

**HOONAH CITY SCHOOLS BOARD OF EDUCATION
MISSION STATEMENT**

To deliver a quality education that inspires and challenges all students to reach their full potential.

Thursday January 16, 2020

7:00 PM

REGULAR BOARD MEETING

Located in the School Library

.....
AMENDED MEETING AGENDA

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL (ESTABLISH QUORUM)

CORRESPONDENCE TO THE BOARD

AGENDA REVISIONS

ADOPTION OF AGENDA

APPROVAL OF MINUTES

Regular Board Meeting-October 17, 2019

Regular Board Meeting- November 21, 2019

BOARD CALENDAR

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

ADMINISTRATIVE REPORTS

A. Administrator's Report - Ralph Watkins, Written

B. Business Office Report - Amy Stevenson, Written

C. Grant Report - Norma Holmgaard, Written

D. Maintenance Report - Jeremiah Byers, Written

**E. Board & Committee Reports - Harold Houston, Oral
Report on AASB Conference**

NEW BUSINESS

1.0 Memorandum of Agreement - KTOO Public Media

1.1 Long Term Substitute Teacher Contract -Eugene Bilodeau

DISCUSSION ITEMS

- **Date for Superintendent Evaluation**

PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)

COMMENTS FROM BOARD MEMBERS

FUTURE AGENDA ITEMS

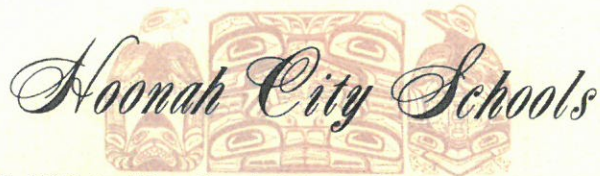
ADJOURNMENT

NEXT MEETING DATES:

- **Regular Board Meeting-February 20, 2020**

Alaska State Law, 44.62.310 makes all school board meetings open to the public except the following excepted subject may be discussed in executive session if so determined by a majority vote of the government body:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect on the finances of the public entity,
- (2) subjects, that tend to prejudice the reputation and character of any person, provided the person may request a public discussion,
- (3) matters which by law, municipal charter or ordinance are required to be confidential,
- (4) matters involving consideration of government records that by law are not subject to public disclosure.



P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

SIGN IN SHEET

Meeting: Regular Board Meeting Date: January 16, 2020

Public Comments

Name (please print)	Subject	Telephone Number
1.		
2.		
3.		
4.		
5.		
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7.		
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Public Comment and Communications

Name (please print)	Subject	Telephone Number
13.		
14.		
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22.		
23.		
24.		

Three minutes per speaker.



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January 8, 2020

Dear School Board,

This letter is to notify you that the Hoonah Education Association would like to begin the negotiation process of our contract. If you remember, we chose to roll over our contract last year.

Sincerely,

Adam Gretsinger
HEA President

Renee Gray
HEA Vice-President

January

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Happy New Year No School	No School Winter Break	No School Winter Break Varsity Basketball @ Don Hather	Varsity Basketball @ Don Hather
Varsity Basketball @ Don Hather	2 Week Elective Phase begins Varsity Basketball @ Skagway	Varsity Basketball @ Skagway	1	2	3	4
5	6	7	8	9	10	11
Varsity Basketball Home Games: Klawock					Varsity Basketball Home Games: Hydaburg	Varsity Basketball Home Games: Klawock
12	13	14	15	16	17	18
	4 Week Core Schedule Begins Varsity Basketball Home Games: Thorn Bay/MILK	Varsity Basketball Home Games: Thorn Bay		RTI Conference @ ANC No School-Teacher Inservice	No School-Teacher Inservice	
19	20	21	22	23	24	25
	No School-Teacher Inservice Varsity Basketball Home Games: Kake	100 Days of School Celebration Varsity Basketball Home Games: Kake				
26	27	28	29	30	31	

February

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2		3 Varsity Basketball @ Angoon	4 Varsity Basketball @ Angoon	5	6 Robotics State Tournament @ UA- Anchorage	7	8
9	10	11	12	13	14	15	
16 Elizabeth Peratrovich Day	17 2 week Elective Phase Begins	18	19	20 <i>RBM</i>	21 Varsity Basketball @ Yakutat	22 Varsity Basketball @ Yakutat	
23	24	25	26	27	28	29	

GOAL 2: Stakeholder Satisfaction

OBJECTIVE 2

Engage stakeholders as partners to support our mission

I will be drafting a letter for the board to review thanking the city for their increased contribution to the district in the amount \$391,000 bringing their contribution to the school to \$606,990. **See attached draft**

GOAL 1: Student Learning

OBJECTIVE 2

Produce an increasing graduation rate: Goal 100%.

Staffing:

Eli Derenoff is out of school for the month of January recovering from an injury.

I am happy to announce that we have hired a long-term sub for our open ELA position. I want to thank Kassie Pesch-Johnson for stepping in and covering until we found a suitable candidate. Gene Bildeau is scheduled to arrive on the ferry January 11th.

Joan Martin has been moved from the 4th grade classroom to our elementary sped teacher position. Her classroom is located in the elementary wing of the school across from the counselor's office. This move was necessary to address our compliance with state requirements as well as meeting the needs of our students. Melissa Thaalesen has been hired as the long-term replacement. As a resident of Hoonah Melissa is knowledgeable of our school, community, and students. This position is for the remainder of the school year.

GOAL 1: Student Learning

OBJECTIVE 2

Produce an increasing graduation rate: Goal 100%.

Action: Expand learning opportunities for high school students.

Red text is an update from October Board Meeting

Curriculum review cycle. Our first curriculum cycle will focus on a K-12 science adoption. I have contacted 3 vendors and am waiting on their white papers and samples. I have reached out to staff to develop a curriculum review team. The curriculum will focus on the Next Generation Science Standards which are currently being reviewed for adoption by the state of Alaska. Teachers are currently evaluating Mystery Science. This is a K-6 science curriculum focused on Next Generation Science Standards. **Teachers have access to all of the teaching materials through the end of the school year. We will be meeting to discuss the curriculum January to see if we want to continue with it or look into another one. I will keep the board informed.**

GOAL 3: Employee Development

OBJECTIVE 2 To make every employee feel valued and increase their capacity to make a difference.

