



# Valdez City Schools

## Monday, January 12, 2026 Regular School Board Meeting Agenda

Valdez City Council Chambers, 212 Chenega Ave (corner of Chenega & Fairbanks), A-frame building behind City Hall, Valdez, AK 99686

7:00 PM

A duplicate meeting, agenda and minutes were created for practice due to the transition from BoardDocs/Diligent to BoardBook.

### A. PRELIMINARIES

1. Call To Order
2. Pledge of Allegiance
3. Roll Call
4. Review of Minutes from the Regular School Board Meeting on Dec 08, 2025  
The minutes will stand approved as presented unless a member of the board requests a change. If a change is to be made, a motion, maker and second will be placed on the floor and then voted upon by the board members.

### B. PUBLIC COMMENT ON NON-AGENDA ITEMS

1. Public Comment Guidelines  
\*\*NO DISCUSSION OF PERSONNEL - NO EXCEPTION \*\*

\*According to BB 9323 MEETING CONDUCT, Section 4, "All public comments will be limited to 3 minutes per person."

\*According to BB 9323 MEETING CONDUCT, Section 6, "No oral presentation shall include charges or complaints against any employee of the board, including the Superintendent, regardless of whether or not the employee is identified by name or another reference which tends to identify. Charges or complaints against employees must be submitted to the Board under the provisions of Board policy and administrative regulations related to such complaints."

### C. REPORTS/INTRODUCTIONS

1. Superintendent Report  
Jason Weber
2. VHS Board Report  
Peter Baksis
3. GMS Board Report

Amanda Tippetts

4. HHES Board Report  
Krista Howell  
Mrs. Critchlow's Surprise
5. Student Representative  
Raina Wells

D. **CONSENT AGENDA**

1. Approve Personnel Action Report  
Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda and placed under new business at the request of any board member.

2. 2nd Reading Board Review BP 4135/4235/4335 Soliciting and Selling, BP 4161/4261 Leaves, New Draft Policy BP 4154/4254/4354 Health and Welfare Benefits, delete (duplicate) BP 4200.12 Classified Physical Examinations, BP4160/4260/4360 Alaska Family Leave Act of 1992, BP 4000 Concepts and Roles, BP 4200.1 Classified Definitions, BP 4200.6 Classified Appointment, Promotion and Transfer, BP 4211 Recruitment and Selection, BP 4300 Management and Supervisory Personnel, BP 4312.3 Oath, BP 5000 Concepts and Roles

**Revised:**

BP 4135/4235/4335

BP 4161/4261

**New:**

BP 4154/4254/4354 (We currently have an AR but no BP to match)

**Delete:**

BP 4200.12 (duplicate) This policy contains a link to the actual policy, BP 4112.4 Classified Physical Examinations, and is therefore an unnecessary duplicate.

**Very minor grammatical corrections:**

For example medical is spelled wrong, another need teacher to be plural, another is missing a comma. All corrections are in red.

BP 4160/4260/4360

BP 4000

BP 4200.1

BP 4200.6

BP 4211

BP 4300

BP 4312.3

BP 5000

E. **NEW BUSINESS**

1. 1st Reading Board Review BP 5127 Graduation Ceremonies and Activities, BP 5131.42 Threats of Violence, 5121.7 Grades-Evaluation of Student Achievement  
BP 5127: Edited to 2 credits  
BP 5131.42: Edited email to electronic means  
BP 5121.7: Edited K-6 to K-5  
BP 5121.8: Edited K-6 to K-5  
BP 5121.15: Added sixth to first sentence
2. Approve Administrator Contracts for FY27

F. **BOARD BUSINESS FROM THE FLOOR**

1. Comments from Board Members

G. **INFORMATION ITEMS**

1. AASB Completed Policies—See Public Content Notes

**After new or revised policies receive a second and final board approval, they are submitted to the AASB for inclusion/revision/deletion to our online policy manual. Policies that have completed this full approval and submission process will now be listed in the section.**

**Dec 2025**

**New:**

BP 1312.4 Public Complaints

AR 1312.4

BP 3270 Sale and Disposal of Books, Equipment and Supplies

BP 3312 Contracts

AR 5125.2 Cumulative Record Folders

AR 5125.3 Teacher and Instructional Plans Retention

AR 4213 (b) Classification Plan-Duties and Responsibilities

AR 6115 Holidays

AR 4151/4251/4351 Payroll deductions

AR 4213 (a) Assignment/Classification

AR 5131.9 Academic Honesty

**Revised:**

BP 4200.3

AR 5125.1 Student Records (numerical title change only)

AR 4361 (a) replaced AR 4361.1 title change only

AR 4361 (b) replaced AR 4361.12 Title change only

AR 5128 Removed old and replaced with AASB Model Policy

AR 5131.6 Grammatical/punctual

**Deleted:**

AR 4313 (b) Classification Plan-Duties and Responsibilities incorrect numerical title

AR 4152.1/4252.1/4352.1 Payroll Deductions incorrect numerical title

AR 4213 (a) Assignment/Classification incorrect numerical title

AR 5121.20

2. Annual Dolores Gard Nominations Due by Jan 25, 2026

**Dolores Gard Outstanding School Volunteer Award**

The Dolores Gard Outstanding Volunteer Award is presented annually to a volunteer who demonstrates exceptional dedication and commitment to students and staff within Valdez City Schools. Please see attachments for criteria and the nomination form.

**Nominations can be dropped off at the district office or emailed to:**

Christine Brandon cbrandon@valdezcityschools.org

Nominations Due: Jan 25, 2026

Selection Committee to review Jan 26, 2026 during Executive Session

Award to be presented during the Elk Tournament in Feb

H. **FUTURE MEETING DATES**

1. Jan 19, 2026 Policy Review Committee Meeting 6pm
2. Jan 22, 2026 Executive Session, Superintendent's Office 9am
3. Jan 26, 2026 Work Session/Regular Session School Board Meeting

I. **ADJOURNMENT**

**WORK SESSION/REGULAR SCHOOL BOARD MEETING AGENDA (Monday, December 8, 2025)**

Generated by Christine Brandon on Tuesday, December 9, 2025

**A. WORK SESSION**

Discussion: 1. Facility Update HHES/Capital Improvement Planning GMS and VHS with Kasey Walker

**B. PRELIMINARIES**

Procedural: 1. Call to Order  
Meeting called to order at 7:01am

Procedural: 2. Pledge of Allegiance  
President Kalin King led the Pledge of Allegiance

Procedural: 3. Roll Call  
Board Members present: President Kalin King, Clerk Bryan Vincent, Treasurer Scott McCumby, Dr Kathy Todd, Kyra Meyer  
Student Representative Present: Raina Wells  
Board Members not present/excused: Carey Wade, Sonya Ash-Selanoff

