

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: March 19, 2020

### Public Comments

Name (please print)	Subject	Telephone Number
1. <i>Ermen Heath-Mills</i>		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

### Public Comment and Communications

Name (please print)	Subject	Telephone Number
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		

**Three minutes per speaker.**

**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 March 19, 2020**

**6:00 PM  
BUDGET WORK SESSION  
7:00 PM  
REGULAR BOARD MEETING**

**Located in the School Library**

.....  
**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-February 20, 2020**

**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**

**NEW BUSINESS**

- 1.0 FY 2020/2021 School Operating Budget - 1<sup>st</sup> Reading**
- 1.1 FY 2020/2021 School Calendar - 1<sup>st</sup> Reading**
- 1.2 FY 2020/2021 MOA's SPEC Education & Itinerants**
- 1.3 FY 2020/2021 Exempt Contracts**
- 1.4 Memorandum of Agreement - Chez Alaska Cooking School**

**SCHOOL BOARD CANDIDATE INTERVIEWS**

**OATH OF OFFICE-New Board Member**

**REORGANIZATION OF THE BOARD**

**DISCUSSION ITEMS**

- Board Terms**

**PUBLIC COMMENTS (THREE-MINUTES PER SPEAKER)**

**COMMENTS FROM BOARD MEMBERS**

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**NEXT MEETING DATES:**

- Regular Board Meeting-April 16, 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.

March 12, 2020

**HOONAH CITY SCHOOLS  
BOARD OF EDUCATION  
REGULAR BOARD MEETING  
February 20, 2020**

**BOARD MEMBERS PRESENT:** Harold Houston, Robert Hutton, and Dillon Styers. Grace Villerreal and Amy Courtney were absent. Liyah Jewell was excused for basketball travel.

**SUPERINTENDENT/PRINCIPAL PRESENT:** Ralph Watkins

**OTHERS PRESENT:** Anne Sharclane, Recording Secretary; Amy Stevenson Business Manager; Pearl Miller, Jenny Miller, Melissa Thaalesen, and Jamie Erickson.

**CALL TO ORDER:** Harold called the meeting to order at 7:03 P. M.

**PLEDGE OF ALLIGIANCE**

**ROLL CALL:** Three (3) Board Members were present at roll call, a quorum was established.

**CORRESPONDENCE TO THE BOARD:**

- None

**AGENDA REVISIONS:**

- Add “Executive Session” to discuss personnel after “Future Agenda Items”

**ADOPTION OF AGENDA:** No objections to adopting the agenda as amended. The amended agenda was approved by unanimous consent.

**APPROVAL OF MINUTES:** Robert Hutton, Dillon Styers move to approve the minutes of Regular board meeting on January 17, 2020 as presented. The minutes were approved as presented by unanimous consent.

**BOARD CALENDAR**

- “Healthy Heart Challenge” was added to February Calendar – 2/24/2020
- Correction to March Calendar was made. “End of 3<sup>rd</sup> Qtr.” and “Teacher workday” were wrong on board packet.

**PUBLIC COMMENTS (THREE MINUTE TIME LIMIT EACH):**

- None

**ADMINISTRATIVE REPORT:**

**A. Chief Administrator’s Report - Ralph Watkins**

- Written report

**B. Business Office Report - Amy Stevenson**

- Written report

**C. Grant Report – Norma Holmgaard**

- Written Report

**D. Maintenance Report – Jeremiah Byers**

- Written Report

**E. Board & Committee Reports – Robert Hutton**

- Oral Report – No Reports

**New Business**

**1.0 Tenured/Non-Tenured Teacher Contracts**

Robert Hutton, Dillon Styers move that the Board of Education offer 2020/2021 teaching contracts to the following teachers: Adam Grestinger, Christina Carrick and Eli Darenoff, Renee Gray, Alex Tannehill, Rachel Priser, Ben Mettling, Joan Martin. Discussion: The list is tenured and non-tenured teachers.

**Voice Vote: RH;Yes, HH;Yes, DS;Yes,  
The motion passes.**

**1.1 FY' 2020/2021 Part-Time Grants Manager Contract**

Dillon Styers, Robert Hutton move that the Board of Education approve the contract for services with Norma J. Holmgaard for FY 2020/2021.