At our October board meeting we talked about implementing extra duty positions to address the holes we have in our organizational structure. The positions are District test coordinator, (\$1,500) Acting Admin (\$500) Aimsweb administrator (\$1,000) Mentor Teacher (\$1,500) Lead Teacher (\$2,000) PLC lead, member of data team, Building leadership team (\$500 per position). Every district in Alaska has some sort of iteration of this structure. It is important that we support our teacher as we ask them to take on more and more responsibility that would normally be filled by additional staff. I am working to develop a scale to compensate classified staff that take on extra duties. *I am working with Amy on implementing these positions as a function of my role as the district's administrator. I have spoken with our attorney, members of NEA, as well as the state's NEA representative. I have also spoken to other superintendents to get a sense of the appropriateness of this implementation.*

GOAL 1: Student Learning

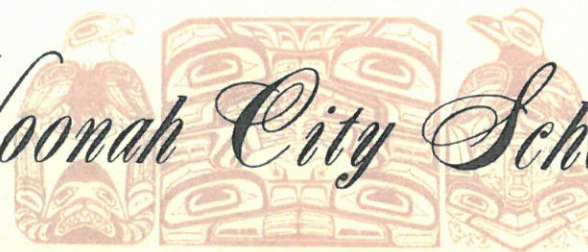
OBJECTIVE 1

Meet every student's individual learning needs.

Action: 1. Build a 9-12 schedule that is culturally supported and matriculates through 12th grade or the first year of post- secondary training.

We have gotten permission from our federal grant overseer to include the cosmetology program as an elective course for semester 2. This program will lead to a certification as a nail technician. We have been working with the Juneau Academy and Icy Strait about putting a salon in at the point. This would provide job opportunities for our students. Also, being added is a Broadcast journalism class. This class will focus on Preserving or ancestors' stories. EMT 1 classes will also resume during semester 2. *Both of these programs are underway with great feedback from the students. If you would like a classroom visit Please let me know and I will arrange a time for you to ss our students in action.*

Sincerely,
Ralph M. Watkins
Superintendent
Hoonah City School District



Hoonah City Schools

P.O. Box 157 366 Garteeni Hwy. Hoonah, Alaska 99829 (907) 945-3611 Fax (907) 945-3492

On behalf of the Hoonah City School District's School Board, teachers, staff, and students we would like to thank the City of Hoonah for its support of the Hoonah City School District. Your support of our students is a hallmark of our city's commitment to its children.

Hoonah City School is committed to providing a safe, trauma responsive, positive learning environment for all of our students. We aim to bring in the most qualified teachers, relevant curriculum, and remain a place of cultural learning for all of our students. We strive to make our learning both relevant and transferrable to all areas of our student's lives.

We recognize in these tough economic times and fiscal uncertainty that making the decision to go above your mandated fiscal obligation to the district is not a decision to be taken lightly. Your resolve to ensure that the students of Hoonah receive a quality education and are afforded all of the opportunities available to them is right in line with our district mission and vision. It is with the greatest of gratitude that the district accepts your contribution and gives the assurances to you that these funds will be used to provide the best educational experience possible for our students.

Respectfully,

January 10, 2019

MEMORANDUM

TO: HCS D Board of Education

FROM: Amy Stevenson, Business Manager

RE: December Report

Current Information:

1. Accounts payables up to date.
2. Orders are up to date.
3. Payrolls for Certified and Classified for December 31st were processed. January 15th classified processed.
4. October and November breakfast and lunch reimbursement has been submitted to Child Nutrition Services. Reimbursements for Fresh Fruit and Vegetables have been done also.
5. Sent Billie at the City, monthly student activity reports to date.
6. Journal entries and completed deposits are entered into the accounting software.
7. Monthly student activity reports have been sent to Billie at the City of Hoonah.
8. FY 2021 Indirect Cost workbook was completed by December 31st and submitted to the State
9. Carnival accounting and deposit was completed.
10. Continues work on processes and short cuts with Anasia and Anne to help the flow of the work load between us.

Next Steps:

1. The bank reconciliations need to be done.
2. Completing and sending out W-2 and 1099 forms for 2019
3. Complete 2nd quarter grant reimbursements and sent them to the grant agencies.
4. Complete 2nd quarter ESD and Federal tax form 941s.
5. OSHA Occupation Injury report
6. FY 2021 Indirect cost workbook for Dept. of Education
7. Start working on FY 2020/2021 Operating fund budget with flat funding and await the governor to throw a wrench in it.
8. Continued to keep an eye on FY 2019/2020 budget for a possible budget revision
9. Deposits done as received
10. Filing
11. Payrolls as scheduled
12. Journal entries as needed
13. Set up my Grant financial board reports for FY 2020 when all budgets are known and in for grants.
14. Budgets for grants put into our accounting software
15. December breakfast and lunch reimbursements to do.
16. Accounts payables as needed
17. Orders as needed
18. Travel for staff as needed.

After reviewing our current FY 20 budget, I have determined that a revision does not need to be done at this time. I will keep a close eye on the expenditures for a future revision. We had one category that was over budget in maintenance supplies due to the purchase of the camera system.

Also, for the Board's information, we have received our first payments from the City of Hoonah towards their local contribution and the 1% sales tax. Thank you, City of Hoonah for this. It is appreciated greatly!

Hoonah City Schools
 Year to Date - 7/1/2019-1/10/20
 Monthly Revenue Report

Account number	Account Description	Current Approved			YTD Revenue	Remaining Balance	Percentage Remaining
		Budget	YTD Encumb	YTD Revenue			
100-0000-10-40110	CITY APPROPRIATION	\$606,990.00	\$0.00	\$339,712.56	\$267,277.44	44.00%	
100-0000-10-40120	CITY - IN-KIND SERVICES	29,391.00	0.00	0.00	29,391.00	100.00%	
100-0000-10-40300	EARNINGS ON INVESTMENTS	1,500.00	0.00	577.37	922.63	61.50%	
100-0000-10-40400	OTHER LOCAL REVENUE	10,000.00	0.00	6,413.84	3,586.16	40.00%	
100-0000-10-40470	E-RATE REVENUE	33,600.00	0.00	0.00	33,600.00	100.00%	
100-0000-20-40510	STATE FOUNDATION	2,322,488.00	0.00	1,128,474.00	1,194,014.00	51.41%	
100-0000-20-40556	TRS ON-BEHALF RELIEF	155,747.00	0.00	0.00	155,747.00	100.00%	
100-0000-20-40557	PERS ON-BEHALF RELIEF	26,058.00	0.00	0.00	26,058.00	100.00%	
100-0000-20-40940	QUALITY SCHOOLS	6,941.00	0.00	6,941.00	0.00	0.00%	
100-0000-30-41090	PRIOR YR PL81-874	0.00	0.00	0.00	0.00	0.00%	
100-0000-30-41100	PUBLIC LAW 81-874	112,125.00	0.00	0.00	0.00	100.00%	
Report Total:		\$3,304,840.00	\$0.00	\$1,482,118.77	\$1,710,596.23		