Action, Minutes: 4. Review of Minutes from the Regular School Board Meeting on Nov 10, 2025  
No edits needed

**C. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Public Comment of Non-Agenda Items: 1. Public Comment Guidelines  
No public comments

**D. REPORTS/INTRODUCTIONS**

Reports: 1. Superintendent Report-Jason Weber  
Jason gave his report, no questions

Reports: 2. Student Representative-Raina Wells  
Raina gave her report, no questions

Reports: 3. Director of Curriculum and Assessment-Jon Berkeley  
Jon gave his report, no questions

Reports: 4. Director of Facilities and Operations-Dan Bryant  
Dan gave his report, no questions

Reports: 5. Director of Special Education and Federal Programs-Rylee Ownbey  
Not present

Reports: 6. Director of Business Services-Amber Cawley  
Not present

Reports: 7. Director of Technology-Megan Gunderson  
Not present

**E. CONSENT AGENDA**

Action (Consent): 1. Approve Personnel Action Report

Action (Consent): 2. 2nd Reading Board Review BP 4200.3 Classified Leaves and Absences, BP 1312.4 Public Complaints Concerning Elementary and Secondary Education Act Programs, AR 1312.4 Public Complaints Concerning Elementary and Secondary Education Act Programs, BP 3270 Sale and Disposal of Books, Equipment and Supplies, BP 3312 Contracts

Action (Consent): 3. 1st Reading Board Review BP 4135/4235/4335 Soliciting and Selling, BP 4161/4261 Leaves, New Draft Policy BP 4154/4254/4354 Health and Welfare Benefits, delete (duplicate) BP 4200.12 Classified Physical Examinations

Action (Consent): 4. 1st Reading Board Review of Policies with Grammatical Corrections: 4160/4260/4360 Alaska Family Leave Act of 1992, BP 4000 Concepts and Roles, BP 4200.1 Classified Definitions, BP 4200.6 Classified Appointment, Promotion and Transfer, BP 4211 Recruitment and Selection, BP 4300 Management and Supervisory Personnel, BP 4312.3 Oath, BP 5000 Concepts and Roles

Bryan Vincent made a motion to approve the Consent Agenda, seconded by Scott McCumby  
**1 Yea Raina Wells, 5 Yeas/0 Neas Motion Passes**

#### F. NEW BUSINESS

Action: 1. Approve GMS Door Access Control Add On

Bryan Vincent made a motion to approve the GMS Door Access Control Add on, seconded by Dr Kathy Todd  
 Jason gave the report. Bryan Vincent asked about key service, warranty, FOBs and future licensing requirements. Jason answered. Scott McCumby asked if this will resolve current door access concerns. Jason answered.

**1 Yea Raina Wells, 5 Yeas/0 Neas Motion Passes**

Action: 2. Approve VHS Gymnasium Audio/Visual System Replacement

Scott McCumby made a motion to approve the VHS Gym Audio/Visual Replacement, seconded by Bryan Vincent  
 Jason gave the report.

**1 Yea Raina Wells, 5 Yeas/0 Neas Motion Passes**

Action: 3. Approve Certified Tenured Contract For FY27

Dr Kathy Todd made a motion to approve the Certified Tenured Contracts for FY27, seconded by Bryan Vincent  
 Recusal Scott McCumby from HHES vote  
 Recusal Bryan Vincent from GMS vote

Dr Kathy Todd made a motion to amend the Certified Tenured Contract for FY27 to just include GMS/VHS Certified Tenured for FY27, seconded by by Dr Kyra Meyer

**1 recusal Bryan Vincent, 1 Yea Raina Wells, 4 Yeas/0 Neas Motion Passes**

Dr Kathy Todd made a motion to amend the Certified Tenured Contract for FY27 for just HHES, seconded by Dr Kyra Meyer

**1 recusal Scott McCumby, 1 Yea Raina Wells, 4 Yeas/0 Neas Motion Passes**

Action: 4. Approve Certified Non-Tenured Contracts For FY27

Scott McCumby made a motion to approve the Certified Non Tenured Contract for FY27, seconded by Bryan Vincent

**1 Yea Raina Wells, 5 Yeas/0 Neas Motion Passes**

Action: 5. Approve Budget Amendment 26-1

Scott McCumby made a motion to approve Budget Amendment 26-1, seconded by Dr Kathy Todd  
 Jason gave the report

**1 Yea Raina Wells, 5 Yeas/ Neas Motion Passes**

Action: 6. Approve Budget Amendment 26-2

Bryan Vincent made a motion to approve Budget Amendment 26-2, seconded by Dr Kathy Todd  
 Jason gave the report

**1 Yea Raina Wells, 5 Yeas/0 Neas Motion Passes**

#### G. BOARD BUSINESS FROM THE FLOOR

Information: 1. Comments from Board Members

Dr Kyra Meyer: Congratulations to the retirement of Cheryle Fleming

Dr Kathy Todd: Hope they record GMS play Wednesday so she can see it. AASB Conference in ANC was great and vendors useful, we should consider switching to BoardBook vs BoardDoc. Fascinated about the college booth that discussed classes around cyber security and AI Matrix for students to determine which English assignments are using AI and which ones are just pencil.

Bryan Vincent: 1st AASB conference and wish had gone earlier, attended some of the VHS state volleyball games, had a community member approach him thankful for our arts/music programs and nut cutting them.

#### H. INFORMATION ITEMS

Information: 1. AASB Completed Policies-See Public Content Notes

Information: 2. November 2025 Warrants

#### I. FUTURE MEETING DATES

Information: 1. Dec 10, 25: Board Retreat Meeting-Cancelled effective 12/9/25

Information: 2. Dec 15, 25: Policy Review Committee Meeting

Information: 3. Dec 22-Jan 2: Winter Break

Information: 4. Jan 10, 26: Year End Dinner Celebration

Information: 5. Jan 12, 26: Work Session/Regular Session

#### K. ADJOURNMENT

Action: 1. Adjourn the Meeting  
[Meeting adjourned 7:59pm](#)



## Office of Superintendent Valdez City Schools

# BOARD REPORT

Jan 12, 2026

### Goals:

- The elevator guy will be here in March. It's taken longer than expected. I thank Dan and Stan for doing everything in their power to get them here sooner.
- We have not had a rifle team in a while. Conversations have continued around repurposing the space to be used by more VHS students. One idea would be to turn the space into a weightroom.
- DO/HHES Remodel. The project should be handed over mid January, they ran into a few last minute delays with doors, mechanical and electrical over the holidays. I should hear back shortly on furniture for the new offices. At which point Lindy will meet with us to pick out stuff for each office. After furniture arrives the DO office will start moving over. The goal is still to get HHES moved as soon as possible to get traffic flow back to normal.
- The district is making plans for FY27 including making decisions on contracts and continued work on our budget.
- The contract for VHS Gym audio visual was signed and the plan is for a spring break installation.
- We were able to select our new finance director for FY27, there were many great candidates, we interviewed five and we selected Susan Love. The interview team was made up of Megan Gunderson, Amanda Tippetts, Amber Cawley, and Jason Weber. Our plan is to bring Susan on board later this month to get her training side by side with Amber Cawley.

