days: 0	# of Inservice Days: 0	# of Inservice Days: 0	<b>Total # of Inservice Days: 9</b>
# of Student Days: 22	# of Student Days: 22	# of Student Days: 1	<b>Total # of Student Days: 151</b>
# of Teacher Days: 22	# of Teacher Days: 22	# of Teacher Days: 2	<b>Total # of Teacher Days: 167</b>