Monthly Expense Report

Accounts summarized by Function	Current Budget			YTD Expenditures	Remaining Balance	Percent Remaining
	Current Budget	YTD Encumbrances	YTD Expenditures			
1100 REGULAR INSTRUCTION	\$1,105,726.00	\$0.00	\$433,397.42	\$672,328.58	60.80%	
2000 SPECIAL EDUCATION INSTRUCTION	639,580.00	0.00	222,872.84	416,707.16	65.15%	
2200 SPEC ED SUPPORT SVCS - STUDENTS	128,936.00	0.00	78,256.63	50,679.37	39.30%	
3500 SUPPORT SERVICES - INSTRUCTION	45,760.00	0.00	13,425.91	32,334.09	70.66%	
3510 SUPPORTING SERVICES-TECHNOLOGY	153,225.00	0.00	54,255.60	98,969.40	64.59%	
4000 SCHOOL ADMINISTRATION - PRINCIPAL	117,257.00	0.00	50,584.21	66,672.79	56.86%	
4500 SCHOOL ADMIN SUPPORT SVCS - PRINCIPAL	66,189.00	0.00	27,227.48	38,961.52	58.86%	
5100 DIST ADMIN - SUPERINTENDENT	135,807.00	818.70	59,496.27	75,492.03	55.58%	
5110 SCHOOL BOARD	49,472.00	952.28	22,019.78	26,499.94	53.56%	
5500 DISTRICT ADMINISTRATION SUPPORT SVCS	196,732.00	0.00	109,465.21	87,266.79	44.35%	
6000 OPERATIONS AND MAINTENANCE OF PLANT	433,986.00	0.00	201,459.76	232,526.24	53.57%	
7000 STUDENT ACTIVITIES	182,170.00	0.00	0.00	182,170.00	100.00%	
9000 TRANSFER TO OTHER FUNDS	50,000.00	0.00	0.00	50,000.00	100.00%	
Report Total:	\$3,304,840.00	\$1,770.98	\$1,272,461.11	\$2,030,607.91	35.45%	

Net YTD-Revenue Minus Expense Total: **\$209,657.66**

Hoonah City School District
 State and Federal Grant Report
 Hoonah Board of Education
 January 2020
 Prepared by Norma Holmgaard

Consolidated Grant Programs

Title IA – Services for low socioeconomic students **156,627.00**

No new activities to report.

Title II – Teacher Recruitment/Retention and Professional Development **18,399.00**

No new Activities

Title IV A – Innovation and Technology

No new activities

11,073.00

Title VIB – Special Education Support

43,916.00

No new activities

Section 619 – Special Education Preschool Needs

1762.00

No new activities

Federal Programs Advisory Committee

This Committee met on Tuesday, December 17 at 2:00 in the Hoonah City School Library. The agenda and minutes are attached to this report.

Lingit Tundata'ani – Demonstration Grant

On Monday, December 16 a teleconference was held with the Project Evaluator, Claudia Dybdahl, to discuss activities and data for the FY'20 evaluation. Ms. Bucher also participated. There is some concern regarding career programs in the absence of a school counselor.

Paraprofessionals: a half time paraprofessional has been added to the program in the primary wing to provide academic support for struggling learners.

Radio: A contract with KTOO Public Media has been entered into to begin updating the radio station and teaching broadcasting, interviewing and programming skills. The station Arts and Culture Producer will be working with Ms. Powell's students for this program.

In November I spoke with Amelia Wilson with Huna Heritage Foundation about hosting monthly cultural activities as partners.

Career Pathway Programs: Second Semester HCS will offer form line drawing and woodcarving, EMT, Culinary Arts, Welding, construction, Nail Tech through this program.

Partnership Grants

Library/SAIL Grant with Hydaburg

Partner Schools are: Kake, Craig, and Klawock. Hydaburg holds the grant. The SAIL grant, Supporting Alaska, Improving Literacy program *will develop and improve the literacy skills of all five districts' students and their families. It will promote early literacy for young children, motivate older children, and increase student achievement by using libraries as partners, distributing books to children and families through school programs and in partnership with the Southeast Alaska Regional Health Consortium (SEARHC), and offer high quality literacy programming.*

HCS D receives funding for the addition of library materials and a half time Library Aide. In addition, HCS D will purchase book packs for distribution. Packs should include reading materials and manipulatives.

HCS D is to host "Nap-Ins" twice each semester for elementary children and families to come together to read together.

HCS D will also receive up-to-date library technology such as E-books and readers.

HCS D will acquire and utilize *Read Naturally* to provide support for struggling readers.

HCS D teachers will have the opportunity to participate in book studies each semester to increase their skillsets in working with struggling learners and children in poverty.

Successful implementation is to result in at least an 8% increase in PEAKS Language Arts Scores.

The SCANS Project (Safe Climate for Alaska Native Schools)

Hydaburg is the holder of the grant. Partners include: HCS D and Kake.

Schools in this project will begin by improving school climate by implementing a Positive Behavior Intervention System (PBIS). This will be developed by a leadership team and the staff

at each school will be trained. The system will include rewards for improved behavior. All schools are to collect behavioral data to measure growth and improvement in school climate.

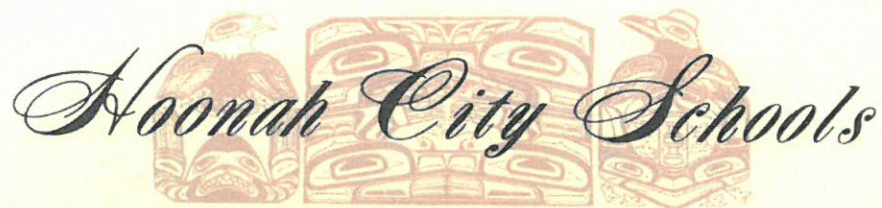
Schools will also implement a *Positive Action* program which is a national effective program. The Project Director is to set up a professional development program for all school staff. All schools will receive the curriculum materials for this program with monthly professional development.

All schools will acquire and keep an online reporting system to collect student behavioral data. This data will be used to track school climate improvement.