- I talked with Kasey Walker and the VHS Remodel RFP will likely go out later this month from the city, the purpose will be to find a firm to complete the ed spec and start drawings. We will continue to keep everyone posted as things start to happen.
- Certified Contracts went out on January 1st.
- After investigating the costs and quality of the products we have decided to move to Board Book. Due to the timing of the change it could affect board packets in January. Our current subscription with Board Docs ended in December and they are converting to Diligent. Board Book cost around \$3000 per year vs \$13,000 for Diligent.

## Engagement

- The Quarter 2 surveys have been completed. I sent copies to the board over the break. There are areas of strength and areas of improvement. We will continue to take the feedback and make changes where reasonable.
- We started the new year with a Certified staff in service on Monday. We were able to complete several training sessions. It was great to see the staff after the break.

## SEL

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## Concerns

- Declining student enrollment, the high school currently has 148 students and is down from the 170 plus students we are accustomed to. There seems to be some correlation at the high school to students leaving for homeschool programs.

## Achievement/celebrations

- I thank the VHS Beta Club and the VCS Maintenance crew for their hard work over Christmas break. I was able to check in on the progress in the VHS locker rooms. It's already looking 100% better and I know they have more stuff they will be planning over the rest of the year. Great team effort by all involved.

## VCS Legislative Update

- The governor's initial budget proposal funds education at FY26 levels. This does take some of the scary stuff off the table. We will continue to follow as the 2026 legislative session unfolds.





## Valdez High School

# BOARD REPORT

Jan 12, 2026

### Goals:

- Review Building Mission, Vision, Value and Goals of VHS with the goal of alignment with VCS Mission.
- Create an environment of trust and strength through consistent communication and practice.

### Engagement/SEL

- Our RTI liaison noticed her Wednesday report size dwindled the first semester of her role, and we continue to see a consistent measure of success. Students are performing well because of her efforts.

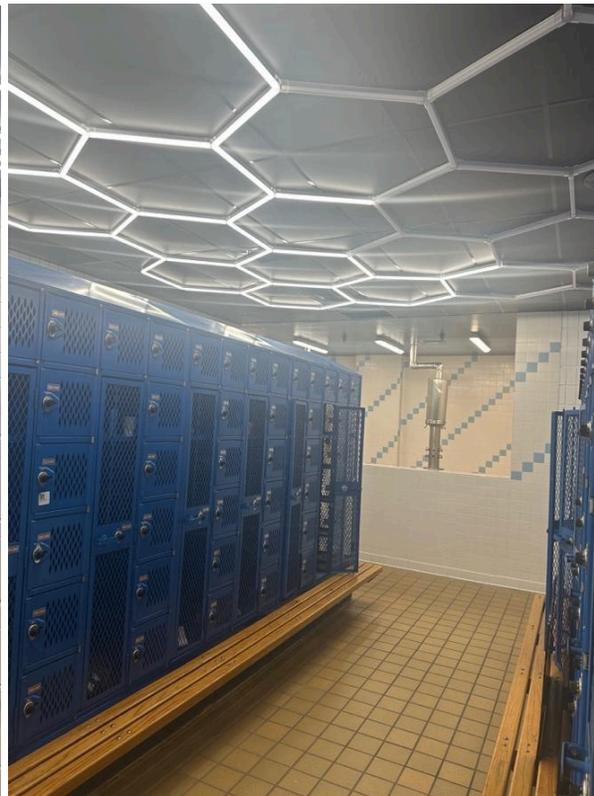
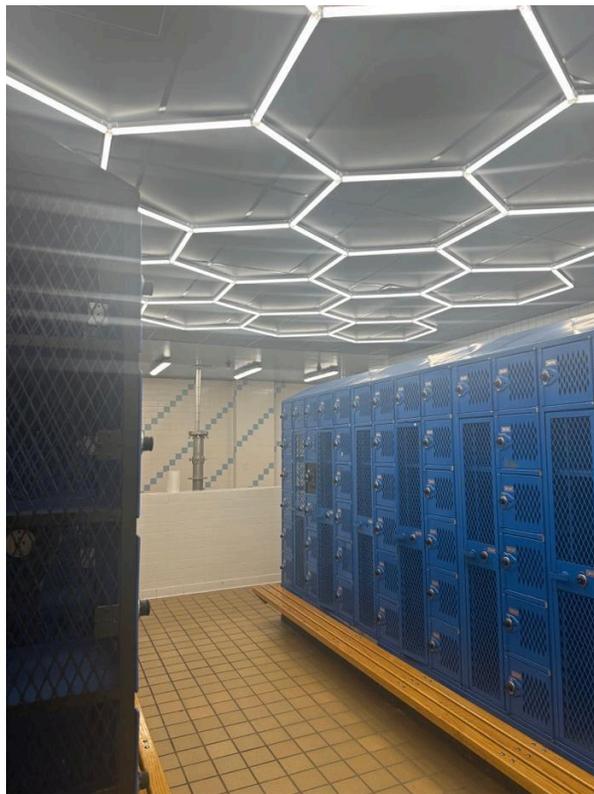
### Concerns

- Furniture order is arriving, we will need person power to construct the desks and some chairs shortly
- New cameras and door access points will take time to get used to with the training already happening from the Tech and Maintenance departments.

### Achievement/celebrations

- Winter Sports are in full effect – Basketball traveled to Kodiak with success and are just returning from Nome. The coaches communicate often regarding schoolwork and student performance while away.
- The ski team is happy to see the snow so they can stop running the stairs and doing workout programs in the library. Big thanks to Mrs. Verfaillie for allowing that to happen.
- Locker rooms are looking amazing – A huge thank you to the Beta club and National Honor

Society students who participated. We even had a few teachers involved over the break and thank you to Mrs. Eisen, Mrs. Hamilton and others.







## Gilson Middle School

# BOARD REPORT

Jan 12, 2026

### Goals:

- Revise schoolwide policies and align 6th grade to ease transition into middle school as well as increase expectations to prepare for high school.
- Prepare curriculum for vertical alignment across the district and publishing.
- Continue to refine RTI processes for reading & math.