Discussion: None

**Voice Vote: RH;Yes, HH;Yes, DS;Yes,  
The motion passes.**

**1.2 Approval of Gaming as a Supplement to the School Budget**

Harold Houston, Robert Hutton move that we approve Gaming as a Supplement to our School Budget.

Discussion: Robert Hutton and Dillon Styers are not in support.

**Voice Vote RH;No, HH;No, DS;No,  
The motion is denied.**

**1.3 School Board Resignation**

Robert Hutton, Dillon Styers move that we accept Grace Villarreal's resignation.

Discussion: None

**Voice Vote: RH;Yes, HH;Yes, DS;Yes,  
The motion passes.**

**DISCUSSION ITEMS**

- Introduction of AR 5131.2 Conduct

**PUBLIC COMMENTS (THREE-MINUTES)**

- Jamie Erickson comments on School Calendar from Mr. Watkins report.

**COMMENTS FROM BOARD**

- None

**FUTURE AGENDA ITEMS**

- FY' 20/21 Budget for 1<sup>st</sup> reading
- School Calendar for 1<sup>st</sup> reading
- Exempt Contracts and MOA's

**EXECUTIVE SESSION**

Robert Hutton, Dillon Styers move to go into executive session to discuss personnel. Accepted by unanimous consent, motion passes. Executive session began at 7:50pm. Back from executive session 8:09 pm.

**ADJOURNMENT:** Meeting adjourned at 8:09 pm.

**Respectfully submitted,**



Amy Courtney  
Board Secretary



Anne Sharclane  
School Board Secretary

\*Please note that the audio recording of this meeting is available for listening in the District Office.

# March

# 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Core Schedule Begins Dr. Seuss's Birthday	3	4 Region V Tournament @ Ketchikan	5 Region V Tournament @ Ketchikan	6	7
8	9	10	11	12	13 Alaska Teacher Placement: AK Job Fair @ Anchorage	14
15	16	17	18	19 Jump Rope for Heart End of 3 <sup>rd</sup> Qtr. Regular Board Meeting	20 No School Teacher Workday	21
22	23 Spring Break	24 No School	25 Spring Break	26 No School	27 Spring Break	28
29	30	31				



# April

# 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 MAP Testing	7 MAP Testing	8 MAP Testing	9	10	11
12	13 Elective Phase Begins	14	15	16 Regular Board Meeting @ 7	17	18
19 Close Up leaves and returns 4/27	20	21	22	23 Teacher In-service No School	24 Teacher In-Service No School	25
26	27	28	29 PEAKS Testing Core Schedule Begins	30 PEAKS Testing	PEAKS Testing	

March 11, 2020

## MEMORANDUM

TO: HCSD Board of Education  
FROM: Amy Stevenson, Business Manager  
RE: March Report

### **Current Information:**

1. Accounts payables up to date.
2. Orders are up to date.
3. March 16th payroll for Classified staff has been processed
4. January 2020 breakfast and lunch reimbursement has been submitted to Child Nutrition Services. Reimbursements for Fresh Fruit and Vegetables have been done also.
5. Journal entries and completed deposits are entered into the accounting software.
6. The monthly student activity report for February has been sent to Billie at the City of Hoonah.
7. Completed September and October bank reconciliation
8. 2020/2021 exempt contracts completed and to the Board
9. Draft 2020/2021 Operating Fund Budget is done and on the agenda for first reading.

### **Next Steps:**

1. The November, December and January bank reconciliations need to be done.
2. Third quarter grant reimbursements need to be done
3. February 2020 breakfast and lunch reimbursement with the Fresh Fruits and Veggies reimbursement.
4. Continued to keep an eye on FY 2019/2020 budget for a possible budget revision. We will most likely need to do one for next board meeting.
5. Deposits done as received
6. Filing
7. Payrolls as scheduled
8. Journal entries as needed
9. Set up my Grant financial board reports for FY 2020 when all budgets are known and in for grants.
10. Budgets for grants put into our accounting software
11. Accounts payables as needed
12. Orders as needed
13. Travel for staff as needed.



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

### **Consolidated Grant Programs**

A Federal Programs Advisory meeting scheduled for March 12 was moved to Monday March 9. This was a move made rather quickly and I was not able to attend the meeting. The Meeting agenda is attached to this report.

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

No new Activities

**Title IV A – Innovation and Technology**

Transferred to Title I, A.