Hoonah City School will employ a half-time counselor through this program to facilitate the implementation of PBIS and Positive Action. Also, to assist this project each school will hire a full time PBIS Aide.

Art and Music consultant funding for each school is available. This is for contracted services rather than FTE employees.

Drug education curriculum will be purchased with training for each school. Also, a kit to teach students about the dangers of prescription drugs is available to schools.



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Federal Programs Parent Advisory Committee

December 17, 2019

2:00 pm in the Hoonah School Library

Notes

Members Present: Frank Wright, Liyah Jewell, Anne Scharclane, Zada Michel, Ralph Watkins, Norma Holmgaard.

Members Absent: Christina Smith, Amelia Wilson

- I. Introductions - Members Present were acquainted with each other. Norma Holmgaard welcomed Zada Michel and Anne Scharclane, new members to the Committee.
- II. Purpose of the Committee – Norma Holmgaard explained that the purpose of this Committee was to advise HCSD on the activities funded from the Lingit Tundata’ani Grant and the ESEA Grant Programs. She explained that the Committee would meet again in February and April to look deeper at the data and make recommendations for continuation of these programs.
- III. Demonstration Grant – See Attached report.
- IV. Title I, Part A– See Attached report.
- V. Title II– See Attached report.
- VI. Title IV– See Attached report.
- VII. Supplement vs. Supplant– See Attached report. Norma Holmgaard explained that the ESEA programs were intended to “supplement” the general education programs that HCSD is required to provide by law. They are to enhance these programs not replace them.

- VIII. **Parent Involvement Plans** – This Committee developed a Parent Involvement Policy for HCSD during the FY’19 school year. In February the Committee will revisit this plan and then forward it on to the HCSD School Board for review. This plan was adopted by the School Board in FY’19.
- IX. **Schoolwide vs Targeted Assistance Programs** – Norma Holmgaard explained that this Committee would determine if HCSD would continue to operate a Schoolwide Program or a Targeted Assistance Program. She explained that a Targeted Assistance Program would use funds to tend to the academic needs of a targeted group of identified students who were struggling learners. A Schoolwide Program would serve the needs of the entire school including professional development for staff.
- X. **Academic Needs** – Mr. Watkins gave an overview of the assessment program used at HCSD. He provided some general information about recent MAP and Aimsweb testing noting some significant growth. Detailed academic data will be provided in February.
- XI. **Other – Recommendations included:**
- Looking into dual credit opportunities for students
 - Weekly senior hour with the counselor to address financial aid forms, scholarships, and college applications.
 - Mr. Wright encouraged all members to always ask any questions they have and not to leave a meeting with questions on their minds.
- XII. **Next Meeting – February 2020**

Thank you!



FY'20 Grant Programs

Lingit Tundata'ani/Demonstration Grant

Purpose: To provide academic support and college readiness activities for the students of Hoonah City School through the infusion of culturally appropriate interactions. It provides for numerous career exploration pathways including EMT training, Form Line Drawing and Woodcarving, Culinary Arts, Welding, Construction, Broadcasting, and Nail Technician.

In addition, this program provides funding for monthly school/community cultural activities. Funding for off-site college and career exploratory activities is also provided through this program.

Finally, this grant supports academic paraprofessionals to assist elementary and middle school students master content through culturally appropriate support methods.

Title I, Part A

Purpose: This program is part of the Every Student Succeeds Act (ESSA) which is an arm of the 1961 Elementary and Secondary Education Act (ESEA). Its purpose is to provide support for academic achievement in high poverty schools, those with over 35% of students living in low income homes.

Funds in this program can provide teachers and paraprofessionals, after school and summer programs, parent and community involvement activities, and professional development.

Title II, Part A

Purpose: This program provides funding for professional development activities for all school staff. It also provides for teacher recruitment and retention activities. Most districts use some of these funds for signing bonuses or moving expense allowances.

Title IV

Purpose: This ESSA program provides funding for innovative technology programs. A small portion of these funds can be used to purchase technology but most of the funds are to be designated to new programs such as robotics etc.

Supplement vs. Supplant

All ESSA grant programs must "supplement" the general education program. This means they must enhance the basic educational program required by law. These funds may not be used to "supplant" these programs. Supplanting means that these funds are used to fund general education programs that the HCSD must provide for students by law.

Parent Involvement Plan

Last Winter this committee developed Parent Involvement Plan for HCSD. In February this committee will review this plan and move it forward to the HCSD School Board for Review.

Schoolwide vs. Targeted Assistance Program

School Districts receiving Title I part A funds who have a poverty level over 40% may choose to operate a Schoolwide program or a Targeted Assistance Program.

A Targeted Assistance Program uses funds to address the needs of a targeted group of students. For example, funds may be used to provide a paraprofessional for low income or underachieving students in the primary grades only. If the District chooses a Schoolwide Program, funds may be used to improve the education of all students. HCSD has been operating a Schoolwide Program but this will be a recommendation made by this Committee.

January 2019 maintenance report

I was off work for most of December using some of my vacation leave. When I arrived I spent some time doing a thorough walk around. The sprinkler systems had a larger than normal accumulation of water which took some time to drain. The breaker was tripped to the larger walk in freezer and the freezer was above its operating temperature. I adjusted the air vents and the free- on was checked. Nothing seemed wrong and after I replaced the breaker it has operated without issue. The Air handling units for the elementary and High school both had ice accumulation inside the outside air inlets (from not operating while the school was shut down), so it took longer than usual to do the quarterly services that all the air handling units received. The quarterly work includes getting inside the AHU's and scrubbing all parts of the fan and coil cabinet, inspecting the dampers, actuators, belts and motors. Then the fans and motors are greased and the filters are replaced. I turned the boiler temperature all the way down in order to utilize the heat exchange system than turned it back up to meet the heating needs of the facilities. I did the PM's relating to the sprinklers, emergency lighting, fire panel, and the kitchen cooling equipment.

I would note that the school was open throughout the break as the city was using our gym in place of their gym to keep their open gym functions. They didn't make any big mess or cause any damage but there is time associated with making sure the doors that need to be locked are all locked, then meeting up to get them keys and going over them, and then the little cleaning I did for them. Another downside was that the normal winter carpet shampooing we do was unable to be accomplished.

This week I have been unable to accomplish any of my PM's as our custodian is using some vacation leave and I am doing all I can just to keep up with the snow and cleaning of the facilities. I was unable to clean any of the classrooms or hallways I only had time to clean the bathrooms and the cafeteria(thankfully for me kaz and Jackson took this task over later in the week so I could deal with some of the other maintenance issues that came up).