### Engagement/SEL

- This semester, our new exploratory classes are middle school choir, photography & Mass Media, speed and strength, and team sports. We continue to offer outdoor adventures, woods, industrial arts, band, and food & nutrition.
- After the Bell classes continue with tutoring daily, yearbook and art club once a week each.
- Cross Country Ski started practice before the break and is all geared up. Volleyball and wrestling started last week with tryouts and practice.
- We celebrated our Quarter 2 Super Huskies: Griffin Duval, Callie Winchester, and Alexi Passin during our back to school assembly. We also introduced our theme for Quarter 3 which is service.
- December spirit weeks had high participation rates. We also completed a mid-year i-ready diagnostic in anticipation for the new access we have to i-ready personalized learning. This tool will help our teachers provide remediation for students missing essential skills and who need additional support with current topics. Our math teachers, Blair Bailey, Josh Bryan, and Desiree Bryan all have experience with the program, shared best practice and hit the ground running. We are hoping to provide support for

implementation to teachers at the elementary school if needed during future inservice or Friday collaboration.

## Concerns

- Ongoing personnel changes within the administrative team create challenges for long-term planning, increase job uncertainty, and reduce the collective experience of our leadership. In this context, Mr. Baksis's experience and institutional knowledge are especially critical. His strength in engaging students and supporting newer administrators has provided stability during a period of transition. Additionally, his collaborative approach and commitment to continuous improvement are key to sustaining positive momentum and ensuring consistency in leadership for students, staff, and families.
- The policies around approval for outside presentations is arduous and seems unnecessary when it is an annual state statute requirement.
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## Achievement/celebrations

- Our new exploratory organization has streamlined the selection and placement process. Thanks to Kate Goudreau for her work with students to truly create an exploratory experience during the selection process.
- Our 6th grade Fine Arts class did an International Arts night in December and showed off their instruments and art projects. They will continue in fine arts this semester with Ann Norris and Katy Rowland utilizing their art and music knowledge in a play.
- As of January 8th, we are at 18 days straight without a phone incident. Teachers have noticed an improvement in engagement in the hallways and overall discipline incidents happen at a lower rate although many factors contribute to that improvement. We plan to celebrate next Flex Friday if the streak continues with a movie and popcorn.
- Our theatre class successfully produced Newsies with the elementary and middle school attending our daytime show and great community attendance and support for our evening show.
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## Hermon Hutchens Elementary School

# BOARD REPORT

January 12, 2026

### Goals:

- Coordinating with the United States Coast Guard PIE coordinator to restart the volunteer program

### Engagement

- Avalanche Awareness Presentation for grades 3-5 on January 14, 2026
- Spelling Bee on January 21, 2026 at 1:30
- Battle of the Books 3rd/4th Grades on February 4 at 1:15
- Battle of the Books 5th/6th Grades on February 5, 2026 at 1:15

### SEL

- Taking risks and trying new things is a theme we have been discussing. Ms. Critchlow took a risk writing to an author, who then sent a video message to our Battle of the Book Teams. Ms. Guisti and Ms. Critchlow are planning to extend the project by having students write to their favorite authors.

### Concerns

- Semester 1 Average Daily Attendance is 90.6%.

### Achievement/celebrations

- HHES completed middle of the year benchmark assessments in December and results have been sent to families.

Valdez High School  
Student Representative Report  
January 12th, 2026



## Recent Events

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Coming off the break, we had a great first week back. It was very orderly, and students had the ability to change any classes for the next semester.

There was a required Friday last week on January 9th.

The National Honor Society and Beta Club have been redoing the locker rooms.

Boys and Girls Basketball left for the Nome Subway Showdown on the 7th.

Nordic Ski had their meet in Palmer on the 9th. The Valdez home meet is on January 17th.

## Upcoming Events

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The Sophomore class will host a winter dance on the 17th.

The ASVAB test will take place on the 29th at 8 am.

## Concerns

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In the girls' bathroom in the sophomore hallway, we only have one working toilet.

We have conducted a survey asking all students about their feelings about homeschool.





**PERSONNEL ACTION REPORT FOR 2025-2026**  
**Jan 12, 2026**

**Page 1 of 1**

**EMPLOYMENT OF ADMINISTRATION**

Susan Love  
Director of Business Services FY27  
Effective 1/26/26 to begin training

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**RESIGNATION OF ADMINISTRATION**

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**EMPLOYMENT OF CERTIFIED PERSONNEL**

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**RESIGNATION/RETIREMENT CERTIFIED PERSONNEL**

Madison Alexie  
Special Education Teacher GMS  
Effective 05/22/2026

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**EMPLOYMENT OF CLASSIFIED PERSONNEL**

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**RESIGNATION/RETIREMENT OF CLASSIFIED PERSONNEL**

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**OTHER CONTRACTS**

Blair Bailey  
GMS After the Bell Tutoring  
Effective 1/5/26-5/21/26

Bryan Bailey  
HHES After the Bell Chess Club  
Effective 1/5/26-3/13/26

Jessica Bugni  
HHES After the Bell Art Club  
Effective 1/5/26-3/13/26

Mel Koontz  
HHES After the Bell Run/Ski Club  
1/5/26-5/15/26

Chey Olson  
HHES After the Bell Dungeons & Drag Club  
Effective 1/5/26-3/13/26

Katy Rowland  
GMS After the Bell Art Class  
1/5/26-5/21/26

Jennifer Tate-Lee  
HHES Run/Ski Club  
Effective 1/5/26-5/15/26

Jessica Vincent  
After the Bell Homework Helper  
1/5/26-5/21/26

Tahnee King  
GMS Assistant Volleyball Coach  
Effective 1/5/2026

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**2025-2026 School Year**

Teachers 51  
Classified\* 56  
Principals 3  
District Administration 6

**Total Employees 116**

(\*This is the number of classified personnel working for the district. Several of the employees have part-time hours)

## **BP 4135/4235/4335 Soliciting and Selling**

Employees shall not solicit District students or their families with the intent to sell general merchandise, books, equipment or services. Any classroom activity requiring students to bring money to school for any purpose must have the **superintendent or designee's** principal's approval.

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

Staff shall not distribute promotional, political, controversial or other non-instructional materials unless approved by the Superintendent or designee.

*(cf. 1325 - Advertising and Promotion)*

Staff members shall not use their status as District employees to secure information such as names, addresses and telephone numbers for use in profit-making ventures. Educational tours may be promoted on school premises only if they are sponsored by the District. Employees engaged in planning, organizing or leading tours as a private business shall make it clear that they do not represent the school or District. All activities related to such tours must be carried on outside of school hours and off school premises.