**11,073.00**

**Title VIB – Special Education Support**

No new activities

**43,916.00**

**Section 619 – Special Education Preschool Needs**

No new activities

**1762.00**

### **Lingit Tundata'ani – Demonstration Grant**

The Annual Performance Report is due by May 1 this year making the importance of gathering data a high priority. The absence of a school counselor complicates this. Our Evaluator, Claudia Dybdahl is working on this.

### **Coordinator Training**

In February I attended a training for Demonstration Grant Coordinators. The focus was ensuring that coordinators knew what data to collect and the importance of using grant funds. While Hoonah School is doing a better job of utilizing funds, again, the absence of a counselor leaves many dollars on the table.

The Federal Programs Committee did review Demonstration Grant Programs.

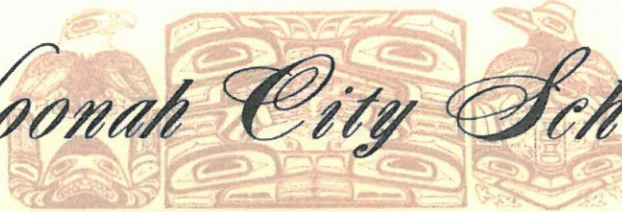
### **Radio Project**

The Radio Broadcasting Project is moving along quickly with new equipment and a producer from KTOO working with students to interview, record and broadcast.

**Indian Education**

Part I of the Indian Education application has been completed. In this part the number of eligible students in the school is articulated. The count period was January 13 through February 13. At that time there were 127 students enrolled in Hoonah City School. Of that number, 122 qualified as Indian students. HCS will be funded for this many student.

The Indian Education Parent Committee also met on Monday to make recommendations for continuing project activities.



# Hoonah City Schools

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

## Federal Programs Parent Advisory Committee

March 12, 2020

2:00 pm in the Hoonah School Library

### AGENDA

- I. Introductions
- II. Review Agenda
- III. Demonstration Grant/New Activities
- IV. Parent Involvement Plan/Review
- V. Academic Needs/Mr. Watkins
- VI. Questions and Comments
- VII. Next Meeting – April 2020

Thank you!



## March 2020 maintenance report

Recently most of my time has been spent either coordinating the upcoming repairs we have, trying to adequately disinfect high touch surfaces and snow/ice removal. We received a response from AMLJIA about the snow removal they sent us a release of liability waiver and a facility use waiver that she mentions should have been in place before any snow removal took place. I have been remodeling the radio room. Icy strait plumbing is scheduled to be here the week of march 16<sup>th</sup> to form a plan to replace the leaking water lines to the kitchen and come up with a accurate cost for the repairs. I am in communications with Northern Lights construction about performing a repair to the metal roof on the elementary. We have a sprinkler repair technician coming in on march 17<sup>th</sup> weather permitting. The motor to the Air handling unit for the library is overheating and constantly shutting off so I am ordering a replacement. The pressurized flushing mechanism in the elementary staff area is leaking and needs to be replaced. During the last cold spell the cooling coil in the small walk in freezer froze up and took some time to thaw out and drain the moisture. I am looking to change the schools disinfectant and sanitation procedures to a system utilizing a electrostatic sprayers. It is more costly that our current system but it should allow for more areas to be cleaned in the time we are provided.

Having these events like the census in the Erickson building and the north Carolina dinner can be taxing on our limited maintenance custodial staff. Also for me the COVID-19 virus highlights the fact that we don't have enough custodial hours for the size of this facility, when there was talk of the Erickson buildings use for the elective phases it was implied that we would only need to clean either the hs or Erickson building and a couple classrooms in the highschool. That has not been the case as during the core phase and elective phases it seems that most areas of the school are in use. All areas of the building have food consumed in them regularly which increases the cleaning demands of an area as eating in a dirty area can be detrimental to health, as well as when food and crumbs are left on the floors and tables it increases insects and pest presence.