I have also spent time hanging a wire for archery, looking into an Request for proposal for the snow removal of the parking lot, talked with a furniture KCDA representative, changed cores, dealt with heating issues(some of the baseboard motors are not responding after being unused for the break, and had two emergency lighting batteries that gave out during the last power outage.

A big thank you to Mr. Hutton for his help with the parking lot.

I intend to use the list provided in the November maintenance report to keep updating it as I go forward, as well as continue to provide it in my reports.

I put updates in bold and crossed of a couple of completed tasks

November 2019 Maintenance Board Report

List of Items that I am currently either repairing or waiting for available time to repair.

-organize this list by priority and financial likelihood

-investigate cost for parking lot plowing. **(Met with Mr. Watkins He is researching what other districts have done. My concerns are that the Request for proposals for snow removal that I have come across have insurance and liability coverage requirements. Also I would hope we would be specific as to where we want the snow to go**

and at what amount of snow they will be expected to be here removing it.)

-Form Emergency Response Committee and come up with and implement procedures for additional potential emergencies

-Tier 1 seismic activity inspection. Some of the foundation is fairly aged and an inspection to its durability would be beneficial.

-Furniture upgrade plan for furniture throughout school. **(I've been in contact with a KCDA representative that deals with the furniture and I was initially just looking to replace the current furniture with as close to the same as I could manage, she suggested that the teachers be involved and they have quite a variety of furniture)**

-Updating custodial care program and ensuring it is up to today's standards for cleaning

-motor replacement on cabinet heater in Hot water room

Motor replacement on cabinet heater in maintenance garage area

Motor replacement cabinet heater in kitchen dry storage area.

-Tremco building envelope inspection **(The are looking into coming during spring break)**

-Researching price to switch to pacwest air filters for AHU's

Door adjustments throughout school **(adjusted some exterior doors to decrease heat loss still have interior doors to adjust to prevent closing issues)**

Hole in Elem boys bathroom.

-pressure wash exterior of building

-there should be a door between Erickson building and foyer.

Procurement of cost for preschool playground **(Looking into organizing community build for summer)**

Hook generator up to more than fire pump.

-sink in science room water disconnected.

Silicon exterior windows

-walk in freezer door repair

Repaint entrance to HS

-clear brush from boiler room fence area and utilize space provided

~~Clean boiler insides~~

-replace glycol in boiler system

-boiler replacement

-fire pump repairs or replacement. **(simplex is working on grouping us with other work to travel to southeast.)**

-Clean covered area by boiler room door.

-Boiler room fence repair.

All fence repairs

-siding damage highschool by baseball field

-Yard work and brush management

~~landscaping playground and rear of school for drainage and egress. Remove bigger rocks again~~ **Directed water drainage to designated areas with bobcat and rake.**

-adjust slope or install ramp near elementary hallway rear exit. For ada accessibility

-utilize level and maintain area on the opposite side of the elementary from the covered play area.

- repair concrete and regluing tiles to covered play area.

Resurface sidewalk where needed throughout premises as well concrete by dumpsters

-replace flooring in connector hallway between the cafeteria and elementary hall.

-elem exit signs component replacement. **(replaced battery and transformer now need to get circuit board)**

-curtain in elem 5 room

- elem sinks in k1,5 prek facet slow leak.

-broken tile outside classroom in elem

- roof damage above elem office area bathroom.

~~Ballast out pre k~~

-paint remaining classrooms (sped pre k staff room) and hallway

-cafeteria drywall repair and paint where smart board was hung.

-a light is dim in cafeteria

Bathroom boys lib light out.

-remove loft from library.

-tiles in library server room

- put cover on old clock mounting hole in library.

-ballast out library.
-touch up paint and clean emergency exit stairs for library.

Batteries in genie lift maintenance

~~replace panel on score box in gym~~

-bleacher repairs

-butler building garage door

-carpet transition strips.

-Hs girls bathroom tile repair and locker room

Hs light repairs 415 and science room

-Locker room shower head and handle replacement

-Leaks in kitchen piping.

-replace entry ramp to Erickson building.

Replace Erickson building residential interior doors with industrial.

-multiple window repairs in Erickson building

Carpet for art room

Erickson Bathroom exhaust fan.

-were changes made to Erickson building layout approved by state

-weatherization for Erickson building. Door and window upgrades

Concrete resurface maintenance garage

-Auto shop concrete resurfacing and painting

-Garage door repair

-Auto shop exterior parking lot resurfacing.

-Fuel tank upgrade.

Auto shop and woodshop deep cleaning

Woodshop fix Exhaust fan ducting.

I am leaving this in as I have yet to had a chance to respond to the board on any questions or comments they may have relating to the below portion of my November maintenance report.

Custodial comments:

Excerpt from my May 2019 Board Report. Discussing the use of my work hours.

My contract is for 260 days before vacation, holidays, and sick leave. At 4 hours of maintenance a day there are 1040 hours to do maintenance. Another 4 hours on the 40 days of summer and you get about 1200 available maintenance hours.

If I used all my vacation leave and sick leave that would be 124 hours that become unavailable.

Then there are 7 holidays which would take away another 28 hours

1200-124-23=1053 total available maintenance hours.

The data entry for the last 12 months shows 1432.52 hours used. The extra hours come away from necessary custodial duties.

As much as I know the value of a thorough maintenance program I also know that the custodial duties in a school setting are of the utmost importance. The cleanliness and sanitation have a direct impact on student and staff attendance and also play a vital role related to the safety of our facilities.

We have stopped having custodial support over the breaks which is detrimental to the long term condition of our facilities.

We currently are scheduled to have 12 custodial hours 5 days a week. On most days its closer to 10 so that I can keep up with the Preventative maintenance. We are fortunate that the para staff has time to assist in some of the cleaning duties although the training they receive and the chemicals they use are unbeknownst to me. I know that the amount of cleaning has the additional impact on staff morale, as I have been approached with obvious frustration many times since we have switched to 1 and a ½ custodians. Right before the reduction we were always receiving compliments on the cleanliness and maintenance of

the school, now I am constantly mentioning that we had our cleaning staff reduced and its hard to keep up with the custodial demand.