ADOPTED: JUNE 2005

**Valdez City Schools**

## BP 4161/4261 Leaves

~~**Note:** This policy and our other sample leave policies are offered as models for districts. Districts should take into careful account their past practices and collective bargaining agreements when providing for leave privileges.~~

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

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

*(cf. 4161.4 - Family and Medical Leave)*

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

Legal References:

### ALASKA STATUTES

[14.14.107](#) Sick leave and sick leave transfer

[14.20.147](#) Transfer or absorption of attendance area or federal agency school

[23.10.500 - 23.10.550](#) Alaska Family Leave Act (renumbered - 39.20.500)

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.020](#) Teachers entitled to pay

UNITED STATES CODE

Family and Medical Leave Act, [29 U.S.C. 2601](#) *et. seq.*;

CODE OF FEDERAL REGULATIONS

[29 CFR Part 825](#), amend. 2008

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

Board Revised and Approved 4-9-12

ADOPTED: JUNE 2005

**Valdez City Schools**

# ***Model Policy***

## **BP 4154/4254/4354 HEALTH AND WELFARE BENEFITS**

The district shall provide health and welfare benefits for certificated and classified employees in bargaining units. Benefits for employees who are not in bargaining units shall be the same unless otherwise specified by School Board action or individual contract in accordance with negotiated employee agreements.

The Superintendent or designee shall advise all employees of their rights and responsibilities related to continuing their health insurance benefits when their eligibility changes.

*(cf. 3530 - Risk Management)*

*(cf. 4141/4241 - Agreement)*

*Legal Reference:*

ALASKA STATUTES

[23.40.070](#) *Declaration of Policy (PERA)*

CONSOLIDATED OMNIBUS RECONCILIATION ACT

[Public Law 99-272](#)

**9/92**

**AASB Policy Reference Manual**

**BP 4200.12 Classified Physical Examinations**

See BP 4112.4

ADOPTED: JUNE 2005

**Valdez City Schools**

## **BP 4160/4260/4360 Alaska Family Leave Act of 1992**

*Alaska Family Leave Act of 1992 requires covered employers to provide up to eighteen (18) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. This policy summarizes for your information the current benefits available under the Act. To the extent there is any discrepancy between the Act and this summary, the terms of the Act control. Employees are eligible if they have worked for a covered employer for at least twenty (20) consecutive work weeks in the proceeding two (2) calendar years.*

### **Reasons for Taking Leave - Unpaid leave must be granted for any of the following reasons:**

- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job. All annual and sick leave must be used prior to unpaid leave.

**Employee Requirements** - Taking of leave may be denied if the following requirements are not met:

- The employee ordinarily must provide thirty (30) days advance notice when the leave is "foreseeable".
- An employer may require ~~medical~~ **medical** certification to support a request for leave because of a serious health condition, and may require second ~~of~~ **or** third opinions (at the employer's expense) and a fitness for duty report to return to work.

### **Employer Requirements Under The Alaska Family Leave Act:**

- For the duration of leave, the employer must maintain the employee's health coverage under any "group health plan."
- Upon return from leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Adopted 6/05  
Revised 12/25

**Valdez City Schools**

## BP 4000 Concepts and Roles

**Note:** [A.S.14.08.101](#) authorizes regional school boards to appoint, compensate and otherwise control school employees in accordance with the provisions of Title 14 and exempts these employees from [A.S. 39.25](#) (State Personnel Act). [14.08.111](#) requires regional school boards to employ a chief school administrator, approve the employment of other personnel and establish salaries. Pursuant to [14.14.060](#) and [14.14.065](#) borough and city school boards appoint, compensate and otherwise control school employees in accordance with Title 14 and subject to state laws relating to teacher salaries, tenure, financial support, supervision by the Department of Education and other general school laws.

The School Board wishes to establish conditions that will attract and hold qualified personnel who will devote themselves to the education and welfare of the students of the district.

The Board desires that teachers pursue excellence within their profession and may provide incentives to teachers of demonstrated ability and expertise, which will encourage them to stay in the public school system. The School Board recognizes the importance and need for culturally responsive and trauma informed teaching practices which lead to improved student performance and outcomes. The District may provide support and professional development opportunities to teachers regarding these practices as a way of increasing teacher efficacy and retention.

**Note:** [A.S. 23.40.250](#) defines the terms and conditions of employment which are subject to collective bargaining as: "hours of employment, compensation and fringe benefits, and the employer's personnel policies affecting the working conditions of the employees; but does not mean the general policies describing the function and purposes of a public employer." Districts should consult legal counsel regarding the scope of negotiations and the district's duty, if any, to bargain.

The Board believes that its personnel policies must be developed in cooperation with staff in an atmosphere of mutual faith and good will. District policies and regulations shall apply only to the extent that they do not conflict with any collective bargaining agreement in effect between the district and its employees. The Board affirms its intention to have district policies, regulations and procedures conform to the requirements of state and federal laws and regulations.

### The School Board

1. Adopts wage and salary schedules.
2. Approves the employment of school personnel.
3. Determines principles of treatment for employees, such as those in connection with sick leave, leaves of absence, in-service training, retirement, etc., either through the policies and regulations of the district or through negotiations with employee organizations in accordance with law.
4. Serves as a court of appeals in cases referred by the Superintendent or designee or which may be appealed by employees directly from the Superintendent or designee's decision, or as specified in adopted employee organization bargaining agreements.

### The Superintendent or Designee

1. Nominates for employment all certificated and classified personnel.
2. Recommends disciplinary action, including suspension and dismissal, against employees whenever there is sufficient evidence warranting such action.
3. With the staff, assigns, directs and supervises the work of all employees with due regard for the individual rights involved.
4. Proposes salary schedules for staff members not covered by an employee organization agreement, and advises the Board throughout negotiations with employee organizations on all matters under negotiations.

(cf. 6181 - Charter School)

### **Working Relationships Between Board and Superintendent or Designee**

The Board desires to be guided principally by the advice of the Superintendent or designee in regard to its relations with district personnel. The Board shall refer direct approaches from employees for Board action to the Superintendent or designee for his/her consideration and judgement. The Board shall act as an appeals body only after receiving the recommendation of the Superintendent or designee.

(cf. 4144 - Grievances /Complaints)

The Superintendent or designee shall conduct the District's personnel relations with fair and sound practices in accordance with board policy.

Legal References:

#### ALASKA STATUTES

[14.08.101](#) Powers (regional school board)

[14.08.111](#) Duties (regional school board)

[14.14.060](#) Relationship between borough school district and borough

[14.14.065](#) Relationship between city school district and city

[14.20.095](#) Right to comment and criticize not to be restricted

[23.40.070-23.40.260](#) Public Employment Relations Act (PERA)

[39.25.110](#) Exempt service

Revised 08/19

Revised 9/97

Adopted 6/05

Revised 12/25

**Valdez City Schools**

## BP 4200.1 Classified Definitions

Unless the context requires otherwise, the definitions in this section govern the construction of the Classified Personnel portion of this manual.

**"Anniversary Date"** - An employee's beginning date of hire shall establish his/her anniversary date. Any employee who changes position will have a new anniversary date.

