

Fred Ipalook Elementary School

Greetings from Fred Ipalook Elementary School!

Continuing Practice: As Covid variants continue to move throughout North Slope communities, Ipalook follows the NSBSD Covid-19 Mitigation Plan to meet the demands of its daily operations. Also, public health personnel, Nurse Esther, and IPK administration have worked diligently behind the scenes to make certain that students are not quarantined unnecessarily and can continue in-person learning.

Transitioning to our student enrollment, following is a snapshot for Ipalook:

Grade Level	Number of Students Enrolled as of August 31st, 2021	Number of Students Enrolled as of September 30th, 2021	Number of Students Currently Enrolled as of October 31st, 2021	Number of Students Enrolled as of November 30, 2021	Difference from August until November
Pre-K3	32	32	34	37	+5
Pre-K4	75	75	70	70	-5
Kindergarten	61	58	56	55	-6
First Grade	70	70	69	67	-3
Second Grade	78	77	76	75	-3
Third Grade	90	90	89	89	-1
Fourth Grade	74	74	74	71	-3
Fifth Grade	76	76	76	78	+2
Total	556	552	544	542	-14

Currently, staffing at IPK looks as follows:

We continue seeking paraprofessionals to support our learning community. This ever-changing situation keeps us on our toes. We began this year with a significant paraprofessional staffing deficit (around nine positions). While we have hired nine paraprofessionals, we have lost five this year to date, and still need two more.

We had two ECE positions to fill this year. We recently hired a long-term substitute, Frances Anaver, to support one of our two ECE classrooms. We are excited to have her and her family join us for the rest of the school year. Ms. Frances hails from the Lower Kuskokwim area and holds a lifetime certificate. Similarly, we are in the process of onboarding another long-term substitute for our other ECE position to finish the school year, Starlett Patterson. Starlett recently finished a teaching stint in Craig, AK, took a respite and is looking forward to joining us when school resumes January 5, 2021.

IPK is buzzing with excitement as the winter vacation draws near. IPK is hosting several after school activities. Reference the chart* below for current offerings. More will be added next quarter.

*Student council, though not reflected on the chart, has been holding meetings, hosting events and has a fluctuating schedule.

Afterschool Activities												
	Monday			Tuesday			Wednesday	Thursday			Friday	
1:30							Choir (K-2 nd Grades)					
1:45												
2:00												
2:15												
2:30												
2:45												
3:00												
3:15												
3:30	Tutoring (1 st -5 th Grades)	Battle of the Books (Kindergarten)		Battle of the Books (1 st -5 th Grades)	Tutoring (K-5 th Grades)	Choir (3 rd -5 th Grades)		K-5 Tutoring (K-5 th Grades)	Choir (3 rd -5 th Grades)	Science Fair (3 rd -5 th Grades)	Inupiat Dancing (K-5 th Grades)	Choir (Middle School)
3:45												
4:00												
4:15												
4:30												
4:45	Parent pick-ups to front of school. Bus students to the middle gym.											

Boys & Girls Club is in session and looks a bit different this year. IPK is providing the physical space for the organization. I am including the schedule for your convenience. On the lower right side of this flyer, you will find contact information for one of the program's facilitators.

**OUR NEW
WEEKLY SCHEDULE**

**BOYS & GIRLS CLUB
OF UTQIAGVIK**

MON 3 - 8 PM | GRADES 1 - 5
TUE 3 - 8 PM | GRADES 1 - 5

WED 1:30 - 4:30 PM | GRADES 1 - 5
4:30 - 7 PM | GRADES 6 - 12

THU 3 - 8 PM | GRADES 6 - 12
FRI 3 - 8 PM | GRADES 6 - 12

DAILY MAX CAPACITY: 50

NSAMUELU@BGCALASKA.ORG

Made with PosterMyWall.com

Christmas Concert 2021

	Kindergarten	First	Second	Third	Fourth	Fifth
Monday December 6, 2021 6:30 p.m.	X	X	X			
Wednesday December 8, 2021 6:30 p.m.				X	X	X

The Student of the Month Board is bedecked with hard working learners this year. I have included the current students' pictures and their accomplishments. Following is a link that showcases these distinguished pupils:

https://drive.google.com/file/d/1iOYq4W3xFfl_X-sY2Sy8IWQIFIpJat_/view?usp=sharing

Students chosen for the Student of the Month Board may attend a popcorn party, held in their honor. During this event, each of the students is presented with his or her picture and write-up, a certificate for a free kid's meal from Subway, and a free, small slushy or a piece of fruit like a banana, an apple or an orange, compliments of the AC store in Utqiagvik, AK.

Continuing, join me in recognizing two classified personnel, whose individual contributions and as well as their teamwork are vital to IPK operations. IPK would like to honor Martha Oleson, Administrative Assistant, and Bong Manalang, IPK's School Records Technician. Watching them work arduously each day, and wanting to do represent them with integrity, I asked them both to provide their job functions.

Mrs. Martha Oleson



Martha began her career at IPK in 1999, as a temporary receptionist. She was hired permanently in September 1999 as a highly qualified paraprofessional. She moved into the office in September 2007. When she started, she was one of three people in the office. She has since absorbed the duties of all three of those positions.