Our custodian used some of his vacation leave the last couple weeks which caused me to give up on doing maintenance and do all I could to clean as much of the school as possible while making sure high risk areas where well taken care of. **This part is from November but is also relevant to January as I have done no preventative maintenance this past week 1/6-1/10 as I have had to spend all of my time either cleaning or doing snow and ice removal.**

I am listing all of these repairs, ~~upcoming work orders~~, and custodial details to better give the board an idea of some of the things I do around the school other than cleaning and reactively repairing broken things. I also hope to illustrate that the both the maintenance and custodial staff of the school are under staffed. When the reduction originally happened they were giving our custodian all the overtime he could handle. All of a sudden there was no overtime and we were forced to just do the best we can with the time available. Any task that requires more than 1 person requires me to adjust my schedule to be here while the custodian is here. I believe as a parent and staff member that we are doing all who enter our facilities a disservice when we do not adequately clean, sanitize, and maintain our facilities.

Thursday

➤ **Nominating Committee**

At the request of AASB, I sat on the nominating committee for the AASB Board of Directors. This involved reviewing the applications filed by nominees, interviewing them as a member of the committee, and recommending a slate of candidates to be voted on by member districts. The slate was announced on Friday, candidates provided two-minute summaries of their qualifications on Saturday, and voting occurred on Sunday.

Friday Morning

➤ **Board President's Workshop**

Superintendent-Board President Relationship

The big question:

Where do we want to go, what do we need to get there, and what route will we take?

The quality of the president/superintendent relationship filters down through the rest of the organization. Research says that the board/superintendent relationship can do more to determine the effectiveness and efficiency of education in schools than any other factor.

Strengthening the Relationship:

- Build mutual trust and understanding.
- Develop a shared understanding of roles and expectations of the board as well as the superintendent.
- Build a shared vision that focuses on student needs for the future
- Ensure long term communication within and between the board and superintendent.
- Make effective decisions emphasizing consensus building, conflict resolution, and learning together.
- Develop positive links with the community.

Don't just jump on the bandwagon if the superintendent is not perfect.

Note to self: Once available on AASB's website, obtain graphic "Effective Board and Superintendent Decision-Making"

No request of the superintendent by the president should be an "I" statement.

The tail should not wag the dog...no individual board member requests should come directly to the superintendent. Board chair's responsibility to watchdog this.

Legally, the board chair cannot be the tail that wags the dog...see 9000s!

Requests for information should go through a process. **It's a good idea to have a form that must be submitted for such requests.**

- Listen to understand, speak to be understood.
- Assume good faith in your superintendent. "I care about our relationship, I want to resolve this difference, and I am open to influence and am prepared to change."

Friday Afternoon

➤ Snapshot Sessions – I attended the following three:

1. Teacher Retention:

Data from the presenter Education Northwest included some surprises:

- teacher turnover in Alaska has remained fairly steady over the course of the last 10 years.
- Rural teachers who leave tend to move to other rural schools, not to the larger populated areas.
- Rural districts have a higher turnover than more urban ones
- Turnover is worse in schools with higher needs students that simultaneously have a lack of resources (e.g. combined admin roles!)
- Teachers who are prepared in Alaska are less likely to turn over
- Teachers who are prepared in Alaska tend to want to go to higher population areas
- One of the biggest factors is whether teachers feel empowered
- Another influential factor is the opportunity for professional growth

Idea: Match new teachers with specific ("host") families in the community

2. Rural Alaska Honor Institute, RAHI

RAHI is similar to ANSEP, but is held only at UAF and is open only to juniors and seniors

The program is free of charge

Students take one of three tracks:

- *RAHI Traditional*: Core classes plus electives
- *RAHI Research*, working with researchers at UAF
- *RAHI Teach*: (new track) for students interested in returning home to teach

3. 2020 Census

Census data can dramatically affect a school's finances, because the census serves as the basis for distributing federal assistance to schools, including Title I aid, the National School Lunch Program, and special education grants that go through the State of Alaska.

- School Law: "Rumors, Media, and the Board"
Follow policy: Communications to the board go through the superintendent.
"Facts are not immediate things." – John Sedor
When dealing with a crisis, remember "speed kills"
(= step back and follow processes and procedures!!!)

Saturday Morning

- School Law: Board's Role in Personnel

From school attorney's standpoint:

- Early Termination of Contracts by teachers
- Criminal investigation/prosecution of school staff
- PTPC complaints and investigations
- Sexual harassment/hostile work environment complaints and investigations
- Inappropriate relationships between staff and students
- FMLA/AFLA issues

If there are potential legal issues (criminal, sexual), they need to be investigated promptly to avoid legal liability.

It is not true that I just can't hear about a potential legal issue as a board member or make a comment, but I have to be sure that any comment I make does not take sides and that I can honestly say that I can be fair in a judicial hearing.

Any extension of a superintendent's contract requires a satisfactory evaluation of the superintendent

By statute, teacher contracts may be issued after January 1.

Tenured teachers are automatically employed even if the board does not offer them contract. Would then be a good idea for the district to be sure there is a letter sent to any tenured teacher who has not signed within 30 days that confirms non-employment.

Non-tenured teachers who have been non-retained should be notified that they are entitled to receive a written statement explaining the reasons for non-retention.

> DON'T figure out the reasons for non-retention after the fact! <

Tenured teachers MAY be non-retained if they have not met the goals for their plan for improvement.

Non-retention vs dismissal: Maybe both simultaneously for the same person, as they have different considerations under the law when it comes to appeal rights

Two options for those who are non-retained: Binding arbitration or a hearing.

The advantage of selecting binding arbitration is that it does not involve the board as a part of the decision-making process.

A hearing before the board can be problematic because it could be further appealed through the court system

Superior Court could rule that the school board ruled on a reasonable basis, or it could issue its own opinion independent of the school board's decision

For RIF, must provide notice to non-tenured before notice can be sent to tenured.

Saturday Afternoon

- Roundtable Discussions with students and board members from other districts:

Conversations with students: Clearly students in other districts face the same issues that Hoonah faces: disengaged students, drug use,...

Long discussion among adults about developing Strategic Plans. Alex Russin, Cordova Superintendent, has a set of questions to ask various groups of stakeholders during the strategic planning process. Cordova's document continues to evolve and is not yet in final form. In its current format, it consists largely of a set of detailed graphic illustrations that show various aspects of local education that are important to stakeholders.

- Resolutions:

Grace and I attended the single-site group of districts that reviewed the packet of AASB resolutions to be sure they the resolutions are both appropriate and relevant to our districts. The group debated several proposed amendments.