**"Benefited Employee"** - An employee in a permanent position who receives one or more of the following benefits from employment with the District: health insurance, sick/personal leave participation in the Public Employee Retirement System (PERS). Eligibility is as follows:

- Health/Medical - 30+ Hrs./Wk
- Sick/Personal Leave - 15+ Hrs/Wk
- PERS - 15+ Hrs/Wk

**"Classified Employee" or "Employee"** - A District employee who occupies a position, for which the incumbent is not required to hold a valid Alaska teacher's certificate.

**"Employment status"** - The period beginning with the effective date of appointment and ending with the effective date of separation.

**"Fiscal Year"** - The period between July 1 of the calendar year through June 30 of the following calendar year inclusive.

**"12 Month Employee"** - An employee appointed to a position, which is designated as a regularly scheduled twelve (12) month period. A probationary employee is not a 12 month employee until the probationary period is complete.

**"Less than 12 Month Employee"** - An employee appointed to a position, which is designated as a regularly scheduled less than twelve (12) month period. A probationary employee is not a less than 12 month employee until the probationary period is complete.

**"Grade"** - Categories within the salary schedules. For example Grade G is Maintenance 11.

**"Immediate Family"** - Includes spouse/significant other, father, mother, son, daughter, brother, sister, including step relations/foster relations, grandparents, and grandchildren.

**"Pay Status"** - A day during which an employee works, is on paid leave, or is on paid holiday.

**"Performance Evaluation"** - The yearly appraisal in writing of an employee's work performance on District approved forms.

**"Permanent Position"** - A position created with the expectation that the need is ongoing and will be budgeted for year to year.

**"Second Degree of Kindred"** - Spouse/significant other, father, mother, son, daughter, brother, sister, grandfather, grandmother, grandson, granddaughter, uncle, and aunt including those involving half or step relations.

**"Separation"** - The leaving of District employment by resignation, termination, dismissal, or layoff.

**"Step"** - Horizontal incremental movement on Salary Schedule

**"Substitute"** - An employee who fills in for an absent employee.

**"Supervisor"** - An employee authorized to direct the work of subordinate employees.

**"Temporary Employee"** - An employee who occupies a temporary position as determined by the District

**"Temporary Position"** - A position created by the District for a designated number of days for a specific task or assignment. Temporary positions are non benefitted.

**"Year of Service"** - A fiscal year during which an employee is on pay status with the District for not less than one hundred sixty (160) working days.

#### Classified Hours of Work

**Scheduled Hours of Work** - Each supervisor, with the prior approval of the Superintendent, shall establish the scheduled hours of work for classified employees under their supervision. Each classified employee shall be entitled to a fifteen (15) minute relief period approximately midway of the first half of the work day and another approximately midway of the second half of the work day.

**Normal Work Week** - The normal work week shall be between Sunday midnight and the following Sunday midnight.

**Overtime** - Any hourly employee is eligible for overtime. Hours worked in excess forty (40) hours per week by any employee shall be considered overtime hours for compensation purposes.

Adopted 6/05  
Revised 12/25

**Valdez City Schools**

## **BP 4200.6 Classified Appointment, Promotion and Transfer**

**Equal Employment Opportunity** – All appointments shall conform to Equal Employment Opportunity standards.

**Advertisement of Positions** – Except for temporary and substitute appointments, all position openings shall be advertised by the Administrative Assistant to the Superintendent of Schools/Board of Education publicly and in the District for a period of not less than fourteen (14) calendar days. Under emergency conditions, temporary appointments to positions may be made pending expiration of the advertisement period. If such a temporary appointment is made, all applications received during the advertisement period shall be considered prior to making an appointment to the open position. In the event of equal qualifications, as determined by the District, current classified employees who have submitted applications shall be given preference in filling a vacant position. An employee who is hired to fill a vacancy from one grade to a higher grade shall be placed on the new grade at Step 1, except that no promoted employee may be placed at a step that results in a reduction in the rate of pay.

**Appointment Step** – New employees shall be placed at Step 1 (base) on the salary schedule established for that position. At their sole discretion, the Superintendent will **may** grant additional steps up to the following limits (6 steps FY26) (7 steps FY27) (8 steps FY28 and future years) based upon the employee's relevant training and experience. For example, a new hire who brings 6 years experience to the District will **may** be placed at Step 6 (Step 1 + 5 years-experience = Step 6).

**Approval** - All recommended hires for current positions shall be made to the Superintendent upon the recommendation of the supervisor. The creation of new positions must be approved by the Board, as well as annual rehire recommendations.

**Transfers** – Classified staff that transfer from one position to another will also transfer their seniority rights in the case of a layoff. Layoffs are considered District wide per specific classification (see BP 4217.3)

**Probationary Period** – Each employee new to a part-time or full-time permanent position (substitute and temporary positions are “at will” and therefore not subject to a defined probationary period) shall be subject to a probationary period during the first ninety (90) working days. During the probationary period, the employee may be dismissed from his/her position at any time, with or without cause. If dismissed, a probationary employee shall not be entitled to a hearing and cannot use the grievance procedures to protest the decision. The decision of the Superintendent is final. The probationary period is not to be considered a contract of ninety (90) working days. If the employee completes the probationary period (or any extension thereof determined reasonable by the District, the employee shall be appointed as a 12 month or less than 12 month employee. Insurance benefits will begin after the completion of the thirty (30) working days This provision does not apply to certified employees or term contracts.

**Work Assignment/Shift/Location** – All classified work assignments/work shift and/or work location shall be identified on the job posting. Any temporary change to an employee's work assignment, work shift, or work location shall be made by the employee's supervisor.

Any permanent change in an employee's work assignment, work shift, or work location shall be approved by the Superintendent based upon recommendations(s) from the

supervisor. In the event of a permanent change a minimum of (2) weeks written notice will be given to the employee.

**Discretionary Appointment** – The Superintendent may advance an employee one (1) additional step based on a superior evaluation and recommendation from the supervisor.

**Reappointment** – An employee who is reappointed to a position after a separation or after having served in a different position may, at the discretion of the Superintendent, be reinstated at the same step on the salary schedule as previously held.

Adopted 6/05

Revised 1/24

Revised 10/25

Revised 12/25

**Valdez City Schools**

## **BP 4211 Recruitment and Selection (Classified Personnel)**

In order to secure quality personnel, the district shall maintain an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action, and good personnel practices in dealing with applicants. The Superintendent or designee shall determine the personnel needs of the District. He/she shall locate suitable candidates and bring them to the School Board for approval. No inquiry shall be made with regard to the age, race, color, religion, sex, sexual orientation or national origin of persons proposed for or seeking employment. Questions regarding handicap shall be asked only when directly related to the job. The Superintendent or designee shall ensure that persons nominated for employment meet all qualifications established by law and by the Board.

The Superintendent is authorized to employ classified employees.

All of the functions, rights, powers, and authority of the School District not specifically abridged, delegated, or modified by this policy are recognized as being retained by the School District.