Martha typically arrives at IPK by 7:00 a.m. each morning. Her duties include:

- Finding substitutes for classrooms and busses when someone calls in or is on leave.
- Preparing the morning bulletin for staff.
- Preparing the bus duty schedule for Bong each day.
- Coordinating recess and lunch duty staffing.
- Serving lunches to IPK students.
- Assisting kitchen staff if needed.
- Maintaining IPK fish tanks.
- Filling in for the receptionist when she is absent.
- Supporting administration in a myriad of ways. Ask Martha and ye shall receive.
- Ensuring classified staff complete mandatory state trainings.
- Entering tardies and absences in PowerSchool as needed.
- Taking deposits to the bank, maintaining impeccable records, and emailing them to the business office.
- Tracking purchase orders and the receipt of those orders.

- Recording staff attendance and separating the data into daily, monthly, and annually reports.
- Substituting in the classroom if needed.
- Preparing the Student of the Month Bulletin Board based on teacher input and facilitating the popcorn party each month.
- Onboarding new hires.
- Corresponding with human resources to ensure paperwork is in order and the positions reflected on Applitrack are accurate.
- Making certain office and workroom copiers are fully operational to include ordering supplies.
- Ordering positive behavioral support prizes for whale tickets, IPK's currency of choice.
- Organizing school picture schedules for classes each year.
- Sorting mail and packages for the school.
- Securing Personnel Action Forms and summer vacation forms for the classified staff.
- Spearheading storage spaces and teacher workspaces to support an efficient workflow for all IPK staff.
- Performing other duties as assigned.

Mr. Bong Manalang



Bong began his career at IPK in 2001 working as a temporary “on call” employee for paraprofessionals. In 2003 he was hired permanently as IPK’s highly qualified student records manager.

Bong typically begins his day at 8:00 a.m. each morning. His duties include:

- Maintaining accurate enrollment, attendance, withdrawal, and transfer records for IPK.
- Preparing enrollment packets for IPK students at the beginning of the year, as well as throughout the year.
- Requesting records from originating schools for students transferring to IPK and persists until they are received.
- Inputting and reporting student information following NSBSD established guidelines.
- Inputting immunization records for IPK students into the State of Alaska website and securing reports for students needing immunization compliance.
- Generating a wide variety of reports including report cards, attendance, enrollment, etc.
- Supporting administration during Covid-19 quarantine periods by providing timely and relevant demographic information for school-to-home communications.
- Training IPK staff on how to use PowerSchool.
- Managing incident reports for IPK.
- Supplying necessary forms such as the Facility Use Form to applicable personnel.
- Maintaining keys to the building and documenting their chain of custody.

- Coordinating with other personnel regarding building usage.
- Providing routine maintenance for the laminating machines in the staff work area.
- Fielding questions from parents and community regarding IPK operations.
- Broadcasting messages for School Messenger.
- Assisting with dismissal each day.
- Processing time sheets for classified staff.
- Escorting younger students to their class upon their arrival.
- Mentoring classified staff as needed.
- Ensuring NSBSD procedural adherence.
- Communicating timely information to IPK staff as he receives it.
- Assessing needs of IPK staff and students and proactively formulating a plan to address them.
- Supervising students when personnel are otherwise tasked.
- Maintaining an inviting, organized office space.
- Performing other duties as assigned.

Important to note, both Martha and Bong begin the school year approximately two weeks prior to the beginning of the school year and stay until the end of May, unless they take leave to return late or leave early, thereby adding around 20 days to their work year. Historically, they have both served the district in various capacities over the summer break; Bong currently supports NSBSD's Student Records Department during the summer.

It is time for both magnificent humans to receive a much-deserved raise!

Mrs. Mary Cantlin



Moving to the certified distinguished staff, let us celebrate Mrs. Mary Cantlin, one of IPK's noteworthy teachers. Beneath her quiet, behind-the-scenes demeanor one will note:

- She creates a kind, compassionate, collaborative and inviting learning community.
- She comes to school consistently and works fervently to help her students grow into inquisitive, independent learners.
- She develops exciting and engaging activities to support literacy and numeracy in the classroom.
- She remains willing to host professional development sessions for her colleagues to share her passion for and expertise in Kagan structures.
- She maintains an attitude of service.

Finally, Assistant Principal Brent Hammer has provided exciting IPK facility highlights. He shares:

Ipalook Elementary is in the process of bringing some significant upgrades to the infrastructure of the school. Over the summer a new projection system was purchased for the gymnasium that will upgrade both the projector and screen. This will get used significantly [for] fundraisers and school carnivals. The library will also have a new projection system installed that will give classrooms the opportunity to use for virtual field trips. Both systems are high quality and will be significant

upgrades for the school. Although yet to be installed, we are excited and looking forward to these [much-needed] upgrades for the school. On top of the gymnasium and library, classrooms have seen some upgrades as well. In today's education landscape, technology usage is major component in teaching. Because of this, many old, non-working smartboards have been replaced with new interactive laser projectors. Also added to classrooms are several new document cameras for teachers to model work for students and for students to display their work. These upgrades will be not only a huge benefit to the school and students, but to the community as well.

Thank you for allowing me to speak today.