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

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

- organize this list by priority and financial likelihood
- Elementary office area staff toilet flush mechanism replacement.**
- Library Air handling unit motor replacemet**
- Gym floor replacement
- Installing wall to divide k/1 classroom(
- Work in Radio Room(box up equipment, paint room, carpet room, sound abatement, make wood table?, convert lights to dimmable, chalkboard paint on outside wall in hallway, blinds for window)
- 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.)Reached out to AMLJIA to make sure we are not going to get in trouble with them. Should be good to go after hearing back from them.**Received reply stating that we should have at least had a release from liability waiver and a facility use agreement with anyone we contract to do snow removal.**

-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) provided dimensions to classrooms and they are coming up with samples( **going to pick this back up in april so we can try to group the shipping with our big supply and chemical order.**)

-Updating custodial care program and ensuring it is up to today's standards for cleaning **Hoping to move to electro static disinfectant and sanitation**

-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

-replace glycol in boiler system

-boiler replacement

-fire pump repairs or replacement. **(March 17<sup>th</sup> weather permitting**

-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

-

-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. **In contact with construction outfit as the roofing businesses I have reached out to have expressed that they are to busy in Juneau to spare anyone to come over.**

-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.
- 
- 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. **Plumber is planning on coming over the week of the 17<sup>th</sup> to evaluate and assist in coming up with a plan that meets local codes.**
- replace entry ramp to Erickson building.

Replace Erickson buliding 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 ductin

March 7, 2020

## **MEMORANDUM**

TO: Hoonah Board of Education  
THRU: Ralph Watkins, Superintendent/Principal  
FROM: Amy Stevenson, Business Manager  
RE: FY 21 Preliminary Budget – School Operating Fund

### **PURPOSE**

Per AS 14.14.060, the Hoonah City School District (HCSD) Board of Education is required to approve a balanced budget that is then transmitted to the City of Hoonah by May 1<sup>st</sup>. This budget must then be submitted to the Department of Education and Early Development by July 15<sup>th</sup> annually.

The preliminary draft budget has been developed for recommendations from the Board of Education, staff, and community members on ways to reduce projected expenditures to match projected revenue. The revenue budget total is: \$3,495,415 minus the expenditure budget total of \$3,495,415 = 0.00

The attached budget recaps are an integral part of this budget memo.

### **PERTINENT INFORMATION - OPERATING FUND**

The budget work session tonight is to go over the areas what were decreased to balance the budget. The public and staff are encouraged to continue providing input to the administration and to the Board of Education throughout this budget season.

#### **Revenue Budget**

The FY 21 enrollment projections is based on 124 students generating \$2,492,676 which is \$170,188 more than FY 20 foundation revenue.

The FY 21 required minimum local effort in the funding formula is \$215,318; whereas the maximum amount the City of Hoonah may contribute is \$839,837. They have committed \$726,000 to the District. Breakdown: Estimated \$391,000 in 1% revenue and \$335,000 local contribution.

The FY 21 budget goal is to operate within the available revenue and balances at this time.

#### **Expenditure Budget**

**Staffing:** The FY 21 draft budget decreases teachers to 9.40 regular instructional teachers in general fund, 2 special education teachers, a half-time contracted sped director, a half-time principal, a half-time superintendent, a full-time business manager, a .80 % Board clerk/administrative assistant, a school secretary, 1.5 custodians, and a half-time maintenance director (the other half of this person's day will include custodial duties.)

Classified staff are status quo with their number of days budgeted as follows based on a teacher's contract year of 190 days.

Para-professionals	179 days per year
School Secretary	220 days per year
Custodian	244 days per year
Acct Clerk/Adm Assist	179 days per year
Maintenance Director	260 days per year
Business Manager	260 days per year

Administration will remain status quo: Superintendent/principal

Benefits: Health care has been budgeted with a projected 8 % increase.

Other Expenditure Budget Categories: All budgets have been included in the FY 21 draft budget have been increased or decreased in categories that statistic showed underspent for the past 5 years to balance the budget to zero.

FY 21 Draft Budget Expenditure Function Changes Relative to the FY 20 Budget Revision are:

<u>Function Description</u>	<u>Budget Change</u>	<u>Amount</u>
100 Regular Instruction	Salary Schedule and step increases for returning staff. Built in a 5% increase as it is a negotiation year.	\$ 161,720
200 Special Education	2 special education teachers and projected salary & benefits with 5% increase built in also	\$ 89,222
220 Special Education Support	.5 special education director and other pertinent SPED itinerants.	(\$ 6,936)
350 Supporting Services	Salary and benefits added and reduction to the supply budget	(\$ 11,058)
351 Supporting Services-Tech	Decrease technology purchases amount	(\$ 24,725)
400 School Administration	Travel and supply budget decreased	(\$ 2,311)
450 School Adm. Support Staff	Salary step and benefits for secretary as a classified employee.	\$ 10,588
510 District Administration (& Board)	Decreased numerous categories	(\$ 8,775)
550 District Adm. Support Staff	Step and projected benefit increases then a decrease most other categories	(\$ 28,033)
600 Operations & Maintenance	Step and projected benefit increases, projected increase in electric, oil, snow removal, maintenance supplies	\$ 10,883
	<b>Total Expenditure Changes</b>	<b><u>\$190,575</u></b>