*(cf. 4111.1/4211.1 - Affirmative Action)*

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4212.5 - Security Check)*

Adopted 6/05

Revised 10/11

Revised 12/25

**Valdez City Schools**

## **BP 4300 Management and Supervisory Personnel**

**Note:** Pursuant to state law, the Superintendent, Assistant Superintendent, and other employees who exercise significant responsibilities for the district in the area of collective bargaining formulation and implementation are excluded from the bargaining units of other certificated or classified employees.

The following positions shall be management and supervisory personnel:

- Director of Physical Plant
- Director of Technology
- Business Manager
- District Test Coordinator
- Director of Special Education
- Dean of Students, and all building administrators holding a Type B Administrative Certification.

Positions included in this definition must meet the criteria for exempt positions.

Adopted 6/05  
Revised 12/25

**Valdez City Schools**

### **BP 4312.3 Oath**

Management/Supervisory personnel shall affirm ~~and~~ **or** swear to the oath as set ~~for the~~  
**forth** in AS.39.05.130.

Adopted 6/05

Revised 12/25

**Valdez City Schools**

## **BP 5000 Concepts and Roles**

The focus of the school system is on the student. It is incumbent upon the School Board, district and school administration and teachers to provide for the physical and mental welfare of the students in their charge. The school district shall work closely with parents/guardians and the community in order to achieve a harmony of interests.

Students must be recognized and understood as individuals, each with his/her own unique abilities, social and economic background, ambitions and educational needs. The programs and services of the district must be designed and executed with this concept well in mind if the fullest development of each is to be achieved.

Students are expected to accept personal responsibility for making maximum use of those educational opportunities afforded by applying themselves diligently to learning both in the classroom and in other school-sponsored settings. It is also expected that as a result of the total school experience students will come to appreciate the values of self-discipline; responsibility; and respect for others, their country and its governmental processes.

Discrimination with respect to color, creed, race, sex, sexual orientation, religion, marital status, ancestry, handicap, or national origin is prohibited as regards regarding admission, attendance, and educational programming.

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

*(cf. 5145.3 - Nondiscrimination)*

### **Role of Superintendent or Designee**

The Superintendent or designee:

1. administers all schools and classes established by the Board.
2. directs the instruction, guidance and discipline of all students.
3. assigns students to alternative programs or grades as may improve their education, reduce the expense of maintaining schools, or relieve geographic or demographic conditions.
4. enforces compliance with compulsory attendance laws.
5. has immediate authority for the closing of schools in case of emergencies involving the health and safety of students.

### **Role of School Board**

The Board:

1. establishes policies to provide the best attainable program of education for the district's students.
2. authorizes the establishment of special classes, programs, or other facilities for students who are in need of special education in keeping with all legal provisions.
3. provides for the physical and mental well-being of students.
4. determines policies regarding student behavior and attendance within the limits of the law.

Adopted 6/05

Revised 9/97

Revised 12/25

## BP 5127 Graduation Ceremonies and Activities

Note: The following policy suggests various options which may be modified to reflect district practice except that the U.S. Supreme Court has ruled that graduation ceremonies may not include school-sponsored prayers.

Note: Effective June 30, 2016, the requirement in [AS 14.03.075](#) that a secondary student take a college and career readiness assessment before being issued a diploma is repealed.

High school graduation ceremonies shall be held to recognize those students who have successfully completed the district graduation requirements and earned the right to receive a diploma or a certificate of completion. Students earning a certificate of attendance may also participate in graduation ceremonies.

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.5 – Differential Requirements for Individuals with Exceptional Needs)*

Note: The following optional paragraph may specify whatever number of uncompleted credits the School Board wishes to allow or may be deleted.

At the discretion of the Superintendent or designee, a student who is no more than         
**2** credits short of fulfilling district credit requirements may participate in graduation exercises without receiving his/her diploma. When the required credits have been earned, a diploma shall be sent to the student by mail.

Note: The following optional paragraph may be used to deny participation in graduation activities. School site rules should indicate what privileges may be denied for what reasons, and the means whereby students may appeal these decisions.

In accordance with school-site rules, the principal may deny a student the privilege of participating in graduation or promotion activities because of misconduct.

*(cf. 5144 - Discipline)*

School-sponsored invocations and/or benedictions shall not be included in graduation ceremonies.

### Legal Reference:

#### ALASKA STATUTES

[14.03.075](#) *College and Career readiness assessment; retroactive issuance of diploma*

[14.03.090](#) *Sectarian or denominational doctrines prohibited*

#### UNITED STATES CODE

*Elementary and Secondary Education Act, [20 U.S.C. § 9524](#), as amended by the Every Student Succeeds Act, [P.L. 114-95](#)*

*[Santa Fe Indep. Sch. Dist. v. Doe](#), 530 U.S. 290 (2000)*

*[Lee v. Weisman](#), 505 U.S. 577 (1992)*

Revised 4/2022

Revised 2/2023

## **BP 5131.42 Threats of Violence**

Students should be educated in an environment which is free from harm and threats of harm. Threats of violence are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or via **electronic means** email. No threat of violence will be considered a joke. Any bomb threats or threats of violence, whether or not made during school hours or on school grounds, shall result in immediate disciplinary action, up to and including suspension and/or expulsion.

The Superintendent or designee shall report any threats of violence to the police. The school principal will also report threats to the school counselor, who may consult with the police in assessing the threat and offer the student appropriate support and intervention.

All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal.

The District reserves the right to hold the student responsible for any costs and/or damages incurred by the District because of a threat.

Added 9/99

ADOPTED: JUNE 2005

**Valdez City Schools**

## **BP 5121.7 Grades/Evaluation of Student Achievement**

### **Acceleration, Grades K-6<sup>5</sup>**

Acceleration is the placement of students in a grade level for which they are not chronologically old enough according to policy.

A student may be considered for acceleration only if it can be clearly demonstrated that acceleration will be in the best interest to the student socially, emotionally, and academically.

The following factors may be considered in making this determination:

1. formal and informal test scores indicate substantially above grade level skills in academic areas, and
2. physical and social development must be sufficiently accelerated to allow the student to function comfortably at the grade level being considered.

The District may require additional testing by the school psychologist to help determine the advisability of acceleration. The principal, working with staff and parents, will make the final decision on acceleration.

ADOPTED: JUNE 2005

**Valdez City Schools**

## **BP 5121.8 Grades/Evaluation of Student Achievement**

### **Retention- Grades K-6<sup>5</sup>**

A child may be considered for retention in a grade level if it can be clearly demonstrated that:

1. The child is not academically ready for the next grade level, and
2. Retention will be beneficial to the child.

The following five factors must be considered in making this determination:

1. The child is not able to satisfactorily complete the current grade level work.
2. Formal and informal test scores indicate skills substantially below grade level.
3. The current year's report card indicates academic deficiencies.
4. The student readiness standards have not been met.
5. Any absence over ten days per semester may result in consideration for retention.