Sunday Morning

- Business Meeting (Delegate Assembly):

Grace, Ralph and I cast our single HCS vote in favor of the entire slate of four candidates for the AASB Board of Directors, and we participated in the resolutions approval process.

- Advocacy

The executive director of the Missouri association of school boards described how all stakeholders in public education in their state stood together in opposing unconstitutional moves by their governor (having to do with deposing the head of the state board of education) and how they ultimately succeeded.

Norm Wooten filled us in on the current status of the lawsuit that the legislature brought against the governor regarding forward funding of education. The superior court recently ruled in favor of the legislature and the suit is most likely headed to the Alaska Supreme Court. (The court ruled that forward funding is constitutional because a legislature that follows the one that passed the forward funding could in fact choose not to appropriate the money.)

Possible state legislation in the upcoming session:

SB126 – (mandated) consolidation of school districts from 54 to 18

SB 45 – school board term limits statewide

(Some boards impose term limits; this is currently a local decision.)

AASB Initiative:

“Testify by Text” will make it easier to give input to legislators
If AASB knows that a hearing for public testimony is imminent, they send a text alert to your phone. This text includes a link to a brief survey that also includes the opportunity to comment (200 character limit). AASB then forwards a summary of the survey results to the legislature. Comments exceeding 200 characters may be made through the AASB website. [N.B. Legislators have said that they favor this method of communication, as opposed to the flood of communications that they received from constituents last year.

AGENDA ITEM New Business 1.o

 √ ACTION

 DISCUSSION

TOPIC: Memorandum of Agreement for Spring Semester of 2019/2020 – KTOO Public Media.

Background

The Hoonah School District contracts out services to access expertise in specialty areas, and provide contracts on a project basis.

Status

Administration has identified the additional following consultant is needed to address student needs for Spring Semester of 2019/2020 – KTOO Public Media.

Recommendation

I move that we approve the Memorandum of Agreement for the Spring Semester of 2019/2020 for KTOO Public Media.

A Memorandum of Agreement between
KTOO Public Media and Hoonah City School District
for the **2019-2020 School Year**

Dates of Service: November 1, 2019 through June 30, 2020

Contact for Hoonah City School District

Ralph Watkins, Superintendent

watkinsr@hoonahschools.org

Norma Holmgaard, Grant Manager

holmgaardn@hoonahschools.org

Heather Powell, teacher

Powellh@hoonahschools.org

Contact for KTOO: Scott Burton, Arts & Culture Producer

scott@ktoo.org

907-463-6473

907-586-1670

360 Egan Drive

Juneau, AK 99801

KTOO Public Media

Description:

Hoonah Schools would like to get their radio station upgraded and ready to broadcast. In addition to technical upgrades to the radio studio itself, KTOO will focus on content creation (i.e. NPR-style field and in-studio interviewing, recording storytelling, language instruction, artist profiles, live music, etc.) that will eventually broadcast on the radio station and stream at hoonahschools.org.

Dates:

Hoonah Schools' 2020 spring schedule offers three blocks to focus on radio media production:

Jan 6-17

Feb 17-28

April 13-28

(All-School Khu.éex' is April 24)

KTOO's Scott Burton will spend as many days as possible during these blocks teaching radio media production and working on the radio studio. Scott's been developing a "citizen journalist" style curriculum that teaches students to use available technology (i.e. iPhones, iMovie, Audacity) to create professional-grade radio media.

Although this is short notice and Mr. Burton is prepared to teach the first section (Jan 6-17) without support or devices. That said, the sooner it arrives the better.

Any KTOO Employee working with students will agree to a background screening through Hoonah City School District as required by Federal Law

Materials and services in Heather Powell's Classroom:

KTOO will consult on the purchase of, and implement:

Radio media creation tools

Radio media production instruction

Using available technology for interviewing skills, microphone-use techniques, photography, lighting, web production and archiving.

Materials and services in KHOO Radio Studio:

KTOO will consult on the purchase of, and install*:

Transmitter

EAS Box

Mixing Board

Phone interview device

Microphones

Mic booms

Hoonah City Schools will:

- Provide access to KTOO staff to the HCSD based radio station and equipment as needed.
- Register students in the program
- Purchase supplies, equipment and materials as requested up to 20,000.00
- Remit payment for monthly detailed invoices within 15 days of receipt
- Agrees to the project budget as stated below:
 - On-site Technician, 19 days at 500.00/day Maximum: 9500.00
 - Radio Technician Prep, 56 hours at 50.00/hour Maximum: 2800.00
 - KTOO On-site engineering, 6 days at 500.00/day Maximum: 3000.00
 - KTOO Engineering & Consulting, 15 hours at 75.00/hour Maximum: 1125.00
 - Travel, Roundtrip/AK Seaplanes, 25 trips at 188.00/trip Maximum: 4700.00
 - Lodging at Icy Strait Lodge, 15 nights at 134.00/night Maximum: 4010.00

Signatures

KTOO Representative:

Bill Legere
Bill Legere, President

12/17/2019
Date

Ralph Watkins

Superintendent

Date

Date Approved by HCSD Board of Education:

AGENDA ITEM New Business 1.1

 ✓ ACTION

 DISCUSSION

TOPIC: Long Term Substitute Teacher Contract – Gene J. Bilodeau

Status

It has been the recommendation of the superintendent/principal Ralph Watkins to offer the following teacher a long term substitute teacher contract from January 13, 2020 until May 15, 2020.

Recommendation

I move that we offer Gene J. Bilodeau a long term substitute teacher contract.

HOONAH CITY SCHOOL DISTRICT
P. O. Box 157
Hoonah, AK 99829
(907) 945-3611

CERTIFICATED EMPLOYEE CONTRACT

This contract between Hoonah City School District Board of Education, hereinafter referred to as the **BOARD**, and **Eugene J Bilodeau**, whose permanent address is **17555 South Copper Trail, Vail AZ 85641**, hereinafter referred to as **TEACHER**,

W I T N E S S E T H

It is mutually agreed between the **BOARD** and the **TEACHER**, in consideration of the promises and covenants herein contained,

THAT THE TEACHER WILL:

1. Perform the duties of **TEACHER** and such other duties as may be assigned in the Hoonah City School District for the remainder of the 2019-2020 school year, beginning on or about January 13, 2020 through May 15, 2020 for a total of not more than 85 school/work days, which shall include legal school holidays.
2. Be responsible for such extracurricular assignments as are made by the Board as of the date of the issuance of this contract or at a later date during the term of this agreement.
3. Abide by and be bound by the policies, rules, and regulations of the **BOARD** and the State Board of Education.
4. Authorize deductions for the Teachers Retirement System or FICA withholding, if eligible.