**\*\*\*All Functions include a projected 8% increase to health insurance.\*\*\***

### **LEGISLATIVE SESSION**

As you know, the Alaska Legislature is in session wrestling with the Governor's budget along with the State of Alaska's financial challenges. At this time, it appears there will not be a decrease to the foundation funding formula, and districts will be flat funded.

There is a House Bill 339 to increase the BSA slightly for FY 21 and FY22 due to the new Alaska Reads Act that has been put into place. We are crossing our fingers.

### **FOOD SERVICE AND PUPIL ACTIVITY FUNDS**

These funds have been budgeted status quo based on the FY 20 budget revision.

### **RECOMMENDATION**

The administration recommends that the Board approve the FY 21 Operating Fund Budget for first reading.

Hoonah City School District  
FY21 Budget - Draft

	Student Enrollment	115 EST ADM	124				
	<b>OPERATING FUND</b>						
	<b>REVENUE</b>						
		<b>FY 20 Budget</b>	<b>FY 21 Draft Budget</b>	<b>Difference</b>			
1	City Contribution	606,990	726,000	119,010			Additional \$510,682 over minimum
2	City Contribution - In Kind	33,253	33,014	(239)			Includes an extra \$119,682 for the General Fund
3	City Contribution - Pupil Activities						Includes an estimated \$391,000 in 1% Revenue for Student
4	Earnings on Investments	1,500	1,500	-			Activities and the remainder to be spent in the general fund
5	Other	6,138	5,000	(1,138)			
6	Rentals						
7	Leases						
8	E Rate Revenues	33,600	33,600	-			
9	State Revenue: Foundation Program	2,322,488	2,492,676	170,188			
10	State Revenue: Quality Schools Grant	6,941	7,307	366			Additional students projected: 124 x 16
11	State Contribution: On Behalf TRS	155,747	164,838	9,091			With Addition of a teacher TRS On Behalf increased
12	State Contribution: On Behalf PERS	26,058	31,480	5,422			
13	State Broadband Assistance						
14	Federal Revenue: Impact Aid	112,125	-	(112,125)			
15	Use of Fund Balance						
16	Total Revenue	3,304,840	3,495,415	190,575			
	<b>EXPENDITURES</b>						
17	100 Regular Instruction						<b>**Because Negotiation Year 5% increase built in</b>
18	310 Certified Salaries	647,634	680,582	32,948			<b>5 elementary teachers, 4.40 secondary teachers</b>
19	320 Non-Certified Salaries	5,000	5,000	-			teacher subs for year
20	350 Employee Benefits	395,392	548,864	153,472			<b>Increased benefits with increase salaries for steps</b>
21	420 Travel						Calculated est health benefits at max emp/family
22	440 Other Purchased Services	13,950	8,000	(5,950)			Copier contracts, supplies and copies Decreased
23	441 Online Classes	10,000	10,000	-			
24	443 Music Equipment Repair						
25	450 Teaching Supplies	33,750	15,000	(18,750)			reduced supply budget
26	451 Music Supplies						
27	471 Textbooks						
28	Total Regular Instruction	1,105,726	1,267,446	161,720			

We have no receipts for use of the building as of yet. This may still be to high













AGENDA ITEM New Business 1.1

ACTION

DISCUSSION

TOPIC: APPROVAL of the 2020-2021 SCHOOL CALENDAR for 1<sup>st</sup> Reading

Background

The Superintendent or designee shall prepare for the Board's approval a School Calendar.

Recommendation

I move that we approve the proposed 2020-2021 School Calendar for 1<sup>st</sup> reading.



AGENDA ITEM New Business 1.2

ACTION

DISCUSSION

TOPIC: Memorandum of Agreement for the 2020/2021 School Year

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 the 2020/2021 school year:

Recommendation

I move that we approve the Memorandum of Agreement for:

- Chelsea Wilburn, Alaska's Midnight Sun Therapy Services, LLC
- Kaye Lawson, OTR, M Ed
- Doug Wessen, Rainforest Mediation and Consultation

for the 2020/2021 school year.