Poor work habits, irregular attendance, poor self-image, and poor attitude are not grounds, by themselves, for retention. The principal, working with parents and staff, will make the final decision on retention. Parent will sign documentation acknowledging retention, which will be kept in the student file.

ADOPTED: JUNE 2005

**Valdez City Schools**

**BP 5121.15 Grades/Evaluation of Student Achievement**  
**Retention-Middle School Students**

Any **sixth**, seventh or eighth grader who fails two or more core subjects may be considered for retention. Before such a determination is made there should be documented attempts at other various interventions. Such discussions shall include the parent / guardians, the affected student and his or her teachers.

The decision to retain a student must include participation by the student's parents and teachers. The final decision to retain a student rests with the building principal. The decision to retain a special education student must be done by the IEP team.

ADOPTED: JUNE 2005

**Valdez City Schools**

# Memorandum



Date: 1-8-2026

From: Jason Weber  
Interim Superintendent

To: VCS Board of Education

Thru: Jason Weber  
Interim Superintendent

Subj: Administration Contracts

I, Jason Weber, am recommending the following administrators for contracts for FY27. I have been working closely with each of them and they are in good standing with the district.

Amanda Tippetts- GMS Principal  
Rylee Ownbey- Special Education and Federal Programs Director  
Jon Berkeley- Director of Curriculum  
Sasan Love- Director of Finance  
Megan Gunderson- Technology Director  
Dan Bryant- Maintenance Director

**Recommendation:** Approve Administrator Contracts for the FY27 school year.



## Valdez City Schools

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### **Please approve administrator contracts for FY27.**

Howell, Krista: HHES Principal

Tippetts, Amanda: GMS Principal

Berkeley, Jon: Director of Curriculum Instruction and Assessment

Bryant, Daniel: Director of Facilities & Operations

Ownbey, Rylee: Director of Special Education & Federal Programs

Gunderson, Megan: Director of Technology & Communications

Susan Love: Director of Business Services

# DOLORES GARD OUTSTANDING SCHOOL VOLUNTEER AWARD NOMINATION FORM

## Nominee Information

- **Full Name of Nominee:**
- **Nominee's Contact Information (email, phone):**
- **Organization/Program the Nominee Volunteers With:**
- **Role(s) in the Community:**

## Nominator Information (If different from the nominee)

- **Full Name of Nominator:**
- **Relationship to Nominee:**
- **Contact Information (email, phone):**

## Nomination Criteria

### 1. **Type of Volunteer Contribution**

*Describe the services and activities the nominee has performed, as well as the impact and need for these contributions.*

*(Please provide specific examples of the nominee's contributions and the needs they have addressed.)*

### 2. **Character of Volunteer Service**

*In what ways has the nominee demonstrated creativity, uniqueness, and high quality in their volunteer efforts? Please describe any challenges they overcame and the accomplishments they achieved.*

### 3. **Breadth of Volunteer Contribution**

*How extensive is the nominee's volunteer service? Please provide details on the number of years served, average weekly hours volunteered, and the number of students or community members impacted.*

#### 4. **Impact of Volunteer Service**

*What specific outcomes have resulted from the nominee's volunteer work, especially related to student achievement or school improvement (e.g., climate, behavior, attendance)? Please describe the direct or indirect impact of their contributions.*

### **Additional Information**

- **Explain how the nominee has demonstrated leadership or inspired others in their volunteer work.**  
(Provide examples of how the nominee has motivated or led others in their efforts, such as initiating new ideas, rallying support, or mentoring.)
  
- **How does the nominee embody the values and mission of Valdez City Schools?**  
(Discuss how the nominee's values align with those of the school district and how they demonstrate a "kid-centered" attitude, including kindness, trustworthiness, and a strong work ethic.)
  
- **Provide any additional relevant details or stories that highlight the nominee's outstanding qualities as a volunteer.**  
(Feel free to include testimonials, personal stories, or examples of the nominee's dedication and impact.)

### **Additional Documents**

(If applicable, please attach any supporting documents such as volunteer hours, photos, or letters of recommendation.)

- **Supporting Documents (Optional):**

### **Nomination Deadline:**

Nominations must be submitted by January 31. Please ensure that all sections are completed thoroughly. The selection committee will review the submissions and select the awardee, with the award presented during the Elk Tournament in February.

*Thank you for taking the time to recognize the outstanding contributions of our volunteers!*

# DOLORES GARD OUTSTANDING SCHOOL VOLUNTEER AWARD RUBRIC

## Purpose:

The Dolores Gard Outstanding School Volunteer Award is presented annually to a volunteer who demonstrates exceptional dedication and commitment to students and staff within Valdez City Schools. This award recognizes the individual who fosters strong school-community relationships, promotes innovative approaches to improving student and staff performance, and goes above and beyond to make VCS a model school district.

## Award Criteria Overview:

Award winners are selected based on four key components: the character of the volunteer, the type and breadth of their volunteer service, and the measurable impact of their contributions to student success and school improvement.

## Eligibility Requirements

- **Commitment to Student Learning:** The nominee must have a proven track record of exceptional commitment to student success.
- **Character Traits:** The nominee must exemplify a “kid-centered” attitude, including being kind, trustworthy, helpful, disciplined, efficient, joyful, frugal, policy-driven, and spunky.
- **Volunteer Service in the School Environment:** Volunteer work must be performed within the school environment.

## Nomination Criteria

1. **Type of Volunteer Contribution (25%)**
  - **What was the nature of the volunteer's service?**
    - Description of the services and activities performed by the nominee.
    - Demonstrates the specific need or impact of those services on the school community.
2. **Character of Volunteer Service (25%)**
  - **How creative, unique, or innovative was the nominee's service?**
    - Evaluation of the quality and distinctiveness of the volunteer's contributions.
    - Consideration of the obstacles faced and overcome, the effort involved, and any accomplishments achieved.
3. **Breadth of Volunteer Contribution (25%)**
  - **How extensive is the volunteer's service?**
    - Number of years of service to the school or district.
    - Average number of hours volunteered per week.
    - The number of students impacted, either directly or indirectly, by the nominee's efforts.
4. **Impact of Volunteer Service (25%)**
  - **What measurable outcomes resulted from the nominee's volunteer work?**
    - Direct or indirect impact on student achievement.
    - Contribution to school improvement, including factors such as school climate, student behavior, attendance, etc.

## Timeline:

- **January 31:** Nominations due from School Principals, PTA, VAFT, and the community.
- **February:** The selection committee meets to review nominations and select the awardee. The award will be presented during the Elk Tournament.

This rubric serves as a guideline to ensure a fair and comprehensive review of each nominee's contributions and impact. The selection committee will weigh each of the four categories equally to determine the award recipient.