THAT THE BOARD WILL:

5. Pay the **TEACHER** a salary in the amount of **\$29,764.45*** to be paid for the number of days worked in January 13, 2020 through May 15, 2020 , as follows:

Payment by four equal monthly installments, first to be paid on the last working day in January 31, 2020, each succeeding installment being paid on the last working day of each month, and the balance to be paid on the final day of employment under this contract.

** Subject to adjustment as changed by the Negotiated Agreement*

15. This contract may be terminated without liability to the BOARD should the TEACHER fail to discharge the duties imposed either through incapacity or disability or for cause as defined in AS 14.20.170. Upon written notice of such intended termination, the TEACHER shall be entitled to exercise any and all rights set forth in AS 14.20, including but not limited to the right to hearing set forth in AS 14.20.180. The TEACHER may be suspended from duty during any period of investigation as set forth in AS 14.20.170, but such suspension shall be with full pay.
16. This contract may be terminated without liability to the BOARD should it become necessary to eliminate the position because of decreased enrollment, provided that at least thirty (30) days prior written notice is given. In case of hardship, the BOARD may, in its discretion, afford such compensation as it deems necessary, not to exceed payment for twenty (20) days of service at regular contract per diem rate.
17. This contract may be amended by mutual consent upon application of one party and the written consent of the other party.
18. This contract may be terminated by mutual consent upon thirty (30) days written notice by one party and the written consent of the other party.
19. The violation or breach by the TEACHER of any term, condition, or requirement of this contract is grounds for the revocation of the TEACHER's certificate by the Commissioner of Education or by the PTPC.
20. This contract is subject to the Negotiated Agreement between the BOARD and the Hoonah Education Association. If there are any conflicts or differences between the terms of said agreement and the terms of this contract, the terms of the Negotiated Agreement shall be controlling.
21. This contract supercedes and replaces any prior individual Employee's Contract which may have been issued for the school year covered by this contract.

AGENDA ITEM New Business 1.2

 ✓ ACTION

 DISCUSSION

TOPIC: AASB Policy Updates for Article BP 3515.5 for 2nd and final reading

Background

Annual updates to AASB Board Policy.

Recommendation

AASB has recommended language changes to BP 3515.5 Restrictions on Sex Offenders on Campus in order to be compliant with a recent Alaska Supreme Court ruling on the ability of districts to bar sex offenders from campus. Additional (red-line) changes to our current policy have brought it in line with AASB's wording.

In addition, AASB has recommended the following additions to our policy manual as it relates to protecting children from inappropriate conduct by adults, including school staff and volunteers. The purpose of these additions is to provide all staff, students, volunteers and community members with information about their role in protecting children.

I move that we lay on the table the language changes to BP 3515.5 first reading.

BP 3515.5 RESTRICTIONS ON SEX OFFENDERS ON CAMPUS

Prior to restricting any person accused of a sex offense from campus, the district shall verify that the person is actually listed on the Alaska Department of Public Safety Sex Offender/Child Kidnapper Registry.

Note: Alaska law does not prohibit sex offenders from entering school campuses. School districts may want to have a policy that prohibits non-parent sex offenders from coming onto school grounds and that puts reasonable procedures in place for sex offenders that are parents of students enrolled in district schools. The following policy was developed by the Kenai Peninsula Borough School District. It may be adapted or revised to reflect the needs of your district.

Recognizing that all students have the right to a public education in a safe and positive environment, the Board prohibits any sex offender from being on district property, except as authorized below. District property includes all land within the perimeter of the school site and all district buildings, structures, facilities, computer networks and systems, and school vehicles, whether owned or leased by the district, and the site of any school-sponsored activity.

(cf. 3515 - School Safety and Security)

(cf. 5030 - School Discipline and Safety)

(cf. 5137 - Positive School Climate)

Sex offenders are those convicted of a sex offense as defined in this or another state, or by federal law, and who are required to register as a sex offender under Alaska law or by court order. This policy also applies to those individuals convicted of child kidnapping who are required to register on the Alaska Department of Public Safety Sex Offender/Child Kidnapper Central Registry. This policy is not intended to impose a duty upon any district administrator or employee to review the Sex Offender/Child Kidnapper Central Registry to determine the presence of sex offenders in the community. This policy shall apply when district or school administrators are actually aware that a person in question is on the Registry.

~~The school principal and/or Superintendent shall have the discretion to refuse permission to be on school property if it is reasonably believed that the person's presence on school property would be inappropriate or a danger to others, provided such permission shall not be unreasonably withheld.~~

~~At all times, the school administrator shall endeavor to protect the privacy of an offender's child.~~

Sex Offenders Who Do Not Have Children Enrolled in the District

- he/she must report to the office, come only for the specific activity, cooperate with district supervision, and leave school property promptly upon the conclusion of the activity; and
- he/she must abide by all other terms and conditions of the school administration.

The school principal and/or Superintendent shall have the discretion to refuse permission if it is reasonably believed that the parent/guardian's presence on school property would be inappropriate or a danger to others, provided such permission shall not be unreasonably withheld.

At all times, the school administrator shall endeavor to protect the privacy of the offender's child.

(cf. 5021 - Noncustodial Parents)

Electronic Communications

The Board prohibits electronic communications between sex offenders and students. A parent/guardian sex offender/child kidnapper may not communicate electronically with a student other than his/her own child while the student is on district property. A non-parent sex offender/child kidnapper may not communicate electronically with any student while the student is on district property. "Communicate electronically" means actual *or attempted* communication by electronic means, including, but not limited to, phone, email, text, instant messaging, social networks, web postings, web contacts, computer, fax, or photographs.

Student Sex Offenders

The Superintendent or designee shall determine the appropriate placement for student sex offenders, except those identified as having a disability. When determining educational placement, including placement in an alternative educational setting, the Superintendent or designee shall consider such factors as the safety and health of other students and staff. The Superintendent or designee shall develop written procedures for managing each student sex offender in the district. The student's plan shall specify requirements for supervision and whether or not the student is permitted to attend school-sponsored or school-related activities outside of the instructional day.

If a student subject to this policy is a student with disabilities, he/she will be provided educational services in compliance with federal and state law.

Contractors

Any outside contractor with whom the district contracts, and whose employees or agents may have contact with students, is prohibited from sending any employee or agent who is