AGENDA ITEM      New Business 1.3

  √   ACTION

   DISCUSSION

TOPIC: APPROVAL OF EXEMPT CONTRACT – Amy Stevenson and Jeremiah Byers

Background

The exempt position is needed to provide necessary support for the Hoonah School District to comply with all local, state and federal requirements.

Recommendation

I move that we approve FY 2020/2021 Exempt Contract for Amy Stevenson and Jeremiah Byers.

**HOONAH CITY SCHOOL DISTRICT**

**P. O. Box 157**

**Hoonah, AK 99829**

**(907) 945-3611**

**EXEMPT EMPLOYEE CONTRACT**

This contract between Hoonah City School District Board of Education, hereinafter referred to as the **BOARD**, and **Amy B. Stevenson**, whose permanent address is PO Box 434, Hoonah, AK 99829, hereinafter referred to as **BUSINESS MANAGER**,

**WITNESSETH**

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

**THAT THE BUSINESS MANAGER WILL:**

1. Perform the duties of **BUSINESS MANAGER** and such other duties as may be assigned in the Hoonah City School District during the 2020-2021 school year, beginning on or about July 1, 2020 for a total of not more than **260** school/work days, which shall include legal holidays. The **BUSINESS MANAGER** understands that the proper performance of her duties may require work outside the regular school day and week, for which **BUSINESS MANAGER** is not entitled to additional compensation.
2. Abide by and be bound by the policies, rules, and regulations of the **BOARD** the Hoonah City School District.
3. Authorize deductions for the Alaska Public Employee's Retirement System and FICA withholding, if eligible.

**THAT THE BOARD WILL:**

Pay the **BUSINESS MANAGER** an annual salary in the amount of \$71,099.00 to be paid in equal semi-monthly installments.

4. The per diem rate is \$273.46.
5. Grant 25 days of annual leave and 16 days of sick leave. The **BUSINESS MANAGER** may take sick leave if immediate family is sick and needs them. The **BUSINESS MANAGER** must use 10 days annual leave each year and may cash in up to 5 days annual leave per year. Total accrual of annual leave must not exceed 18 days as of June 30.
6. Provide group medical and life insurance for the **BUSINESS MANAGER** and dependents.
7. 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.

8. This contract may be amended by mutual consent upon application of one party and the written consent of the other party.

9. 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.

10. The violation or breach by the BUSINESS MANAGER of any term, condition, or requirement of this contract is grounds for discipline, up to and including termination of employment.

11. This contract supercedes and replaces any prior individual Employee's Contract which may have been issued for the school year covered by this contract.

### ACCEPTANCE

I hereby accept this offer of employment and the conditions contained herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Amy B. Stevenson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ralph Watkins, Superintendent  
Hoonah City School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Harold Houston, School Board President  
Hoonah City School District

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

**EXEMPT EMPLOYEE CONTRACT**

This contract between Hoonah City School District Board of Education, hereinafter referred to as the **BOARD**, and **Jeremiah Byers**, whose permanent address is PO Box 26, Hoonah, AK 99829, hereinafter referred to as MAINTENANCE SUPERVISOR,

**W I T N E S S E T H**

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

**THAT THE MAINTENANCE SUPERVISOR WILL:**

1. Perform the duties of MAINTENANCE SUPERVISOR and such other duties as may be assigned in the Hoonah City School District during the 2020-2021 school year, beginning on or about July 1, 2020 for a total of not more than **260** school/work days, which shall include legal school holidays. The MAINTENANCE SUPERVISOR understands that the proper performance of his duties may require work outside the regular school day and week, for which MAINTENANCE SUPERVISOR is not entitled to additional compensation.
2. Abide by and be bound by the policies, rules, and regulations of the BOARD the Hoonah City School District.
3. Authorize deductions for the Alaska Public Employee's Retirement System and FICA withholding, if eligible.

**THAT THE BOARD WILL:**

Pay the MAINTENANCE SUPERVISOR an annual salary in the amount of **\$55,114.20** to be paid in equal installments with classified staff.

4. The per diem rate is \$211.98
5. Grant 20 days of annual leave and 16 days of sick leave. The MAINTENANCE SUPERVISOR may take sick leave if immediate family is sick and needs them.
6. Provide group medical and life insurance for the MAINTENANCE SUPERVISOR.
7. 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.

8. This contract may be amended by mutual consent upon application of one party and the written consent of the other party.

9. 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.

10. The violation or breach by the MAINTENANCE SUPERVISOR of any term, condition, or requirement of this contract is grounds for discipline, up to and including termination of employment.

11. This contract supercedes and replaces any prior individual Employee's Contract which may have been issued for the school year covered by this contract.

### ACCEPTANCE

I hereby accept this offer of employment and the conditions contained herein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Jeremiah Byers

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ralph Watkins, Superintendent  
Hoonah City School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Harold Houston, School Board President  
Hoonah City School District

AGENDA ITEM    New Business 1.4

  √   ACTION

       DISCUSSION

TOPIC: Memorandum of Agreement from April 10-April 30, 2020 – Chez Alaska Cooking School.

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 from April 10 – April 30, 2020 – Chez Alaska Cooking School.

Recommendation

I move that we approve the Memorandum of Agreement from April 10 – April 30, 2020 for Chez Alaska Cooking School.





Anne Sharclane <sharclanea@hoonahschools.org>

---

## School Board Letter of Interest

2 messages

---

**jewell\_82597** <jewell\_82597@yahoo.com>  
To: sharclanea@hoonahschools.org

Mon, Feb 24, 2020 at 5:12 PM

Date: February 24, 2020

Hoonah City School Board of Education;

I, Heidi Jewell, am interested in the vacant seat on the school board that is an interim position that will be on the ballot come October 2020.

I look forward to be involved in the remaining of the process.

Respectfully,

Heidi Jewell

Sent via the Samsung Galaxy A10e, an AT&T 4G LTE smartphone

---

**Anne Sharclane** <sharclanea@hoonahschools.org>  
To: jewell\_82597 <jewell\_82597@yahoo.com>

Tue, Feb 25, 2020 at 8:03 AM

Received, thank you.  
[Quoted text hidden]



Anne Sharclane <sharclanea@hoonahschools.org>

**Fwd: School Board**

1 message

**Ralph Watkins** <watkinsr@hoonahschools.org>  
To: Anne Sharclane <sharclanea@hoonahschools.org>

Fri, Mar 6, 2020 at 11:32 AM

Here you go

Ralph Watkins

Superintendent/Principal

Hoonah City Schools

watkinsr@hoonahschools.org

"Our deepest fear is not that we are inadequate but that we are powerful beyond measure" ~ Marianne Williamson

----- Forwarded message -----

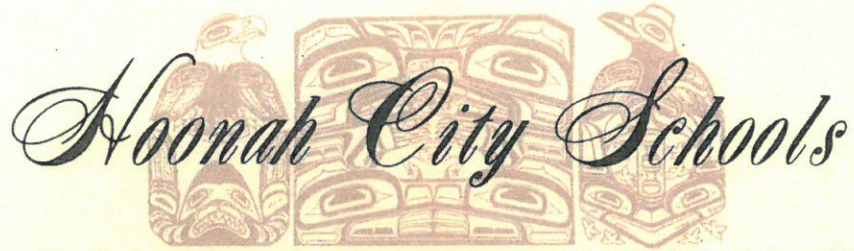
From: **Esther Heath** <e.heath.arnp@gmail.com>  
Date: Thu, Mar 5, 2020 at 4:52 PM  
Subject: School Board  
To: Ralph Watkins <watkinsr@hoonahschools.org>, <houstonh@hoonahschools.org>

Ralph,

I have interest in serving on the school board until elections next fall and ask to be a candidate for the open position. Of note, I will be out of town March 14-March 30th but happy to assist in any questions through email or my phone 253-579-6900.

Thank you for your consideration,

Esther Heath-Mills



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

**SCHOOL BOARD MEMBER OATH OF OFFICE**

**HOONAH CITY SCHOOL BOARD OF EDUCATION**

I, Easter Heath-Mills, do solemnly affirm that I will defend and support the Constitution of the United States, the Constitution of the State of Alaska, and the Charter and Ordinances of the City of Hoonah, and that I will honestly, faithfully, and impartially discharge my duties as a member of the Hoonah City School Board to the best of my ability.

Easter Heath-Mills

3/19/20  
Date

**ATTEST:**

Harold Houston  
Harold Houston  
School Board President

8/26/20  
Date